

6.6 Loading bays

As the proposed development is located on a Lot of 891m2 a designated full time loading bay has not been planned, although there is sufficient room for deliveries that may occur from time to time.

6.14 Land subject to Flooding and Storm Surge

MRN seek a variation to standard to provide a FFL of 17.3 AHD. This proposed level is in keeping to the levels of the adjoining lots with have the following levels

- Lot 384 17.20 AHD
- Lot 383 16.87 AHD
- Lot 387 16.665 AHD

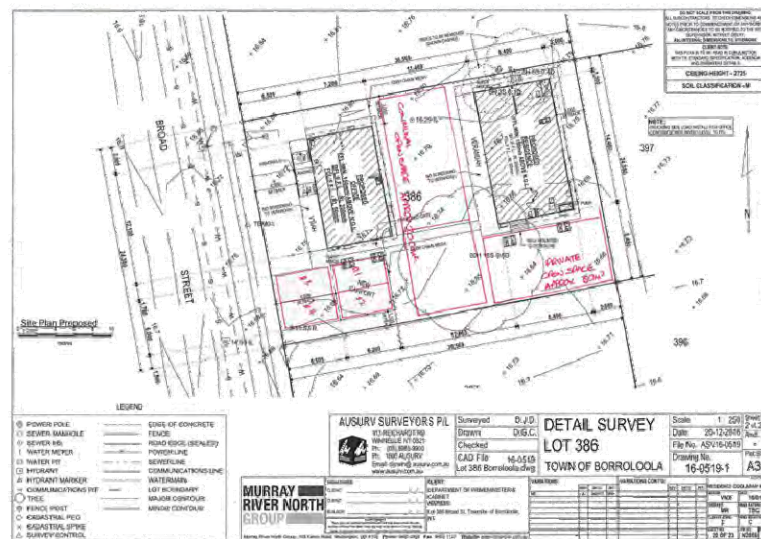
Please see Ausurv report.

7.5 Private Open Space

The proposed development contains in excess of 80m2 of private open space this includes an area with a minimum of 5m x 5m, and therefore complies with the planning scheme.

7.6 Communal Open Space

The proposed development contains in excess of 200m2 of communal open space and therefore complies with the planning scheme



7.9 Residential development in Zone C

The proposed development is for a residential dwelling in a Zone C for the GEC in Borroloola with an office, it will not prejudice the use of the site or surrounding sites as it is only to support the main function of the office in the proposed development. Both the office and single dwelling are ground floor buildings only. The office floor area is 87m2 and

	<p>sufficient in size for its proposed use. We seek consent to construct a single residential building in conjunction with the office building.</p> <p>8.2 Commercial and other development zones</p> <p>(a) The development will preserve the street vista</p> <p>(b) The development proposed is sympathetic to the character of the buildings in the immediate vicinity</p> <p>(c) The design of the proposed development has been to reduce the expanses of blank walls.</p> <p>(d) The placement of the buildings allows for passive surveillance from the office building to the public space.</p> <p>(e) The ancillary supporting accommodation building has been rated 5.8 stars on the NCC rating scale for energy efficiency and the office building has also been designed with energy efficiency in mind.</p> <p>(f) The proposed development has been designed in order to minimise noise intrusion.</p> <p>(g) Air-conditioning units and duct work where possible will be concealed or placed sympathetically.</p> <p>(h) The design of the proposed development does not include reflective surfaces. Colour choices for walls and roofing have been selected in a sympathetic manner.</p> <p>(i) Vehicles will enter and exit the development via the driveway, there is a pathway connecting the driveway area to the buildings.</p> <p>(j) The proposed development includes footpaths linking the buildings in the proposed development.</p> <p>(k) The proposed development includes verandahs to protect pedestrians from sun and rain.</p> <p>(l) Due to the size of the lot a specific loading bay is has not been included however there is a driveway and a double carport for the loading and unloading of vehicles and the removal of any refuse.</p> <p>(m) The proposed development will retain trees on the Lot, including relocating any that are locating in the proposed building area.</p> <p>(n) Not applicable</p> <p>(o) Not applicable</p>
<p>46(3)(b)</p>	<p>an assessment demonstrating how the proposed development will comply with an interim development control order, if any, applying to the land;</p>
<p>46(3)(c)</p>	<p>if a public environmental report or an environmental impact statement has been prepared or is required under the <i>Environmental Assessment Act</i> in relation to the proposed development, a copy of the report or</p>

	statement and the results of any assessment of the report or statement under that Act by the Minister administering that Act;
46(3)(d)	<p>an assessment demonstrating the merits of the proposed development;</p> <p>The proposed development by PM&C will provide improved government engagement, service accessibility and coordination in remote communities as part of the Federal Government's Remote Engagement and Coordination Implementation program.</p>
46(3)(e)	<p>a description of the physical characteristics of the land and a detailed assessment demonstrating the land's suitability for the purposes of the proposed development and the effect of development on that land and other land;</p> <p>The land in the proposed development is quite flat however as per the Boorooloola Area Plan November 2012 the entire town is situated on "land subject to possible inundation"</p>
46(3)(f)	<p>a statement specifying the public facilities or public open space available in the area in which the land is situated, whether land for public facilities or public open space is to be provided by the developer and whether it is proposed that facilities or open space be developed by the developer;</p>
46(3)(g)	<p>a statement specifying the public utilities or infrastructure provided in the area in which the land is situated, the requirement for public facilities and services to be connected to the land and whether public utilities or infrastructure are to be provided by the developer or land is to be provided by the developer for the provision of public utilities or infrastructure;</p> <p>The development will be serviced by Power and Water Corporation for the supply of electricity and water and waste water will be disposed of through connection to the existing sewer. All services will be connected in accordance with PWC guidelines.</p>
46(3)(h)	<p>an assessment of the potential impact on the existing and future amenity of the area in which the land is situated;</p> <p>The proposed development will have a positive impact on the amenity of the area as it will provide a key asset in the objectives of the Remote Australia Strategy.</p>

46(3)(j)	an assessment of the benefit or detriment to the public interest of the development;
----------	--

Our Ref: 636437

8 June 2017

Attention: Michelle Irwin
National Leasing Manager
JLL Australia
Level 7, 121 Marcus Clarke Street
CANBERRA ACT 2600

Email: Michell.Irwin@ap.jll.com

This document, including any attachments, may contain privileged and confidential information intended only for the addressee named above. If you are not the intended recipient please notify us. Any unauthorised use, distribution or reproduction of the content of this document is expressly forbidden.

Dear Michelle

Lease from Roper Gulf Regional Council (Lessor) to Commonwealth of Australia (Lessee)
Property: Lot 386 Town of Borroloola

We refer to the above matter and recent correspondence.

We confirm that we act for Roper Gulf Regional Council and we understand that JLL Australia acts on instructions from the Lessee.

Please find **enclosed** an electronic copy of the fully executed Lease, commencing on 31 May 2017 and expiring on 30 May 2027. As agreed by the parties, the commencement date is to be recorded as the date on which the Lease is fully executed.

As requested by the Lessee, please consider this letter confirmation of the Lessor's consent for the Lessee to seek Development Approval from the necessary authority, as specified in Special Condition 2 of the Lease.

The original lease documents are currently in transit to our office. Upon receipt, we will arrange to insert the commencement and expiry date by hand and register the Lease at the Land Titles Office in Darwin. A registered copy of the Lease will be provided to your office in due course.

If you have any queries, do not hesitate to contact Nadia D'Souza.

Yours sincerely



Cassandra Emmett
Partner
HWL Ebsworth Lawyers

+61 8 8943 0411
cemmett@hwle.com.au



Nadia D'Souza
Solicitor
HWL Ebsworth Lawyers

+61 8 8943 0432
ndsouza@hwle.com.au

Adelaide
Alice Springs
Brisbane
Canberra
Darwin
Hobart
Melbourne
Norwest
Perth
Sydney

Doc ID 420003063/v1

Level 9, Mitchell Centre, 59 Mitchell Street, Darwin NT 0800 Australia
GPO Box 1302, Darwin NT 0801 Australia

Telephone +61 8 8943 0400
Facsimile 1300 307 879 (Australia) +61 3 9981 3404 (International)
hwlebsworth.com.au

ABN 37 246 549 189

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.2
TITLE	Finance Committee Meeting Request to Change the Date
REFERENCE	715332
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council change the date of the Finance Committee meeting scheduled for 29th November 2017 to the 15th November 2017.**

BACKGROUND

Independent Member Geoff Bishop has requested Council to change the date of the next Finance Committee meeting on the 29th November due to not being available on this date.

Proposed dates:

1. 15th November 2017 (preferred)
2. 6th December 2017

Finance Committee Members are:

- Mayor Judy MacFarlane
- Deputy Mayor Helen Lee
- Councillor Owen Turner
- Councillor Annabelle Daylight
- Councillor Samuel Evans
- Independent Geoff Bishop

ISSUES/OPTIONS/SWOT

Bulman Local Authority Meeting is scheduled for the 15th November (same date).

The meeting is required to be held in November as per the Local Government Act.

Pursuant with Section 58 of the Local Government Act;

Nature and timing of council meetings

(1) A council must hold a meeting of its members (an ordinary meeting) at least once in each successive period of 2 months.

If the council does not hold Ordinary Meetings of Council at least once a month, then pursuant with Regulation 11 Local Government Accounting Regulations;

Committee to carry out financial functions

If a council is not required to hold an ordinary meeting at least once in each month, the council must appoint a committee and delegate to the committee the necessary powers to carry out, on behalf of the council, financial functions of the council in the months the council does not hold an ordinary meeting.

If Council opts to hold bi-monthly ordinary meetings of council then council must appoint a Finance Committee and this item must be approved through resolution.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER	15.3
TITLE	Annual Report 2016-2017
REFERENCE	712328
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) That the Council receive and note the Auditor's Report for the Financial Year 2016-17.
- (b) That the Council accept the Annual Report 2016-17 for the Financial Year 2016-17.
- (c) That the Council agree to the submission of the Annual Report 2016-17 to the Department of Housing and Community Development.

BACKGROUND

Annual Report 2016-17 is a comprehensive report on Roper Gulf Regional Council's activities throughout the 2016-17 financial year. Each year Council must, on or before 15 November, submit report to the Minister on its work during the financial year ending on the preceding 30 June.

The Annual Report includes how council performed in terms of service delivery and finance.

The last section of the Report contains the final Audit Report for year 2016-17.

ISSUES/OPTIONS/SWOT

Copy of Annual Report 2016-17 has been distributed in a separate document to this report.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 15.4
TITLE 2017-2018 Regional Plan Quarterly Report
REFERENCE 712226
AUTHOR Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council receive and note the first quarter report for the 2017-18 Regional Plan.**

BACKGROUND

According to the Planning Framework in the Regional Plan that is facilitated by the Governance Unit, a quarterly report of the 2017-2018 Regional Plan is presented to Council at the Ordinary Meeting of Council in October.

The Quarterly Reports will be distributed as a separate document to this report.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.5
TITLE	2018-2021 Strategic Plan
REFERENCE	712228
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council receive and note the report on the Strategic Plan 2018-2021.**
- (b) **That Council approve the release of the draft Strategic Plan 2018-2021 for public comment for 21 days from the 4th November 2017.**

BACKGROUND

The Roper Gulf Regional Council Strategic Plan 2018-2021 is a 4 year strategic plan for the term of Council, starting from 1 January 2018. The final plan will be presented to Council for approval with any feedback or suggestions considered after consultations with community, Local Authorities, staff, and Council.

Strategic Plan 2018-2021 Key dates:

- August/ September 2017 – Questionnaire to Local Authorities and all Stakeholders
- October 2017 – SLT Workshop and Draft submitted to designer
- October 2017 – Council Consultation Workshop #1 and approval to release for public comment (21 days). During this time presentations will be provided to Community via combinations of Community Meetings, Local Authority agenda item, other means including the website.
- December 2017 – Council Consultation Workshop #2 and Council Final approval

From the Strategic Plan, the Regional Plan can be developed which will lead to operational plans specific to the year and goals set by the Council. This is a “top-down” approach to reinforce the notion that Council sets the Strategic Goals for which the organisation will operate. The organisation will implement activities that strive to achieve these goals and will be summarised in the Regional Plan and detailed in an operational plan.

ISSUES/OPTIONS/SWOT

The goals, outcomes and strategies set by Council will be addressed in the Regional Plans. The Regional Plans will focus on the activities and KPI's to meet the Goals of the Strategic Plan. The finalisation of this strategic plan will allow the implementation activities focussing on how we can deliver on these goals to be developed in the Regional Plan 2018-2019.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.6
TITLE	2018 Meeting Calendar
REFERENCE	700468
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) That Council approve the scheduled Ordinary Meetings of Council 2018 meeting dates and locations: -
- Wednesday, 28th February 2018 (Jilkmिंगgan)
 - Wednesday, 18th April 2018 (Beswick)
 - Wednesday, 27th June 2018 (Katherine)
 - Wednesday, 25th July 2018 (Ngukurr)
 - Wednesday, 26th September 2018 (Bulman)
 - Wednesday, 31st October 2018 (Katherine)
 - Wednesday, 19th December 2018 (Katherine)
- (b) That Council approve the scheduled Finance Committee 2018 meeting dates, located in Katherine: -
- Wednesday, 31st January 2018
 - Wednesday, 28th March 2018
 - Wednesday, 30th May 2018
 - Wednesday, 29th August 2018
 - Wednesday, 28th November 2018
- (c) That Council approve the scheduled Audit Committee 2018 meeting dates, located in Katherine: -
- Wednesday, 7th February 2018
 - Wednesday, 9th March 2018
 - Wednesday, 19th September 2018
 - Wednesday, 7th November 2018
- (d) That Council approve the scheduled Local Authority 2018 meeting dates.
- (e) That Council approve the scheduled Community 2018 meeting dates for Daly Waters, Larrimah and Urapunga.

BACKGROUND

For planning and advertising purposes Council is required to set their Council, Committee, Local Authority and Community meeting dates for 2018.

The proposed dates mentioned in the recommendation are offered dates for Council's consideration and approval. The dates proposed have been identified with consideration to operational and reporting requirements of Roper Gulf Regional Council.

The Meeting Calendar for 2018 includes Council, Committees, Local Authority and Community Meetings.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 2018 Meeting Calendar draft.pdf



Reger-Dutke/Sigward/Conrad/Meeting Calendar 2018

	January	February	March	April	May	June	July	August	September	October	November	December
Meeting												
Monday	1 New Year Holiday											
Tuesday	2											
Wednesday	3 Conrad Day LW											
Thursday	4											
Friday	5											
Saturday	9											
Sunday	7											
Monday	8											
Tuesday	9											
Wednesday	16											
Thursday	11											
Friday	12											
Saturday	13											
Sunday	14											
Monday	15											
Tuesday	16											
Wednesday	17											
Thursday	18											
Friday	19											
Saturday	20											
Sunday	21											
Monday	22											
Tuesday	23											
Wednesday	24											
Thursday	25											
Friday	26											
Saturday	27											
Sunday	28											
Monday	29											
Tuesday	30											
Wednesday	31											
Thursday												
Friday												
Saturday												
Sunday												

Notes: (1) - Court dates pending and/or other administrative matters; (2) - Court dates pending and/or other administrative matters; (3) - Court dates pending and/or other administrative matters.

Legend:

- CMC
- FCM
- Public Hearing
- Workshop
- Local Authorities
- Adult Services
- Community Meetings

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.7
TITLE	Request to Waiver Fees for Mataranka Hall Hire
REFERENCE	712151
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council approve the waiver of fee for the use of the Mataranka Hall for Exercise Classes.**

BACKGROUND

After the last Mataranka Local Authority Meeting 6 June 2017 where we discussed the Sport & Rec position

A number of other local ladies have been going to the Mataranka Community Hall 4 days a week from 5.30pm until 6.15 pm for exercise classes with the previous Sport & Rec Officer. Due to Mataranka not having a Sport & Rec Officer at the present time would you please give us permission continue with our daily classes?

We as a group have shown continued support for this part of the Sport and Rec Program and wish to continue to do so.

As a responsible member of the community, Local Authority Member Sue Edwards, and the local authority I will take full responsibility for the security of the key and hall after use. Upon the reinstatement of a Sport& Rec Officer for Mataranka we can hopefully keep our classes going.

ISSUES/OPTIONS/SWOT

Use of Hall – Weekly Monday to Thursday
5.30pm to 6.15pm
10 Adults attend

FINANCIAL CONSIDERATIONS

2017-18 Fees and Charges	GST Inc.	Number of occasions	Total
Basic Facility Hire	\$160 (minimum 4 hours)	4 days per week	\$640 per week

ATTACHMENTS:

- 1 Mataranka Hall User Agreement.pdf

Roper Gulf Regional Council Facility 109-042 HIRE AGREEMENT FORM



VERSION 28 September 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	WEEKLY - MON-THURS	*Time/s	5.30pm - 6.15pm.
* Company/ Organisation		*Public Indemnity Sited/Amount	
*Phone	0429010757	*Contact Person:	
*Facility to be Hired:	COMMUNITY HALL	*Email: sue.edwards@ropergulf.nsw.gov.au	
*Proposed Use of Facility:		*Number of Guests:	EXERCISE CLASS
Adults:	10	Children:	
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 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			
Date of Payment : : / /			
<p><i>// 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>// 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:	SUE EDWARDS	Witness Name :	JASON STARES
Signature:	<i>[Signature]</i>	Witness Signature:	<i>[Signature]</i>
Date:	4/7/17		
OFFICE USE ONLY			
Special requirements of this Hire:			
Council Service Manager Advised of details :			
CSM Acknowledgement:			
Post – Use Inspection Completed:			

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.8
TITLE	Council Pledge in Kriol Translation
REFERENCE	715342
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

(a) That Council approve the translation of the Council Pledge in Kriol.

Ropa Golf Rijnul Kaunsil – Promis

Wi promis blanga wek mijamit blanga meigim gurrwan fyutja en nomo weistimbat blanga wi enijing.

Wi bin pikim dismob ting ya. Dismob nambawan la ola Ropa Golf staf:

- ebirribodi garra tok trubalawei
- ebirribodi garra bi wanbala mijamit, nomo bla birrbirbat
- wi ebirribodi garra bi risponsibul bla enijing wi dum, en if wi dum enijing rong wi garra dalim mijal
- ebirribodi garra rispek gija
- ebirribodi garra trastim mijel

Dismob brabli impotinwan blanga wi fyutja en blanga wi drim. Wi wandim Ropa Golf Rijnul Kaunsil blanga bi ya olataim, wek gurrwei bla ebirribodi, en bi laibliwan.

BACKGROUND

At the last Council meeting it was suggested by Councillors that the Pledge should be translated to Kriol.

Ngukurr Language Centre were engaged to translate the Council Pledge into Kriol.

Ropa Golf Rijnul Kaunsil – Promis

Wi promis blanga wek mijamit blanga meigim gurrwan fyutja en nomo weistimbat blanga wi enijing.

Wi bin pikim dismob ting ya. Dismob nambawan la ola Ropa Golf staf:

- ebirribodi garra tok trubalawei
- ebirribodi garra bi wanbala mijamit, nomo bla birrbirbat
- wi ebirribodi garra bi risponsibul bla enijing wi dum, en if wi dum enijing rong wi garra dalim mijal
- ebirribodi garra rispek gija
- ebirribodi garra trastim mijel

Dismob brabli impotinwan blanga wi fyutja en blanga wi drim. Wi wandim Ropa Golf Rijnul Kaunsil blanga bi ya olataim, wek gurrwei bla ebirribodi, en bi laibliwan.

ISSUES/OPTIONS/SWOT

The Pledge will be used in conjunction with the English version at Council, Committee, Local Authority and Staff Meetings.

FINANCIAL CONSIDERATIONS

Translation Cost \$108.00 GST Inc.

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.9
TITLE	Community request for Council Services and Local Authority in Urapunga
REFERENCE	715333
AUTHOR	Lyndon Keane, Communications Co-ordinator

RECOMMENDATION

- (a) **That Council endorses the Mayor and Chief Executive Officer sending a letter to the Minister for Housing and Community Development supporting the request for Urapunga to be recognised as an independent community with its own Local Authority and Council services.**

BACKGROUND

Council staff held a community meeting in Urapunga on October 12, 2017 to discuss with residents their vision for the future delivery of services and programs.

More than 20 residents – approximately 18 per cent of the total population – attended the meeting and indicated that they wanted the community to receive the full range of services and programs the Council delivers in other parts of the Roper Gulf Local Government Area. Attendees also identified as the creation of a Urapunga Local Authority as a priority, rather than having the community continue to be indirectly represented through the Ngukurr Local Authority.

Urapunga has historically been viewed by the Northern Territory Government as an outstation of Ngukurr, rather than a standalone community, meaning it does not receive the funding necessary for permanent Council staff and comprehensive Local Government services. Additionally, this long-standing classification has inhibited Urapunga from having its own Local Authority.

Residents have based their request on the fact Manyallaluk has 19 approved staffing positions and its own Local Authority, despite being a significantly smaller community.

Data from the 2016 Census supports their assertion, with the key points being:

- Urapunga's population has grown 45.5 per cent in the five years to 2016, making it the fastest growing community in the Roper Gulf Local Government Area;
- Urapunga's population is now 128, as compared to Manyallaluk, which recorded a 17.1 per cent decrease between 2011 and 2016 to now have a population of 87; and
- The distance between Barunga and Manyallaluk is comparable to the distance between Ngukurr and Urapunga, yet Barunga and Manyallaluk have both been afforded their own Local Authorities, while Urapunga's representation falls under the umbrella of the Ngukurr Local Authority.

Urapunga residents will be writing to the Minister for Housing and Community Development to formally request a feasibility study be undertaken, and have asked the Council to provide a letter of support.

Any future reclassification and approval to create a Local Authority are the responsibility of the minister under the provisions of the *Local Government Act*.

ISSUES/OPTIONS/SWOT

Should the Department of Housing and Community Development reclassify Urapunga as an independent community, additional funding, staffing and infrastructure would be required to

support the operation of a new Local Authority and the delivery of a full range of services and programs.

It is anticipated that the letter of support from the Mayor and Chief Executive Officer will be sent to the Minister for Housing and Community Development with a letter from the Urapunga community following the Borroloola Ordinary Meeting of Council.

The next community meeting in Urapunga has been tentatively scheduled for November 20, 2017.

FINANCIAL CONSIDERATIONS

The budgetary impact of providing a comprehensive range of Local Government services and facilitating a Local Authority in Urapunga is yet to be determined, and subject to the Department of Housing and Community Development reclassifying Urapunga as an independent community.

ATTACHMENTS:

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.10
TITLE	Reviewed Policies
REFERENCE	715309
AUTHOR	Cristian Coman, Compliance Coordinator

RECOMMENDATION

- (a) That Council approve the following reviewed policies:
1. **CL001 – Members’ Code of Conduct**
 2. **CL003 – Elected Member and Employee Gift Policy**
 3. **CL007 – Caretaker Policy**
 4. **CL009 – Elected Member Development and Support Policy**
 5. **GOV008 – Travel Policy for Councillors and Employees**
 6. **HR004 – Recruitment and Selection Policy**
 7. **HR006 – Working With Children Policy**

BACKGROUND

The attached revised policies are due for revision as part of the overall general policy review for the new term of Council.

ISSUES/OPTIONS/SWOT

1. **CL001 – Members’ Code of Conduct**
Minor revisions – expansion of definitions and legislative provisions. More clearly outlines public interest, impartiality, and conflict of interest obligations. Expands on Member – Staff relationship and interaction and applicable Chain of Command.
2. **CL003 – Elected Member and Employee Gift Policy**
Minor revisions – expansion of definitions and legislative provisions
3. **CL007 – Caretaker Policy**
Minor revisions – expansion of definitions and legislative provisions
4. **CL009 – Elected Member Development and Support Policy**
Minor revisions – expansion of definitions and legislative provisions
5. **GOV008 – Travel Policy for Councillors and Employees**
Minor revisions – expansion of definitions and legislative provisions
6. **HR004 – Recruitment and Selection Policy**
Minor revisions – expansion of definitions and legislative provisions
7. **HR006 – Working With Children Policy**
Minor revisions – expansion of definitions and legislative provisions.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 REVISION - CL001 - Members Code of Conduct.doc
- 2 REVISION - CL003 - Elected Member and Employee Gift Policy.doc
- 3 REVISION CL007 - Caretaker Policy.doc
- 4 REVISION - CL009 Elected Member Development and Support Policy doc.docx
- 5 REVISION - GOV008 Travel Policy for Councillors and employees.doc
- 6 REVISION HR004 - Recruitment and Selection Policy.doc
- 7 REVISION HR006 - Working with Children Policy.doc

1. POLICY CERTIFICATION

Policy title:	Members Code of Conduct
Policy number:	CL001
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

- To enhance the confidence of the community in local government generally and Roper Gulf Regional Council (RGRC) specifically.
- To outline and describe in detail as to what constitutes acceptable behaviour for RGRC Councillors, Local Authority Members and Council Committee Members and fulfil their obligations to Council and the public.
- To fulfil the requirements of sections 77 & 78 of the *Local Government Act*.

3. ORGANISATIONAL SCOPE

This policy applies to all Councillors, Local Authority Members and Council Committee Members (who are not RGRC staff members).

4. POLICY STATEMENT

Council Elected Members, Local Authority Members and approved Council Committee Members will at all times conduct themselves in a professional manner adhering to the principles of the Council's 'Member Code of Conduct'.

5. DEFINITIONS

Code of conduct	Outlines standards of behaviour expected of staff employed by the Roper Gulf Regional Council
Shall	Indicates the statement is mandatory
May	Indicates an option
The Act	<i>Local Government Act</i>
RGRC	Roper Gulf Regional Council
The Region	The Roper Gulf Local Government Area (LGA)

6. PRINCIPLES

6.1 Honesty and integrity

Councillors, Local Authority Members and Council Committee Members must carry out their duties without fear or favour, affection or ill-will, according to law, and act with honesty integrity, and outmost concern for the public interest, when performing official duties; or otherwise representing RGRC.

6.2 Care and diligence

Councillors, Local Authority Members and Council Committee Members must act with reasonable care and diligence in performing official functions. No Councillor, Local Authority Member or Council Committee Member should be under the influence of alcohol or illicit drugs whilst conducting RGRC business.

6.3 Courtesy

Councillors, Local Authority Members and Council Committee Members must be polite and act with courtesy towards other Members, Council Staff, Electors and members of the public.

6.4 Interactions with staff

Councillors, Local Authority Members and Council Committee Members must not direct, reprimand or in any way interfere in the management of Council Staff. Councillors, Local Authority Members, Council Committee Members and Staff must work together with respect and support each others' different roles in serving the people of the Roper Gulf Region.

Councillors, Local Authority Members and Council Committee Members who desire or require the assistance of Council Staff, or have any concerns pertaining to individual Staff Members, must ensure that they follow the proper Chain of Command, and initiate such matters through the CEO.

Councillors, Local Authority Members and Council Committee Members must ensure that they treat Council Staff with courtesy and respect at all times, and understand that Council Staff carry out their duties without fear or favour, affection or ill-will, according to law, whilst maintaining the utmost concern for the public interest.

6.5 Respect for diversity

Councillors, Local Authority Members and Council Committee Members must respect diversity and must not unlawfully discriminate against others, or the opinions of others, for reasons such as cultural background, gender, physical or intellectual ability, sexuality, marital status, age, race, health or nationality.

6.6 Conflict of interest

Councillors, Local Authority Members and Council Committee Members must disclose any Conflict of Interest between their private interests and official responsibilities. Conflicts of Interest disclosed at meetings of Council, Local Authorities or Council Committees must be noted by the CEO in the Register of Interests.

Councillors, Local Authority Members and Council Committee Members must ensure that they do not act or are not otherwise present at a meeting while a question/matter in which the Member has an Interest is being decided, or otherwise heard, without Ministerial approval (ss 74(3)(a),(b) *Local Government Act*).

Councillors, Local Authority Members, and Council Committee Members must ensure that the public interest prevails over their own personal or financial interests.

6.7 Confidentiality

Confidential RGRC business must stay confidential. Councillors, Local Authority Members and Council Committee Members must not use any confidential information they gain in the course of RGRC business to benefit themselves or their families or to harm others.

6.8 Gifts and improper influence

Councillors, Local Authority Members and Council Committee Members must not solicit or encourage or accept gifts or benefits from any person or group who might have an interest in obtaining a benefit from the Council. Councillors, Local Authority Members and Council Committee Members must not use their position to improperly influence any person or process to gain advantage for themselves or their families or to harm others.

Elected Members need to ensure that their concern for the public interest always prevails over their personal interests or preferences.

6.9 Respect for law

Councillors, Local Authority Members and Council Committee Members must comply with all applicable Territory and Commonwealth law. Councillors, Local Authority Members and Council Committee Members will show due respect for each others' culture.

6.10 Accountability

Councillors, Local Authority Members and Council Committee Members must be prepared at all times to account for their performance and their use of Council resources. Members must use Council resources ethically, effectively and efficiently. Council resources may only be used for RGRC business. Councillors, Local Authority Members and Council Committee Members must comply with relevant Council Policies, Organisational Directives and Standard Operating Procedures.

