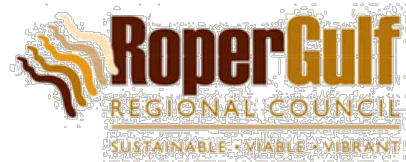


Roper Gulf Regional Council Working with Children  
Certificate Policy



HR006 – Working with Children Certificate Policy

- a) gym or play facilities
- b) photographic services
- c) talent or beauty competitions
- d) entertainment or party services.

**Other services requiring a Working with Children Clearance**

Members of boards, management committees and partners in businesses that perform work with children also need a Clearance e.g. members of school councils or basketball associations.

**6.1 Police Criminal History Check is not an alternative to a Working with Children Clearance.**

A Police Criminal History Check examines a person's criminal history at a fixed point in time. The Working with Children Clearance offers certification to engage in 'child-related' work for a period of time, and offers ongoing monitoring of a candidate's suitability. This means if a relevant criminal offence is committed during the period of certification, SAFE NT can inform employers, impose conditions on the clearance notice or withdraw the certification. A Police Criminal History Check is not a substitute for a Working with Children Clearance and employees in identified positions are required to hold a valid Working with Children Clearance even if you have had a police check.

**6.2 Certain Offences will Disqualify**

Only certain offences will disqualify a person from engaging in 'child-related' work. SAFE NT will advise persons that they will not have a Clearance Notice issued and will not be able to work in 'child-related' employment. If a person does not agree with the decision, they can ask for it to be reviewed in the Local Court of the Northern Territory. SAFE NT provides information on how to lodge an appeal with the Local Court. Other types of criminal histories will be considered in the context of the likelihood of risk of harm to children and will be up to the discretion of the CEO.

**6.3 Recruitment**

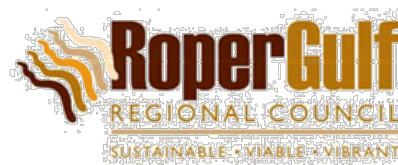
Recruitment advertisements will advise potential applicants that a *Working with Children Clearance* certification will be required for an applicant to be considered for appointment.

The *Working with Children Clearance* certifications are valid for a period of 2 years and it is the staff member's responsibility to ensure that they have a current *Working with Children Clearance* certification with support provided by the relevant Manager and HR department.

**6.4 RJCP Participants**

Participants of RJCP or equivalent are jobseekers and are not to be considered to be volunteers for Roper Gulf Regional Council under the scope of this policy. However jobseekers who are participating in an activity that would normally require that an employee have an Ochre Card, then those jobseekers are also required to have a Ochre Card.

## Roper Gulf Regional Council Working with Children Certificate Policy



### HR006 – Working with Children Certificate Policy

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#### 6.5 Transitional Arrangements for New Employees

New staff who have applied for a Working with Children Clearance will need to complete a Working with Children Clearance Exemption Form prior to commencement of employment.

In liaising with new recruits, HR staff are to ensure the appropriate paperwork is completed prior to the agreed start date.

Staff members with current WWCC Exemption Form awaiting *Working with Children Clearance* certification must work under the direct supervision of a staff member holding a current *Working with Children Clearance* certification.

#### 6.6 Notification of Refusal or Cancellation of a Working with Children Clearance

Staff members are required to notify the Roper Gulf Regional Council where a Clearance Notice is refused or cancelled. Upon cancellation of *Working with Children Clearance* certification, employment with Roper Gulf Regional Council will be terminated.

Notification of *Working with Children Clearance* certification and date of expiry will be recorded on a data base managed by RGRC Personnel in accordance with the RGRC Confidentiality and Privacy Policy.

#### 6.7 Cost of Working with Children Clearance

All new employees are responsible for the cost of their *Working with Children Clearance*. (Please refer to SafeNT website for updated fee schedule).

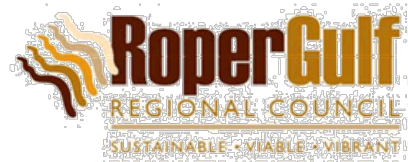
Replacements costs of lost cards will be at staff members own expense. However OCHRE Card renewals will be paid by Roper Gulf Regional Council whilst employed by RGRC.

Relevant staff must provide a colour copy of the *Working with Children Clearance* certification to the HR department.

## 7. REFERENCES

Related Forms	<ul style="list-style-type: none"> <li>• <i>OCHRE Card Waiver Form for the Commencement of an New Employee in a Low Risk Position</i></li> <li>• <i>WWCC Exemption Form</i></li> </ul>
Related Policies	Employee Code of Conduct, Employee Formal Discipline Policy,
Related Publications	Fair Work Australia Act, Occupational Health and Safety Policy, Anti-Discrimination Act (NT) 2007

Roper Gulf Regional Council Working with Children  
Certificate Policy



HR006 – Working with Children Certificate Policy

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## 8. DOCUMENT CONTROL

Policy number	<b>HR006</b>
Policy Owner	<b>Manager, Human Resources</b>
Endorsed by	<b>OCM</b>
Date approved	<b>27/6/2012</b>
Revisions	
Amendments	
Next revision due	

## 9. CONTACT PERSON

Position	<b>Manager Governance, Corporate Planning and Compliance</b>
Contact number	<b>89 729 000</b>

**CORPORATE GOVERNANCE DIRECTORATE REPORT**



**ITEM NUMBER** 15.3  
**TITLE** FINANCE - RGRC FINANCIAL REPORT AS AT 31 AUGUST 2015  
**REFERENCE** 565105  
**AUTHOR** Lokesh Anand, Finance Manager

**RECOMMENDATION**

(a) **That Council receive and note financial reports as at 31 August 2015**

**BACKGROUND**

Attached are the financial reports for Roper Gulf Regional Council as at 31<sup>st</sup> August 2015, including:

- Balance Sheet
- Income and expenditure report by service group
- Income and expenditure report by account category
- Cash-at-bank Statement & 12-month graph on cash balances
- Expenditure reports for all communities

Balance sheet has been prepared as per prevailing accounting standard and practice and in compliance with the applicable Local Government Act. Revenue and expenditure statement as of end of August 2015 shows a surplus of \$ 5.2M. Our bank balance as at 31<sup>st</sup> August is \$14.9 M. Please note that the end of financial year position will change as and when we enter and process last year invoices. An updated report will be presented to council in the October meeting.

The final audit for General Purpose Financial Statement is due by mid October. The first quarter budget review will start in mid October as well.

**ISSUES/OPTIONS/SWOT**

**Interpretation of Debtors & Creditors**

**Debtors**

The summary below shows the amount of debtors outstanding for the current and the prior month.

See attached: Aged Analysis Report – Detailed Report – Accounts Receivable 31<sup>st</sup> August 2015.

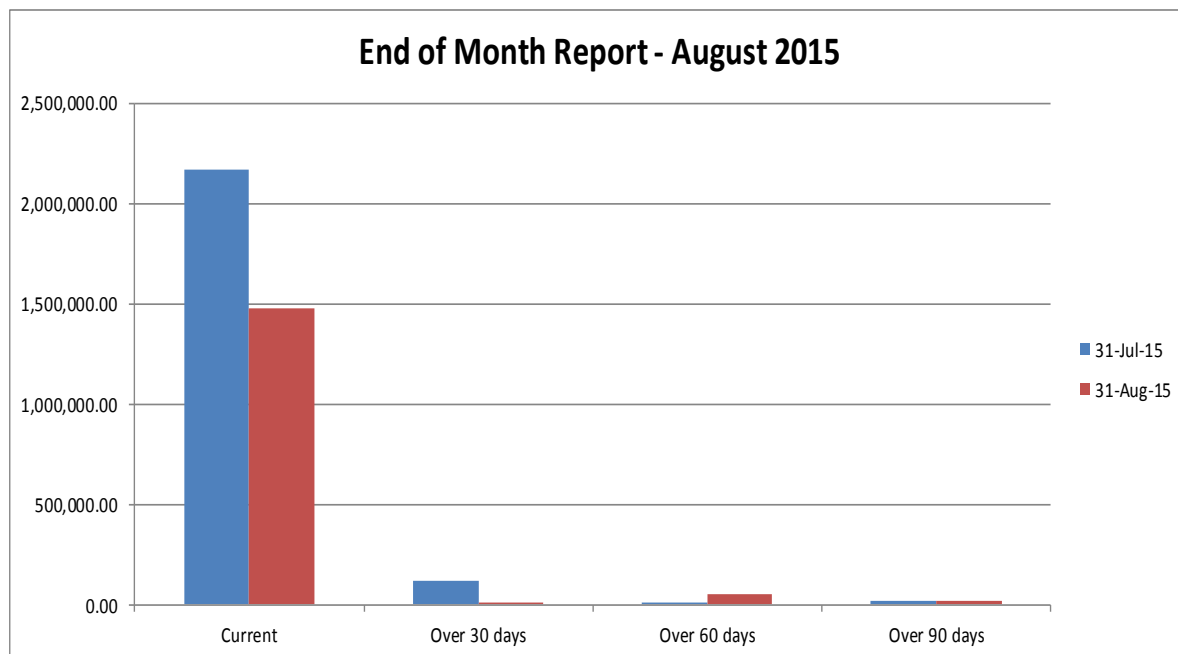
As at 31<sup>st</sup> August, \$ 302,943.59 is outstanding. Comparatively, 31<sup>st</sup> July 2015, the total debt outstanding was \$ 112,514.64.

During this month, debtors have shown an overall increase from July 2015 to August 2015 to by \$ 190,428.95.

**AR Age Analysis**

Debtors	July 2015		August 2015	
<b>Current</b>	2,167,527.76	93.77%	<b>1,474,799.31</b>	<b>95.19%</b>

<b>Over 30 days</b>	120,718.78	5.22%	<b>7,460.00</b>	<b>0.48%</b>
<b>Over 60 days</b>	2,120.00	0.09%	<b>47,024.55</b>	<b>3.04%</b>
<b>Over 90 days</b>	21,176.65	0.92%	<b>20,062.65</b>	<b>1.29%</b>
	2,311,543.19		<b>1,549,346.51</b>	
<b>Less: Unapplied Credits</b>	2,199,028.55		<b>1,246,402.92</b>	
<b>Total Actual Outstanding</b>	112,514.64		<b>302,943.59</b>	



### Top 10 AR Debtors – August 2015

A/C	Description	Balances	Status	Reason
00114	Dept. Of Housing - Tenancy Management	135,681.99		Current
00121	Dept of Infrastructure - Katherine	38,524.03		Paid on 1 <sup>st</sup> September 2015
00264	Mcarthur River Mining	27,500.00	Grant Invoice	Follow up in Progress
00328	Power And Water Corporation - Accounts Payable	17,010.28		Current Invoice
00801	Golden Glow Nursing	14,233.48		Follow up in Progress

01103	Aldebaran Contracting Pty. Ltd	10,241.00	Not yet Due	Not yet Due
00948	Regent Pty Ltd	8,422.50	Old Invoice	Repairs to Land Cruiser
00085	Dept Of Corporate & Information Services (NT)	6,014.50		Current Invoice
01134	Downer EDI Works Pty Ltd	5,454.50		Current Invoice
00480	Wildgeese Building and Maintenance Group	5,239.00	Old Invoice	Company in Liquidation

### Creditors

The summary below shows the amount of creditors outstanding for the current month.

See attached: Aged Analysis Report – Detailed Report – Accounts Payable 31<sup>st</sup> August 2015.

As at 31<sup>st</sup> August 2015, \$ \$481,547.11 in creditors is outstanding.

The Accounts Payable age analysis report depicts the following:

<b>Creditors</b>	<b>Amount</b>	
Current	253,738.27	53%
Over 30 days	27,450.92	5%
Over 60 days	8,110.30	2%
Over 90 days	192,247.62	40%
<b>Total outstanding amount (Including Overdue)</b>	<b>481,547.11</b>	
<b>Less: Unapplied Credits</b>	<b>266,366.93</b>	
<b>TOTAL ACTUAL OUTSTANDING</b>	<b>215,180.18</b>	

Unapplied items appearing as a result of time difference and have no effect in the financial statement.

Following are the details of suppliers from whom invoices over \$10,000 were received and entered during the month of August 2015:

<b>Acc. #</b>	<b>Description</b>	<b>Amount</b>	<b>Transaction</b>
10054	PUMA ENERGY	89,999.31	NUMBULWAR & NGUKURR BULK FUEL ORDER
10365	DOWNER EDI Works	292,493.86	NUMBULWAR AIRPORT ACCESS ROAD
10507	ALAWA	704,399.37	CDEP WAGE, SERVICE FEES, PARTICIPATION ACCOUNT CLAIM & NT OPS
11713	GEORBROOK INVESTMENT	11,000.00	RENTAL OF 99 EMUNGALAN RD
10092	CRICKET & FOOTBALL SHOP	10,719.00	AGED CARE WIN PROJECT
10513	NT VETERINARY SERVICES	10,107.05	BESWICK COMMUNITY DOGS
12581	S&R BUILDING	19,910.00	BULMAN CENTRELINK OFFICE UPGRADE
12781	WRIGHT EXPRESS	33,096.54	FUEL CARDS
12045	ALANA KAYE GROUP	61,000.00	MINYERRI CERT 3 WHS

<b>Acc. #</b>	<b>Description</b>	<b>Amount</b>	<b>Transaction</b>
12152	TJM DARWIN	30,550.00	SUPPLY & FIT BOSTON BODY
11785	YUGUL MANGI	10,164.00	GRATING OF ROADS
11909	BENZAC BUILDING	31,149.00	BESWICK LOT 120 DUPLEX RENOVATION
12889	A RESOLUTION	26,972.18	WORKPLACE CONSULTING
12450	BINJARI ABORIGINAL CORP	17,800.07	HIRE OF PLANT & EQUIPMENT FOR RJCP
12835	BLUE SKY THERAPIES	31,416.00	WSHOP & TRAINING AT JILK, BESWICK & MANYALLALUK CRECHE
12828	BCA NATIONAL TRAINING	24,000.00	NGUKURR CERT 2 COMMUNITY SERVICES
12878	RAMPAGE DESIGN	11,550.00	SKATE PARK MATARANKA
12901	ACROSS CULTURE	20,625.00	CERT 4 IN WORKPLACE MENTORING
12908	PEARL ISLAND	30,030.00	STREET LIGHT R&M
		<b>1,466,981.38</b>	

All entered amount has already been paid and settled.

### **FINANCIAL CONSIDERATIONS**

Nil

### **ATTACHMENTS:**

1 RGRC Finance Report - Aug - 15.pdf

# Roper Gulf Regional Council Balance Sheet as at 31 August 2015



ASSETS		LIABILITIES	
<b>Current Assets</b>		<b>Current Liabilities</b>	
Cash	8,383,519	Accounts payable	215,181
Accounts receivable	302,944	Taxes payable	316,977
(less doubtful accounts)	-73,000	Accrued Expenses	0
Inventory	312,379	Provisions	1,644,288
Investments	6,550,000	Other Current Liabilities	-3,596
Other current assets	1,839,655	Suspense accounts	
<b>Total Current Assets</b>	<b>17,315,496</b>	<b>Total Current Liabilities</b>	<b>2,172,850</b>
<b>Less: Unexpended Tied Grants</b>	<b>6,434,864</b>		
<b>Available Untied Current Assets</b>	<b>10,880,632</b>	<b>Total Current Liabilities</b>	<b>2,172,850</b>
<b>Non-current Assets</b>		<b>Long-term Liabilities</b>	
Land	992,769	Other long-term liabilities	901,165
Buildings	27,203,457		901,165
(less accumulated depreciation)	-5,942,939		
Fleet, Plant, Infrastructure and Equip	23,153,057	<b>Total Liabilities</b>	<b>3,074,016</b>
(less accumulated depreciation)	-15,045,098		
Furniture and fixtures	135,898	<b>EQUITY</b>	
(less accumulated depreciation)	-125,253	Retained earnings	44,647,644
Work in Progress assets	34,273	<b>Total Shareholders' Equity</b>	<b>44,647,644</b>
Other non-current assets	0		
<b>Total Non-current Assets</b>	<b>30,406,163</b>		
<b>TOTAL ASSETS</b>	<b>47,721,660</b>	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>47,721,660</b>

**Working Capital**  
**\$15,142,646**

**\$8,707,782**

### Balance Sheet Check

OK

### RATIOS

Current Ratio	7.97	Effective	5.01
Quick Ratio	7.83		
Cash Ratio	6.87		



### Roper Gulf Regional Council

Income & Expenditure Report as at  
31-August-2015  
for the year 2015-2016



16GLACT Year to Date Actual (\$)	16GLBUD Year to Date Budget (\$)	Variance (\$)	16GLBUD Full Year Budget (\$)
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**Income**

11 - Income Rates	1,305,073	216,339	1,088,734	1,298,033
12 - Income Council Fees and Charges	153,095	96,119	56,976	576,717
13 - Income Operating Grants Subsidies	5,230,002	4,547,189	682,813	18,188,754
14 - Income Investments	24,745	53,333	-28,588	320,000
16 - Income Reimbursements	528,682	0	528,682	0
17 - Income Agency and Commercial Services	2,387,649	2,310,225	77,424	13,881,348
18 - Income Capital Grants	0	220,000	-220,000	1,320,000
19 - Other Income	1,235	66,667	-65,432	400,000
<b>Total Income</b>	<b>9,630,480</b>	<b>7,609,872</b>	<b>2,120,608</b>	<b>36,964,863</b>

**Expenditure**

21 - Employee Expenses	2,746,304	3,440,362	694,058	20,642,174
22 - Contract and Material Expenses	862,517	1,637,072	774,555	9,822,429
23 - Fleet, Plant & Equipment	294,328	258,280	-36,048	1,549,681
24 - Asset Expense	0	590,333	590,333	3,542,000
25 - Other Operating Expenses	517,147	540,148	23,001	3,199,232
27 - Finance Expenses	2,073	1,982	-81	11,850
<b>Total Expenditure</b>	<b>4,422,368</b>	<b>6,468,188</b>	<b>2,045,819</b>	<b>38,767,466</b>

**Carried Forwards**

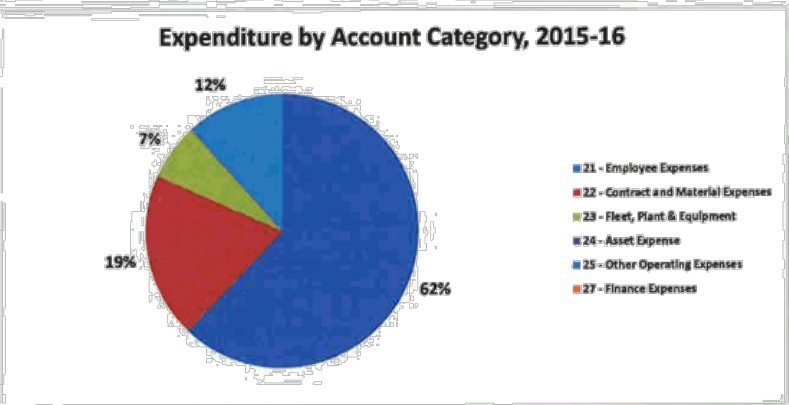
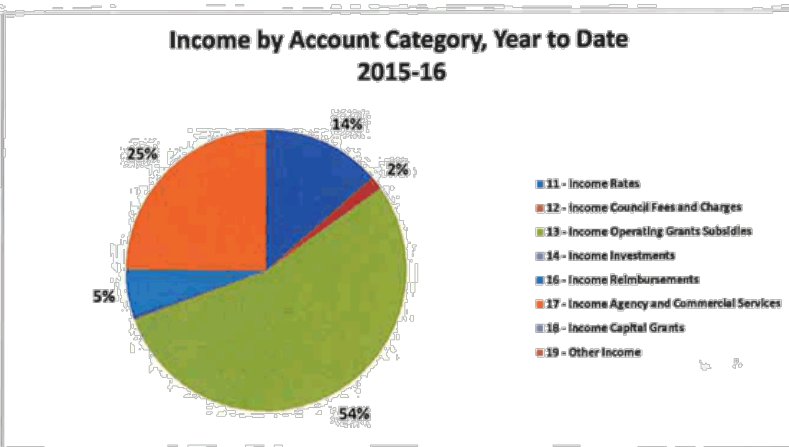
81 - Accumulated Surplus Deficit	0	393,429	-393,429	-2,360,576
<b>Total Carried Forwards</b>	<b>0</b>	<b>393,429</b>	<b>-393,429</b>	<b>2,360,576</b>

**Surplus/(Deficit)**

	<b>5,208,112</b>	<b>1,435,113</b>	<b>3,772,998</b>	<b>-442,037</b>
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**Capital Expenditure**

53 - WIP Assets	34,273	553,333	519,061	3,320,000
<b>Total Capital Expenditure</b>	<b>34,273</b>	<b>553,333</b>	<b>519,061</b>	<b>3,320,000</b>



**Roper Gulf Regional Council**  
**Income & Expenditure Report as at**  
**31-August-2015**  
**for the year 2015-2016**



16GLACT Year to Date Actual (\$)	16GLBUD Year to Date Budget (\$)	16GLBUD Full Year Budget (\$)	Variance (\$)
--	--	-------------------------------------	---------------

**Income**

1 - Corporate Services	3,814,454	2,212,891	1,601,563	9,466,230
2 - Agency Services	4,097,988	3,876,822	221,166	19,135,609
3 - Commercial Contract & Technical Services	453,487	881,036	-427,549	4,537,744
4 - Council Services	1,284,552	329,123	935,429	1,565,270
5 - Other Services	0	210,000	-210,000	1,280,000
<b>Total Income</b>	<b>9,630,480</b>	<b>7,509,872</b>	<b>2,120,609</b>	<b>35,964,863</b>

**Expenditure**

1 - Corporate Services	-353,218	345,126	698,344	2,053,541
2 - Agency Services	2,487,379	3,304,668	817,289	19,807,382
3 - Commercial Contract & Technical Services	557,100	805,962	248,863	4,833,980
4 - Council Services	1,687,608	1,802,432	114,824	10,812,563
5 - Other Services	43,500	210,000	166,500	1,280,000
<b>Total Expenditure</b>	<b>4,422,368</b>	<b>6,468,188</b>	<b>2,045,819</b>	<b>38,767,486</b>

**Carried Forwards**

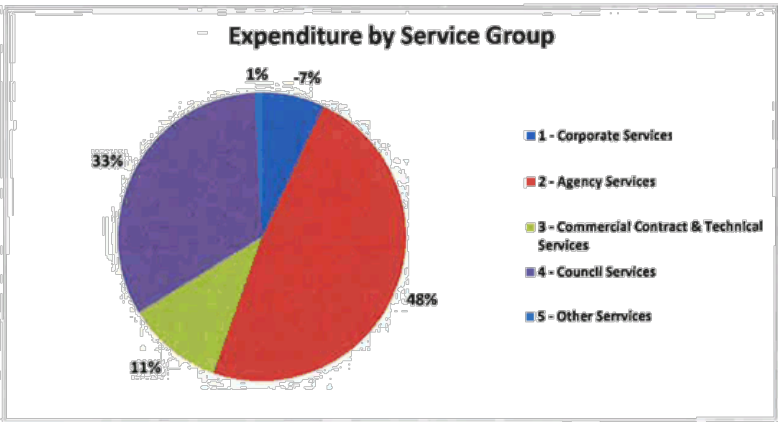
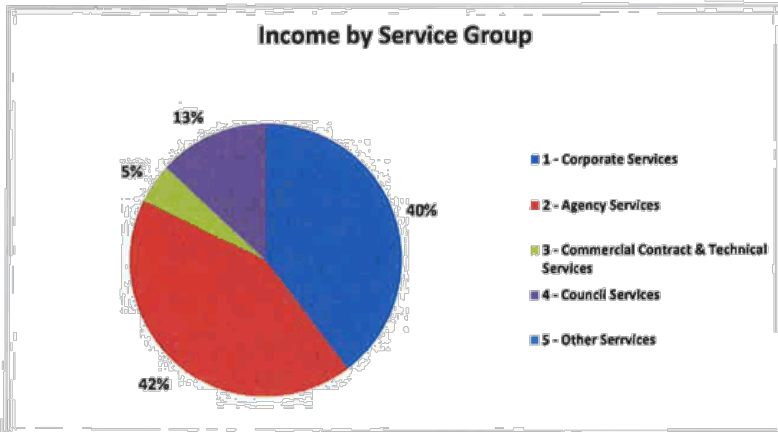
1 - Corporate Services	0	300,000	-300,000	1,800,000
2 - Agency Services	0	93,429	-93,429	560,576
<b>Total Carried Forwards</b>	<b>0</b>	<b>393,429</b>	<b>-393,429</b>	<b>2,360,576</b>

**Surplus/(Deficit)**

	<b>5,208,112</b>	<b>1,435,113</b>	<b>3,772,998</b>	<b>-442,037</b>
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**Capital Expenditure**

1 - Corporate Services	0	310,000	310,000	1,860,000
2 - Agency Services	6,500	29,167	22,667	175,000
3 - Commercial Contract & Technical Services	27,773	0	-27,773	0
4 - Council Services	0	214,167	214,167	1,285,000
<b>Total Capital Expenditure</b>	<b>34,273</b>	<b>653,333</b>	<b>619,061</b>	<b>3,320,000</b>

