



AGENDA

ORDINARY COUNCIL MEETING

9.00 am

18 March 2015

DARWIN PARAP OFFICE

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Signed: Chief Executive Officer

AGENDA

ORDINARY COUNCIL MEETING

TO BE HELD AT THE DARWIN COUNCIL OFFICE

ON 18 MARCH 2015

COMMENCING AT 9.00AM

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

1 PERSONS PRESENT

ELECTED MEMBERS PRESENT

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

STAFF PRESENT

Chief Executive Officer	Glenda Teede
Director of Financial Services	Peter Carter
Administration Assistant	Tahlia Cleary

PERSONS PRESENT

LGANT	David Jan
LGANT	Graham Watson
LGANT	Peter McLindon
NBC Consultant	Samir Raut

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	18 March 2015
Author:	Chief Executive Officer, Glenda Teede
Attachments:	Nil

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 18 March 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 18 March 2015.

Moved: Clr.

Seconded: Clr.

3 PETITIONS AND DEPUTATIONS

Nil

4 CONFIRMATION OF MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES FOR ORDINARY GENERAL MEETING 19 NOVEMBER 2014

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18 March 2015
Author:	Administration Assistant
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Ordinary General Meeting held on 21 January 2015 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

STATUTORY ENVIRONMENT

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

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the minutes of the Ordinary General Meeting held 21 January 2015 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	Nil
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	
Date:	18 March 2015
Author:	Chief Executive Officer, Glenda Teede
Attachments:	Nil

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 s73 & s74 (Elected Members).

Local Government Act (2008) s107 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 18 March 2015.

Moved: Clr.

Seconded: Clr.

6 REGIONAL SERVICES MANAGER'S REPORTS/ITEMS

6.1 REPORT – REGIONAL SERVICES MANAGER WADEYE

Applicant:	Jack Allen
Location/Address:	Wadeye Service Centre
File Ref:	NA
Disclosure of Interest:	
Date:	18 March 2015
Author:	A/g Wadeye Regional Services Manager, Jack Allen
Attachments:	Nil

SUMMARY

WADEYE SERVICE DELIVERY UPDATE – 18th March 2015

VISITORS

NBC consultancy
Howard Springs Veterinary
LGANT
Department Community Services (Homelands)
Cardino Consultancy
WDRC staff
CouncilBiz
No other significant visits have occurred this reporting period.

EVENTS AND ACTIVITIES

With the arrival of our new Sport and Recreation team leader we have a lot of sporting programs on the way.

MEETINGS

1. A Interagency meeting was held on the 19th of February and the next interagency meeting will be held on the 19th of March.
2. Local Authority Meeting was held on the 5th of March

STRATEGIC ISSUES

Council is working hard on improving the structure of its operations.

COMMUNITY ISSUES

The Wadeye pool is still a major concern with more vandalism over the past month. The Wadeye police have been made aware of this and the CEO will notify the council of the outcome.

CORE/INFRASTRUCTURE SERVICES

PUBLIC STREET LIGHTING

DJ Air and Electrical has completed the installation of the 37 street lights in Kolumboort, Bunduck and Mollinjin streets.

The Local Authority has asked council to source a quote to install four more street lights from the Boarding House to towards Nilihn. The RSM has engaged DJ Air and Electrical to provide this.

LOCAL EMERGENCY MANAGEMENT

WDRC are still in correspondence with NTES about setting up a volunteer emergency service committee and gaining training in this area.

MAINTENANCE BUILDINGS AND FIXED ASSETS

Council has now just employed a full time Building Manager based in Wadeye to carry out a building Maintenance program through out the West Daly region.

CEMETERY ASSISTANCE

This is done as required.

SWIMMING POOL

Works to the perimeter fence are 98% complete.

The pool was vandalised once again on Sunday the 21st of February and had to be closed for the following week. Something will need to be done as this is becoming a burden on council staff and resources.

WDRC has just recruited an additional trainee to support the Pool Attendant and are in correspondence with the NT Royal Life Saving so they can obtain their Bronze Medallion qualification.

ANIMAL WELFARE AND CONTROL

Howard Springs Veterinary visited the community on the 19th -23rd January.

Whilst here they de-sexed 19 male dogs, 18 female dogs, 2 male cats and 4 female cats.

They also euthanized 5 male dogs and 4 female dogs that were suffering from TVT (transmissible venereal tumors).

Council is running its dectomax program every two weeks to get back on top of the dog issues in community.

The council has also completed interviews for the new environmental health officer and is waiting on a formal response.

LOCAL ROAD MAINTENANCE

The Civil Crew will be re establishing minor road repairs through out the community over the next month.

We have just purchased a bitumen truck to assist the civil crew in the repairs.

Wadeye has had Cardino Consultancy come and survey and quote on re sealing parts of Wadeye which will be part of the roads to recovery grant.

Further information will be submitted to council.

TRAFFIC MANAGEMENT ON LOCAL ROADS

The Civil team have erected 40 km speed signs on Perdijert street from the School to the Barge landing.

The Local Authority has made recommendations in relation to traffic management and is looking at purchasing speed humps and W beam barriers to install around the community.

The installation of the speed hump will not commence till we have had the sealing of the roads.

(The Local Authority was to forward this to Council as part of their report)

WASTE MANAGEMENT AND LITTER CONTROL

WDRC had LGANT come and do an audit on the Wadeye landfill areas on the 5th of February in line with the new Big Rivers waste management guidelines.

LGANT was happy with the operation and tidiness of our landfill areas.

LGANT will be providing council with a report on adjustments that will need to be made.

Community bins are emptied every Monday and Thursday. Businesses are done each week day.

WDRC are still waiting for correspondence from the EPA in regards to our EPA license for the Wadeye landfill areas.

PLANT AND EQUIPMENT

Wadeye IT loader should be back from Hastings Deering Darwin in the next few weeks.

Both the Dozer and Grader were vandalized out at the industrial tip on the 25th of February with all of the windows broken in both machines.

WDRC has also just purchased two new trucks.

One is a new tilt tray truck that will be used to transport goods and machinery through out the region, and a bitumen truck to be used for repairs and maintenance of the roads in Wadeye Palumpa and Peppi.

AIRPORT MAINTENANCE

WDRC aerodrome reporting officers have reported continuous vandalism of the new fence and also the navigation lights on the strip.

WDRC has also engaged DJ Air and Electrical to fix a transformer that was damaged by a lightning strike. This has now been completed and after talks with the Department of Infrastructure we are receiving emergency solar lights for when there are power outages.

Periodic maintenance is carried out as required.

POWER, WATER AND SEWERAGE

Essential Services at Wadeye are carried out by Power and Water Authority via a period contractor and do not directly involve the Shire.

The Shire assists Outstations with these services.

COMMUNITY SERVICES

NIGHT PATROL

Night Patrol continues to offer security to our community members by making sure any anti-social behaviour is reported to the Police. Night Patrol has also been an asset to community over the past couple of months with stopping multiple break ins and returning stolen goods.

Night Patrol has also had training for all three communities.

COMMUNITY BROADCASTING

WDRC are still in the process of employing two new part time media officers. These positions have been advertised in community.

LIBRARIES AND CULTURE

The Wadeye library offers a terrific resource to the community. It remains a busy place with many community members purchasing copies of DVD's of local events. There are internet facilities available where community members can access the internet and, importantly, access on-line banking.

The TRAAC adult education program has recently commenced operating at the library in the afternoons; so we now have activity at the library throughout each day.

SPORT AND RECREATION

WDRC has employed a new Sport and Recreation team leader and four sport and recreation officers. A program has been drafted and is being put into action.

SPORTS HALL

In the hall there are afternoon activities every day of the week ranging from dodge ball, basketball and trampoline.

OVALS

We have a football program running on the weekends at the main oval thanks to NT AFL and Sport and Recreation.

The Local Authority has asked Council to source a quote for the erection of spot lights at the main oval and the renovation of the ablution block. The RSM has engaged TDC and DJ electrical to provide Quotes.

GYM

The Wadeye gym has been closed till further notice due to the recent break ins and also council feels that more time should be spent in engaging the youth in activities.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Wadeye Regional Services Manager's Report January/February 2015.

Moved: **Clr.**

Seconded:	Clr.	Carried
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6.2 REPORT – REGIONAL SERVICES MANAGER PALUMPA

Applicant:	Fred Graham
Location/Address:	Palumpa Service Centre
File Ref:	N/A
Disclosure of Interest:	
Date:	18 March 2015
Author:	Palumpa Regional Services Manager, Fred Graham
Attachments:	Nil

SUMMARY

PALUMPA SERVICE DELIVERY UPDATE – 18 MARCH 2015

VISITORS

Centrelink Remote Team
Glenda Teede (CEO)
Port Keats Police
Peppi Police
Graham Watson LGANT
The New GEC team from Wadeye
Louise Beilby (LAC)

MEETINGS

1. Emergency management - Palumpa

STRATEGIC ISSUES

The New Council is moving forward.

COMMUNITY ISSUES

The Community has been relatively calm.

PROJECTS

The new sand pit site is waiting for the local authority to decide on the sheds location. RJCP will then assemble the kit.

The meeting place shed is waiting for the local authority to decide on the sheds location. RJCP will then assemble the kit.

CORE/INFRASTRUCTURE SERVICES

PUBLIC AND STREET LIGHTING

Safety of community members has been discussed regarding the lack of street lighting in front of lot 34 and over the causeway, a street light audit has been carried out, a quote has been received to carry out the repairs and forwarded to our grants officer to find a grant to carry out the street light repairs.

LOCAL EMERGENCY MANAGEMENT

Counter Disaster meeting will be held this month to discuss the ongoing wet season; at this stage we have had no significant rain since December.

MAINTENANCE BUILDINGS AND FIXED ASSETS

With the hiring of a Building and Maintenance person in Wadeye we have started to cost out repairs and small projects in our community mainly to our council assets.

A price was submitted to Centrelink to carry out a small up grade to the customer service area in the Council office, this quote was approved and the parts are on order.

We have costed a small project out for the resource centre, the supply and installation of insulated panels to form a ceiling in the building. This quote was sent to our grants officer to try and find a grant that could be used for this project.

Lot 58a is about to have some work done to the demountable to make it secure and more liveable, including fixing the bathroom, painting, security screens and doors and electrical appliances..

The meeting room project, Local Authority funded upgrade, has been reviewed and parts and material is a being ordered to get this started

CEMETERY ASSISTANCE

We have had nil funerals this report period.

ANIMAL WELFARE AND CONTROL

The Howard Springs Vet team will be carrying out the animal welfare role in our region. We have had no animal welfare issues in the community this reporting period.

LOCAL ROAD MAINTENANCE

All of the roads in the community are extremely damaged and have not been repaired.

The causeway remedial work will not be completed under the contract that was in place this year, the repairs may be completed under a new contract next year, 2015, after the wet season.

The additional product and tools we were waiting for to commence the road patching program have arrived and so has the wet season so the road repairs will be on hold until the dry season.

A consultant travelled to Palumpa with Jack Allan, RSM Wadeye to view the unfinished causeway, this visit was to do an inspection of the causeway and then give the council a risk analysis on the cause way.

As the weather permits we have started to repair pot holes in our internal roads

WASTE MANAGEMENT AND LITTER CONTROL

Rubbish collection has been functioning well as could be expected with wet season.

There has been a number of dogs knocking the bins over, we are installing bin retaining devices to hold the bins in place.

LAGNT have been to our community and carried out an inspection / audit on the rubbish dump sites, we are waiting on the recommendation of the reports.

PLANT AND EQUIPMENT

The twin cab tip truck is now ready, Murin have the truck and will bring this out on the barge.

Road conditions are having a serious affect on vehicles.

AIRPORT MAINTENANCE

The wind sock lights have been repaired.

The grass has been slashed where possible due to the wet season.

The fence top wire will need to be repaired.