6.11 Interest of the public to come first

Councillors, Local Authority Members and Council Committee Members must act in what they genuinely believe to be the public interest and work to maintain the good reputation of RGRC. In particular, they must seek to ensure that their decisions and actions are based on an honest, reasonable and properly informed judgement about what will best advance the public interest.

6.12 Impartiality

Councillors, Local Authority Members, and Council Committee Members must ensure that they act in an objective and impartial manner, in the interest of their community, based on fact, reason, and logically probative evidence, rather than emotion, personal opinion, belief, or preference.

6.13 Advocacy

Local Authority Members work for one or more communities to involve local people in Local Government processes and to give them the chance to be heard. However, Councillors are expected to speak up for the Ward that elected them as well as work for the best interests of everyone in the RGRC. Local Authority Members and Councillors must provide opportunities for local people to tell them their concerns so that they can represent those people properly rather than just passing on their own individual opinions.

6.14 Speaking publicly for the Council

The Mayor or his/her delegate represents the Council publicly on the policies, decisions and actions of Council. The CEO represents RGRC staff publicly. Councillors, Local Authority Members and Council Committee Members are not permitted to speak to the media on behalf of RGRC without permission from the Mayor.

6.15 Breaches of the Code of Conduct

Breaching the Code of Conduct is seen as serious misbehaviour and misconduct. If Councillors, Local Authority Members or Committee Members breach the Code of Conduct they will be dealt with under the Council Disciplinary Policy and s79 of the *Local Government Act*. Councillors, Local Authority Members and Council Committee members have a duty to report breaches of this Code of Conduct to the Mayor, Deputy Mayor or CEO.

6.16 Decision making by Members

Members should be punctual in their attendance at all Council, Local Authority and committee meetings. Members are encouraged to read their agenda papers and understand the issues under consideration and they make efficient contribution in the decision making. During the debate focus on the issue and provide constructive input into the discussion.

6.17 Review

The Code of Conduct will apply for the term of the Council that adopts it. It will be reviewed after the general election by each incoming Councillor or as required.

7. REFERENCES

Related Policies	CL002 Members Disciplinary Policy CL002 SOP Members Disciplinary Procedure
Related Publications	<i>Local Government Act</i> <i>Anti-Discrimination Act</i>

8. DOCUMENT CONTROL

Policy number	CL001
Policy Owner	Governance Manager
Infoxpert ID	656567
Endorsed by	OCM
Date approved	12/04/2012
Revisions	November 2016, October 2017
Amendments	Nov 2016 - Date of review amended to reflect the term of Council October 2017
Next revision due	June 2021

9. CONTACT PERSON

Contact Person	Manager Governance and Corporate Planning
Contact number	89 729 005

1. POLICY CERTIFICATION

Policy title:	Elected Member and Employee Gift Policy
Policy number:	CL003
Category:	Policy
Classification:	Council
Status:	Approved 27/02/2013

2. PURPOSE

The purpose of this policy is to provide guidance to Elected Members and Employees of Roper Gulf Regional Council (RGRC) in relation to offers of and the receipt of gifts or benefits. The policy provides the guidelines to ensure Elected Members and Employees of Roper Gulf Regional Council are not influenced in the performance of their duties and that there is no perception of undue influence.

The objectives of this policy are to:

- Provide guidance to Elected Members and Employees of Roper Gulf Regional Council in relation to offers of and the receipt of gifts or benefits.
- Complement the provisions of the *Local Government Act*.

3. ORGANISATIONAL SCOPE

From time to time, Elected Members or Employees may be offered gifts or benefits. This policy has been developed to provide guidelines for the appropriate, consistent and transparent treatment of offers of or receipt of gifts and benefits by Elected Members and Employees of Roper Gulf Regional Council.

4. POLICY STATEMENT

All RGRC Members (Elected, Committee, and Local Authority Members) and staff must carry out their duties and functions without fear or favour, affection or ill-will, according to law, whilst upholding the principles of integrity, honesty, and utmost concern for the public interest.

A member must not solicit or encourage gifts or private benefits from any person who might **have an interest in obtaining a benefit from the Council**. The circumstances in which a member may accept gifts are outlined in 6.4, 6.6, and 6.7 below. Under no circumstance is an elected member or an employee to seek or accept any payment, gift or benefit likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence the actions of an elected member and/or employee.

5. DEFINITIONS

Receipt	To receive
Disclosure	To announce, or otherwise make known, the details of the gift formally or through correct procedures.
Member	An elected member, appointed, or committee member of the Roper Gulf Regional Council
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

- 6.1 This policy applies to the Elected Members and Employees of Roper Gulf Regional Council. It operates in addition to all other obligations under the *Local Government Act* (the Act) and any other legislation or relevant codes and policies.
- 6.2 An Elected Member and/or Employee must not:
- solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from Roper Gulf Regional Council
 - seek or accept a bribe or other improper inducement
 - by virtue of his or her position, acquire a gift or benefit which has a monetary value, other than one of a nominal or token value.
- 6.3 An Elected Member and/or Employee must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence an Elected Member to:
- act in a particular way (including making a particular decision)
 - fail to act in a particular way
 - otherwise deviate from the proper exercise of his or her statutory duties
- 6.4 An Elected Member and/or Employee may accept gifts or benefits of a nominal or token value that:
- do not create a sense of obligation on his or her part and
 - that would not be reasonably perceived by an impartial observer to be intended to or likely to influence him or her in carrying out their statutory duty.
- 6.5 An Elected Member and/or an Employee must never accept an offer of money, regardless of the amount.
- 6.6 Where a protocol gift is given to an Elected Member:
- as a personal gift, the Elected Member has the right to retain the gift if he or she so wishes
 - as a gift to the Council or RGRC, the gift shall be retained by Council and exhibited in a suitable place for a period of time determined by the Chief Executive Officer.
- 6.7 The Elected Member and Employee Gift Register will contain the following information:
- Name of Elected Member and/or Employee receiving the gift or benefit.
 - Details of person/organisation giving the gift or benefit.
 - Description of the gift or benefit.
 - Estimated value.
 - Reason for presentation of the gift or benefit.
 - Comments in relation to disclosure.
 - Date of receiving.
 - Signature of the recipient.
 - Date of Disclosure
- 6.8 The Elected Members Gifts Register is available for public inspection upon request.
- 6.9 A separate Register is in place for Protocol Gifts which are received by the Mayor.

7. REFERENCES

Acknowledgements (original author/source documents)	Darwin City Council Gift and Benefits Policy
Related Policies	CL001 - Members Code of Conduct HR001 - Employee and Contractors Code of Conduct
Related Publications	<i>Local Government Act</i> <i>Criminal Code Act</i> <i>Information Act.</i>

8. DOCUMENT CONTROL

Policy number	CL003
Policy Owner	Manager - Governance and Corporate Planning
Endorsed by	Council
Date approved	27/02/2013
Revisions	October 2017
Amendments	October 2017
Next revision due	June 2021

9. CONTACT PERSON

Position

Manager - Governance and Corporate Planning

1. POLICY CERTIFICATION

Policy title:	Caretaker Policy
Policy number:	CL007
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

The Caretaker policy has been developed to ensure that the ordinary business of local government in the Roper Gulf region continues throughout the pre-election period in a responsible and transparent manner and that the elections for Roper Gulf Regional Council are conducted in a manner that is ethical, fair and equitable and is publicly perceived as such.

This policy restricts the Council from making major decisions, prior to election, which would:

- bind an incoming Council; or
- allow the use of public resources in ways that are seen as advantageous or disadvantageous to the electoral prospects of sitting elected members who are seeking re-election or new candidates.

3. ORGANISATIONAL SCOPE

This policy applies during a Caretaker Period to all elected members and employees and captures all major policy decisions of Council, a committee of the Council or a delegate of the Council.

4. POLICY STATEMENT

During an election period Council goes into caretaker mode to avoid actions and decisions that could be seen to influence voters or have a significant impact on the incoming Council.

The election period commences at the opening of nominations for candidates for the council elections, which is 43 days before Election Day and ends when the result of the general election is declared.

5. DEFINITIONS

Caretaker period	means the period of time during which the caretaker practices are in force prior to the declaration in General Election. The caretaker practices will apply from the close of nominations on Nomination Day until the declaration of the Results of the election pursuant to Regulation 56 of the <i>Local Government (Electoral) Regulations</i> .
CEO	Chief Executive Officer of Roper Gulf Regional Council
Council	Roper Gulf Regional Council
Councillor	means an elected member of the Roper Gulf Regional Council
Deputy Mayor	means the Deputy Mayor of the Roper Gulf Regional Council
Election period	means the period commencing on – the day of the opening of nomination and expiring at the conclusion of the election
Electoral matter	means any matter which is intended or likely to affect voting in an election, but does not include: <ul style="list-style-type: none"> • any electoral material produced by or on behalf of the returning officer for the purpose of conducting an election, or • an advertisement in a newspaper announcing the holding of a meeting.
Extra ordinary	means as situation that requires a major policy decision of the Council because:

circumstances	<ul style="list-style-type: none"> • in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election, • of the possibility of legal and/or financial repercussions if a decision is deferred, or • in the CEO's opinion, it is in the best interests of the Council for the decision to be made as soon as possible.
General election	means a general election or periodic election held in accordance with Section 84 or 85 of <i>Local Government Act</i> .
Major Policy Decisions	<p>means a decision to:</p> <ul style="list-style-type: none"> • enter into any contract or lease involving expenditure inclusive of GST that exceeds one percent (1%) of the annual budgeted revenue in the relevant financial year • appoint or terminate the appointment of a Chief Executive Officer, • make a decision relating to the Chief Executive Officer's remuneration, • spend unbudgeted monies, • conduct unplanned public consultation, • endorse a new policy; • dispose of Council asset, • approve community grants, or • progress any matter which is contentious or has been identified as an election issue. <p>Major policy decisions do not include:</p> <ul style="list-style-type: none"> • decisions that relate to the carrying out of works in response to an emergency or disaster, • an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by Federal or Northern Territory Government or otherwise for the Council to be eligible for funding from the Federal or Northern Territory Government, • the suspension of the CEO for serious and wilful misconduct, • the appointment of an acting CEO.
Mayor	means the Mayor of the Roper Gulf Regional Council
Nomination Day	means Nomination Day as defined in the <i>Local Government (Electoral) Regulations</i> .
Public Consultation	means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue or proposed policy, and includes discussion of that matter with the public.
Significant Decisions	<p>means decisions other than major policy decisions that are of significant nature and would unreasonably bind the incoming council. It includes:</p> <ul style="list-style-type: none"> • irrevocable decisions that commit the Council to substantial expenditure or major actions; and • irrevocable decisions that will have a major impact on the Roper Gulf Regional Council or the community.

6. Principles

6.1 Decision Making

Except in extraordinary circumstance the Council will not make Major Policy Decisions during the caretaker period.

Where extraordinary circumstances prevail, the CEO may submit a Major Policy Decision to the Council for its consideration.

If Council considers that there are extraordinary circumstances where the Roper Gulf Regional Council would be significantly disadvantaged by the Council not making a particular Major Policy Decision, the Council will, by resolution, seek an exemption from this policy and deal with the matter.

6.2 Scheduling Consideration and Announcement of Major Policy Decisions

As far as reasonably practicable, the CEO should avoid scheduling Major Policy Decisions for consideration during caretaker period, and instead ensure that such decisions are either considered by the Council prior to caretaker period or scheduled for determination by the incoming Council.

Announcements of earlier decisions may be made during a caretaker period however, as far as practicable, any such announcements should be made before the caretaker period begins or after it has concluded.

6.3 Use of Council Resources

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the Chief Executive Officer or the Director of Corporate Governance.

Council resources, including offices, support staff, hospitality services, equipment and stationery will be used exclusively for normal Council business during the pre-election caretaker period, and shall not be used in connection with any electioneering activity.

Reimbursements of Councillors' out-of-pocket and travel expenses during the pre-election caretaker period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign.

No Council events, logos, letterheads, or other material such as photographs sourced by Council or other Roper Gulf Regional Council branding should be used for, or linked in any way to, a candidate's election campaign.

Photos or images taken or provided by Council are not to be used by Councillors for the purpose of electioneering or in support of their election campaign. This applies equally to images on Council's website that may be able to be copied.

The Chief Executive Officer or any staff should not be asked to undertake any tasks connected directly or indirectly with electioneering.

No election material or active campaigning is to be conducted at Council sponsored events or displays.

6.4 Access to Information

All candidates will have equal rights to access public information and any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. However, the sitting Councillors shall continue to receive information that is necessary to fulfil their elected roles. Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns, and there shall be complete transparency in the provision of all information and advice during the pre-election caretaker period.

Information and briefing material prepared by staff for Councillors during the pre-election caretaker period will relate only to items on Council meeting agendas, or to existing Council services and programs.

6.5 Assistance to candidates

All candidates for the Council election will be treated equally.

Any assistance and advice provided to candidates as part of the conduct of the Council Election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance.

All election process enquiries from candidates, whether current Council Members or not, will be directed to the Director Corporate Governance or, to the Chief Executive Officer.

6.6 Communication

Council communication will not be used in anyway that might influence the outcome of an Council election.

No publicity will be provided that involves specific Councillors.

Publicity of Council events (if any during the election Caretaker Period) will be restricted to the communication of factual material and will not mention or quote any Councillor.

6.7 Media

No media advice or support will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an elected member during the caretaker period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of response to such request.

6.8 Council Publications

The Council will not print, publish or distribute any publications containing electoral matter during an election period.

A publication will be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to or comment on:

- the election, or
- a candidate in the election, or
- an issue submitted to, or otherwise before, the voters in connection with the election.

Any references to Councillor Candidates in Council publications printed, published or distributed during an election period must not include promotional text.

6.9 Website

During the election period Council's website will not contain material which is precluded by this Policy or the statutory requirements relating to publications. Any references to the election will only relate to the election process and any references to Councillor Candidates will not include promotional text.

Information about Councillors will be restricted to the names of the elected representatives and contact details, membership of Special Committees and other bodies to which they have been appointed by the Council.

6.10 Social Media

During Caretaker period any new publication on social media site such as Facebook that is under the auspice of Council will require certification by CEO before uploading and any matter that exists on social media pages that could be viewed as electoral matter shall be removed.

The public's ability to post comments on social media pages shall be disabled for the duration of the Caretaker period.

6.11 Public consultation

The Council will not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

This Policy does not prevent any mandatory public consultation required by the *Local Government Act* or any other relevant Act which is required to be undertaken to enable the Roper Gulf Regional Council to fulfil its functions.

6.12 Attendance and participation at Council organised activities and events

Events and/or functions organised by the Council and held during the Caretaker period shall be limited to only those that the CEO considers appropriate and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

Councillors should refrain from delivering speeches or keynote addresses at Council organised or sponsored events and functions during the caretaker period other than protocol speeches, such as short welcome and thank you speeches. Any speech or address should have prior approval of the CEO or Director Corporate Governance.

Councillors may continue to attend events and functions which are staged by external organisations during the caretaker period.

This policy does not affect the scheduled meetings of Council or Council Committees, which shall continue as scheduled if they fall within the caretaker period. This policy does however apply to the agenda of a meeting which falls within the caretaker period.

6.13 Local Authority Meetings

Care-taker mode applies to election and electioneering related activities. Local Authority meetings shall carry on as scheduled, and are not affected by this policy.

7. IMPLEMENTATION AND DELEGATION

The CEO will be responsible for implementing the caretaker practices as outlined in this policy.

The CEO will ensure, as far as possible, that:

- all elected Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker period; and
- any major policy decisions required to be made by the Council are scheduled for Council consideration prior to the Caretaker period or deferred where possible for determination by the incoming Council.

8. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	GOV005 Communication Policy GOV010 Media Policy

	GOV013 Social Media Policy CL001 Members Code of Conduct HR001 Employee and Contractor Code of Conduct HR005 Confidentiality and Privacy Policy
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Local Government (Electoral) Regulations</i> • <i>Information Act</i>
Relevant Forms	

9. DOCUMENT CONTROL

Policy number	CL007
Policy Owner	Governance and Corporate Planning
Endorsed by	OCM
Date approved	27 August 2014
Revisions	July 2017
Amendments	25 October 2017
Next revision due	June 2021

10. CONTACT PERSON

Contact person

Manager - Governance and Corporate Planning

Contact number

08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Elected Member Support and Development Policy
Policy number:	CL009
Category:	Policy
Classification:	Council
Status:	Approved

2. PURPOSE

This Council Policy is to enable Elected Members:

- To develop and enhance their knowledge pertaining to their role, understand their obligations, make well informed decisions and effectively represent their constituents

3. ORGANISATIONAL SCOPE

This policy applies to all Elected Council Members of the Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council will provide Elected Members with the provision of appropriate facilities and support to assist them in fulfilling their role.

The Mayor's role is recognised by the provision of the additional support for the person occupying that position. In the event the Mayor is unavailable to undertake their duties for an extended period of time, the provision of services and support will be made available to the Deputy Mayor at the Chief Executive Officer's discretion.

The facilities and support detailed in this policy are available to the Elected Members while performing official functions or duties for the Council. These provisions are not available for the personal gain of Elected Members or their families or associates.

5. DEFINITIONS

CEO	Chief Executive Officer
Conferences and Training	Refers to conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events pertaining to Local Government
Council	Roper Gulf Regional Council
RGRC	Roper Gulf Regional Council

6. PRINCIPLES

6.1 PROVISION OF SUPPORT

6.1.1 MAYOR

As the office of the Mayor operates to provide functions of the Council which are best carried out through the Mayoral role, the position is to be assigned an annual budget by Council. Staff and other resources are to be provided within that allocation. The Mayor shall, in carrying out the duties and responsibilities of office, receive the benefit of the following facilities and equipment:

- 6.1.1.1 The provision of a motor vehicle, or motor vehicle allowance;

- a) Council shall provide the Mayor with a motor vehicle for his or her official use so as to assist the Mayor carry out official Mayoral duties.
- b) The Mayor shall be required to enter into an official agreement with Council which governs the use of the Mayoral vehicle. The agreement shall impose terms and conditions pertaining to the use and maintenance of the Mayoral vehicle, which the Mayor must comply with. Failure to comply with the agreement will result in disciplinary action.
- c) The motor vehicle provided to the Mayor shall remain the property of Roper Gulf Regional Council and its use shall remain subject to Council's directions, terms and conditions, as determined by Council, or the CEO.
- d) The Mayor may elect to enter into an agreement with Council for a Motor Vehicle Allowance in lieu of a Council provided motor vehicle. Such an agreement shall be considered by Council and determined by Council Resolution. The agreement shall be subject to terms and conditions as determined by Council, which the Mayor must comply with.

6.1.1.2 The provision of a smart phone and electronic tablet;

6.1.1.3 Office accommodation

6.1.1.4 Administrative assistance

6.1.1.5 Access to services and other facilities relevant to the position

6.1.2 DEPUTY MAYOR

The Deputy Mayor shall, in carrying out the duties and responsibilities of office, receive the benefit of the following facilities:

- a) The provision of a smart phone and electronic tablet;
- b) Administrative support;
- c) Access to other services and facilities relevant to the position.

6.1.3 ELECTED MEMBERS

The Elected Members shall, in carrying out the duties and responsibilities of office, receive the benefit of the following facilities:

- a) The provision of a basic mobile phone;
- b) Administrative support;
- c) Access to other services and facilities relevant to the position.

All equipment and facilities subject of this policy and associated procedure are provided to the Mayor, Deputy Mayor and Elected Members on the absolute understanding that they will not be used for any election purposes.

7. PROVISION OF DEVELOPMENT

For this section, 'Conferences and Training' refers to conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions and events related to the industry of Local Government.

7.1 CONFERENCES AND TRAINING

- 7.1.1 All Elected Members are encouraged to participate in conferences and training to enable them to develop and maintain skills and knowledge relevant to their role as a

representative of Roper Gulf Regional Council. Conferences and Training may include but are not limited to the following:

- a) Roper Gulf Regional Council Elected Member Induction Training
- b) Special "one off" conferences and/or training called or sponsored by or for the Local Government Association Northern Territory, the Territory Department responsible for Local Government, and the Australian Local Government Association on important issues
- c) Training and Development relating to the role of Elected Members
- d) Other local government specific training course, workshops and forums relating to such things as understanding the roles/responsibilities of Elected Members and meeting procedures etc.

7.1.2 Subsequent to 7.1.1 above, Council approval is required for Elected Member attendance at intra-territory conferences, seminars and training programmes.

7.1.3 The formal prior approval of Council is required for any Elected Member attendance at any interstate conference or training program. Any request is to be put in writing to Council and is to outline how attendance of the Elected Member/s at the conference will assist the Elected Member/s in their role as well as any benefits or association with the Elected Member's role on a committee, working group etc.

7.2 SHARING OF KNOWLEDGE

Within a reasonable time (which period of time shall not in any event exceed two (2) months) from the conclusion of an approved conference, seminar, training program, the Elected Member/s concerned shall provide a written report or presentation (including copies of discussion papers) relating to the program for the information of other Elected Members and also from Council records.

8. LEGAL ADVICE

8.1 Legal advice will be provided to Elected Members at the cost of Council in determining a potential conflict of interest in the course of conducting their official duties. Access to this benefit can be made by the Elected Member contacting the Chief Executive Officer.

9. INSURANCE COVERAGE

9.1 Elected Members are covered under the following Council insurance coverage on a 24hr basis, while discharging their duties as a representative of Council:

- 9.1.1.** Personal Accident Insurance – Elected members are provided with benefits should they sustain bodily injury or death whilst engaged in activity directly connected with or on behalf of Council.
- 9.1.2.** Public Professional Liability – indemnifies Elected Members but only in connection with their role as Councillors.
- 9.1.3.** Personal Effects Property Cover – Provides cover for damage to property and personal effects whilst Elected Members are engaged on Council business.
- 9.1.4.** Corporate Travel – Covers Elected Members whilst engaged in any activity directly or indirectly connected with or on behalf of Roper Gulf Regional Council travelling to and/or from such activity.

10. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	<ul style="list-style-type: none"> ▪ GOV006 Computer, Internet and Email Usage Policy ▪ GOV007 – Mobile Phones Policy

	<ul style="list-style-type: none"> ▪ GOV008 – Travel Policy for Employees and Councillors ▪ GOV009 – Vehicle Use Policy ▪ GOV013 – Social Media Policy ▪ ASS002 – Asset Management Policy ▪ ASS001 – Fleet Procurement and Allocation Policy
Related Publications	

11. DOCUMENT CONTROL

Policy number	CL009
Policy Owner	Manager Governance & Corporate Planning
Endorsed by	Council
Date approved	September 2016
Revisions	June 2017
Amendments	October 2017
Next revision due	June 2021

12. CONTACT PERSON

Position	Manager Governance and Corporate Planning
Contact number	(08) 8972 9005

1. POLICY CERTIFICATION

Policy title:	Travel Policy for Councillors and Staff memberStaff members
Policy number:	008
Category:	Policy
Classification:	GOVERNANCE
Status:	Approved (26 June 2013) Amended (10 October 2013)

2. PURPOSE

This policy outlines a set of guiding principles for Roper Gulf Regional Council staff members and Councillors to consider when arranging and undertaking official work-related travel, including airline travel that will require staff members and Councillors to overnight stay in a location other than their primary residence.

3. ORGANISATIONAL SCOPE

This policy applies to all staff members and Councillors of Roper Gulf Regional Council.

4. POLICY STATEMENT

All travel made by staff members or Councillors of Roper Gulf Regional Council for official business purpose must be approved in advance and Travel Allowance Claim Form should be completed.

A Staff member or Councillor who is required to be absent overnight from their usual place of work on official work travel will be paid an entitlement for incidentals and meal expenses (as per the travel allowance form) occurring during the period while undertaking official work travel. Overnight travel expenses are currently not subject to tax instalment deductions, and will not be unless required by taxation legislation.

Staff members who travel on official work travel for a day trip (7.6 hours) are not entitled to claim travel allowance. Travel which requires more than 7.6hours in a single day shall be treated as overtime, and eligible for Time Off in Lieu (TOIL) as well as Travel Allowance payment.

While undertaking official travel, no staff member or Councillor will be out of pocket for reasonable expenses. However, no staff member or Councillor shall gain a financial advantage through the travelling allowance arrangement.

5. DEFINITIONS

Official business	Business conducted on behalf of, and approved by RGRC, either to fulfil a legislative requirement or to achieve a benefit for RGRC. This may include a staff member's or Councillor's attendance at external courses, conferences, seminars or workshops.
RGRC	Roper Gulf Regional Council
Travel Allowance	A travel allowance is a sum of money paid to you, generally before you start travelling. It gives you funds to pay for your travel costs.
Work	Includes any activity

6. PRINCIPLES

6.1 Travel Allowance

Travel Allowance is provided to staff members and Councillors conducting official business that requires overnight absence from normal place of work in a location where commercial accommodation is available. Travel Allowance comprises meals and incidental expenses based on rates determined by the Australian

Taxation Office. Where the allowance determined by the Australian Taxation Office is not considered appropriate in respect of a particular travel situation, the CEO may substitute a greater or lesser amount to be paid depending on the particular travel situation.

6.2 Payment

Payments for allowance will be paid to staff and Councillors into their bank account of their choice in the earliest pay run from submission of Travel Allowance Claim Form or earlier if possible.

Where a staff member or Councillor does not attend the required course or meeting for which travel allowance and accommodation has been provided without appropriate justification to the CEO or relevant Director, the staff member or elected member will reimburse the payment made to RGRC from their next available wage or allowance.

6.3 Adjustments to Payments

Should the staff member return earlier from a trip or changes to the trip occur e.g. Different method of transport, meals were supplied,, a repayment will be required if a Travel Allowance was provided in advance. The Finance Department will advise staff members via email of the amount overpaid. Conversely additional amounts acquired, as the result of a later return than planned will be paid upon advice of the revised return details.

7. TRAVEL

Travel relates to all modes of travel. It includes flights, taxis, public transport, rental car and council vehicle. The mode of travel used for official travel should be approved prior travel by the relevant Manager or Director.

7.1 Air Charter/ Air Travel

All chartered planes must be approved by either the CEO or Directors prior to departing.

All chartered planes must be budgeted for in each financial year.

Flight booking for all chartered flights will be done by Customer Service Officer (CSO) at Crawford Street. Governance and Corporate Planning business unit will work with CSO at Crawford Street for arranging flights for Councillors for RGRC business.

7.2 Vehicle Travel

RGRC will make every effort to provide an official vehicle for the duty. A rental vehicle will be provided in the absence of availability of RGRC vehicles. Where a staff member has to use their own vehicle, a mileage allowance per kilometer as approved in Travel Allowance Claim Form be provided. Current Insurance certificate must be submitted with the TA form

All prospective drivers must hold a valid driver's licence for the vehicle class which they will drive, and must present evidence thereof to RGRC.

All prospective drivers who intend to drive their personal motor vehicles for work purposes must present evidence of current registration for their motor vehicles to RGRC as part of the approval process for authorisation to use their personal motor vehicle.

All drivers of RGRC motor vehicles must ensure that safety considerations and legislative compliance prevail over operational and all other considerations whenever a conflict arises.

All prospective drivers who intend to drive their personal motor vehicles for official purposes must ensure that their motor vehicles are mechanically safe, and fit for purpose, and must present evidence thereof as part of the approval process. RGRC may require the prospective motor vehicle to undergo an inspection prior to being authorised for use for official purposes.

All RGRC policies and SOPs apply to private vehicle travel for official purposes including the requirement to carry a satellite telephone, and sufficient water for the prospective journey.

Fuel cards will be provided for the use of a RGRC vehicle. Where a fuel card has not been provided, purchase orders are to be raised and approved by authorised personnel prior to filling the fuel tank. In the event where staff member has no choice but to make out of pocket payment for fuel, receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Expense Reimbursement Claim Form approved by authorised personnel to the finance department.

7.2.1 Taxis

It will be the responsibility of the person travelling to organise their own taxi request. Receipts are to be kept for reimbursement. Reimbursement should be claimed by submitting Reimbursement Claim Form approved by authorised personnel to the finance department. Alternatively cab charge cards may be collected from EA to CEO.

7.2.2 Rental Cars

The staff member must seek appropriate approval from their Manager/Director before renting a vehicle. The choice of rental vehicle must be fit for purpose, taking into account the environment in which it is likely to be used i.e. sealed/unsealed roads.

7.2.3 Private Vehicle Allowance

Where the Director or Manager has authorised the use of a private vehicle, a mileage allowance per km as approved by in Travel Allowance Claim Form will be paid.

8. ACCOMMODATION

Accommodation for Councillors for attending official RGRC business will be booked and paid for by RGRC.

Accommodation for staff members should be approved prior by the relevant Manager or Director. Purchase Orders must be raised prior to accommodation booking unless reimbursement or RGRC Corporate credit card has been used.

Additional expenses incurred in accommodation such as telephone calls, room service or mini-bar supplies will be the staff member's/elected member's own responsibility.

Funds will not be paid in lieu of accommodation.

VOQ

Visiting Officer Quarters (VOQ) accommodation may be booked internally by filling out the Internal Accommodation Booking Form and forwarding it to Roper Accommodation.