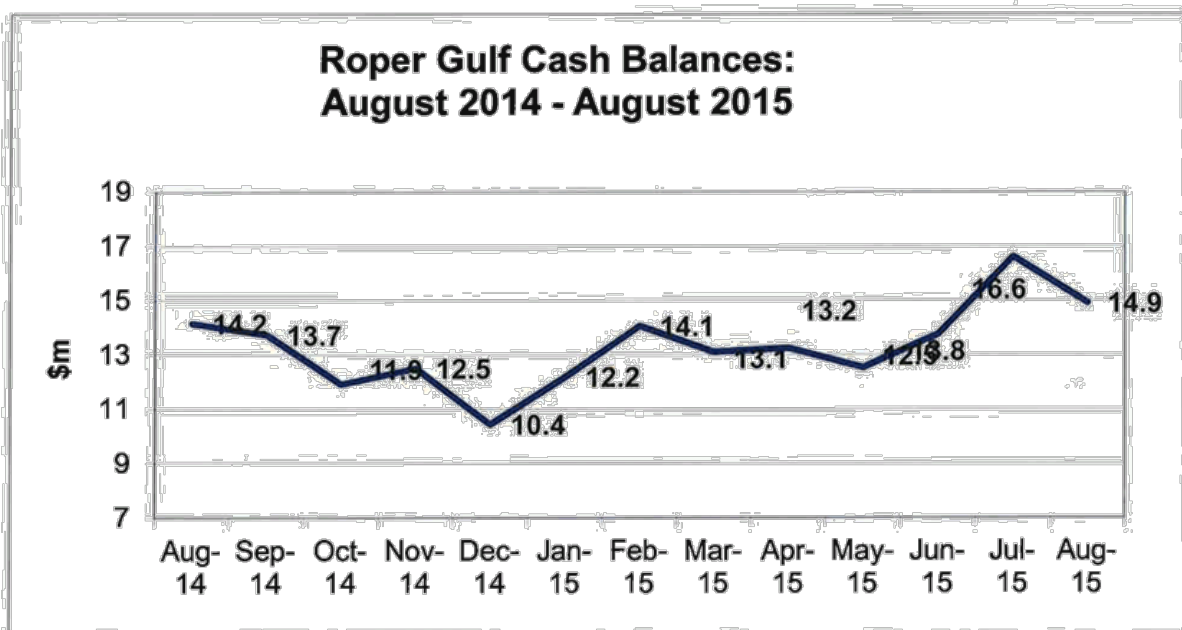


# Roper Gulf Regional Council

## Actual cash at bank as at 31 August 2015



<u>Bank:</u>	<u>Closing balance as at 31st August 2015</u>
Commonwealth - Business 10313307	\$6,571,221.45 CR
<i>Monthly interest earned</i>	<b>\$9,245.67</b>
Commonwealth - Operating 10313294	\$68,870.65 CR
<i>Monthly interest earned</i>	<b>\$69.08</b>
Commonwealth - Trust 103133315	\$1,496.74 CR
<i>Monthly interest earned</i>	<b>\$152.97</b>
Commonwealth - Numbulwar Fuel - 590210381211	\$1,142,640.51 CR
<i>Monthly interest earned</i>	<b>\$1,343.01</b>
Traditional Credit Union 12-month Term Deposit 101711	\$530,286.34 CR
<i>Monthly interest earned minus fees</i>	<b>\$0.00</b>
Traditional Credit Union Low Usage Business 101711	\$52,437.71 CR
<i>Monthly interest earned minus fees</i>	<b>\$0.00</b>
NAB - Term Deposit	\$3,000,000.00 CR
<i>Monthly interest earned minus fees</i>	<b>\$0.00</b>
ME Bank - Term Deposit	\$2,000,000.00 CR
<i>Monthly interest earned minus fees</i>	<b>\$0.00</b>
AMP - Term Deposit	\$1,550,000.00 CR
<i>Monthly interest earned minus fees</i>	<b>\$0.00</b>
<b>Total Cash at Bank</b>	<b><u>\$14,916,953.40</u></b>
<b>Total Interest Earned (annualised)</b>	<b>\$277,028.76</b>



Note: The "Total Cash as Bank" is the actual Money in the Bank at 31st of August. It varies with Book Balance due to Unpresented Cheques and Outstanding Deposits

**Community wise Expenditure Summary as at 31-August -2015**

Location	Barunga		
	Actual	Budget	%
Corporate	618	8,092	8%
Agency	170,482	182,706	93%
Commercial	15,794	15,886	99%
Council	130,297	142,495	91%
Other			
<b>Total</b>	<b>317,191</b>	<b>349,179</b>	<b>91%</b>

Location	Beswick		
	Actual	Budget	%
Corporate	228	12,786	2%
Agency	296,937	344,109	86%
Commercial	11,864	23,689	50%
Council	128,627	147,338	87%
Other			
<b>Total</b>	<b>437,656</b>	<b>527,922</b>	<b>83%</b>

Location	Borroloola		
	Actual	Budget	%
Corporate	3,496	22,876	15%
Agency	81,240	94,859	86%
Commercial	18,482	26,503	70%
Council	200,347	277,872	72%
Other	833	4,167	20%
<b>Total</b>	<b>304,398</b>	<b>426,277</b>	<b>71%</b>

Location	Bulman		
	Actual	Budget	%
Corporate	1,710	7,693	22%
Agency	193,414	237,345	81%
Commercial	24,569	22,570	109%
Council	119,353	115,541	103%
Other			
<b>Total</b>	<b>339,046</b>	<b>383,149</b>	<b>88%</b>

Location	Eva Valley		
	Actual	Budget	%
Corporate	1,170	3,281	36%
Agency	67,311	90,992	74%
Commercial	8,200	10,223	80%
Council	79,240	103,774	76%
Other			
<b>Total</b>	<b>155,921</b>	<b>208,270</b>	<b>75%</b>

Location	Jilkminggan		
	Actual	Budget	%
Corporate	228	7,475	3%
Agency	208,270	292,264	71%
Commercial	2,375	13,988	17%
Council	90,853	119,394	76%
Other			
<b>Total</b>	<b>301,726</b>	<b>433,121</b>	<b>70%</b>

Location	Mataranka		
	Actual	Budget	%
Corporate	13,436	6,685	201%
Agency	111,285	107,800	103%
Commercial	2,995	6,420	47%
Council	137,821	162,082	85%
Other			
<b>Total</b>	<b>265,537</b>	<b>282,987</b>	<b>94%</b>

Location	Ngukurr		
	Actual	Budget	%
Corporate	729	25,584	3%
Agency	521,058	659,963	79%
Commercial	106,651	141,014	76%
Council	202,804	341,251	59%
Other	3,333	13,333	25%
<b>Total</b>	<b>834,575</b>	<b>1,181,145</b>	<b>71%</b>

Location	Numbulwar		
	Actual	Budget	%
Corporate	34,238	84,507	41%
Agency	423,620	513,193	83%
Commercial	69,869	150,291	46%
Council	455,052	234,519	194%
Other	23,500	113,333	21%
<b>Total</b>	<b>1,006,279</b>	<b>1,095,843</b>	<b>92%</b>

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**Roper Gulf Regional Council**

**Income & Expenditure Report as at  
31-August-2015  
for the year 2015-2016**

**Barunga (Bamyili)**

16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

**Expenditure by Service**

1 - Corporate Services	618	8,092	7,474	48,553
2 - Agency Services	170,482	182,706	12,224	1,096,234
3 - Commercial Contract & Technical Services	15,794	15,886	92	95,317
4 - Council Services	130,297	142,495	12,198	854,968
<b>Total Expenditure</b>	<b>317,190</b>	<b>349,179</b>	<b>31,988</b>	<b>2,095,071</b>

**Expenditure by Account Category**

21 - Employee Expenses	137,500	155,068	17,567	930,407
22 - Contract and Material Expenses	33,457	39,079	5,622	234,472
23 - Fleet, Plant & Equipment	9,303	14,506	5,202	87,033
25 - Other Operating Expenses	6,106	9,306	3,200	55,835
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	130,784	131,212	428	787,274
<b>Total Expenditure</b>	<b>317,190</b>	<b>349,179</b>	<b>31,988</b>	<b>2,095,071</b>

**Expenditure by Activity**

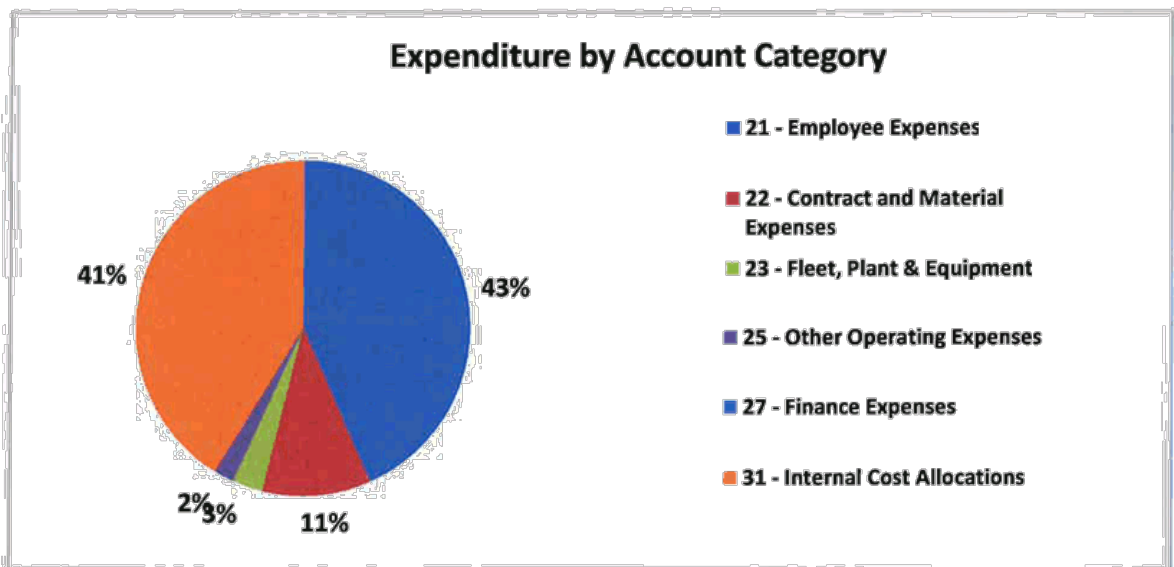
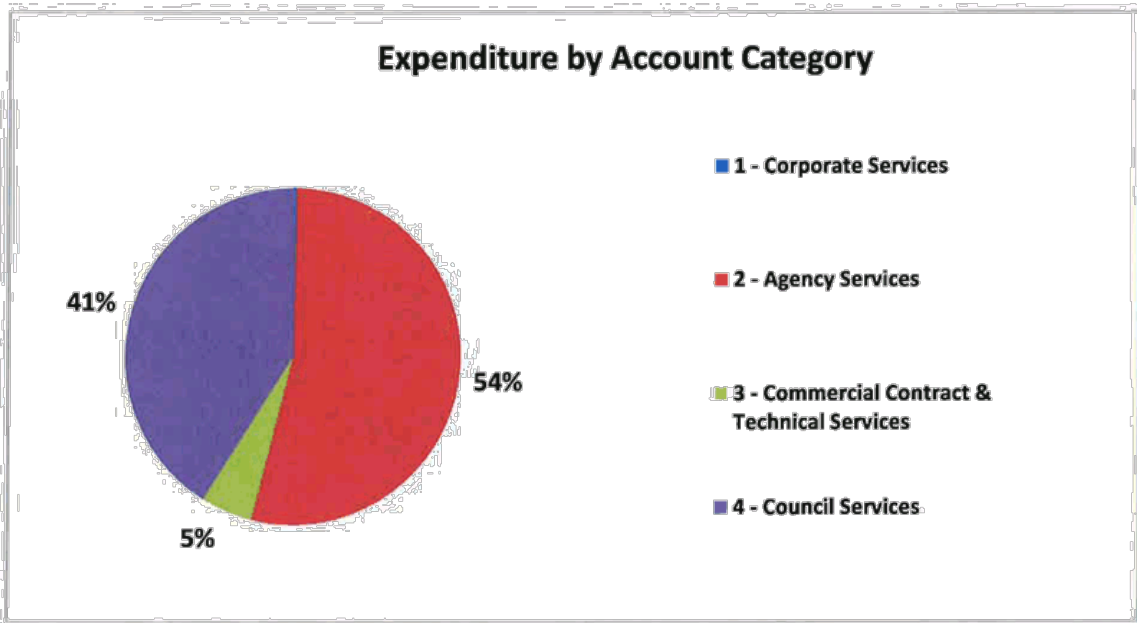
111 - Council Services General	53,384	59,652	6,268	357,911
132 - Local Authority	0	817	817	4,900
136 - Establishment of Local Authorities	618	0	-618	0
138 - Local Authority Project	0	7,276	7,276	43,653
160 - Municipal Services	61,270	68,864	7,594	413,182
161 - Waste management	15,335	12,213	-3,122	73,275
164 - Local Emergency Management	208	383	175	2,300
169 - Civic Events	0	17	17	100
170 - Australia Day	0	33	33	200
201 - Street lighting	4,277	2,249	-2,027	13,496
202 - Staff Housing	-1,357	217	1,573	1,300
220 - Territory Housing Repairs and Maintena	0	83	83	500
221 - Territory Housing Tenancy Managemen	6,449	8,042	1,593	48,250
222 - HMP Employment Program	1,332	0	-1,332	0
241 - Airstrip maintenance Contracts	1,212	1,005	-207	6,030
242 - Litter Collection and Slashing External C	3,008	3,030	22	18,180
245 - Visitor Accommodation and External Fa	0	383	383	2,295
246 - Commercial Australia Post	873	878	4	5,266
314 - Service Fee - RJCP	63,386	87,091	23,705	522,545
316 - Participation Account - RJCP	5,850	0	-5,850	0
344 - HACC services	0	3,833	3,833	23,000
345 - IBS NT Jobs in Transition	2,916	0	-2,916	0
346 - Indigenous Broadcasting	3,856	6,662	2,806	39,971
348 - Library	2,020	6,245	4,225	37,468
350 - Centrelink agency	3,273	8,490	5,217	50,941
370 - Remote School Attendance Strategy	34,506	21,374	-13,132	128,247
381 - Animal Control	0	1,333	1,333	8,000
401 - Night Patrol	24,742	29,912	5,170	179,472

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404 - Aus Govt Sport and Rec Management C	6,549	6,846	297	41,079
405 - Aus Govt Sport and Rec Indigenous Em	8,105	0	-8,105	0
407 - ARC - NTG S&R	4,866	0	-4,866	0
409 - Sport and Rec Fleet	10,413	12,252	1,839	73,511
481 - Right Path Project	100	0	-100	0
<b>Total Expenditure</b>	<b>317,190</b>	<b>349,179</b>	<b>31,988</b>	<b>2,095,071</b>

**Capital Expenditure**

5321 - Capital Purchase/Construct Buildings	0	8,333	8,333	50,000
5341 - Capital Purchases Plant & Equipment	0	12,500	12,500	75,000
5371 - Capital Purchase Vehicles	0	10,000	10,000	60,000
<b>Total Capital Expenditure</b>	<b>0</b>	<b>30,833</b>	<b>30,833</b>	<b>185,000</b>



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## Roper Gulf Regional Council

Income & Expenditure Report as at  
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16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

### Beswick (Wugularr)

#### Expenditure by Service

1 - Corporate Services	228	12,786	12,558	76,717
2 - Agency Services	296,937	344,109	47,172	2,064,336
3 - Commercial Contract & Technical Services	11,864	23,689	11,825	142,133
4 - Council Services	128,627	147,338	18,710	884,025
<b>Total Expenditure</b>	<b>437,656</b>	<b>527,921</b>	<b>90,265</b>	<b>3,167,212</b>

#### Expenditure by Account Category

21 - Employee Expenses	165,680	235,513	69,833	1,413,078
22 - Contract and Material Expenses	49,626	57,807	8,181	346,844
23 - Fleet, Plant & Equipment	8,792	13,797	5,004	82,780
25 - Other Operating Expenses	15,957	15,351	-606	91,792
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	197,561	205,445	7,884	1,232,668
<b>Total Expenditure</b>	<b>437,656</b>	<b>527,921</b>	<b>90,265</b>	<b>3,167,212</b>

#### Expenditure by Activity

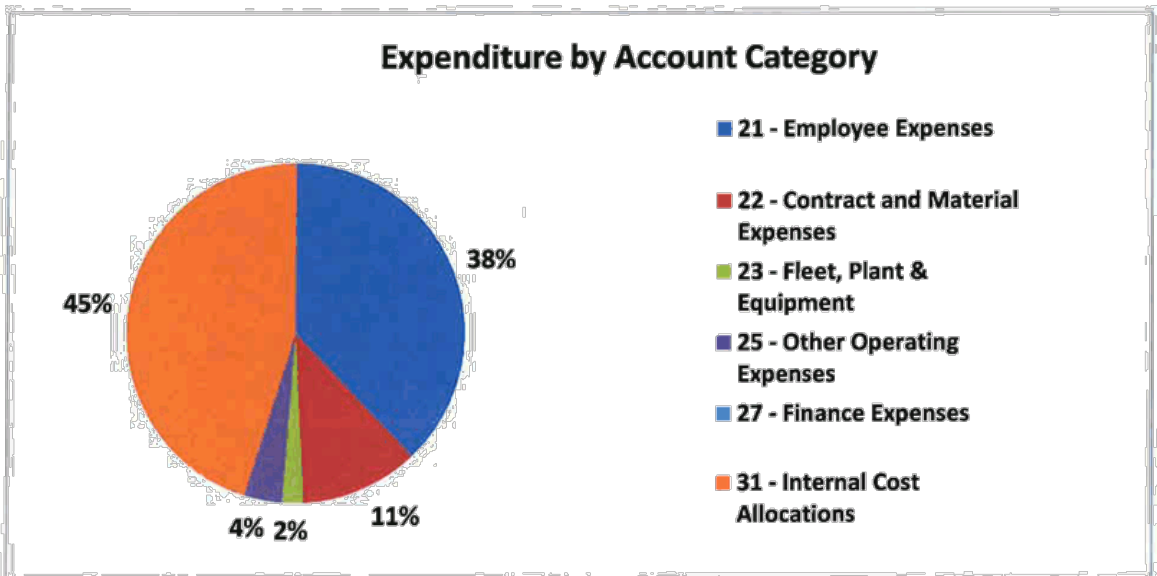
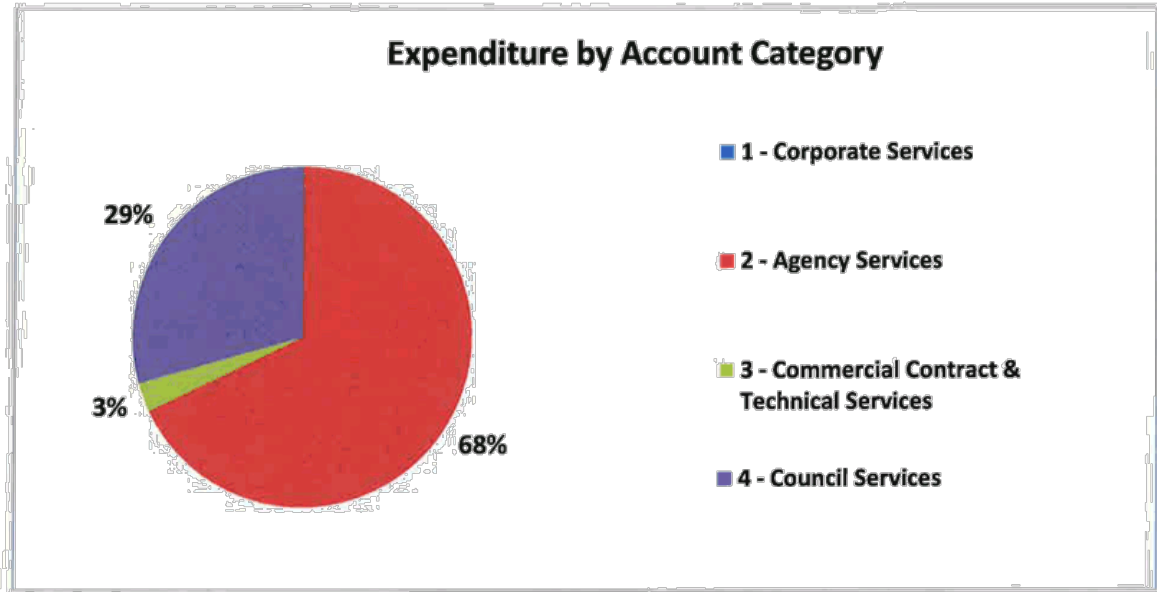
111 - Council Services General	47,884	62,924	15,040	377,544
132 - Local Authority	0	817	817	4,900
136 - Establishment of Local Authorities	228	0	-228	0
138 - Local Authority Project	0	11,970	11,970	71,817
160 - Municipal Services	65,283	74,835	9,552	449,011
161 - Waste management	4,893	6,080	1,187	36,479
164 - Local Emergency Management	408	748	340	4,491
169 - Civic Events	0	17	17	100
170 - Australia Day	0	67	67	400
201 - Street lighting	2,215	3,715	1,500	22,290
202 - Staff Housing	-2,534	2,513	5,047	15,081
220 - Territory Housing Repairs and Maintena	221	1,395	1,174	8,373
221 - Territory Housing Tenancy Managemen	583	3,749	3,166	22,495
245 - Visitor Accommodation and External Fai	10,487	11,420	934	68,521
246 - Commercial Australia Post	891	896	4	5,375
280 - Community Services Management	3,491	0	-3,491	0
313 - RJCP Central Administration	2,388	0	-2,388	0
314 - Service Fee - RJCP	134,589	201,584	66,996	1,209,505
316 - Participation Account - RJCP	22,010	0	-22,010	0
340 - Family and Community Services admin	43	0	-43	0
341 - CACP	24,458	18,777	-5,681	112,661
342 - Aged Care NT Jobs Package	26,513	24,284	-2,229	145,704
344 - HACC services	1,384	4,333	2,949	26,000
345 - IBS NT Jobs in Transition	2,937	0	-2,937	0
346 - Indigenous Broadcasting	891	2,801	1,910	16,808
347 - Creche	28,593	21,388	-7,206	128,011
350 - Centrelink agency	6,129	6,526	397	39,154
370 - Remote School Attendance Strategy	11,178	14,971	3,793	89,824

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381 - Animal Control	10,132	2,667	-7,465	16,000
401 - Night Patrol	26,602	38,257	11,655	229,543
404 - Aus Govt Sport and Rec Management C	639	11,187	10,549	67,124
407 - ARC - NTG S&R	36	0	-36	0
475 - RJCP CDF	5,055	0	-5,055	0
481 - Right Path Project	28	0	-28	0
<b>Total Expenditure</b>	<b>437,656</b>	<b>527,921</b>	<b>90,265</b>	<b>3,167,212</b>

**Capital Expenditure**

**Total Capital Expenditure**





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## Roper Gulf Regional Council

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### Borrooloola

#### Expenditure by Service

	16GLACT Year to Date Actual (\$)	16GLBUD Year to Date Budget (\$)	Variance (\$)	16GLBUD Full Year Budget (\$)
1 - Corporate Services	3,496	22,876	19,380	137,256
2 - Agency Services	81,240	94,859	13,619	569,156
3 - Commercial Contract & Technical Services	18,482	26,503	8,021	159,020
4 - Council Services	200,347	277,872	77,525	1,667,234
5 - Other Services	833	4,167	3,333	25,000
<b>Total Expenditure</b>	<b>304,399</b>	<b>426,278</b>	<b>121,879</b>	<b>2,557,667</b>

#### Expenditure by Account Category

21 - Employee Expenses	137,886	176,364	38,478	1,058,184
22 - Contract and Material Expenses	32,270	102,821	70,552	616,927
23 - Fleet, Plant & Equipment	10,506	17,375	6,869	104,250
25 - Other Operating Expenses	13,208	17,046	3,839	102,276
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	110,489	112,663	2,174	675,980
<b>Total Expenditure</b>	<b>304,399</b>	<b>426,278</b>	<b>121,879</b>	<b>2,557,667</b>

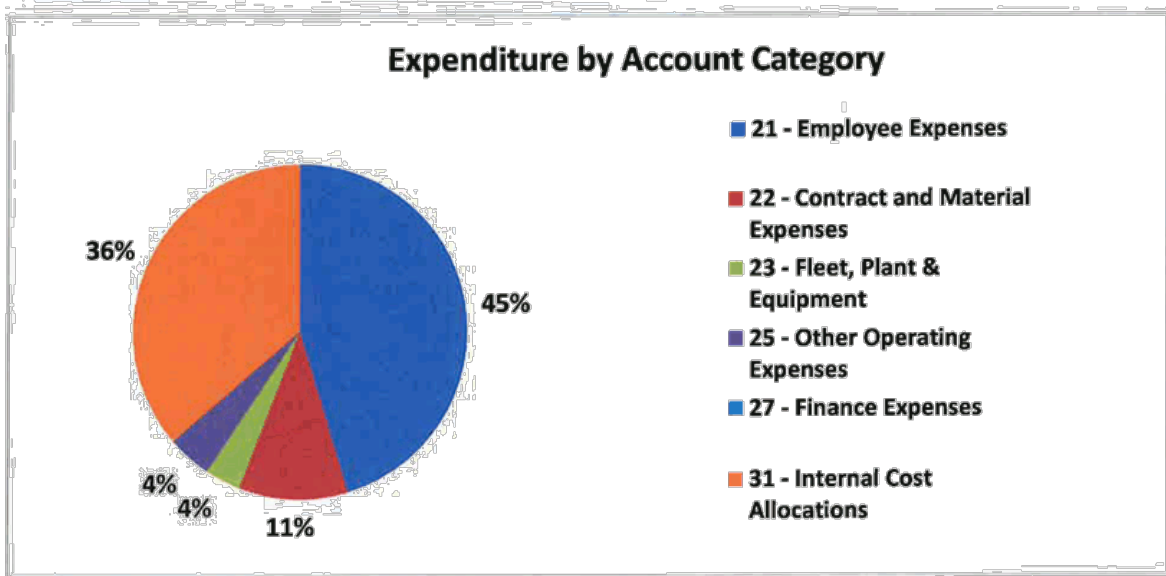
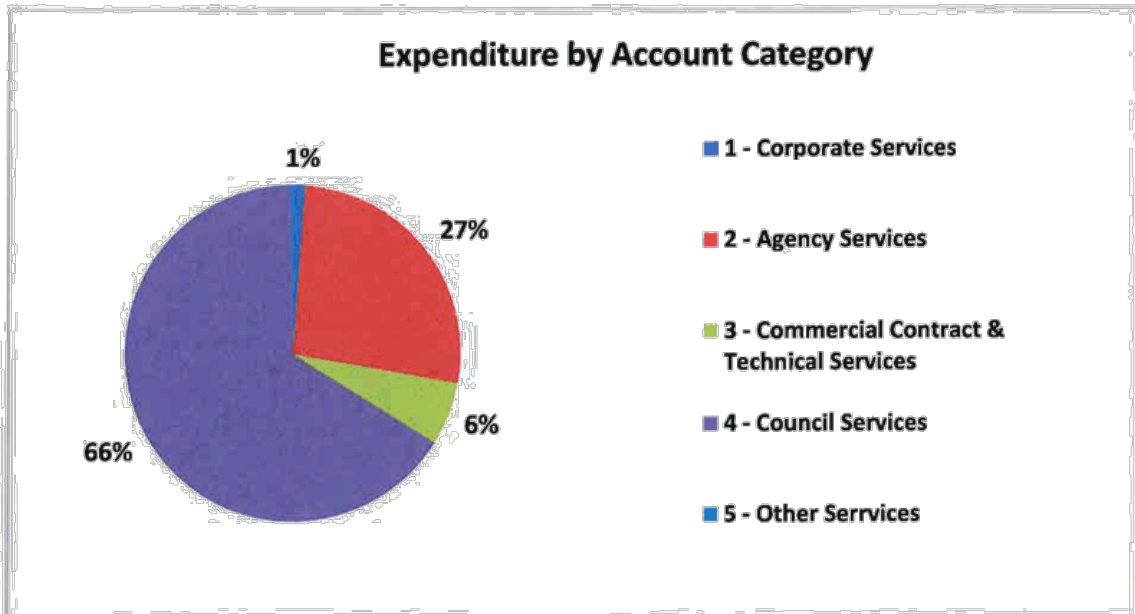
#### Expenditure by Activity