POWER, WATER AND SEWERAGE

The ESO contractor is in town and very busy.

COMMUNITY SERVICES

NIGHT PATROL

There has been no major activities or issues from Night Patrol.

Several of our team attended training in Wadeye this month

COMMUNITY BROADCASTING

BRACS is operating well, however it is off air at the moment with a faulty electrical part.

SPORT AND RECREATION

Our new Sport and Rec team leader has started and going very well.

The attendance has been good; the disco nights are a hit and the footy games with the Wadeye teams makes for a great afternoon activity.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Palumpa Regional Services Manager's Report for January/February 2015.

Moved: Clr.

Seconded:	Clr.	Carried
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6.3 REPORT – REGIONAL SERVICES MANAGER PEPPIMENARTI

Applicant:	Rose Peckham
Location/Address:	Peppimenarti Service Centre
File Ref:	N/A
Disclosure of Interest:	
Date:	18 March 2015
Author:	Peppimenarti Regional Services Manager, Rose Peckham

SUMMARY

PALUMPA SERVICE DELIVERY UPDATE – 21 JANUARY 2015

VISITORS

The visitors to the shire in our community were:

Samir Raut – NBC Consultants

Various contactors – Electrical, Plumbing

Centrelink Team

Nathaniel Knapp – Department of Local Government & Community Services

Chris Rollinson – Department of Local Government & Community Services

EVENTS AND ACTIVITIES

Nil to report for this period.

MEETINGS

1. Service Providers Meeting – 4th February 2015
2. Community Safety Action Plan Meeting – 12th February 2015
3. Local Authority Meeting – 17th February 2015

STRATEGIC ISSUES

Regional Council Plan Part 11: Street lighting – Peppimenarti. Further motion put through to Council in relation to amending previous LA resolution.

Information supplied to Mr. Jenkins in relation to Strategic Plan.

COMMUNITY ISSUES

- Lack of lighting – being addressed
- Road damages – due to local flooding / wet
- Community Signage – Ordered, signage to arrive once the roads open.

PROJECTS

1. Fencing of the workshop.
2. Minor road repairs

CORE/INFRASTRUCTURE SERVICES

PUBLIC AND STREET LIGHTING

A resolution was presented to council at its January meeting and passed but due to community concerns of vandalism a new proposal was submitted to the Local Authority for Council's endorsement:

That the Local Authority wish to engage the services of AlencoNT to repair all the street lighting with LED lights due to resistance of vandalism totalling \$36,885.42 (GST Inc.) and ask that Council consider topping up LA funding from the Wadeye funds to cover these repairs.

Moved: Annunciata Wilson

Seconded: Kayla Hodgson

Resolution: Carried Unanimously

LOCAL EMERGENCY MANAGEMENT

As advised in previous reports the Local Emergency Management Plan is still in DRAFT format waiting to be signed off, we are still coming under the Wadeye Emergency Plan till then.

MAINTENANCE BUILDING AND FIXED ASSETS

Electrical contractors tended to repairs of Air-conditioners at Lot 14 & VQ2 and due to theft at the workshop installed and upgraded the lighting. Further to this our civil crew will be erecting a new fence around the workshop to secure heavy plant and vehicles as a preventative measure for theft of fuel.

Centrelink has advised that they have secured funds to re-furbish the current office at Lot 12, this will include re-sheeting the floor, walls, paint, cubicles, etc. and will be undertaken by Deewin Kirim for completion prior June 30th.

CEMETERY ASSISTANCE

We have not provided any assistance this reporting period. The review of the Cemeteries Act was tabled and noted at the Local Authority on the 17th February.

SWIMMING POOL

Council at its January meeting passed the resolution of the Local Authority to engage Deewin Kirim to erect the new fence and shade structure on Lot 90. A contract has been drawn up and will be completed by the 30th June 2015. Further to this quotes are being sought for the upgrade of current paving to complete the pool upgrade in Peppimenarti.

ANIMAL WELFARE AND CONTROL

We are currently liaising with vets for services in June/July which will also include surrounding outstations.

LOCAL ROAD MAINTENANCE

Due to the current season limited road works are being conducted, photographic evidence of internal roads damaged by weather are being collected. Once the roads are open and drivable emulsion and spray packs will be collected from Wadeye/Palumpa in order for our staff to commence on road repairs within the community as per the training conducted in August of last year. In addition to this we will also commence the grading of the local access and internal roads within the community prior to other internal access roads.

TRAFFIC MANAGEMENT ON LOCAL ROADS

Traffic management is being monitored due to access water over roads and damage.

WASTE MANAGEMENT AND LITTER CONTROL

We are now back to our regular pickups since the repairs of the garbage truck.

PLANT AND EQUIPMENT

The D6 Dozer has undergone some minor welding repairs from the staff and is functional again. The loader and grader are still awaiting some parts but should be ready for inspection in the near future.

AIRPORT MAINTENANCE

Contract Service Reports have been received by the Department although we are not covered from the 1st July till the 30th September of which we are following up with the Department.

POWER, WATER AND SEWERAGE

The Local Authority at its 17 February meeting passed the following motion:

1. The Local Authority authorises the Regional Services Manager-Peppimenarti (RSM) to liaise with the Northern Territory Environmental Protection Authority and the PowerWater Corporation on their behalf in relation to the ongoing issues with the sewerage and water quality within the community.
2. The RSM to ensure that all feedback is reported to Council at its 18 March 2015 meeting and the Local Authority meeting on the 14 April 2015.

An email was sent through to the PWC and the NTEPA on the 19th February as instructed and attached for councils information. A response has been received with updated stats on the water quality as well as advice stating that the septic behind the Crèche and Aged Care has been repaired.

COMMUNITY SERVICES

NIGHT PATROL

Night patrol staff are currently undergoing training, Certificate III in Community Night Patrol, at the CDU Rural Campus in Katherine, to date they have attended two blocks with positive feedback.

We are currently down a staff member due to one of the members winning a new role within the Council. Advertising will commence in the near future.

COMMUNITY BROADCASTING

An application has been submitted and approved to have the current infrastructure relocated from its current position to the Council offices. This will free up an additional house within the Community for housing in the future.

WOMENS AND CHILDRENS SERVICES

Referrals were submitted and conducted by Department staff in February for 5 of our clients at the Aged Care Centre. Training was also conducted by H & K Training in mid-February for our Aged Care staff with positive feedback from both staff and trainer.

LIBRARIES AND CULTURE

Council engaged the services of NBC Consultants on the 2nd February to discuss the concept of the proposed lot 13, rationale is as follows and the design attached for your information:

The rationale for this concept design is as follows:

Site

- The site is at Lot 13 (behind the council office building) as advised at meeting on 02/02/2015.
- The existing 'silver bullet' caravan like building is to be removed.
- The existing timber deck veranda is to remain and incorporated into the new Learning Centre.
- Please note that this site is subject to flooding according to the SLAP.

Design

- This design incorporates the following facilities:
 - Existing deck verandah to be retained. The timber decking to be replaced and the roof height to be lifted approximately 300mm.
 - Entry/Reception.
 - Multifunctional space in the centre of the space.
 - Library/Learning Centre Room.
 - Meeting Room.
 - Small Gym.
 - Tea making room.
 - Unisex accessible toilet and cleaners store.
 - Small general store for stationary etc.
 - Small BRACS room.
 - Office.

Design Rationale

- The design rationale for the floor plan is as follows:
 - The new building is proposed to 'fit in' to the existing 15.3m length of the existing verandah.
 - The overall dimensions of 12m x 15m can be prefabricated off site as a series of demountable buildings and brought and installed on site.
 - The existing verandah will require new steps and a accessible ramp to meet current Building Code of Australia requirements.

SPORT AND RECREATION

The 2 LINKZ volunteers departed at the end of January, their services were invaluable and really appreciated by the community and we thank Petar and Wilma for all their efforts and hope that they return in the near future.

The S & R team see a new face at Palumpa due to the departure of our long term team leader, Sam Nowicki, so we welcome Siany. Peppimenarti still have only the 2 trainees under guidance from Palumpa and they are doing quiet well. Due to the wet season and the state of the roads we have not had the assistance usually provided by the Team Leader at Palumpa but this should take up again once the roads open.

We will be introducing Milo Cricket into the program at Peppimearti and would like to offer our sincere appreciation to NT Cricket for their support and resources.

OTHER

Centrelink training was undertaken by 2 x staff members.

1 x Centrelink staff member attended First Aid Training at Palumpa on 20th and 21st November.

Other enquiries/request received during this period:

- Carers NT – phone call re passing on message to community members regarding proposed respite camp.
- TEABBA – numerous phone calls regarding messages about AGM
- NLC – phone calls regarding NLC contact numbers
- Permits – phone calls and office visits for Permit to Enter Aboriginal Land approval
- Durrmu Art Centre – phone calls (website has Council phone number as their contact number and art centre has been informed)
- Community phone calls regarding mail delivery

- It is not recognised the amount of general enquiries that a regional service centre can receive, in the form of a personal visit or telephone calls, and the time and resources those enquiries take up. The workload of staff in regional service centres should be acknowledged.

Simple majority

That Council receives and notes the Peppimenarti Regional Services Manager's Report for January/February 2015.

Seconded:	Clr.	Carried
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7 CHIEF EXECUTIVE OFFICER'S REPORTS

Applicant:	Chief Executive Officer
Location/Address:	N/A
File Ref:	Nil
Disclosure of Interest:	NIL
Date:	18 March 2015
Author:	Chief Executive Officer, Glenda Teede
Attachments:	NIL

SUMMARY

Chief Executive Officer's report for the Ordinary General Meeting held 18 March 2015.

COMMENT

The period since my last Report to Council has been a very busy one. Much work remains to be done to make West Daly Council as effective as it needs to be to meet the pressing needs of our communities but I am confident that, given time and the continued support of the elected Council these challenges can be met.

1. Significant Issues

➤ Wadeye – Industrial Landfill

Met with Graham Watson, Project Manager, LGANT. It is recommended that the Industrial Waste Landfill be closed as soon as other arrangements can be made to deal with the industrial waste and inorganic waste which is generated in the area.

➤ Wadeye – Residential Landfill

Met with Graham Watson, Project Manager, LGANT. The existing waste facilities has been assessed as being neat, tidy and in a desirable location on the basis of topography, existing road access, proximity to the community of Wadeye, fill material available and acceptable boundary fencing. The problem however, is that an upgrade is required to have the facility running in a way which is environmentally acceptable and allows the separation of waste and recycling. Graham Watson will present finding and an up date at the Council Meeting

➤ Palumpa – Waste Facility

The current fenced waste facility at Palumpa has an inherent problem in that the access to the facility is annually subjected to inundation during the wet season and the roads and drainage systems are not capable of handling the water. Coupled with the annual rain, the problem is exacerbated by the topography of the area which is flat lowland floodplain, which doesn't allow for good run off. LGANT has recommended that serious consideration be given to relocating the current waste facility to a more suitable location.

➤ Damage at the Wadeye Barge Landing / Boat Ramp

I scheduled a meeting with Louise McCormack from the Department of Planning and Infrastructure on Thursday 12 March. Louise agreed there is an immediate need for work to be carried out on the Barge Landing to restore it to a safe and workable level. The safety risks have been identified and WDRC will now begin correspondence with Louise and the Department of Planning and Infrastructure to begin these works as soon as possible.

➤ CouncilBiz Upgrade

Jim George is visiting Wadeye and Palumpa to identify and assist with the possibility of a faster efficient IT system for both communities. WDRC has agreed to utilise fibre optic into Wadeye which should increase speed and efficiency of the network.