9. REFERENCES

Acknowledgements (original author/source documents)	RGRC Governance Unit
Related Policies	<ul style="list-style-type: none"> HR011 Leave Policy
Related Publications	<ul style="list-style-type: none"> <i>Local Government Act</i> <i>Fair Work Act 2009 (Cth)</i> <i>Income Tax Assessment Act 1997 (Cth)</i>
Relevant Forms	<ul style="list-style-type: none"> 107-009 Travel Allowance Claim Form 107- 020 Executive Travel Allowance Claim Form 107-010 Expense Reimbursement Claim Form

	• Internal Accommodation Booking Form
--	---------------------------------------

10. DOCUMENT CONTROL

Policy number	008
Policy Owner	GOVERNANCE
Endorsed by	OCM
Date approved	26/06/2013
Revisions	July 2017
Amendments	Replaces Travel Policy prior 26 June 2013 2nd March 2015 25 October 2017
Next revision due	June 2021

11. CONTACT PERSON

Contact person	Manager Governance and Corporate Planning
Contact number	08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Recruitment and Selection Policy
Policy number:	HR004
Category:	Policy
Classification:	Human Resources
Status:	Approved 12/4/2012

2. PURPOSE

The purpose of this policy is to affirm Roper Gulf Regional Council's commitment to ensuring compliance with s104(a) of the *Local Government Act* requirement for a standard approach to be adopted for the recruitment and selection process that is carried out for all vacant positions.

Roper Gulf Regional Council is committed to attracting and recruiting the best possible candidates for available positions. Roper Gulf Regional Council is further committed to providing equality in employment for all people employed or seeking employment.

These guidelines are developed and implemented according to Equal Employment Opportunity (EEO) guidelines. All appointments are strictly merit based and all recruitment and selection procedures are carried out in such a manner to minimise financial impact on Roper Gulf Regional Council.

3. ORGANISATIONAL SCOPE

This policy applies to the recruitment of all prospective RGRC staff.

4. POLICY STATEMENT

All recruitment and selection procedures and decisions will reflect Roper Gulf Regional Council's commitment to providing equal opportunity by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities in accordance with s104(a) of the *Local Government Act*.

Regard will not be given to factors such as age, sex, marital status, race, religion, physical impairment or political opinions.

Unless recruitment requirements are based on a special measures. Special measures are a form of lawful discrimination in favour of certain groups, for example, Aboriginal and Torres Strait Islander 'identified' positions,

Please refer to the Special Measures Recruitment Policy and Procedure for further detailed instruction.

- The Position Description for each position is to be approved by the Chief Executive Officer before selection takes place.

5. DEFINITIONS

Merit	Merit is defined as: The capacity of the person to perform particular duties, having regard to the persons; · Knowledge
-------	---

	<ul style="list-style-type: none"> · Skills · Qualifications · Experience · Potential for future development of the person in the job
Senior Staff	Staff members at Managerial level and above who hold delegated executive and decision making powers and functions.
Natural Justice	The right to be given the opportunity to present one's case, and the right to have a the matter decided by an unbiased / disinterested decision maker, based on logically probative evidence (<i>Salemi v MacKellar (No 2)</i> (1977) 137 CLR 396; 14 ALR 1)

6. PRINCIPLES

- Before a person is appointed to a position the terms and conditions required of an appointee are to be approved by the Chief Executive Officer.
- Appointees are to sign a letter of offer or contract accepting the terms and conditions of appointment before commencing their employment with Roper Gulf Regional Council.
- All new staff appointments at Roper Gulf Regional Council are subject to appropriate Criminal History Check Clearances and Working with Children Clearances as outlined in their respective policies.

6.1 Selection Panel

A selection panel shall be set up for all appointments comprised of at least three (3) members who:

- Understand the requirements of the job;
- Have the skills necessary to make an assessment;
- Reflect the diversity of the Region workforce or general population;
- Have no conflict of interest, real or apparent, arising from the selection process;
- Understand the principles of Equal Employment Opportunity and natural justice;
- Include an experienced chairperson who has completed Staff Selection training.

The Interview Panel will consist of at least one (1) Panel Chairperson and two (2) Panel Members. They will be made up of:

- Departmental Manager or their delegate;
- Representation of Indigenous and Non-Indigenous people;
- Representation of both sexes – male and female;
- Hold positions equal to or higher than the vacancy;
- Local Authority member when recruiting for senior staff in Local Authority areas.

6.2 Applications and Assessments

- All applications and appropriate supporting documentation must be submitted in writing to the HR Department. Exceptions will be granted for applications going through the direct appointment process.
- Each panel member is required to read the application and assess the claims in the written statements individually before coming together to determine which applicants

appear to meet the essential job requirements.

- The Selection Panel shall conduct a systematic assessment of the strengths of the applicants' claims (Short-listing) against the selection criteria.

6.3 Interviews

Interviews will only be conducted for candidates that have been short-listed through the assessment process.

6.4 References

No offer of employment will be made before reference checking has been conducted. Permission must be sought from the applicant before checking with their current employer.

At least two (2) reference checks must be completed and at least one (1) must be from the candidate's current employer.

If a candidate's referee is a panel member, then the reference check must be completed before the interview takes place, otherwise another referee must be nominated.

6.5 Appointments

- No unofficial undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment, other than those whose applications have been assessed as successful through the correct recruitment and selection process.

All interview documents need to be completed and filled out correctly. The chairperson is ultimately responsible for making sure all documents are completed correctly and returned to HR within a suitable timeframe for approval by the CEO.

- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to Chief Executive Officer or his delegate.
- Post selection feedback in line with principle of transparency shall be offered by the chairperson of the selection panel in liaison with the HR Manager to all applicants with reference to the assessment against the position description, strengths and areas for improvement and gaps identified in comparison with the selected applicant.
- An appointee's electronic personnel file shall be set up and kept for the prescribed period.

6.6 Direct Appointments

- The Chief Executive Officer may from time to time directly appoint a person to a position within Roper Gulf Regional Council.
- This will be at the discretion of the Chief Executive Officer, Directors, Human Resources Manager and Program Manager.
- Upon making a decision to directly appoint a person to a position the Chief Executive Officer will base their decision on prior knowledge of the person, their working history and qualifications applicable to the position.

6.7 Internal Staff Transfers

- If a position within Roper Gulf Regional Council becomes vacant and it has been identified that an existing staff member is suitable for that position then the Chief Executive Officer may approve an internal staff transfer.
- The Chief Executive Officer will make this decision based on the recommendation from the Director and Program Manager and their knowledge of the employees working history, qualifications, performance and capability to perform in the role.
- If the position the employee is transferring into is of a higher level than the employee will be paid at that level.
- A new Letter of Offer will be prepared and formally offered to the employee to accept.
- If the employee has previously successfully completed a probationary period then they will not be required to complete another probation period.

6.8 Responsibilities

It is the responsibility of the departmental manager / supervisor to ensure that:

- They are familiar with all policies that relate to recruitment and selection; and, that they follow them accordingly;
- Staffing levels for their department have been determined, appropriately budgeted for and authorised.
- All roles have current position descriptions, which specify role requirements and selection criteria. Position descriptions for vacancies have been reviewed prior to advertising for recruitment.

It is the responsibility of the Human Resources Department to ensure that;

- A Recruitment and Selection Policy is developed and maintained to support and enhance Roper Gulf Regional Council's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All managers / supervisors are given continuous support and guidance in regards to recruitment and selection issues.

7. REFERENCES

Related Policies	<ul style="list-style-type: none"> • <i>HR001 - Employee and Contractor Code of Conduct</i> • <i>HR005 - Confidentiality and Privacy Policy</i> • <i>HR006 - Working with Children Certificate</i> • <i>HR023 – Criminal History Check Policy</i> • <i>HR024 – Special Measures Recruitment Policy</i>
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Anti-Discrimination Act</i> • <i>Interpretation Act</i>

	<ul style="list-style-type: none"> • <i>Information Act</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Industry Award (LGIA) 2010</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Disability Discrimination Act 2004 (Cth)</i> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i>
--	---

8. DOCUMENT CONTROL

Policy number	HR004
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	12/4/2012
Revisions	February 2017
Amendments	02 March 2017, October 2017
Next revision due	June 2021

9. CONTACT PERSON

Position	Manager, Human Resources
Contact number	(08) 8972 9012

1. POLICY CERTIFICATION

Policy title:	Working with Children Policy
Policy number:	HR006
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

A Working with Children Clearance screening is a criminal and employment record check which ensures there is nothing in the candidate's history which may constitute a serious risk of harm to children.

The intention of this document is to define clearly the obligations of Roper Gulf Regional Council (RGRC) employees with regards to the *Care and Protection of Children Act* (the Act), and *Care and Protection of Children (Screening) Regulations* specifically, the Working with Children Clearance and associated Ochre Card.

3. ORGANISATIONAL SCOPE

This policy applies to all RGRC employees, volunteers, and contractors engaged to perform child-related work. Participants of the CDP are not to be considered to be volunteers for RGRC under the scope of this policy.

4. POLICY STATEMENT

Roper Gulf Regional Council takes seriously its obligation to ensure that all staff who work, or volunteer with children, comply with current Northern Territory Government legislation, specifically the *Care and Protection of Children Act* and the *Care and Protection of Children (Screening) Regulations*.

It is an offence under Sections 187(1)(3) of the *Care and Protection of Children Act* for a person to continue to undertake 'child-related work' unless they hold a valid Ochre Card or Working with Children Clearance Certificate.

5. DEFINITIONS

Child	as defined by the <i>Care and Protection of Children Act</i> , means a person less than 18 years of age or a person apparently less than 18 years of age if the person's age cannot be proved.
Child-related work	means the usual duties of the work involves, or may potentially involve, contact with a child aged less than 18 years as per s185(2) of the <i>Care and Protection of Children Act</i> .
Exemption	is a period of exemption granted by the Chief Executive Officer of the Department of Children and Families in accordance with the ss187(4) – (6) provisions of the Act to a person exempting them from the requirement to hold a current Ochre Card whilst their application is processed.

A Negative Notice or Interim Negative Notice	A “ Negative Notice ” or an “ Interim Negative Notice ” as issued by the WWC Screening Unit, indicates that the person to whom the notice issued is to be deemed unsuitable to undertake work in, and should not be offered work in, a child-related area at that time.
Identified Position	means a position which has been identified as being involved in child-related employment and as such is required by law to hold a valid Ochre Card. RGRC has determined that these identified positions are those positions defined as such in the <i>Care and Protection of Children Act</i> .
Staff	means anyone employed by, or associated with, RGRC on a permanent, casual, voluntary or contractual basis, whether full-time or part-time engaged with child related work.
Employee	means paid or voluntary staff member engaged by RGRC.
Review	for the purpose of this policy, means in internal appeal, against a decision, or an external appeal, to a court, against a decision.

6. PRINCIPLES

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 that is valid for two (2) years from the date of issue (unless revoked).

Employees, contractors and volunteers (including students) in relevant child-related work who are issued with a Negative Notice Check by the WWC Screening Unit are to be deemed unsuitable to undertake work with RGRC and, if already commenced, their employment should be reassessed.

To avoid inadvertent breaches of the *Care and Protection of Children Act*, RGRC shall conduct regular checks with SAFE NT to ascertain the outcome of pending WWC applications.

The decision not to issue a Working with Children Clearance is a reviewable decision. If an employee is issued with an Interim Negative Notice Check by the WWC Screening Unit they are to immediately notify RGRC. Should the employee fail to notify council of the Interim Negative Notice, RGRC shall investigate this failure to notify, to ascertain whether or not it was deliberate, negligent, or if it was inadvertent. If the employee is found to have deliberately or negligently failed to notify RCRG of the Interim Negative Notice, the failure to notify shall be regarded as employee misconduct.

Upon discovery and/or notification of an Interim Negative Notice Check, RGRC shall immediately remove the employee from child-related work. RGRC shall meet with the employee as soon as practicable to discuss the matter, and ascertain a subsequent course of action.

The purpose of the meeting is to ascertain whether or not the employee will choose to have the Interim Negative Notice decision reviewed, and the likelihood of that review being successful. In light of this, RGRC must either stand down the employee until the matter is resolved, or, depending on the employee’s position, impose restrictions so as to not allow the employee to engage in child-related work.

For example, if child-related work forms part of the employee's core duties such as youth work or crèche, RGRC may have no alternative but to stand the employee down pending the outcome of the review process. If the employee is engaged in a position which does not have child-related work as part of its core duties, such as workshop or maintenance, the employee is to be prevented from engaging in child-related work, or having close proximity to such activities, pending the outcome of the review process.

If the employee is unable to fulfil their position's requirements without a WWC clearance, then the employee shall be stood down pending the outcome of the review process. If an employee receiving an Interim Negative Notice is stood down, they will be on leave without pay.

RGRC shall make a decision pertaining to the continuation of the employee's appointment upon the completion of that review process. If the employee has the Interim Negative Notice decision overturned, and is issued with suitable clearance (Ochre Card), the restrictions upon that employee shall be removed, and the employee shall be allowed to resume their duties.

If the original decision not to issue the employee with a clearance is upheld by the reviewer, RGRC shall, upon the completion and exhaustion of appeal processes, deem that employee to be unsuitable to their position's requirements, and subsequently terminate their employment on those grounds.

Employees are required to notify RGRC where a Clearance Notice is refused or cancelled. Upon cancellation of a *Working with Children Clearance* certification, employment with RGRC will be terminated.

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

Categories of "child-related" work as defined under the *Care and Protection of Children Act*

The *Care and Protection of Children Act* (the Act) states that a person is engaged in child-related work and requires a Working With Children Clearance only if the usual duties of the work involve, or are likely to involve, contact with a child aged under 18 years. Child-related work is prescribed by Section 185(2) of the Act as the following:

"Section 185 Child-related employment

- (2) *Child-related work is any work that involves or may potentially involve contact with children in connection with any of the following:*
 - (a) *child protection services provided by or for the Department;*
 - (b) *an education and care service operated under the Education and Care Services Law (NT);*
 - (c) *an educational facility for children, including a government school established under the Education Act and a school registered under Part 7 of that Act, other than a facility prescribed by regulation;*
 - (d) *juvenile detention centres;*
 - (e) *refuges or other residential facilities used by children;*
 - (f) *wards of hospitals or any other facilities for health services in which children are ordinarily patients;*
 - (g) *clubs, associations or movements (including those that are of a cultural, recreational or sporting nature) with significant child membership or involvement;*
 - (h) *religious organisations;*
 - (i) *babysitting or childminding services;*

- (j) *fostering of children;*
- (k) *transportation services for children;*
- (l) *private tuition services for children;*
- (m) *counselling or other support services for children;*
- (n) *overnight camps for children;*
- (o) *road crossing services for school children;*
- (p) *any of the following services, activities or facilities that are provided or arranged for children:*
 - (i) *gym or play facilities;*
 - (ii) *photographic services;*
 - (iii) *talent or beauty competitions;*
 - (iv) *entertainment or party services;*
- (q) *any other services, activities or facilities prescribed by regulation.”*

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.

Staff employed in certain RGRC program areas will be required to hold a valid Ochre Card at all times whilst employed by Council. This requirement is based on the likelihood of ongoing supervision or proximity with children, and includes areas such as:

- Community Safety
- Youth Services
- Municipal Officers
- Media/Bracs
- Library
- Sport & Rec
- SNP
- Child Care
- Pool Attendants
- Community Services
- CDP

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 they 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 certain positions; for an applicant to be considered for appointment.

On accepting an offer of employment with RGRC, the new employee is required to:

- Provide a color copy of a current Ochre Card;
- Provide a copy of the receipt to prove they have applied for an Ochre Card (RGRC will then apply for a 45 day exemption through safe NT)

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

Employees with current exemption certificates awaiting Working with Children Clearance certification must work under the direct supervision of a staff member holding a current Ochre Card.

The *Working with Children Clearance* certifications are valid for a period of two (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 CDP Participants

Participants of CDP or equivalent are jobseekers and are not to be considered to be volunteers for Roper Gulf Regional Council under the scope of this policy.

6.5 Cost of Working with Children Clearance

- All new employees are responsible for the cost of their *Working with Children Clearance*
- Replacement costs of lost cards will be at the employee's own expense.
- Ochre card renewals will be paid by RGRC whilst employed by RGRC

(Please refer to SAFE NT website for updated fee schedule).

REFERENCES

Related Forms	<ul style="list-style-type: none"> • <i>WWCC Exemption Form</i>
Related Policies	<ul style="list-style-type: none"> • Employee Code of Conduct • Employee Formal Discipline Policy • Recruitment and Selection Policy • Volunteer Policy
Related Publications	<ul style="list-style-type: none"> • <i>Anti-Discrimination Act</i>

	<ul style="list-style-type: none"> • <i>Care and Protection of Children Act</i> • <i>Care and Protection of Children (Screening) Regulations</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i>
--	---

DOCUMENT CONTROL

Policy number	HR006
Policy Owner	Manager, Human Resources
Endorsed by	OCM
Date approved	27/6/2012 OCM
Revisions	02/03/2017, 25/10/2017
Amendments	<ul style="list-style-type: none"> • 01/05/2013 OCM • 30/09/2015 OCM • 02/03/2017 OCM • 25/10/2017 OCM
Next revision due	June 2021

CONTACT PERSON

Position **Manager Governance, Corporate Planning and Compliance**

Contact number **(08) 8972 9000**

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.11
TITLE	FINANCE - RGRC FINANCIAL REPORT AS AT 30 SEPTEMBER 2017
REFERENCE	715663
AUTHOR	Lokesh Anand, Finance Manager

RECOMMENDATION

(a) **That Council receive and note financial reports as at 30th September 2017.**

BACKGROUND

Attached are the financial reports for Roper Gulf Regional Council as at 30th September 2017, 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, practice and in compliance with the applicable Local Government Act. Revenue and Expenditure statement as at end of September 2017 shows a surplus of \$ 6.96 M. The surplus also includes the carry forwards from previous year of \$3.1 M leaving effective surplus of 3.8M. Our bank balance as at 30th September is \$ 21.4 M.

Preparation of General Purpose and Special Purpose Financial Statements is completed and a separate report is presented. The preparations for the first quarter budget revision 2017-18 have started and will be completed and presented in November meeting.

ISSUES/OPTIONS/SWOT**Interpretation of Debtors and Creditors****Debtors**

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

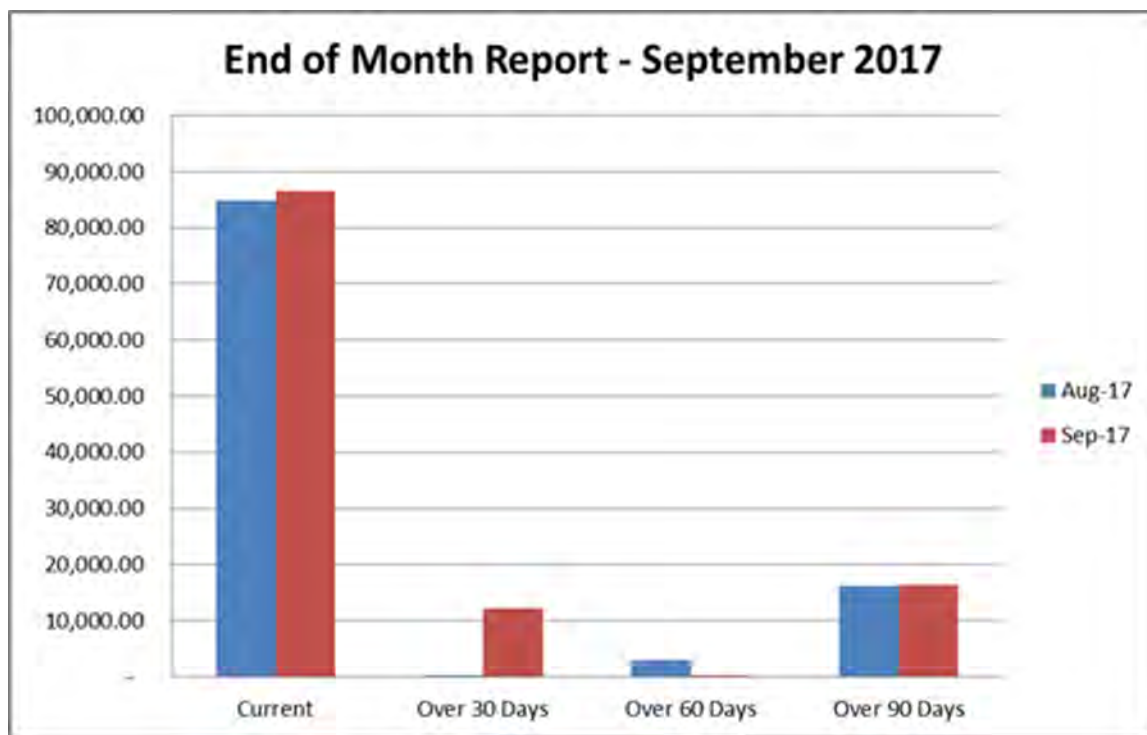
See attached: Aged Analysis – Detailed Report – Accounts Receivable 30th September 2017.

As at 30th September 2017 \$ 115,266.74 is outstanding. Comparatively, at 31st August 2017, the total debt outstanding was \$104,481.57. During this month, debtors have shown an overall increase from August 2017 to September 2017 by \$ 10,785.17.

AR Age Analysis

Debtors	August-17		Sept-17	
Current	84,914.81	81.28%	86,474.68	75.03%

Over 30 days	205.02	0.20%	12,127.16	10.51%
Over 60 days	3,093.84	2.95%	205.00	0.18%
Over 90 days	16,267.90	15.57%	16,459.90	14.28%
	104,481.57		115,266.74	
Less: Unapplied Credits	7,561.76		1,621.15	
Total Actual Outstanding	96,919.81		113,645.59	



Top 10 AR Debtors – September 2017

A/C	Description	Balances	Status	Reason
00982	Binjari Community Aboriginal Corporation	30,380.00	Current	Accommodation
00328	Power and Water Corporation	17,055.87	Current	Day to Day Operations – Eva Valley & Jilkminggan
01250	John Terepo	9,694.65	Over 90 Days	Service & Repair on Vehicle – Payroll Deductions in place
00359	Sunrise Health	9,570.00	Over 30 Days & Current	Rental Leases
00121	DCI-General	5,149.19	Current	Litter Collection
01289	Stephen Nagle	4,982.25	Over 90 Days	Payroll – Overpayment of wages on 31.8.16
01322	HI-Spec Civil	4,400.00	Over 30 Days & current	Rental Lease
01310	Remote Concrete NT	3,693.46	Over 30 Days	Purchase of Fuel & Cleaning of Debris-Follow up in Progress

01306	MIMP Connecting	3,080.00	Current	Accommodation
00377	Traditional Credit Union	2,618.33	Current	Monthly Rental Lease

Rates & Refuse Outstanding– September 2017

Financial Year	Financial Year Balance	Percentage of total Owing
2008/2009	\$27,280.20	0.95 %
2009/2010	\$5,007.95	0.17 %
2010/2011	\$6,142.38	0.21 %
2011/2012	\$5,283.53	0.18 %
2012/2013	\$5,946.97	0.21 %
2013/2014	\$19,895.43	0.69 %
2014/2015	\$89,189.62	3.12 %
2015/2016	\$29,928.96	1.05 %
2016/2017	\$193,431.30	6.76 %
2017/2018	\$2,480,683.44	86.65 %
Total	\$2,862,789.78	100.00%

The rates department is working in recovering the outstanding rates and charges. Last month the outstanding for rates & charges were \$ 3,163,412.51

Creditors

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

See attached: Aged Analysis Report – Detailed Report – Accounts Payable 30th September 2017.

As at 30th September 2017, \$362,593.53 in creditors is outstanding.

The Accounts Payable age analysis report depicts the following:

Creditors	Amount	
Current	\$243,643.46	53.8%
Over 30 days	\$156,431.18	34.5%
Over 60 days	\$0.00	-
Over 90 days	\$52,967.37	11.7%
Total outstanding amount (Including Overdue)	\$453,042.01	
Less: Unapplied Credits	-\$90,448.48	
TOTAL ACTUAL OUTSTANDING	\$362,593.53	

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 September 2017:

Acc. #	Description	Amount	Transaction
10054	PUMA ENERGY	\$41,977.76	NUMBULWAR BULK FUEL ORDER

10042	ALLSTYLE SHEETMETAL	\$70,041.00	MATARANKA MULTI-PURPOSE SPORTS COURT
10280	TELSTRA	\$61,878.15	CONSOLIDATED ACCOUNT
10188	KATHERINE TOWN COUNCIL	\$14,721.40	RATES CHARGES 2 CRAWFORD ST
10244	POWER WATER	\$26,923.61	BORROLOOLA STREETLIGHT MAINTENANCE & WATER, SEWERAGE LOT 297A NGUKURR
10507	ALAWA	\$85,402.45	NT OPS FUNDING 2016-17
10791	DELOITTE TOUCHE	\$28,875.00	AUDIT FEES
12781	WRIGHT EXPRESS	\$20,705.39	FUEL CARD AUGUST 2017
10852	FULTON HOGAN	\$15,620.00	BULKA BAGS FOR COMMUNITIES
11264	JARDINE LLOYD THOMPSON	\$12,914.17	PUBLIC LIABILITY INSURANCE 2017-18
11654	FORKLIFT SOLUTIONS	\$113,685.52	A COMPACT TRACK LOADER & EQUIPMENTS TO FIT SKID STEER LOADER
11688	REMOTE CIVIL	\$586,929.19	BARUNGA STORE HEAVY TURNING ROUTE & MULTI TOWN LANDFILL PROJECTS
13393	HI-SPEC CIVIL	\$30,991.13	BARUNGA CULVERT PROJECT
12396	ATKIN BUILDING	\$68,951.20	WORKS AT JILKMINGGAN SPORT & REC HALL
12751	TONKIN CONSULTING	\$29,411.80	ROBINSON ROAD BORROLOOLA UPGRADE
12770	GREEN FROG SYSTEMS	\$36,832.40	SOLARLIGHT IN NGUKURR
12781	WRIGHT EXPRESS	\$20,705.39	CORPORATE FUEL CARDS AUGUST 2017
13103	KATHERINE CONSTRUCTIONS	\$20,974.20	NGUKURR ELECTRONIC SCOREBOARD
13280	CROSS SOLUTIONS	\$12,078.00	MULTI PROJECTS DRAFTING
13298	TERRITORY INDUSTRIES	\$12,368.95	WORK AT LOT 236 BARUNGA
13325	MODERN TRAILERS	\$22,300.00	2 X 4.5 TON TRAILERS FOR BORROLOOLA & NGUKURR
13326	SEWELL SWEEPERS	\$13,427.79	SEWELL SWEEPER FOR NUMBULWAR CAPEX
13329	JACOBS GROUP	\$33,399.99	ROCKY CREEK CROSSING BORROLOOLA PROJECT
13399	GARRY RICHARDS	\$12,279.14	SITE VISIT TO KATHERINE 23 RD – 29 TH July
		\$1,372,688.24	

All entered amount has already been paid and settled.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 Finance Report - September 2017.pdf

Roper Gulf Regional Council

Balance Sheet as at 30 September 2017



ASSETS		LIABILITIES	
Current Assets		Current Liabilities	
Cash	11,271,238	Accounts payable	362,594
Accounts receivable	113,646	Taxes payable	191,176
(less doubtful accounts)	-101,146	Accrued Expenses	0
Rates & Waste Charges Receivable	2,862,790	Provisions	1,487,606
Inventory	227,086	Other Current Liabilities	133,258
Investments	10,000,000	Suspense accounts	
Other current assets	257,440		
Total Current Assets	24,631,053	Total Current Liabilities	2,174,634
Less: Unexpended Tied Grants	5,941,920		
Available Untied Current Assets	18,689,133		
			Working Capital
			\$22,456,420
			\$16,514,500
Non-current Assets		Long-term Liabilities	
Land	4,101,715	Other long-term liabilities	396,753
Buildings	79,109,009		396,753
(less accumulated depreciation)	-41,903,094		
Fleet, Plant, Infrastructure and Equipment	32,945,350	Total Liabilities	2,571,386
(less accumulated depreciation)	-22,017,916		
Furniture and fixtures	135,898		
(less accumulated depreciation)	-132,188	EQUITY	
Work in Progress assets	519,217	Retained earnings	74,817,659
Other non-current assets	0	Total Shareholders' Equity	74,817,659
Total Non-current Assets	52,757,991		
		TOTAL LIABILITIES & EQUITY	77,389,045
TOTAL ASSETS	77,389,045		