101 - Chief Executive	0	67	67	400
111 - Council Services General	57,271	67,251	9,980	403,506
132 - Local Authority	309	917	608	5,500
136 - Establishment of Local Authorities	3,187	0	-3,187	0
138 - Local Authority Project	0	21,893	21,893	131,356
160 - Municipal Services	88,340	104,317	15,978	625,903
161 - Waste management	7,605	8,053	449	48,320
169 - Civic Events	0	17	17	100
170 - Australia Day	0	67	67	400
200 - Local roads maintenance	0	33,333	33,333	200,000
201 - Street lighting	3,533	6,167	2,634	37,000
202 - Staff Housing	-3,326	-4	3,322	-26
241 - Airstrip maintenance Contracts	11,950	12,010	60	72,060
245 - Visitor Accommodation and External Fa	6,282	8,331	2,049	49,986
275 - Mechanical Workshop	43	0	-43	0
348 - Library	6,739	10,215	3,476	61,289
381 - Animal Control	0	4,001	4,001	24,005
401 - Night Patrol	36,029	37,580	1,551	225,481
404 - Aus Govt Sport and Rec Management C	392	9,244	8,852	55,466
405 - Aus Govt Sport and Rec Indigenous Em	14,750	0	-14,750	0
407 - ARC - NTG S&R	9,983	6,510	-3,473	39,061
412 - Youth Diversion	397	0	-397	0
415 - 67568 Youth In Communities	12,837	31,310	18,473	187,859
416 - Youth Vibe Holiday Grant	113	0	-113	0
486 - Regional Economic Infrastructure Fund	833	4,167	3,333	25,000
550 - Swimming Pool	47,132	60,833	13,701	365,000
<b>Total Expenditure</b>	<b>304,399</b>	<b>426,278</b>	<b>121,879</b>	<b>2,557,667</b>

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**Capital Expenditure**

5341 - Capital Purchases Plant & Equipment	0	42,500	42,500	255,000
<b>Total Capital Expenditure</b>	<b>0</b>	<b>42,500</b>	<b>42,500</b>	<b>255,000</b>



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## Roper Gulf Regional Council

Income & Expenditure Report as at  
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16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

### Bulman (Gulin Gulin)

#### Expenditure by Service

1 - Corporate Services	1,710	7,693	5,983	46,160
2 - Agency Services	193,414	237,345	43,931	1,423,757
3 - Commercial Contract & Technical Services	24,569	22,570	-1,999	135,422
4 - Council Services	119,353	115,541	-3,812	693,243
<b>Total Expenditure</b>	<b>339,046</b>	<b>383,149</b>	<b>44,103</b>	<b>2,298,582</b>

#### Expenditure by Account Category

21 - Employee Expenses	146,032	192,673	46,641	1,156,038
22 - Contract and Material Expenses	38,788	41,164	2,375	246,982
23 - Fleet, Plant & Equipment	6,101	13,328	7,227	79,970
25 - Other Operating Expenses	15,207	14,260	-948	85,245
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	132,877	121,716	-11,161	730,297
<b>Total Expenditure</b>	<b>339,046</b>	<b>383,149</b>	<b>44,103</b>	<b>2,298,582</b>

#### Expenditure by Activity

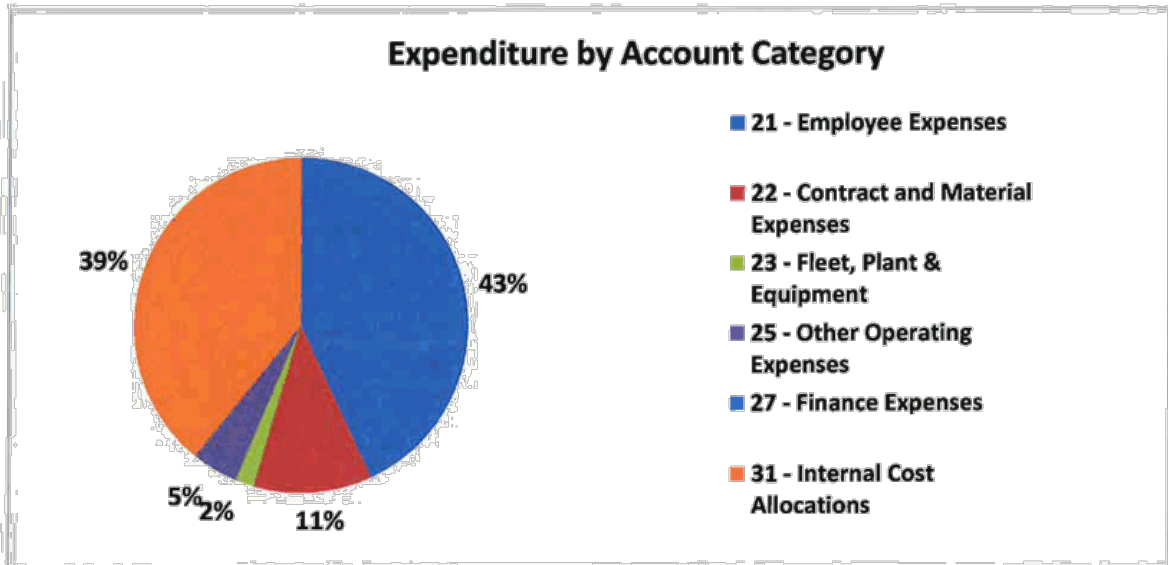
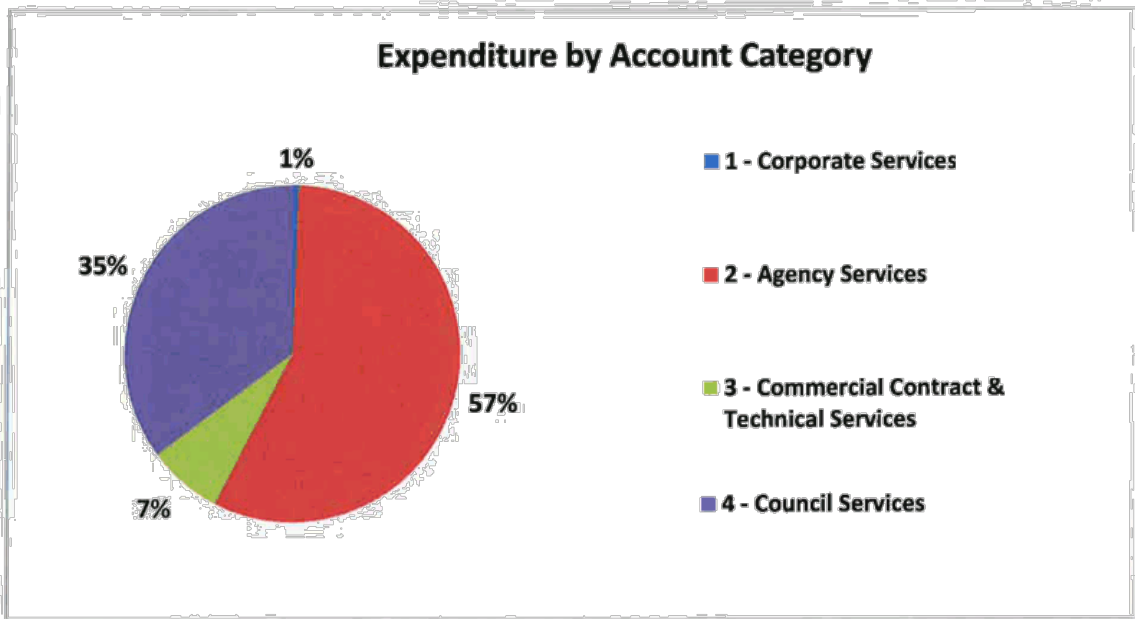
111 - Council Services General	65,706	48,259	-17,447	289,551
132 - Local Authority	49	817	767	4,900
136 - Establishment of Local Authorities	570	0	-570	0
137 - Strengthening Local Authorities	1,091	0	-1,091	0
138 - Local Authority Project	0	6,877	6,877	41,260
160 - Municipal Services	45,180	55,466	10,286	332,794
161 - Waste management	8,467	8,758	291	52,548
169 - Civic Events	0	17	17	100
170 - Australia Day	0	33	33	200
171 - Naidoc Week	0	342	342	2,050
201 - Street lighting	0	1,167	1,167	7,000
202 - Staff Housing	-677	333	1,011	2,001
220 - Territory Housing Repairs and Maintena	12,615	9,290	-3,325	55,743
221 - Territory Housing Tenancy Managemen	3,919	6,878	2,959	41,268
241 - Airstrip maintenance Contracts	1,667	1,675	8	10,050
245 - Visitor Accommodation and External Fai	3,425	2,694	-731	16,164
246 - Commercial Australia Post	397	399	2	2,397
280 - Community Services Management	36	0	-36	0
314 - Service Fee - RJCP	76,199	113,551	37,352	681,305
316 - Participation Account - RJCP	6,923	0	-6,923	0
320 - Outstation Services Admin	3,223	0	-3,223	0
323 - Outstations municipal services	0	133	133	800
340 - Family and Community Services admin	191	0	-191	0
342 - Aged Care NT Jobs Package	17,436	12,771	-4,665	76,628
344 - HACC services	785	4,268	3,483	25,600
346 - Indigenous Broadcasting	5,423	3,671	-1,751	22,029
349 - School Nutrition Program	20,478	21,421	943	128,224
350 - Centrelink agency	5,853	8,315	2,462	49,890

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370 - Remote School Attendance Strategy	15,238	15,786	549	94,719
381 - Animal Control	0	2,667	2,667	16,000
401 - Night Patrol	28,348	41,189	12,841	247,134
404 - Aus Govt Sport and Rec Management C	0	6,865	6,865	41,191
405 - Aus Govt Sport and Rec Indigenous Em	4,923	0	-4,923	0
407 - ARC - NTG S&R	11,581	9,506	-2,075	57,038
<b>Total Expenditure</b>	<b>339,046</b>	<b>383,149</b>	<b>44,103</b>	<b>2,298,582</b>

**Capital Expenditure**

5371 - Capital Purchase Vehicles	0	21,667	21,667	130,000
<b>Total Capital Expenditure</b>	<b>0</b>	<b>21,667</b>	<b>21,667</b>	<b>130,000</b>



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## Roper Gulf Regional Council

Income & Expenditure Report as at  
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### Eva Valley (Manyallaluk)

#### Expenditure by Service

	16GLACT Year to Date Actual (\$)	16GLBUD Year to Date Budget (\$)	16GLBUD Full Year Budget Variance (\$)	16GLBUD Full Year Budget (\$)
1 - Corporate Services	1,170	3,281	2,111	19,686
2 - Agency Services	67,311	90,992	23,681	545,480
3 - Commercial Contract & Technical Services	8,200	10,223	2,023	61,339
4 - Council Services	79,240	103,774	24,534	622,644
<b>Total Expenditure</b>	<b>155,921</b>	<b>208,270</b>	<b>52,349</b>	<b>1,249,149</b>

#### Expenditure by Account Category

21 - Employee Expenses	62,712	98,121	35,409	588,724
22 - Contract and Material Expenses	18,725	24,894	6,170	149,365
23 - Fleet, Plant & Equipment	4,465	7,114	2,649	42,685
25 - Other Operating Expenses	2,299	6,024	3,725	35,671
27 - Finance Expenses	0	8	8	50
31 - Internal Cost Allocations	67,720	72,109	4,388	432,653
<b>Total Expenditure</b>	<b>155,921</b>	<b>208,270</b>	<b>52,349</b>	<b>1,249,149</b>

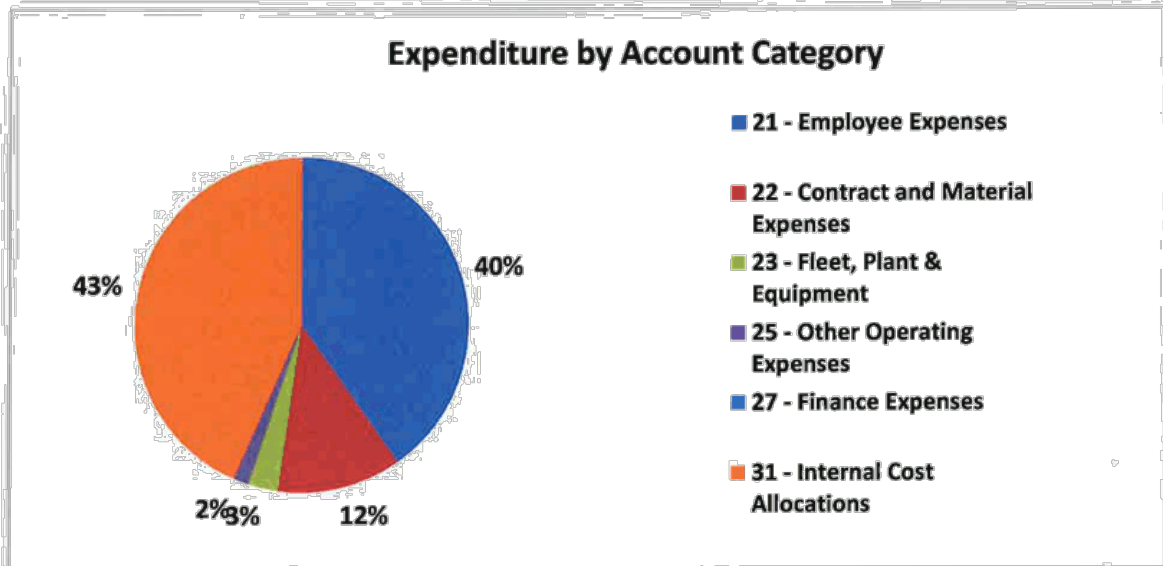
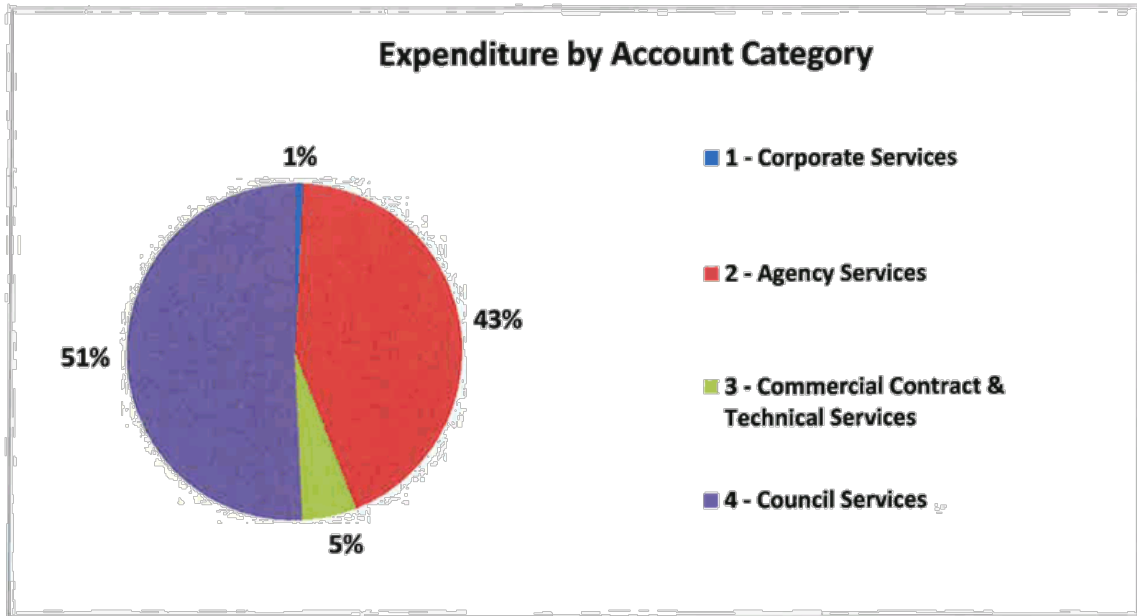
#### Expenditure by Activity

111 - Council Services General	33,192	38,699	5,507	232,193
132 - Local Authority	16	817	801	4,900
136 - Establishment of Local Authorities	1,155	0	-1,155	0
138 - Local Authority Project	0	2,464	2,464	14,786
160 - Municipal Services	37,310	47,831	10,521	286,984
161 - Waste management	6,435	7,861	1,426	47,167
164 - Local Emergency Management	208	383	175	2,300
169 - Civic Events	0	17	17	100
170 - Australia Day	0	17	17	100
200 - Local roads maintenance	0	8,333	8,333	50,000
201 - Street lighting	0	450	450	2,700
202 - Staff Housing	-645	0	645	0
220 - Territory Housing Repairs and Maintena	0	33	33	200
241 - Airstrip maintenance Contracts	1,000	1,005	5	6,030
244 - Power Water contract	7,547	8,436	889	50,613
246 - Commercial Australia Post	298	299	1	1,796
314 - Service Fee - RJCP	15,555	22,800	7,245	136,800
340 - Family and Community Services admin	129	0	-129	0
342 - Aged Care NT Jobs Package	8,757	7,231	-1,527	43,385
344 - HACC services	468	1,100	632	6,600
347 - Creche	23,774	15,998	-7,776	95,752
349 - School Nutrition Program	5,732	16,418	10,686	98,276
350 - Centrelink agency	0	945	945	5,671
381 - Animal Control	2,094	633	-1,461	3,800
401 - Night Patrol	12,828	23,389	10,561	140,336
404 - Aus Govt Sport and Rec Management C	55	3,110	3,055	18,662
407 - ARC - NTG S&R	11	0	-11	0
<b>Total Expenditure</b>	<b>155,921</b>	<b>208,270</b>	<b>52,349</b>	<b>1,249,149</b>

#### Capital Expenditure

<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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## Roper Gulf Regional Council

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16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

### Jilkmिंगan (Duck Creek)

#### Expenditure by Service

1 - Corporate Services	228	7,475	7,247	44,847
2 - Agency Services	208,270	292,264	83,994	1,752,546
3 - Commercial Contract & Technical Services	2,375	13,988	11,612	83,926
4 - Council Services	90,853	119,394	28,541	716,363
<b>Total Expenditure</b>	<b>301,727</b>	<b>433,120</b>	<b>131,393</b>	<b>2,597,682</b>

#### Expenditure by Account Category

21 - Employee Expenses	133,564	210,924	77,360	1,265,543
22 - Contract and Material Expenses	19,431	51,825	32,394	310,949
23 - Fleet, Plant & Equipment	4,965	13,301	8,335	79,803
25 - Other Operating Expenses	5,298	13,478	8,180	79,830
27 - Finance Expenses	0	8	8	50
31 - Internal Cost Allocations	138,468	143,584	5,116	861,507
<b>Total Expenditure</b>	<b>301,727</b>	<b>433,120</b>	<b>131,393</b>	<b>2,597,682</b>

#### Expenditure by Activity

111 - Council Services General	36,781	48,463	11,682	290,780
132 - Local Authority	0	817	817	4,900
136 - Establishment of Local Authorities	228	0	-228	0
138 - Local Authority Project	0	6,658	6,658	39,947
160 - Municipal Services	43,216	58,667	15,451	352,001
161 - Waste management	6,459	10,333	3,874	62,000
164 - Local Emergency Management	208	380	172	2,281
169 - Civic Events	0	17	17	100
170 - Australia Day	0	33	33	200
171 - Naidoc Week	0	167	167	1,000
201 - Street lighting	0	583	583	3,500
202 - Staff Housing	-1,668	333	2,001	2,000
220 - Territory Housing Repairs and Maintena	0	33	33	200
221 - Territory Housing Tenancy Managemen	3,565	5,590	2,025	33,539
244 - Power Water contract	0	6,968	6,968	41,807
246 - Commercial Australia Post	478	480	2	2,880
314 - Service Fee - RJCP	82,600	147,512	64,912	885,070
316 - Participation Account - RJCP	8,172	0	-8,172	0
340 - Family and Community Services admin	99	0	-99	0
342 - Aged Care NT Jobs Package	3,702	4,509	807	27,053
344 - HACC services	254	2,401	2,147	14,400
347 - Creche	49,578	51,519	1,941	308,350
350 - Centrelink agency	3,770	6,171	2,402	37,028
370 - Remote School Attendance Strategy	19,193	15,449	-3,744	92,695
381 - Animal Control	4,161	1,333	-2,828	8,000
401 - Night Patrol	11,915	35,456	23,541	212,737
403 - Outside School Hours Care	13,282	18,023	4,741	107,867
404 - Aus Govt Sport and Rec Management G	0	5,536	5,536	33,216

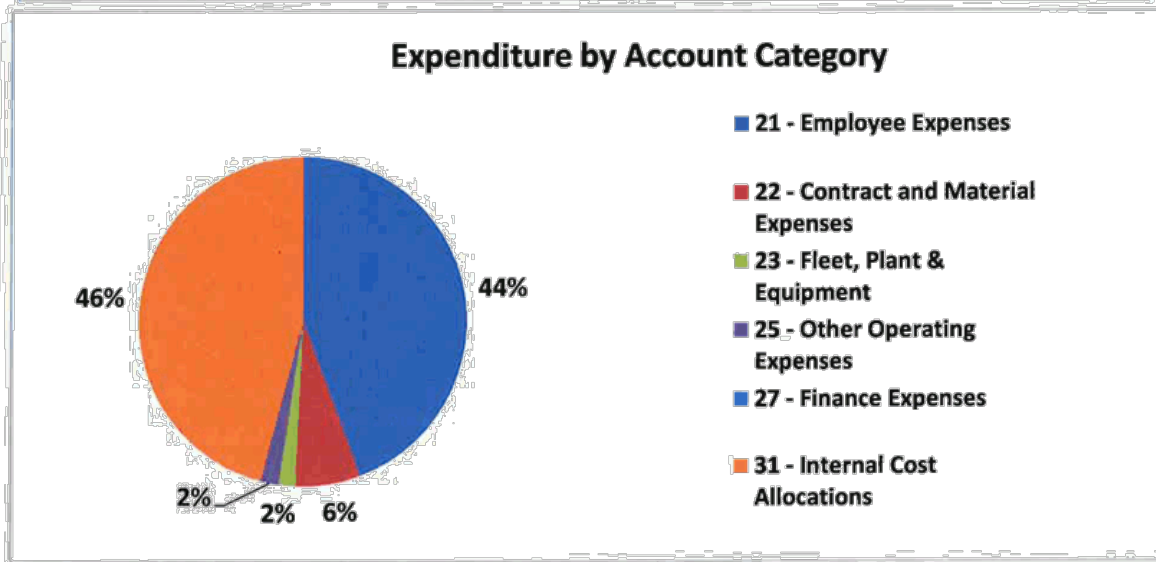
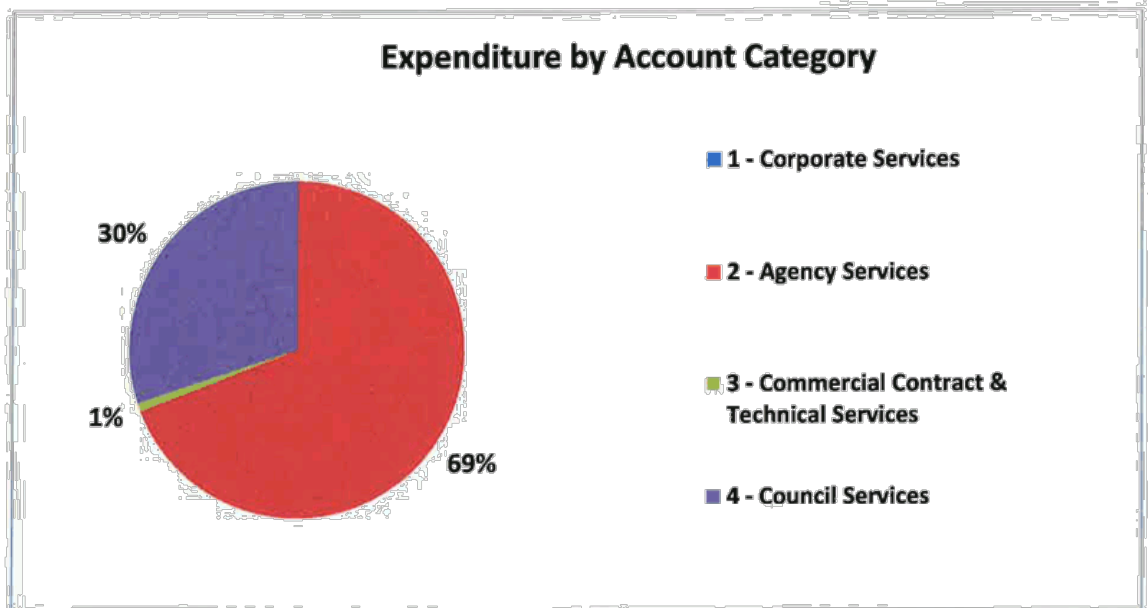
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405 - Aus Govt Sport and Rec Indigenous Em	3,229	0	-3,229	0
407 - ARC - NTG S&R	11,957	5,688	-6,269	34,128
415 - 67568 Youth In Communities	521	0	-521	0
481 - Right Path Project	28	0	-28	0
<b>Total Expenditure</b>	<b>301,727</b>	<b>433,120</b>	<b>131,393</b>	<b>2,597,682</b>

**Capital Expenditure**

**Total Capital Expenditure**

0	0	0	0
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## Roper Gulf Regional Council

Income & Expenditure Report as at  
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for the year 2015-2016



