



AGENDA

ORDINARY COUNCIL MEETING

WEDNESDAY, 12 NOVEMBER 2014

Notice is given that the next Ordinary Meeting of the Roper Gulf Regional Council will be held on:

- Wednesday, 12 November 2014 at
- Djakanimba Pavilions, The Wugularr (Beswick) NT
- Commencing at 8.30am

Your attendance at the meeting will be appreciated.

Judy MacFarlane
MAYOR (ACTING)

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APOLOGIES AND LEAVE OF ABSENCE REPORT



ITEM NUMBER 4.1
TITLE Apologies and Leave of Absence
REFERENCE 500857
AUTHOR Rebecca Brydon, Governance Officer

RECOMMENDATION

- (a) That Council accept apology from Mayor Tony Jack and Cr. Anne Marie Lee for non attendance at the Ordinary Meeting of Council on 12th November 2014

BACKGROUND

Mr. Mayor will be attending the Road Summit in Tamworth, NSW as the RGRC representative.

Cr. Lee has advised Governance Team that she will be in Hospital and has submitted her apology for being unable to attend the Council Meeting on 12th November 2014.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes from Ordinary Council Meeting
REFERENCE 502277
AUTHOR Rebecca Brydon, Governance Officer

RECOMMENDATION

- (a) That Council notes that the minutes from the Ordinary Meeting of Council on the 29 October 2014 as a true and accurate record of that meeting

BACKGROUND

The Ordinary Meeting of Council was held on 29 October 2014 at the Ngukurr Council Services Delivery Centre. The meeting was chaired by Mayor (acting) Judy MacFarlane.

ISSUES/OPTIONS/SWOT

The minutes are attached to this report.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Ocm_29102014_MIN UNCONFIRMED.pdf



MINUTES OF THE ORDINARY MEETING # 54 OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE NGUKURR ON WEDNESDAY, 29 OCTOBER 2014 AT 8:42AM

1. PRESENTS/STAFF/GUESTS

1.1 Elected Members

Deputy Mayor Judy MacFarlane
 Councillor Don Garner
 Councillor Stan Alan
 Councillor Kathy-Anne Numamurindi
 Councillor Daphne Daniels
 Councillor Timothy Baker Jr.
 Councillor Annabelle Daylight
 Councillor Eric Roberts

1.2 Staff

CEO, Michael Berto
 DCO, Greg Arnot
 DTS, Sharon Hillen
 DCS, Catherine Proctor
 DCED, Marc Gardner
 Manager G&CP, Jyoti Pudasaini
 Manager Finance, Lokesh Anand
 Governance Officer, Rebecca Brydon
 Governance Officer, Hilary Sinfeld
 Local Authority Coordination Officer, Jo Nicol

1.3 Guests

Nil

2. MEETING OPENED

Meeting opened at 8:42am by Mayor (Acting) Judy MacFarlane who read the pledge with Councillors and staff.

3. WELCOME TO COUNTRY

Mayor (Acting) Judy MacFarlane welcomed the guests, councillors and staff to the meeting.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGY FOR LEAVE OF ABSENCE

218/2014 RESOLVED (Eric Roberts/Donald Garner) Carried

- (a) That Council accept apology from Cr. Anne Marie Lee, Cr. John Dalywater and Cr. Selina Ashley for non attendance at the Ordinary Meeting of Council on 29th October 2014.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

218/2014 RESOLVED (Stan Alan/Annabelle Daylight) Carried

- (a) That Council confirm the minutes from the OCM held on 27th August 2014 as a true and accurate record of that meeting
 (b) That Council confirm the minutes from the Special Council meeting held on 14 October 2014 as a true and accurate record of that meeting

6. CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES

6.1 CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES

200/2014 RESOLVED (Kathy-Anne Numamurindi/Timothy Baker Jr.) Carried

- (a) That Council confirm the minutes from the Finance Committee Meeting held on the 17th September 2014 as a true and accurate record of that meeting.

7. CALL FOR ITEMS FOR GENERAL BUSINESS

- Tilly Town Awards
- National Stronger Regions Fund/ Building our Territory
- Update on Auction
- Youth Voice
- Council Elections
- Damage to Council's Property
- Cursing the Office
- Manyallaluk Road

8. QUESTION FROM THE PUBLIC

Nil

9. DISCLOSURES OF INTEREST

There were no declarations of interest at this Ordinary Council Meeting.

10. BUSINESS ARISING FROM PREVIOUS MINUTES**10.1 ACTION LIST**

221/2014 RESOLVED (Donald Garner/Stan Allan) Carried

- (a) That Council receive and note the Action List as at 29 October 2014.

11. INCOMING CORRESPONDENCE**11.1 INCOMING CORRESPONDENCE**

222/2014 RESOLVED (Eric Roberts/Timothy Baker Jr.) Carried

- (a) That Council accept the incoming correspondence from 15 August to 17 October 2014.

Cr Stan Allan left the meeting, the time being 01:51 AM

12. OUTGOING CORRESPONDENCE**12.1 OUTGOING CORRESPONDENCE**

223/2014 RESOLVED (Eric Roberts/Donald Garner) Carried

- (a) That Council accept the outgoing correspondence. From the 15 August to the 17 October 2014.
- (b) That Council receive and note the media release from 14 August to 20 October 2014.

13. WARD REPORTS**13.1 NEVER NEVER WARD REPORT**

Mayor (acting) Judy MacFarlane updated Council on Never Never Ward and her experience while on her visits to Jilminggan, Mataranka and Hodgson Downs Local Authorities.

224/2014 RESOLVED (Annabelle Daylight/Timothy Baker Jr.) Carried

- (a) That Council receive and note the Never Never Ward Report

13.2 NUBULWAR NUMBURINDI WARD REPORT

225/2014 RESOLVED (Eric Roberts/Daphne Daniels) Carried

- (a) That Council receive and note the Numbulwar Numburindi Ward Report.
- (b) That Council receive and note the nomination of Cheryl Mundhiribala to the Numbulwar Local Authority.

13.3 NYIRRANGGULUNG WARD REPORT

Mayor (acting) Judy MacFarlane advised Council that she visited Barunga and Beswick for the Local Authorities Meeting and would like to note that out of three councillors none attended the Local Authority Meeting.

226/2014 RESOLVED (Daphne Daniels/Eric Roberts) Carried

- (a) That Council receive and note the Nyirranggulung Ward Report.
- (b) That Council receives and accepts the nominations to the Maryalaluk Local Authority of Eileen Lawrence, Rosemary Sullivan, Shaunette Mumbin, Andrew Hood, Robert Willin, Issac Dal and Cynthia Willin.
- (c) That Council receives and accepts the nomination of Christopher Gordon to the Bulman Local Authority
- (d) That Council receives and accepts the nominations to the Beswick Local Authority of Joseph Brown and Lorriane Bennett.

13.4 SOUTH WEST GULF WARD

227/2014 RESOLVED (Timothy Baker Jr./Donald Garner) Carried

- (a) That Council receive and note the South West Gulf Ward Report

13.5 YUGUL MANGI WARD

228/2014 RESOLVED (Eric Roberts/Kathy-Anne Numamundiri) Carried

- (a) That Council receive and note the Yugul Mangi Ward Report
- (b) That Council receive and accept Green Rami and Tanya Joshua's nominations to the Ngukun Local Authority.

Meeting Resest 9:21 AM

Meeting resumed 9:25 AM

Cr Stan Allan returned to the meeting, the time being 03:24 AM

14. EXECUTIVE DIRECTORATE REPORTS

Nil

15. CORPORATE GOVERNANCE DIRECTORATE REPORTS**15.1 PROPOSED DATES FOR OCM AND FCM 2015**

209/2014 RESOLVED (Donald Garner/Daphne Daniels) Carried

- (a) That Council receive and note the scheduled meeting dates for 2015 for Ordinary Meetings of Council and the Finance Committee Meetings: -

Ordinary Meetings of Council: -
 Wednesday, 25th February 2015 - Metaranka
 Thursday, 30th April 2015 - Barunga
 Wednesday, 24th June 2015 - Katherine
 Wednesday, 22 July 2015 - Katherine
 Wednesday, 30th September 2015 - Borroloola
 Wednesday, 28th October 2015 - Jilkminggan
 Wednesday, 16th December 2015 - Katherine

Finance Committee Meetings: - All Katherine
 Wednesday, 25th March 2015
 Wednesday, 27th May 2015
 Wednesday, 26th August 2015
 Wednesday, 25th November 2015

15.2 UPDATE ON ANNUAL REPORT 2013-14

Jyoti Pudasaini, Manager Governance, presented the report. The draft Annual Report was presented to Council for feedback. Final Draft Annual Report 2013-14 will be presented to Council on November OCM for Council's approval.

230/2014 RESOLVED (Donald Garner/Timothy Baker Jr.) Carried

- (a) That Council receive and note updates on Roper Gulf Regional Council's Annual Report 2013-14.

15.3 FINANCE-RGRG FINANCIAL REPORT AS AT 30 SEPTEMBER 2014

231/2014 RESOLVED (Stan Allan/Kathy-Anne Numamurdirli) Carried

- (a) That Council receive and note the financial report for the period ending 30th September 2014.

Cr Annabelle Daylight left the meeting, the time being 08:34 AM

Cr Annabelle Daylight returned to the meeting, the time being 09:56 AM

Cr Eric Roberts left the meeting, the time being 09:57 AM

15.4 COMMUNITY GRANTS COMMITTEE

232/2014 RESOLVED (Annabelle Daylight/Kathy-Anne Numamurdirli) Carried

- (a) That the Council resolve to change the membership of the Community Grants Committee to Mayor, Deputy Mayor and any three Councillors.

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Cr Eric Roberts returned to the meeting, the time being 10:03 AM

Meeting Break 10:04 AM

Meeting resumed 10:47 AM

15.4 GRANTS - RGRG COMMUNITY GRANTS PROGRAM 2014-15 ROUND 2

Community Grants Committee members include: Deputy Mayor Judy MacFarlane, Cr Don Garner, Cr Annabelle Daylight, Cr Eric Roberts.