Balance Sheet Check

OK

RATIOS

Current Ratio	11.33	Effective	8.59
Quick Ratio	11.22		
Cash Ratio	9.78		

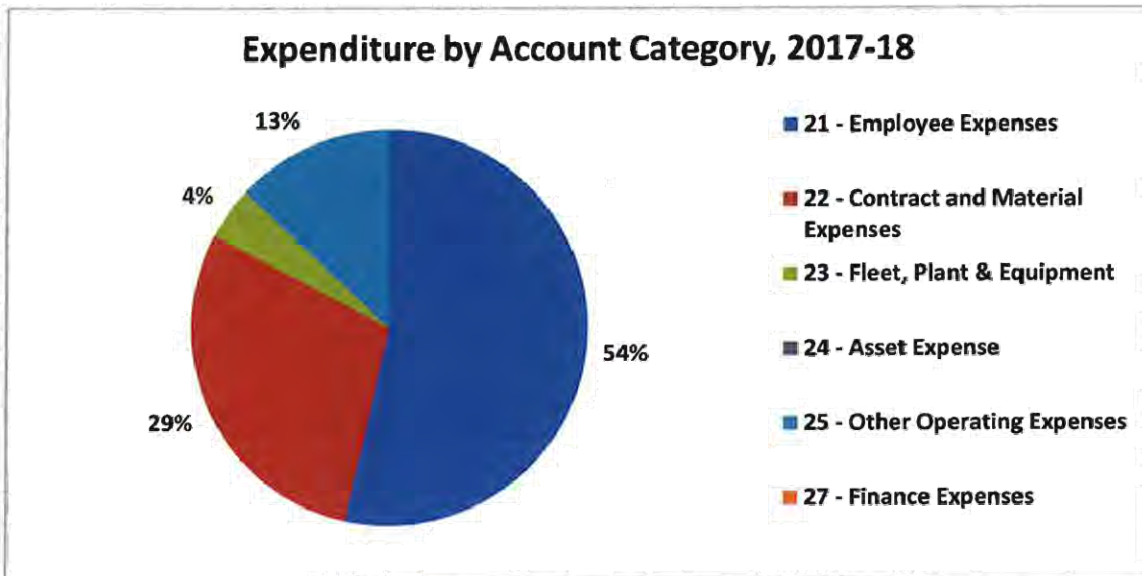
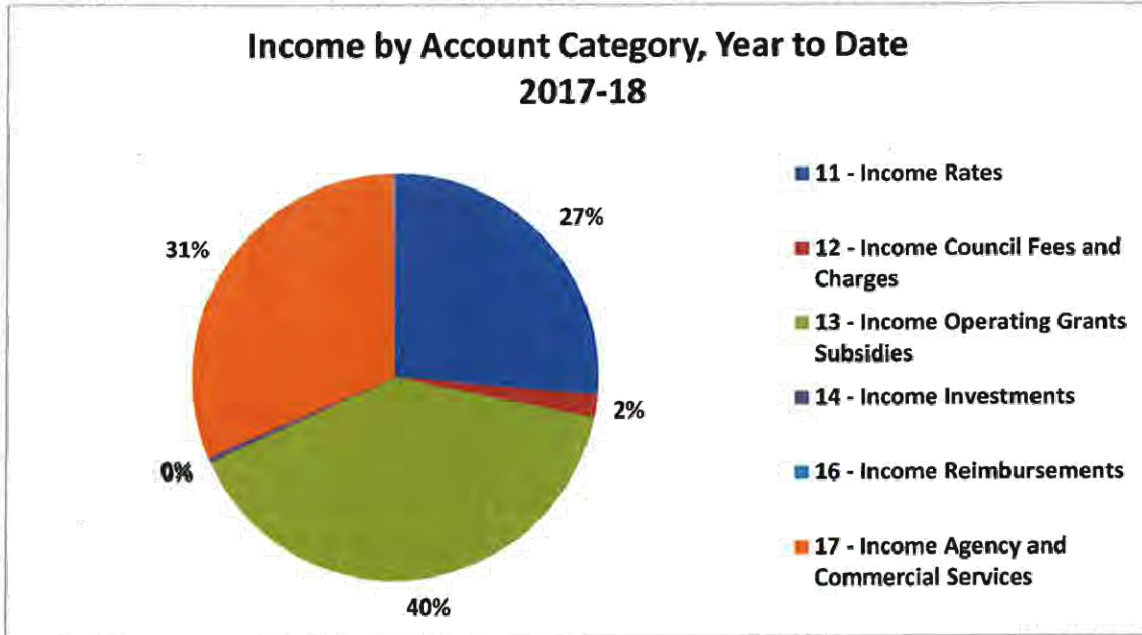
G:\Finance Department - admin files\Lokesh\Council Reports\FY 2017-18\3.Sep - 2017-18\Sep -17 Income Statement by Nat
Acc by Account

Roper Gulf Regional Council

Income & Expenditure Report as at
30-September-2017
for the year 2017-2018



	18GLACT	18GLBUD	18GLBUD	
	<i>Year to Date</i>	<i>Year to Date</i>	<i>Variance (\$)</i>	<i>Full Year Budget</i>
	<i>Actual (\$)</i>	<i>Budget (\$)</i>		<i>(\$)</i>
Income				
11 - Income Rates	2,804,404	468,202	2,336,202	1,872,808
12 - Income Council Fees and Charges	187,555	193,042	-5,487	772,167
13 - Income Operating Grants Subsidies	4,252,685	4,503,545	-250,860	18,014,182
14 - Income Investments	33,711	55,000	-21,289	220,000
16 - Income Reimbursements	10,289	0	10,289	0
17 - Income Agency and Commercial Servi	3,323,645	3,588,069	-264,424	14,352,277
18 - Income Capital Grants	12,736	0	12,736	0
19 - Other Income	3,971	28,228	-24,258	112,913
Total Income	10,628,996	8,836,086	1,792,910	35,344,346
Expenditure				
21 - Employee Expenses	3,624,127	5,337,691	1,713,564	21,350,763
22 - Contract and Material Expenses	1,972,129	1,994,735	22,606	7,978,939
23 - Fleet, Plant & Equipment	286,647	267,773	-18,874	1,071,091
24 - Asset Expense	0	1,108,900	1,108,900	4,435,599
25 - Other Operating Expenses	877,430	896,747	19,316	3,586,984
27 - Finance Expenses	2,736	2,918	181	11,670
Total Expenditure	6,763,069	9,608,763	2,845,694	38,435,047
Carried Forwards				
81 - Accumulated Surplus Deficit	3,090,701	772,675	2,318,026	3,090,701
Total Carried Forwards	3,090,701	772,675	2,318,026	3,090,701
Surplus/(Deficit)	6,956,628	-1	6,956,627	0
Capital Expenditure				
53 - WIP Assets	1,765,056	935,000	-830,056	3,740,000
Total Capital Expenditure	1,765,056	935,000	-830,056	3,740,000



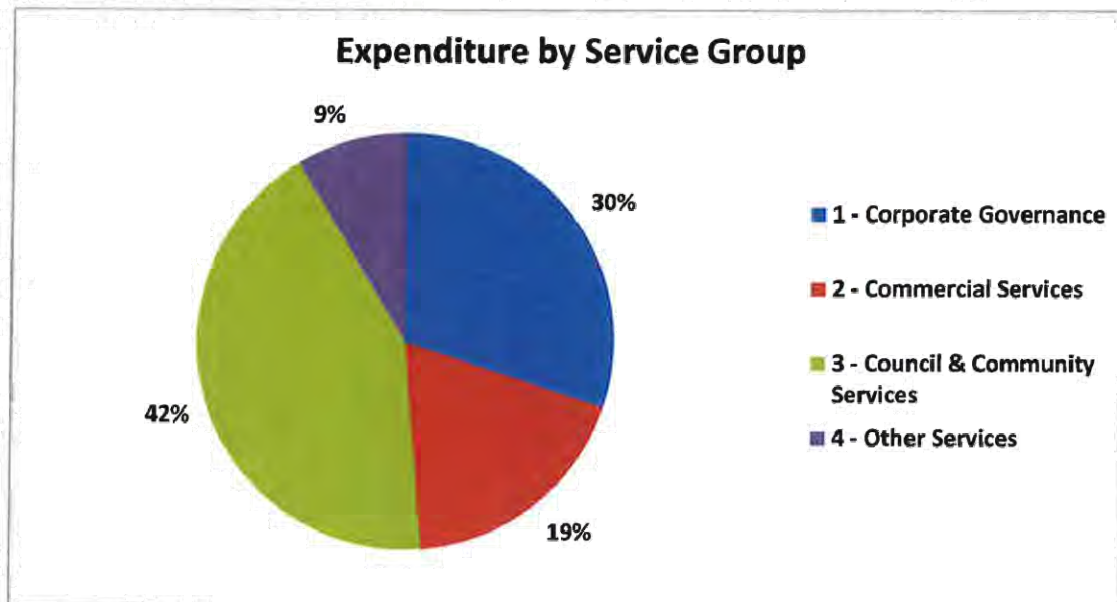
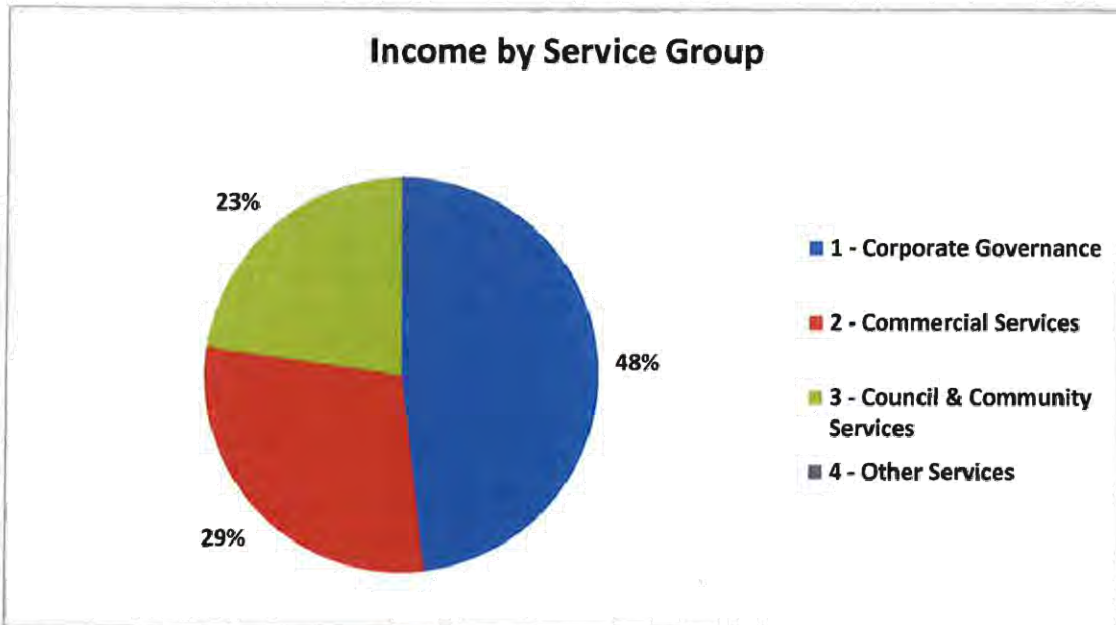
G:\Finance Department - admin files\Lokesh\Council Reports\FY 2017-18\3.Sep - 2017-18\Sep -17 Income Statement by Service Group

Roper Gulf Regional Council

Income & Expenditure Report as at
30-September-2017
for the year 2017-2018



	18GLACT	18GLBUD	18GLBUD	
	<i>Year to Date</i>	<i>Year to Date</i>	<i>Full Year Budget</i>	
	<i>Actual (\$)</i>	<i>Budget (\$)</i>	<i>Variance (\$)</i>	<i>(\$)</i>
Income				
1 - Corporate Governance	5,106,163	2,474,276	2,631,886	9,897,105
2 - Commercial Services	3,104,713	3,325,591	-220,878	13,302,364
3 - Council & Community Services	2,405,384	3,036,219	-630,835	12,144,877
4 - Other Services	12,736	0	12,736	0
Total Income	10,628,996	8,836,086	1,792,910	35,344,346
Expenditure				
1 - Corporate Governance	2,034,342	1,198,326	-836,016	4,793,302
2 - Commercial Services	1,261,040	3,123,580	1,862,539	12,494,318
3 - Council & Community Services	2,883,475	5,286,857	2,403,383	21,147,427
4 - Other Services	584,212	0	-584,212	0
Total Expenditure	6,763,069	9,608,763	2,845,694	38,435,047
Carried Forwards				
1 - Corporate Governance	3,090,701	772,675	2,318,026	3,090,701
Total Carried Forwards	3,090,701	772,675	2,318,026	3,090,701
Surplus/(Deficit)	6,956,628	-1	6,956,627	0
Capital Expenditure				
1 - Corporate Governance	867,551	935,000	67,448	3,740,000
2 - Commercial Services	213,794	0	-213,794	0
3 - Council & Community Services	683,710	0	-683,710	0
Total Capital Expenditure	1,765,056	935,000	-830,056	3,740,000

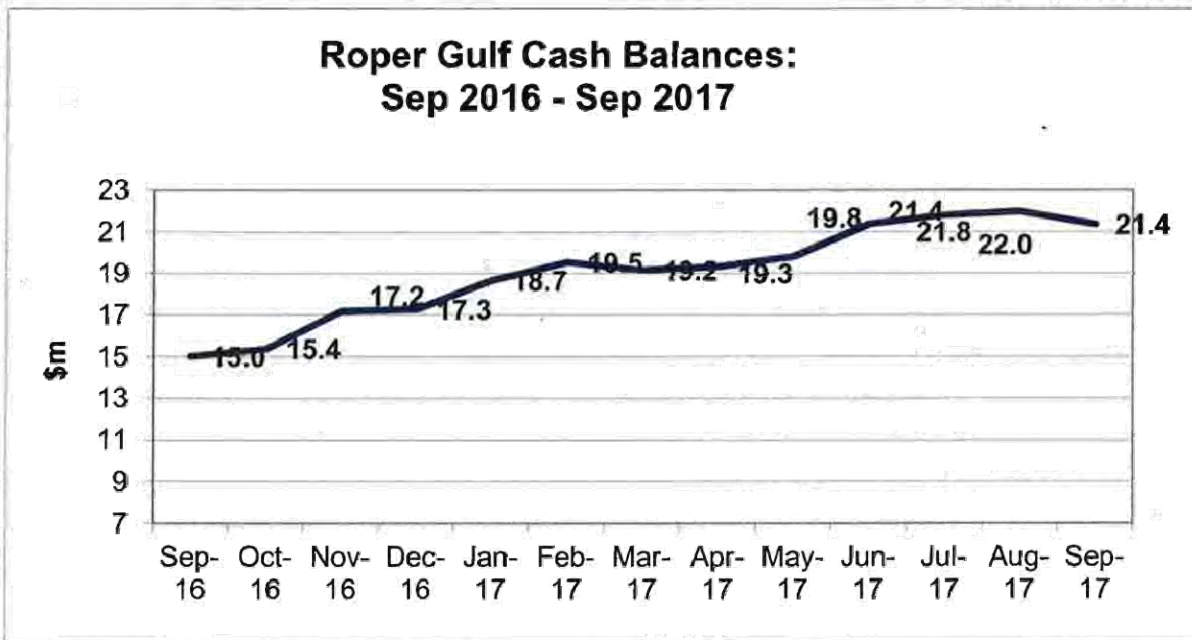


Roper Gulf Regional Council

Actual cash at bank as at 30 September 2017



<u>Bank:</u>	<u>Closing balance as at 30th September 2017</u>
Commonwealth - Business 10313307	\$9,588,495.72
Monthly interest earned	\$6,669.08
Commonwealth - Operating 10313294	\$77,369.59
Monthly interest earned	\$64.99
Commonwealth - Trust 103133315	\$1,985.78
Monthly interest earned	\$78.76
Commonwealth - Numbulwar Fuel - 590210381211	\$1,690,657.29
Monthly interest earned	\$1,098.87
National Australia Bank - Term Deposit	\$4,000,000.00
Monthly interest earned	\$0.00
Beyond Bank	\$2,000,000.00
Monthly interest earned	\$0.00
Bendigo Bank	\$2,000,000.00
Monthly interest earned	\$0.00
AMP Bank	\$2,000,000.00
Monthly interest earned	\$0.00
Total Cash at Bank	<u>\$21,358,508.38</u>
Total Interest Earned	\$7,911.70



Note: The "Total Cash as Bank" is the actual Money in the Bank at 30th September .It varies with Book Balance due to Unpresented Cheques and Outstanding Deposits

Roper Gulf Regional Council
Investment Report
as at 30 September 2017



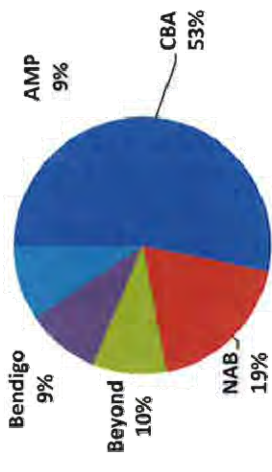
Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	% of Exposure	Rating	Lodgement Date	Maturity Date	Interest on Maturity	Interest rate	Within Diversification Limits
--------------------------------------	---------------------------------------	--------	---------------	--------	----------------	---------------	----------------------	---------------	-------------------------------

Major Bank	Commonwealth Bank - Working capital	\$11,358,508	53.18%	A1+/AA-					
	Investments (Deposits)								
Major Bank	National Australia Bank	\$2,000,000	9.36%	AA2/AA-	6/09/2017	5/12/2017	12,427.40	2.52%	
Major Bank	National Australia Bank	\$2,000,000	9.36%	AA2/AA-	6/10/2017	8/01/2018	13,031.24	2.53%	
Regional Bank	Beyond Bank	\$2,000,000	9.36%	A2/BBB	7/07/2017	5/01/2018	26,923.03	2.70%	
Regional Bank	Bendigo Bank	\$2,000,000	9.36%	AA2/AA-	7/07/2017	7/03/2018	35,950.68	2.70%	
Regional Bank	AMP Bank	\$2,000,000	9.36%	A1/A	10/07/2017	11/12/2017	21,939.73	2.60%	
Total cash and investments held		\$21,358,508	100.00%						

Investment by ADI Category



Investment Per institution



Communitywise Expenditure Summary as at 30 -September -2017

Location	HQ			Barunga			Beswick		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governan	1,616,456	552,541	293%	27,481	32,284	85%	25,949	66,286	39%
Commercial Servic	388,602	238,524	163%	82,627	258,908	32%	96,435	408,524	24%
Council & Commu	300,396	733,833	41%	146,343	371,499	39%	235,815	453,660	52%
Other Services	385,006		0%	173,974		0%	-		0%
Total	2,690,460	1,524,898	176%	430,425	662,691	65%	358,199	928,470	39%

Location	Borroloola			Bulman			Eva valley		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governan	48,035	58,327	82%	4,625	27,777	17%	3,528	12,100	29%
Commercial Servic	6,226	27,750	22%	45,657	207,017	22%	16,009	79,973	20%
Council & Commu	366,655	499,738	73%	189,319	373,692	51%	112,954	263,741	43%
Other Services	3,120		0%			0%			0%
Total	424,036	585,815	72%	239,601	608,486	39%	132,491	355,814	37%

Location	Jilkminggan			Mataranka			Minyerri		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Governan	668	6,693	10%	6,385	9,130	70%	85,936	109,277	79%
Commercial Servic	55,335	207,099	27%	36,490	166,645	22%	2,458	2,100	117%
Council & Commu	167,353	377,311	44%	483,378	497,152	97%	14,755	52,289	28%
Other Services			0%			0%			0%
Total	223,356	591,103	38%	526,253	672,927	78%	103,149	163,666	63%

Location	Ngukurr			Other Locations		
	Actual	Budget	%	Actual	Budget	%
Corporate Governan	135,656	132,977	102%			0%
Commercial Servic	208,109	714,518	29%	96,742	178,037	54%
Council & Commu	516,379	824,707	63%	64,292	49,044	131%
Other Services	21,072		0%			0%
Total	881,216	1,672,202	53%	161,034	227,081	71%

Roper Gulf Regional Council



Income & Expenditure Report as at

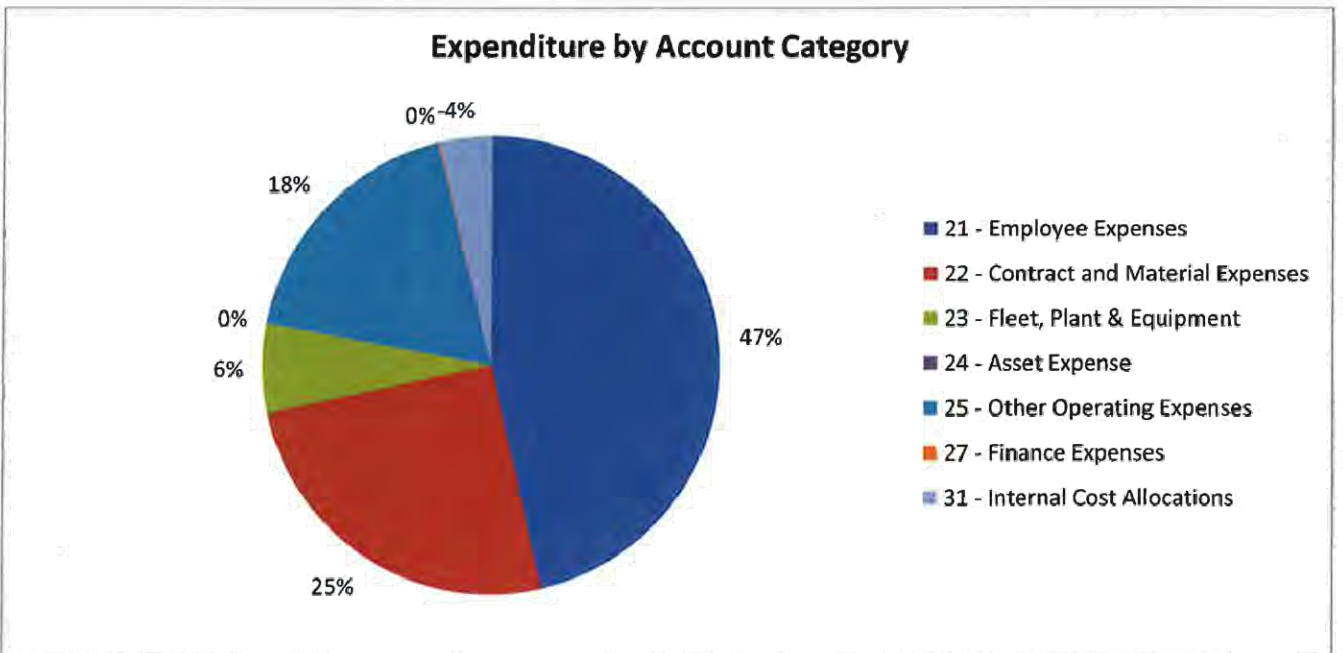
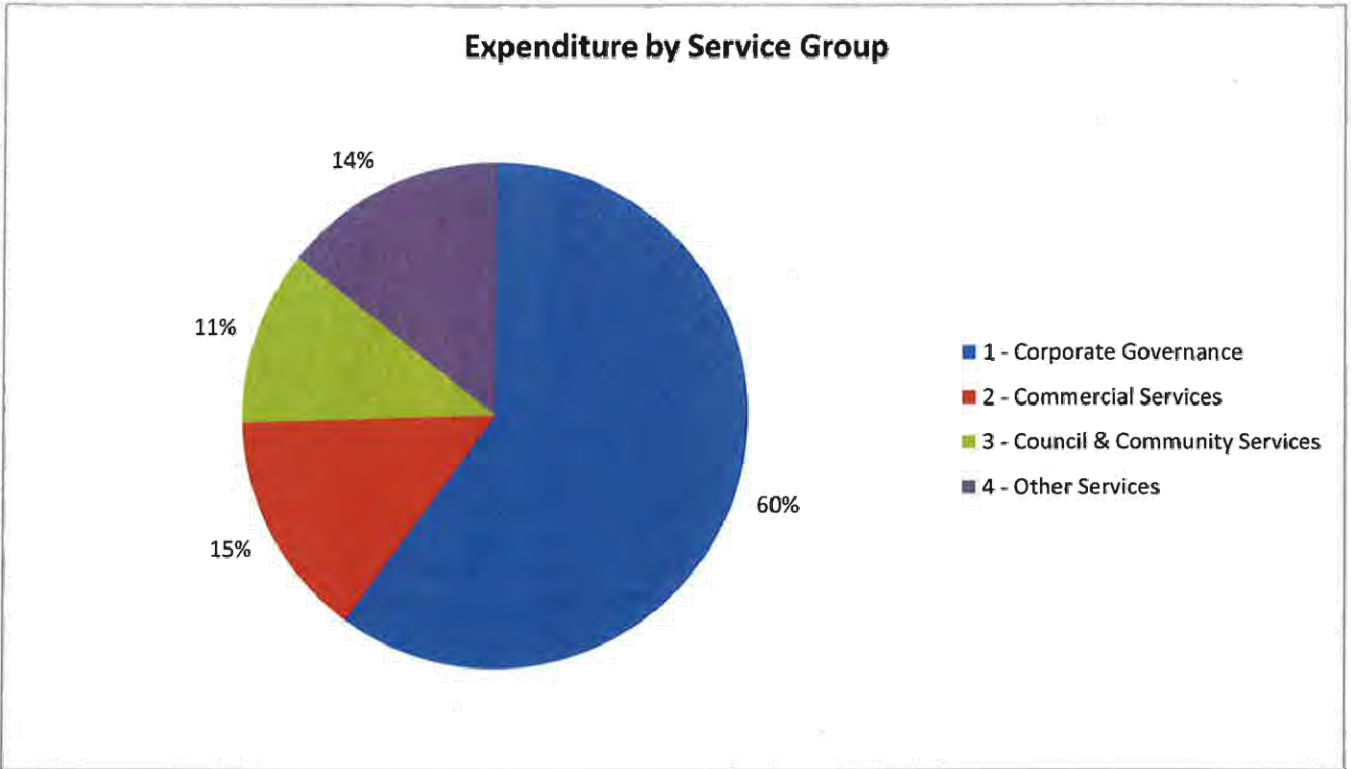
30-September-2017

HQ

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
Expenditure by Service				
1 - Corporate Governance	1,616,456	552,541	-1,063,915	2,210,164
2 - Commercial Services	388,602	238,524	-150,078	954,095
3 - Council & Community Services	300,396	733,833	433,437	2,935,332
4 - Other Services	385,006	0	-385,006	0
Total Expenditure	2,690,460	1,524,898	-1,165,562	6,099,591
Expenditure by Account Category				
21 - Employee Expenses	1,348,927	1,823,722	474,794	7,294,888
22 - Contract and Material Expenses	734,041	598,150	-135,891	2,392,598
23 - Fleet, Plant & Equipment	182,573	63,093	-119,479	252,374
24 - Asset Expense	0	1,108,900	1,108,900	4,435,599
25 - Other Operating Expenses	530,426	534,175	3,749	2,136,698
27 - Finance Expenses	2,736	2,893	156	11,570
31 - Internal Cost Allocations	-108,243	-2,606,034	-2,497,790	-10,424,135
Total Expenditure	2,690,460	1,524,898	-1,165,562	6,099,591
Expenditure by Activity				
101 - Chief Executive	75,546	113,747	38,201	454,987
102 - Corporate Services Directorate and Admin	42,115	80,406	38,291	321,623
103 - Infrastructure and Technical Services Direct	75,450	12,451	-62,999	49,803
104 - Community Services Directorate and Admin	132	-219,970	-220,101	-879,878
105 - Financial Management	184,289	239,144	54,855	956,575
106 - General Council Operations	510,992	-686,514	-1,197,506	-2,746,055
107 - Human Resources	177,777	257,646	79,869	1,030,583
108 - IT services	105,970	13,473	-92,497	53,892
109 - Asset Department	85,674	28,861	-56,813	115,445
110 - Assets Management - Fixed Assets	0	126,519	126,519	506,074
113 - Project Management	74,592	114,182	39,590	456,727
114 - Work Health and Safety	43,726	88,907	45,181	355,628
115 - Asset Management - Mobile Fleet & Equipm	26,256	-180,460	-206,716	-721,841
130 - Governance	140,103	180,794	40,691	723,176
131 - Council and Elected Members	149,418	145,837	-3,580	583,350
132 - Local Authority	0	1,250	1,250	5,000
133 - Local Elections	0	20,750	20,750	83,000
134 - Community Grants	0	8,000	8,000	32,000
161 - Waste management	0	3,082	3,082	12,328
200 - Local roads maintenance	447	32,948	32,501	131,793
201 - Street lighting	0	2,495	2,495	9,980
220 - Territory Housing Repairs and Maintenance	34,352	103,286	68,935	413,145
221 - Territory Housing Tenancy Management Co	222	30,004	29,782	120,017
240 - Commercial Operations admin	89,275	91,144	1,869	364,577

241 - Airstrip maintenance Contracts	4,172	0	-4,172	0
246 - Commercial Australia Post	0	1,034	1,034	4,137
275 - Mechanical Workshop	97	-6,392	-6,489	-25,570
313 - CDP Central Administration	187,281	0	-187,281	0
314 - Service Fee - CDP	898	13,740	12,842	54,961
318 - Outcome Payments - CDP	0	16,875	16,875	67,500
320 - Outstation Services Admin	20,286	38,296	18,010	153,185
322 - Outstations Housing Maintenance	17,225	49,027	31,802	196,108
323 - Outstations municipal services	34,664	121,478	86,815	485,913
340 - Community Services admin	74,802	0	-74,802	0
341 - Commonwealth Aged Care Package	67	95,191	95,124	380,763
342 - Indigenous Aged Care Employment	0	-19,332	-19,332	-77,327
344 - Commonwealth Home Support Program	22,908	-29,921	-52,828	-119,683
346 - Indigenous Broadcasting	0	7,722	7,722	30,890
347 - Creche	260	0	-260	0
348 - Library	0	4,293	4,293	17,173
350 - Centrelink	0	33,386	33,386	133,544
352 - Disability in Home Support	0	8,857	8,857	35,428
381 - Animal Control	23,922	45,634	21,712	182,534
401 - Night Patrol	59,761	179,476	119,715	717,904
404 - Indigenous Sports and Rec Program	8,466	41,952	33,486	167,810
407 - Remote Sports and Recreation	24,809	53,495	28,686	213,978
414 - Drug and Volatile Substances	0	13,172	13,172	52,690
415 - Indigenous Youth Reconnect	9,506	111,582	102,076	446,326
462 - 2014-19 Roads to Recovery	0	136,667	136,667	546,670
479 - Territory Day Celebration	0	682	682	2,727
486 - Ngukurr, Numbulwar & Borroloola Feasibility	385,006	0	-385,006	0
Total Expenditure	2,690,460	1,524,898	-1,165,562	6,099,591
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	11,140	250,000	238,860	1,000,000
5371 - Capital Purchase Vehicles	0	45,000	45,000	180,000
Total Capital Expenditure	11,140	295,000	283,860	1,180,000