16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

### Mataranka

#### Expenditure by Service

1 - Corporate Services	13,436	6,685	-6,751	40,111
2 - Agency Services	111,285	107,800	-3,485	646,769
3 - Commercial Contract & Technical Services	2,995	6,420	3,425	38,519
4 - Council Services	137,821	162,082	24,262	972,494
<b>Total Expenditure</b>	<b>265,537</b>	<b>282,988</b>	<b>17,451</b>	<b>1,697,893</b>

#### Expenditure by Account Category

21 - Employee Expenses	148,425	140,724	-7,701	844,344
22 - Contract and Material Expenses	29,091	38,667	9,576	232,001
23 - Fleet, Plant & Equipment	4,162	11,739	7,577	70,435
25 - Other Operating Expenses	7,585	9,619	2,033	57,682
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	76,232	82,230	5,998	493,382
<b>Total Expenditure</b>	<b>265,537</b>	<b>282,988</b>	<b>17,451</b>	<b>1,697,893</b>

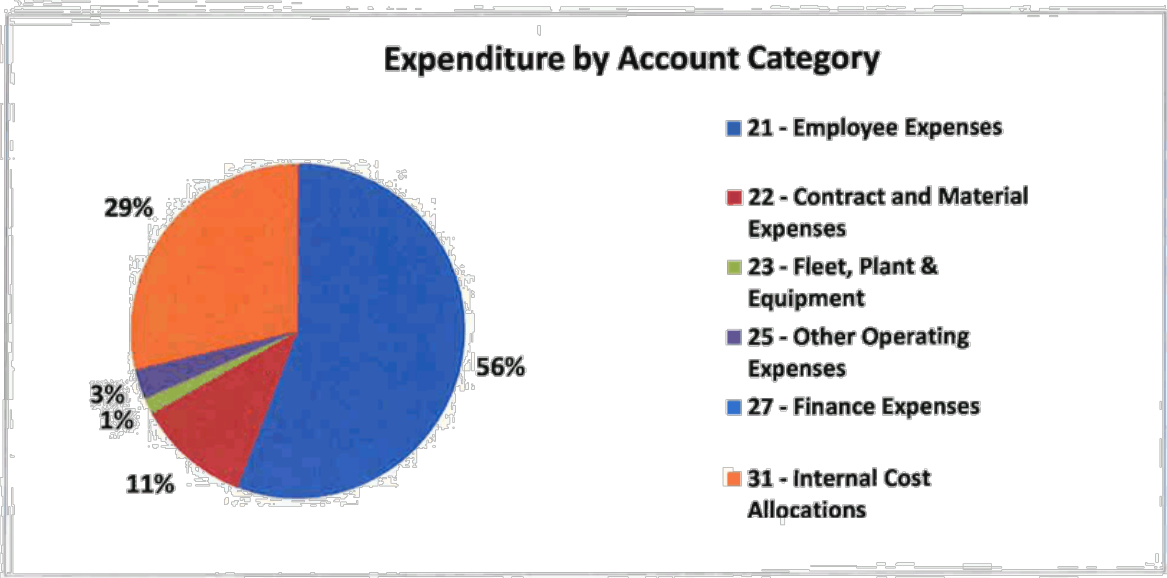
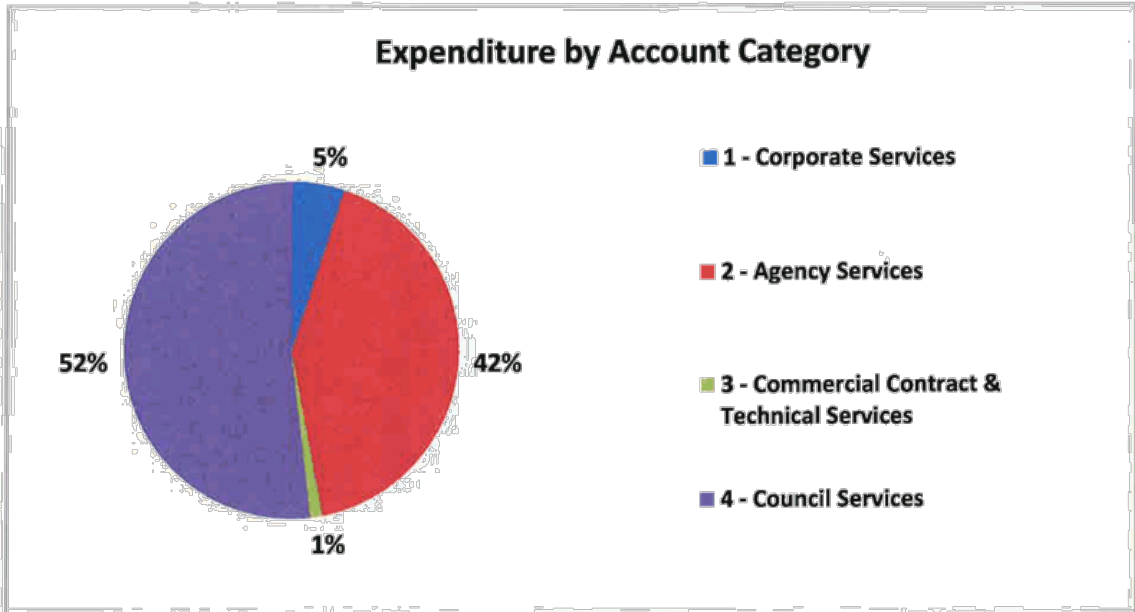
#### Expenditure by Activity

111 - Council Services General	51,748	57,870	6,122	347,222
132 - Local Authority	0	883	883	5,300
136 - Establishment of Local Authorities	2,936	0	-2,936	0
138 - Local Authority Project	10,500	5,802	-4,698	34,811
160 - Municipal Services	77,469	89,900	12,431	539,400
161 - Waste management	2,923	7,727	4,804	46,364
164 - Local Emergency Management	100	275	175	1,650
166 - Rural Transaction Centre	4,672	5,500	828	33,000
169 - Civic Events	0	17	17	100
170 - Australia Day	0	83	83	500
201 - Street lighting	0	1,333	1,333	8,000
202 - Staff Housing	-1,860	200	2,060	1,200
242 - Litter Collection and Slashing External C	3,710	3,737	27	22,420
246 - Commercial Australia Post	1,144	1,150	6	6,899
313 - RJCP Central Administration	96	0	-96	0
314 - Service Fee - RJCP	23,881	31,956	8,074	191,735
316 - Participation Account - RJCP	7,045	0	-7,045	0
341 - CACP	5,777	0	-5,777	0
342 - Aged Care NT Jobs Package	14,429	12,365	-2,064	74,192
344 - HACC services	12,479	7,455	-5,024	44,700
348 - Library	2,292	9,166	6,874	54,996
350 - Centrelink agency	7,999	14,280	6,281	85,677
381 - Animal Control	908	710	-199	4,258
401 - Night Patrol	35,381	29,460	-5,922	176,758
404 - Aus Govt Sport and Rec Management G	0	3,119	3,119	18,712
405 - Aus Govt Sport and Rec Indigenous Em	1,905	0	-1,905	0
<b>Total Expenditure</b>	<b>265,537</b>	<b>282,988</b>	<b>17,451</b>	<b>1,697,893</b>

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**Capital Expenditure**

5341 - Capital Purchases Plant & Equipment	0	10,000	10,000	60,000
5371 - Capital Purchase Vehicles	0	6,667	6,667	40,000
<b>Total Capital Expenditure</b>	<b>0</b>	<b>16,667</b>	<b>16,667</b>	<b>100,000</b>



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## Roper Gulf Regional Council

Income & Expenditure Report as at  
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### Minyerri

16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

#### Expenditure by Service

1 - Corporate Services	86,000	71,323	-14,677	427,940
2 - Agency Services	73,928	240,654	166,726	1,443,924
3 - Commercial Contract & Technical Services	895	8,979	8,084	53,873
4 - Council Services	0	83	83	500
<b>Total Expenditure</b>	<b>160,823</b>	<b>321,040</b>	<b>160,217</b>	<b>1,926,237</b>

#### Expenditure by Account Category

21 - Employee Expenses	36,146	25,132	-11,014	150,792
22 - Contract and Material Expenses	85,402	259,264	173,862	1,555,585
23 - Fleet, Plant & Equipment	1,454	867	-587	5,200
25 - Other Operating Expenses	1,362	2,176	814	13,058
31 - Internal Cost Allocations	36,458	33,600	-2,857	201,603
<b>Total Expenditure</b>	<b>160,823</b>	<b>321,040</b>	<b>160,217</b>	<b>1,926,237</b>

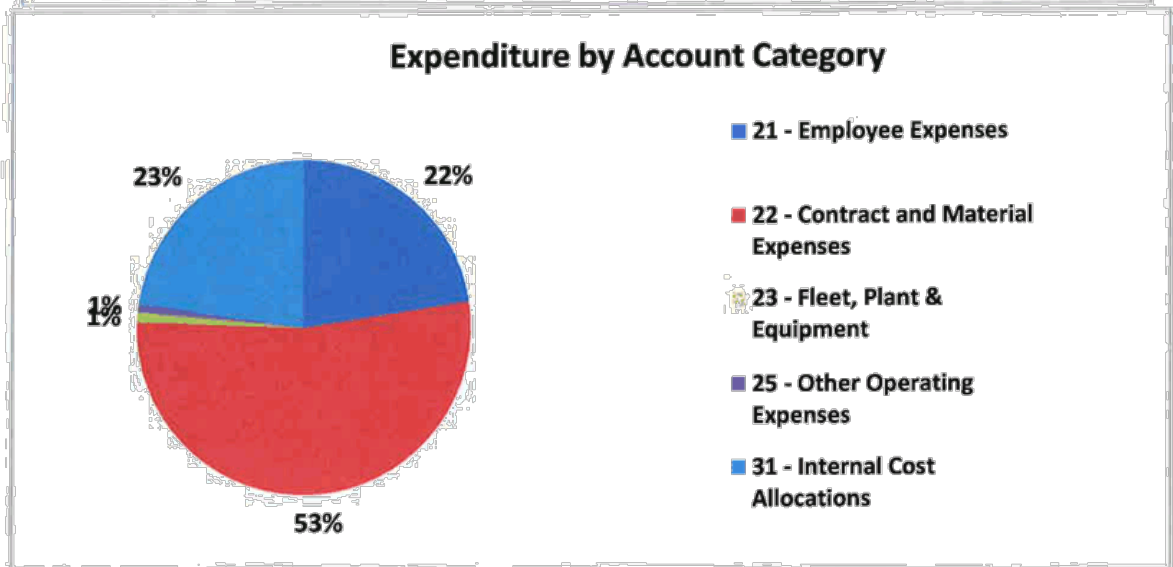
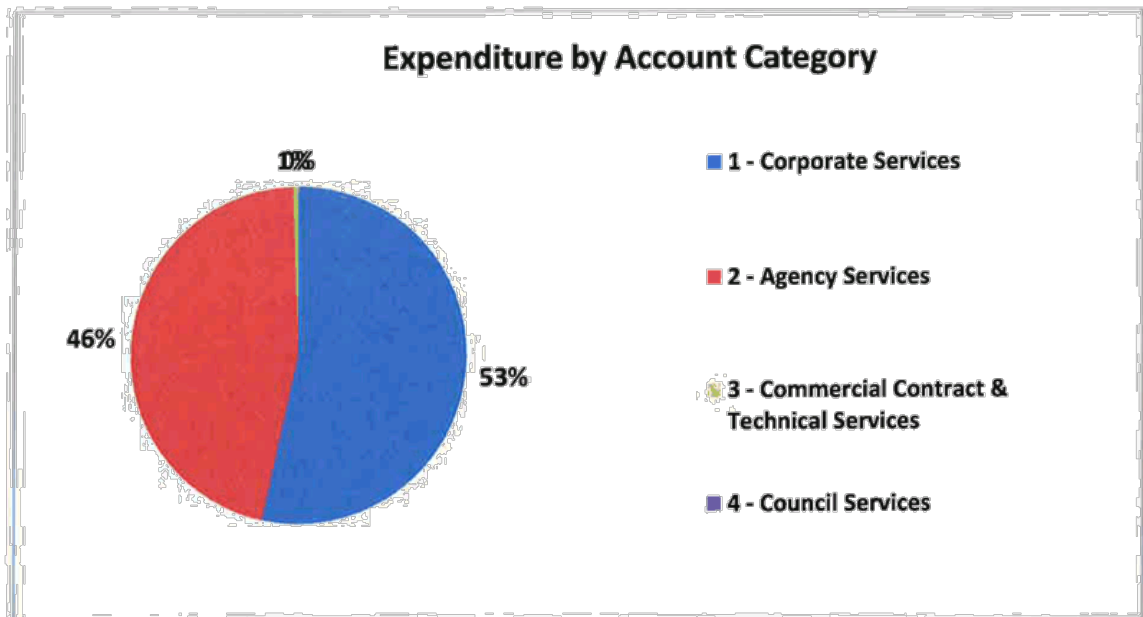
#### Expenditure by Activity

106 - General Council Operations	85,402	59,167	-26,236	355,000
111 - Council Services General	0	83	83	500
132 - Local Authority	28	817	789	4,900
136 - Establishment of Local Authorities	570	0	-570	0
138 - Local Authority Project	0	11,340	11,340	68,040
220 - Territory Housing Repairs and Maintena	247	2,000	1,753	12,000
221 - Territory Housing Tenancy Managemen	648	6,979	6,331	41,873
314 - Service Fee - RJCP	31,970	212,756	180,785	1,276,535
401 - Night Patrol	41,957	27,898	-14,059	167,389
<b>Total Expenditure</b>	<b>160,823</b>	<b>321,040</b>	<b>160,217</b>	<b>1,926,237</b>

#### Capital Expenditure

<b>Total Capital Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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## Roper Gulf Regional Council

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for the year 2015-2016



16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

### Ngukurr

#### Expenditure by Service

1 - Corporate Services	729	25,584	24,855	153,505
2 - Agency Services	521,058	659,963	138,905	3,959,255
3 - Commercial Contract & Technical Services	106,651	141,014	34,363	846,082
4 - Council Services	202,804	341,251	138,448	2,047,509
5 - Other Services	3,333	13,333	10,000	80,000
<b>Total Expenditure</b>	<b>834,575</b>	<b>1,181,146</b>	<b>346,571</b>	<b>7,086,351</b>

#### Expenditure by Account Category

21 - Employee Expenses	350,493	492,491	141,998	2,954,946
22 - Contract and Material Expenses	56,805	229,981	173,176	1,379,883
23 - Fleet, Plant & Equipment	15,454	36,895	21,441	221,368
25 - Other Operating Expenses	24,866	38,389	13,523	229,811
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	386,917	383,382	-3,535	2,300,293
<b>Total Expenditure</b>	<b>834,575</b>	<b>1,181,146</b>	<b>346,571</b>	<b>7,086,351</b>

#### Expenditure by Activity

111 - Council Services General	80,939	94,425	13,486	566,549
132 - Local Authority	45	917	871	5,500
136 - Establishment of Local Authorities	684	0	-684	0
138 - Local Authority Project	0	24,668	24,668	148,005
160 - Municipal Services	84,224	120,479	36,255	722,871
161 - Waste management	10,598	15,241	4,643	91,447
164 - Local Emergency Management	208	383	175	2,300
169 - Civic Events	0	17	17	100
170 - Australia Day	0	83	83	500
171 - Naidoc Week	0	250	250	1,500
200 - Local roads maintenance	0	50,000	50,000	300,000
201 - Street lighting	0	3,000	3,000	18,000
202 - Staff Housing	-4,314	-840	3,474	-5,040
220 - Territory Housing Repairs and Maintena	52,522	57,618	5,096	345,709
221 - Territory Housing Tenancy Management	12,301	14,165	1,864	84,989
240 - Commercial Operations admin	9,240	0	-9,240	0
241 - Airstrip maintenance Contracts	7,450	7,488	38	44,925
244 - Power Water contract	0	75	75	450
245 - Visitor Accommodation and External Fai	20,046	24,623	4,577	147,737
246 - Commercial Australia Post	1,520	1,527	8	9,163
275 - Mechanical Workshop	36	0	-36	0
313 - RJCP Central Administration	4,657	0	-4,657	0
314 - Service Fee - RJCP	246,072	378,890	132,818	2,273,340
316 - Participation Account - RJCP	24,227	0	-24,227	0
321 - Outstations CDEP transition positions	7,410	5,830	-1,581	34,978
322 - Outstations Housing Maintenance	0	83	83	500
323 - Outstations municipal services	440	0	-440	0

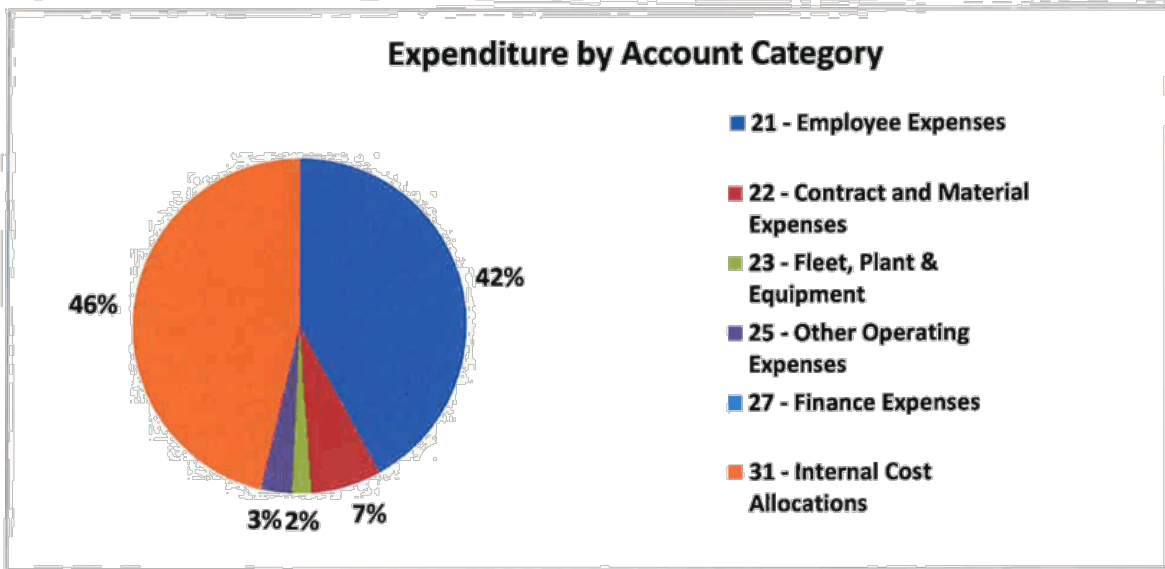
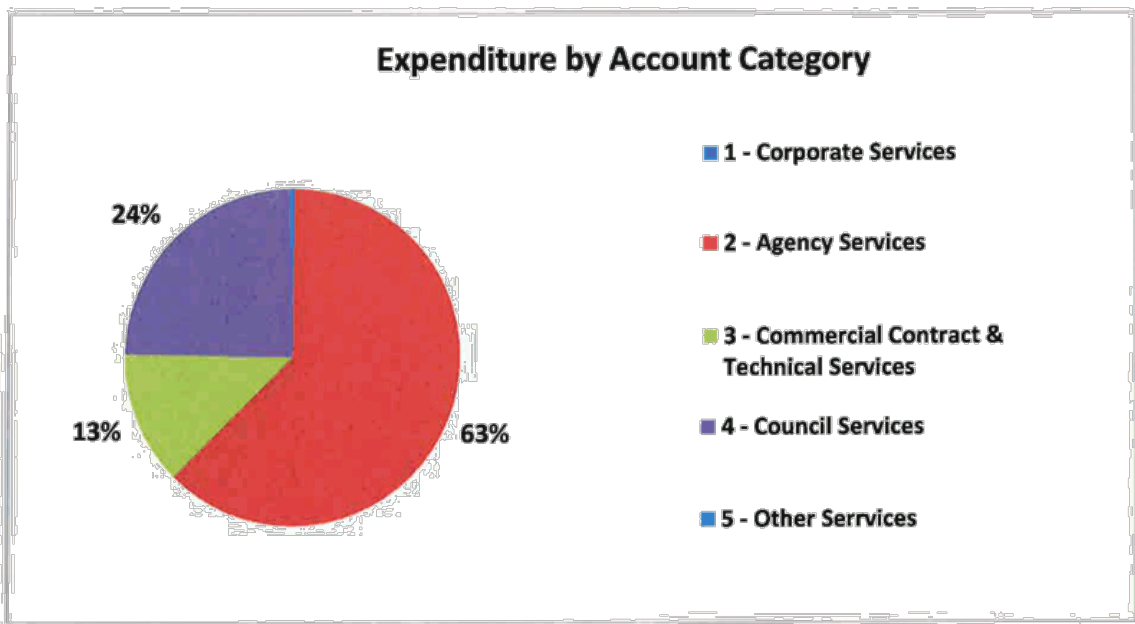
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340 - Family and Community Services admin	1,269	0	-1,269	0
341 - CACP	30,886	24,000	-6,886	144,000
342 - Aged Care NT Jobs Package	12,028	20,087	8,059	120,523
344 - HACC services	10,088	25,300	15,212	151,576
346 - Indigenous Broadcasting	2,291	6,395	4,104	38,367
347 - Creche	96	0	-96	0
348 - Library	810	3,390	2,580	20,341
350 - Centrelink agency	12,475	14,638	2,163	87,828
370 - Remote School Attendance Strategy	42,113	43,093	980	258,557
381 - Animal Control	0	2,500	2,500	15,000
400 - Community Safety Admin and Manager	39	0	-39	0
401 - Night Patrol	71,460	61,509	-9,951	369,053
403 - Outside School Hours Care	5,817	20,028	14,211	119,867
404 - Aus Govt Sport and Rec Management C	101	10,264	10,163	61,585
405 - Aus Govt Sport and Rec Indigenous Em	17,422	0	-17,422	0
407 - ARC - NTG S&R	222	0	-222	0
409 - Sport and Rec Fleet	13,490	15,993	2,503	95,958
414 - Volatile Substance Abuse	2,628	500	-2,128	3,000
415 - 67568 Youth In Communities	22,869	35,635	12,766	213,809
423 - International Women's Day	0	242	242	1,450
462 - 2009-2014 Roads to Recovery	0	27,445	27,445	164,670
481 - Right Path Project	506	0	-506	0
482 - Ngukurr Landscaping and Bush Food	1,269	0	-1,269	0
486 - Regional Economic Infrastructure Fund	3,333	13,333	10,000	80,000
550 - Swimming Pool	25,060	57,874	32,814	347,242
<b>Total Expenditure</b>	<b>834,575</b>	<b>1,181,146</b>	<b>346,571</b>	<b>7,086,351</b>

**Capital Expenditure**

5341 - Capital Purchases Plant & Equipment	0	36,667	36,667	220,000
<b>Total Capital Expenditure</b>	<b>0</b>	<b>36,667</b>	<b>36,667</b>	<b>220,000</b>

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## Roper Gulf Regional Council

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Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

### Numbulwar

#### Expenditure by Service

1 - Corporate Services	34,238	84,507	50,269	507,042
2 - Agency Services	423,620	513,193	89,572	3,078,957
3 - Commercial Contract & Technical Services	69,869	150,291	80,422	901,747
4 - Council Services	455,052	234,519	-220,533	1,407,114
5 - Other Services	23,500	113,333	89,833	680,000
<b>Total Expenditure</b>	<b>1,006,280</b>	<b>1,095,843</b>	<b>89,564</b>	<b>6,574,860</b>

#### Expenditure by Account Category

21 - Employee Expenses	306,064	391,157	85,093	2,346,942
22 - Contract and Material Expenses	346,058	289,413	-56,645	1,736,478
23 - Fleet, Plant & Equipment	10,932	38,604	27,672	231,621
25 - Other Operating Expenses	28,613	30,158	1,545	180,748
27 - Finance Expenses	40	8	-32	50
31 - Internal Cost Allocations	314,572	346,504	31,932	2,079,021
<b>Total Expenditure</b>	<b>1,006,280</b>	<b>1,095,843</b>	<b>89,564</b>	<b>6,574,860</b>

#### Expenditure by Activity

111 - Council Services General	87,899	85,193	-2,706	511,155
132 - Local Authority	0	917	917	5,500
136 - Establishment of Local Authorities	1,102	0	-1,102	0
138 - Local Authority Project	0	23,924	23,924	143,542
160 - Municipal Services	74,869	96,513	21,645	579,078
161 - Waste management	21,452	21,726	273	130,353
162 - Cemeteries Management	455	0	-455	0
164 - Local Emergency Management	208	655	446	3,927
169 - Civic Events	0	17	17	100
170 - Australia Day	0	83	83	500
171 - Naidoc Week	0	333	333	2,000
172 - Numbulwar Fuel	33,136	59,667	26,531	358,000
200 - Local roads maintenance	0	25,000	25,000	150,000
201 - Street lighting	0	3,000	3,000	18,000
202 - Staff Housing	87	1,010	923	6,061
220 - Territory Housing Repairs and Maintena	12,146	13,406	1,261	80,438
221 - Territory Housing Tenancy Managemen	8,265	12,174	3,909	73,042
241 - Airstrip maintenance Contracts	9,104	9,150	46	54,900
245 - Visitor Accommodation and External Fa	6,493	11,186	4,693	67,114
246 - Commercial Australia Post	1,452	1,459	7	8,755
247 - Construction Training Program	7,403	16,041	8,639	96,248
275 - Mechanical Workshop	24,920	32,865	7,945	197,188
309 - Numbulwar Workforce Development	113	0	-113	0
313 - RJCP Central Administration	1,078	0	-1,078	0
314 - Service Fee - RJCP	216,822	301,377	84,555	1,808,260
316 - Participation Account - RJCP	27,010	0	-27,010	0
317 - Youth Development - RJCP	795	0	-795	0