- Manthathpe Crossing (Wadeye) – A full report is contained in the Reports for Action section but I have a number of photos I wish to present to Council. These highlight the potential danger that has arisen through erosion.
- Manthathpe Road – Incident / Injury Report - Hazard

The hazard identified on Manthathpe Road approximately 200m out going from Creek Camp Crossing, is a 2.2m x 1.3m pothole. This has been identified as an issue and Council is seeking to rectify this problem. This hazard could have serious consequences if vehicles are travelling at high speeds. I would recommend Civil fix the pot holes with Bitumen and E2 Street project and emulsion

2. Matters for Noting

- DriverSafe NT Remote – Jake Quinlivan, Regional Director Wadeye, Department of the Chief Minister. DriveSafe NT Remote will be delivery driver education and licensing services at Wadeye in partnership with the Thamarrurr Development Corporation's Remote Jobs and Communities Program (RJCP). This is expected to run between 1st-5th June 2015. This will enhance jobs for Indigenous people in the community
- DJ Electrical have now completed all of the Street Lights in Wadeye that were on scope and will have a couple left to put else where. To cover the cost of the additional lights WDRC has applied to the National Stronger Regional Fund
 - Logo and Uniforms – The uniforms have been finalised and WDRC has now received quotes from multiple suppliers and is waiting on confirmation of supply timeframes. Louise and Tahlia have been working on the procurement process across the three communities.
 - I am pleased to announce that William "David" Tapim was offered, and accepted the role of Indigenous Environmental Health Worker. David commenced in the role today. He will be working across all 3 communities and will be focussing on improving the environment within the communities, along with the health of community members. David's passion is in the area of environmental health and we congratulate him on recently completing his Certificate III in Indigenous Environmental Health.
 - I would like to congratulate Jack Allen, who has been offered and accepted the role of Regional Services Manager in Wadeye. Jack has been doing an excellent job of acting in the role for quite some time now and so it was a natural progression for him to move into the role in a permanent capacity. Jack's motivation and determination to succeed in the role is very apparent and we wish him the best of luck.
- Latitude 12 – Council is working with Latitude 12 to establish appropriate Risk Management & Work Health and Safety Systems. Training will be provided to the RSM's by Kristen King, WH&S Advisor from Latitude 12. Training will be conducted in Darwin on the 16th & 17th March in Risk Assessment and WH&S. Council will be briefed on the 16th March on both WH&S and Risk Management .
- A Proposal to Provide Financial Processing Services to WDRC.

WDRC have three choices:

- . Bring our finance in-house
- . CouncilBIZ provide the services (CouncilBIZ will provide a proposed fee change to outsource West Daly Regional Council Financial Processing Services), or
- . Another Provider to provide the services

A paper has been prepared for the Council to review at the Pre Council Meeting.

Using a shared service provider is all about building relationships between the client WDRC and the provider.

3. Governance

- Review of Constitutional arrangements – Section 23 of the Local Government Act 2008.

Correspondence has been sent to Mr Chiodo (Chief Executive, Department of Local Government and Community Services) requesting the WDRC be granted a further 3 months in which to complete its review by the end of June 2015 and will allow the local community the opportunity to have greater participation in the review.

4. Meetings With Key Stakeholders

I have had the following external meetings with Key Stakeholders;

- Luke Bowen – General Manager, Northern Australian Development Office, Department of the Chief Minister. Meet and greet.

- Christine Connors – Department of Health

Christine and I spoke about current restructuring of procedures and policies at the Wadeye Clinic. We discussed key contacts at the Wadeye Clinic and Christine provided me with contact information for key staff at the Clinic.

- Bruce Porter – Northern Territory Police – Commander, Northern Command. Provided Council with Contacts.

- Nolene Swanson – Executive Director, Strat Gov & Govt Relations , Department of Local Government , Community Services

Meet and greet

- Bridgette Bellenger - Executive Director, Northern Australia Development Office, Department of the Chief Minister.

Bridgette advised us that NTG has created a position for a Senior Public Servant (Regional Director) to live and work in Wadeye. With the support of a large team based in Darwin. Department of Chief Minister will take guidance from the community on the best steps to ensure the Regional Director works in well with community and its governance structure, the appointee for this position is Jake Quinlivan, Regional Director Wadeye, Department of the Chief Minister.

- Jamie Chalker – Northern Territory Police

Jamie discussed issues relating to Wadeye and how Council can work with the Northern Territory Police to assist in helping to deal with and improve these issues.

- Jeanette Kerr -Deputy Chief Fire Office , NTFRS

Contact was made with Jeanette around whether she may be able to assist with training and establishment of a Fire & Emergency Response Group (FERG) to be based in Wadeye. Jeanette requested I put in a response concept as permission would need to be approved. It was agreed that WDRC are to seek volunteers and seek a grant for training and secure equipment storage. The action for NTFRS was training and PPE, then ongoing training, advice and validation. I also flagged with ENI with an agreement in principle for supportive training opportunities. NT Police to have an agreement for liaison with WDRC as well as Wadeye police staff. Liaison between the Local Controller and the Local Recovery Coordinator and training about functional command and Incident Controller responsibilities.

A meeting has been scheduled with NTFRS on 16 March at 10.15am with Jeanette Kerr, Steve Rothwell and Andrew Warton and Justin Quinlivan.

- David Jan – Manager Policy Development & Corporate Services , LGANT

After consultation with Mayor Wilson I have engaged David Jan to sit in on the Pre Council Meeting for half a day and the Council meeting all day. David is conducting training in a working environment to assist and advise WDRC Meeting Procedures, Code of Conduct for Councillors and corporate advice on how Council meetings can improve in discussions and minute resolutions etc.

- Cardno Report – Peter McLinden , Manager Transport and Infrastructure Services, LGANT

- Andrew Hall – Social Responsibility Officer, ENI Blacktip Gas Project

I asked if they could assist the Fire & Emergency Response Group with control burning, support in PPE and equipment and training. A meeting is yet to be scheduled with Andrew due to both myself and his schedule of events.

- Angela Pattison – Governance Trainer , LGANT

Angela Pattison has been allocated the West Daly Regional Council area, and will be delivering Governance Training for LGANT.

- Scott Roffey – Employee Relations Manager for WALGA

In providing the industrial services to LGANT, WALGA ensure that its employees comply with the requirements of LGANT members in respect to communities located on Aboriginal Land. Provide LGANT with a written report each month detailing the services provided to member, the nature of work undertaken and the Councils it was undertaken with. Scott Roffey is preparing a consultancy cost estimate for a member of the WALGA team to attend the Darwin office of West Daly for 3 days. The primary objective is to review the amended position descriptions for West Daly.

- Ryan Prescott (Civil Engineer) and Tony Parsons (Senior Civil Engineer) – Cardno (NT) Pty Ltd. In January 2015, Cardno were engaged by the Local Government Association NT (LGANT), on behalf of the WDRC, to complete and assessment of the internal sealed road network within the indigenous community of Wadeye (Port Keats). The objective of the WDRC is to prolong the life of the pavement and retard the rate of deterioration. AS report has been prepared as part of this works and will provide the basis for the nominated members to apply for funding through the federal governments “Roads to Recovery” program. Cardno was to investigate the site, nominate the current pavement issues and recommend a repair regime to rectify the issue.

Peter Mc Linden Manager of Transport and Infrastructure will present to Council at the Pre Council Meeting an update on the report. He will assist Council in their deliberations as from the report there are insufficient funds to seal all the network.

- HWL EBSWORTH Lawyers – Patrick Cozens , Senior Associate. Meeting was held on Friday 13 March with reference to discussions on WDRC Leasing for Wadeye, Peppi and Palumpa. WDRC have engaged their lawyers to liaise with NLC on all issues to do with leasing. Present at the meeting was Mayor Wilson, CEO and Corporate Services Manager for WDRC.
- CouncilBIZ - Jason De Mamiel GM CouncilBIZ and Ritesh Parikh Accountant/Team Leader WDRC. Meeting held with Mayor Wilson and CEO with reference to training and Delegations Register.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the CEO's Activity Report for January/February 2015.

Moved: Clr.

Seconded: Clr.

Carried

8 INCOMING AND OUTGOING CORRESPONDENCE

Applicant:	Administration
Location/Address:	Darwin
File Ref:	N/A
Disclosure of Interest:	
Date:	18 March 2015
Author:	Administration Assistant, Tahlia Cleary
Attachments:	Nil

SUMMARY

Council is provided with items of correspondence received in January/February 2015.

BACKGROUND

Hard copies are available to Council on the day of each Ordinary Council meeting for perusal, with additional copies available on request to individual Elected Members.

COMMENT

The correspondence inwards and outwards will be tabled at every meeting or included in agenda items as part of the background information for that particular issue.

The items of correspondence are as follows:

CORRESPONDENCE IN

DATE	SOURCE	SUBJECT
23/1/2015	David Willing (Dept Local Govt & Community Services)	Special Purpose Budgetary Assistance Grant Offer
28/1/2015	Howard Springs Veterinary Clinic	Veterinary Work Report
28/1/2015	Mike Chiodo (Dept Local Govt & Community Services)	Homelands Program Funding
12/2/2015	David Willing (Dept Local Govt & Community Services)	2014-15 Round Two Special Purpose Grants Application
24/2/2015	Ernest Perdjert (Kardu Diminin)	Cemetery at Wadeye
2/3/2015	Kirstine Cossens (Thamarrurr Development Corporation)	Exemption of Commercial Rates
4/3/2015	Nigel Scullion (Minister for Indigenous Affairs)	Outcome of Indigenous Advancement Strategy Grant Funding Round 2014 Selection Process

CORRESPONDENCE OUT

DATE	SOURCE	SUBJECT
27/1/2015	Mr Owen Tyson	Development of Murrinpatha Nimmipa Store
27/2/2015	Mr M Chiodo	Review of Constitutional Arrangements

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the items of incoming and outgoing correspondence as tabled.

Moved: **Clr.**

Seconded:	Clr.	Carried
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9 ACTIONS ARISING FROM COUNCIL MEETINGS

Item	Subject	Decision	Action Officer	Action
1	Council policy for cultural clearances to be developed		Local Authority Coordinator	<p>Recent History Cultural clearance required for all Communities. Local Authorities to develop a cultural clearance training session.</p> <p>This action is noted from the 12 June 2014 meeting as the responsibility of DLGR, and as of 24 July 2014 discussions to clarify intent were still in progress. Local Authority Coordinator has requested DLGR for any supporting information. Once clarification is received, this action will be incorporated into the Local Authority community planning phase scheduled for first quarter of 2015.</p> <p>Future Action/Current Position No information on Council's discussions were provided to support the resolution. This is still pending.</p>
2	Wadeye LA advised Council support replacement of every 2 nd street light in Mollinjin & Kolumboort Streets. RSM and Chairperson of WLA to carry out inspection to identify additional street lighting in other areas of Wadeye town site utilising NT LA grant funding of \$37k.	RSM Wadeye to obtain quotes for council consideration	RSM Wadeye	<p>Recent History Two quotes were obtained, one from DJ Electrical and Gawled Electrical. DJ was the lowest quote and was offered the work. DJ electrical were asked to update their quote in April 2014 when council were considering further work. Cost of each light installation was \$1,081.82. The cost included upgrading the wiring to comply with current standards. Funding will be utilised from the LA grant funding. For budget purposes we estimate \$1,100 to replace existing lights with Gecko 40 Watt LED lights. To replace all lights that are currently not working at Wadeye the cost</p>

Item	Subject	Decision	Action Officer	Action
				<p>would be approx. \$87,000. To replace the lights at Mollinjin St Creek Camp and Kolumboort St as well as Bunduck Street the cost would be \$37,000 for 34 lights. CEO to obtain an update from LAC The works have commenced and we are just waiting for conformation to whether or not they have been completed. DJ Electrical has informed Council that if all goes well they would be completed by the 23rd of February. DJ Electrical has confirmed that 26 of the lights have been installed and they are just waiting for more cable to arrive. They have completed all of the streets that were on scope and will have a couple left to put elsewhere. To cover the cost of the additional lights WDRC has applied to the National Stronger Regional Fund for an additional \$39,000 and the Council will budget \$2,000.</p> <p>Future Action/Current Position Not yet appointed we are still waiting for acceptance and confirmation of funding</p>
3	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	Acting CEO to discuss with NLC	DCS/FM	<p>Recent History CEO to contact NLC to seek approval for upgrade works to be carried out on Palumpa Oval and Cemetery. Contact has been made with NLC and Council is waiting for their response to the request. FK will follow up. CEO is meeting with NLC Lawyer on Thursday 15th January.</p> <p>Future Action/Current Position</p>