233/2014 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council endorse the recommendations of the Community Grants Selection Committee for Round 1 2014-15 Minor Applications.
- Michael Lewis: \$500.00
 - Nicole Lorimer: \$1000.00
- (b) That Council endorse the recommendations of the Community Grants Selection Committee for Round 2 2014-15.
- Ngukurr Kangaroos Football Club: \$2000.00
 - Big River Hawks Football Club: \$3000.00
 - NT Writers Centre – The Estate of the Late John Andrew McMillan: \$3000.00
 - Spur & Anvil Trading CO, PTY: \$1500.00
- (c) That Council approves to open Community Grants Round 3 for the 2014-2015 Community Grants Program from 1st December 2014 till 9th February 2015.

15.5 GRANTS - NGO REGISTRATION/UPDATE FORM - DEPARTMENT OF HEALTH (DCH)

234/2014 RESOLVED (Eric Roberts/Donald Garner) Carried

- (a) That Council accept the affixing of the Common Seal on the NGO Registration/Update form for the Northern Territory Government Department of Health and sign and date the form.

15.6 GRANTS - OUTSTATIONS NT JOBS PACKAGE - DEPARTMENT OF COMMUNITY SERVICES (DCS)

235/2014 RESOLVED (Kathy-Anne Numamurdirli/Eric Roberts) Carried

- (a) That Council accept the funding offer for 2014-15 for the Outstations NT Jobs Package by signing, dating and affixing the Common Seal to both copies of the agreements.

15.7 GRANTS - OUTSTATION 2014-15 MES SPECIAL PURPOSE FUNDING OFFER - DEPARTMENT OF COMMUNITY SERVICES (DCS)

236/2014 RESOLVED (Daphne Daniels/Annabelle Daylight) Carried

- (a) That Council accept the funding offer for 2014-15 MES Special Purpose by signing, dating and affixing the Common Seal to both copies of the agreement.

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COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**16.1 POWERWATER- SERVICE LEVEL AGREEMENT**

Sharon Hillen, Director Council Services and Infrastructure, updated Council on implementation of the Alternative Control Service (ACS) streetlight repairs and maintenance charge.

237/2014 RESOLVED (Eric Roberts/Timothy Baker Jr.) Carried

- (a) That Council note the Report on PowerWater Service Level Agreement

16.2 ADMINISTRATIVE LOT 332 (NT PORTION 1648) BALAMURRA STREET, NGUKURR

Sharon Hillen, Director Council Services and Infrastructure, updated Council on approved subdivision at Ngukurr for the location of the new Medical Clinic.

238/2014 RESOLVED (Daphne Daniels/Donald Garner) Carried

- (a) That Council receive and note the report on Administrative Lot 332 (NT Portion 1648) Balamurra Street, Ngukurr.

16.3 VARIATION TO CAPITAL EXPENDITURE BUDGET TO FUND RECTIFICATION OF STORMWATER DRAIN, MULLHOLLAN STREET, BORROLOOLA.

Sharon Hillen, Director Council Services and Infrastructure presented the report. Sharon mentioned that RGRC staff have been working closely with PWC focusing on returning the areas affected by the sewer construction back to the pre-development condition. PWC have requested a contribution from council to repair the storm water. PWC would like the council to contribute a minimum of 15-20K to this rectification.

239/2014 RESOLVED (Stan Allan/Donald Garner) Carried

- (a) That Council vary the 2014/15 Budget to and re-allocate \$20,000 from the Borroloola Streetscapes Project to rectify Stormwater Drain DN750 on Mullholland Street, Borroloola

16. COMMUNITY SERVICES DIRECTORATE REPORTS**17.1 1ST QUARTER COMMUNITY SERVICES DIRECTORATE REPORT AND KPIS**

Catherine Proctor, Director Community Services presented the report and updated Council on 1st quarter update for the Community Services directorate.

240/2014 RESOLVED (Donald Garner/Kathy-Anne Numamurdirri) Carried

- (a) That Council receive and note the 1st quarter report for the Community Services directorate.

ACTION: Report on RJCP to be presented to the Council on next Council meeting.

ACTION: CEO to send Letter of Congratulations to Ernest Numamurdirri.

17.2 1ST QUARTER REPORT COMMUNITY SERVICES BUSINESS UNIT

Catherine Proctor, Director Community Services presented the report and updated council on 1st quarter update for community service unit which looks after Aged care, Child Care, School Nutrition, Library, Indigenous Broadcasting and Centrelink Services.

241/2014 RESOLVED (Kathy-Anne Numamurdirri/Timothy Baker Jr.) Carried

- (a) That Council receive and note the 1st quarter report for the Community Services Business Unit

17. CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORTS**18.1 UPDATE OF CIVIL WORKS PROJECTS**

Marc Gardner, Director Contracts and Technical Services, presented the report and updated Council on status of current civil works projects.

242/2014 RESOLVED (Eric Roberts/Donald Garner) Carried

- (a) That Council note the report in relation civil works projects

18.2 HARDY AVIATION PROPOSAL TO PUT SHED STRUCTURE AT BORROLOOLA AIRPORT

Marc Gardner, Director Contracts and Technical Services, presented the report. The report was based on the request received by Council from Hardy Aviation to erect a new shed near the airport at Borroloola.

243/2014 RESOLVED (Donald Garner/Daphne Daniels) Carried

That Council:

- (a) provide in-principle support for Hardy Aviation to construct a small shed on NT Portion 798 (Crown Lease), Township of Borroloola; and
(b) Note the report in relation to Hardy Aviation potentially leasing office premises at Borroloola and Council as a potential agent of Hardy Aviation

18. DEPUTATIONS & PETITIONS

Nil

19. GENERAL BUSINESS**20.1 TIDY TOWN AWARDS**

244/2014 RESOLVED (Kathy-Anne Numamurdirri/Timothy Baker Jr.) Carried

- (a) That Council receive and note report on Litter Control Award which was awarded to Ngukurr community as a part of the 2014 Northern Territory Tidy Towns awards.

29.2 NATIONAL STRONGER REGIONS FUND/ BUILDING OUR TERRITORY

Sharon Hillen, Director Council Services and Infrastructure, presented the report. Sharon advised Council that application for transport and freight hub for Borroloola, Ngukurr and Numbulwar is to be submitted by the 29th November 2014. RGRC is currently seeking co-funding support from the Northern Territory Government.

245/2014 RESOLVED (Annabelle Daylight/Donald Garner) Carried

- (a) That Council receive and note report on National Stronger Regions Fund.

29.3 UPDATE ON AUCTION

246/2014 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council receive and note verbal report on Auction.

Action: Provide written report on Auction to council November OCM which will include list of items, if sold and how much for including the reserve price.

29.4 YOUTH VOICE

247/2014 RESOLVED (Kathy-Anne Numamurindi/Stan Allan) Carried

- (a) That Council receive and note verbal report on Youth Voice updates.

Action: Youth voice Coordinators to be more active in promoting Youth Voice activities.

29.5 COUNCIL ELECTIONS

The Council received late correspondence from Minister of Local Government making recommendations to delay council election by 18 months to reduce confusion with State and Federal Elections scheduled for the same time.

248/2014 RESOLVED (Stan Allan/Annabelle Daylight) Carried

- (a) That Council agrees with the proposed amendments from the NTEC Report and detailed in the letter from the minister for local government and regions dated 17th October 2014.

29.6 DAMAGE TO COUNCIL'S PROPERTY

Councillor Kathy-Anne Numamurindi raised her concern on damage being made to council property. Issue was raised due to occurrence of an incident in Numbulwar.

249/2014 RESOLVED (Stan Allan/Eric Roberts) Carried

- (a) That Council receive and note verbal report on Damage to Council property. Council requires all malicious damage to be reported to police and restitution sought.

29.7 CURSING THE OFFICE

Councillor Kathy-Anne Numamurindi raised her concern people cursing the RGRC office in Numbulwar.

250/2014 RESOLVED (Stan Allan/Timothy Baker Jr.) Carried

- (a) That Council receive and note verbal report on cursing the RGRC office in Numbulwar.

Action: Councillor Kathy-Anne and Councillor Roberts to talk with TO's and elders of the community.

29.8 MANYALLALUK ROAD

Mayor (Acting) Judy MacFarlane raised her concern over Manyallaluk road. The road is not in proper condition and traffic every week is high. Recommendation was made for the road to be graded in early November 2014.

251/2014 RESOLVED (Eric Roberts/Annabelle Daylight) Carried

- (a) That Council receive and note verbal report on Manyallaluk Road.

Lunch break: 12:30 PM
Meeting resumes: 12:50 PM

20. DECISION TO MOVE TO CLOSED SESSION

252/2014 RESOLVED (Donald Garner/Annabelle Daylight) Carried

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items lists come within the following provisions:-

21.1 Update of Numbulwar Mechanical Workshop negotiations with Numburindi Corporation - The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 (c) of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information provided to the council on condition that it be kept confidential.

21.2 Jilminggan Lease Negotiations - The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 (c) of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.

21.3 ROADS TO RECOVERY PROGRAMME - The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 (c) of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

- 21.4 Independent Member for Audit Committee** - The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 (a) of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual, AND information provided to the council on condition that it be kept confidential.
- 21.5 Fringe Benefits Tax** - The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 (a) of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual, AND information provided to the council on condition that it be kept confidential.
- 21.6 Motor Vehicle Use** - The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 (a) of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual, AND information provided to the council on condition that it be kept confidential.

RESUMPTION OF MEETING

25/3/2014 RESOLVED (Eric Roberts/Donald Garner) Carried

That the decisions of Closed Session be noted as follows:-

CLOSED SESSION**21.1 UPDATE OF NUMBULWAR MECHANICAL WORKSHOP NEGOTIATIONS WITH NUMBURINDI CORPORATION**

25/4/2014 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council note the report in the operation of the Numbulwar Workshop.

Or Eric Roberts returned to the meeting, the time being 12:57 PM

21.2 JILKMINGGAN LEASE NEGOTIATIONS

25/5/2014 RESOLVED (Annabelle Daylight/Kathy-Anne Numamardindj) Carried

- (a) That Council receive and note the report on the Jilkminggan Lease Negotiations and defer further considerations to the November meeting.

21.3 ROADS TO RECOVERY PROGRAMME

25/6/2014 RESOLVED (Stan Allan/Annabelle Daylight) Carried

- (a) That Council receive and note the report on Roads to Recovery Program 2014/2019 and approve the following amendments to the proposed priorities for the next two years:

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- \$140000.00 to Borroloola for Gamma I & II;
- Appropriate allocation to maintenance grade for Eva Valley road

21.4 INDEPENDENT MEMBER FOR AUDIT COMMITTEE

25/7/2014 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council receive and note the report on Independent Member for Audit Committee.
- (b) That Council selects Phil Vivian as Independent Member for Audit Committee.