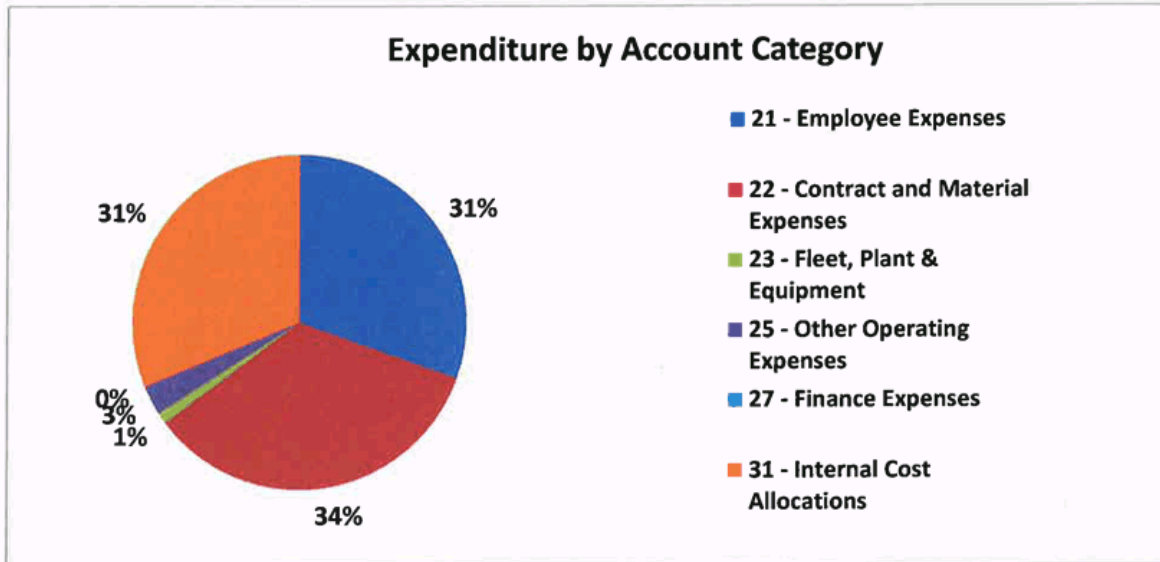
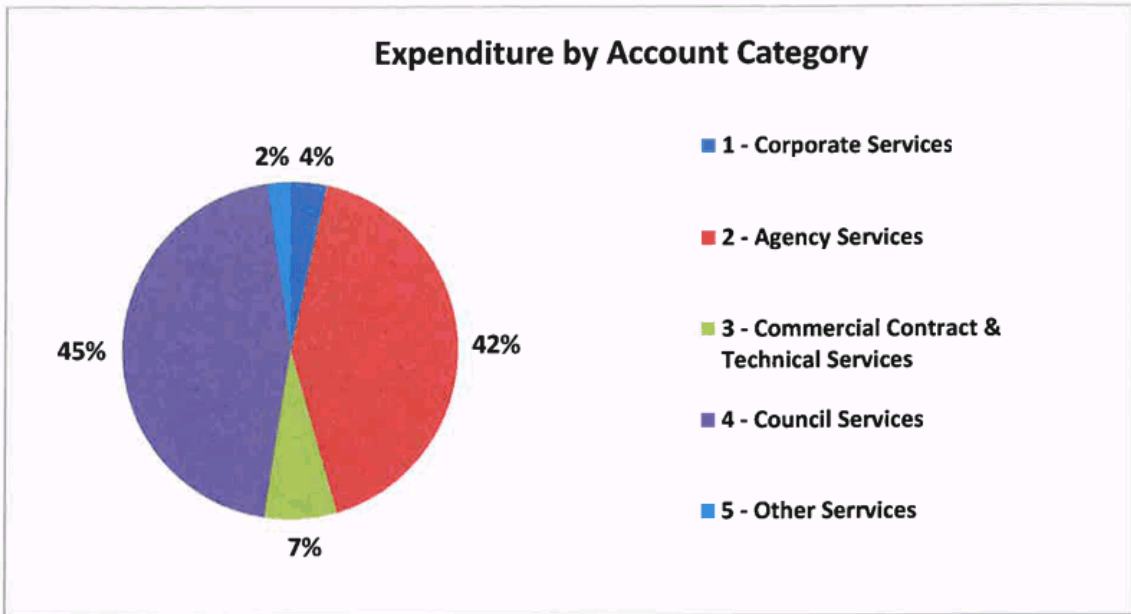
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341 - CACP	24,429	23,300	-1,129	139,800
342 - Aged Care NT Jobs Package	13,305	19,693	6,388	118,158
344 - HACC services	9,871	23,700	13,829	142,000
345 - IBS NT Jobs in Transition	6,628	0	-6,628	0
346 - Indigenous Broadcasting	620	9,739	9,119	58,432
350 - Centrelink agency	10,455	13,360	2,905	80,158
370 - Remote School Attendance Strategy	40,929	25,531	-15,398	153,188
381 - Animal Control	0	5,000	5,000	30,000
400 - Community Safety Admin and Managerr	4,612	0	-4,612	0
401 - Night Patrol	33,280	50,477	17,196	302,859
404 - Aus Govt Sport and Rec Management C	1,047	16,332	15,285	97,991
405 - Aus Govt Sport and Rec Indigenous Em	7,296	0	-7,296	0
407 - ARC - NTG S&R	42	0	-42	0
409 - Sport and Rec Fleet	6,121	7,587	1,467	45,523
414 - Volatile Substance Abuse	64	0	-64	0
415 - 67568 Youth In Communities	18,897	22,098	3,201	132,587
462 - 2009-2014 Roads to Recovery	0	50,000	50,000	300,000
475 - RJCP CDF	206	0	-206	0
478 - Indigenous Remote Service Delivery	270,142	0	-270,142	0
481 - Right Path Project	28	0	-28	0
486 - Regional Economic Infrastructure Fund	23,500	113,333	89,833	680,000
<b>Total Expenditure</b>	<b>1,006,280</b>	<b>1,095,843</b>	<b>89,564</b>	<b>6,574,860</b>

**Capital Expenditure**

5321 - Capital Purchase/Construct Buildings	0	11,667	11,667	70,000
5341 - Capital Purchases Plant & Equipment	0	42,500	42,500	255,000
5371 - Capital Purchase Vehicles	0	11,667	11,667	70,000
<b>Total Capital Expenditure</b>	<b>0</b>	<b>65,833</b>	<b>65,833</b>	<b>395,000</b>

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**CORPORATE GOVERNANCE DIRECTORATE REPORTS**

<b>ITEM NUMBER</b>	15.4
<b>TITLE</b>	GRANTS –Homelands Municipal and Essential Services and Housing Maintenance Services Programs 2015-16 Funding Review – Department of Local government and Community Services
<b>REFERENCE</b>	562032
<b>AUTHOR</b>	Amanda Haigh, Grants Coordinator

**RECOMMENDATION**

- (a) **That Finance Committee acknowledge the funding for Homelands Municipal and Essential Services and Housing Maintenance Services Programs 2015-16.**

**BACKGROUND**

Council has a three year agreement with the Department of Local government and Community Services for Homelands Municipal and Essential Services and Housing Maintenance Services Programs ending 30 June 2016. Each year a review is done to ensure all eligible outstations are funded under the program.

Municipal and Essential Services and Housing Maintenance Services Programs funded in 2015-16 include following homelands:

577	Badawarrka	
811	Baghetti	New in 15-16
579	Barrapunta	
582	Boomerang Lagoon	New in 15-16
590	Costello	
598	Jodetluk	
1017	Kewulyi	
827	Mobarn	
627	Mole Hill	
629	Mount Catt	
971	Mulggan	
632	Nulawan	
635	Nummerloori	
649	Turkey Lagoon	New in 15-16
652	Wanmurri	New in 15-16
655	Werenbun	

**ISSUES/OPTIONS/SWOT**

The Report was presented to the Finance Committee on 26 August 2015. Finance Committee defer the report for the next meeting of the Council.

**FINANCIAL CONSIDERATIONS**

Funding 2015-16

Com Id	Community Name	Total Dwellings	MES	Housing	Total
577	Badawarrka	4	\$ 32,873	\$ 14,562	\$ 47,435
811	Baghetti	1	\$ 8,219	\$ 3,641	\$ 11,860
579	Barrapunta	2	\$ 16,437	\$ 7,281	\$ 23,718
582	Boomerang Lagoon	1	\$ 8,219	\$ 3,641	\$ 11,860
590	Costello	2	\$ 16,437	\$ 7,281	\$ 23,718
598	Jodetluk	7	\$ 50,024	\$ 22,160	\$ 72,184
1017	Kewulyi	4	\$ 32,873	\$ 14,562	\$ 47,435
827	Mobarn	2	\$ 16,437	\$ 7,281	\$ 23,718
627	Mole Hill	3	\$ 24,655	\$ 10,922	\$ 35,577
629	Mount Catt	5	\$ 41,091	\$ 18,203	\$ 59,294
971	Mulggan	12	\$ 35,831	\$ 37,987	\$ 73,818
632	Nulawan	2	\$ 16,437	\$ 7,281	\$ 23,718
635	Nummerloori	2	\$ 16,437	\$ 7,281	\$ 23,718
649	Turkey Lagoon	2	\$ 16,437	\$ 7,281	\$ 23,718
652	Wanmurri	1	\$ 8,219	\$ 3,641	\$ 11,860
655	Werenbun	12	\$ 98,618	\$ 43,685	\$ 142,303
		<b>62</b>	<b>\$ 439,244.00</b>	<b>\$ 216,690.00</b>	<b>\$ 655,934.00</b>

**ATTACHMENTS:**

**CORPORATE GOVERNANCE DIRECTORATE REPORT**

<b>ITEM NUMBER</b>	15.5
<b>TITLE</b>	GRANTS - 2015-16 Municipal and Essential Services Special Purpose Grant - Department of Local Government and Community Services
<b>REFERENCE</b>	563173
<b>AUTHOR</b>	Amanda Haigh, Grants Coordinator

**RECOMMENDATION**

- (a) **That Council accept the funding offer for the 2015-16 Municipal and Essential Services Special Purpose Grant from the Department of Local Government and Community Services by CEO and Councilor signatures, dating and affixing the Common Seal to both copies of the agreement.**

**BACKGROUND**

Council has been offered funding for specific projects under the Homelands 2014-15 MES Special Purpose Grant. MES Special Purpose Grant is funding to assist service providers with the delivery of Municipal and Essential Services at Homelands where the costs to deliver the services are beyond the capacity of the MES program annual grant.

Funded projects are:

1. Nummerloori – Upgrade the power supply of all 4 dwellings and ablution block to a permanent power supply
2. Costello - Upgrade the power supply of all 4 dwellings and school to a permanent power supply
3. Costello – Replace the underground water reticulation. The entire water reticulation pipe to be replaced including from tanks, pump, ablution and all houses.
4. All outstations – Purchase of a grader and a trencher attachment to carry out full use of the bobcat, and provide MES services in the outstations.
5. Kewulyi - Replace the underground water line from the pump to the tanks

Council were unsuccessful for the following applications:

1. Homeland access roads and fire break grades
2. Solar lighting at Badawarka, Costello, Mole Hill, Mount Catt, Nummerloori and Kewulyi
3. Mole Hill visitor/short stay shed extension

**ISSUES/OPTIONS/SWOT**

Nil

**FINANCIAL CONSIDERATIONS**

Total funding offer = \$113,081 gst inc

1. Nummerloori - \$28,297
2. Costello – \$25,941
3. Costello – \$12,285
4. All outstations - \$27,800
5. Kewulyi - \$18,758

**ATTACHMENTS:**

There are no attachments for this report.

**CORPORATE GOVERNANCE DIRECTORATE REPORT**



<b>ITEM NUMBER</b>	15.6
<b>TITLE</b>	GRANTS - RGRC Community Grants Program 2015-16 Round 1
<b>REFERENCE</b>	563183
<b>AUTHOR</b>	Amanda Haigh, Grants Coordinator

**RECOMMENDATION**

- (a) **That Council endorse the recommendations of the Community Grants Selection Committee for Round 1 2015-16**
- (b) **That Council advise of the dates for Round 2 for the 2015-16 Community Grants Program**

**BACKGROUND**

- (a) The approved budget for the RGRC Community Grants Program for 2015-16 is \$50,000.

Applications for Round 1 have been processed and submitted to the Selection Committee. The RGRC Community Grants Program has been advertised in the Katherine Times, the Council Newsletter and throughout Council networks.

Applications closed Wednesday 18 September 2015. The RGRC Grants Coordinator collated a report for the committee.

- (b) Recommended dates for Round 2 –
  - Open 26 October 2015
  - Close 4 December 2015
  - OCM 16 December 2015

**ISSUES/OPTIONS/SWOT**

Nil

**FINANCIAL CONSIDERATIONS**

Funds available - \$50,000

**ATTACHMENTS:**

There are no attachments for this report.

**CORPORATE GOVERNANCE DIRECTORATE REPORT**



<b>ITEM NUMBER</b>	15.7
<b>TITLE</b>	GRANTS - NTEPA Environment Grants 2015-2016 - Northern Territory Environmental Protection Authority
<b>REFERENCE</b>	563615
<b>AUTHOR</b>	Amanda Haigh, Grants Coordinator

**RECOMMENDATION**

- (a) **That Council accept the funding agreement for the NTEPA Environment Grants 2015-2016 from the Northern Territory Environmental Protection Authority by 2 signatures and dating both copies of the funding agreement.**

**BACKGROUND**

Council have been offered funding under the NTEPA Environment Grant program 2015-16. The funding will provide “Regional Recycling Facility Mataranka Community Engagement” which will

- ensure implementation of the RGRC Waste Management Strategy is well communicated throughout the 186,000square kilometre region of Roper Gulf
- provide communication resources such as signage, fact sheets fliers and posters to inform local residents and business of the new opportunities to reduce, reuse and recycle.
- provide education and awareness events, fact sheets and advice on recycling options in the area and the RGRC Waste Management Strategy. Provide examples and report on events.

Project Completion date 30/06/2016

**ISSUES/OPTIONS/SWOT**

nil

**FINANCIAL CONSIDERATIONS**

Funding offer = \$10,000 gst exc.

**ATTACHMENTS:**

There are no attachments for this report.

**CORPORATE GOVERNANCE DIRECTORATE REPORT**

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**ITEM NUMBER** 15.8  
**TITLE** Grants - Library Operational Funding 2015-16 - Arts and Museums  
**REFERENCE** 564106  
**AUTHOR** Amanda Haigh, Grants Coordinator

**RECOMMENDATION**

- (a) **That Council acknowledge the acceptance of the 2015 -16 Library Operational Funding from the Arts and Museums**

**BACKGROUND**

Council has been offered to extend the Public Library Funding Agreement for a further 2 years until 30 June 2017 supporting the continuing operational of current library sites. The CEO signed the letter of offer on the 18/09/15 and returned to NT Libraries.

**ISSUES/OPTIONS/SWOT**

Nil

**FINANCIAL CONSIDERATIONS**

Funding 2015/16 = \$163,553 gst exc.

**ATTACHMENTS:**

There are no attachments for this report.



**COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**

<b>ITEM NUMBER</b>	16.1
<b>TITLE</b>	Mataranka Fishing, Sporting and Rec Club - Request to use vacant Lawn Bowls Club
<b>REFERENCE</b>	561795
<b>AUTHOR</b>	Sharon Hillen, Director of Council Services and Infrastructure

**RECOMMENDATION**

- (a) **That Council approve the Mataranka Fishing, Sporting and Rec Club to undertake the repairs and maintenance required at the Lawn Bowls Club at the Mataranka Sports and Rec Facility.**
- (b) **That Council approve the undertaking of these repairs and maintenance in lieu of rent for a period of ten years.**
- (c) **That Council approve a Facility Hire Agreement indicating Councils waiver of fees and process for R&M approvals with Mataranka Fishing, Sporting and Rec Club.**

**BACKGROUND**

The Council received correspondence from the Mataranka Fishing, Sporting and Rec Club requesting to repair and maintain the Mataranka Lawn Bowls Club in return for in lieu rent for ten years under an MOU.

Council has a current 'Facility User Agreement' which provides the necessary documentation to manage a long term arrangement as requested by the MFSRC. An addendum called 'Schedule 1' will detail the conditions of the agreement including review and property inspections.

**ISSUES/OPTIONS/SWOT**

Council needs to consider that this facility will have exclusive use to the MFSRC.

**FINANCIAL CONSIDERATIONS**

Assuming the MFSRC uses the facility for 15 days a year for 10 years under Councils Fees and Charges Schedule a 'Basic Facility' Hire of \$190 per day. The MFSRC is requesting Council to waiver fees in lieu of significant upgrades to the Bowling Greening and associated infrastructure a total of \$28,500.

The MFSRC proposes the following upgrade which equal approximately \$34,000 worth of developments and repairs and maintenance:

- Restore power to the shed \$2000
- Repair flood lights \$16,359.12
- Line and develop shed - \$10,000
- Re-establish green for multi-use – unknown at this time
- Fencing repairs and installation \$5000
- Remove old container \$500

**ATTACHMENTS:**

- 1 2015.08.31 Corro In - Mataranka Fishing, Sporting and Rec Club.pdf

Roper Gulf Regional Council  
PO Box 1321  
Katherine NT 0851



21<sup>st</sup> August 2015

Mataranka

Fishing, Sporting & Rec Club Inc  
Inc.#IA03090  
ABN:36 706 914 020  
PO Box 4047  
Mataranka  
NT 0852

To Mayor Tony Jack and Council Members,

We are writing on behalf of the Members of the Mataranka Fishing Sporting & Rec Club Incorporated to request consideration of use of the currently unused and vacated old Lawn Bowls Club at the Roper Gulf Regional Council Sports and Rec Facility in Mataranka.

We understand that this facility has been unused for several years and has fallen in to a state of disrepair and is requiring major repairs and upgrades to make it a usable facility for the public of Mataranka.

We propose to Council that we would undertake the repairs and upgrades necessary over a period of time to redevelop the facility and use it as our Club House facility covering the cost of power. We would further propose that we would undertake these repairs and upgrades in lieu of rent for a period of ten years and we are fully prepared to enter in to a memorandum of understanding with Roper Gulf Regional Council.

In discussion with Michael Soler, Council Services Manager Mataranka, the following repairs and upgrades have been identified below with approximate costs listed.

- Restore power to shed (including new power box)- \$2,000
- Repair of lights – \$16,359.12 (quote attached)
- Line and develop shed - \$10,000
- Upgrade the surface (green) to multi-use (bocce, lawn bowls, beach volleyball) - unknown
- Fence repair and installation - \$5,000
- Removal of old shipping container - \$500

These repairs and upgrades total approximately \$34,000 and given that we would utilise this facility at least 15 times per year (\$2850 annually at current rate of facility hire being \$190/day) it would fully cover the facility hire rate for a ten year period allowing for CPI increases.

I look forward to hearing from you at your earliest convenience and would be willing to provide any further information you may require.

**COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**

<b>ITEM NUMBER</b>	16.2
<b>TITLE</b>	Waiver of Fees for AFL NT's use of Borroloola Sports Grounds
<b>REFERENCE</b>	562046
<b>AUTHOR</b>	Sharon Hillen, Director of Council Services and Infrastructure

**RECOMMENDATION**

- (a) **That Council not approve the waiver of fees for the AFL NT to use the Borroloola Sports Grounds commencing March – September 2016 for \$5,320.**
- (b) **That Council direct the CEO to write to the Sporting Ministers and all peak sporting bodies in the Northern Territory detailing Councils facility hire fees and charges also highlighting Councils current consultancy assessing the infrastructure needs and cultural changes required to enhance the long term sustainability of regional and remote sporting infrastructure.**

**BACKGROUND**

AFL NT have requested a waiver of facility hire fees for the 2016 season, based on works carried out by AFL NT staff in the 2015 season.(Note that no facility hire fees were paid in 2015).

At the recent Borroloola Local Authority Meeting, support was provided from the Local Authority Members to recommend to Council to waive the facility hire fees at the Borroloola Sports Ground for AFL NT. The Members stipulated the waiving should only be provided on the condition that it can be revoked from AFL NT if the grounds and/or amenities were found to be unclean during or after use.

The application for a waiver of fees provided no detail from the AFLNT as to the dates and times of use. On investigation the following information has been gleaned from anecdotal information as to the specifics of the use and subsequent amount to be waived.

Council should be aware that the MacArthur River Mine Community Benefit Trust has funded this sporting event providing considerable resources such as part salaries for coordinators; balls; line marking resources, school education and awareness programs and supporting representatives to travel to other regional competitions and toilet paper for the toilets. It is unfortunate that the true costs of the competition have not been reflected in this bid for

Several local entrepreneurial families have also set up catering facilities for the competition days without Council approval or the offer of supporting the development of the competition.

**ISSUES/OPTIONS/SWOT**

Council is currently undertaking a consultancy to assess all sport and recreation infrastructure to help Council determine how it can sustainably maintain and manage the legacy infrastructure it currently has on its asset register. One of the key themes from this consultancy will advise Council that ALL users must contribute to allow Council to continue to management, maintain and upgrade the functionality of the vast array of infrastructure required for sport and recreation.

Council must appeal to government peak bodies and sporting clubs, to address the implementation of a 'user pays' system. Council needs to be supported if the sporting industry expects Councils to continue to provide standard industry facilities in remote and regional locations.

The Northern Territory Governments ***Framing the Future*** Policy's Confident Culture Objective 3: details a strategy to ***Enhance our sporting lifestyle***: *expand the range and reach of sporting events across the Territory and enhance the capacity of regional and remote communities to deliver regular and organised sporting competitions*. Under this strategy the government is working directly with and funding peak sporting bodies like AFL NT to support and implement these goals and strategies. Council must make those bodies increasing these functions in our towns understand the cost shift to Council and at the very least accommodate the cost of using Council facilities in their annual budgets.

### **FINANCIAL CONSIDERATIONS**

The Borroloola AFL NT season runs from March to September. Games are played on a Saturday generally, however are sometimes juggled to other week days if there is a funeral. The waiver included one day a week; 4 weeks a month for 7 months. A basic Facility Hire in Councils 2015/16 Fees and Charges Schedule is \$190 per day. The fees requesting to be waived are approximately \$5,320 annually.

If AFLT NT were to request a facility hire fee contribution from team members, which is the case for players in all other jurisdictions, an approximate contribution of \$50 per year would be required. Borroloola competition has 5 teams competing and 22 members a side.

### **ATTACHMENTS:**

- 1 Borroloola Sports Ground - AFL NT.pdf

# Roper Gulf Regional Council Facility HIRE AGREEMENT



VERSION 23/03/2015 \* Mandatory Fields (All mandatory fields must be completed)

Hire Agreement – Use of Council Facilities		Note: To be completed by the Hirer	
*Hall/Facility/Park Hire Date/s	Borroloola Sports Ground	*Time/s	ON GOING
*Company/ Organisation	AFL NT	*Public Indemnity Sited/Amount	\$20,000.00
*Phone	0967676222	*Contact Person:	SAM ELLIS
*Facility to be Hired:	Sports oval	*Email:	Sam.Ellis@AFLNT.CO.AU
*Number of Guests:	Adults: Numerous Children: Numerous	*Proposed Use of Facility:	Football
Do you agree to return the Facility in clean/ tidy condition : Yes			
Will a liquor Licence be sought	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, what type :		
Has Licence been granted	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date of Licence:		
Payment Information			
Fees per day :	Number of days:	Total:	
Payment method: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque Seeking Waiver.			
Date of Payment : 1 / 1			
<p><i>If We understand and agree that should the Council incur any expense to return the area or equipment to the condition it was in prior to this function, (Fair wear and tear is acceptable), the cost is a debt payable by the hirer. The person(s) signing the document for and on behalf of the Hirer covenants with the Council that he/she has the authority of the Hirer to make this agreement and indemnifies the Council against all losses and costs incurred by the Council arising as a result of the person signing this agreement on the Hirer's behalf not actually having the power and/or authority to do so.</i></p> <p><i>If We also understand that we are required to have in place our own Public Liability Insurance to adequately cover the Hirer's liability for the use of Council's facilities under this agreement.</i></p>			
Special Conditions:			
Requesting manager:			
Hirer's Full Name:	AFLNT Jason DeGraaf	Witness Name :	Nathan Morrison
Signature:	<i>[Signature]</i>	Witness Signature:	<i>[Signature]</i>
Date:	16-6-15		
OFFICE USE ONLY			
Special requirements of this Hire: _____			
Council Service Manager Advised of details : _____			
CSM Acknowledgment: _____			
Post – Use Inspection Completed: _____			

## Roper Gulf Regional Council Facility HIRE AGREEMENT



### RECITALS

- A. Roper Gulf Regional Council is the owner and operator of the Facility.
- B. The Hirer wishes to use the Facility for the purpose of holding the Event.
- C. The Hirer has completed the Safety Induction with the Council Service Manager.
- D. The Hirer has nominated the Responsible Person as the Hirer's contact for the purpose of administering the agreement.
- E. The Council has nominated the Officer/ as the contact person at Council for the purpose of this agreement.
- F. The Council agrees to the use of the facility by the Hirer for the purpose of the Event and on the terms and conditions contained in this agreement.

### DEFINITIONS

In this agreement, unless the context otherwise requires, the following terms shall have the following meanings:

- a) Council means Roper Gulf Regional Council.
- b) Hirer means the person or entity identified as the Hirer of the Facility mentioned on Centre on page 1 of this agreement;
- c) Event means the event identified as the Event on page 1 of this agreement;
- d) Period of Hire means the period between the start time and finish time (inclusive) identified on page 1 of this agreement;
- e) Officer means the person identified as the Administration being an employee of Council performing the duties (all or part thereof) of Council.
- f) Responsible Person means the person identified as the Responsible Person on Page 1 of this agreement.

### TERMS & CONDITIONS

#### Grant of Hire

The Council hires the Facility to the Hirer for the Period of Hire and the Hirer agrees to take the Community Centre/Facility on hire for that period. A breach of this warranty is a fundamental breach of this agreement.

#### Hirer's Obligations

1. Responsible person  
The Hirer must advise Council in writing of any change to the Responsible Person including the Contact details for the Responsible Person.
2. Reasonable directions  
The Hirer must comply with all reasonable directions of the Council, its members, agents and employees during the Period of Hire.
3. Rubbish and debris  
The Hirer must ensure that at all times during the Period of Hire the area of the Facility used by the Hirer is maintained in a clean and tidy condition and the Hirer shall not leave any debris or rubbish in any part of the Facility.
4. Structural alterations  
The Hirer must not:
  - (a) alter, damage or add to the Facility;
  - (b) make any attachment to the walls or floors of the Community Centre Grounds;
  - (c) add any fittings or fixtures to the Community Centre Grounds.

Thursday, 18 June 2015



AFL Northern Territory Ltd

ABN:  
81 097 620 525

Telephone:  
08 8980 4888

Facsimile:  
08 8945 0069

Postal Address:  
PO Box 43196  
CASUARINA NT 0811

Location:  
TIO Stadium  
70 Abala Road  
Marrara NT 0811

Email:  
afint@afint.com.au

Website:  
www.afint.com.au

  
www.facebook.com/afint

  
@AFLNT

  
www.youtube.com/  
afinorthernterritory

Nathan McIvor  
Council Services Manager - Borroloola  
Roper Gulf Regional Council

Dear Nathan,

I am writing to request that the Borroloola ground hire fee be waived for AFL activities based on 12 months of maintenance and development which Jason De Graaf has undertaken on the Borroloola oval.