Item	Subject	Decision	Action Officer	Action
				<p>On Feb 5th we received this correspondence from NLC but nothing since- The NLC proposes that West Daly enter into a licence to maintain over all ovals and other assets which various members of the public should have ready access including cemeteries and playgrounds. I will send you a draft licence for your consideration shortly.</p> <p>Ebsworth Lawyers have contacted NLC regarding license to occupy template for Oval and Cemeteries. The NLC have advised that they do not have a draft licence for maintenance of ovals and cemeteries and WDRC has been requested to complete a formal EOI for a licence over assets (non-exclusive use). This work is in process.</p>
5	<p>Council approve the disposal of surplus machinery as identified below:</p> <ul style="list-style-type: none"> 1 x Nova 3000 Lathe 1 x Ravinic Heavy Duty Metal Saw 1 x SCM Livincible stable saw 1 x Rigid 535 Pipe threader 1 x Bench Planer 1 x Jet Planer 1 x ACY Super Shearer <p>RSM's supply a list of other surplus plant and equipment to be sold by public auction in the Communities of Wadeye, Palumpa and Peppimenarti. A date to be set in late September 2014.</p>	RSM's to supply list of surplus equipment to be auctioned.	RSM's Wadeye, Palumpa and Peppi	<p>Recent History Deferred until the dry season 2015. Tender notice to be developed in 2015. Interested parties to visit communities to inspect items if interested in purchasing.</p> <p>Future Action/Current Position Tender notice to be developed towards the end of May 2015. Council to determine timing and process of tender.</p>
6	Council request through AECOM/VDRC that the Palumpa	Contact AECOM/VDRC for update	CEO	<p>Recent History CEO to Contact Michael Freeman (VDRC) and request update</p>

Item	Subject	Decision	Action Officer	Action
	causeway road be constructed as an open road and not limited to 10 tonne			<p>CEO to Contact Michael Freeman (VDRC) and request update by next council meeting 21 January 2015</p> <p>Advice from VDRC and AECOM is that the bridge was initially designed and built to be an open road but during construction there were issues with the supply of gravel and it was finished without the required gravel strength. To redevelop the bridge to a standard that is unlimited would require expenditure of approximately \$2million. A suggested way forward is that all the preparation work is finished during the wet season so that the situation can be rectified in the dry season. Discussions are continuing with the original contractor, state department of infrastructure, the local member, RSM Palumpa and VDRC. An update will be provided at the March meeting.</p> <p>Future Action/Current Position</p> <p>Council has recognised the need for the Palumpa Causeway Road to operate as an open road and not be load limited. As this project stretches back to 2010 and has been through amalgamations and de-amalgamations it is best to focus on the import points. These are;</p> <p>The causeway was to be constructed as an open road.</p> <p>The causeway was never completed to the standard that was expected.</p> <p>A total of \$1.5 million was the original budget.</p> <p>And extra \$260k was expended by VDRC to rectify the structural and alignment issues.</p>

Item	Subject	Decision	Action Officer	Action
				<p>The cause road does still not operation as an open road</p> <p>Item 7 of the Action List refers to lights and grates on the causeway. It might be strategic to join Item 6 (Load Limit) and Item 7 together and seek one solution to the causeway issues.</p>
7	Lights on causeway at Palumpa and grate to prevent swimming in the area	RSM Palumpa to check costs & CEO to discuss with Michael Freeman (VDRC) for recent history	CEO	<p>Recent History RSM Palumpa to investigate safety issues and provide quote to council meeting on 21 January. CEO to contact Michael Freeman to obtain recent history.</p> <p>Grates: The RSM Palumpa has spoken to GHD who will provide an opinion as to the suitability of grates from an engineering perspective. Meeting to take place on Monday 12 January.</p> <p>Lights: The RSM Palumpa had a site meeting with an electrical contractor and the lighting has to be designed by PAWA. Once the design is done the contractor can give us a quote to carry out the work. Still waiting for an update from the contractor. Lights were not part of the original design. Additional funding for this project would need to be sought.</p> <p>Future Action/Current Position Cardno (NT) Pty Ltd report will be submitted at the next meeting</p>
8	RSM's to present a report to council re the septic situation on Homelands properties. Approx. costs and possible disposal sites for effluent within the	RSM's Wadeye, Palumpa and Peppi to submit a report to council re the septic situation on homelands including costs	RSM's	<p>Recent History CEO to follow up via email to RSM's Dave Hodder to provide report prepared post inspection of homelands to next council meeting on 21 January 2015.</p>

Item	Subject	Decision	Action Officer	Action
	WDRC area.	and possible disposal sites		<p>Dave has completed all but one inspection but the wet season is now hindering access. Given the wet season has arrived the inspections, costing and potential disposal sites report will be presented to the May council meeting.</p> <p>Future Action/Current Position A verbal update will be given at the meeting.</p>
9	Councillors and Council staff to undertake the Electoral Review of representation and ward boundaries of the WDRC in accordance with Local Govt Electoral Regulations and that the Mayor and CEO prepare a discussion paper for consideration at the next meeting of council	CEO to undertake Electoral review of representation and ward boundaries of the WDRC.	CEO	<p>Recent History Shaun Hardy provided a presentation to councillors at the November council meeting. CL Rowe and Associates P/L have been appointed. Meeting scheduled in Darwin on January 20th with the Council.</p> <p>Future Action/Current Position Review of Constitutional Arrangements has been advertised as required with a two month extension of review date. A letter has been written to the Minister seeking three month extension of time.</p>
10	Councillors Wilson and Brown raised concerns regarding contractors and Govt Employees entering aboriginal land without permits. Request that a briefing note be prepared.	CEO to develop policy	DCS/FM	<p>Recent History The NLC in its 2013/2014 Annual Report (Page 61) states <i>“It remains the NLC policy to reinstate the permit system while ensuring that people engaged as agents of the Australian and NTGs and journalists working in their professional capacity—for example, attending court sessions—can enter Aboriginal land without a permit. However, government employees and contractors who are on Aboriginal land</i></p>

Item	Subject	Decision	Action Officer	Action
				<p><i>engaged in extracurricular activities e.g. hunting, shooting, or motor biking without a permit may still be prosecuted."</i></p> <p>They also stated that <i>"Further efficiencies will be achieved following the scoping and implementation of a new and improved permit information management system which is due to be completed in early 2014."</i></p> <p>Contact has been made with NLC and the Council is awaiting a response. Still waiting verbal confirmation that still is the position and that it includes Local Government employees.</p> <p>Future Action/Current Position</p> <p>On our website we have the following information</p> <p><i>RSM Palumpa would like to remind visitors and contractors to please ensure that you have a <u>NLC permit</u> to travel to Palumpa.</i></p> <p><i>RSM Peppimenarta would like to remind Contractors that they should have the appropriate permits when entering Aboriginal Land as this is not the responsibility of Council.</i></p> <p>Research underway with the view to creating a Contractor agreement that will specifically identify the need for contractors engaged by WDRC to hold NLC permits.</p>
11	WDRC Logo	Contact Captovate to finalise WDRC logo	CEO	<p>Recent History</p> <p>CEO has met with Captovate to finalise WDRC Logo design and requested background pallet of colours for shirts etc Logo design has been confirmed</p>

Item	Subject	Decision	Action Officer	Action
				<p>Future Action/Current Position</p> <p>All the uniform requirements have been tallied up and collated it amounts to over 500 items of clothing and first estimation of costs (based on the pricing on previous order forms) total around \$17000.</p> <p>Note this amount WILL vary once final costs are received.</p> <p>As per the procurement policy (clause 3.16 & 3.17), we have received quotes from multiple suppliers and waiting on confirmation of supply timeframes and will let you know.</p> <p>3.16 Under no circumstances are orders to be split so that the total value of the order falls under the amount of the individual's delegated authority or reduce the value of the purchase to a level where written quotations are not mandatory. This would be considered as violating Council's Fraud and Corruption Policy and could result in deferment of the purchase until an investigation can be completed.</p> <p>3.17 Council employees are particularly instructed to always consider local traders and businesses and those suppliers who, while not resident within the boundaries of West Daly Region, provide services to regional</p>

Item	Subject	Decision	Action Officer	Action
				communities within it.
13	Local Authorities	WDRC staff to work with Local Authorities to review their membership numbers and representations and inform Council of its progress.	LA Coordinator	Recent History Peppimenarti have reviewed their member list and have endorsed 1 resignation and 2 removals for non-attendance, as recorded in their 13 January 2015 meeting minutes. Wadeye LA has made no changes to their member list at this time. Palumpa LA has not yet discussed their members list. The representation will need to be reviewed once Council provides more information on the Local Authority boundaries.
14	Local Authorities	Council to prepare letters in support of Local Authority Members.	LA Coordinator	This is to be completed : Approx. 31 st March 2015
15	Local Authorities	Provide assistance to the Local Authority Chairpersons to prepare letters to re-engage Local Authority Members.	LA Coordinator	This is to be completed : Approx. 31 st March 2015
16	Wadeye Swimming Pool	A meeting is to be organised with Elders and other stake holders in the community to discuss the recent vandalism and work out a solution	RSM	Recent History CEO has sent a letter to Police Sergeant Scott Rose; no reply has yet to be received. Future Action/Current Position Still no reply received from Police.
17	Palumpa Causeway	Council has advised engaging an engineer to survey both Palumpa Causeway and Manthathpe Crossing and provide a risk management	RSM	Future Action/Current Position Cardno (NT) Pty Ltd report to be presenting at meeting

Item	Subject	Decision	Action Officer	Action
		plan.		
18	Funding for Chief Operating Officer Action Officer: CEO	CEO to investigate funding for a Chief Operating Office to provide assistance.	CEO	Future Action/Current Position CEO has collated information and funding, to be discussed with Council.
19	Conditional Rating	A submission is to be made to the Minister about the rates to be set for conditionally rateable land.	DCS/FM	<p>Future Action/Current Position Conditionally rateable land is covered under Sec 142 of the Local government Act.</p> <p>LOCAL GOVERNMENT ACT - SECT 142 Conditionally rateable land (1) The following land is conditionally rateable (a) land held under a pastoral lease; (b) land occupied under a mining tenement; (c) other land that is classified under the regulations as conditionally rateable. (2) Conditionally rateable land is only rateable in accordance with a notice published by the Minister in the <i>Gazette</i> at least 2 months before the commencement of the financial year for which the rates are declared. (3) The council for the area may make submissions to the Minister in relation to conditionally rateable land. (4) Before publishing the notice, the Minister must: (a) consider a submission made under subsection (3), so long as the submission is received by the Minister at least 5 months before the commencement of the relevant financial year; and (b) Consult with the Minister responsible for the pastoral sector and the Minister responsible for the mining sector. (5) As soon as practicable after the notice is published in the <i>Gazette</i> : (a) the council must</p>