21.5 FRINGE BENEFITS TAX

25/8/2014 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council authorises the payment of any interest charge levied by the Australian Taxation Office on the unpaid Fringe Benefits Tax liability.

ACTION: CEO to provide report on some options to consider on how we can reduce the cost on FBT.

21.6 MOTOR VEHICLE USE

25/9/2014 RESOLVED (Timothy Baker Jr./Stan Allan) Carried

- (a) That Council receive and note report on Motor Vehicle Use.

CLOSE OF MEETING

The meeting terminated at 14:17 pm.

THIS PAGE AND THE PRECEDING 12 PAGES ARE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, 29 OCTOBER 2014 AND CONFIRMED WEDNESDAY, 12 NOVEMBER 2014.

Deputy Mayor Judy MacFarlane

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BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 10.1
TITLE Action List
REFERENCE 501270
AUTHOR Rebecca Brydon, Governance Officer
RECOMMENDATION

(a) That Council receive and note the Action List as at the 12 November 2014

BACKGROUND

The Action List includes all actions from the Ordinary Council and the Finance Committee meetings.

ISSUES/OPTIONS/SWOT

Action List

Date	Meeting Type	Agenda Items	Items Description	Action Details	Status	Other Comments
28-May-14	OCM	20.6	Mataranka Better Half Club – MOU displayed on Mataranka Community Hall wall and storing of Age Care fridge/freezer and furniture belonging to Council in the hall and the building of disable toilets.	ACTION: CEO to arrange a meeting with the Better Half Club and refer the correspondence to the Mataranka Local Authority.	In-hand	In progress
27-Aug-14	OCM	20.5	BORE AT LARRIMAH	Council office to prepare report on the bore at Larimah for the next ordinary meeting of Council.	Ongoing	Investigated renewed licence for it.
27-Aug-14	OCM	21.5	WAIVER OF FEES TO RICON - BULMAN STORE DEVELOPMENT	CEO to negotiate to RICON an acceptable fee for waste disposal with a possible discount depending on the volume.	Ongoing	CSM met with Ri-con expect 13cubic metres of waste. Invoice to be forwarded for \$4830

Date	Meeting Type	Agenda Items	Items Description	Action Details	Status	Other Comments
17-Sep-14	FACM	13.1	FINANCE - RGRC FINANCIAL REPORT AS AT 31 AUGUST 2014	Finance report to include statutory payments.	Completed	
29-Oct-14	OCM	17.1	COMMUNITY SERVICES DIRECTORATE UPDATE	Report on RJP to be presented to the council on the next Council meeting	In-hand	Catherine Proctor to provide report at November OCM
29-Oct-14	OCM	17.1	COMMUNITY SERVICES DIRECTORATE UPDATE	Letter of congratulations to Ernest Numamurdirdi	In-hand	CEO to complete
29-Oct-14	OCM	20.3	UPDATE ON RGRC OCTOBER AUCTION	Provide written report on Auction to Council November OCM which will include list of items, if sol and how much for including the reserve price.	In-hand	Report on - November Council Meeting
29-Oct-14	OCM	20.4	YOUTH VOICE	Youth Voice Coordinators to be more active in promoting Youth Voice activities.	In-hand	Report on - November Council Meeting
29-Oct-14	OCM	20.7	CURSING THE OFFICE	Councillor Kathy-Anne and Councillor Roberts to talk with TO's and elders of the community.	In-hand	Marc Garner will facilitate the meeting
29-Oct-14	OCM	21.5	FRINGE BENEFITS TAX	Provide report on some options to consider on how we can reduce the cost of FBT	In-hand	Greg Amott providing report at November OCM

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.



WARD REPORT

ITEM NUMBER 13.1
 TITLE Never Never Ward
 REFERENCE 501060
 AUTHOR Jo Nicol, Local Authority Officer

RECOMMENDATION

- (a) That Council receive and note the Never Never Ward Report
- (b) That Council receive and accept the resignation of Susan Sammy from the Hodgson Downs Local Authority Meeting

BACKGROUND

Local Authority Meetings were held in Mataranka and Jilkmिंगgan on Tuesday 7th October and Hodgson Downs on Thursday 16th October.

Community Visitors

William Rosas – Department Local Government
 Nicholas Sharah – Department Local Government

Jilkmिंगgan

Local Authority Update

Current Membership includes; Deputy Mayor Judy MacFarlane, Cr Annabelle Daylight, Cr Timothy Baker, Wayne Roy, Fay Roberts, Wendy Daylight, Maxie Millar, Steven Rory, Aaron Holtze, Adrian Doctor, Cheryl Lardy, Lisa McDonald, Patrisha Baker.

The next Local Authority Meeting is scheduled for Tuesday 2 December 2014.

Jilkmिंगgan Local Authority members attended Financial and Governance Training on Wednesday 29th October. The Training was delivered by from David Jan from LGANT.

Community Update:

Wet Season preparations are well underway

Mataranka

Local Authority Update:

Current Membership; Deputy Mayor Judy MacFarlane, Councillor Annabel Daylight, Councillor Timothy Baker, Diane Angel, Michael Cowen, Janette Hamilton, Veronica Russo, Tracey-Anne Wilson, Sue Edwards, Leah Niehus, Di Jones.

Deputy Mayor Judy MacFarlane is the permanent Chair of the Mataranka Local Authority.

The next Mataranka Local Authority meeting is scheduled for Tuesday 2nd December 2014.

Community Update:

Wet Season preparations are well underway.

Hodgson Downs

Local Authority Update

Current Membership; Deputy Mayor Judy MacFarlane, Councillor Annabel Daylight, Councillor Timothy Baker, Johnathon Walla, James Nuggett, Samuel Swanson, Susan Sammy, Caroline Vincent, Maryanne Vincent, Ken Muggerridge.

Susan Sammy has resigned from the Hodgson Downs Local Authority.

The next Hodgson Downs Local Authority will be in 2015.

Community Update:

Hodgson Downs Local Authority members received Financial and Governance Training on Thursday 30th October. David Jan and Stephen Roper travelled out to deliver the Training.

Deputy mayor Judy MacFarlane travelled to Hodgson Downs to attend the Local Authority meeting.

ISSUES/OPTIONS/SWOT

Ward Action List

Date	Item Description	Responsible Person	Status	Status Comments - Completion Date
Jilkmिंगgan				
02-04-2012	The Cemetry needs a draft plan	DITS, CSM & Conway and Jessie Roberts	Ongoing	
04-09-2014	Security Screens at Toilets	CSM		2.09.14 CSM will do
Mataranka				
	Alcohol Management Plan - Investigate applying for funding under the Community Benefit Fund grants on behalf of the MRLB.	CSM	Ongoing	4.06.2013 Letter has been resent to NT Govt. Update 26.11.2013 LA request Council advocate of LB behalf 06.12.13Get Application form Resubmit. Application 04.02.2014. 11.06.2014 Email to CEO 02.09.14, 2 funding apps to CBF, invite Sumnder Creighton AOD to next LA Meeting. 29.10.2014- Submission gone to IAS
04-12-2012	Recycling / Container Deposit Scheme. Continue investigation in setting up a depot/transfer station.	CSM	Ongoing	18.04.2013-CDS will be reinstated following State cooperation. 04.02.2014-ongoing. 4.06.2014 ongoing \$15000 Grant to be spent Email to DITS 20.06.2014. 04.09.2014 CSM and Sharon will get started on whole of Council Waste Mgt
04-12-2012	Carew Rd Washaways-Civil works crew to fix washaways on Carew Road	Director DITS	Ongoing	4.06.2013 - ongoing 4.02.14 issue will be addressed after the wet season 02.09.14 - received 2 quotes waiting for 3rd will be done before wet. 29.10.2014 P.O done waiting for Contractor
04-12-2012	CSM Report – Drainage Eisey St & Roper Tce	CSM	Ongoing	26.11.13 Sharon has requested DOI advise of options

Date	Item Description	Responsible Person	Status	Status Comments - Completion Date
	Investigate the drainage issue on the corner of Eisey Stand Roper Tce.			Update: 4.02.2014 to be addressed after wet season. 03.07.2014 This is a Federal Government issue and is ongoing. 02.09.14 NT Govt option-gone to Dept. Transport then into budget – advocate on Mataranka behalf to Politicians. 4.06.2013 Letter has been resent to NT Govt. Update 26.11.2013 LA request Council advocate of LA behalf 06.12.13Get Application form Resubmit Application 04.02.2014. 11.06.2014Email to CEO 02.09.14 2 funding apps to CBF. Invite Surinder Creighton AOD to next LA Meeting. 29.10.2014- Submission gone to IAS
	Alcohol Management Plan -Investigate applying for funding under the Community Benefit Fund grants on behalf of the MRLB.	CSM	Ongoing	Need inspection & quote for repairs to Rodeo arena and Announcers Stands. Contact Tony Berto. Emailed Paul A re 10 year plan 16/6/14 Concept plans and photos are available for a multipurpose Centre. Concept plans and photos are available for a multipurpose Centre. Get quote for new site plan off Nordraft. Email request 16/6/14 03.07.14 Rodeo Arena & Announcers box is WH&S issue in current state.LA to send letter to RGRC that repairs to Rodeo Arena and Announcers box need to be completed by 21st August 2014 Moved: Leah Sec. Veronica. 29.10.2014 Apply through 1st Q Budget review for Rodeo Arena Also look at fixing fence or bollards which ever is most cost effective. 02.09.2014 OH&S issues box needs demolishing. Take down panels and announcers Box R/JCP Purchase Portable Panels@ \$15,000 RGRC to seek funding, take to Oct OCM for support. ACTION: Mick to contact Nerine see where project is at
01-04-2014	CSM to distribute the plans for the Multi-purpose Centre to MRLA members. DITS Director to revisit the 10yr plan for the Sport & Rec Gnds.	DITS,CEO,Deputy Mayor,CSM	Ongoing	
03-06-2014	Risk Assessment on Fence at S&R Grounds	CSM		Arrange meeting with Tony Berto onsite. Warning signs to be placed Project Manager Khaled Not ordered yet – no specs Solar lights are suitable for pedestrian traffic not vehicles. 03.07.14-LA Members identified light to go between Banyan Tree& Toilet block in Brunos Park either end of truck parking bays. 29.10.2014
03-06-2014	Solar Lights-Contact DPI re:Truck Bays. Obtain Spec on Solar Units. Suggest locations for Solar Lights	CSM	In Hand	