12 months ago the ground had very little grass, an uncovered cricket pitch and crooked Goal posts and while it was used it was highly unsafe.

Jason with the support of Brian Kimmings from has not only redeveloped the ground into a playable surface but has also sourced a pitch cover for the concrete strip and new goal posts which will arrive in the community in the coming weeks.

We estimate Jason and his trainee have put in 10 hours a week into the maintenance of the ground.

This includes:

- Arranging for sand to be dumped on oval to level out and actually levelling with a rake himself
- Line Marking of the oval
- Watering oval which involves moving sprinklers every 3 hours

I hope you will agree Jason's contribution in making the ground safe, which has allowed him to develop a structured 5 team senior competition aswell as junior football, warrants its continued use without charge to AFL NT.

His senior League provides a healthy positive outlet for over 100 young men within the community, with the league having no income, the financial pressures of having to secure ground hire fees would have a detrimental effect to the competition and in turn the community.

Kind regards,

Samuel Ellis  
Remote Projects and Logistics Coordinator  
AFL Northern Territory



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 Member of Liberty Mutual Group

Level 49, Rialto Tower South  
 525 Collins Street  
 Melbourne VIC 3000  
 PO Box 117  
 Collins Street West VIC 8007  
 For all enquiries please contact JLT Sport  
 Web: [www.jltsport.com.au/afl](http://www.jltsport.com.au/afl)  
 Email: [jltsport@ilta.com.au](mailto:jltsport@ilta.com.au)  
 Phone: 1300 130 373

## Certificate of Currency

### General Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder.  
 It does not amend, extend or alter the coverage afforded by the Policy(ies) listed.

It is only a summary of the cover provided and reference must be made to the current Policy wording for full details. It is current at the date of issue only.

<b>Policy Number:</b>	14-400175	
<b>Insured Name:</b>	<b>AFL Northern Territory</b>	
<b>Period of Insurance:</b>	From:	1 <sup>st</sup> November 2014 at 4pm Local Eastern Standard Time
	To:	1 <sup>st</sup> November 2015 at 4pm Local Eastern Standard Time
<b>Situation:</b>	Worldwide excluding USA & Canada	
<b>Interest Insured:</b>	Legal liability to third parties for bodily injury and property damage arising out of the activities of the Insured	
<b>Limit of Indemnity:</b>	Public Liability	\$20,000,000
	Products Liability	\$20,000,000
	Errors & Omissions	\$20,000,000
<b>Deductible</b>	\$1,000 each and every occurrence (costs inclusive)	
<b>Insurer:</b>	<u>Liberty International Underwriters (65%)</u> Trading name of Liberty Mutual Insurance Company ARBN 086 083 605	
	<u>Lloyds of London – DR391808 (35%)</u>	



Authorised Representative of Liberty International Underwriters

**Date:** 5/11/2014

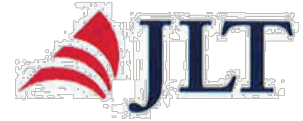
2014/2015 Australian Football National Risk Protection Programme



# General Information Sheet

JLT Sport

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## PUBLIC LIABILITY INSURANCE



### What is Public Liability Insurance?

Public Liability insurance is designed to protect you and your business from legal and / or medical costs that arise from an incident connected to your activities.

It protects you against the financial risk of being found liable to a third party for death or injury, loss of or damage to property or 'pure economic' loss resulting from your negligence.

Liability insurance is absolutely essential to every business owner.

### What is Negligence?

Negligence is doing something without a reasonable amount of care, or failing to do something which might reasonably have been done to prevent the incident.

### Certificate of Currency

You can obtain a copy of your Certificate of Currency (to confirm your Public Liability insurance) by visiting the JLT Sport website at [www.jltsport.com.au](http://www.jltsport.com.au)

### Hot tip ...

As soon as an incident occurs that could result in a potential claim, contact JLT Sport and we can provide assistance with the claims process.

### Did you know ...

A Public Liability policy protects you anywhere in Australia, and in most countries overseas. But you will need to confirm this within your own policy wording.

### What cover is typically provided within an extended Public Liability policy?

Public Liability coverage can have up to 3 different sections:

**Public Liability** – legal action against the Insured for breached duty of care

**Products Liability** – legal action against the Insured for sale of faulty products

**Professional Indemnity** – legal action against the Insured for negligent acts / advice

You will generally find that you are covered in all areas as part of a standard Public Liability policy.

### What cover is typically excluded from a Public Liability policy?

If your business is not deemed to be a safe environment caused by deliberate neglect then your policy may become void. In this instance, you are personally liable for the financial burden of the liability claim.

Often an excess such as \$500 or \$1,000 will be in place.

This excess is not covered by the insurance policy.

### Why is Professional Indemnity Insurance important?

Professional indemnity insurance is designed to cover you in the event of a claim made against you because of professional negligence caused by mistakes, bad advice or general poor workmanship.

It provides indemnity cover if a person suffers a loss – either material, financial or physical – directly attributed to negligent acts.

### Examples of Public Liability Claims

**Example 1** – a sporting participant sustains a knee injury after tripping in a pothole on a sports field whilst participating in a game. He sues the club for failing to provide a duty of care to the participants and their playing conditions.

**Example 2** – a club member is having a drink in the club house and the bar stool he is sitting on collapses from underneath him. He suffers personal injury and sues the club for negligence.

[www.jltsport.com.au](http://www.jltsport.com.au)

General Advice Warning: The information contained herein is of a general nature only, it does not take into account your individual needs or financial situation. This document must be read in conjunction with your organisation's specific coverage details and documentation including the Policy Wording and/or Product Disclosure Statement. For copies of these documents, please refer to [www.jltsport.com.au](http://www.jltsport.com.au)

NLD115400



# JLT SPORT PROGRAMME SUMMARY AUSTRALIAN FOOTBALL NATIONAL RISK PROTECTION PROGRAMME

The Australian Football National Risk Protection Programme ("The Programme") is a joint initiative of the AFL and its State Bodies and has seen a number of benefits provided to football clubs throughout Australia. It is designed to save clubs time, effort and money and provide enhanced cover and services for the football community.



## WHAT'S COVERED?

In general, all football activities are covered. This includes matches, training, functions, meetings and the like (anywhere in Australia). The Programme provides competitively broad protection across the below areas, including coverage for 365 days of the year with an annual renewal date of 1st November.



WHO IS COVERED?	LIMITS & EXCESS
<b>PUBLIC LIABILITY</b> Each State and Territory League/Association directly affiliated to the Australian Football League and their Affiliations, Leagues/Associations and Clubs (excluding the 18 clubs forming the National AFL competition), including most individuals.	General & Products Liability \$30,000,000 (\$1,000 Excess) Errors & Omissions \$20,000,000 (\$1,000 Excess) <u>INSURER/ISSUER</u> Liberty International Underwriters & Lloyds of London



<b>CLUB MANAGEMENT LIABILITY</b> All Incorporated Australian Football Clubs, Affiliations and Associations/Leagues of each State and Territory (excluding the 18 clubs forming the National AFL Competition).	Directors & Officers \$10,000,000 (Nil Excess, in part) Employment Practices \$10,000,000 (\$5,000 Excess) Employee Theft \$1,000,000 (\$5,000 Excess) <u>INSURER/ISSUER</u> AIG Australia Limited
--	---



<b>PERSONAL INJURY</b> Members of the JLT (Australian Football National Risk Protection Program) Discretionary Trust (JDT) Arrangement including players, coaches, trainers, umpires, officials, volunteers etc.	Four levels of cover are available under this section of the Programme. Please refer to the next page for further information. <u>INSURER/ISSUER</u> JLT (Australian Football National Risk Protection Program) Discretionary Trust (JDT) Arrangement
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<b>TRAVEL</b> All teams that play in representative games and Interstate based competitions (excluding the 18 Clubs forming the National AFL competition).	Death and Capital Benefits \$100,000 Baggage & Computers \$5,000 Money \$1,000 Personal Liability \$5,000,000 (\$250 Excess) Standard Excess \$100 Baggage Excess \$250 <u>INSURER/ISSUER</u> AHI (Accident & Health International)
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<b>ASSET PROTECT</b> Base Cover for all affiliated clubs as declared by each State and Territory League/Association. Please refer to Asset Protect Programme Summary for more information. Upgrades above Base Level are available on application.	Maximum total coverage is \$15,000 per claim Standard Excess \$250 (higher Excesses may apply) <u>INSURER/ISSUER</u> JLT (Sports AFL Asset Protect) Discretionary Trust (JDT) Arrangement
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## AUSTRALIAN FOOTBALL NATIONAL RISK PROTECTION PROGRAMME



Personal Injury cover is designed to offer some peace of mind to players, officials and volunteers of a club by having protection for certain costs related to an injury sustained whilst involved in a club activity. Clubs have the option of selecting a higher level of cover as well as the flexibility to include Loss of Income coverage.



### COVERAGE LIMITS & EXCESS

The Personal Injury coverage section of the Programme automatically provides all affiliated insured clubs with the standard Bronze level of cover (with the exception of all VCFL affiliated clubs who automatically start on the Silver level).

LEVEL	NON-MEDICARE MEDICAL BENEFITS	CAPITAL BENEFIT	QUAD/PARA EVENTS**
PLATINUM (optional upgrade)	90% reimbursement, \$7,500 max. per claim \$50 excess per claim	\$250,000 Maximum	\$750,000 Maximum
GOLD (optional upgrade)	90% reimbursement, \$3,500 max. per claim \$50 excess per claim	\$200,000 Maximum	\$750,000 Maximum
SILVER (optional upgrade)	75% reimbursement, \$2,500 max. per claim \$75 excess per claim	\$150,000 Maximum	\$750,000 Maximum
BRONZE (automatic base cover)	50% reimbursement, \$2,000 max. per claim \$100 excess per claim	\$100,000 Maximum	\$750,000 Maximum

\* Capital Benefit sum in the event of an under 18 death is restricted to 20% of the applicable maximum payout of each level

\*\* Please note that all affiliated insured clubs of AFL Victoria and the South Australia National Football League automatically have \$1,000,000 coverage for Quadriplegia and Paraplegia events

### UPGRADING COVER

Clubs, Leagues and Associations can choose to upgrade to a higher level of cover to provide their players with increased benefits and reimbursement of Non-Medicare medical expenses, and/or purchase Loss of Income coverage.

**Upgrading cover is optional.**

### LOSS OF INCOME COVER

Provides reimbursement of a claimants' weekly income. Please refer to the Upgrading Cover section at [www.jltsport.com.au/afl](http://www.jltsport.com.au/afl) for full benefits and limits, and further specific information.

WANT TO KNOW MORE?

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visit [www.jltsport.com.au/afl](http://www.jltsport.com.au/afl) or alternatively,  
call our dedicated JLT Sport team on: 1300 130 373

All cover is subject to the Trustee's discretion and/or the relevant policy terms, conditions and exclusions. Any advice in this document is general advice and does not take into account your objectives, financial situation or needs. You should consider the relevant Product Disclosure Statement and your objectives, financial situation or needs before acting on this advice. Please visit [www.jlta.com.au/jdt/afl](http://www.jlta.com.au/jdt/afl) or contact JLT Group Services Pty Ltd for the relevant Product Disclosure Statement, or for further information.

JLT Group Services Pty Ltd, ABN 26 004 485 214, AFS License 417 964  
17/607 Bourke Street, Melbourne, VIC 3000 Tel: (03) 9613 1415 [www.jlta.com.au](http://www.jlta.com.au)

**COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**

<b>ITEM NUMBER</b>	16.3
<b>TITLE</b>	Operational Costs of Borroloola and Ngukurr Pools
<b>REFERENCE</b>	564105
<b>AUTHOR</b>	Sharon Hillen, Director of Council Services and Infrastructure

**RECOMMENDATION**

- (a) **That Council receive and note the report on the Borroloola and Ngukurr Pools.**
- (b) **That Council writes to the Ministers of Education, Health and Sport seeking assistance with the ongoing operational costs of the Borroloola and Ngukurr Pools.**
- (c) **That Council writes to the McArthur River Community Benefit Trust and seek their support to provide recurrent support to funding the operational costs of the pool.**
- (d) **That Council investigate a special service fees for the towns of Borroloola and Ngukurr to subsidise the annual operational costs of running the pool.**
- (e) **That Council write to MAWA seeking support for funding for the operations of the Borroloola Pool in sponsorship and naming rights.**
- (f) **That Council write to Yugul Mangi Development Corporation seeking support for funding for the operations of the Ngukurr Pool in sponsorship and naming rights.**

**BACKGROUND**

At the August FCM, the Financial Report highlighted Councils Pools operations as a major challenge for Council and that Council needs to consider ways of improving the financial sustainability of managing and maintaining these facilities for the community's of Borroloola and Ngukurr.

Recent funding agreements committed by the MRMCBT also requested Council investigate a financial sustainability plan the CBT would no longer contribute to the operational costs of the Borroloola Pool.

Council Service Managers monitor visitation daily to ensure that the public opening times relate to the preferred times of use.

In the DRAFT Sub-Plan for the Sport and Recreation Infrastructure Plan the consultant Strategic Leisure Group has identifies the following recommendations with regard to the Pool at Borroloola. The full report is due to go to Councils October OCM.

**Pool and Gym**

*The pool is not currently a sustainable operation and there is a need to develop a revenue strategy for the pool. The following options should be investigated:*

- *Establish a community trust or some form of collaborative fund which is contributed to by the NGO's and agencies to help cover the cost of staffing and operations. This fund could be set up as a sport and recreation club able to seek grants and donations as well as be a vehicle to establish more community responsibility for the facility.*
- *Increased linkage with training agencies and secure funding for staff training and pool attendant courses*
- *Introduce an entry fee as a flat rate fee of \$3.00*
- *All agencies that use the pool (such as education) should pay for use.*
- *Develop some community fitness and wellbeing programs (i.e. preventative health) and seek funding for these programs that includes the cost of venue access.*
- *Develop some community fitness programs that are user pays only.*
- *Develop some social events/ programs that can be user pays.*

- *Reintroduce a kiosk at the pool and increase revenue from the secondary spend. This may be more effective than trying to introduce an entry charge*

**Ngukurr Pool Operations**



Ngukurr – Average DRY SEASON pool usage – Number of users

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Swimming training (5-7pm)		12		12		12	
General use by visitors* throughout the day	12	12	12	12	12	12	12
Other sports training (4.30pm)	30						
General use by local people** (2-5pm)	33	33	33	33	33		
<b>AVERAGE DAILY TOTAL:</b>	<b>75</b>	<b>57</b>	<b>45</b>	<b>57</b>	<b>45</b>	<b>24</b>	<b>12</b>
<b>AVERAGE WEEKLY TOTAL:</b>							<b>315</b>

\*Visitors are school teachers, Sunrise Health staff and others

\*\* Average amount of people

Ngukurr – Average WET SEASON pool usage – Number of users

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Swimming training (5-7pm)		12		12		12	
General use by visitors* throughout the day	12	12	12	12	12	12	12
General use by local youth** (2-5pm)	135	135	135	135	135		
General use by local people*** (12noon-4pm)						150	150
Pre-school and school activities (10-11.30am)	45	45	45	45	45		
General use by local people*** (5-8pm)					150	150	
<b>AVERAGE DAILY TOTAL:</b>	<b>192</b>	<b>204</b>	<b>192</b>	<b>204</b>	<b>342</b>	<b>324</b>	<b>162</b>
<b>AVERAGE WEEKLY TOTAL:</b>							<b>1620</b>

\*Visitors are school teachers, Sunrise Health staff and others

\*\* Average amount of youth (5-18yrs)

\*\*\* Average amount of youth, adults and babies

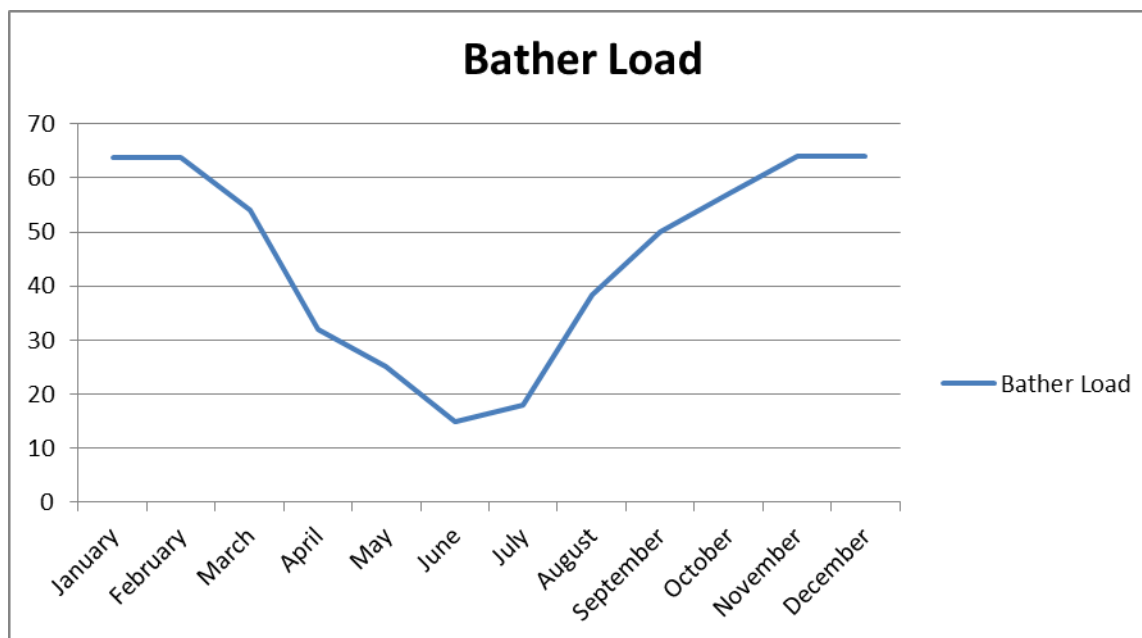
In addition to Ngukurr’s usual daily usage, various sport and recreation activities on selected dates and nights are often run that attract 150+ pool users. Such activities can include races, games, water polo, movies, school events, MJD participants with carers, parties, Australia Day activities, Clean-up Australia Day activities and discos. Furthermore, pool life saving courses, swim and survive and marine courses are run from October to February.

During the wet season, the Ngukurr Pool grounds require increased levels of mowing and maintenance due to the increased rainfall. It also requires increased chemicals maintenance due to increased sunlight and usage to ensure safe and clean operation.

**Borroloola Pool Operations**



This line graph represents Borroloola Pool bather loads over the period of 1 year. As you can see the patronage is directly affected by the seasonal changes in weather and the holiday periods. Towards Christmas and various other holidays during the year many people leave the town and bather loads will be affected unpredictably.



As the dry season (May to August) sets in during April it becomes too cold for local swimmers to swim in the mornings. The cold nights drop the water temperature significantly and with the added winds during the day swimming is no longer comfortable for an extended period of time. Opening in the mornings during the dry season you could expect an average of 0.5 swimmers a morning. The peak period of Borroloola pool is 2.30-5.00 year round due to school finishing. A majority of the children will come to the pool immediately after school for at least an hour or two. Please refer to the graph below showing the average number of swimmers daily and the peak of the number of patrons in the pool each hour

	Average Number	Peak
Weekdays	23	52
Weekend/PH	16	35

It is proposed for the coming year that dry season opening hours will be 1.00 - 6.00pm Monday to Friday and 11.00 – 6.00pm weekends and Public Holidays.

Throughout the wet season (September to April) temperatures are much hotter which allows for more comfortable swimming conditions. The wet season is also the storm season so average bather loads can be affected by lightning storms, cyclones, monsoonal rain and other weather events. The peak period will still be 2.30-5.00pm while school is still on.

	Average Number	Peak
Weekdays	45	100+
Weekends and PH	65	120+

It is proposed for the coming year that wet season opening hours will be 6.00 – 7.30am and 1.00 - 7.00pm Monday to Friday and 10.00 – 7.00pm weekends and Public Holidays.

**ISSUES/OPTIONS/SWOT**

Council must introduce a user pays system to begin to subsidise the high operational costs of these facilities. The pools will never be sustainable and never raise the funds through the gates to cover the costs. If Council charges a \$3 entry fee, which is the current rate in municipal areas, Council may raise approximately \$51,000 at Borroloola and \$10,000 at Ngukurr based on the weekly attendance rates.

Council may also seek support from the Departments of Health and Education as the pools provide outcomes from these government programs and Council does not charge the departments for the use of the pools.

The ability to maintain qualified staff to operate the pools is costly and staff retention rates are poor.

**FINANCIAL CONSIDERATIONS**

<b>Annual Expense Item</b>	<b>Borroloola</b>	<b>Ngukurr</b>
Staff and on costs	104,768	104,768
R&M	9,999	9,999
Freight and Materials	19,000	19,000
Power	32,304	48,300
Water/Sewerage	11,000	28,000
Food, cleaning, office phone/fax	1,500	1,000
Training and PPE	8,500	9,250
Leases, Depreciation	177,176	126,964
<b>TOTAL ANNUAL EXPENSE</b>	<b>364,247</b>	<b>346,282</b>

In the breakdown of the 15/16 budget the costs of each pool are comparatively similar. The annual cost is \$710,529 in total. That depreciation is the greatest cost.

**ATTACHMENTS:**

There are no attachments for this report.



**COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**

<b>ITEM NUMBER</b>	16.4
<b>TITLE</b>	Morgues in Remote Communities
<b>REFERENCE</b>	564883
<b>AUTHOR</b>	Sharon Hillen, Director of Council Services and Infrastructure

**RECOMMENDATION**

- (a) **That Council communicate to the Northern Territory Government that it does not support local government being responsible for morgues in the NT and that the responsibility should sit with the Department of Health.**
- (b) **That Council write to the Chief Minister and Minister Price to confirm the location of the proposed new morgues and upgrades.**

**BACKGROUND**

Several of Roper Gulf Local Authorities have requested Council to advocate on communities behalf with regard to the upgrade and provision of community based morgues. Most recently the Numbulwar Local Authority has requested Council write to NTG Ministers about an unacceptable event which left a body without refrigeration due to a power failure in a degraded morgue at Numbulwar. This event caused family and friends much distress as they were unable to conduct the ceremonial obligations required at a burial and had to hastily bury the body before it started to decompose.

Council should note that the new medial clinic at Ngukurr and Numbulwar do not have morgue facilities on the plans for these developments.

**ISSUES/OPTIONS/SWOT**

Several NTG Health staff has raised the issues of morgues in Local Authority meetings and it was suggested in one of Borroloola's previous LA meetings that "the health department deals with the living and local government deals with the dead".

As per the attached media release from the 23<sup>rd</sup> of June 2015, the NTG has announced that there will be 20 new morgues established in remote towns and 16 upgrades.

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS:**

- 1 NTG Media Release - Morgues.pdf



Media Release

Adam Giles  
Chief Minister of the Northern Territory

Bess Price  
Minister for Local Government and Community Services

## Governments unite to build and upgrade morgues in remote communities

23 June 2015

The Australian and Northern Territory Governments have agreed to spend almost \$5 million over three years building and upgrading morgues in remote communities.

Chief Minister Adam Giles said the management of morgues in remote communities in the Northern Territory had been a difficult issue for all three tiers of Government to resolve.

"I am extremely grateful to Senator Nigel Scullion and the Federal Government for agreeing to share the costs of upgrading and building new morgue infrastructure in remote communities," he said.

"This funding will mean 20 remote communities will now have functioning morgues, with 16 existing morgues to be repaired and upgraded and four new morgues to be built.

"In urban locations, morgues are run by private enterprises but that commercial model doesn't exist in remote communities.

"This funding will help people living in remote communities properly care for the bodies of deceased family members.

"It's about ensuring remote Territorians can say a proper goodbye to the loved ones. It's about ensuring the deceased are treated with dignity."

Mr Giles said the four new morgues would be built at Maningrida, Wurrumiyanga, Gailwink'ku and Docker River.

"The locations of the four new morgues have been chosen based on factors such as the population, difficulty in accessing private funeral services, and their suitability to provide morgue services to smaller communities in their regions," he said.

Minister for Local Government and Community Services Bess Price said she had campaigned hard to find funding to fix the morgues.

"Morgues are a sensitive issue that involve many communities in remote areas of the Northern Territory," Mrs Price said.

"I made a commitment when I was elected in 2012 to work hard to find a way to get the morgues

functioning efficiently.

"A death in the family is shocking enough, without having to stress about whether the body is being suitably cared for.

"This funding is a huge weight off my shoulders. I am a Warlpiri woman so I get involved in a lot of Sorry Business and see how traumatic it can be when things go wrong in the morgues.

"It is so important to have a functioning morgue. It is something families in town take for granted, so I am thrilled to see this funding rolled out across the Territory to improve the lives of those living remotely."

**Media Contact: Scott Whitby 0438 531 583 (Chief Minister)**

**Lauren Crawley 0417 145 050 (Minister Price)**

**COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**

<b>ITEM NUMBER</b>	16.5
<b>TITLE</b>	Proposed Location of the Softball Oval at the Borroloola Sports Grounds
<b>REFERENCE</b>	562048
<b>AUTHOR</b>	Sharon Hillen, Director of Council Services and Infrastructure

**RECOMMENDATION**

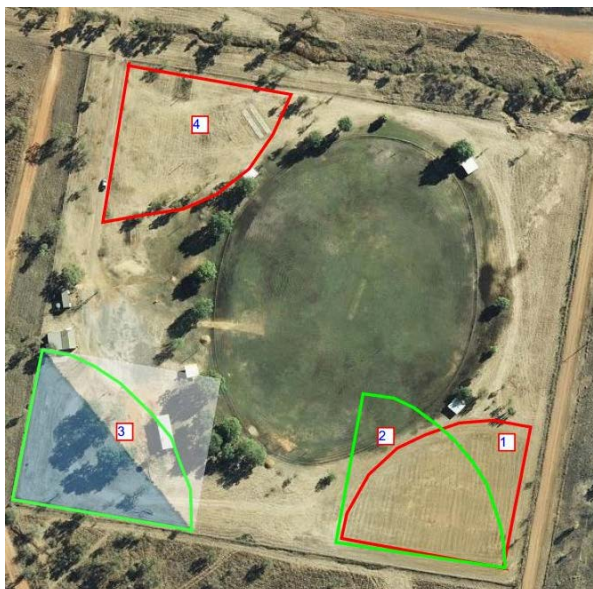
- (a) **That Council receive and note the report on the location of the new softball oval at the Borroloola Sports.**
- (b) **That Council approve Option 2 as the preferred location of the Softball Oval at the Borroloola Sports Grounds.**

**BACKGROUND**

Roper Gulf Regional Council is currently developing the Borroloola Sports Ground to incorporate new infrastructure including a softball diamond and oval and a state of the art electronic score board.