Item	Subject	Decision	Action Officer	Action
				<p>publish the notice on its website; and</p> <p>(b) the Agency must publish the notice on the Agency's website.</p> <p>"land" includes:</p> <p>(a) for land held under a pastoral lease or other lease from the Crown – the leasehold interest; and</p> <p>(b) for land held under a lease from a Land Trust – the leasehold interest; and</p> <p>(c) for land within an Aboriginal community living area that is held under a lease – the leasehold interest; and</p> <p>(d) for land held under a mining tenement – the interest in or in respect of land conferred by the tenement; and</p> <p>(e) for land held under lease from the council – the leasehold interest.</p>
20	ABA Grant funding	Council has agreed to pay for a quality surveyor to assess and cost building requirements for the chosen ABA grant applications.	Grants Officer	<p>Future Action/Current Position</p> <p>Representatives have flown out and we are now waiting on Project Feedback. There will be a presentation at the March Council meeting.</p>
21	Cemeteries Act Review	A submission is to be made to the Department of Local Government and Regions out of session for 27 February deadline	LA Coordinator	<p>Future Action/Current Position</p> <p>The Cemeteries Act review, including Northern Territory Government's proposed legislation and policy changes were presented at the 21 January 2015 Council meeting. These papers were also tabled at the Peppimenarti Local Authority. No detailed feedback has been received. However it should be noted that the date for submitting comments to the NTG on the proposed changes has been extended to 31 March 2015.</p>
22	WDRC Branding	An out of session	LA Coordinator	Future Action/Current

Item	Subject	Decision	Action Officer	Action
	strategy	meeting will be held at a later date for final approval of council uniforms.		<p>Position</p> <p>An out of session meeting will be held at a later date for final approval of council uniforms</p> <p>Uniform requirements have been tallied and quotes have been obtained. Due to delays in receiving information from Service Centres, and questions regarding the procurement policy, this has taken longer than anticipated. To be finalised.</p>

ITEMS ACTIONED AND COMPLETED FROM LAST MEETING 21 JANUARY 2015

1	RSM Palumpa to prepare costing for upgrade of meeting room to enable the Palumpa LA to set a priority where NT LA funding is to be spent	Item Completed	RSM Palumpa	<p>Recent History</p> <p>RSM currently sourcing quotes as directed identified by LA</p> <p>RSM to provide quotes at next council meeting on 21 January</p> <p>Future Action/Current Position</p> <p>Quote received. Total cost of project is \$40,993. Quote is for \$25,590 and the rest of the work will be undertaken by Council staff. Eg: When it is wet they can be doing painting and tiling.</p> <p>Item Completed</p>
2	Howard Springs Vet	<p>All after hour's veterinary work and specialised treatment will be paid for by individuals, not Council.</p> <p>Item Completed</p>	CEO	<p>Recent History</p> <p>The CEO has been having ongoing discussions with Howard Springs Veterinary Service to clarify all arrangements. The CEO has met with HSVC to discuss the upcoming visits.</p> <p>Future Action/Current Position</p> <p>Letter of confirmation has been sent to HSVC. They commence visits on the 19th 20th and 21st of January at Wadeye.</p> <p>Item Completed</p>

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the action items list presented to Council.

Moved: **Clr.**

Seconded: **Clr.** **Carried**

10 FINANCE REPORTS

Applicant:	Director Corporate Services
Location/Address:	Darwin
File Ref:	N/A
Disclosure of Interest:	
Date:	18 March 2015
Author:	Peter Carter, Director Corporate Services
Attachments:	Nil

SUMMARY

As part of the monthly reporting procedures the finance report is submitted to the Finance Committee for review and then presented to the Council for adoption.

BACKGROUND

Attached are:-

1. Finance Report
 - a) Cash and Investments Table at 28 February 2015
 - b) Restricted Funds Table at 28 February 2015
 - c) Community Activity Table to 28 February 2015
 - d) Homelands Activity Table to 28 February 2015
 - e) Profit & Loss to at 28 February 2015
2. Action Item
3. Appointment of Auditors for the financial years 2015,2016 and 2017
4. Provision of finance and payroll processing services

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council accept the finance report for the period 1 July 2014 to 28 February 2015.

Moved: Clr.

Seconded: Clr. **Carried**

Cash at Bank					
Cash on Hand					\$2,957
Cheque Account					\$51,271
Investment Account					\$1,980,422
Term Deposits					\$1,750,000
Total Cash at Bank					\$3,784,660
Debtors	Current	30 Days	60 Days	90 Days	
Trade	44,386	7,050	265	19,904	71,605
Rates - due 8 Dec 14	0	0	0	81,608	81,608
Other – Interest/GST/ Deposit	63,801	0	0	0	63,801
Total Debtors					\$217,014
Creditors	Current	30 Days	60 Days	90 Days	
Trade	40,183	3,297	299	11,001	54,780
Other - PAYG/GST	68,926	0	0	0	68,926
Total Creditors					\$123,706
Employee Entitlements	610,465				\$610,465
Reconciliation of Funds					
Balance as per General Ledger					54,228
Add: Outstanding Debtors					217,014
Less: Outstanding Creditors					123,706
Less: Employee Entitlements					610,465
Add: Investment Account					3,730,422
Total Cash & Receivables Available					\$3,267,493

Unspent Grants & Subsidies

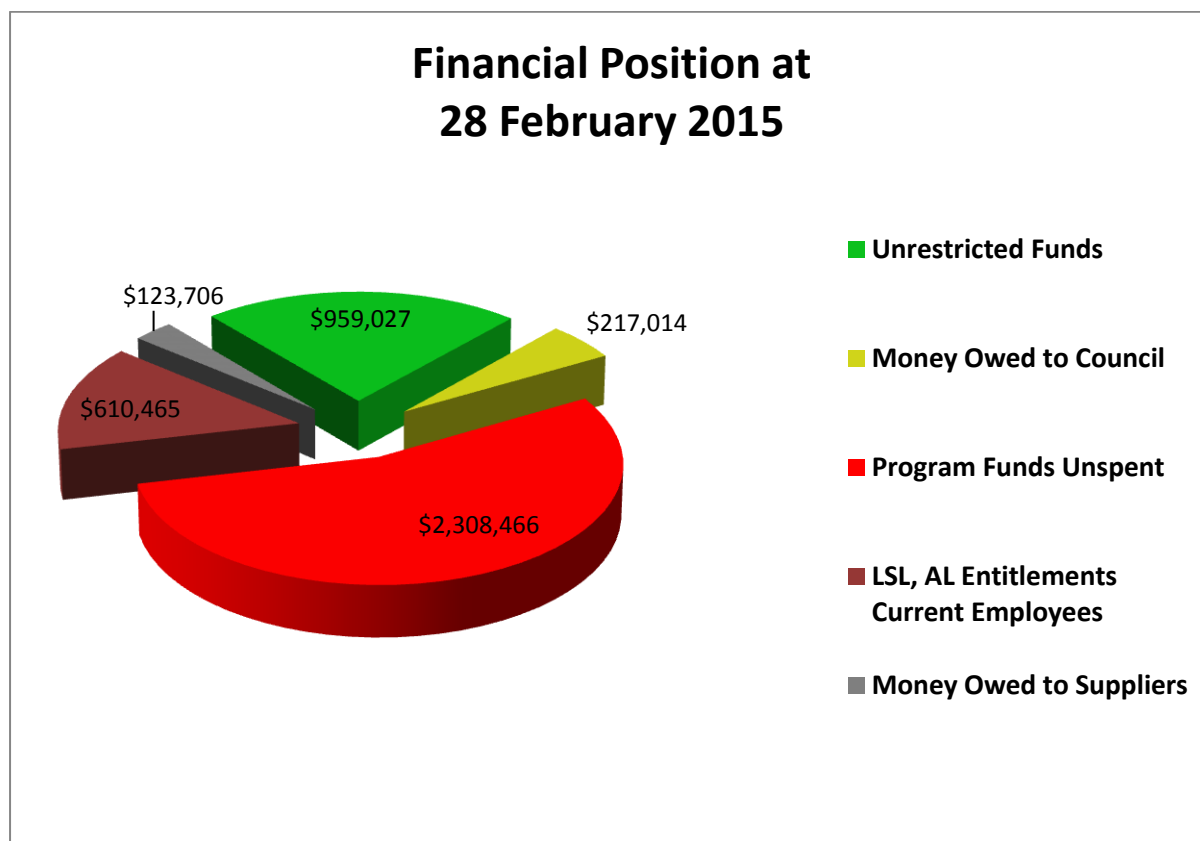
\$2,308,466

Funds Available to Council

\$959,027

Debtor & Rates Outstanding Balance Table:

The report will be dealt with under Section 65(2), Regulation 8 (b) of the Local Government Act and Local Government (Administration) Regulations. It contains information about the personal circumstances of a resident or ratepayer.



Item 1.b Restricted Funds Table
At 28 February 2015

Description	Full Year Funding	Actual Income	Actual Expenses & Capital	Committed	Available for Program	Result Comment
Operational Funding – Non Reportable						
Council Activities	1,784,562	1,338,194	2,903,123	151,137	(1,716,065)	
NTG – Operational Subsidy & FAA General Purpose	2,724,035	2,171,066	0	0	2,171,066	
Unrestricted Funds	4,508,597	3,509,260	2,903,123	151,137	\$455,001	
Specific Purpose Funding - Reportable						
NTG - SPG Establishment Grant	1,000,000	1,000,000	766,504	87,104	146,393	
NTG – SPG No Acquittal	0	3,850	0	0	3,850	
NTG - Local Authorities Funding	195,918	197,023	83,229	10,875	102,919	
NTG Local Authority Projects	416,286	416,286	0	36,782	379,504	
NTG - Indigenous Development Jobs Funding	592,343	444,257	284,802	0	159,455	
NTG - Municipal & Essential Services Funding	280,854	260,696	141,004	877	118,815	
NTG - Outstations and Homelands - Housing Maintenance	103,184	103,184	81,695	180	21,309	
NTG- SPG Outstationsm 4 items	93,716	93,716	51,391	38,000	4,325	
NT Jobs Package 3 ESO	0	121,458	57,587	0	63,871	
NTG - Sports & Recreation funding	91,250	91,250	42,044	1,827	47,379	
NTG - Youth Vibe Holiday Grant	2,000	2,000	1,999	0	1	
NTG - AFL Footy Carnival Palumpa	0	1,300	0	0	1,300	
AG - Sport and Recreation: Jobs Creation	191,107	100,000	80,451	0	19,549	
AG - Sport and Rec: Indigenous Program Coordinator	105,000	105,000	50,278	0	54,722	
AG - Education: Vacation Care	41,156	0	0	0	0	

Item 1.b Restricted Funds Table - continued
At 28 February 2015

NTG - Health: Home Community Care	75,764	59,019	38,670	0	20,349	
AG - Health: Flexible Aged Care	1,558,962	1,170,289	1,070,400	2,771	97,119	
AG - CACP	30,000	0	6,904	1,476	(8,380)	Dept Health assessing clients Peppi
NTG - Libraries	113,360	113,860	34,642	0	79,218	
NTG - Environmental Health Worker	76,488	0	12,960	0	(12,960)	With NTG for signing
AG - Night Patrol	1,265,519	949,139	683,651	125,402	140,085	
AG - NT Jobs Transition	381,740	381,740	238,959	0	142,781	
NTG – NDRRA funding - Monsoonal Trough Manthape Crossing	63,750	63,750	0	0	63,750	
NTG - SPG Staff Housing	0	0	36,286	75,744	(112,030)	With NTG for signing
AG - FAG Roads	672,415	517,493	99,617	290,438	127,438	
NTG - Community Benefit Fund	0	4,211	4,113	0	98	
AG - Education: Emu Point Creche & Wadeye VAC	167,684	192,631	90,003	1,818	100,809	
Restricted Funds	12,128,430	10,031,493	6,894,837	828,190	\$2,308,466	