HQ



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Barunga (Bamyili)

Expenditure by Service

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
1 - Corporate Governance	27,481	32,284	4,803	129,135
2 - Commercial Services	82,627	258,908	176,281	1,035,633
3 - Council & Community Services	146,343	371,499	225,156	1,485,995
4 - Other Services	173,974	0	-173,974	0
Total Expenditure	430,425	662,691	232,266	2,650,762

Expenditure by Account Category

21 - Employee Expenses	164,684	276,524	111,840	1,106,095
22 - Contract and Material Expenses	244,973	76,405	-168,568	305,619
23 - Fleet, Plant & Equipment	9,691	20,217	10,526	80,869
25 - Other Operating Expenses	9,041	26,126	17,085	104,506
31 - Internal Cost Allocations	2,036	263,418	261,383	1,053,674
Total Expenditure	430,425	662,691	232,266	2,650,762

Expenditure by Activity

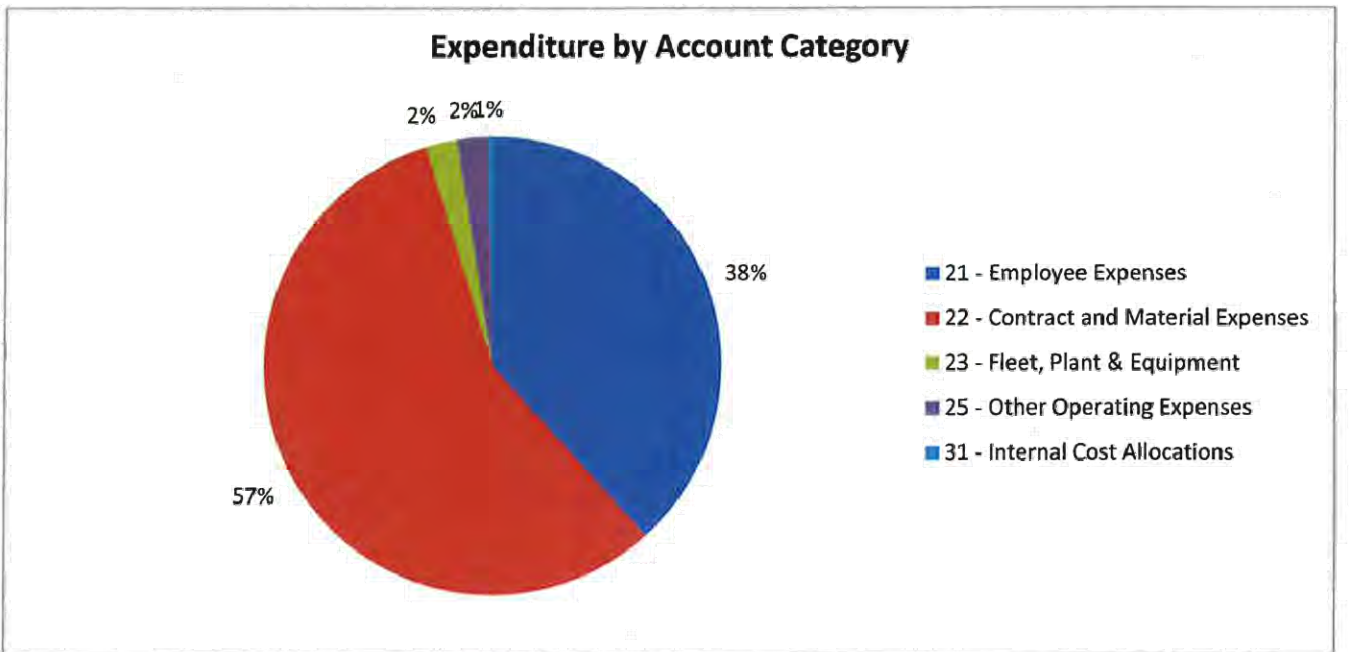
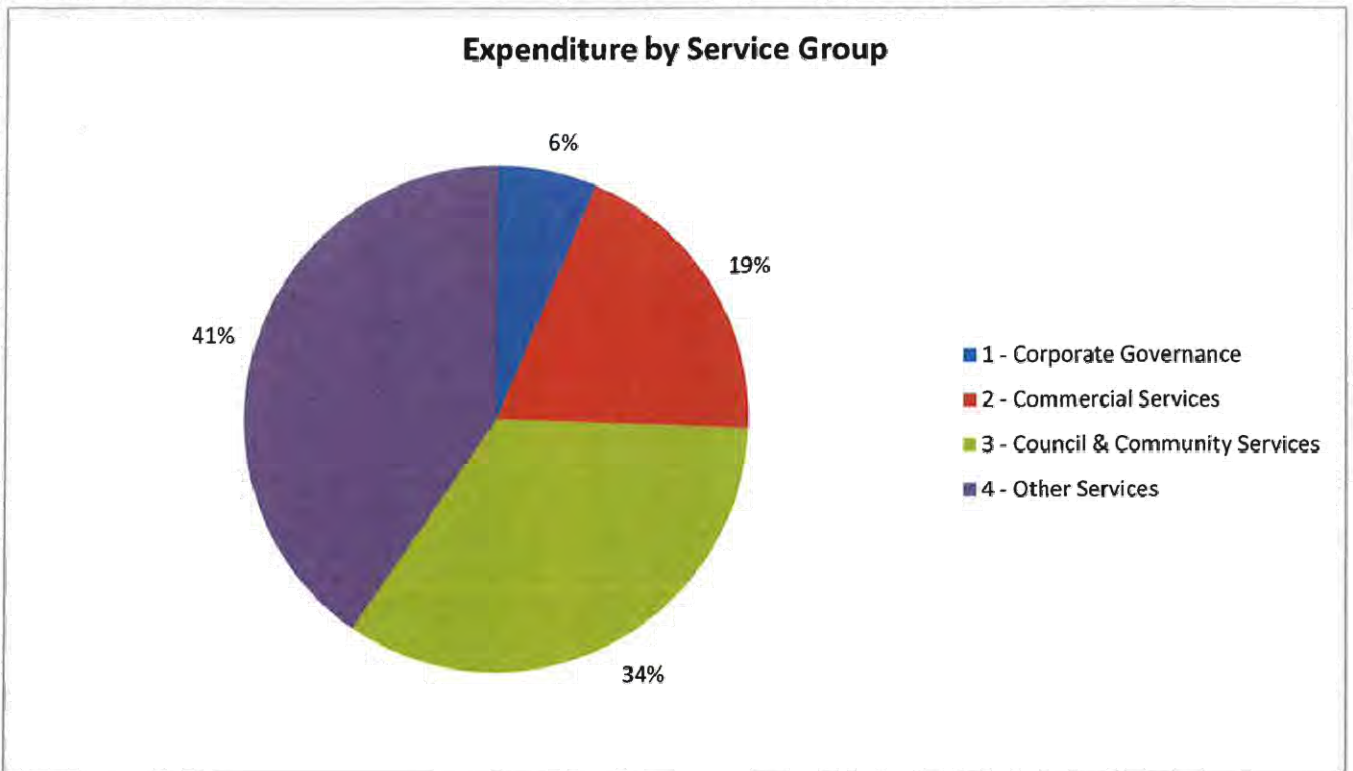
110 - Assets Management - Fixed Assets	430	9,236	8,806	36,943
111 - Council Services General	40,238	82,635	42,397	330,542
132 - Local Authority	127	1,454	1,328	5,818
133 - Local Elections	190	0	-190	0
138 - Local Authority Project	14,306	10,913	-3,393	43,653
160 - Municipal Services	49,352	146,725	97,372	586,899
161 - Waste management	1,424	20,866	19,442	83,465
164 - Local Emergency Management	0	263	263	1,050
169 - Civic Events	0	125	125	500
170 - Australia Day	0	75	75	300
171 - Naidoc Week	0	75	75	300
200 - Local roads maintenance	800	2,625	1,825	10,500
201 - Street lighting	6,329	2,550	-3,779	10,200
202 - Staff Housing	12,428	10,680	-1,748	42,721
220 - Territory Housing Repairs and Maintenance	610	125	-485	500
221 - Territory Housing Tenancy Management Co	16,506	44,501	27,996	178,005
241 - Airstrip maintenance Contracts	327	3,000	2,673	12,000
242 - Litter Collection and Slashing External Contr	0	5,911	5,911	23,642
246 - Commercial Australia Post	0	2,560	2,560	10,241
314 - Service Fee - CDP	65,185	171,561	106,376	686,245
318 - Outcome Payments - CDP	0	31,250	31,250	125,000
341 - Commonwealth Aged Care Package	0	7,206	7,206	28,824
344 - Commonwealth Home Support Program	897	1,750	853	7,000
346 - Indigenous Broadcasting	1,776	12,036	10,260	48,143
348 - Library	2,149	7,187	5,038	28,748
350 - Centrelink	0	18,222	18,222	72,887

401 - Night Patrol	37,883	46,986	9,102	187,943
404 - Indigenous Sports and Rec Program	3,799	13,743	9,943	54,972
407 - Remote Sports and Recreation	1,693	0	-1,693	0
409 - Sport and Rec Facilities	0	8,078	8,078	32,313
416 - Youth Vibe Grant	0	352	352	1,409
472 - REIF Barunga Heavey Vehicle Route	173,974	0	-173,974	0
Total Expenditure	430,425	662,691	232,266	2,650,762

Capital Expenditure

5321 - Capital Purchase/Construct Buildings	0	15,000	15,000	60,000
5331 - Capital Construct Infrastructure	138,731	3,250	-135,481	13,000
5341 - Capital Purchases Plant & Equipment	0	10,250	10,250	41,000
5371 - Capital Purchase Vehicles	0	13,750	13,750	55,000
Total Capital Expenditure	138,731	42,250	-96,481	169,000

Barunga (Bamyili)



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Beswick (Wugularr)

Expenditure by Service

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
1 - Corporate Governance	25,949	66,286	40,336	265,142
2 - Commercial Services	96,435	408,524	312,090	1,634,098
3 - Council & Community Services	235,815	453,660	217,845	1,814,639
Total Expenditure	358,199	928,470	570,271	3,713,878

Expenditure by Account Category

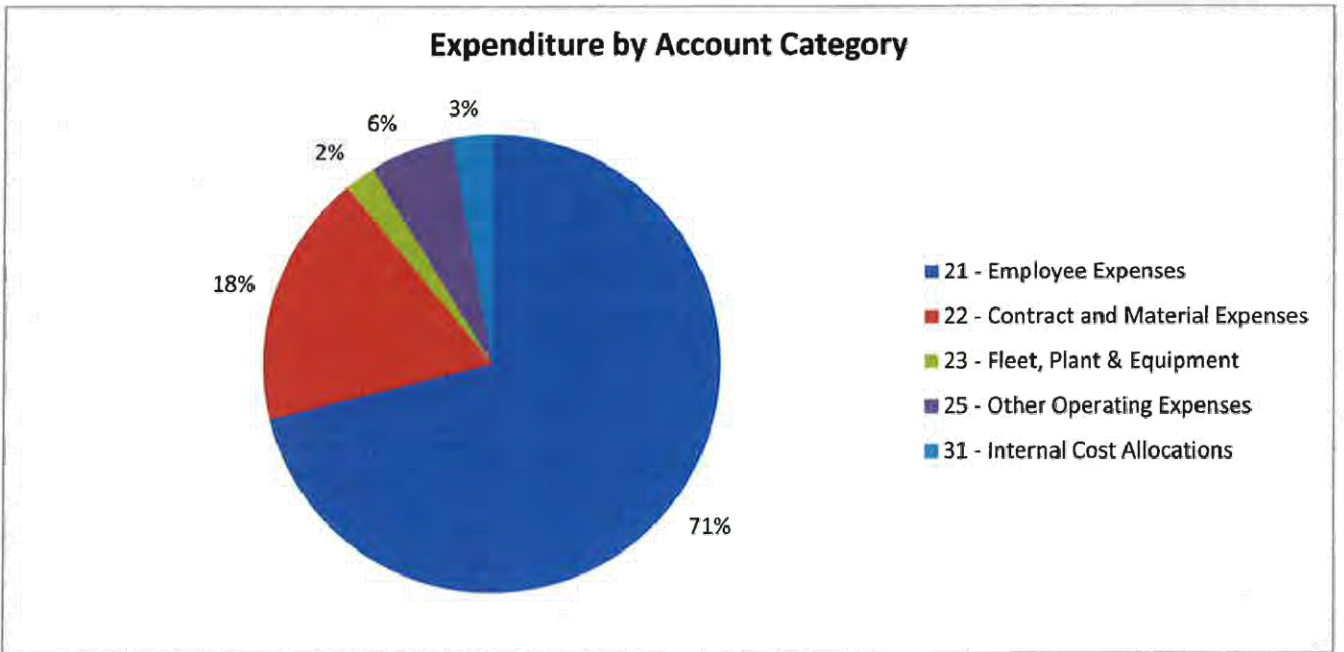
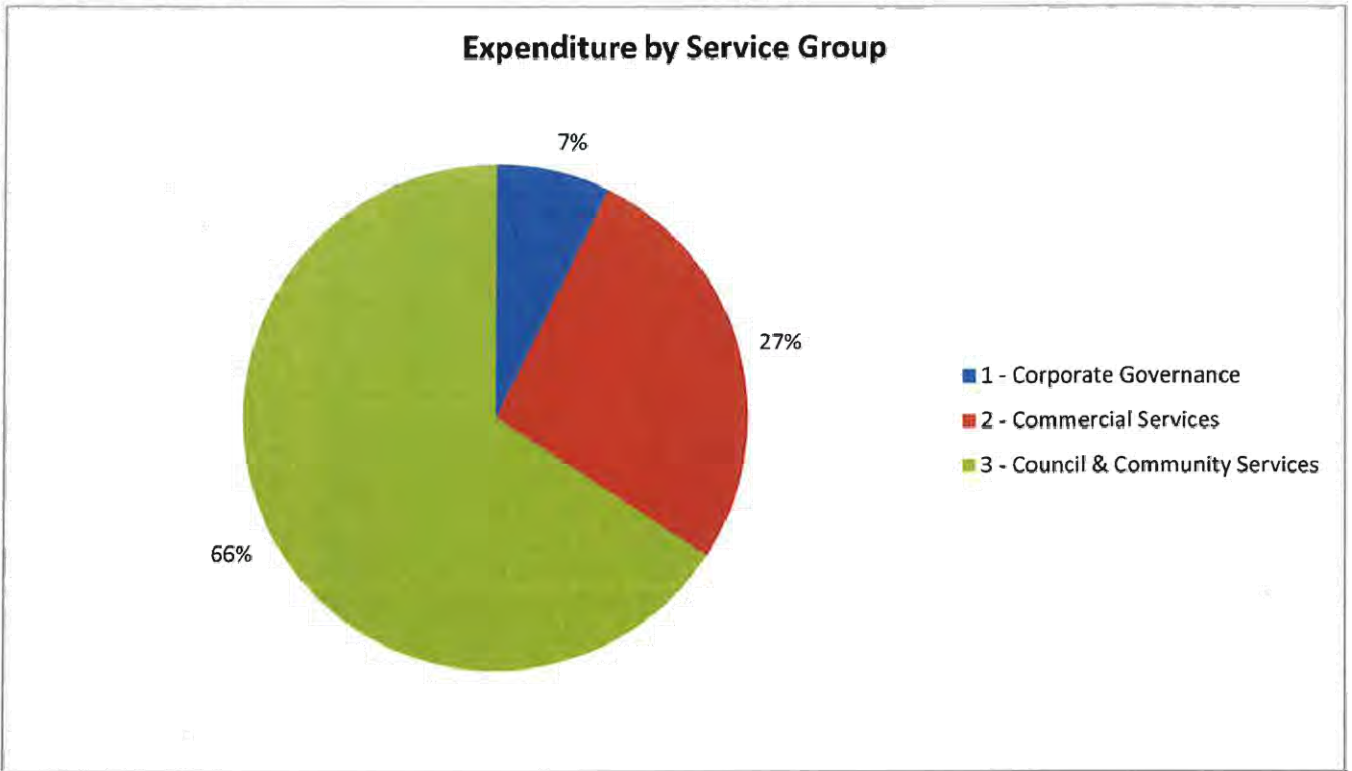
21 - Employee Expenses	254,773	425,254	170,482	1,701,017
22 - Contract and Material Expenses	63,955	100,919	36,964	403,677
23 - Fleet, Plant & Equipment	7,806	20,437	12,632	81,750
25 - Other Operating Expenses	21,047	36,831	15,785	147,325
31 - Internal Cost Allocations	10,618	345,027	334,409	1,380,109
Total Expenditure	358,199	928,470	570,271	3,713,878

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	10,148	10,148	40,593
111 - Council Services General	52,430	80,215	27,785	320,860
131 - Council and Elected Members	211	0	-211	0
132 - Local Authority	6,402	1,028	-5,374	4,112
133 - Local Elections	669	0	-669	0
138 - Local Authority Project	1,202	17,954	16,752	71,817
160 - Municipal Services	51,197	120,609	69,412	482,435
161 - Waste management	0	12,928	12,928	51,713
164 - Local Emergency Management	681	510	-171	2,041
169 - Civic Events	411	125	-286	500
170 - Australia Day	0	75	75	300
171 - Naidoc Week	0	75	75	300
200 - Local roads maintenance	3,975	2,625	-1,350	10,500
201 - Street lighting	5,309	2,550	-2,759	10,200
202 - Staff Housing	3,461	-371	-3,832	-1,485
220 - Territory Housing Repairs and Maintenance	16,445	32,218	15,773	128,871
221 - Territory Housing Tenancy Management Co	0	139	139	555
245 - Visitor Accommodation and External Facility	14,005	37,526	23,522	150,105
246 - Commercial Australia Post	0	2,584	2,584	10,337
314 - Service Fee - CDP	79,989	332,334	252,344	1,329,335
318 - Outcome Payments - CDP	0	41,250	41,250	165,000
341 - Commonwealth Aged Care Package	343	7,206	6,863	28,824
342 - Indigenous Aged Care Employment	27,918	34,417	6,500	137,669
344 - Commonwealth Home Support Program	4,692	13,318	8,626	53,271
346 - Indigenous Broadcasting	7,250	11,533	4,282	46,131
347 - Creche	8,569	41,176	32,608	164,706
350 - Centrelink	9,393	16,843	7,450	67,373

353 - Budget Based Funding	279	0	-279	0
381 - Animal Control	581	0	-581	0
401 - Night Patrol	57,868	95,274	37,406	381,098
404 - Indigenous Sports and Rec Program	4,304	13,880	9,576	55,520
407 - Remote Sports and Recreation	616	0	-616	0
416 - Youth Vibe Grant	0	300	300	1,200
Total Expenditure	358,199	928,470	570,271	3,713,878
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	7,628	38,750	31,122	155,000
5341 - Capital Purchases Plant & Equipment	103,350	37,500	-65,850	150,000
Total Capital Expenditure	110,978	76,250	-34,728	305,000

Beswick (Wugular)



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Borroloola

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
--	--	------------------	----------------------------------

Expenditure by Service

1 - Corporate Governance	48,035	58,327	10,292	233,310
2 - Commercial Services	6,226	27,750	21,524	111,000
3 - Council & Community Services	366,655	499,738	133,083	1,998,953
4 - Other Services	3,120	0	-3,120	0
Total Expenditure	424,035	585,816	161,780	2,343,263

Expenditure by Account Category

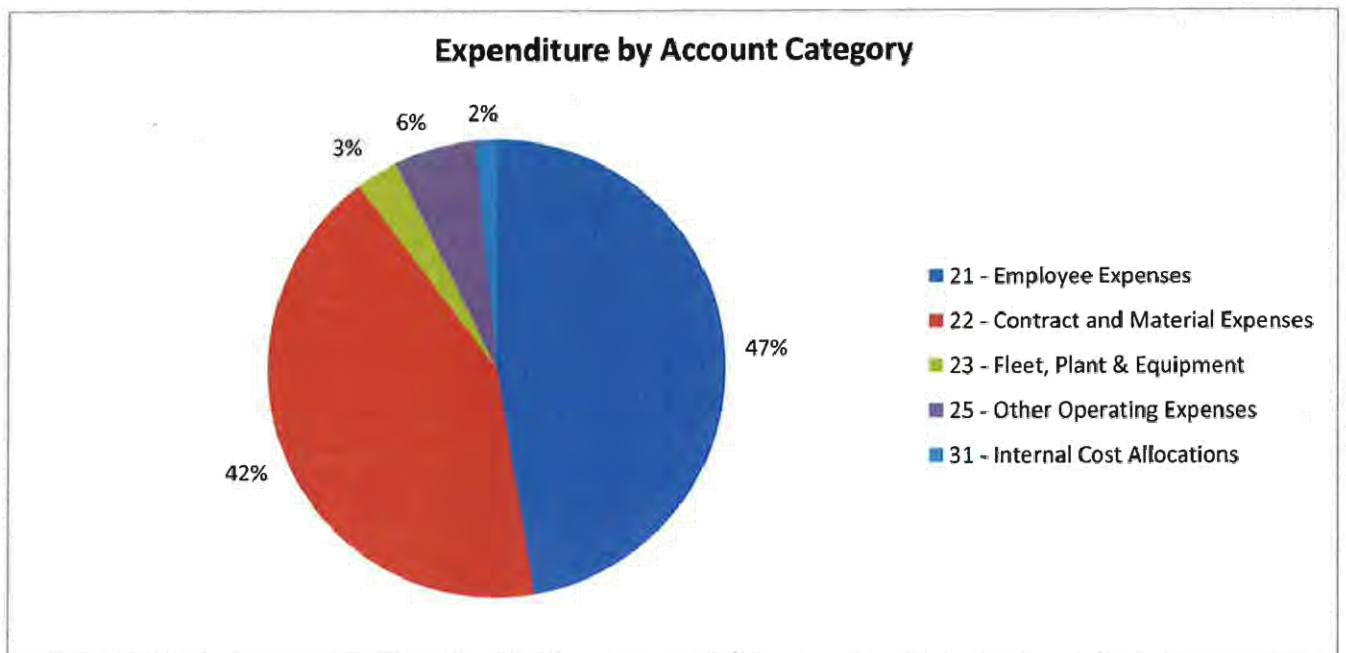
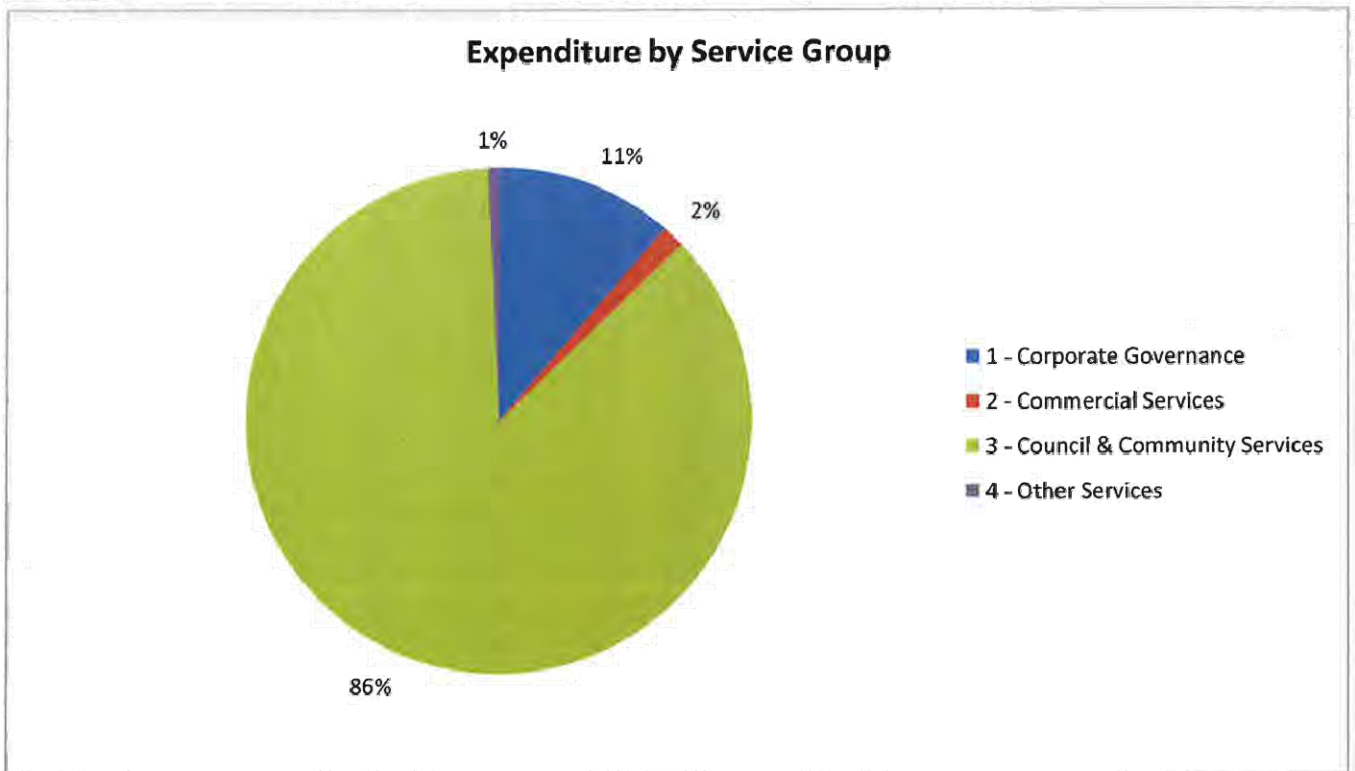
21 - Employee Expenses	200,740	252,596	51,856	1,010,383
22 - Contract and Material Expenses	179,423	130,278	-49,145	521,111
23 - Fleet, Plant & Equipment	12,789	21,413	8,624	85,653
25 - Other Operating Expenses	24,355	29,205	4,849	116,819
31 - Internal Cost Allocations	6,728	152,324	145,596	609,297
Total Expenditure	424,035	585,816	161,780	2,343,263

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	750	750	3,000
111 - Council Services General	67,470	96,357	28,886	385,427
131 - Council and Elected Members	274	0	-274	0
132 - Local Authority	5,935	5,668	-267	22,671
138 - Local Authority Project	27,905	32,839	4,934	131,356
160 - Municipal Services	65,416	106,583	41,167	426,330
161 - Waste management	7,943	40,331	32,388	161,324
162 - Cemeteries Management	373	250	-123	1,000
169 - Civic Events	1,755	125	-1,630	500
170 - Australia Day	0	100	100	400
171 - Naidoc Week	947	125	-822	500
200 - Local roads maintenance	60,405	2,750	-57,655	11,000
201 - Street lighting	23,436	5,525	-17,911	22,100
202 - Staff Housing	4,566	6,562	1,996	26,246
241 - Airstrip maintenance Contracts	4,327	27,750	23,423	111,000
245 - Visitor Accommodation and External Facility	9,355	12,509	3,154	50,037
275 - Mechanical Workshop	87	0	-87	0
314 - Service Fee - CDP	1,811	0	-1,811	0
348 - Library	8,405	11,413	3,008	45,651
381 - Animal Control	0	501	501	2,005
401 - Night Patrol	56,769	61,947	5,177	247,787
404 - Indigenous Sports and Rec Program	8,983	21,906	12,923	87,623
407 - Remote Sports and Recreation	82	125	43	500
415 - Indigenous Youth Reconnect	21,098	51,226	30,128	204,905
416 - Youth Vibe Grant	0	290	290	1,159
487 - Improving Strategic Local Roads Infrastructu	3,120	0	-3,120	0

	43,072	100,100	50,010	400,142
530 - Swimming Pool				
Total Expenditure	424,035	585,816	161,780	2,343,263
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	20,000	20,000	80,000
5331 - Capital Construct Infrastructure	0	1,625	1,625	6,500
5341 - Capital Purchases Plant & Equipment	0	22,250	22,250	89,000
Total Capital Expenditure	0	43,875	43,875	175,500

Borroloola



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Bulman (Gulin Gulin)

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	4,625	27,777	23,151	111,107
2 - Commercial Services	45,657	207,017	161,360	828,068
3 - Council & Community Services	189,319	373,692	184,373	1,494,769
Total Expenditure	239,601	608,486	368,885	2,433,943