Date	Item Description	Responsible Person	Status	Status Comments - Completion Date
02-07-2014	Invite Nerine Purton to the next LA meeting	CSM	Ongoing	
04-09-2014	Seek a recommendation at October OCM to seek funding for the Purchase Portable Panels	Council		29.10.2014 \$15,000 it will be November
04-09-2014	Investigate and follow up and mention LA Support to RASA	CSM		29.10.2014 If Attendance is more than 70% they will not get RSAS Support
04-09-2014	Contact Nerine see when Announcers Box project will commence.	CSM	Ongoing	
04-09-2014	Invite new Mataranka OIC to next LA meeting in October	CSM		
04-09-2014	Speak with Regional Community Services Manager re: Library	CSM		
07-10-014	To raise concerns with DoI about the ruts that have formed on the shoulders of homestead road	CSM		
07-10-2014	Write letter to OIC Police to request relocation of 'safe drinking space'	CSM		
07-10-2014	Draft letter of in principle support for Aged and Disability Care facility from LA to RGRC	CSM		
Hodgson Downs				
20.08.2014	Ask RGRC WH&S Officer to attend next LA meeting to give talk	Jo Nicol		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Jilkinggan LA Meeting Minutes 07.10.14 .pdf
- 2 Mataranka LA Minutes 07.10.14 .pdf
- 3 Hodgson Downs LA Minutes 16.10.2014 .pdf



Jilkmिंगgan
**Local Authority Meeting
Minutes**

RGRC Conference Room - Jilkmिंगgan

10:00 am – 07 October 2014

Meeting opened at 10:00am and was chaired by Deputy Mayor Judy MacFarlane

1. Present:

1.2 Elected Members

Deputy Mayor Judy MacFarlane, Cr Tim Baker

1.3 Local Authority Members,

Adrian Doctor, Maxie Miller, Wendy Daylight, Faye Roberts, Patrisha Baker, Wayne Roy

1.4 Staff,

Bruce Ross, (Acting CSM) Sharon Hillen (DCSI), Jo Nicol (Governance) Anne-Marie McDonald.

1.5 Visitors/Guests,

William Rosas, (DLGR), Vicki Burn, Barry Clarke (GEC)

2. Apologies:

Lisa McDonald

3. Conflict of Interest:

Nil

4. Minutes of Previous Meeting:

Moved: Maxie Miller Seconded: Adrian Doctor
Minutes of meeting held 2/9/2014 be accepted.
Carried.

5. Business Arising/Action List:

Moved: Tim Baker, Seconded: Wendy Daylight
All agreed previous minute's action List
Carried

6. Correspondence

6.1. Outgoing Correspondence:

NIL

6.2. Incoming Correspondence:

NIL

7. Financial Reports**7.1 Revenue and Expenditure as at 30/9/14**

Moved: Adrian Doctor, Seconded: Cr Baker
Revenue and Expenditure Report accepted
Carried.

8. General Business**8.1. Elected Member Report:**

Cr Baker advised meeting that another round of community benefit Grants is in progress as is a LG Electoral review.

8.2. Council Services Managers Report: CSM

Report tabled
Moved: Wendy Daylight, Seconded: Patrisha Baker, All agreed

8.3. Town Priorities:

- 8.3.1 Priorities in current Plan attached.
- 8.3.2 Allocation of \$39947 NT Govt Grant for Local Authorities

After the results of the public survey were tabled, LA supports the installation of playground equipment at sport and rec area
Moved: Faye Roberts, Seconded: Patrisha Baker, Carried

8.4. Governance Updates:**8.4.1 Resignation of Ossie Daylight.**

Not to be replaced until a later date.
Moved: Cr Tim Baker Seconded: Wendy Daylight
Carried

8.5. Complaints Register:

No Complaints Received

8.6. RJCP- Remote Jobs and Communities Program:

RJCP Report from Sherilee Retchford tabled

8.7. Alcohol Management Plan:

Nothing to report

8.8. Policy Updates:

One new policy –Caretaker Policy –this policy is for Elections time and how RGRG operates during an Election.
Two policies were updated, Bullying and Harassment Policy and Confidentiality Policy, All policies are on the website and at the Roper Gulf Regional Council's Jilkinggan Services Centre or ask CSM or Governance for a hard copy.

8.9. Work Health and Safety:**8.9.1 Safety Meeting Held 16/9/14****8.10 GEC Report**

Barry Clarke advised that Cheryl Lardy was on extended leave until 2015 and that he was spreading his time between Milnyeri and Jilkinggan.
Barry asked members to get behind the School and ensure that kids attend at all times unless sick or very important events are on. The aim is for 75 -80% but we are falling short of that target.
The school will lose teachers if attendance doesn't improve.

8.11 JCAC Report

Conditions of existing lease have been finalised
JCAC have offered Council a 3+3year lease from August 2015

9. Other Business.**9.1 Street Names**

Confirm approval so names can be submitted to Place Names Committee.
A map and list of proposed names was tabled by Sharon Hillen. Members disagreed with some proposed names and the following list was agreed upon.

1. Murrumbidgee Road – From bridge to river crossing
2. Dimawan Circuit – Lot 23 around to lot 48
3. Manganayl Street – Rec Hall to School
4. Limawe Street – along between school and new creche.
5. Djembre Street – along between oval and office
6. Jilkinggan Road – Roper Highway to bridge at entrance to town
7. Divana Road – Spring road
8. Naburi Road – Dump Road
9. Belmabelkmayin Creek – on way to farm

This list and a map are to be placed on noticeboard for community consultation.

Sharon asked members to begin discussion on naming the oval and the main park at entrance to town. More discussion at December meeting.

9.2 Aged Care

Cr Judy MacFarlane gave some background on her efforts to establish an Aged and Disability Care facility on the old transient camp site on lot 88 in Mataranka.

Motion: That Jilkinggan Local Authority gives in principal support for an Aged Care Centre at Lot 88 in Mataranka.

Moved: Cr Timothy Baker, Seconded: Wayne Roy All agreed by way of consensus

10. Meeting Closed at 12.43pm.



Mataranka
Local Authority Meeting
Agenda

To be Held in Mataranka Community Hall

5.30pm Tuesday 7th October 2014

Meeting opened at 5:35pm by Deputy Mayor Judy MacFarlane who has been designated Chair at this Mataranka Local Authority Meeting

1. Present:

- 1.1 Elected Members Deputy Mayor Judy MacFarlane
- 1.2 Local Authority Members Di Angel, Di Jones, Leah Niehus, Tracey-Anne Wilson, Michael Cowan, Sue Edwards.
- 1.3 RGRCS staff Sharon Hillen, Michael Soler (CSM)
- 1.4 Visitors/Guests, William Rosas (Dept Local Government), Tahnee Thompson (Dept Land Resource Management), Maria Murriner (NTG Alcohol Policy and Strategy unit), Jennifer Reynard (Roper River Land Care)

PLEDGE: "We pledge to work as one towards a better future through effective use of all resources. We have identified these key values and principles of Honesty, Equality, Accountability, Respect, and Trust as being integral in the achievement of our vision that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant".

2. Apologies:

Veronica Russo, Biddy Hamilton

3. Conflict of Interest:

None Declared

4. Minutes of Previous Meeting:

Minutes Attached.

That the minutes of the meeting held on 2nd September 2014 be accepted as a true and proper record.

Moved: Leah Niehus Seconded: Sue Edwards

5. Business Arising/Action List

5.1. Previous minutes action List.

Refer Attached

6. Correspondence

6.1. Incoming Correspondence:

6.1.1 Department of Lands, Planning and the Environment new subdivisions maps for Mataranka – refer attached

6.2. Outgoing Correspondence:

6.2.1

7. General Business

7.1. ^oElected Member Report:

7.1.1 Refer Attached

7.2. ^oCouncil Services Managers Report:

- Waste Facility - work is underway on the waste facility upgrades. The first stage will see remedial work undertaken on the current trench and development of areas for the landfill facility that will take over from the current trench situation.
- Tree Lopping – identified unsafe trees in the playground next to the hall have been felled and pruned
- Chainsaw Course – 2 municipal staff and the CSM have completed a 2 day chainsaw course.
- WH&S – An all staff meeting was held last week for the RGRC focus on "Safe September"
- Fire Breaks – Fire breaks in and around the Airstrip, Carew Road and Conway Road vacant land blocks has now been completed
- Deputy Mayor and CSM met with Sunrise Health Service for initial discussions on proposed Aged and Disability Care facility at Lot 88
- Recycling Centre at lot 84 – Planning is underway to get the bore going again and there is a meeting to be held on 16th October to establish a waste management plan for Mataranka
- No Camping Signs – these have now been installed in the roadside stops in Mataranka
- Carew Road Washaways – Orders have now been issued to the contractor and work should begin within weeks
- RJCP : Announcer Stand at Rodeo Grounds – an email has been received that advises the project cannot be undertaken by RJCP.

ACTION: CSM to draft letter of in principle support for Aged and Disability Care facility from Mataranka LA to RGRC

7.3. ^oTown Priorities:

7.3.1 Skate Park – it was noted that the Local Authority met at the Sports and Rec grounds at 5 pm before today's meeting to discuss potential sites for placement of a skate park 4 sites were identified and the final location has been put out for public opinion by way of survey ballots located in the Council Office, School, Clinic and Supermarket.

7.4. ^oGovernance Updates:

7.4.1 New Governance Officer Rebecca (Bec) Brydon

7.5. ^oComplaints Register:

Nil Received

7.6. ^oRJCP- Remote Jobs and Communities Program:

7.6.1 RJCP Project - Weed Management, Neem tree Management - Katherine Weed Management
Tahnee Thompson (DURM) addressed the LA on the declaration of NEEM to be weed and the steps that NTG are putting in place to assist with the removal and destruction of plants.

There will be training and assistance available through NTG. Also providing information was Jennifer Reynard from Roper River Landcare who advised that they would be applying for grant funding to assist with the eradication of NEEM and that if successful would want to partner with RJCP to provide funding for staff and or provide rangers to help monitor/map/train staff on the project.

LA gives in principle support to the Grant application that is to be made by Roper River Land Care.