	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
PROGRAM - Palumpa								
AD - Administration	413,430	448,376	413,132	146,830	158,459	2,620	298,927	0
AE - Aerodromes	0	0	0	11,587	9,653	0	(11,587)	0
AF - Asset Management	320,000	286,834	320,000	13,936	0	44,941	227,957	360,346
CA - Commercial Arrangement	210,946	121,563	129,667	82,988	77,691	0	38,574	0
CM - Cemeteries	0	0	0	2,896	0	0	(2,896)	0
CP - Community Patrol	256,747	237,285	237,285	152,008	154,442	0	85,276	0
EM - Elected Members	0	825	0	13,156	12,767	1,176	(13,507)	0
HS - Housing - Staff Housing	2,000	26,925	1,352	3,774	5,615	3,731	19,420	0
LA - Local Authorities	58,080	58,080	52,380	3,604	13,045	0	54,476	0
MB - Media and Broadcasting	46,271	51,162	46,271	37,257	23,357	0	13,905	0
OC - Outstations and Homelands	0	65,524	0	58,379	0	0	7,145	0
PG - Parks and Gardens	0	44,725	0	64,589	50,386	0	(19,864)	29,854
RC - Street Cleaning	0	0	0	14,483	0	0	(14,483)	0
RM - Roads	268,664	126,077	84,052	60,704	102,828	79,635	(14,262)	0
SG - Special Purpose Grants	0	8,061	0	0	0	0	8,061	478
SR - Sport and Rec	112,768	105,926	102,563	78,409	70,451	0	27,516	0
WM - Waste Management	44,797	47,195	44,797	48,179	61,901	0	(984)	0
WO - Women's Resources	0	0	0	0	0	495	(495)	0
WS - Work Health and Safety	0	0	0	521	0	0	(521)	0
YS - Youth Services	2,000	3,300	2,000	1,999	2,000	0	1,301	0
TOTAL:	1,735,702	1,631,858	1,433,497	795,301	742,597	132,598	703,959	390,679

	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
PROGRAM - Peppi								
AD - Administration	608,388	454,189	413,439	179,547	199,275	7,814	266,827	478
AE - Aerodromes	0	0	0	9,310	9,929	0	(9,310)	0
AF - Asset Management	250,000	172,510	250,000	10,076	0	0	162,434	161,688
AG - Aged & Disability Services	184,070	127,616	158,870	99,241	102,832	1,476	26,899	0
CA - Commercial Arrangement	165,547	99,774	119,135	39,044	38,213	17,800	42,930	0
CH - Child Care Emu Point	167,684	151,764	134,148	86,464	91,732	1,818	63,481	0
CM - Cemeteries	0	0	0	2,327	0	0	(2,327)	0
CP - Community Patrol	256,747	237,285	241,177	112,063	123,370	19,468	105,754	0
EM - Elected Members	0	0	0	73,198	70,044	2,851	(76,049)	0
HS - Housing - Staff Housing	2,000	945	1,156	5,880	6,132	0	(4,935)	0
LA - Local Authorities	31,627	31,627	31,627	570	1,596	0	31,057	0
LI - Libraries	30,454	30,454	30,454	10,120	14,187	0	20,334	0
MB - Media and Broadcasting	45,201	50,358	45,201	22,336	25,624	3,760	24,262	0
OC - Outstations and Homelands	121,458	308,232	71,576	122,233	55,119	0	185,999	0
PG - Parks and Gardens	0	30,065	0	48,285	44,098	489	(18,709)	29,854
PL - Pools	0	59,091	0	8,288	2,378	14,496	36,307	0
RC - Street Cleaning	0	0	0	11,637	0	0	(11,637)	0
RM - Roads	104,943	126,077	84,052	55,114	63,478	23,091	47,872	0
SR - Sport and Rec	39,768	29,563	29,563	13,887	14,685	0	15,675	0
WM - Waste Management	36,288	38,207	36,288	41,279	56,576	0	(3,072)	0
WS - Work Health and Safety	0	0	0	521	0	0	(521)	0
TOTAL:	2,044,174	1,947,757	1,646,684	951,421	919,267	93,063	903,273	192,021

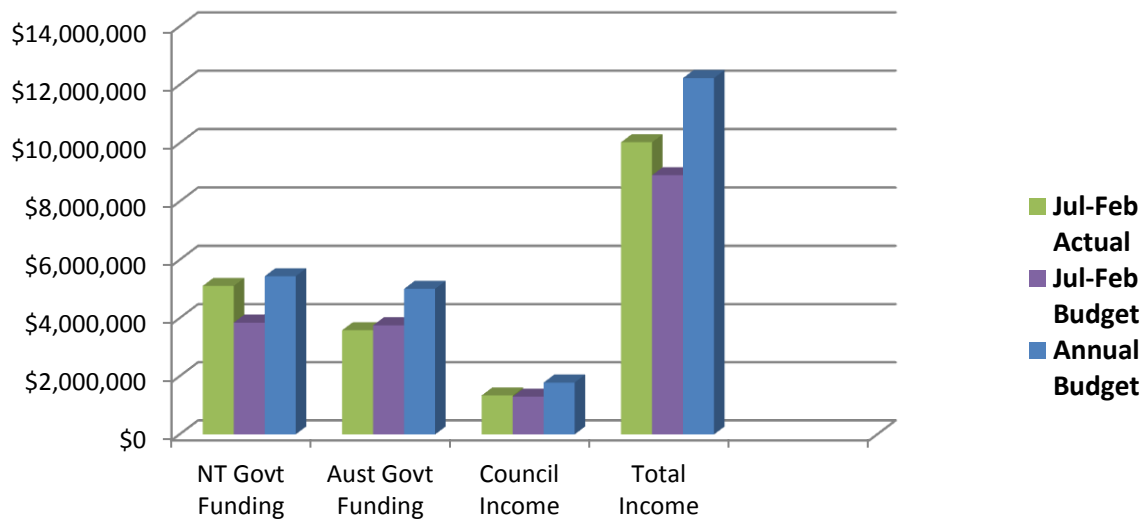
	Full Year Funding	Income Actuals	Income Budget	Expense Actuals	Expense Budget	Commitments	Net Funds	Asset Purchases
PROGRAM - Wadeye								
AD - Administration	1,002,602	1,589,046	1,389,985	182,981	447,535	14,936	1,391,129	56,237
AE - Aerodromes	0	0	0	17,241	14,111	0	(17,241)	0
AF - Asset Management	430,000	264,162	430,000	6,333	0	27,667	230,161	211,328
AG - Aged & Disability Services	1,713,676	1,325,003	1,340,852	1,168,767	990,061	2,771	153,466	6,065
CA - Commercial Arrangement	596,555	217,449	265,618	184,684	167,522	3,939	28,826	0
CE - Chief Executive	0	0	0	7,269	0	545	(7,815)	23,350
CM - Cemeteries	0	0	0	4,309	0	0	(4,309)	0
CP - Community Patrol	752,025	474,570	474,570	443,529	431,740	106,816	(75,776)	51,833
EM - Elected Members	0	473	0	72,625	69,753	1,176	(73,328)	0
HS - Housing - Staff Housing	18,000	34,610	11,769	68,761	23,512	85,480	(119,631)	87,310
IN - Infrastructure	0	0	0	0	0	13,267	(13,267)	0
LA - Local Authorities	539,597	540,702	441,638	55,171	461,873	47,657	437,874	0
LI - Libraries	82,906	83,406	82,906	24,522	30,776	0	58,884	0
MB - Media and Broadcasting	114,248	106,233	104,200	44,735	55,682	0	61,498	0
OC - Outstations and Homelands	356,296	205,298	136,670	88,847	79,973	39,057	77,394	45,491
PG - Parks and Gardens	0	427	0	165,988	138,890	8,523	(174,085)	0
PL - Pools	20,000	109,091	20,000	86,997	57,993	1,000	21,094	66,354
RC - Street Cleaning	0	0	0	21,550	0	0	(21,550)	0
RM - Roads	362,558	335,539	206,994	95,806	166,775	188,166	51,566	0
SR - Sport and Rec	237,822	167,103	181,232	111,119	98,889	1,827	54,157	0
VC - Vacation Care	41,156	40,867	30,867	3,539	8,064	0	37,328	0
WM - Waste Management	320,640	263,347	244,152	110,427	110,502	1,131	151,789	0
WO - Women's Resources	56,337	78,837	56,337	24,969	25,812	0	53,868	0
WS - Work Health and Safety	0	0	0	869	0	0	(869)	0
TOTAL:	6,644,418	5,836,161	5,417,788	2,991,347	3,379,462	543,958	2,300,857	547,969

	Municipal & Essential Services Funding			Housing Maintenance Funding			Homelands Extra Allowance Funding			
	Full Year Funding	Spend to Date	Net Funds	Full Year Funding	Spend to Date	Net Funds	Full Year Funding	Spend to Date	Net Funds	Total Net Funds
Uminyuluk	17,894	10,033	7,861	7,032	1,586	5,446	5,200	260	4,940	18,246
Wudapuli	31,120	14,388	16,732	12,228	2,806	9,422	0	0	0	26,154
Nerमारलुक	53,682	30,436	23,246	21,096	4,219	16,877	0	0	0	40,123
Deleye	17,894	10,307	7,587	7,032	1,406	5,626	5,200	260	4,940	18,153
Fossil	35,788	16,588	19,200	14,064	2,813	11,251	0	0	0	30,452
Kuy	35,788	18,102	17,686	14,064	3,173	10,891	0	0	0	28,578
Merrepen	53,682	14,908	38,775	21,096	4,219	16,877	0	0	0	55,651
Mulingi	26,846	7,024	19,822	10,547	2,110	8,437	10,400	520	9,880	38,139
Nama	7,780	5,106	2,674	3,057	611	2,446	0	0	0	5,120
Old Mission	35,788	15,374	20,414	14,064	5,008	9,056	0	0	0	29,470
Total	316,262	142,266	173,996	124,280	27,951	96,329	20,800	1,040	19,760	290,096

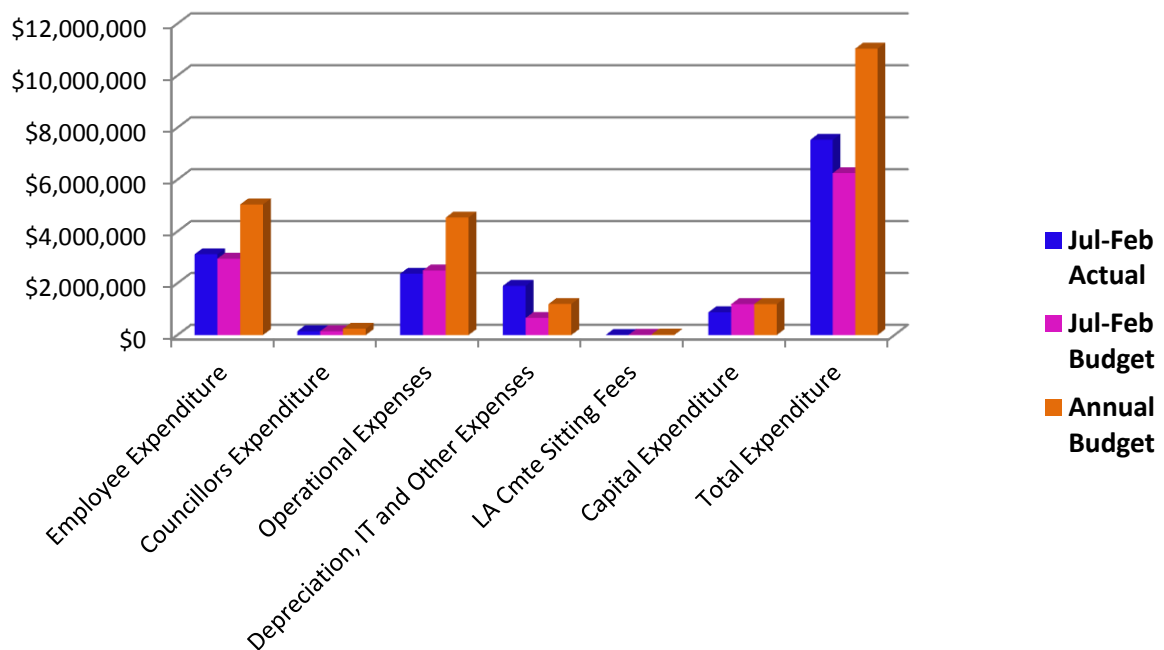
Item 1.e Income and Expenditure	At 28 February 2015			
Profit and Loss Report	Year To Date Jul - Feb 15			Annual
For Period Ending 31 December 2014	Actual	Budget	Variance	Budget
INCOME				
Rates and Annual Charges	897,297	933,217	(35,920)	1,236,014
Grants and Subsidies	8,693,268	7,602,653	1,090,615	10,447,052
Other Current Income	437,870	365,744	72,126	548,548
Profit on Disposal of Assets	2,911	0	2,911	0
Total Income	10,031,346	8,901,614	1,129,731	12,231,614
EXPENDITURE				
Employees	3,116,322	2,945,123	(171,200)	5,042,249
Councillors	148,687	145,306	(3,381)	242,798
Other Expenses	2,365,826	2,494,056	128,230	4,537,517
Depreciation	1,018,196	0	(1,018,196)	0
Other Expenses	880,786	661,287	(219,499)	1,198,233
Other LA Expenses	3,344	6,095	2,751	17,100
Total Expenditure	7,533,162	6,251,867	(1,281,295)	11,037,898
Net Surplus/(Deficit)	2,498,184	2,649,747	(151,563)	1,193,716
CAPITAL EXPENDITURE				
Total Capital Expenditure	878,632	1,193,716	(315,084)	1,193,716
Net Surplus/(Deficit) after Capital	1,619,552	1,456,031	163,521	0