Expenditure by Account Category

21 - Employee Expenses	156,597	287,349	130,752	1,149,397
22 - Contract and Material Expenses	47,260	64,906	17,646	259,623
23 - Fleet, Plant & Equipment	5,238	16,459	11,221	65,835
25 - Other Operating Expenses	21,610	32,757	11,147	131,027
31 - Internal Cost Allocations	8,896	207,015	198,120	828,061
Total Expenditure	239,601	608,486	368,885	2,433,943

Expenditure by Activity

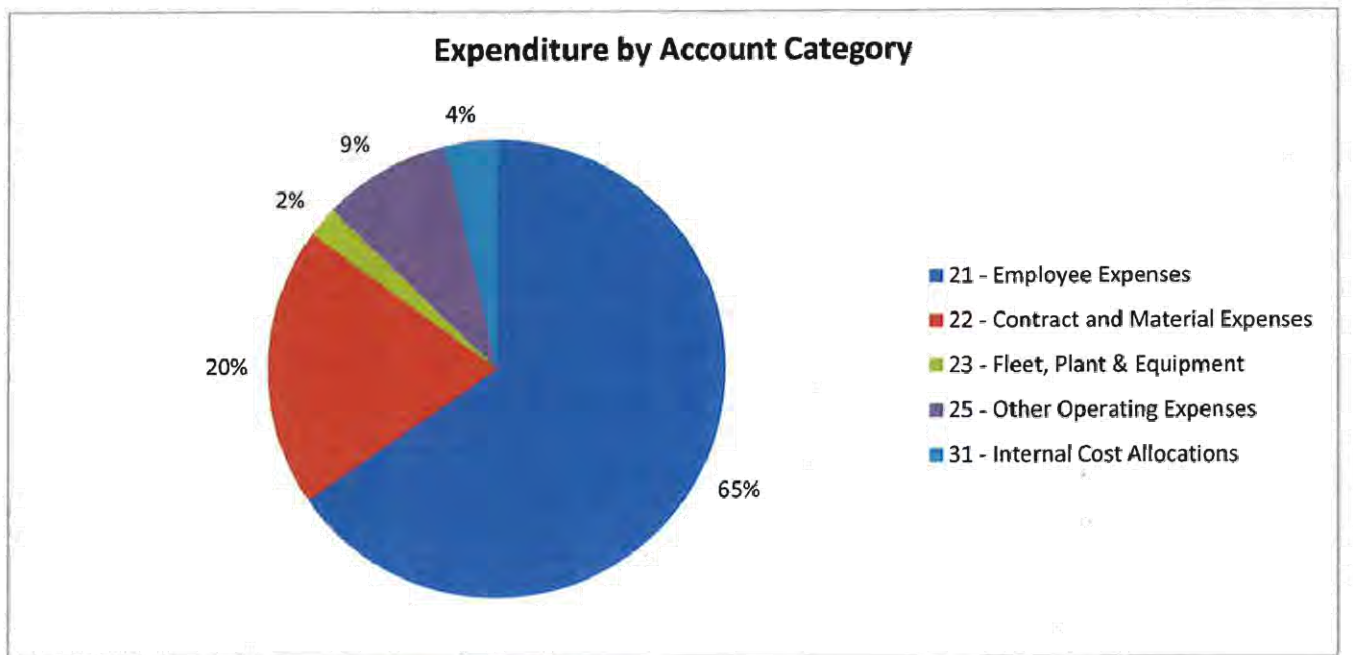
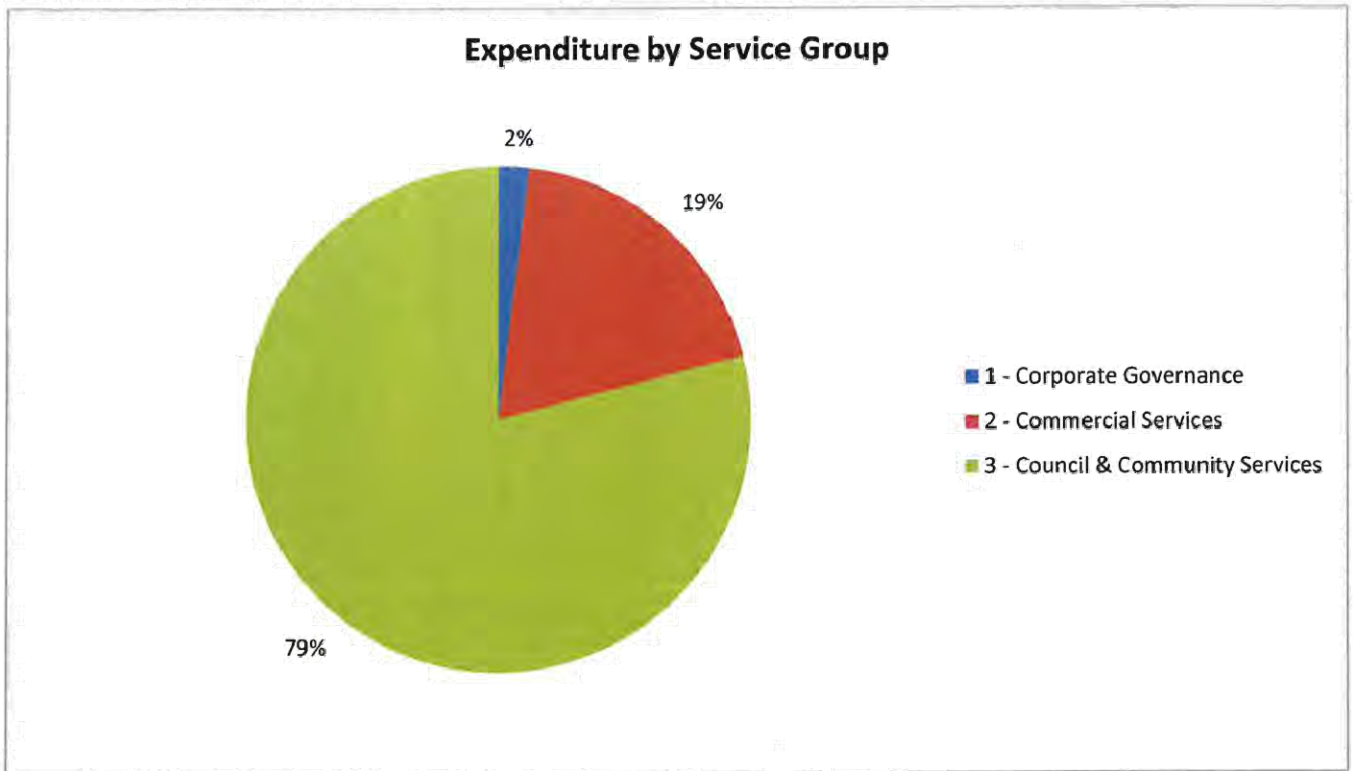
110 - Assets Management - Fixed Assets	0	3,016	3,016	12,063
111 - Council Services General	49,037	70,804	21,767	283,215
132 - Local Authority	1,141	3,695	2,554	14,779
138 - Local Authority Project	0	10,315	10,315	41,260
160 - Municipal Services	48,313	100,962	52,650	403,849
161 - Waste management	117	10,682	10,566	42,729
169 - Civic Events	0	125	125	500
170 - Australia Day	0	75	75	300
171 - Naidoc Week	0	75	75	300
200 - Local roads maintenance	3,420	2,500	-920	10,000
201 - Street lighting	0	2,175	2,175	8,700
202 - Staff Housing	2,480	821	-1,658	3,284
220 - Territory Housing Repairs and Maintenance	6,978	16,845	9,867	67,381
221 - Territory Housing Tenancy Management Co	6,227	17,824	11,597	71,297
241 - Airstrip maintenance Contracts	327	4,000	3,673	16,000
245 - Visitor Accommodation and External Facility	1,005	9,930	8,925	39,720
246 - Commercial Australia Post	0	2,234	2,234	8,937
314 - Service Fee - CDP	32,124	136,363	104,239	545,452
318 - Outcome Payments - CDP	0	28,750	28,750	115,000
323 - Outstations municipal services	0	1,000	1,000	4,000
341 - Commonwealth Aged Care Package	1,089	7,967	6,878	31,870
342 - Indigenous Aged Care Employment	18,835	26,516	7,681	106,063
344 - Commonwealth Home Support Program	3,547	7,843	4,297	31,373
346 - Indigenous Broadcasting	3,455	11,379	7,924	45,517
349 - School Nutrition Program	22,193	37,879	15,686	151,516
350 - Centrelink	8,002	20,619	12,617	82,476
381 - Animal Control	756	0	-756	0

401 - Night Patrol	26,252	46,073	19,821	184,290
404 - Indigenous Sports and Rec Program	4,193	27,638	23,445	110,554
407 - Remote Sports and Recreation	112	0	-112	0
416 - Youth Vibe Grant	0	379	379	1,517
Total Expenditure	239,601	608,486	368,885	2,433,943

Capital Expenditure

5321 - Capital Purchase/Construct Buildings	0	12,500	12,500	50,000
5331 - Capital Construct Infrastructure	0	1,625	1,625	6,500
5341 - Capital Purchases Plant & Equipment	0	31,500	31,500	126,000
5371 - Capital Purchase Vehicles	0	13,750	13,750	55,000
Total Capital Expenditure	0	59,375	59,375	237,500

Bulman (Gulin Gulin)



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Eva Valley (Manyallaluk)

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
--	--	------------------	----------------------------------

Expenditure by Service

1 - Corporate Governance	3,528	12,100	8,572	48,401
2 - Commercial Services	16,009	79,973	63,964	319,892
3 - Council & Community Services	112,954	263,741	150,787	1,054,963
Total Expenditure	132,491	355,814	223,323	1,423,256

Expenditure by Account Category

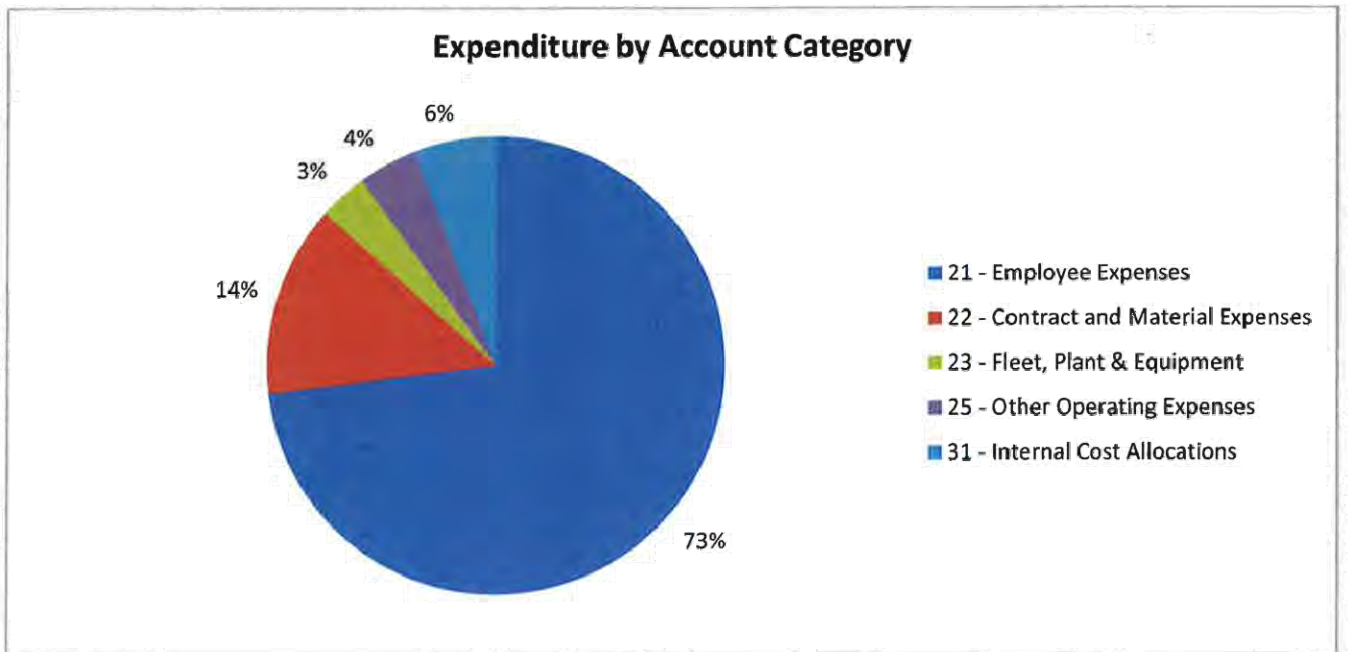
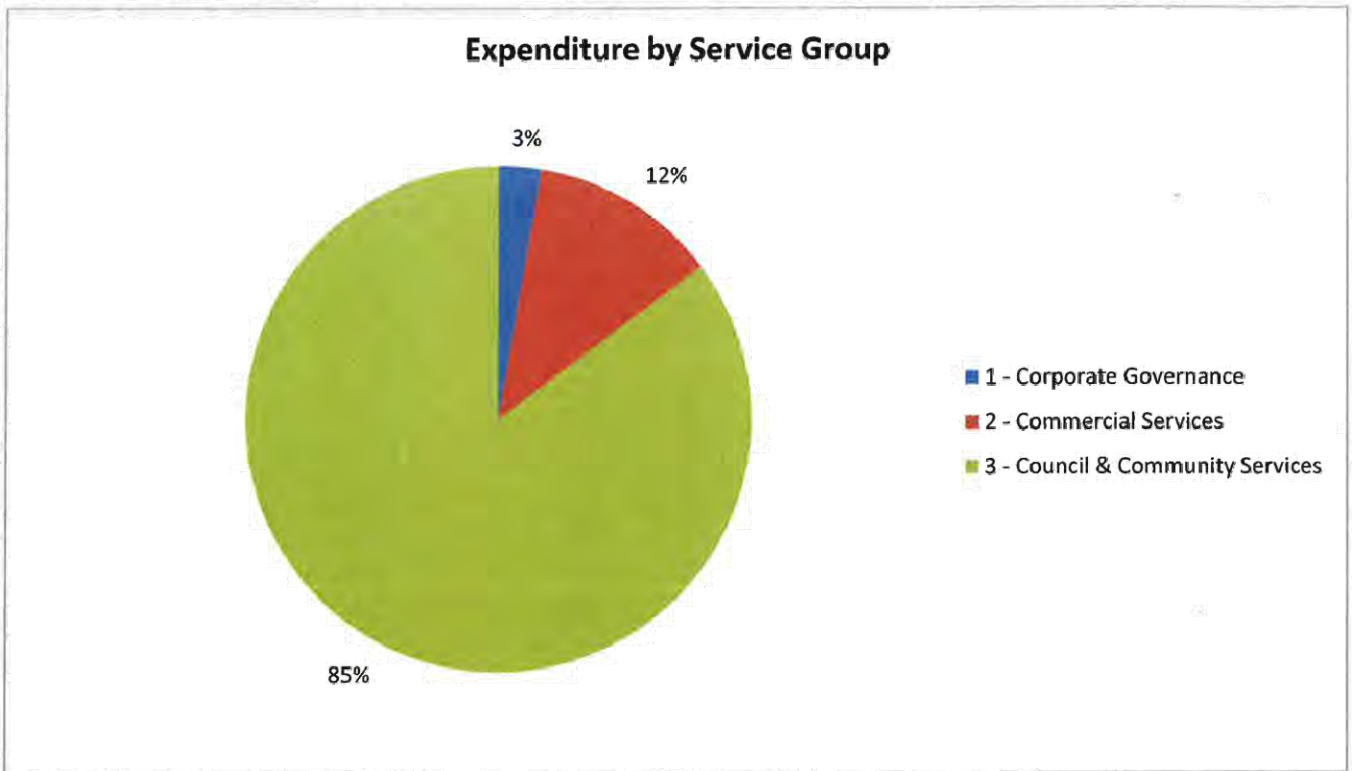
21 - Employee Expenses	96,791	191,572	94,781	766,290
22 - Contract and Material Expenses	17,936	36,202	18,266	144,807
23 - Fleet, Plant & Equipment	4,523	8,184	3,661	32,735
25 - Other Operating Expenses	5,517	19,015	13,499	76,061
31 - Internal Cost Allocations	7,725	100,841	93,116	403,363
Total Expenditure	132,491	355,814	223,323	1,423,256

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	7,463	7,463	29,852
111 - Council Services General	9,990	40,155	30,165	160,621
132 - Local Authority	534	953	419	3,812
138 - Local Authority Project	1,230	3,697	2,466	14,786
160 - Municipal Services	31,483	77,196	45,713	308,786
161 - Waste management	7,083	10,238	3,155	40,953
164 - Local Emergency Management	0	263	263	1,050
169 - Civic Events	0	125	125	500
170 - Australia Day	0	50	50	200
171 - Naidoc Week	0	75	75	300
200 - Local roads maintenance	800	2,625	1,825	10,500
201 - Street lighting	0	812	812	3,250
202 - Staff Housing	1,148	-7,949	-9,096	-31,795
220 - Territory Housing Repairs and Maintenance	33	50	17	200
241 - Airstrip maintenance Contracts	327	1,750	1,423	7,000
244 - Power Water contract	8,483	23,132	14,649	92,528
245 - Visitor Accommodation and External Facility	616	7,936	7,320	31,746
246 - Commercial Australia Post	0	1,792	1,792	7,166
314 - Service Fee - CDP	7,167	45,749	38,582	182,997
318 - Outcome Payments - CDP	0	7,500	7,500	30,000
342 - Indigenous Aged Care Employment	2,165	7,937	5,772	31,748
344 - Commonwealth Home Support Program	568	11,226	10,658	44,904
347 - Creche	11,953	32,805	20,852	131,219
349 - School Nutrition Program	11,399	26,315	14,916	105,259
350 - Centrelink	0	13	13	50
401 - Night Patrol	37,076	44,960	7,884	179,841
404 - Indigenous Sports and Rec Program	0	6,515	6,515	26,061

407 - Remote Sports and Recreation	156	0	-156	0
409 - Sport and Rec Facilities	280	2,155	1,876	8,621
416 - Youth Vibe Grant	0	275	275	1,100
Total Expenditure	132,491	355,814	223,323	1,423,256
Capital Expenditure				
5331 - Capital Construct Infrastructure	0	1,625	1,625	6,500
5341 - Capital Purchases Plant & Equipment	0	13,000	13,000	52,000
Total Capital Expenditure	0	14,625	14,625	58,500

Eva Valley (Manyallaluk)



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Jilkmिंगgan (Duck Creek)

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	668	6,693	6,024	26,770
2 - Commercial Services	55,335	207,099	151,764	828,396
3 - Council & Community Services	167,353	377,311	209,958	1,509,245
Total Expenditure	223,356	591,103	367,747	2,364,410

Expenditure by Account Category

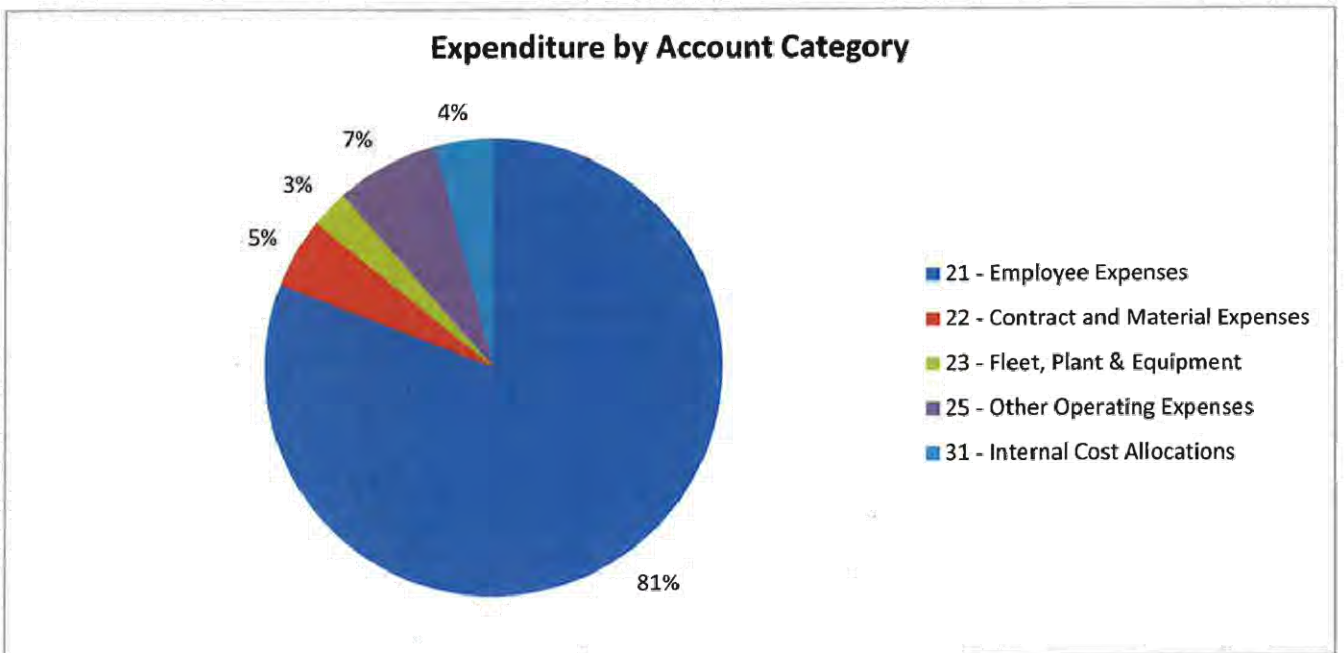
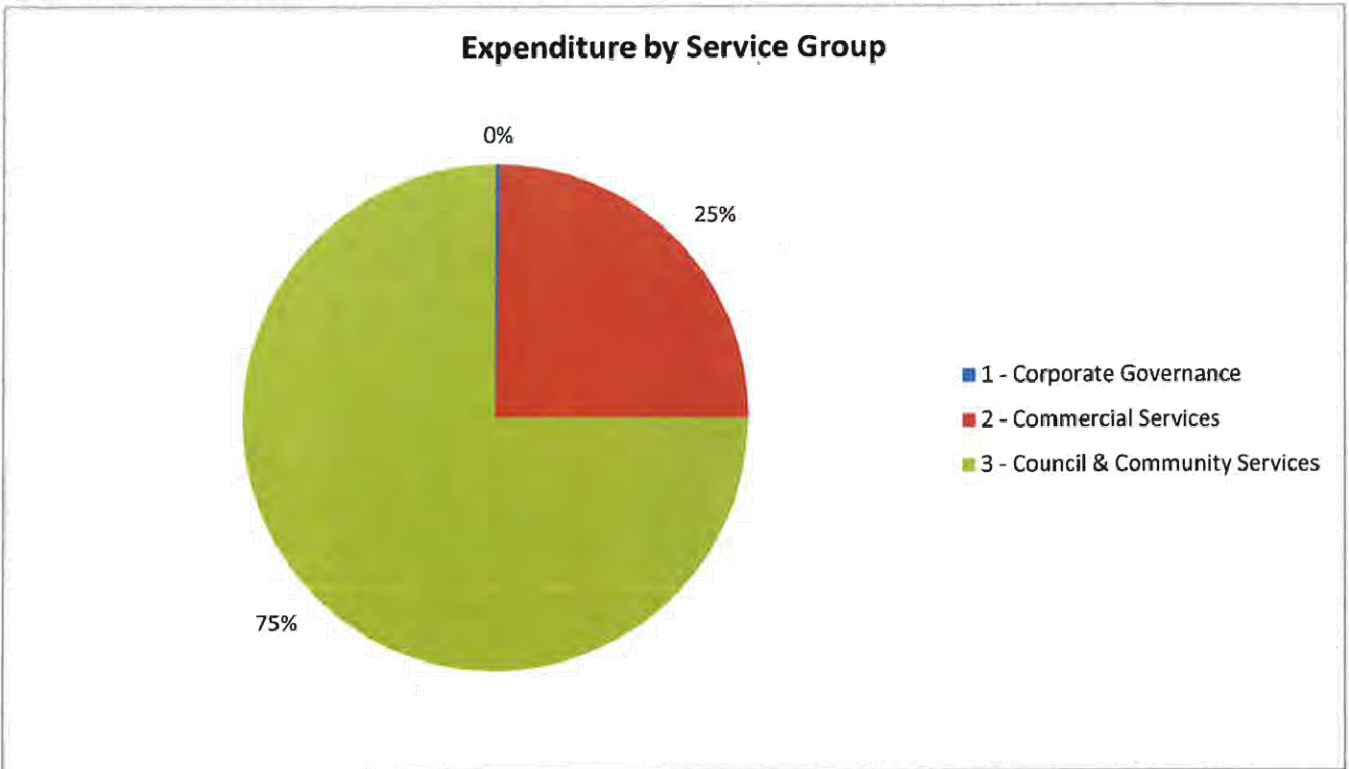
21 - Employee Expenses	180,698	298,919	118,221	1,195,676
22 - Contract and Material Expenses	11,130	58,884	47,754	235,537
23 - Fleet, Plant & Equipment	5,983	10,317	4,335	41,270
25 - Other Operating Expenses	16,196	22,133	5,937	88,531
31 - Internal Cost Allocations	9,349	200,849	191,501	803,397
Total Expenditure	223,356	591,103	367,747	2,364,410

Expenditure by Activity

110 - Assets Management - Fixed Assets	0	500	500	2,000
111 - Council Services General	20,451	61,790	41,338	247,159
132 - Local Authority	315	887	573	3,550
138 - Local Authority Project	0	9,987	9,987	39,947
160 - Municipal Services	59,627	78,111	18,484	312,443
161 - Waste management	0	17,084	17,084	68,337
164 - Local Emergency Management	0	520	520	2,081
169 - Civic Events	0	125	125	500
170 - Australia Day	0	75	75	300
171 - Naidoc Week	0	75	75	300
200 - Local roads maintenance	0	2,500	2,500	10,000
201 - Street lighting	0	300	300	1,200
202 - Staff Housing	354	-4,682	-5,035	-18,726
220 - Territory Housing Repairs and Maintenance	482	50	-432	200
221 - Territory Housing Tenancy Management Co	491	10,538	10,046	42,150
244 - Power Water contract	0	23,068	23,068	92,272
246 - Commercial Australia Post	0	1,615	1,615	6,459
314 - Service Fee - CDP	54,362	146,829	92,467	587,315
318 - Outcome Payments - CDP	0	25,000	25,000	100,000
344 - Commonwealth Home Support Program	680	127	-553	507
347 - Creche	29,913	86,989	57,076	347,957
350 - Centrelink	3,302	10,363	7,060	41,450
401 - Night Patrol	46,311	60,494	14,182	241,975
403 - Outside School Hours Care	0	31,922	31,922	127,689
404 - Indigenous Sports and Rec Program	4,927	12,805	7,879	51,222
407 - Remote Sports and Recreation	2,142	2,904	763	11,618
409 - Sport and Rec Facilities	0	10,838	10,838	43,352

416 - Youth Vibe Grant	0	289	289	1,156
Total Expenditure	223,356	591,103	367,747	2,364,410
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	67,371	17,500	-49,871	70,000
Total Capital Expenditure	67,371	17,500	-49,871	70,000

Jilkminggaan (Duck Creek)



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Mataranka

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	6,385	9,130	2,745	36,521
2 - Commercial Services	36,490	166,645	130,155	666,579
3 - Council & Community Services	483,378	497,152	13,774	1,988,610
Total Expenditure	526,253	672,928	146,674	2,691,710