Moved: Sue Edwards **Seconded:** Michael Cowan

7.7. ^oNight Patrol

There have been interviews conducted and two positions are in the process of being filled.

7.8. ^oAlcohol Management Plan:

Marie Marnier Regional Coordinator Alcohol Management Plans Alcohol Policy & Strategy spoke to the LA about the possibility of developing an Alcohol Management Plan for Mataranka and advised of the steps and procedures involved and a letter of request for support was sent.

Moved: Leah Niehus **Seconded:** Sue Edwards

7.9. ^oPolicy Updates:

Passed at last OCM

7.9.1 New Policy - Caretaker Policy

7.9.2 Updated – Bully and Harassment

7.9.3 Confidentiality & Privacy

Refer attached - Also available on the RGRC website

7.10 Work Health and Safety:

All staff meeting held last week as previously discussed in CSM report

7.11 Anzac Day

Deputy Mayor advised of Anzac day and that there has been a proposal to put on the play 'Rusty Bugles' again. There was also a request for the LA to support a Grant Application to the NTG Anzac Centenary Grants Program to put the production on. This was given unanimous support.

Moved: Di Angel Seconded: Leah Niehus

8. Other Business

- A resident has raised concerns about the ruts that have formed on the shoulders of Homestead Road
ACTION: CSM TO FOLLOW UP WITH DoI
- Enquiry from LA as to whereabouts of Sports and Rec Bus. Deputy Mayor advised LA that she had been informed it would be received next week.
- Sue Edwards questioned why the fitness classes had been cancelled at the hall. The CSM explained that no programs or classes had been cancelled and that there had been a key audit requiring the return of keys and the holder of the key for the hall that ran the fitness program took this to mean that the access to the hall was removed. This was not the case and the CSM has been advised that fitness classes are to resume when school holidays are over.
- Leah Niehus gave an update on a meeting that she attended as the LA representative with the Mataranka Better Half Club. The meeting discussed negotiation of an 'Agreement of understanding' to replace the previous MOU that was outdated and insufficient for Councils requirements. There was also a proposal put forward to have a plaque made to recognise the contribution of the MBHC to the hall renovations. LA members were extremely supportive of this action.
- Deputy Mayor MacFarlane raised the issue of the current 'drinking area' south of lot 84 and the concerns with how it has become an eyesore for those entering the town from the Southern end. There was discussion about how it ended up there in the first place and the safety issues of intoxicated people crossing the highway. A suggestion was made that if there needed to be a 'safe drinking space' in Mataranka then it should be on the other side of the highway, possibly in the old gravel pits behind the sports and rec grounds.
ACTION: CSM TO WRITE LETTER TO QIC POLICE TO REQUEST RELOCATION OF 'SAFE DRINKING SPACE'

9. Next Meeting

Tuesday 2nd December 2014

10. Meeting Closed at 8:35pm

As the Chair at the Mataranka Local Authority Meeting held on the 7th of October I certify these minutes to be a true and correct record of this meeting.

Chairperson



Hodgson Downs
**Local Authority Meeting
Minutes**

Held in The Alawa Conference Room

Thursday 16.10.2014

Meeting opened at 11.30am by Deputy Mayor Judy MacFarlane who has been designated Chair at this Hodgson Downs Local Authority Meeting

1. Present:

1.1. Elected Members: Deputy Mayor Judy MacFarlane

1.2 Local Authority Members: Marianne Vincent, Ken Muggerridge, Samuel Swanson, Jonathon Walla, Susan Sammy

1.3 RGRC Staff: Jo Nicol (Governance)

1.4 Visitors/Guests: Barry Clarke (GEC), William Rosas & Nic Sarah (Dept Local Government)

2. Apologies:

James Nuggett and Caroline Vincent. Apologies accepted Moved: Sammy Swanson, Seconded: Johnathon Walla

3. Conflict of Interest

NIL

4. Minutes of Previous Meeting:

Minutes accepted Moved: Ken Muggerridge Seconded: Sammy Swanson

5. Business Arising/Action List:**5.1. Previous minutes action List**

7.4 AMP Jo followed up with Senior Alcohol Project Officer and Ken has said that he has been contacted by the person who is ready to undertake the development of the AMP.

7.6 WH&S presentation, WH&S Officer was unavailable for this meeting due to short notice and is keen to attend the next LA meeting.

ACTION: Actions will appear under each point like this

6. Correspondence

- 6.1. Outgoing Correspondence: Nil
- 6.2. Incoming Correspondence: Email from Moira McCreesh re: AMP.

7. General Business

- 7.1. **Elected Member's Report:** Deputy Mayor introduced herself and explained she was trying to get to as many Local Authority Meetings as possible. Deputy Mayor explained to Members that Roper Gulf Council gives money to Alawa Corporation to run the Municipal Services. The Ordinary Council meeting is coming up on 26/29th October in Ngukurr anyone is welcome to attend.
- 7.2. **Regional Service Manager's Report:** Ken Mugeridge gave a report on services in Minyerri as the CEO of the Alawa Corporation. The Training Centre is now open and ICV are doing a Motor mechanics course. Also Batchelor College are using it to deliver courses. The Water Park is open again after maintenance. Current issues in community are roads and lighting.
- 7.3. **Town Priorities:** LA Members discussed Town Priorities and the LA Funding recently given to LA's for spending. Minyerri will receive \$68,000. Some priorities include: Road Resurfacing, Speed Bumps and Solar Lighting. NIL update
ACTION: Ken to investigate the cost of resurfacing roads at Hodgson Downs
ACTION: William Rossas to find out about LA funding and the ability to save it for the time of the Grants to use as large lump sum on roads etc.
- 7.4. **Alcohol Management Plan:** Ongoing, Ken to report back at next Meeting
- 7.5. **Governance Updates:** Discussed best times for Hodgson Downs Local Authority meetings and Members decided 2pm would suit after work. Also Financial and Governance Training may be available on Thursday 30th October, members were keen to have the Training and it will start at 2pm.
- 7.6. **Policy Updates:** NIL
- 7.7 **Complaints Register:** NIL
- 7.8 **Work health and Safety:** LA members are interested in having a WH&S Presentation at the next Meeting if possible.
Action: Jo to see if WH&S Officer is available
- 7.9 **RJCP- Remote Jobs and Communities Program:** John Smiler runs the RJCP for Alawa.
- 7.10 **GEC Report:** Barry explained he was working between Hodgson Downs and Jilminggan one week in each place at a time. He is currently working on School Attendance. Please do not hesitate to get in contact with him if you need help or information.

7.11 Sammy asked when houses were going to get Fenced at Hodgson Downs, Ken said they would not be doing the fencing contract as it would not be financial. Ken had to leave the meeting at this stage.

7.7. **Next meeting:** TBC

8. Meeting Closed 2.25pm

To be signed once minutes are confirmed on the next day

As the Chair at the _____ Local Authority Meeting held on the _____ I certify these minutes to be a true and correct record of this meeting.

Chairperson Deputy Mayor Judy MacFarlane

¹ Denotes permanent items



WARD REPORT

ITEM NUMBER 13.2
TITLE Nyirranggulong Ward Report
REFERENCE 500868
AUTHOR Jo Nicol, Local Authority Officer

RECOMMENDATION

- (a) That Council receive and note the Nyirranggulong Ward Report.

BACKGROUND

Local Authority Meetings were held in Beswick and Barunga in October. The Bulman Local Authority Meeting for October was cancelled.

Community Visitors

Nil

Other Meetings in Community

Nil

Beswick

Local Authority Update
 The Beswick Local Authority includes: Cr Selina Ashley, Richard Kennedy, Sasha Ashley, Sam Ashley, Trepheina Bush, Deanna Kennedy, Adam Bostock, Lorraine Bennett and Joseph Brown..

The next Beswick Local Authority meeting is scheduled for Monday 17th November 2014.

Community Update:

Wet Season preparations are well underway.

Barunga

Local Authority Update
 The Barunga Local Authority includes: Cr Anne-Marie Lee, Ruth Kelly, Anita Painter, Scott Lee, Helen Lee, David Oerpeili and Jamie Ah Fat.

The next Barunga Local Authority meeting is scheduled for Tuesday 18th November 2014.

Community Update:

Wet Season preparations are well underway.

Manyallaluk

Local Authority Update
 The Manyallaluk Local Authority Members are: Cr Lee, Cr Ashley, Cr Dalywater Eileen Lawrence, Rosemary Sullivan, Shaunette Mumbin, Andrew Hood, Robert Williri, Issac Dai and Cynthia Williri.

The Manyallaluk Local Authority nominations were accepted at the last OCM in October. Governance is currently working on a date for the first meeting that will be held in the next few weeks.

Community Update

Wet Season preparations are well underway.

Bulman

Local Authority Update

Local Authority Membership includes: Cr John Dalywater, Sally Ann Sherman, Garret Lofly, Darilyn Martin, Margaret Lindsay, Maggie Chikappa, Jerry Martin and Christopher Gordon. Margaret Lindsay is the Chairperson of the Bulman Local Authority.

The next Bulman Local Authority Meeting is scheduled for Wednesday 19th November, the meeting starts at 2pm.

Bulman Local Authority members along with Councilor Dalywater received Financial and Governance Training on Friday 31st October. The Training was delivered by David Jan and was well received.

Community Update:

Wet Season preparations are well underway.

Currently CSM Nyrelle Robinson is on leave for a month and Antony Lynch is acting CSM in Bulman.