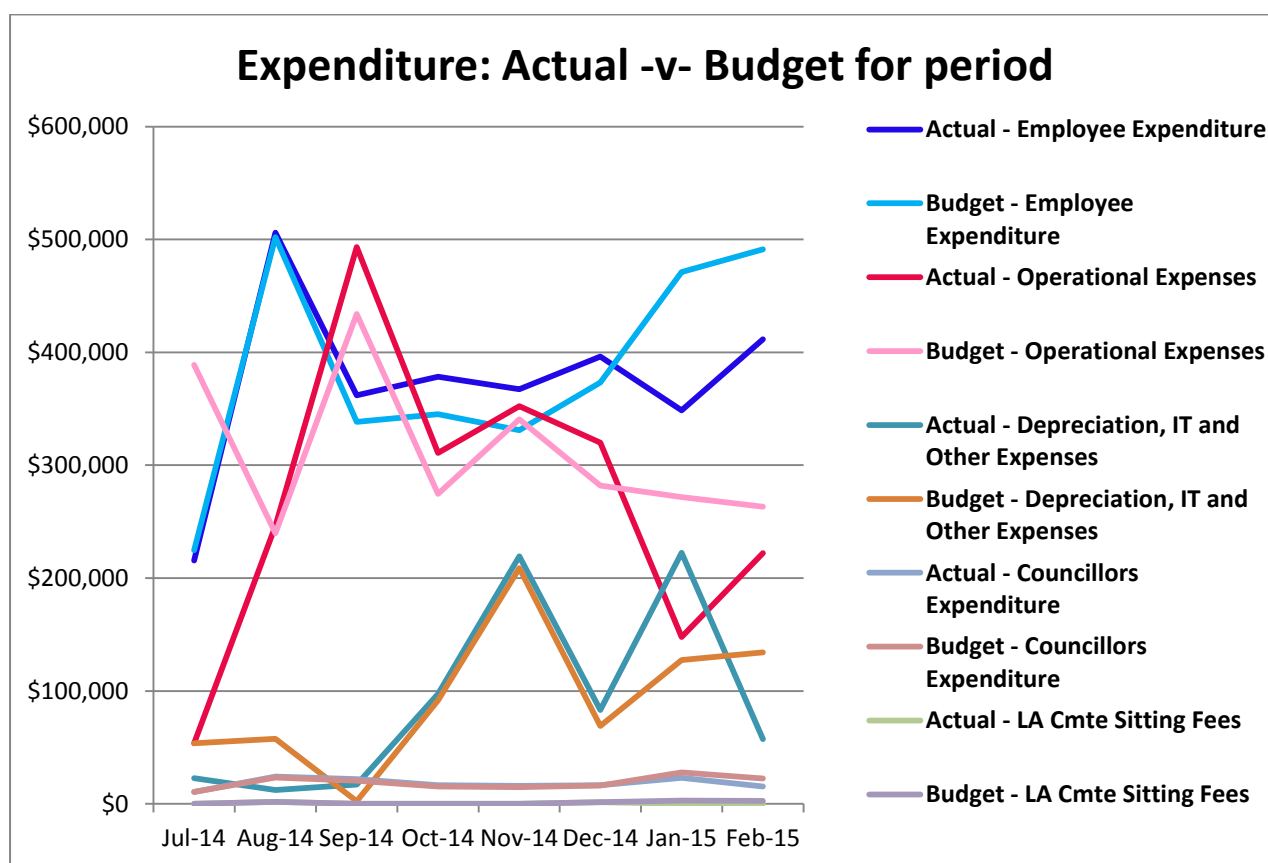
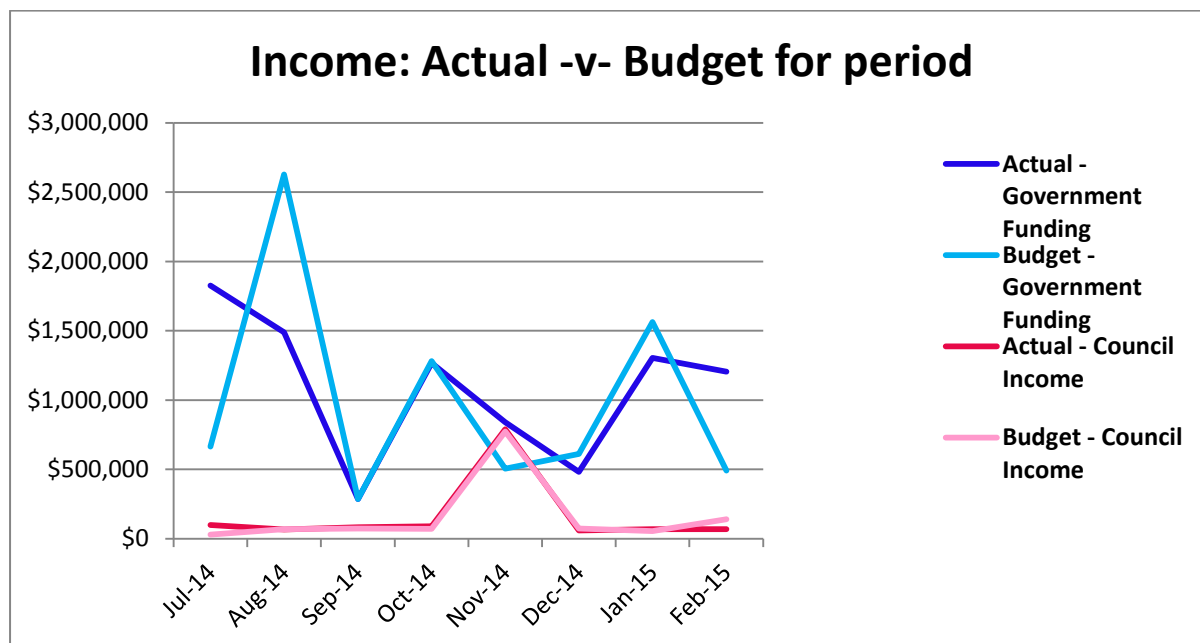
Note: Depreciation of \$1,018,196 has been charged meet accounting standard requirements to write down the value of assets transferred from Victoria Daly Regional Council and purchases since 1 July 2014. These are non-cash transactions.

Income to 28 February 2015



Expenditure to 28 February 2015





Item 2 Action Items

1. Compile a list of WDRC employees with Satellite Phones

The report will be dealt with under Section 65(2), Regulation 8 (c)(iii) of the Local Government Act and Local Government (Administration) Regulations. It contains information that could prejudice the security of the council, its members or staff.

2. Development of a Homelands Table to reflect income and expenditure for each community homeland

Complete – Item 1.d of this report

Item 3 Appointment of Auditors for the financial years 2015, 2016 & 2017

The report will be dealt with under Section 65(2), Regulation 8 (c)(I) of the Local Government Act and Local Government (Administration) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

Item 4 Provision of finance and payroll processing service

The report will be dealt with under Section 65(2), Regulation 8 (c)(I) of the Local Government Act and Local Government (Administration) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

RECOMMENDATION

That Council receives and notes the finance report for the period 1 July 2014 to 28 February 2015.

Moved: **Clr.**

Seconded: **Clr.** **Carried**

11 GRANTS OFFICER REPORT FOR NOVEMBER/DECEMBER 2014

Applicant:	Grants Officer
Location/Address:	Darwin
File Ref:	Grants and Subsidies
Disclosure of Interest:	Nil
Date:	18 March 2015
Author:	Grants Officer, Fiona Kelly,
Attachments:	Nil

SUMMARY

Discussions continue to take place on a few remaining grants from Victoria Daly Regional Council. It is unknown when a resolution will be found. Reports are underway for March. The common seal has been applied to three grant or variation agreements. Grant opportunities continue to be researched.

COMMENT

West Daly Regional Council requires all grants to be transferred over so proper management can take place.

Grant application submissions

- Youth Vibe Holiday Grant – Palumpa Cooking club during bush holidays - \$1500
- Youth Vibe Holiday Grant – Peppimenarti Bush Movies - \$464.30
- Aboriginal Benefit Account – Loader for Wadeye - \$219,697
- Aboriginal Benefit Account – Loader for Palumpa - \$219,697

Variation on grants

- Variation on NDRRA Disaster Relief funding - \$63, 750 to be spent reconstructing Cemetery Road at Peppimenarti
- Variation on Community support programme funding Emu Point and Wadeye VAC- \$36,000
- Variation on Municipal Essential Services and Housing – Nermarluk - \$74,778

Grant applications in progress

- Family Safe Environment Fund – Palumpa lights
- Special Purpose Grant – Round two – Upgrade of remote community office facilities

Grant funding money received for the grants below:

- Special Purpose Grant – Staff Housing - \$851,174
- Homelands Extra Allowance – Deleye and Mulingi \$15,600
- Homelands Extra Allowance – Uminyuluk - \$5,200

Reporting on the following grants has been completed

- Community Night Patrol
- Job Creation Package – Sport and Recreation
- Indigenous Sport and Active Recreation Program
- National Jobs Transition - Indigenous Broadcasting Program
- NT Jobs Package – Aged Care
- Home and Community Care
- Flexible Aged Care Service
- Municipal and Essential Services and Housing Maintenance
- NT Jobs Package – 3 Essential Service Officers
- Municipal and Essential Services – Special Purpose grant
- Local Authority Project Funding

Grant acquittal

- Youth Vibe Holiday grant – Palumpa Cooking Club –Christmas Holidays

Common seal has been applied to grant items below:

- Municipal Essential Services and Housing – Variation Nermarluk
- Homelands Extra Allowance – Deleye, Mulingi
- Homelands Extra Allowance – Uminyuluk

CONSULTATION

Not applicable.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Grant funding is required continued running of services mentioned. If funding is not received the result would be loss of services and employment in the communities.

VOTING REQUIREMENT

Not applicable

RECOMMENDATION

That Council receives and notes the Grant Officers Activity Report for January/February 2015.

Moved: **Clr.**

Seconded: **Clr.**

Carried

12 HUMAN RESOURCES OFFICER REPORT

Applicant:	Human Resources Officer
Location/Address:	Darwin
File Ref:	Corporate Management/Policies/Policy Manual/Employees
Disclosure of Interest:	
Date:	18 March 2015
Author:	Human Resources Officer, Jade Hamilton
Attachments:	

SUMMARY

Human Resources Officer's report for the Ordinary General Meeting being held on Wednesday 18th March, 2015.