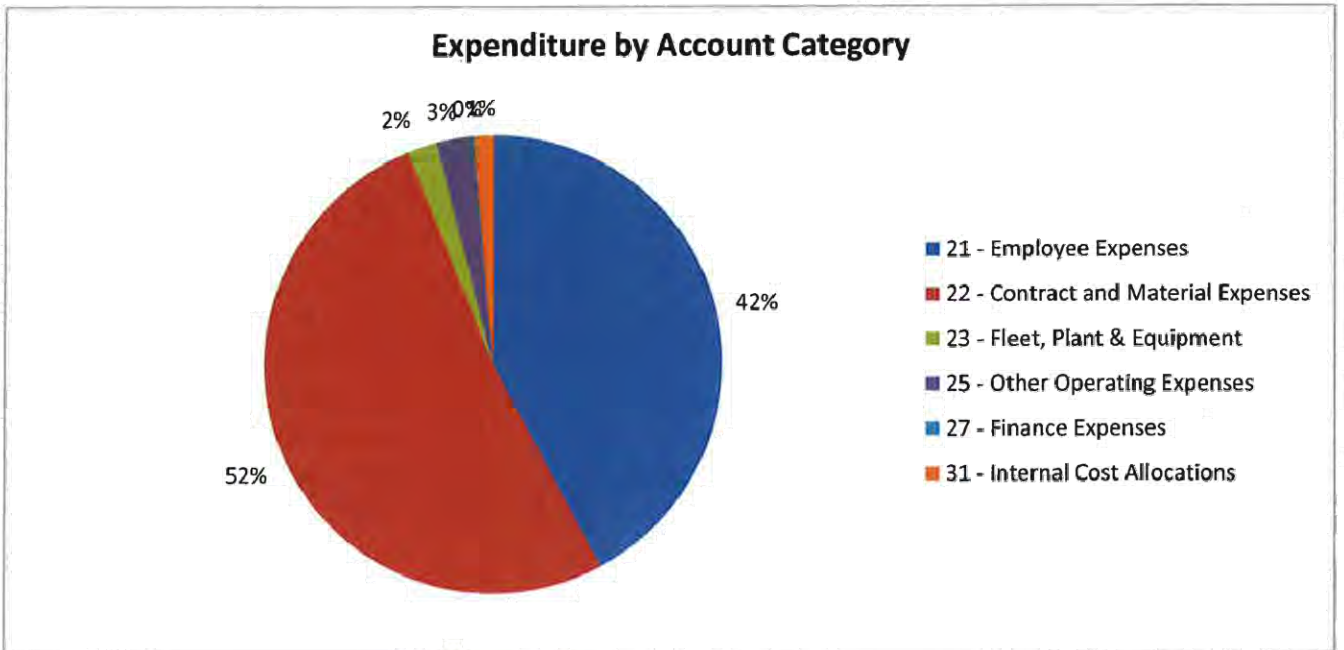
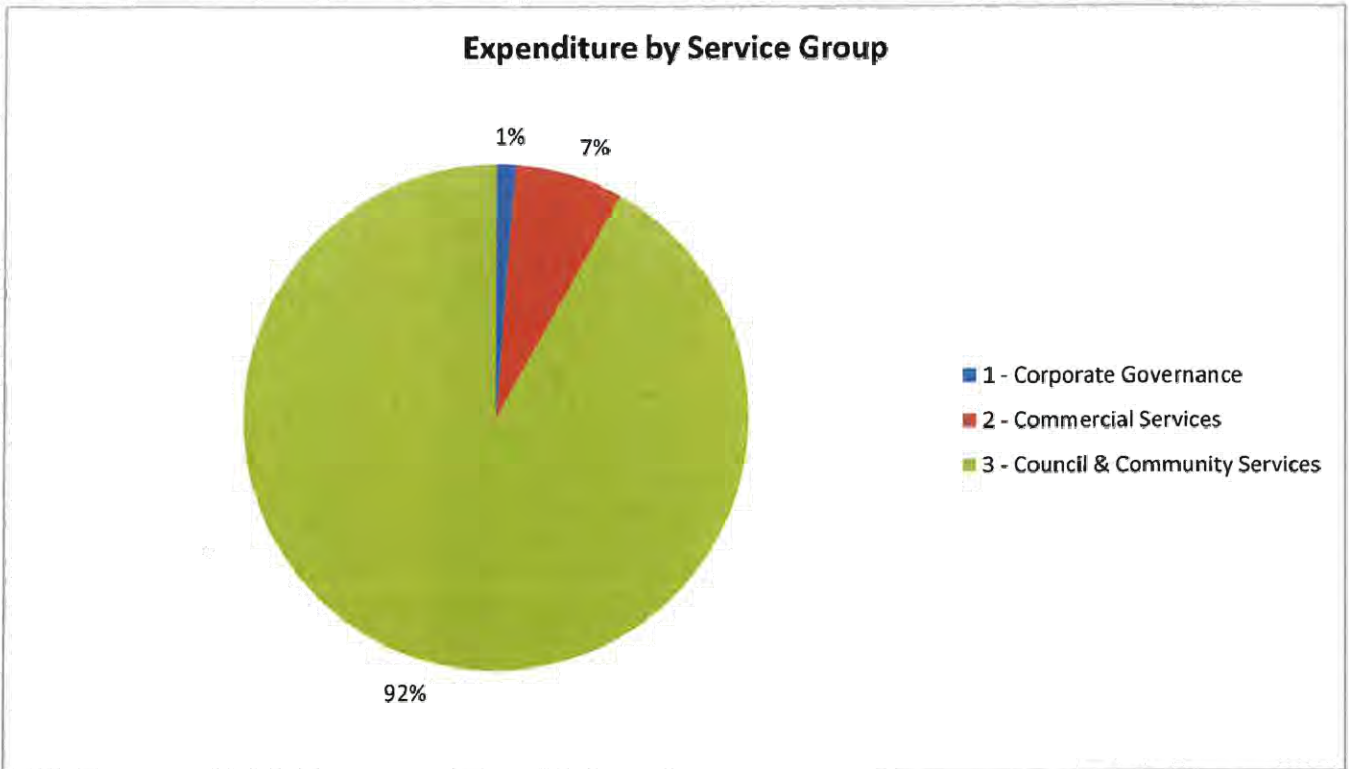
Expenditure by Account Category

21 - Employee Expenses	222,062	357,851	135,789	1,431,403
22 - Contract and Material Expenses	271,785	86,082	-185,704	344,328
23 - Fleet, Plant & Equipment	11,110	28,595	17,485	114,381
25 - Other Operating Expenses	13,872	19,745	5,872	78,978
27 - Finance Expenses	0	13	13	50
31 - Internal Cost Allocations	7,424	180,643	173,219	722,570
Total Expenditure	526,253	672,928	146,674	2,691,710

Expenditure by Activity

111 - Council Services General	79,352	139,301	59,949	557,205
131 - Council and Elected Members	130	0	-130	0
132 - Local Authority	1,347	1,517	170	6,068
134 - Community Grants	3,000	0	-3,000	0
138 - Local Authority Project	0	8,703	8,703	34,811
160 - Municipal Services	66,966	166,719	99,754	666,877
161 - Waste management	1,353	14,751	13,397	59,003
162 - Cemeteries Management	0	500	500	2,000
164 - Local Emergency Management	0	263	263	1,050
166 - Rural Transaction Centre	4,553	7,525	2,972	30,100
169 - Civic Events	0	125	125	500
170 - Australia Day	0	75	75	300
171 - Naidoc Week	382	75	-307	300
200 - Local roads maintenance	0	2,625	2,625	10,500
201 - Street lighting	4,580	875	-3,705	3,500
202 - Staff Housing	1,908	-1,089	-2,997	-4,358
241 - Airstrip maintenance Contracts	409	0	-409	0
242 - Litter Collection and Slashing External Contr	0	9,245	9,245	36,982
246 - Commercial Australia Post	0	1,678	1,678	6,711
314 - Service Fee - CDP	36,082	148,222	112,140	592,887
318 - Outcome Payments - CDP	0	7,500	7,500	30,000
341 - Commonwealth Aged Care Package	0	3,603	3,603	14,411
342 - Indigenous Aged Care Employment	5,955	17,691	11,737	70,765
344 - Commonwealth Home Support Program	22,117	42,490	20,373	169,962
348 - Library	1,360	10,413	9,054	41,654
350 - Centrelink	9,912	16,088	6,177	64,353

381 - Animal Control	0	555	555	2,220
401 - Night Patrol	53,609	60,755	7,146	243,020
404 - Indigenous Sports and Rec Program	1,659	6,515	4,856	26,061
407 - Remote Sports and Recreation	925	5,949	5,025	23,798
416 - Youth Vibe Grant	0	258	258	1,031
473 - Community Benefit Fund	230,656	0	-230,656	0
Total Expenditure	526,253	672,928	146,674	2,691,710
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	5,000	5,000	20,000
5331 - Capital Construct Infrastructure	0	55,000	55,000	220,000
5341 - Capital Purchases Plant & Equipment	0	8,000	8,000	32,000
5371 - Capital Purchase Vehicles	0	13,750	13,750	55,000
Total Capital Expenditure	0	81,750	81,750	327,000



Roper Gulf Regional Council

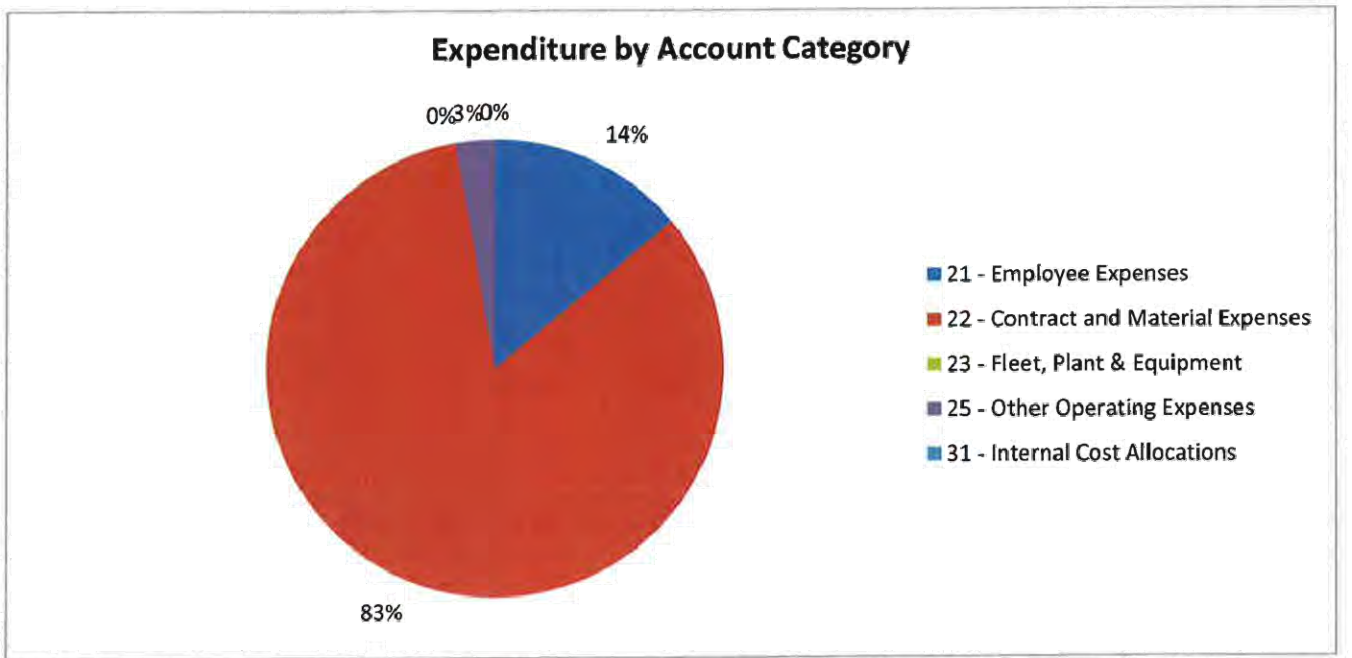
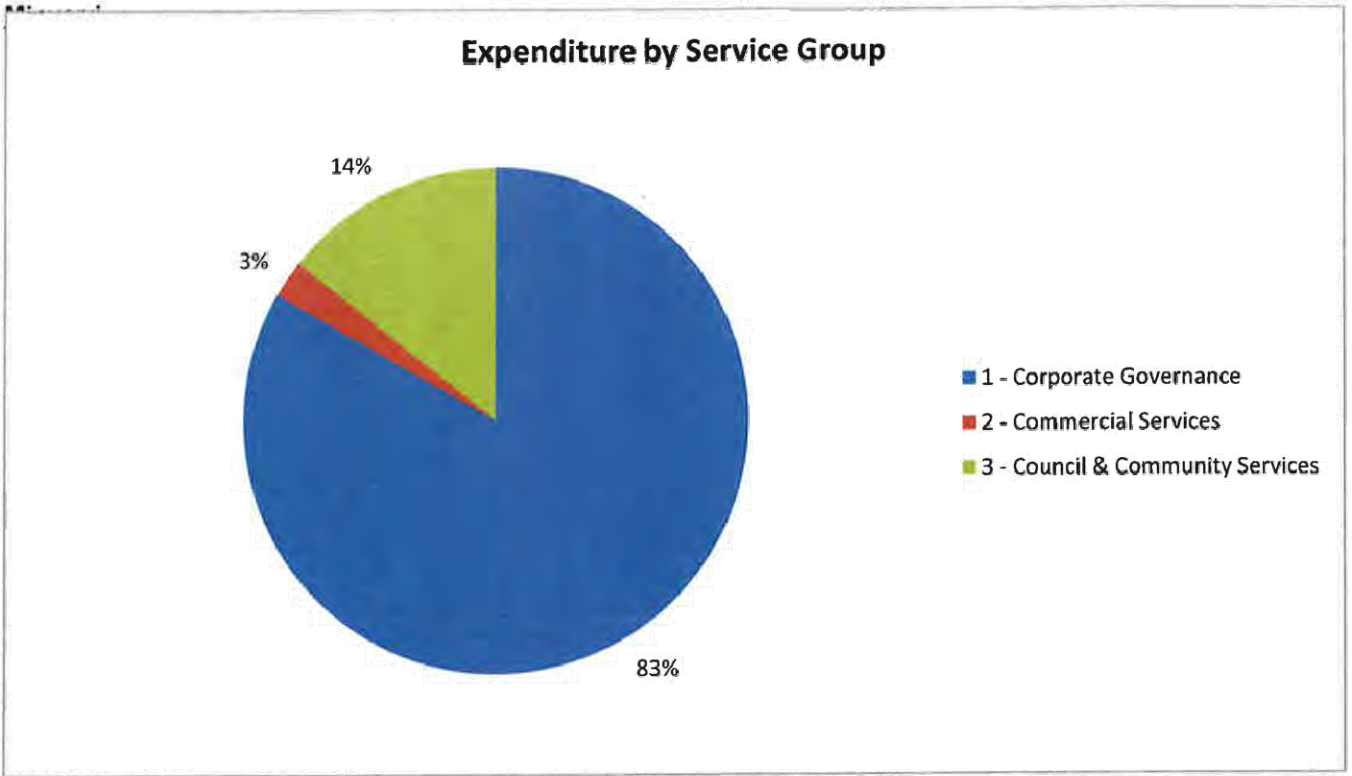


Income & Expenditure Report as at

30-September-2017

Minyerri

	18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
Expenditure by Service				
1 - Corporate Governance	85,936	109,277	23,341	437,110
2 - Commercial Services	2,458	2,100	-358	8,400
3 - Council & Community Services	14,755	52,289	37,534	209,154
Total Expenditure	103,148	163,666	60,518	654,664
Expenditure by Account Category				
21 - Employee Expenses	14,423	49,094	34,672	196,377
22 - Contract and Material Expenses	85,889	109,673	23,783	438,690
23 - Fleet, Plant & Equipment	0	1,200	1,200	4,800
25 - Other Operating Expenses	2,837	2,149	-688	8,595
31 - Internal Cost Allocations	0	1,551	1,551	6,203
Total Expenditure	103,148	163,666	60,518	654,664
Expenditure by Activity				
106 - General Council Operations	85,402	91,412	6,010	365,650
132 - Local Authority	534	855	321	3,420
138 - Local Authority Project	0	17,010	17,010	68,040
220 - Territory Housing Repairs and Maintenance	2,458	1,825	-633	7,300
221 - Territory Housing Tenancy Management Co	0	275	275	1,100
401 - Night Patrol	14,755	52,289	37,534	209,154
Total Expenditure	103,148	163,666	60,518	654,664
Capital Expenditure				
Total Capital Expenditure	0	0	0	0



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Ngukurr

18GLACT Year to Date Actual (\$)	18GLBUD Year to Date Budget (\$)	Variance (\$)	18GLBUD Annual Budget (\$)
--	--	------------------	----------------------------------

Expenditure by Service

1 - Corporate Governance	135,656	132,977	-2,678	531,909
2 - Commercial Services	208,109	714,518	506,409	2,858,070
3 - Council & Community Services	516,379	824,707	308,329	3,298,828
4 - Other Services	21,072	0	-21,072	0
Total Expenditure	881,214	1,672,202	790,988	6,688,807

Expenditure by Account Category

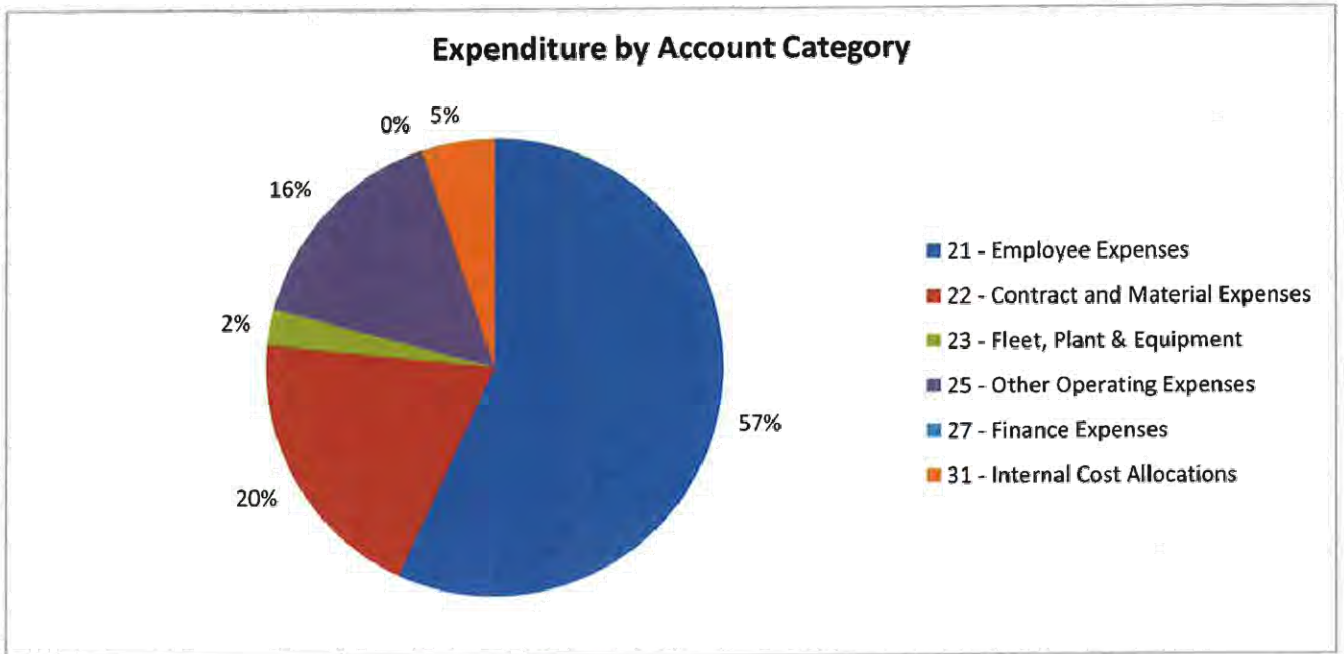
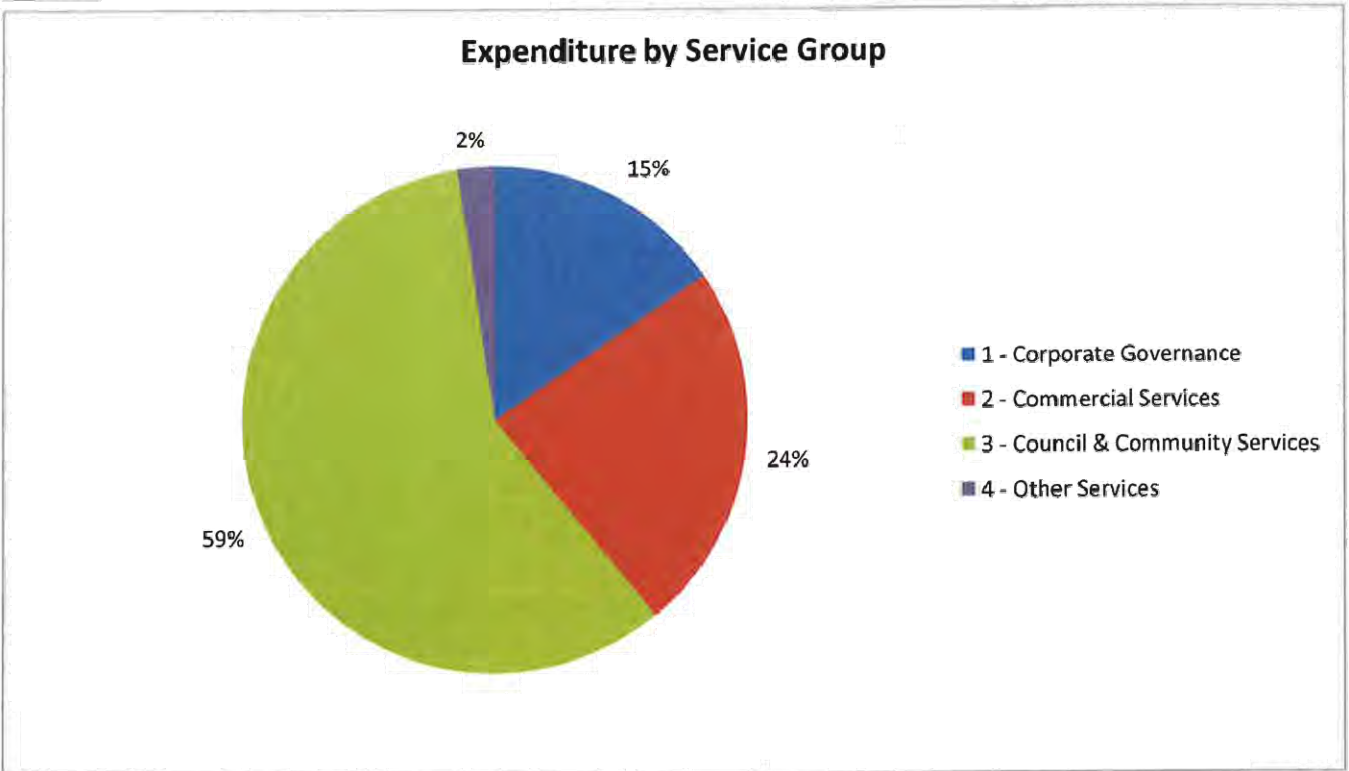
21 - Employee Expenses	501,629	692,771	191,143	2,771,085
22 - Contract and Material Expenses	173,746	244,721	70,975	978,884
23 - Fleet, Plant & Equipment	22,096	35,401	13,304	141,602
25 - Other Operating Expenses	138,124	86,758	-51,366	347,032
27 - Finance Expenses	0	13	13	50
31 - Internal Cost Allocations	45,619	612,538	566,920	2,450,153
Total Expenditure	881,214	1,672,202	790,988	6,688,807

Expenditure by Activity

110 - Assets Management - Fixed Assets	87,240	22,361	-64,879	89,444
111 - Council Services General	126,325	151,716	25,391	606,863
113 - Project Management	1,290	0	-1,290	0
132 - Local Authority	1,860	4,439	2,579	17,756
138 - Local Authority Project	19,067	37,001	17,934	148,005
160 - Municipal Services	87,213	165,768	78,555	663,070
161 - Waste management	4,081	49,882	45,801	199,527
164 - Local Emergency Management	0	263	263	1,050
169 - Civic Events	0	200	200	800
170 - Australia Day	0	125	125	500
171 - Naidoc Week	570	125	-445	500
200 - Local roads maintenance	3,933	2,750	-1,183	11,000
201 - Street lighting	1,232	1,030	-202	4,120
202 - Staff Housing	8,022	11,031	3,009	44,122
220 - Territory Housing Repairs and Maintenance	31,080	60,478	29,397	241,910
221 - Territory Housing Tenancy Management Co	11,388	28,893	17,505	115,570
241 - Airstrip maintenance Contracts	3,522	25,000	21,478	100,000
245 - Visitor Accommodation and External Facility	18,177	58,145	39,969	232,582
246 - Commercial Australia Post	0	1,749	1,749	6,996
275 - Mechanical Workshop	193	0	-193	0
313 - CDP Central Administration	56	0	-56	0
314 - Service Fee - CDP	157,276	534,540	377,265	2,138,162
318 - Outcome Payments - CDP	0	56,250	56,250	225,000
323 - Outstations municipal services	4,594	7,608	3,014	30,432
341 - Commonwealth Aged Care Package	2,239	23,903	21,663	95,611

342 - Indigenous Aged Care Employment	42,141	50,977	8,836	203,910
344 - Commonwealth Home Support Program	23,773	22,851	-922	91,405
346 - Indigenous Broadcasting	4,213	9,893	5,680	39,573
348 - Library	0	7,582	7,582	30,327
350 - Centrelink	19,204	38,239	19,035	152,955
352 - Disability in Home Support	0	2,695	2,695	10,779
401 - Night Patrol	107,253	92,346	-14,907	369,383
403 - Outside School Hours Care	2,473	35,001	32,528	140,005
404 - Indigenous Sports and Rec Program	14,884	20,673	5,789	82,690
407 - Remote Sports and Recreation	1,727	27	-1,700	106
409 - Sport and Rec Facilities	2,634	22,864	20,231	91,458
415 - Indigenous Youth Reconnect	16,024	40,540	24,516	162,159
416 - Youth Vibe Grant	0	215	215	861
469 - SPG - Remote Australia Strategy	13,968	0	-13,968	0
471 - Family Safe Environment Fund	19,516	0	-19,516	0
485 - Ngukurr and Numbulwar Fright Hub	3,700	0	-3,700	0
487 - Improving Strategic Local Roads Infrastructure	1,556	0	-1,556	0
550 - Swimming Pool	38,791	85,044	46,253	340,176
Total Expenditure	881,214	1,672,202	790,988	6,688,807
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	4,991	40,000	35,009	160,000
5331 - Capital Construct Infrastructure	0	84,750	84,750	339,000
5341 - Capital Purchases Plant & Equipment	20,273	57,500	37,227	230,000
5371 - Capital Purchase Vehicles	0	16,750	16,750	67,000
Total Capital Expenditure	25,264	199,000	173,736	796,000

Ngukurr



Roper Gulf Regional Council



Income & Expenditure Report as at

30-September-2017

Numbulwar

18GLACT	18GLBUD	Variance	18GLBUD
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	79,622	190,933	111,311	763,733
2 - Commercial Services	226,351	634,485	408,134	2,537,940
3 - Council & Community Services	285,838	790,191	504,353	3,160,765
4 - Other Services	1,040	0	-1,040	0
Total Expenditure	592,851	1,615,609	1,022,759	6,462,438

Expenditure by Account Category

21 - Employee Expenses	409,478	573,921	164,444	2,295,685
22 - Contract and Material Expenses	75,489	451,243	375,754	1,804,970
23 - Fleet, Plant & Equipment	21,145	37,912	16,768	151,650
25 - Other Operating Expenses	78,714	70,831	-7,883	283,322
31 - Internal Cost Allocations	8,027	481,703	473,676	1,926,810
Total Expenditure	592,851	1,615,609	1,022,759	6,462,438