ISSUES/OPTIONS/SWOT

Ward Action List

Date	Issue	Responsible Person	Status	Status Comment-Completion Date
Barunga				
16-04-2013	Signs and Identify graves at Cemetery	CSM & Community	Ongoing	Waiting on external funding. Update 18.2.14 Funding available Sharon working with CSM. LA needs to think about the sign they want. Also waiting for NT Govt to pass legislation.
15-04-2014	Contact Stephen and arrange a training VSA program for Barunga	CSM	Ongoing	15.07.14-Just organising date
Beswick				
17-02-2014	Talk to small groups of Community members about taking ownership of AMP	Cr Selina Ashley/S. Alcohol Management Project Officer		Maybe use BRACS
20.10.2014	Municipal team to gather up as many dead cars on the outskirts of the Community and stack them in one place for when a	CSM		

Date	Issue	Responsible Person	Status	Status Comment-Completion Date
	solution is found.			
20.10.2014	Have a discussion about use of compactor so use of the unsealed road to the tip can be used during the wet season	CSM and DCSI		
20.10.2014	Take AMP to Police and combine all in one Community Safety Group.	Senior Alcohol Management Project Officer		
20.10.2014	Contact RGRC and try and get the cherry picker to Beswick with experienced staff from Mataranka to repair the lights and put protective covers over globes.	CSM		
20.10.2014	Write a letter to NLC asking for Buffalo catchers to operate in this area. Also to write to Jawoyn Association and Sunrise Health on behalf of Barunga and Manvullak.	Council		
20.10.2014	Raise concerns with CSM about the lack of overnight staff at the aged care	Council		
20.10.2014	Discuss with Director of DCSI the feasibility of having a bore drilled for public use.	CSM		
Bulman				
18.06.2014	Invite WH&S Coordinator to next Bulman LA Meeting	CSM	Ongoing	Update:16.7.2014 WH&S Coordinator not available for this LA meeting
18.09.2014	Invite AOD staff to new CSC on issue.	CSM	ongoing	
18.09.2014	Invite Territory Housing to next LA Meeting	CSM	ongoing	

FINANCIAL CONSIDERATIONS

Nil

- ATTACHMENTS:**
- 1 Barunga LA Minutes 21.10.2014.pdf
 - 2 Beswick LA Minutes 20.10.2014.pdf



Barunga
Local Authority Meeting Agenda

Held in Barunga Council Office

21/10/2014

Meeting was opened by Chair Helen Lee at 10.20

1. Present:

- 1.2 Elected Members,** Cr Anne-Marie Lee
Local Authority Members, Helen Lee, Jamie AhFat, Ruth Kelly, Anita Painter, David Genpelli
Staff, Michael Berto (CEO), Robert Campbell (CSM), Catherine Proctor (Director Community Services), Manjinder Singh (RJCP), Mary Cunningham (Sport & Rec) Jo Nicol (Governance)
Visitors/Guests, William Rosas (Dept Local Government), Moira McCreech (Alcohol Policy Strategy).

PLEDGE: "We pledge to work as one towards a better future through effective use of all resources. We have identified these key values and principles of Honesty, Equality, Accountability, Respect, and Trust as being integral in the achievement of our vision that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant".

2. Apologies/Absent:

Nil Apologies.

3. Conflict of Interest-Members & Staff:

Nil

4. Minutes of Previous Meeting:

Previous Minutes Accepted, Moved: Anne-Marie Lee
 Seconded: Anita Painter

5. Business Arising/Action List:

- 5.1. Previous minutes action List

6. Correspondence

- 6.1. Outgoing Correspondence: Letter to NLC Chair and CEO re: Feral Animals

- 6.2. Incoming Correspondence: Nil

ACTION: Actions will appear under each point like this

1

7. General Business:

- 7.3 ***Elected Member Report:** In August the OCM met at Numbulwar, the next OCM is to be held in Ngukurr 29th October Cr Lee is an apology and unable to attend. The Electoral Review was discussed at the last OCM and Councillors supported Numburindi Ward to have another Councillor as there is currently only one Councillor to represent over 800 people.
- 7.4 ***Council Services Managers Report:** Staffing is a critical issue at the moment there are a number of positions that need to be recruited to can everyone please encourage people to apply for the jobs that are available otherwise outside recruitment will be the only answer. Buffaloes huge issue parks ceased to be watered to see if that would help unfortunately it didn't. A trip was organised to Katherine Dump to get some new ideas about setting up Community Dumps.
- 7.5 ***Council Financial Reports:** Nil
- 7.6 ***Town Priorities:** CSM went through Town Priorities, these were discussed with LA Members view to spending the LA Grant Money \$43,000 given by the NT Government. Members were asked to think about suitable projects and talk to Community members and bring plans back to the next LA meeting Tuesday 18th November
- 7.7 ***Governance Updates:** The next OCM will be in Beswick 11-12th November and everyone is welcome to attend. Governance has a new Team member Rebecca Brydon.
- 7.8 ***Complaints Register:** No complaints, LA members are encouraged to use the RGRC Complaints process the form is at the Council Service Office, on website or contact CSM or Governance, this is the most efficient way to get complaints into the system and resolved. It is important for LA Members to encourage Community members to use the complaints process.
- 7.9 **RJCP- Remote Jobs and Communities Program:** Currently the Beswick Supervisors need for RJCP are doing their Cert 3 Training so projects will commence after that except the fencing program will start with the supervisor from Beswick. More Supervisors are still needed TCOs and Elders please encourage everyone to be responsible to the program.

2

7.10[†] **Alcohol Management Plan:** The Senior Alcohol Management Project Officer discussed where the plan was at, LA Members had asked that the TOs be consulted with the writing, CSM has spoken to some TOs and they were happy for LA to go ahead with doing the Draft.

7.11[†] **Policy Updates:** One new policy the Caretaker Policy this is to ensure when Elections are held Roper Gulf can still function as an Organisation. Two updated policies Bully and Harassment and Confidentiality Policies. All policies are available on the website or you can get a copy from CSM at the office.

7.12[†] **Work Health and Safety:** NIL

7.13 **Sport & Recreation Report:** There is a new Staff member Scott Lee starting next week, planning day will be held. Helen Lee congratulated Sport & Rec on the great job they did running the Basketball Competition with other Communities. Currently schedules are being done for Basketball Jan-April 2015 and Softball May-July 2015. Football and Netball dates are yet to be confirmed. Please encourage residents to make suggestions and pass to Sport & Rec Staff. The jumping Castle can be booked any time but requires supervisors to run it.

7.14 **Aged Care Presentation:** Catherine Proctor presented two videos to LA Members one highlighting what being in Aged Care is about and the other highlighting Aged Care as a career path. It is envisaged that many more people will be requiring Aged Care services as populations grow old and life spans are longer. A series of logos were presented to LA members and there was a discussion around best fit for merchandise for the 2015 RGRC Festival season.

8. Other Business

Chair Helen Lee asked if Barunga was going to lose the RGRC Bus, it was noted the buses were now old and in constant need of repair, CEO replied that Council was still looking for Bus funding but the current crop would possibly be Auctioned when a final decision was made. New buses cost \$140,000 each.

9. Meeting Closed

[†] Denotes permanent Agenda items



Local Authority Meeting Minutes

Held in the Board Room, Beswick Service
Delivery Centre.
Monday 20th October 2014

Meeting opened at 10.20am by Deputy Mayor Judy MacFarlane who has been designated Chair at this Beswick Local Authority Meeting

Present:

- 1.1 **Elected Members:** Deputy Mayor Judy MacFarlane, Cr. Ashley, Cr. Lee,
1.2 **Local Authority Members:** Adam Bostock, Richard Kennedy, Sam Ashley, Deanna Kennedy
1.3 **Shire Staff:** Bec Brydon – RGRC, Jo Nicol – RGRC, Catherine Proctor – Director Community Service, Don Blackman – RJCP Coordinator, Lorraine Bennett – School attendance Supervisor, Helen Hawkins – CSM Beswick, Vicki New-Aged Care
1.4 **Visitors/Guests:** Moira McCreesh – Alcohol Policy & Strategy, William Rosas – DLGR

2 Apologies:

Trephina Bush
Sharon Hillen

3 Conflict of interest: Nil

4 Minutes of Previous Meeting:

- 4.1 **Approved by:** Cr. Selma Ashley
4.2 **Seconded by:** Adam Bostock

5. Business Arising/Action List:

- 4.1 – Previous minutes action List

6. Correspondence

- 6.1 **Outgoing Correspondence** – Nil
6.2 **Incoming Correspondence** – Nil

7. General Business

7.1 **Elected Members Report:** Deputy gave the Elected Members Report, she has been busy with meetings, attended Mataranka, Jilkinggan, Hodgson Downs, Manyalakuk and Beswick LA Meetings. RG auction was on Saturday, Nerine Purton, RJCP and Julie Cook, HR Manager, both have resigned and recruitment for these positions have commenced.

7.2 **Council Service Managers Report:** We have a full complement of staff at the moment, although still waiting on our new Housing Officer to receive his Ochre card so he can start.

Anyone with stories or information about the old Beswick Station please come and talk to me so we can put it down on record.

Work at the Crèche is nearly complete, RJCP is moving over to room 2 at the Sport & Rec building and the up grade to the office is due to start so this office will move over to room 3 while the work is being done.

The next round of Vet visits started today for two days. Notices have been up round the Community for a few weeks now.

The new RG signs have arrived and will be put up in the next couple of weeks.

It's disappointing to note that the river pump has been burnt out by vandals turning it on after pulling it out of the water and our Solar Lights being broken by slingshots. More money that should be going to the Community will need to be spent repairing the damage.

7.3 Town Priorities: No change. The question was asked about having all dead cars crushed and it was explained to the meeting the process and how expensive and difficult it was to do this.

ACTION: Municipal team to gather up as many dead cars on the outskirts of the Community and stack them in one place for when a solution is found.

Discussion was had about the unsealed road to the tip and if we get our own compactor how are we to use that road in the wet.

ACTION: CSM to speak with Director DCSI about this.

7.4 Governance up-dates: At a previous OCM two members were taken off the Local Authority due to nonattendance. Two new members have nominated they are: Lorraine Bennett and Joseph Brown. Motion to accept the nominations from Lorraine Bennett and Joseph Brown.

Moved: Richard Kennedy

Seconded: Deanna Kennedy

DM, MacFarlane spoke of the recent Electoral review. There were 5 Wards and the review was to ensure all Wards were working correctly and that they were evenly balanced per population to Councillors. Council supported an extra Councillor at Numburindi Ward.

7.5 Complaints Register: Nil complaints.

7.6 RJCP report: Big group of RJCP participants received their learners licence and another group sat the drink driving course ready to follow through to their full licence. We have several courses happening at the moment:

- Literacy and numeracy with Mission Australia
- Cert 11 in Construction
- Cert 11 in Horticulture
- Youth Corp. Cert 111 in WHS

Remote School Attendance Strategy: Attendance is fluctuating. The two new staff members are working well.

Figures at end of term 3 had Beswick stats up at 57% compared to same time last year which was at 50%.

7.7 AMP: Nearly finished and now needing another group to administer it, maybe the newly talked about "Community Safety Group" could be approached.

A discussion was held and talk of a committee of Men and Women to get together to help the Community deal with its problems and also take over the AMP.

Don Blackman, Sam Ashley and Lorraine Bennett are going to hold a separate meeting to get this group going.