HUMAN RESOURCES REPORT 21st JANUARY 2015

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

HEAD OFFICE

Head office would like to welcome on board Susan Wedlock, our new Administration Assistant. Staffing in the head office is now complete, with 4 full time employees in place. The CEO is still managing her time between the Communities and the head office and the Local Authority Coordinator is now based in Wadeye on a full time basis.

COUNCIL STAFFING LEVELS

- Palumpa has a total of 19 employees, with 9 full time, 1 part time, and 9 casual employees. Palumpa welcomes on board Elizabeth Jacky, who is working as a casual Centrelink Officer and Sian Hodgins, Palumpa's new Sport & Recreation Team Leader. Sian replaces Sam Nowicki, who has resigned from his position and will be sorely missed.
- Peppimenarti currently have 25 employees, with 7 full time, 12 part time and 6 casual employees.
- Wadeye has 40 staff, 19 of which are full time, 16 are part time and 5 are casual. Wadeye welcomes on board 2 new Civil Services Labourers, Lindsay Paddy and Michael Pupuli; Bayi Handy, Wadeye's new Sport & Recreation Team Leader; Wayne Shannon – Assistant Pool Attendant; and 1 new Sport and Recreation Assistant, Calvin Jinjair.
- Total staff within the Council including Darwin, sits at 89, with 70 (or 79%) being of Indigenous ethnicity.

CURRENTLY RECRUITING

- Trainee Broadcasting Officers – Wadeye
- Sport & Recreation Officers – Wadeye

STAFF PERFORMANCE & TURNOVER

- In the period mid January to mid March, there was 1 resignation, 1 end of contract and 2 terminations.
- Staff attendance is being raised as an issue again in all 3 communities, with several warnings issued for unauthorised absences.

- Jack Allen has been appointed permanent Regional Services Manager for Wadeye after acting in the role for several months. We congratulate Jack on this achievement.

STAFF TRAINING

- Peppimenarti Community Night Patrol staff has been undertaking the Certificate III in Community Night Patrol in Katherine. Wadeye and Palumpa CNP have also commenced their Certificate III in Wadeye.
- An employee in Peppimenarti has enrolled in the Certificate II in Business, which he will commence on the 23rd March.
- Bronze Medallion training will be happening in Wadeye in April, and at this stage, WDRC has enrolled two employees to undertake this training.
- Professional development and mentoring is currently being undertaken by various staff to increase their skills and knowledge, and to meet funding requirements.

HR POLICY REVIEWS

Policy reviews are still being undertaken, with those approved by the CEO up for review and approval by Council at this meeting.

WORK HEALTH AND SAFETY

WDRC now has visitor sign in books for all communities and the head office in Darwin. All visitors to Council offices are to sign into the book in order to meet legislative requirements. This ensures that in the event of an emergency evacuation, everyone is accounted for.

WDRC has teamed up with Latitude 12 in the delivery of Work Health and Safety practices and information sessions were held on Monday 16th and Tuesday 17th March regarding WHS compliance and risk management.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Human Resource Officers Activity Report for January/February 2015.

Moved: **Clr.**

Seconded: **Clr.**

Carried

13 LATE REPORTS

14 COUNCILLOR REPORTS

15 GENERAL BUSINESS

15.1 DISPOSAL OF VEHICLES

Applicant: Regional Service Manager Wadey

Location/Address: Wadey

File Ref: N/A

Disclosure of Interest: N/A

Date: 18 March 2015

Author: Regional Service Manager Wadey, Jack Allen

Attachments: Photo's

SUMMARY

The Council has vehicles that are surplus to their requirements and are seeking Council's approval to dispose of the vehicles.

BACKGROUND

Council has three vehicles that are taking up valuable space in the works area. They are not needed for day-to-day operations. They are out of registration and are in need of some repairs.

The vehicles are:

- 1993 Blue Toyota Landcruiser Tray Back, Previous Registration 927 712
- 2002 Grey Toyota Landcruiser Tray Back, Previous Registration 920 687
- 1993 White Toyota Townace, Previous Registration 738 793

COMMENT

These vehicles will put out to tender within the community with an appropriate reserve. The money raised from the sale of the vehicles will be allocated to Parks and Gardens to purchase a new ride-on mower. The current Parks and Gardens equipment is getting tired and the cost of repairs is rising. There is not only the cost but the down time while repairs are being carried out.

The benefits arising from the sale of these vehicles are:

- Upkeep of the parks, ovals and street frontages;
- Minimise time and cost spent on repairing broken machines;
- Free up storage space in Council's vehicle storage area;
- Provide the community with the opportunity to purchase some vehicles.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The Local Government Act 2014, the Local Government (Accounting) Regulations 2014 and the Ministerial Guideline No: 7 provide direction with regard to the disposal of assets.

Section 182(1) of the Local Government Act 2014 provides that “Subject to the Ministers guidelines, a Council may deal with or dispose of property of which the Council is the owner.

Part 10, Section 23 of the Local Government (Accounting) Regulations 2014 provides council with the authority to write-off any property that has been identified by a responsible officer.

Ministerial guideline No:7 also provides the following directions –

General

(1) Sale and disposal of land and other assets should be consistent with the Council’s economic, social and/or environmental objectives.

(1) When considering options for the sale and disposal of land and other assets, Council should look for opportunities to advance the objectives of the council’s strategic plan.

(2) Commercial confidentiality should apply to negotiations for sale and disposal of land and other asset transactions unless council decides otherwise.

(3) In circumstances where there is a sale or disposal other than by tender process, as may be considered and determined by council on individual case merits, the reasons for entering into such contracts should be documented.

In addition, it adds that –

Authority to Dispose of Property

(3) Council may delegate authority under s32 of the Local Government Act 2008.

For example, the CEO may be given a delegation to approve the sale or disposal of certain property.

(4) Where council delegates such authority the delegation should be limited. For example, the CEO may have a delegation to dispose of property that fits certain criteria.

POLICY IMPLICATIONS

Council does not have an asset write-off policy so needs to refer to the Local Government Act 2014, the Local Government (Accounting) Regulations 2014 and the Ministerial Guideline No: 7.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION:

That the Council:

a) Write-off the vehicles listed in this report from the accounts of Council.

b) Delegate the CEO to dispense of the vehicles by tender as per the Local Government Act 2014 and Ministerial guidelines.

Moved: Clr

Seconded: Clr

Carried:

15.2 REGIONAL PLAN 2015/2016 (DRAFT 4)

Applicant: Glenda Teede

Location/Address: Wadeye

File Ref: N/A

Disclosure of Interest:

Date: 18 March 2015

Author: Chief Executive Officer, Glenda Teede

Attachments:

SUMMARY

West Daly Regional Council is required to submit the final Draft of the WDRC Regional Plan 2015/2016 to the website by 31 July 2015. After which the public will have 21 days to make submissions.

BACKGROUND

West Daly Regional Council's Regional Plan 2015/2016 has been documented to Draft 4. Council is required to publish the Plan to Council website by 31st July 2015 submissions by the Public are then invited over a 21 day period.

STATUTORY ENVIRONMENT

Not applicable

VOTING REQUIREMENT

Simple majority

RECOMMENDATION:

That Council agree on and submit Final Draft by the end of June 2015.

Moved: Clr

Seconded: Clr

Carried:

15.3 WEST DALY REGIONAL COUNCIL BRANDING STRATEGY – UPDATE

Applicant:	Louise Beilby, Local Authority Coordinator
Location/Address:	
File Ref:	
Disclosure of Interest:	
Date:	18 March 2015
Author:	Local Authority Coordinator, Louise Beilby
Attachments:	Uniforms

SUMMARY

As part of the overall branding of council, staff members were asked for preferences on uniform choices and requirements.

BACKGROUND

The logo for West Daly Regional Council was approved by Council on 15 December 2014 by Resolution 15/12 001. Captovate, the graphic design company contracted by WDRC for the logo design has submitted a mock up of the business card and uniform. The designer opted for black, white or bone colour shirts, all of which are unsuitable.

In order to arrange uniforms for all staff, RSM's were asked to provide a list of uniform requirements.

An alternative colour choice was presented to staff. Three of four service centres selected Choice A on the attached document.

Office wear for staff and councillors were selected. See Attachment C.

COMMENT

The uniform requirements including Councillor's and staff from all program areas totalled over 500 items of clothing.

Completion of this action was delayed by responses from the service centres, and a lack of understanding of the procurement policy, specifically in relation to purchases expected to exceed the procurement tiers and supporting local suppliers.

Quotes were obtained to supply:

Polo work wear

Office work wear

Hi Vis Outdoor work outfits

Outdoor work wear

Quotes are attached.

CONSULTATION

Staff consultation was completed.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

1.2.3 Policy – Procurement

2.1.49 – Policy – Uniforms, Protective Clothing and Personal Hygiene

FINANCIAL IMPLICATIONS

There is no budget allocated for corporate branding.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council nominates Choice 1 or 2 as preferred polo shirt uniform and approves purchase of uniform requirements in accordance with procurement policy and delegations.

Moved: **Clr.**

Seconded: **Clr.** **Carried:**

16 LOCAL AUTHORITIES

Applicant:	Peppimenarti, Palumpa and Wadeye Local Authorities
Location/Address:	Local Authority meetings held in the above communities
File Ref:	Governance/Local Authorities
Disclosure of Interest:	NIL
Date:	18 March 2015
Author:	Local Authority Coordinator, Louise Beilby
Attachments:	Nil

SUMMARY

Local Authority Coordinator report for the Ordinary General Meeting being held on Wednesday 18th March 2015.

LOCAL AUTHORITY COORDINATOR (LAC) REPORT 18th March 2015

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

LOCAL AUTHORITY TRAINING

The Department of Local Government and Regions supported training for LA members by providing funding for WDRC to contract Ambrose Solutions (in Darwin) to develop training materials and deliver 2 x 1 day workshops for each Local Authority.

Ambrose Solutions have requested that WDRC provide revised graphics and content to improve the material they previously developed.

LOCAL AUTHORITY SUPPORT TRAINEE

The Local Authority Support Trainee position has not been re-advertised.

ADMINISTRATION

The Procedure Manual is near completion.

MEETINGS

Through the RSM, Peppimenarti Local Authority met on 17 February 2015. Minutes are attached.

Wadeye Local Authority met on 5 March 2015. This is their first meeting in some months, and it was good to see it was well attended, and all members involved in the discussions and decisions. This meeting was attended by the Glenda Teede (WDRC Chief Executive Officer) and Councillor Mark Martin as well as the Wadeye Government Engagement Coordinators (Department of Prime Minister and Cabinet. Minutes are attached.

Palumpa Local Authority meetings have been discussed, but no dates have been finalised.

PLANNING

The first quarter (January to March) of 2015 is the scheduled time for developing Local Authority Community Plans. The current 2014/2015 Plan has been revised, however the review has not been comprehensive and requires further work.

REPORTING

No additional report to the Northern Territory Government has been required.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Local Authority Coordinators Report January/February 2015.

Moved: **Clr.**

Seconded:	Clr.	Carried
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RECOMMENDATION

That Council approves resolutions of Peppimenarti Local Authority resolutions of 17 February 2015

Moved: **Clr.**

Seconded: **Clr.**

RECOMMENDATION

That Council approves resolutions of Wadeye Local Authority resolutions of 5 March 2015

Moved: **Clr.**

Seconded: **Clr.**

17 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.** **Carried:**

The information is classed as confidential under Clause 9(c) of the Local Government (Administration) Regulations 2008.

18 NEXT MEETING

The next Ordinary General Meeting of West Daly Regional Council will be held at Wadeye on Wednesday 20th May 2015 with a briefing on 19th May 2015.