Council has several grants allocated to these developments including that of the Local Authority Grant who have allocated \$20,000 for a state of the art electronic score board..

Council staff have been working with the local Softball interest group and AFLNT to determine the final location of the new softball oval. Consultants Strategic Leisure Group have offered 4 options for the preferred location based on serviceability e.g. access and amenity; orientation with regard to afternoon sun; overlaps with existing fields.



- 1) Is the easiest fit but orientation a little west which is not ideal for afternoon games.
- 2) Is a good orientation but does mean that overlap is required on the Oval 1 for outfield.
- 3) Good orientation but requires far too much relocation and releveling
- 4) Good orientation but a range of infra to be moved such as bores

With further discussion from interests groups and because of the required space and orientation it has been determined that OPTION 2 be the preferred location. This will enable

centralizing auxiliary amenities such as toilets, canteen and storage, car parking and access. The option 2. Location requires the least amount of disruption to existing infrastructure.

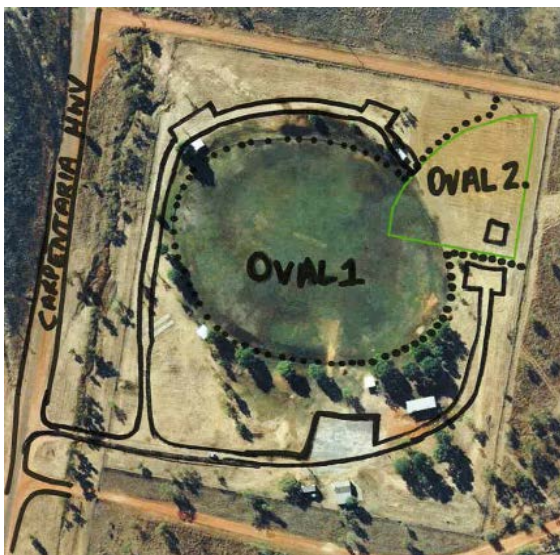
Some drainage works are also required to improve stabilisation of the new oval and repair erosion on oval 1.

The allocated space for the softball oval will incorporate:

- A 5 metres space behind the foul line
- coaches bench on either side
- catches net



The image below depicts a rough diagram of how the ovals will be accessed by internal roads and where pedestrian fences may be located to ensure vehicles and pedestrian are controlled within the space.



**ISSUES/OPTIONS/SWOT**

Council and interest groups must understand that the resources of Council are limited and while there is opportunity to upgrade facilities they must be multi-functional and ensure maximum use by all interest groups. Having discrete and exclusive use of any facility is not sustainable.

**FINANCIAL CONSIDERATIONS**

Roper Gulf Regional Council has received \$49,000 from the Department of Sport and Recreation to upgrade the softball facilities at Borroloola Sports grounds inclusive of the backstop and coaches boxes. Due to the black soil and historical difficulties of establishing lawned ovals on the black soil substrate it is expected that the ovals establishment will cost much more than the NT Grant. The Local Authority has identified the Borroloola Sport and Rec Grounds as a high priority project in the regional plan and staff are working with the members to finalise the costing's and scope of works for the LA to approve.

**ATTACHMENTS:**

**COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**

<b>ITEM NUMBER</b>	16.6
<b>TITLE</b>	Borroloola CBD Master Plan Progress Report
<b>REFERENCE</b>	591293
<b>AUTHOR</b>	Sharon Hillen, Director of Council Services and Infrastructure

**RECOMMENDATION**

- (a) **That Council receive and note the progress report on the Borroloola CBD Upgrade.**

**BACKGROUND**

For several years the Borroloola CBD area has been identified by Council as a Community Safety issue requiring attention. In 2014 Council received funding to employ engineers to undertake a Road Safety Audit and Concept Planning for this precinct. Based on the Road Safety Audit completed by Tonkin a Borroloola CBD Master Plan will be produced to tie together the various issues underlying the road safety issues in the area.

The Master Plan will have the following schedule:

1. Engineering survey of the site
2. Develop concept options:
  - Prepare concept plans for the 'site specific options' shown attached including pedestrian refuges, footpaths and kerb alignments
  - Undertake a preliminary design of the kerbs and drainage including undergrounding of drainage along Robinson Street
  - Prepare alternative schematic ideas for the street scape / town centre precinct for consultation
3. Workshop the ideas with the client/community
  - The workshop would test the schemes and also get a sense of priority of items
4. Refine into a preferred concept / Master Plan
  - Prepare overarching concept (master plan)
  - Prepare first order cost estimates for the different packages of work
  - Recommend prioritisation of actions in a logic sequence
5. Develop detailed design of the preferred concept

**ISSUES/OPTIONS/SWOT**

NIL

**FINANCIAL CONSIDERATIONS**

NIL

**ATTACHMENTS:**

- 1 20150180DR1A-Borroloola Road Safety Audit.pdf
- 2 20150180\_Concept\_Rev 0.pdf

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PLAN  
SCALE 1:1000

- POTENTIAL PEDESTRIAN CROSSING
- PROPOSED NEW KERB & GUTTER WITH IMPROVED UNDERGROUND DRAINAGE
- POTENTIAL 40km/hr SPEED LIMIT
- FOOTPATH

END OF SEAL

STAIRS TO CONNECT TO COURTS

INTEGRATED SHARED STREET DESIGN TO ENHANCE TOWN CENTRE

TOWN CENTRE RESERVE/CENTREPIECE - SHADE, SEATING, GREEN SPACE

CARAVAN PARKING

CONSOLIDATE SCHOOL ACCESS

Robinson

BORROLoola

Discount Store

Gulf In st

Borroloola Community Education Centre

Close Road

Scale 1:1000

TONKIN CONSULTING

a better approach

BORROLoola TOWN CENTRE CONCEPT PLAN





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SCALE 1:1000

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Gulf In st

Discount Store

Close Road

TONKIN CONSULTING

a better approach

BORRULOOLA TOWN CENTRE CONCEPT PLAN



**COMMUNITY SERVICES DIRECTORATE REPORT**

<b>ITEM NUMBER</b>	17.1
<b>TITLE</b>	Update on Community Services Activities and performance
<b>REFERENCE</b>	564886
<b>AUTHOR</b>	Marion Smith, Director Community Services

**RECOMMENDATION**

- (a) **That Council receive and note the update on activities and performance of the Community Services Directorate.**

**BACKGROUND**

A number of changes have occurred for the 2015-16 community services agency funding requirements. The RJCP – remote jobs has been renamed as CDP Community Development Programme and has a well published focus on Work for the Dole (WFD).

**The Remote Schools Attendance Strategy** is likely not to be renewed although this still is not confirmed.

**Night Patrol** has been challenged on the hours they are expected to be active. This will be going out to the Local authorities meetings to discuss.

Aged Care will also undergo review because the Regional Manager's contract completes 31 December and it is an opportunity to see if we can be more affective in managing our community programmes.

**ISSUES/OPTIONS/SWOT**

The RJCP now CDP programme has had a Gap Analysis completed during the month of September, - copy of report attached. This activity is not meeting the KPI's under the agreement and come January we will only be paid on outputs. Therefore we needed to identify the gaps in our operations, human resourcing and performance standards.

The report concentrates on Principle 6 (operational excellence of the Quality Assurance Frame) to measure Roper Gulf Regional Council's current operating systems and processes to the RJCP agreement and expectations in meeting three of the KPI's delivery of service, Work for the Dole, and the Regional Employment Target.

From this report we will be developing strategies and a programme of improvement that will be presented at the next Council meeting in October.

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS:**

- 1 Roper\_Gulf\_Gap\_Analysis.pdf



Roper Gulf RJCP  
Gap Analysis  
Current Operating Systems and Processes  
Performance against Contractual Requirements  
*Concluded: 11<sup>th</sup> September 2015*

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## Executive Summary

This gap analysis has been requested by Roper Gulf Shire (Roper Gulf RJCP) with the objective of observing current procedures and practices and identifying any gaps between the three KPIs that measure the compliance, quality, and effectiveness of a Provider's service delivery.

The gap analysis demonstrates an overall capacity to achieve most elements of quality principle 6 Operational Excellence and the 3 RJCP KPI's, however there are some measures that have significant gaps and will require new policies and practices to be developed and implemented in order to achieve the requirements of the key performance measures.

A re-occurring gap is Roper Gulf RJCP's failure to clearly articulate and observe a minimum standard for operations, human resourcing requirements and performance standards.

It is recommended that Roper Gulf RJCP:

- Improves its line of site into the operations, human resourcing requirements and performance standards of the Roper Gulf RJCP.
- Develop a performance management system to support the minimum standard and overall service delivery of the Funding Agreement.
- Develop service delivery model to support the minimum standard and overall service delivery of the Funding Agreement.

## Declaration

Community Initiated Solution is independent from Roper Gulf RJCP. This document is not a gap analysis or an audit against the Department of Employment's approved Quality Standards under the Quality Assurance Framework (QAF). Principle 6 – Operational Excellence of the QAF was used to best measure Roper Gulf RJCP's current operating systems and processes as it closely aligns to the RJCP Programme Management Framework.

## Method

This gap analysis used existing resource including Roper Gulf RJCP document libraries and intranet and staff interviews.

The following staff were consulted:

Barbara Madden	Assistant Regional Manager RJCP
Liza Katsoolis	Training and Compliance Officer RJCP
Janelle Iszlaub	Training and Compliance Officer RJCP
Sharon Roulston	Senior Employment Consultant RJCP
Janelle Ainsley	Senior Employment Officer RJCP
Kelly Mumme	Senior Mentor RJCP

**Principle 6: Operational Excellence**

*Definition: The organisation adopts quality operational systems that ensure effective service delivery.*

<b>Key Performance Measure</b>	<b>Practice Requirements</b>	<b>Signpost</b>	<b>Current State</b>	<b>Gap Description</b>
<p>KPM 6.1 Providers' procedures and practices support the delivery of Services that comply with the RJCP Funding Agreements and Guidelines.</p>	<p>6.1.1. Provider has a strategy in place to ensure compliance with the Funding Agreement and Guidelines.</p>	<p>a) The Provider's operating procedures ensure that the requirements of Funding Agreement and Guidelines are being met.  b) Staff undertake specific and on-going training in relation to the Funding Agreement and Guidelines including completing departmental learning modules.</p>	<p>Roper Gulf RJCP staff are required to complete the compulsory RJCP learning Centre modules on the Provider portal. Not all staff have completed the modules.  Roper Gulf RJCP Staff training is conducted at "Recall" when key operational staff from around the communities attend a meeting at the Katherine office.  Roper Gulf RJCP don't have a RJCP Induction process in place.  Roper Gulf RJCP have started to develop operational checklists to assist operational staff with service delivery.</p>	<p>Previous Regional Manager was investigating the possibility of a Certificate III, IV or Diploma in Employment Services but has stated this has proved problematic as there a too few RTO's that offer the service. This should be revisited by the new Regional Manager  Roper Gulf RJCP should introduce a staff member RJCP Induction process and checklist which would include requirements to complete all Learning Centre module, not just the compulsory modules (these are currently being updated by the Department and are offline).  Roper Gulf RJCP would benefit from having a Service Deliver Model where all its operational procedures are in the one document with links to the operational checklists.</p>

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Key Performance Measure	Practice Requirements	Signpost	Current State	Gap Description
	<p>6.1.2. Operational systems are in place that ensures changes in the Funding Agreement and Guidelines are promptly and accurately reflected in the organisation's own procedures and practices.</p>	<p>a) The Provider can demonstrate that they have in place operating procedures for accurately and promptly updating the organisation's procedures and practices following Funding Agreement and Guidelines updates.</p> <p>b) The Provider can demonstrate that these operating procedures, relating to Funding Agreement and Guideline changes, are being followed.</p> <p>i. Current versions of documents are readily identifiable and accessible.</p> <p>ii. Staff can describe in their own words how they are notified of updated operational procedures.</p> <p>c) Provider can demonstrate that Services delivered by staff are in line with Funding Agreement and Guideline requirements.</p> <p>d) Staff can describe, in their own words:</p> <p>i. The importance of complying with the Funding Agreement and Guidelines.</p> <p>ii. How they receive training in relation to the Funding Agreement and Guidelines.</p> <p>iii. Where they access operational procedures.</p>	<p>Roper Gulf RICP Operational processes can be found under Operational Guidelines in the G/Drive under RCP -&gt; Operational Guidelines: All the operational guidelines on the G drive were last updated on the 11/6/13. These were taken directly from the provider portal and are not current in relation to the funding agreement commencing on the 1/7/15.</p> <p>Roper Gulf RICP uses InfoXpert document management system but it appears not all staff are trained in its use.</p> <p>Roper Gulf RICP have a RICP Operational plan - FY 2014-2015 which can be found on the G/Drive. Was unable to locate a 2015-2016 Financial Year plan.</p> <p>Roper Gulf RICP staff receive emails from the Katherine office which informs them of any changes to Funding agreement/Guidelines.</p> <p>RICP Assistant Manager and the Training and Compliance Officers have teleconferences with all RICP Coordinator/s/Senior Supervisors to plan the focus for the week.</p>	<p>Roper Gulf RICP Performance against principle 6.1.2 should be strengthened by:</p> <ol style="list-style-type: none"> <li>1. Adopting a Roper Gulf RICP document control procedure.</li> <li>2. Internal auditing schedules for Roper Gulf RICP catering for the checking of document &amp; version control.</li> <li>3. Updating the Operational Guideline with the new funding model guidelines (current versions)</li> </ol> <p>Roper Gulf RICP does not have a RICP specific staff training and development strategy or detailed minimum standards for their staff.</p> <p>Roper Gulf RICP performance against principle 6.1.2 could be strengthened by:</p> <ol style="list-style-type: none"> <li>1. Developing a RICP staff training and development strategy</li> <li>2. Including a minimum requirement for staff training</li> </ol>

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Key Performance Measure	Practice Requirements	Signpost	Current State	Gap Description
KPM 6.2 Provider has in place arrangements to monitor and comply with Privacy and other relevant legislation.	6.1.3 Provider has in place proactive strategies for ensuring staff awareness of Probity and Accountability issues.	<p>a) The Provider has in place documented strategies to address Probity and accountability issues and evidence of their communication to and implementation by staff.</p> <p>b) Providers have maintained copies of the Information, Communications and Technology Systems – User Declaration Forms, in accordance with the Funding Agreement.</p> <p>c) Staff receive training to develop and maintain their awareness of Probity and accountability issues.</p>	<p>Roper Gulf RCP conduct a new staff Induction in Katherine head office which addresses staff probity and accountability.</p> <p>Roper Gulf RCP “Acceptance of Employment offer” also addresses Probity and Accountability.</p> <p>Copies of the ECSN Security declaration form are kept on file at the Katherine office.</p>	No gap identified.
KPM 6.2 Provider has in place arrangements to monitor and comply with Privacy and other relevant legislation.	6.2.1 The Provider has in place policies and processes to ensure that personal information is handled in a manner consistent with Privacy and other legislation.	<p>a) The Provider has in place documented privacy and confidentiality policies that:</p> <ol style="list-style-type: none"> <li>i. Address data collection, use/disclosure, security and disposal as described in the department’s Records Management Instructions.</li> <li>ii. Reflect a ‘need to know’ basis in relation to personal information.</li> </ol> <p>b) The Provider can demonstrate how they have implemented their privacy and confidentiality procedures:</p> <ol style="list-style-type: none"> <li>i. Staff can accurately describe how these procedures are used and can demonstrate their implementation in their daily work procedures.</li> </ol>	<p>Roper Gulf RCP provide a “Starter pack” to all new Employees which includes privacy and confidentiality policy - HR005 – Confidentiality and privacy Policy</p> <p>Job seeker files are kept on site in lockable filing cabinets</p>	No gap identified



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Key Performance Measure	Practice Requirements	Signpost	Current State	Gap Description
		ii. Information is stored securely. iii. There are facilities that accommodate private discussion with Job Seekers, such as private interview rooms.		

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Key Performance Measure	Practice Requirements	Signpost	Current State	Gap Description
	<p>6.2.2 The Provider has arrangements in place to promote their privacy and confidentiality policies to Job Seekers and Employers.</p>	<p>a) The Provider can demonstrate the steps taken to inform Job Seekers of how their personal information may be used. This must incorporate:                      i. Evidence of relevant information on protecting Job Seekers' privacy and handling of confidential issues being handed/shared with the Job Seeker at their first interview with the Provider.                      ii. Additional considerations for managing issues of privacy where these are required by local communities (e.g. indigenous communities).                      b) The Provider can demonstrate that they inform Employers about how their disclosed information is managed.</p>	<p>Roper Gulf RJCP staff explain privacy and confidentiality policies at the job seekers initial appointment and a copy of the Service Guarantee is provided.                       A Copy of the RJCP Job seeker Service Guarantee is on display in all offices.</p>	<p>Roper Gulf RJCP performance against principle 6.2.2 could be strengthened by putting in place a process where copies of the following documents are displayed in all offices and made readily available:</p> <ol style="list-style-type: none"> <li>1. Remote Jobs and Communities Program Service Guarantee for Employers</li> <li>2. Remote Jobs and Communities Program Service Guarantee for Communities</li> </ol>

**Principle 6: Operational Excellence**

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<b>Key Performance Measure</b>	<b>Practice Requirements</b>	<b>Signpost</b>	<b>Current State</b>	<b>Gap Description</b>
<p>KPM 6.3                      Claiming processes used by the Provider are systematic and ensure claiming practices align with the Funding Agreement and Guidelines.</p>	<p>6.3.1                      The Provider ensures claiming practices are systematically applied throughout the organisation.</p>	<p>a) The Provider’s claiming policies and procedures:                      i. Support compliance with the Guidelines including the Documentary Evidence Claims for Payment Guidelines.                      ii. Specify approval processes for claims.                      iii. Clearly identify accountability and delegation arrangements.                      iv. Ensure claiming practices are systematic throughout the organisation’s sites.</p> <p>b) Staff responsible for the submission of claims to the Department:                      i. Have the required knowledge and training including the Learning Centre’s claiming module.                      ii. Apply the Documentary Evidence Claims for Payment Guidelines.                      iii. Process claims in accordance with the organisation’s claiming procedures.</p>	<p>Roper Gulf RJCP have in place a Centralised Training and Compliance team that process all RJCP claims.</p> <p>PM &amp; C report PPA for the end June showed Roper Gulf RJCP had 11 recoveries of which 10 of these were self-reported via internal monitoring of claims.</p> <p>Roper Gulf RJCP Training and Compliance officers are required to complete the compulsory Learning Centre.</p> <p>Roper Gulf RJCP Training and Compliance officers regularly review the latest operational guidelines via the Provider portal.</p>	<p>Roper Gulf RJCP should commence monitoring compliance using the categories set out under chapter 13.4 of the RJCP Guidelines handbook.</p> <p>Does not appear to be a documented process which clearly identifies accountability and delegation arrangements.</p> <p>A review of the current system, policies and procedures should be undertaken in order to cater for the introduction of the new RJCP payment structure.</p>

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Key Performance Measure	Practice Requirements	Signpost	Current State	Gap Description
	<p>6.3.2. The Provider has in place processes and procedures that ensure reimbursements sought from the Participation Account are effective at building the Participant's experience and skills and/or assist them to an employment outcome.</p>	<p>a) The Provider's Participation Account policy and procedures are in line with the Funding Agreement and Guidelines and:</p> <ul style="list-style-type: none"> <li>i. Require that items on the prohibited items list are not purchased.</li> <li>ii. Detail the internal and external approval process (where required) for expenditure.</li> <li>iii. Require appropriate record keeping.</li> </ul> <p>b) The Provider can demonstrate that their Participation Account policies and procedures are followed by staff.</p> <p>c) The Provider can demonstrate how items purchased out of the Participation Account:</p> <ul style="list-style-type: none"> <li>i. Correspond with the Participant's difficulties in finding a job in the labour market.</li> <li>ii. Provide value for money.</li> <li>iii. Comply with any work, health and safety laws that may apply.</li> <li>iv. Ensure effective use and promotion of wage subsidies.</li> </ul>	<p>Not Assessed as the Participation Account is no longer available in the new RUCP funding agreement.</p>	

**KPI 1: Delivery of Services**

*Delivery of services in accordance with the R/CP Funding Agreement*

<b>Key Performance Measure</b>	<b>Practice Requirements</b>	<b>Signpost</b>	<b>Current State</b>	<b>Gap Description</b>
<p>KPM 1.1 Basic Services</p>	<p>1.1.1. 100% of Eligible Job Seekers have been provided with monthly contact which complies with Clauses 6, 7 and 8 of RAC 1.</p>	<p>I. Whether all Eligible Job Seekers have had Contact with the Provider each calendar month. II. Whether the content of the Contact complied with Clause 7. III. There is no requirement as to length or timing of Contact – only that it should occur at least monthly. IV. Where Contact was not face-to-face and the reason for an alternate mode of contact was not allowable under Clause 8 of RAC 1, the Contact will not count towards the target and this will affect performance against the target.</p>	<p>Roper Gulf R/CP attendance rate for the month of August was 55%. This was face to face contact appointments. The appointments are scheduled for one hour for initials and ½ an hour for contact appointments. Roper Gulf R/CP staff use the NESA weekly report to monitor job seekers who do not have a future appointment. The report identified that 14% (187) of job seekers in both regions did not have a future appointment.</p>	<p>Roper Gulf R/CP performance against principle 1.1.1 could be strengthened by: Katherine office staff utilise reports that can be generated via the Employment Service reporting portal to monitor job seeker engagement and send results out to sites to action. CPL03 - Appointment Outcome CPL04 - Job Seeker Re-Engagement CPL05 - Re-engagement Outcome</p>

<p>KPM 1.2 1.2 Helping Eligible Job Seekers find and retain a job.</p>	<p>1.2.1 100% of all Eligible Job Seekers have an individualised Job Plan that complies with the requirements set out in the Funding Agreement.</p>	<p>a) All Job Seekers have an individual and up to date Job Plan, which has been signed and agreed to by the Job Seeker and recorded on the department's IT Systems. There is evidence of regular review and modification in accordance with internal procedures.                  b) The Job Plan contains:                  i. The number of Job Searches that must be undertaken by the Job Seeker each month.                  ii. Current, time specific activities for the Job Seeker to complete.                  iii. Activities focused on securing and maintaining employment.                  c) The Provider has a systematic approach to ensuring Job Seekers fulfil the requirements of their individual Job Plans including ensuring that:                  i. Job seekers apply for and accept suitable roles.                  ii. Job seeker Mutual Obligations are being met.                  Where a Job Seeker has failed to comply with their Mutual Obligation Requirements, consider appropriate strategies for engagement and, as appropriate, take timely action under the compliance framework.</p>	<p>Roper Gulf RJCP have the following systems in place:                  1. Job Plan Checklist                  2. Intake Form                  Roper Gulf RJCP Training &amp; Compliance Officers conduct desktop monitoring of Job Plans.                  Results of monitoring shows:                  1. Employment not being added to Job Plan                  2. No additional text being added to expand on JP activity code                  3. Not linking Job Plan activity codes to a activity in the activity management system                  Results of monitoring are then sent out to Sites via email with suggestions for improvement.                  Feedback from PM &amp; C Provider performance report states that most plans met the minimum requirements.</p>	<p>Roper Gulf RJCP's monitoring of Job Plans is more reactionary using the RJCP System noticeboard results with no actual monitoring schedule in place.                  Roper Gulf RJCP would benefit from having Desk top monitoring and audit process in place.                  Roper Gulf RJCP to have system and procedures in place to conduct regular caseload monitoring, across all sites and address any emerging issues.                  These procedures should include reviewing the caseload to ensure:                  i. Timely commencement of Job Seekers from date of referral.                  ii. The timely commencement of Job Seekers into Work for the Dole and other relevant activities.                  iii. Prompt re-engagement of Job Seekers following suspension and exemption periods or following incidents of not meeting their Mutual Obligation Requirements.</p>
<p>Currently there are 34% (466) Jobseekers with No Job Plan.                  As at the 31/8/15 there were 685 DNAI results entered and of these 655 had a NAR submitted. The result for both regions was 95.62 %</p>				