Expenditure by Activity

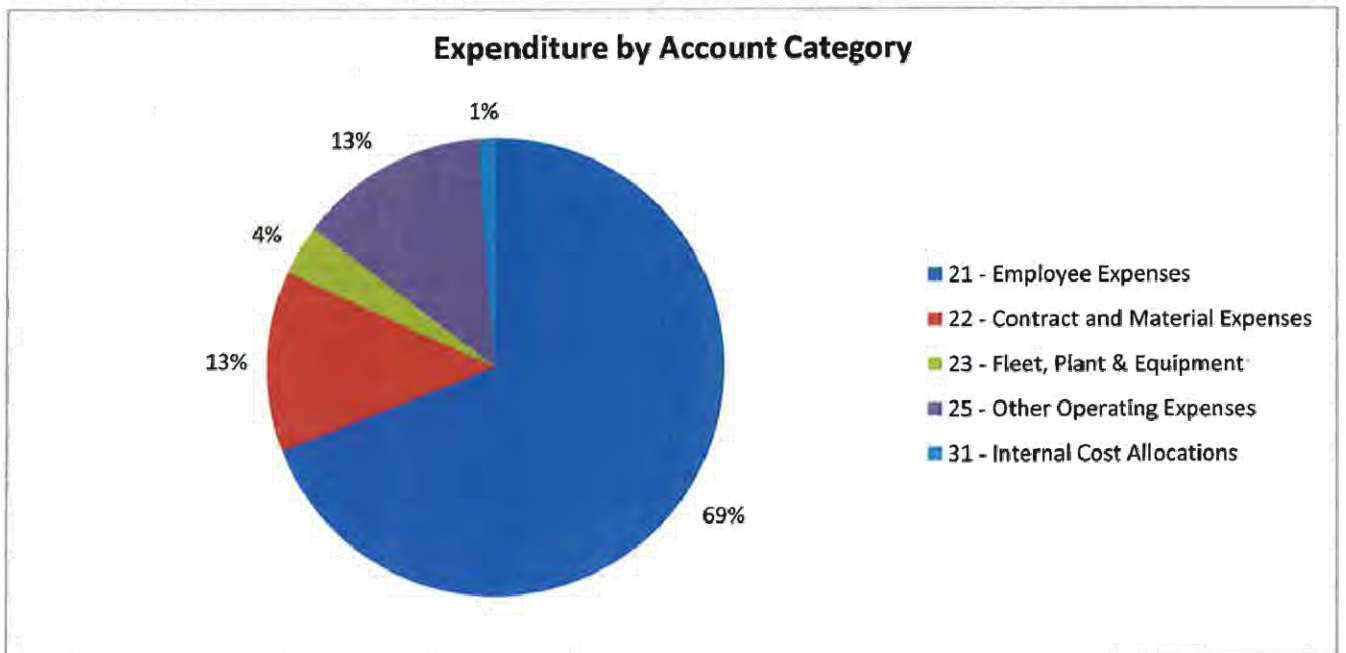
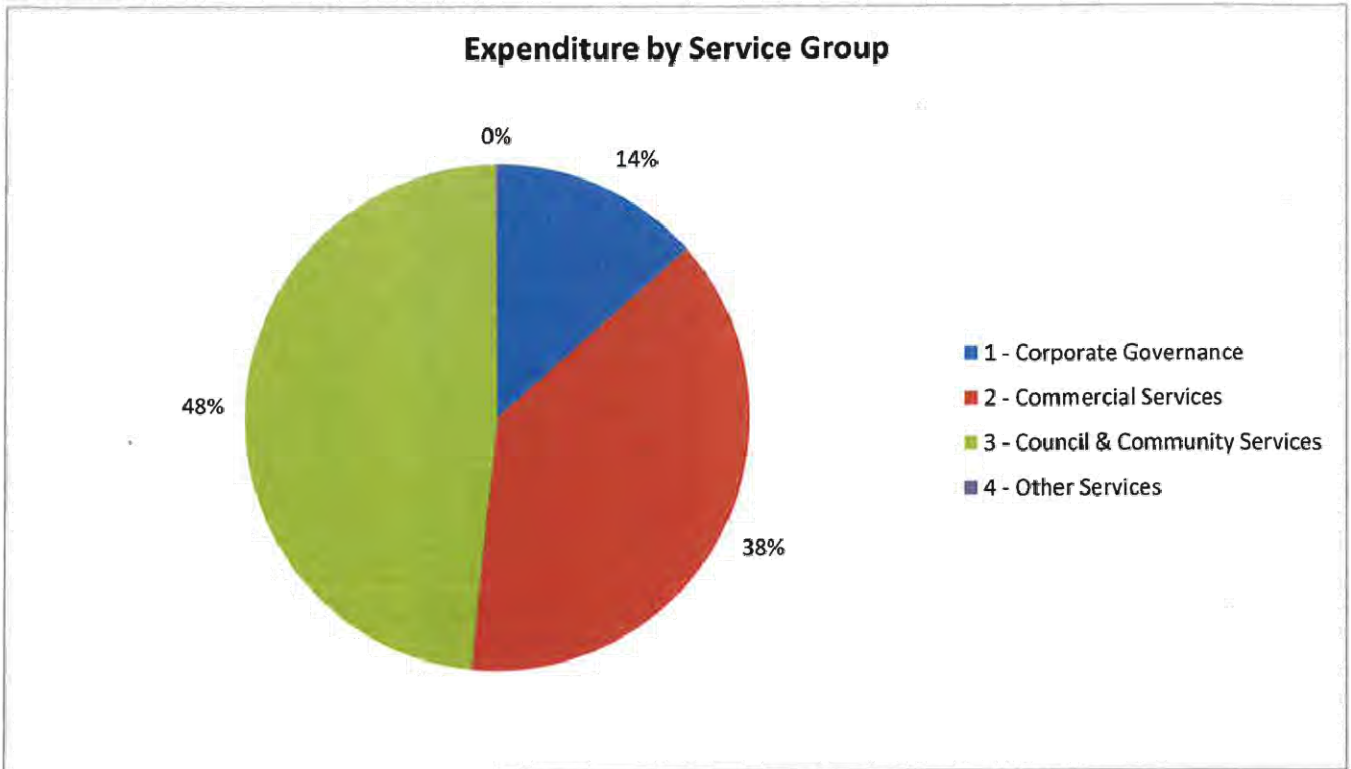
110 - Assets Management - Fixed Assets	54,832	14,054	-40,778	56,218
111 - Council Services General	72,472	100,733	28,261	402,931
113 - Project Management	408	0	-408	0
131 - Council and Elected Members	2,551	0	-2,551	0
132 - Local Authority	0	4,782	4,782	19,129
138 - Local Authority Project	576	35,885	35,310	143,542
160 - Municipal Services	52,858	136,134	83,276	544,537
161 - Waste management	1,725	24,678	22,954	98,713
164 - Local Emergency Management	131	263	132	1,050
169 - Civic Events	0	125	125	500
170 - Australia Day	0	100	100	400
171 - Naidoc Week	0	125	125	500
172 - Numbulwar Fuel	21,164	100,000	78,836	400,000
200 - Local roads maintenance	4,000	202,750	198,750	811,000
201 - Street lighting	0	6,013	6,013	24,050
202 - Staff Housing	169	8,694	8,524	34,775
220 - Territory Housing Repairs and Maintenance	14,996	39,254	24,258	157,015
221 - Territory Housing Tenancy Management Co	8,864	24,163	15,298	96,650
241 - Airstrip maintenance Contracts	3,623	38,250	34,627	153,000
245 - Visitor Accommodation and External Facility	-78	27,517	27,595	110,068
246 - Commercial Australia Post	0	1,858	1,858	7,431
275 - Mechanical Workshop	17,036	41,755	24,719	167,020
314 - Service Fee - CDP	181,832	469,206	287,374	1,876,824
318 - Outcome Payments - CDP	0	20,000	20,000	80,000
341 - Commonwealth Aged Care Package	0	34,370	34,370	137,482
342 - Indigenous Aged Care Employment	40,208	53,588	13,380	214,352

344 - Commonwealth Home Support Program	14,698	37,302	22,603	149,206
346 - Indigenous Broadcasting	82	11,930	11,849	47,722
350 - Centrelink	11,500	29,185	17,685	116,740
401 - Night Patrol	67,054	76,639	9,586	306,557
404 - Indigenous Sports and Rec Program	6,453	28,750	22,297	114,998
407 - Remote Sports and Recreation	69	0	-69	0
409 - Sport and Rec Facilities	0	1,575	1,575	6,300
415 - Indigenous Youth Reconnect	11,468	45,577	34,109	182,309
416 - Youth Vibe Grant	0	355	355	1,418
485 - Ngukurr and Numbulwar Fright Hub	3,120	0	-3,120	0
490 - Numbulwar Waste Management Facility	1,040	0	-1,040	0
Total Expenditure	592,851	1,615,609	1,022,759	6,462,438

Capital Expenditure

5321 - Capital Purchase/Construct Buildings	0	78,750	78,750	315,000
5331 - Capital Construct Infrastructure	158,190	3,375	-154,815	13,500
5341 - Capital Purchases Plant & Equipment	12,207	9,500	-2,707	38,000
5371 - Capital Purchase Vehicles	0	13,750	13,750	55,000
Total Capital Expenditure	170,397	105,375	-65,022	421,500

Numbulwar



CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.12
TITLE	Grants: Signing of various Funding Agreements
REFERENCE	715666
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) That Council accept the funding offer of \$978,000 from the Commonwealth Department of Infrastructure and Regional Development, provided under the Building Better Regions Fund, by signing, dating and affixing the Common Seal to two copies of the Agreement.
- (b) That Council accept the funding offer of \$270,000 from the NTG Department of Tourism and Culture, provided under the Remote Sport Program, by signing, dating and applying the Common Seal to two copies of the Agreement.
- (c) That Council accept the funding offer of \$53,000 from the NTG Department of Health, provided under the Disability in Home Support Program, by signing, dating and affixing the Common Seal to two copies of the Agreement.

BACKGROUND

BBRF: Upgrade of Borroloola Council Services Office. The project adds six new offices, function rooms, extends the library, upgrades amenities, ablutions and IT infrastructure, and adds a bitumen car park. The library will be reinforced to meet cyclone shelter standards.

Remote Sport Program: The Agreement extends funding from 1 July 2017 – 30 June 2018, providing delivery of regular sport and active recreation activities and competitions across the Region.

Disability in Home Support: The variation extends the program for six months, from 1 July 2017 to 31 December 2017, and provides support and care to people with disability and their carers.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORTS

ITEM NUMBER	15.13
TITLE	Grants: RGRC Community Grants Program 2017-18 Round 1
REFERENCE	715667
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) That Council endorse the recommendations of the Community Grants Committee, as listed below, for Round 1 of the 2017-18 Community Grants Program:

For the Major Category:

- Recommendation 1 (TBA)

For the Minor Category:

- Nil

- (b) That Council approve Round 2 of the 2017-18 Community Grants Program, to be conducted from 2 January 2018 to 13 February 2018.

BACKGROUND

On 12 July 2017, Roper Gulf Regional Council (RGRC) approved a budget of \$30,000 for the RGRC 2017-18 Community Grants Program.

Round 1 ran from the 17 July 2017 to 27 August 2017 and was advertised on the RGRC website, Facebook, and the Katherine Times.

Round 1 applications have been processed and submitted to the Community Grants Committee for assessment who has provided its recommendations. Council is requested to endorse these recommendations.

ISSUES/OPTIONS/SWOT

A high number of applications for Major grants (up to \$3,000) were received in Round 1.

FINANCIAL CONSIDERATIONS

The budget for the 2017-18 Community Grants Program is \$30,000. Council has already awarded sponsorship funds from the 2017-18 Community Grants Program to three recipients:

- | | |
|---|--------------------|
| • Mataranka Fishing, Sporting and Recreation Club | \$3,000 |
| • Borrrooloola Amateur Raceclub | \$3,000 |
| • Yerrin Heaslip/ Cheyenne Niehus (Mataranka) | \$1,000 (\$500 ea) |

ATTACHMENTS:

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.14
TITLE	Grants: Variation to funding under the Homelands Program
REFERENCE	715669
AUTHOR	Josh Chevailer-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That Council accept the increase in funding of \$59,958 from the NTG Department of Housing and Community Development, provided under the Homelands Program, by signing, dating and affixing the Common Seal to two copies of the Agreement.**

BACKGROUND

The variation provides an additional \$59,958 (GST Inclusive) in MES/HMS funds for the community of Mulgan. Further information on the funding arrangement is provided below.

Municipal and Essential Services (MES) Program: MES operational funding includes repairs and maintenance, minor works and general operational costs for the delivery of municipal and essential services. Municipal service activities are primarily concerned with road and aerodrome maintenance, waste disposal, landscaping and dust control in common areas, fire breaks, dog control programs, environmental health activities and other municipal services. Essential service activities are primarily concerned with electricity, water and sewerage systems operation and maintenance.

Housing Maintenance Services (HMS) Program: The purpose of HMS is to assist homeland residents to live in a safe and healthy environment. It provides funding for urgent repairs and general or routine repairs and maintenance to extend the life of houses and minimise deterioration.

Homelands Jobs: The purpose of this funding is for service providers to employ local Aboriginal people in the delivery of homelands programs. Grant funding is to be used to pay salaries/wages for Aboriginal staff directly involved with the delivery of services.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

(a) MES/HMS Funding 2017-18:

Community Name	Number of Occupied Dwellings at 30 June 2017	MES Town Camps per Dwelling	MES Funding per Dwelling	HMS Funding per Dwelling	Amount per Community (GST Exclusive)
Badawarka	3	\$-	\$9,016	\$3,715	\$38,193
Baghetti	1	\$-	\$9,016	\$3,715	\$12,731
Barrapunta	3	\$-	\$9,016	\$3,715	\$38,193
Boomerang Lagoon	2	\$-	\$9,016	\$3,715	\$25,462
Costello	2	\$-	\$9,016	\$3,715	\$25,462
Jodetluk	7	\$-	\$9,016	\$3,230	\$77,490
Kewulyi	5	\$-		\$3,715	\$63,655
Mole Hill	3	\$-	\$9,016	\$3,715	\$38,193
Mount Catt	4	\$-	\$9,016	\$3,715	\$50,924
Mulggan	12	\$3,830	\$-	\$3,715	\$90,540
Nulawan	2	\$-	\$9,016	\$3,715	\$25,462
Werenbun	9	\$-	\$9,016	\$3,715	\$114,579
	53				
SUB TOTAL MES/HMS FUNDING (GST EXCLUSIVE)					\$600,884
SUB TOTAL MES/HMS FUNDING (GST INCLUSIVE)					\$660,972.40

(b) Homelands Jobs

SUB TOTAL HOMELANDS JOBS FOR 4 POSITIONS (GST EXCLUSIVE)	\$164,600
SUB TOTAL HOMELANDS JOBS FOR 4 POSITIONS (GST INCLUSIVE)	\$181,060

(c) Total Funding

SUB TOTAL MES/HMS FUNDING (GST EXCLUSIVE)	\$765,484
SUB TOTAL MES/HMS FUNDING (GST INCLUSIVE)	\$842,032.40

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.15
TITLE	Grants: funding for exercise stations in three communities
REFERENCE	715674
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That Council deliberate on the installation of exercise stations in the Region and provide recommendations.**

BACKGROUND

On 27 June 2017 Council entered into an Agreement with the NTG to receive funding of \$45,000 for the installation of 3 exercise stations per community at Beswick, Barunga, and Jilkminggan.

Outdoor gyms generally comprise a series of gym items that focus on exercising particular muscle groups. The combination of these items provides for a total body workout including strength, conditioning and cardiovascular exercise. It is anticipated that stations will encourage residents to maintain healthy and active lifestyles by addressing the cost barrier that often stops people from participating in structured exercise.

ISSUES/OPTIONS/SWOT

At the SLT Meeting on 9 October 2017, SLT members deliberated regarding the value and benefit of the stations, their location, and associated risks.

Strengths:

- Residents can exercise for free
- Suits all ages and fitness levels
- Equipment has instructions and tips attached to it to help use it safely and get maximum benefit
- Exercises are low impact
- Doesn't require capital cost of a building
- Exposure to fresh air and sunlight

Weaknesses:

- Exercise may quickly become boring and unrewarding
- Stations do not provide privacy or safety from others
- Users may be intimidated/avoid stations due to lack of privacy
- Council does not offer structure fitness classes in how to use the equipment
- A full "gym" generally consists of five to eight pieces
- Children should be supervised when using, however this is often not the case
- Equipment may not have been placed in suitable locations to ensure maximum use of the equipment and to justify the cost of maintenance
- Communities were not fully consulted on the type and location of equipment?

Opportunity:

- Council can conduct structured sessions or develop a booklet with fitness cards demonstrating exercises

Threats:

- Equipment can become unsafe due to vandalism or incorrect installation
- Stations may deteriorate quickly due to inclement weather and may attract vandalism, becoming eye-sores over time and further discouraging use

- Instruction boards may deteriorate quickly due to inclement weather and vandalism, leaving users without guidance on form and repetitions
- The equipment requires regular ongoing maintenance, similar to playground equipment (monthly inspections and repair and maintenance costs of approximately eight to ten per cent of the asset cost per year), and would require asset replacement in approximately ten years (see pg 23, <http://ors.sa.gov.au/data/assets/file/0008/145772/Community-Gyms.pdf>)
- Council does not possess sufficient resources to action the necessary risk management strategies relating to regular inspections, maintenance, etc?

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.16
TITLE	Roads Report
REFERENCE	715682
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That Council receive, note and accept the Road Report update regarding current and future projects.**

BACKGROUND**Projects underway:**

Multi Town	Road and SW Drain Audit	NT Improving Strategic Local Roads Infrastructure. Road and stormwater Audit
Multi Town	Waste Management	Borroloola Jilkminggan Mataranka Barunga Ngukurr Numbulwar
Multi Town	Transport and Freight Hub	Ngukurr Numbulwar
Barunga	Cemetery Access Culvert	Cemetery access culvert
Beswick	Cameron and Madigan Road Intersection	Cameron and Madigan Road Intersection
Beswick	Driveway Drainage	Yanguia Street Driveway Drainage
Borroloola	Borroloola Road Upgrade	Robinson Road Anyula Street intersection included with Robinson Road Searcy Street intersection included with Robinson Rd
Borroloola	Rocky Creek	
Larrimah	Road Repairs	Internal Road Repairs
Manyallaluk	Drainage and Floodway Upgrades	Clean out swale drains and repair and new floodway's Paving in between court and stage Road Grading
Ngukurr	Wombat Crossing signage	Black spot signs
Ngukurr	Rainbow Street Upgrade	Rainbow Street Upgrade
Numbulwar	Pedestrian Crossings	Pedestrian crossing at community store, school, Newtown Store and clinic

Projects planned:

- The roads audit will inform the timing and priority of future Projects.

Attachments 1, 2 and 3 provide further detail on Projects.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Roads_R2R_Work Schedule_Works Complete.pdf
- 2 Roads_R2R_Work Schedule_Works Underway.pdf
- 3 Roads_Register.xlsx

Work Schedule as at 16 Oct 2017

AusLink Roads to Recovery

Standard RTR 2014 - 2019 Work Schedule for Roper Gulf Regional Council

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$2,506,383	\$1,907,994	\$598,389	\$953,669	\$953,669

ID	Work Location	Project Status	Problem Being Addressed	Work Proposed		Construction Start Date	Construction End Date	Construction Is Complete		
				Project Type	Fully RTR Funded				Cost To RTR	Total Project Cost
3	Eva Valley Access Road, Eva Valley Access road from Central Arnhem Highway to the community 37km	Compliant	The road is of gravel structure with corrugation, pot holes and wash outs from constant traffic over the dry season.	Normal	Yes	\$38,879	\$38,879	Nov 2014	Oct 2015	Yes
4	Weemol Access Road - Rural Road, From intersection of 0.00 - Central Arnhem Highway to Weemol Community for a total length of 3 kilometres (all of access road).	Compliant	The road is of gravel structure with corrugation, pot holes and wash outs from high levels of rainfall due to 2 cyclones recently and constant traffic over the dry season.	Normal	Yes	\$34,825	\$34,825	Aug 2015	Sep 2015	Yes
		Total Project Costs:				\$953,669	\$953,669			

Monday, 16 October 2017

Work Schedule as at 16 Oct 2017

Standard RTR 2014 - 2019 Work Schedule for Roper Gulf Regional Council

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$2,506,383	\$1,907,994	\$598,389	\$953,669	\$953,669

ID	Work Location	Project Status	Problem Being Addressed	Work Proposed						
				Project Type	Fully RTR Funded	Cost To RTR	Total Project Cost	Construction Start Date	Construction End Date	Construction Complete
5	Urapunga Access Road - Rural Road, From intersection 0.00 - Roper Highway to Urapunga Community a total of 5 kilometres (all of road)	Compliant	The road is of gravel structure with corrugation, pot holes and wash outs from high levels of rainfall due to 2 cyclones recently and constant traffic over the dry season.	Small	Yes	\$5,283	\$5,283	Aug 2015	Sep 2015	Yes
8	Centre Road - Bullman, From intersection 0.00 - Main Street along Centre road 75 metres: Centre Road then reaches a T-intersection and continues in both direction into 2 cul-de-sac at either end - 70 metres (gravel section) to the right and 160 metres (seal section) to the left	Compliant	The bitumen road section consists of large cracks, loss of surface bitumen, edge failures, potholing and loose pavement surface. Road shoulders are non-existent. Ponding of water near the edge of the road. Driveways and front accesses are non-existent. Causeways have deteriorated. The gravel section has deteriorated to be non-existent.	Normal	Yes	\$66,526	\$66,526	Aug 2015	Oct 2015	Yes
9	Waglag Street Nunbulwar, 235 metres down Waglag Street from the intersection of Wayun Street and Waglag Street	Compliant	The road base no longer exists, with significant seal blow outs, is full of pot holes and sand/dust, and poor drainage. The project will improve all weather access in the Nunbulwar CBD, improve drainage and control localized flooding.	Normal	Yes	\$66,526	\$66,526	Aug 2015	Oct 2015	Yes
		Total Project Costs:				\$953,669	\$953,669			

Monday, 16 October 2017

Work Schedule as at 16 Oct 2017

Standard RTR 2014 - 2019 Work Schedule for Roper Gulf Regional Council

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$2,506,383	\$1,907,994	\$598,389	\$953,669	\$953,669

ID	Work Location	Project Status	Problem Being Addressed	Project Type	Fully Funded	Cost To RTR	Work Proposed		Construction Start Date	Construction End Date	Construction Complete
							Total Project Cost	Construction Date			
10	Wayun Street Numbulwar, 232 metres down Wayun Street from the intersection of Wulumarranyu Street and Wayun Street	Compliant	The road base no longer exists, with significant seal blow outs, is full of pot holes and sand/dust, and poor drainage. The project will improve all weather access in the Numbulwar CBD, improve drainage and control localized flooding.	Normal	Yes	\$62,118	\$62,118	\$62,118	Oct 2015	Mar 2016	Yes
11	Wulumarranyu Street Numbulwar, 265 metres down Wulumarranyu Street from the intersection of Aynbalarpi Street Road and Wulumarranyu Street	Compliant	The road base no longer exists, with significant seal blow outs, sand dunes are encroaching the road, is full of pot holes and sand/dust, and poor drainage. The project will improve all weather access in the Numbulwar CBD, improve drainage and control localized flooding.	Normal	Yes	\$68,735	\$68,735	\$68,735	Oct 2015	Mar 2016	Yes
Total Project Costs:						\$953,669	\$953,669				

Work Schedule as at 16 Oct 2017

Standard RTR 2014 - 2019 Work Schedule for Roper Gulf Regional Council

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$2,506,383	\$1,907,994	\$598,389	\$953,669	\$953,669

ID	Work Location	Project Status	Problem Being Addressed	Project Type	Fully RTR		Cost To RTR	Work Proposed		Construction Start Date	Construction End Date	Construction Complete
					Funded	Cost		Total Project Cost	Construction Date			
13	Mundulooloo Street Ngukurr, 425 metres of Mundulooloo Street from Balmurra Street to Mutju Street	Compliant	Due to heavy water flows down this road the surface is severally damaged with significant damage to edges and seal.	Normal	Yes	\$283,405	\$283,405	Dec 2016	Jun 2017	Yes		
14	Bottom Road Ngukurr, 591 metres of Bottom Road from Barge Road to Rainbow Street	Compliant	Current shoulders and seal in a poor state due to heavy traffic from contractors and heavy machinery from industrial blocks.	Normal	Yes	\$261,554	\$261,554	Nov 2016	Jun 2017	Yes		
Total Project Costs:						\$953,669	\$953,669					

Monday, 16 October 2017

Work Schedule as at 16 Oct 2017

AusLink Roads to Recovery

Standard RTR 2014 - 2019 Work Schedule for Roper Gulf Regional Council

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$2,506,383	\$1,907,994	\$598,389	\$1,529,329	\$2,839,682

ID	Work Location	Project Status	Problem Being Addressed		Work Proposed				
			Project Type	Fully RTR Funded	Cost To RTR	Total Project Cost	Construction Start Date	Construction End Date	Construction is Complete
12	Robinson Road, Borroloola, Northern Territory, 302 metres of Robinson Road, Borroloola Northern Territory, from the intersection of Searcy Street to Anyula Street	Compliant	Normal	No	\$291,110	\$371,546	Sep 2017	Jan 2018	No
Total Project Costs:			\$1,529,329	\$2,839,682					

The road currently has inadequate open storm water drains. The eroded gravel road reserve and open drains constantly flush gravel onto the sealed surface and have eroded the shoulders and seal edges.

Works will include: Concrete Footpath 2 metres wide, unreinforced 100 millimetre slab, 755 metres square;
Spray Seal pavement, single seal, width 7 metres, 2,050 metres square;
Raised Pavement (150 millimetres compacted gravel base), 6 metres square;
Kerbing, 350 metres;
Landscaping;
Drainage pipe, 30 metres;
5 Side entry pits;
4 Concrete driveway crossover 6 metres wide, reinforced 150 millimetre slab;
Contingency included.

Work Schedule as at 16 Oct 2017

Standard RTR 2014 - 2019 Work Schedule for Roper Gulf Regional Council

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$2,506,383	\$1,907,994	\$598,389	\$1,529,329	\$2,839,682

<u>ID</u>	<u>Work Location</u>	<u>Project Status</u>	<u>Problem Being Addressed</u>	<u>Project Type</u>	<u>Fully RTR Funded</u>	<u>Cost To RTR</u>	<u>Work Proposed</u>		<u>Construction Start Date</u>	<u>Construction End Date</u>	<u>Construction Complete</u>
							<u>Total Project Cost</u>	<u>Construction Date</u>			
		Compliant		Normal	No	\$488,219	\$1,300,000		Jun 2017	Dec 2018	No
Total Project Costs:						\$1,529,329	\$2,839,682				

Monday, 16 October
2017

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.17
TITLE	LOT 644 BORROLOOLA OWNERSHIP DOCUMENTS NAME CHANGE FROM SHIRE TO REGIONAL COUNCIL and APPLICATION FOR POWER AND WATER EASEMENT
REFERENCE	712382
AUTHOR	Virginya Boon, Asset Manager

RECOMMENDATION

- (a) That Council approve the changing of name from Shire to Regional in the ownership document of Lot 644 Borroloola, by the Mayor and CEO signing, dating and affixing the Common Seal to the “Application To Note Change Of Name” document.
- (b) That Council approve the Mayor and CEO signing, dating and affixing the Common Seal to Form 51 the “Creation of Easement in Gross” document for Lot 644 Borroloola.

BACKGROUND

Council entered into an arrangement for the subleasing of part of Lot 644 Borroloola with the Department of Education. As part of the development, it was necessary to extend the sewer line into the property and now Council will have to register an easement for this with the Power and Water Corporation. To enable Council to register this easement they must first change the name on the title for Lot 644 from Roper Gulf Shire Council to Roper Gulf Regional Council.

Documents will be available for signing at the meeting.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

There is no charge for this name change.

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.18
TITLE	Capex Variation For Underspend
REFERENCE	712945
AUTHOR	Virginya Boon, Asset Manager

RECOMMENDATION

- (a) **That Council approve the surplus 2017/2018 capital expenditure funds allocated to the Beswick Skidsteer Purchase to be used to purchase a Plant Trailer to float the Skidsteer and a Motor-Powered Pressure Cleaner for Bulman.**

BACKGROUND

In the 2017/2018 Capital Expenditure budget, \$110,000 was allocated to Beswick for the purchase of a Skidsteer. After this purchase, an amount of \$17,300 has been unspent.

With Beswick now having a new Skidsteer there has been a realization that they will need a Plant Trailer to enable the team to float the Skidsteer to worksites around the community area. The Beswick Team is now requesting that a Plant Trailer be purchased with the surplus funds.

If there are enough remaining funds to purchase the Plant Trailer and carry out any modifications to the towing system on the Beswick Truck, the Bulman Team is requesting that they be used to purchase a motor-powered Pressure Cleaner for their Works Depot.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Plant Trailer	\$11,000
Truck Modifications	\$ 3,300 (approx.)
Pressure Cleaner	<u>\$ 3,000</u>
	\$17,300

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.19
TITLE	Disposal of fleet Item 70857 - Toyota Landcruiser Military Workmate Dual Cab
REFERENCE	712946
AUTHOR	Virginya Boon, Asset Manager

RECOMMENDATION

- (a) **That Council approve the disposal of Toyota Landcruiser Rego – CC29NR by trade-in on a new vehicle to replace this one with.**

BACKGROUND

Toyota Landcruiser Rego – CC29NR was allocated to the Governance program for use by the previous Council's Mayor. This vehicle has had lots of work and repairs carried out to it and is coming to the end of its Council life. It has been tidied up and appraised by Katherine Toyota who are willing to give us a good price for a trade-in.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Trade-In price	\$50,000 (approx.)
New Vehicle price	<u>\$67,700</u>
Balance	\$17,700 (to outlay on a new vehicle)

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER	15.20
TITLE	Application for Easement - 2 Crawford St Katherine
REFERENCE	715173
AUTHOR	Virginya Boon, Asset Manager

RECOMMENDATION

- (a) **That Council approve the Mayor and CEO signing, dating and affixing the Common Seal to Form 51 the “Creation of Easement in Gross” document for Lot 1894 / 2 Crawford St, Katherine.**

BACKGROUND

In the developments planned and underway for 2 Crawford St it has been deemed necessary to apply to the Power and Water Corporation for the creation of an easement for the Electricity Supply.

Documents for signing and sealing will be available at meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

**COUNCIL & COMMUNITY SERVICES DIRECTORATE
REPORT**

ITEM NUMBER	16.1
TITLE	Katherine Agribusiness and Logistics Hub - Feedback
REFERENCE	715328
AUTHOR	Sharon Hillen, Director of Council and Community Services

RECOMMENDATION

- (a) **That Council receive and note the Katherine Agribusiness and Logistics Hub report.**

BACKGROUND

Katherine's position at the junction of the railway and two major highways in the Territory provides natural opportunities for the town to grow into a significant transport and commodities hub.

In recognition of this, and in line with the Federal Government's White Paper on Developing Northern Australia and the NT Economic Development Framework, the Northern Territory Government has committed to developing regional Katherine's potential as a major horticulture and agricultural site; and also as a transport and logistics hub to strengthen the town's role as a transport cross ways for Queensland and Western Australian commodities.

It has been proposed that the Katherine Agribusiness and Logistics Hub be located on a portion of the Manbulloo Pastoral Lease adjacent to the Katherine Railway Terminal, if suitable, with access to the Victoria Highway and the future Katherine heavy vehicle alternate route.

The Territory has committed to facilitating the design and construction of an intermodal agribusiness and logistics hub in Katherine, which will support the growth of various industries in the region.

The Department of Infrastructure, Planning and Logistics (DIPL) have commissioned Deloitte to carry out a needs assessment of industry specific requirements for current and potential future industry sectors, in both the Katherine region and the broader region supported by Katherine's strategic location on the logistical cross roads on the Stuart and Victoria Highways, to inform the subsequent design of the agribusiness and logistics hub and industrial subdivision.

This assessment aims to provide a comprehensive understanding of the short, medium and long term needs and requirements of existing and future industries required to support appropriately informed design options.

Please Note – Comment has been sent to the department on Council's behalf due to time constraints. These will be available at the meeting.

ISSUES/OPTIONS/SWOT

As Above & Attached

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Agribusiness Discussion Document.pdf