The story in the AMP document needs to be verified and Deanna Kennedy will take it to a TOs for this.

ACTION: Moira to take AMP to Police and combine all in one Community Safety Group.

Clarification was given on drinking permits and what the process if they were revoked. The first time lost can be from 3 months to 12 Months with no guarantee you will get it back. The second time revoked it is gone for 24 Months and again, with no guarantee of getting it back.

7.8 Policy updates: New policy, Caretaker policy. This Policy tells people RGRG how to behave while elections are on. Also updated Bullying & Harassment and Confidentiality Policy.

7.9 WHS: No change

7.10 Local Authority Grant: A decision needed to be made and it was agreed that \$30,000 be used for the Community Recreation area at Lots 57 & 58. \$10,000 to be put towards the Footpath project. And the final amount of \$31,000 towards more Solar Lights for dark areas.

Moved: Selina Ashley

Seconded: Deanna Kennedy

All agree by general consensus.

Concern was raised about the existing lights being broken by children with sling shots. **ACTION:** CSM to contact RG and try and get the cherry picker to Beswick with experienced staff from Mataranka to repair the lights and put protective covers over globes.

7.11 Animal Management: Buffalo are becoming an issue in Beswick as well. There was talk about the Buffalo catchers that were at Bishops Bore were maybe pushing them towards Beswick.

ACTION: Councillors to write a letter to NLC asking for Buffalo catchers to operate in this area. Also to write to Jawyoo Association and Sunrise Health on behalf of Banunga and Maryalakuk.

8. Other Business

8.1 Aged Care Report: Crèche is to be signed off tomorrow. When they move back in Kids will be picked up. The aged care is doing well.

Strong concerns were raised about no overnight staff at the Aged Care facility.

A long discussion was held regarding this issue. There was also issue with the use of term "High Needs" and this was asked to be clarified. Catherine clarified that the Aged Care Facility is for "Low Needs" clients the option is for "High Need" Clients to be sent into Katherine.

Action: Cr. Lee and Cr. Ashley are advised to contact CSM and put concerns in writing so the concerns can be addressed. Deputy Mayor was to have an inspection of the facility with Director of Community Services.

8.2 Deanna Kennedy, FMC: GEC living at Sulman and will be on rotational visits to 4 Communities. The new store will be opening soon.

8.3 Jo Nicol – Training is available for StaffILA Members. Minute Taking and Chairing Meetings will be held in Katherine on Friday 14th November for any one who would like to attend.

Pumping from the river impossible this time of year as river is dry and vandalism has destroyed the river pump.
 ACTION: CSM to discuss with Director of DCSI on the feasibility of having a bore drilled for public use. Power and Water have bores so there is water down there.

B. Meeting Closed
 Meeting closed at 12:50pm

Next Beswick Local Authority Meeting: Monday 17th November 2014

To be reported minutes are submitted by the 17th November 2014
 As the Chair at the Beswick Region Local Board Meeting held on the 20th October 2014, I certify these minutes to be a true and correct record of this meeting.

Deputy Mayor Judy MacFarlane



WARD REPORT
ITEM NUMBER 13.3
TITLE Numbulwar Numbirindi Ward
REFERENCE 500891
AUTHOR Jo Nicol, Local Authority Officer

RECOMMENDATION

- (a) That Council receive and Note the Numbulwar Numburindi Ward Report.
- (b) That Council accepts the nominations of David Murrungun, Christopher Spicer, and Douglas Wunungmurra to the Numbulwar Local Authority.

BACKGROUND
 We are still recruiting members for The Numbulwar Local Authority.

Local Authority Update
 Nil

Community Visitors
 Nil

Community Update
 Wet Season preparations are well under way.

ISSUES/OPTIONS/SWOT

Action list

Date	Meeting	Item Description	Responsible Person	Status	Status Comments - Completion Date
12.03.2013	LA	Alcohol management Plan - Does the Community want an Alcohol management Plan and if so you need to tell the Minister	Cr Kathy-Anne to discuss with community		20.05.2014 Update ongoing
11.07.2013	LA	Approve Local Street names	LA	Ongoing	
11.07.2013	LA	Heavy vehicles delivery of goods should be restricted to Workshop area	CSM		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.



WARD REPORT

ITEM NUMBER 13.4
TITLE South West Gulf Ward Report
REFERENCE 501101
AUTHOR Jo Nicol, Local Authority Officer

RECOMMENDATION

(a) That Council receive and note South West Gulf Ward report.

BACKGROUND

The Borroloola Local Authority had a meeting on Thursday 9th October..

The Borroloola Local Authority includes: Mayor Tony Jack, Councillor Stan Allen, Councillor Don Gerner, Lizzie Hogan, Trish Elmy, Mike Longton, Chrissy Joll, Geoff Hulm, Maria Pyro and Marleen Karkadoo, Bernard Redfern, Annie Roberts, Alison Doyle and Shaun Cairns.

The next Borroloola Local Authority Meeting is scheduled for Thursday 4th December 2014

Community Visitors

Nil

Community Update:

Wet Season preparations are well under way.

Youth Voice

Nil

ISSUES/OPTIONS/SWOT Ward Action List

Date	Item Description	Responsible Person	Status	Status Comments – Completion Date
30.01.2014	Update on Art Work on Council Buildings	Mike Longton	Ongoing	3.04.2014-\$19,000 for the upgrade of Artwork 04.09.2014 apply for grant in November 2014
3.04.2014	Update on Tamarind Park Dump Point relocation	CSM	Ongoing	04-09-2014-ongoing
5.06.2014	LA recommend to Council that further consultation take place with townspeople re: drainage and traffic management in Borroloola and this Engineers Report not be accepted	Council/DITS	Ongoing	04-09-2014-Sharon to distribute Plans when completed
5.06.2014	Write to P & W requesting they maintain lighting in all camps in Borroloola.	Council	Ongoing	Update- P & W own assets, Town Camps not Councils responsibility. 04-09-2014 Ongoing

Date	Item Description	Responsible Person	Status	Status Comments – Completion Date
5.06.2014	Get permission in writing from Daniel Mulholland(NLC)to be able to cordon off unmarked grave areas as soon as possible to prevent vehicles driving over plots. Councillor to liaise with Sharon Hillen first.	Cr Allen	Ongoing	
5.06.2014	To help get family down to cemetery to identify unmarked graves and to keep LA informed	Cr Allen/Maria Pyro	Ongoing	
5.06.2014	LA recommends that an engineer be engaged to draw up Traffic Management Plan, which is also to include pedestrian needs, lighting and drainage and to include planned /future works such as the Trade training Centre and Multi-Purpose Facility	Council/DITS	Ongoing	30.07.2014 Update-Quote for TMP is \$37,000, LA moved motion to engage Engineer. 04.09.2014 Chrissy Jolls email read Sharon to continue getting 3 quotes and proceed as per LA Motion
5.06.2014	LA recommends a Waste Management Strategy is drawn up for the Borroloola region, including recycling capability and planning for future	DITS	Ongoing	
5.06.2014	LA request RGRC lobby for wider area of mobile phones and internet access	Council	Ongoing	30.07.14 Update-Beatty to provide dot points to Sharon to follow up. 04.09.2014 Bob to send Sharon Beattys info
04.09.2014	Write Letter giving conditional support to Terry Fisher's proposal of block realigning.	DITS/CSM		
04.09.2014	Give LA Members prices on electronic score boards for the Show grounds.	DITS/Council		
04.09.2014	Meet with LA members tonight to decide placement of Solar Lights	Sharon/CSM		
04.09.2014	Circulate Town Priorities to Chair and LA Members	Sharon		
04.09.2014	Write a letter in regards to LA Members concerns at MRM Mine	Council		
04.09.2014	Send NLC email re: Road & House issues	Sharon		
09.10.2014	Identify unmarked graves	CSM, Councillor Allen and Maria Pyro		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 Borroloola LA Minutes 09 10 2014 (3).pdf



Borroloola Local Authority Meeting Minutes

Held at Savannah Way Motel

Thursday 9th October 2014

Meeting opened at 10:00am by Chrissy Joll who has been designated Chair at this Borroloola Local Authority Meeting

1. Present:

1.1. Elected Members:

Councillor Allen

1.2 Local Authority Members:

Bernie Redfern	Mike Longton
Maria Pyno	Mariene Karkadoo
Elizabeth Hogan	Chrissy Joll

1.3 RGRC Staff:

Bob Pahl	Sharon Hillen
Chantelle Johns	
Paul Parker	

1.4 Visitors/Guests:

William Rosas	Vicki Burn
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2. Apologies:

Patrick Fleming	Alison Doyle
Beatty Retchford	Geoff Hulm
Shaun Cairns	Jo Nicol
Councillor Garner	

3. Conflict of Interest:

Bernie Redfern; declared an interest in air services RE: Hardy Aviation Letter

4. Guest Speakers:

5. Confirmation of Minutes of Previous Meeting:

Moved: Mike Longton
Seconded: Bernie Redfern
Voted: All agreed

6. Business Arising from Previous Minutes

7. Previous Minutes Action List

See Attached Action List

1

8. Correspondence

Outgoing Correspondence: Nil

8.1. Incoming Correspondence:

- Hardy Aviation Letter
 - Letter sent to council
- Sand Mine Site Inspection Report
 - Hand outs given for LA records
- Sewer Construction
 - Hand outs given to all members, Sharon Hillen gave a brief and LA Members agreed to being put onto the request letter to Power Water with Mataranka for the remaining blocks to be available asap.
 - Moved: Chrissy Joll
 - Seconded: Councillor Allen

9. General Business

9.1. *GEC Report: Nil

9.2. *Elected Member's Report: Nil

9.3. *Council Service Manager's Report:

- Sand mine report discussed and weed spraying to be done
- Signs and radio advisement for pre cyclone garbage collect have been put around Borroloola, collection will commence on the 20th October 2014
- Australia Day nomination forms are now available at the council office
- DOI tender contract is being written up for the slashing and cleaning of the Hi Way
- DOI in discussions RE: cleaning of the crossing to Garawa

9.4. *Town Priorities:

- LA to discuss Town Priorities and remaining funding at February's meeting

9.5. *Governance Updates:

- New Governance Officer Bed Brydon
- OCM in Ngukurr 29th October

9.6. *Complaints Register:

- 22-Sep-14 Vicious dog in King Ash Bay Resolved: Yes
- 10-Sep-14 Noisy rooster Resolved: Yes

9.7. *Borroloola Alcohol Management Plan:

- Minutes from previous meeting handed out

9.8. *Policy Updates:

- New Policy – Caretaker Policy for RGRC Election time.
- Updated policies- Bully & Harassment and Confidentiality & Privacy. All policies available on website or council office

2

9.9. Work Health and Safety:

- Safety September has now finished

9.10. Cemetery:

- Discussions RE unmarked graves
ACTION: CSM, Cr Allen & Maria Pyro to identify unmarked graves

9.11. Swimming Pool

- Pool requested to keep summer hour 10am – 6pm all year round, LA have rejected this change and will discuss at a later stage.