<p>1.2.2 15% of Eligible Job Seekers identified as requiring a driver's licence in their job Plan* undertake a driver's licence assessment every six months.</p>	<p>Providers should determine whether there is a legitimate impediment to a Job Seekers sitting for a driver's licence assessment prior to putting the requirement in the Job Seeker's Job Plan. Legitimate impediments include:</p> <ol style="list-style-type: none"> <li>1. Suspensions</li> <li>2. bans/revocations</li> <li>3. disqualifications</li> <li>4. eyesight or other physical or mental impediments</li> <li>5. severe literacy issues that would mean the Job Seeker would be unable to understand road rules and signs.</li> </ol> <p>Additionally, unpaid fines could also impede a Job Seekers ability to obtain a driver's licence, the Provider should check with their relevant State/Territory authority.</p>	<p>Roper Gulf RJCP review the weekly NESA report to identify jobseekers without a licence.</p>	<p>Roper Gulf RJCP training and compliance staff to monitor Job Plans and activities to identify those clients who are yet to undertake the licence assessment.</p>
<p>1.2.3 100% Eligible Job Seekers identified as requiring literacy, language or numeracy training in the Job Seekers Classification Instrument (JSCI) or Employment Services Assessment (ESAT) received such training.</p>	<p>I. Comparing numbers of Eligible Job Seekers identified in their Job Plan as literacy, language or numeracy training and the number of Job Seekers actually receiving such training (This may be done through sampling and or quantitative reports).</p> <p>II. Provider records demonstrate effort to broker literacy, language or numeracy training opportunities (Account Managers should take this into consideration especially where training was not available despite the effort of the Provider).</p> <p>III. Whether Eligible Job Seekers with disabilities or reduced capacity were considered and</p>	<p>Roper Gulf RJCP currently access the SEE program to conduct training. However there is an issue of the trainers unable to get out to communities and that poor attendance of the course was seen as not worth their while to conduct the course.</p> <p>Roper Gulf RJCP are currently recruiting for LLN person to conduct the training.</p>	<p>Roper Gulf RJCP Training and Compliance staff to run caseload reports available through Employment Services Reporting to identify clients that require Literacy, Language or numeracy training and send out report to sites to action.</p> <p>Roper Gulf RJCP Training and Compliance staff should monitor Job Plans and activities to identify those clients who are yet to complete training.</p>

	supported appropriately – this may be done through sampling.		<p>Roper Gulf RJCP performance against KPI 1.2.4 could be strengthened by having a strategy in place to maintain engagement with Job Seekers in employment. The strategy should include:</p> <ul style="list-style-type: none"> <li>i. Support to Job Seekers to ensure they remain in employment for the length of the payment period.</li> <li>ii. Prompt re-engagement of Job Seekers who fall out of employment</li> </ul> <p>PPS process comments should contain specific information on if the job seeker is tracking for an outcome. While there is comments with information confirming how/if the job seeker is working there is no evidence in some comments that confirms that the job seeker is tracking for an outcome.</p> <p>Roper Gulf RJCP PPS comments to include hours and amount job seeker is paid. Benefits in adding this information would assist in the timely claiming of outcomes when they become available.</p> <p>There appears to be no structured analysis or documented strategy to employer or community engagement. Could not find a copy of the previously required Workforce Development Strategy.</p> <p>Develop an overarching Employer &amp; Community Engagement Strategy and can be used by the Employment Liaison officer when employed.</p>
<p>1.2.4 100% of Eligible Job Seekers placed in Employment are provided with quality Post-placement Support in accordance with RAC1.</p>	<ul style="list-style-type: none"> <li>I. Provision of Post-placement Support will be determined by records demonstrating that all Eligible Job Seekers placed in employment were offered Post-placement Support Services.</li> <li>II. Where Post-placement Support was not provided, evidence that this was the choice of the Eligible Job Seeker or that equivalent services were provided by a third party, such as the Employer.</li> <li>III. Quality of Post-placement Support will be determined through the Provider's success in helping Eligible Job Seekers retain jobs, including -             <ul style="list-style-type: none"> <li>o attrition rates for Eligible Job Seekers placed in Employment</li> <li>o records that such services were provided in a tailored fashion</li> <li>o where applicable confirmation or survey results from employers and Eligible Job Seekers.</li> </ul> </li> </ul>	<p>Roper Gulf RJCP procedure for Post placement Support is that there is contact with the Job seeker fortnightly and the Employer fortnightly.</p> <p>Post Placement Support is currently being completed by E.C.'s. There is a provision for the new Employment Liaison Officer to assist with PPS for the Employer but this role has not been filled. Currently Senior EC's conduct PPS the employer and mentor</p> <p>It was mentioned of the possibility that the Mentors who were funded directly from the old PA account that they would complete PPS with the job seeker</p> <p>A Review of the Post Placement Support Process shows that PPS is not being completed as required if at all. It has also mentioned in PM &amp; C that more work is required</p>	
<p>1.2.5 Eligible Job Seekers were supported to apply for Vacancies and Paid Work Assignments.</p>	<ul style="list-style-type: none"> <li>I. Jobsearch Facilities are available in at least one Full-Time Site</li> <li>II. Vacancies and Work Assignments are recorded in the IT system</li> <li>III. Evidence that the Provider canvassed Employers for Vacancies and Labour Hire Employers for Paid Work Assignments</li> </ul>	<p>Roper Gulf RJCP does not have job search facilities at any of their full time sites. However some sites may have a spare computer when it's not being used by Roper Gulf RJCP staff.</p> <p>Roper Gulf RJCP use a "Position Vacancy Form for External Employers" which is located on the Roper Gulf RJCP G Drive.</p>	



		<p>IV. Evidence that Eligible Job Seekers were screen, matched and referred to Vacancies and Paid Work Assignments</p> <p>V. Where Eligible Job Seekers have applied for Vacancies and Paid Work Assignments, this will be considered towards Provider performance</p> <p>VI. Job Seekers with disabilities or reduced capacity were considered and supported appropriately.</p> <p><i>Where an Account Manager finds evidence that on multiple occasions, Vacancies or Paid Work Assignments of which the Provider should reasonably aware, were not entered into the IT system and subject to job matching process, a rating of 1 "Unsatisfactory" should apply.</i></p>	<p>Feedback from PM &amp; C Provider performance report states that Roper Gulf Shire is the major employer across both regions however Improvement is required in relation to building linkages with employers. Currently there is an Informal approach to addressing labour market needs. Employment Consultants are responsible for sourcing vacancies Roper Gulf RJCP is currently in the process of recruiting for an Employment Liaison officer.</p> <p>At Roper Gulf RJCP there is minimal to no focus on employment strategies by job seeker cohort group.</p>	<p>Job Seekers with disabilities or reduced capacity should be identified then matched to or reverse marketed to suitable employers and vacancies.</p>
<p>1.3 General Provider Performance</p>	<p>1.3.1 Provider has managed Customer feedback in line with the Funding Agreement and Guidelines and has improved practices in response to complaints.</p>	<p>I. The Provider has a compliant Customer Feedback Register (where the Register does not exist or is not compliant a rating of 1 must be applied, unless there is a reasonable excuse).</p> <p>II. Information logged in the Provider's Customer Feedback Register</p> <p>III. Provider can demonstrate that Feedback from employers and job seekers was Investigated by an appropriately senior staff member</p> <p>IV. Provider communicated of outcomes or Investigation to the complainant</p>	<p>Roper Gulf RJCP has recently instigated the procedure of having an exercise book in each of the sites to record complaints and customer feedback.</p> <p>Roper Gulf RJCP process is that any feedback/complaints are added to book that there is an email sent to the RJCP assistant manager to action/review.</p>	<p>Roper Gulf RJCP process was sent out to all staff via email and is not monitored.</p> <p>Roper Gulf RJCP should adopt a centralised customer feedback register that can be accessed by the Katherine office staff and monitored.</p> <p>When feedback is obtained at the site, consideration should be given to how and when this is reported to Roper Gulf RJCP. There doesn't appear to be a process detailing when feedback, good bad or other should be communicated. The risk for Roper Gulf RJCP is not being proactive in enabling client satisfaction.</p>

<p>1.3.2 All Eligible Job Seeker non-attendance is handled swiftly and appropriately in accordance with Guidelines and the Funding Agreement. This includes:</p>	<p>Where reconnection did not occur due to acceptable reason (see "Table of Reasons for Job Seekers unable to re-engage within 2 business days" in the Job Seekers Compliance Framework), <i>this will not impact Provider performance.</i></p> <p>I. 100% of Eligible Job Seeker non-attendance is followed-up with the Eligible Job Seeker and actioned in the IT system on the same day.</p> <p>II. If no Valid Reason or Reasonable Excuse for Eligible Job Seeker non-attendance exists, 100% of Provider Attendance Reports and Non-Attendance Reports are submitted to DHS within 2 business days* of non-attendance by Eligible Job Seeker</p> <p>III. Where appropriate, reconnection appointments are scheduled within 2 days of contact with Job Seekers being made.</p> <p>*For DSP Recipients (Compulsory) the period for reporting non-compliance is 10 business days.</p>	<p>Current process for follow up of non-attendance is for the Employment Consultant to manage.</p> <p>When the two Administration Assistants commence it will be processed/managed at the Katherine office.</p> <p>Results for the month of Aug 15 appointments— <b>Central Arnhem Region:</b> 509 appointments- 158 (31%)were not recorded on the same day of the appointment result <b>69%</b> <b>Ngukurr/Numbulwar Region:</b> 952 appointments- 102 (10.7%)were not recorded on the same day of the appointment result <b>89.3%</b></p>	<p>Roper Gulf RJCP to utilise department compliance framework flip chart.</p> <p>Roper Gulf RJCP to have a written process for job seeker engagement and this to be included as part of a RJCP Employment Consultant induction.</p>
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<p>1.3.3 Providers comply with operational, financial and record-keeping requirements outlined in the Funding Agreement and Guidelines. No Breach Notices are issued by PM&amp;C.* <i>*Please note, if a Breach Notice is later retracted, the Breach Notice will not count against Provider performance.</i></p>	<ol style="list-style-type: none"> <li>I. Financial Records</li> <li>II. Eligible Job Seekers records are up-to-date and kept well</li> <li>III. IT records are up-to-date and all actions or categorisations are appropriate.</li> <li>IV. Shopfronts were open as advertised – confirmed through spot visits, spot calls, verification of complaints received.</li> <li>V. Number and severity of Breach Notices issued.</li> </ol>	<p>Roper Gulf RICP Training and Compliance officer assists with the financial records being up to date.</p> <p>Form located on G: Drive Clothing and Equipment issue is required to be signed by EC and Job seeker.</p> <p>IT records are updated by EC's but there is a provision once the two Central Administration people start that they will be responsible for keeping records up to date</p>	<p>Roper Gulf RICP should include all aspects of KPI 1.1.3 in regular file monitoring process.</p>
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**KPI 2: Work for the Dole**

*Availability, attendance and appropriateness of activities for Work for the Dole Participants*

<b>Key Performance Measure (KPM)</b>	<b>Practice Requirements</b>	<b>Signpost</b>	<b>Current State</b>	<b>Gap Description</b>
<p><b>KPM 2.1</b> Availability of Activities for WFD Participants.</p>	<p>2.1.1. 100% WFD Participants have been placed in one or more Activities, sufficient to their participation requirement.</p>	<ol style="list-style-type: none"> <li>I. Comparing the number of WFD Participants in Activity to the number of WFD Participants.</li> <li>II. Comparing WFD Participant placement to requirements in job plan (may be done through sampling).</li> <li>III. In order to count towards the Performance Target, the Activity must comply with requirements in the Funding Agreement and Guidelines.</li> </ol>	<p>Roper Gulf RICP currently has the following percentage of eligible job seekers placed in WFD.</p> <ol style="list-style-type: none"> <li>I. Ngukurr – Numbulwar Region: 81.3 %</li> <li>II. Central Arnhem Region: 85.7%</li> </ol> <p>Roper Gulf RICP utilise the NESAs weekly report to identify if WFD participants have been placed in activities.</p> <p>Roper Gulf RICP currently are not comparing WFD Participant placement to requirements in job plan when conducting Job Plan monitoring.</p>	<p>Roper Gulf RICP should commence monitoring compliance using the categories set out under chapter 13.4 of the RICP Guidelines handbook.</p>

KPI 2: Work for the Dole

Availability, attendance and appropriateness of activities for Work for the Dole Participants

Key Performance Measure (KPM)	Practice Requirements	Signpost	Current State	Gap Description
<p><b>KPM 2.2</b> Attendance of WfD Participants</p>	<p>2.2.1 100% attendance of all WfD Participants in Activities (in line with their participation requirements.)</p>	<p>I. Attendance records (both physical and digital in the RJCP IT system Inc. Activity Diary). II. Spot checks at Activities by Account Managers and/or Contract Managers. III. Records kept by Hosts.  Account managers will corroborate attendance with other sources such as DHS records and community elders where errors or misreporting are suspected.</p>	<p>Roper Gulf RJCP currently have the EC's and supervisors monitoring attendance of Work for the Dole activities. These are not being entered into the Activity diary as required.  Roper Gulf RJCP's last payment from PM&amp; C showed that the attendance rate was Ngukurr-Numbulwar Region – 0.9% Central Arnhem region – 0%</p>	<p>As per 2.1.1  Develop a process for the administration staff to enter hours into the Activity Diary.  Roper Gulf RJCP to monitor attendance using the CPL06 – Activity report outcome when it becomes available (Currently anticipated to become available Mid-September)  Roper Gulf RJCP to map out/set KPI's for attendance and data entry associated with the Activity Diary and WfD Activities as this is the trigger for payment for the new funding agreement.</p> <p>Roper Gulf RJCP to monitor the following:</p> <ol style="list-style-type: none"> <li>1. WfD Participant attendance is being recorded correctly by supervisors or Providers, whether the Activity is provided by Roper Gulf RJCP or a Host organisation.</li> <li>2. Ensuring Activities are being held, are appropriate for WfD Participants and provide them with work-like skills and experiences.</li> <li>3. Appointments are being made and kept.</li> <li>4. Training is being provided in a quality way and attendance is being recorded correctly</li> </ol>

KPI 2: Work for the Dole			
Availability, attendance and appropriateness of activities for Work for the Dole Participants			
Key Performance Measure (KPM)	Practice Requirements	Signpost	Current State
KPM 2.3 Appropriateness of Activities	2.3.1. 100% Activities are appropriate to WFD Participants, local labour market and the community.	<p>I. Activities are needed, wanted and valued by the community. This will be determined via:</p> <p>a) Documentary evidence which may include Business Cases for Activities demonstrating community need and support, any updated community action plans (not a requirement), identification of community priorities in internal strategies.</p> <p>b) Questionnaires or interviews with community leaders and/or elders"</p> <p>II. Activity or WFD Participant engagement in the Activity does not cause, contribute or exacerbate social dysfunction. This will be determined by:</p> <p>a) Evidence in that WFD Participants compatibility was considered</p> <p>b) Evidence that social dysfunction occurred</p> <p>c) Survey of community leaders</p> <p>III. Activities build skills and increase job-readiness for WFD Participants (this may be done on a sample basis).</p> <p>IV. Where Training was provided as an Activity, the Provider can demonstrate that this Training was aligned to local labour market needs or otherwise</p>	<p>Roper Gulf RJCP Community Action Plan (last updated on the 23/1/14) regional priorities are:</p> <ol style="list-style-type: none"> <li>1. Education, sustainable jobs, economic development and social enterprise.</li> <li>2. Infrastructure and community development – planning for growth.</li> <li>3. Safe, strong, healthy communities.</li> <li>4. Cultural heritage, environmental preservation and regeneration.</li> <li>5. Developing future leaders and strengthening governance.</li> </ol> <p>Roper Gulf RJCP utilise the RJCP Activity and Risk assessment form located in the RJCP Folder in G: Drive.</p> <p>Roper Gulf RJCP Senior Employment consultants attend all community meetings where participation in WFD and community requirements are discussed.</p>
			<p>While it is not a compulsory requirement to have a Community Action Plan Roper Gulf RJCP should review the Community Action Plan and update priorities.</p> <ol style="list-style-type: none"> <li>1. A Communication and Stakeholder engagement strategy should include employers and complimentary services as a key stakeholder and articulate how relationship will be developed and maintained.</li> <li>2. Develop an overarching Employer &amp; Community Engagement Strategy</li> </ol> <p>Roper Gulf RJCP should have a WFD activity budget for each WFD activity and would recommend that the "Remote Projects in a Box" available on the RJCP portal is used. It contains resources to assist with the administration of WFD activities such as administration and budget documents.</p> <p>Roper Gulf RJCP should note all discussions had during Community Meetings and forward to the Katherine office.</p>

**KPI 2: Work for the Dole**

*Availability, attendance and appropriateness of activities for Work for the Dole Participants*

<b>Key Performance Measure (KPM)</b>	<b>Practice Requirements</b>	<b>Signpost</b>	<b>Current State</b>	<b>Gap Description</b>
		<p>needed for participation in an Activity.                      V. Eligible Job Seekers with disabilities or reduced capacity were considered and supported appropriately.</p>		

KPI 2: Work for the Dole

Availability, attendance and appropriateness of activities for Work for the Dole Participants

Key Performance Measure (KPM)	Practice Requirements	Signpost	Current State	Gap Description
<p><b>KPM 2.4</b> Hosted Placements</p>	<p>2.4.1 The Provider has made significant efforts to broker and place WFD Participants in quality Hosted Placements with local employers.</p>	<p>I. Evidence of contact with local employers to broker Hosted Placements (emails, records of conversation)                      II. Success in placing WFD Participants in Hosted Placements with local employers                      III. Feedback from employers confirming proactive engagement by Providers                      IV. Feedback from employers confirming requests by them to offer Hosted Placements were accepted by the Provider and resulted in WFD Participants being placed.</p>	<p>Roper Gulf RCP senior consultants attend all community meetings in which the local businesses also attend.                      Roper Gulf RCP currently have one externally Hosted activity.                      MOU agreements are entered into and are signed by host and Roper Gulf Shire                      Feedback not assessed.</p>	<p>As per 2.3.1</p>

**KPI 3: Regional Employment Target**

*Achievement of the Regional Employment Target*

<b>KPI</b>	<b>Practice Requirements</b>	<b>Signpost</b>	<b>Current State</b>	<b>Gap Description</b>
<p><b>KPM 3.1</b> Regional Employment Target is met.</p>	<p>3.1.1. 100% of the Regional Employment Target is met.</p>	<p>Regional employment targets set the required number of Eligible Job Seekers who achieve 26 week employment outcomes during a specific 6 month period</p>	<p>Roper Gulf R/CP regional employment targets for the first 6 month performance period is: Ngukur/Numbulwar – 41 Central Arnhem -27 (Sent on the 29/7/15)</p> <p>There is a Report that is located on the G/Drive that was completed up to June 2015 that had targets for each site.</p> <p>Not sure how these targets were formulated and if they have been adjusted to the new regional employment targets</p> <p>The NESAs weekly report included placements and conversion data and this is discussed with Assistant Manager and Training &amp; Compliance Officers during weekly meeting. This meeting has only recently started to happen again after a few months of not happening.</p>	<p>Roper Gulf R/CP has been without a Regional Manager since the start of the new R/CP Funding Agreement and has had 4 managers since the start of R/CP. There has not been any targets</p> <p>Have not seen any evidence that Roper Gulf R/CP has implemented Performance Improvement Plan to sites/regions or Individualised Improvement Plan for staff. Does not seem there is any actions for not hitting KPI's targets.</p> <p>Roper Gulf R/CP performance against principle KPM 3.1 could be strengthened by ensuring a Roper Gulf R/CP performance framework has clear expectations, measures and triggers to protect against declining, poor performance.</p> <p>Roper Gulf R/CP would benefit from implementing a documented performance management system that outlines:</p> <ol style="list-style-type: none"> <li>1. The methods and timing for ongoing individual feedback to staff.</li> <li>2. The frequency and documentation required for performance appraisals, particularly where there is skill/competency deficiency identified.</li> </ol>



## CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORT



<b>ITEM NUMBER</b>	18.1
<b>TITLE</b>	Update of Civil Works Projects
<b>REFERENCE</b>	565050
<b>AUTHOR</b>	Marc Gardner, Director Contracts and Technical Services

### RECOMMENDATION

- (a) That Council notes the Update of Civil Works Projects Report.

### BACKGROUND

This report is provided for Council's information about the current project status and actions of various civil works projects occurring throughout the Council area.

Below are projects, the community that those projects are occurring, estimated completion dates and their status.

### ISSUES/OPTIONS/SWOT

Community	Project	Est Completion	Status
Barunga	Rubbish dump clean up	15/9/15	Completed
Barunga	Cemetery Road culvert	30/6/16	Awaiting funding agreement to get detailed design work done
Barunga	Developing plans for a heavy vehicle turn around and parking at store redevelopment	31/1/16	Waiting on funding agreement
Barunga	Housing drainage redevelopment – near Lot 57	28/2/16	Waiting on funding agreement
Beswick	Intersection from Central Arnhem Road to new subdivision (with new store opening)	30/6/16	Developing scope of works
Borrooloola	Searcy Street – barricade and drainage clearance repairs	30/10/15	Awaiting detailed quotation – to be incorporated into CBD upgrade
Borrooloola	Searcy Street drainage – major upgrade	30/6/16	Traffic plans being collated Design completed Project on hold due to external funding
Borrooloola	Town camps roads upgrade	30/6/15	Scope of works and costing completed – not Council responsibility. Yanyula camp completed in 13/14 though.
Borrooloola	Transport Hub	30/6/16	Preliminary design work completed and used for submission to Aust Government.
Jilkmिंगgan	New Rubbish dump	31/6/16	Planning and on hold due to JCAC lease
Jilkmिंगgan	Culvert across farm creek to cemetery	31/6/16	Planning and on hold due to JCAC lease
Bulman/Weemol	Sealing of Centre Road and new cul-de-sac, plus drainage works	30/8/15	Completed
Bulman Weemol	Full re-sheet and stabilisation of Weemol Road	30/8/15	Completed

Manyalluluk	Full re-sheet of entire road, stabilisation of crossovers.	30/6/16	Gravel sites identified – require NLC approval to do re-sheet and requires confirmation of external funding.
Manyalluluk	Running grade of Eva Valley road (total length)	30/08/15	Completed – another will be done pre wet-season (December)
Manyalluluk	Sealing internal roads (front of Council office, around corners and installation of causeway)	30/6/16	Not completed, will include in future Roads to recovery funding
Mataranka	Carew Road drainage reparation (part 2)	31/12/15	Quotes obtained
Mataranka	Eley Street/Stuart Hwy drainage	31/12/15	Quotes obtained
Minyerri	Resealing of internal roads	31/12/15	Providing assistance with Alawa AC obtaining quotes – using local authority grant funding
Ngukurr	“Rainbow Street” drainage	30/6/15	IAS application for funding has been made – awaiting funding agreement
Ngukurr	Mutju Street and Central Road reseal	30/11/15	Roads to Recovery – obtaining quotes
Ngukurr	Traffic management (school/shop) – kerbing, speed humps, signage, crossings	31/3/16	Preliminary drawings completed – Blackspot funding received, preparing procurement
Ngukurr	Transport Hub (opposite Power Station)	31/10/16	Preliminary design completed – subject to funding submission to Australian Govt.
Numbulwar	Airport Road	30/10/15	Project almost complete, separate report provided in confidential agenda.
Numbulwar	Reseal and drainage works behind shop road	30/11/15	Scope of works and quotes received, seeking DLGRS approval to use contractors already at community
Numbulwar	Transport Hub – at boat ramp/workshop	31/10/16	Preliminary design completed – subject to funding submission to Australian Govt.
Numbulwar	Moving of rubbish dump	31/12/16	Awaiting funding agreement to move waste to new site and close down old site.
Urapunga	Full maintenance grade – town entrance road	30/08/15	Completed but will do further work in near future
All Council	Roads and storm water drains audit	30/6/16	Waiting funding agreement before tendering for this work
Katherine	Chardon Street Depot –site works	17/12/15	Outstations team to do fencing and gardening
Katherine	Victoria Hwy Office – car park stays	30/08/15	Completed

### **FINANCIAL CONSIDERATIONS**

Nil

### **ATTACHMENTS:**

There are no attachments for this report.

**CONTRACTS & TECHNICAL SERVICES DIRECTORATE  
REPORT**

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<b>ITEM NUMBER</b>	18.2
<b>TITLE</b>	Update of Chardon Street Depot project
<b>REFERENCE</b>	565055
<b>AUTHOR</b>	Marc Gardner, Director Contracts and Technical Services

**RECOMMENDATION**

- (a) **That Council note the report in relation to the Chardon Street Depot project**

**BACKGROUND**

At the July Ordinary Meeting of Council, a report was presented with the tender assessment for the construction of the Chardon Street Depot Project. Council subsequently approved the awarding of the contract to Ngarda.

**ISSUES/OPTIONS/SWOT**

Since the July Council meeting, work commenced in early August with a lot of the civil works (clearing of land, installation of hard stand and sub-base for concreting) completed by the end of that month.

By mid September, construction works have commenced on the shed, external concreting and footings for the administration building.

The design plans for the administration building and shed are almost finalised with the administration building to include a reasonable size meeting room.

Staff have also recently been planning the move and closing down of the Emungalan Road site.

The estimated project completion/handover date is the 17 December.

**FINANCIAL CONSIDERATIONS**

Due to site works and ground levels being lower than anticipated, Council may have to consider installing a small retaining wall along the boundary with GM Plumbing as a variation to this project. Staff are waiting on a cost estimate from Ngarda, however it is unlikely to impact the overall budget because of the level of contingency that was factored into this project.

**ATTACHMENTS:**

There are no attachments for this report.

**CONTRACTS & TECHNICAL SERVICES DIRECTORATE  
REPORT**

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**ITEM NUMBER** 18.3  
**TITLE** Update on Numbulwar Airport Road Project  
**REFERENCE** 565064  
**AUTHOR** Marc Gardner, Director Contracts and Technical Services

**RECOMMENDATION**

(a) **That Council note the report in relation to the Numbulwar Airport Road project**

**BACKGROUND**

Following on from previous reports to Council about the Numbulwar Airport Road, the project continues to be implemented with some minor issues occurring. Council awarded the contract to Downer EDI works and construction commenced in late July.

**ISSUES/OPTIONS/SWOT**

Downer EDI have successfully engaged with three full time indigenous staff from Numbulwar providing training and skill development opportunities for them. Council required that there was 10% indigenous employment and with 7 non-indigenous staff, the company has exceeded this requirement.

The project encountered large boulders in the sub-grade area that would around the intersection to the turn-off from the main road to the airport which required some surveying and may result in a small contract variation including installing a small culvert to manage drainage near the intersection as well.

The site supervisor has again complained about people running over survey pegs in vehicles when they're near the airport, however is not likely to be an issue now that the project nears completion.

The project continues to go according to schedule with completion and handover on the 15 October.

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS:**

There are no attachments for this report.

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	20.1
<b>TITLE</b>	Council Meeting venue for October
<b>REFERENCE</b>	561386
<b>AUTHOR</b>	Jyoti Pudasaini, Manager Governance, Corporate Planning & Compliance

**RECOMMENDATION**

- (a) **That Council agrees to change venue for October OCM from Jilkminggan to Mataranka.**

**BACKGROUND**

Ordinary Meeting of Council held on October 2014 made decision to hold its ordinary meeting on 28 October 2015 at Jilkminggan.

Looking at the available venue that we have at Jilkminggan, Governance team realised that we might not have sufficient space to hold the meeting at Jilkminggan.

The Council Services Manager from Jilkminggan was contacted and was asked to provide his view on having Council Meeting at Jilkminggan. He also advised that it will be hard to fit Council Meeting audience at Jilkminggan meeting hall.

**ISSUES/OPTIONS/SWOT**

Council is proposed to change the October meeting venue from Jilkminggan to Mataranka. Council could still have tour around Jilkminggan and morning tea or lunch along with LA Members and staff on Briefing day.

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS:**

There are no attachments for this report.