9.12. Youth, Sport & Rec Report

- Paul Parker Youth, Sport & Rec Coordinator gave a brief update on all activities and spoke about staffing issues.
- Discussions took place regarding Youth, Sport & Rec services and proposed gymnasium
- LA have established a sub-committee to meet out of session in regards to Youth, Sport & Rec activities

10. Other Business**10.1. Local Authority Funding Guidelines**

- LA to discuss funding at February's meeting

10.2. Town Christmas Party

- Town Christmas party on the 17th December, funded by McArthur River Mine, MAWA, Cairns Industries and RGRC donating jumping castle and other Youth, Sport & Rec equipment.

10.3. Library

- Mike raised an issue in relation to allocations about missing history & photos from the Library, was advised that this should be reported to police or an official complaint made to council.

10.4. First Circle

- Maria and Marlene have applied to the "First Circle" program and will update LA once advised if their application was successful.

10.5. Dog trapping Program

- Dog trapping program has been cancelled for the 13th – 17th October, new dates will be given once recruitment has been done for a new Animal Management Officer

10.6. Basketball Court

- Basketball court has had a vibrating plate go over the court reducing the size of the cracks, acrylic has been ordered to refill any remain cracks. Courts are suspected to be open before school holidays.

11. Meeting Closed

- Meeting Closed: 2:00pm
- Next meeting: 4th December 2014 At McArthur River Mine

As the Chair at the Borroloola Local Authority Meeting held on the _____, I certify these minutes to be a true and correct record of this meeting.

Chairperson Chrissy Joll

**WARD REPORT**

ITEM NUMBER 13.5
TITLE Yugul Mangi Ward
REFERENCE 501092
AUTHOR Jo Nicol, Local Authority Officer

RECOMMENDATION

- (a) That Council receive and note the Yugul Mangi Ward Report.

BACKGROUND

The Ngukurr Local Authority Meeting was held on Wednesday 15th October 2014.

Authority Update

Councillor Daphne Daniels Chairs the Ngukurr Local Authority Meetings.

The Local Authority Membership includes; Cr Daphne Daniels, Cr Eric Roberts, Walter Rogers, Jerry Ashley, Robin Rogers, Andrew Robertson, Ian Gumbula, Bobby Nunggumajbar, Carol Robertson, Olga Daniels, Keith Rogers, Grant Thompson, Peter Daniels, Gwen Rami and Tanya Joshua.

The next Local Authority Meeting will be held Wednesday 10th December.

Community Update:

Wet Season preparations are well underway.

Community Visitors:**Youth Voice**

A Youth Voice meeting was held on Wednesday 29th October.

ISSUES/OPTIONS/SWOT**Ward Action List**

Date	Item Description	Responsible Person	Status
05.03.2014	Invite Adolescence Sexual Health Worker to next LA meeting	CSM	No Action
05.03.2014	Carol will photocopy the Church Register and give to Paul	Carol Robertson	No Action
07.05.2014	Arrange a Male Hairdressing Course.	RJCP Coordinator	
07.05.2014	Investigate re-opening Canteen facilities at the Pool	CSM/CSO	In Hand
09.07.2014	Follow up on business proposal regarding the use of the building at the pool area.	CEO	
10.09.2014	Write a letter to Bodhi Bus Manager and discuss alternative arrangements for picking up Passengers	CSM/ Marc Gardner	
15.10.2014	Find information on the swimming pool	CSM	

Date	Item Description	Responsible Person	Status
	proposal from CEO and report back at next meeting		
15.10.2014	Write letter to Carol Mason regarding the proposal to use Lot 297C	CSM	
15.10.2014	RJCP to look at Yellow Water regarding rubbish removal and some landscaping	CSM	

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Ngukurr LA Minutes 15.10.2014.pdf



**Ngukurr
Local Authority Meeting
Minutes**

Held in RGRC Conference Room

15-10-2014

This Meeting was opened at 11:05 by Chair Cr Daphne Daniels and the Roper Gulf Regional Council Pledge was read.

1. Present:

Elected Members, Cr Daphne Daniels
Local Authority Members, Ian Gumbula, Bobby Nungumajbari, Walter Rogers, Grant Thompson, Olga Daniels, Peter Daniels, Keith Rogers
Staff, Paul Amarant (CSM), Antony Lynch, Jo Nook, Katrina Buckley- CSM
Visitors/Guests, William Moss-Dept LG, Mc Sarah – Dept LG, Nathan Rossas GEC
Emma Kneep- Dept Housing, Kevin Fisher – Dept Housing, Donna Campbell – Dept Housing

2. Apologies:

Jerry Ashley ,Sharon Hillen, Olga Daniels Moved, Seconded: Walter Rogers All Agreed

3. Conflict of Interest:

Nil

4. Minutes of Previous Meeting:

The Minutes were read aloud. Moved: Peter Daniels's . Seconded: Ian Gumbula. All Agreed

5. Business Arising/Action List:

5.1. Previous minutes action List

7. Meeting for LA members on the 18th to discuss funding was not held, rescheduled to next week.

8. Marc Gardner to talk to Bill Blackley about fencing project – Completed.

6. Correspondence

6.1. Outgoing Correspondence:

Nil

6.2. Incoming Correspondence:

Carol Mason's proposal was read out regarding the use of the old crèche Lot 297 C as a takeaway.

Local Authority decision is to put this proposal on hold until next meeting.

ACTION: CSM should find out about the swimming pool proposal from Michael CEO and report back at next meeting.

ACTION: CSM to write a letter to Carol saying the LA has received her letter and the LA are considering her proposal.

7. General Business

7.1. ^aElected Member Report:

There will an OCM Meeting in Ngukurr on the 28th Oct.2014 all Local Authority members are encouraged to catch up with the full Council.

7.2. ^aCouncil Services Managers Report:

Paul Amarant talked about a lot of rubbish being left by the shop and that the community needs to help. The compactor truck is out of action which hasn't helped the situation. The oval sprinklers are getting damaged and cars are driving onto parts of the oval causing problems.

The pool needs support as RQRC does not have the funds to have enough staff to watch the number of children attending. Parents need to supervise under 12's and volunteer.

We are short on office staff at the moment there are full-time positions available for; Council Service Officer, Cleaner, Housing Officer and a Works Supervisor please encourage community members to apply for these positions.

Old cars will be removed from property's with owners permission.

A new medical centre will be built next to the new crèche and we will need to put some traffic management in place. At the moment there are too many residents speeding around the community.

7.3. ^aTown Priorities:

Paul Amarant: Please come and look at the Town Priority at any time at our office.

7.4. ^aGovernance Updates:

OCM will be held on the 28th of Oct.2014.

7.5. ^aComplaints Register

Everybody is encouraged to use the complaints process, it helps RQRC improve our service. Just come to the office and ask for the complaints form.

7.6. ^aRJCP- Remote Jobs and Communities Program:

The new coordinator will be coming to Ngukurr in the near future and we will be needing more participants.

ACTION: RQCP to look at Yellow water regarding rubbish removal and some landscaping.

7.7. ^aAlcohol Management Plan: Nil

7.8. ^aPolicy Updates: Nil

7.9. ^aWork Health and Safety:

We are continually improving things, updating and informing our staff on new information and events.

7.10- NT Police Report

8. Other Business

8.1 Traffic Management

NT Housing: is putting together a reference group. Housing Reference Group Nomination forms will be available from Margaret George in the housing office.

GEC Report: Nathan Roses spoke about the current Australian Government Priorities. There will be an Indigenous Engagement Officer employed soon in Ngukurr. Yellow shirts are going to work more closely with night patrol targeting parents of kids that are out late. IFSS will work with family's that have been dealing with problems so that children do not get relocated.

Water Rogers: discussed that there is a lot of vandalism going on in the community at the moment and that there is a lot of fighting happening. Community elders must get together and tackle this problem before it gets out of hand.

Community Safety Managers Report :

Night Patrol -Wilton Campbell is the new team leader. There are 2 vacancies for women. The Night Patrol Team are very busy with all the community fighting that is going on.

There are 4/5 young snifflers on community at the moment.

Night Patrol is working closely with the school's RSAS officers.

Sport And Rec Report- The local basketball team is going to a 3 day competition at Barunga. There is a local Basketball Competition with Numbulwar.

Alcohol and Drug Cert 4 has just begun at Youth Centre.

Bronze Medallion swimming training has just begun.

There is no support for opening the pool on the weekend, no one is turning up to help, we really need community help.

9. Meeting Closed 2.05pm

As the Chair at the Ngukurr Local Authority Meeting held on the 10th September 2014 I certify these minutes to be a true and correct record of this meeting.

Cr Daphne Daniels - Chairperson

^a Denotes permanent Agenda items

**CORPORATE GOVERNANCE DIRECTORATE
REPORT**



ITEM NUMBER 15.1
TITLE CEO Review
REFERENCE 499689
AUTHOR Jyoti Pudasaini, Manager Governance, Corporate Planning & Compliance

RECOMMENDATION

- (a) That Council nominate the panel of members to be on the review panel for the CEO performance review.

BACKGROUND

The CEO annual performance review is due in February 2015.

Council is requested to nominate the panel of members to be on the review panel for the CEO review and decide on date to conduct the review.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

**CORPORATE GOVERNANCE DIRECTORATE
REPORT**



ITEM NUMBER 15.2
TITLE Electoral Review
REFERENCE 501136
AUTHOR Jyoti Pudasaini, Manager Governance, Corporate Planning & Compliance

RECOMMENDATION

- (a) That Council receive and note the seven submissions received in response to the initial public consultation.
- (b) That Council agree to the following:
 - (i) The name of the Council not be changed at this time.
 - (ii) The principal member of Council continue to bear the title of Mayor and be appointed by the Council.
 - (iii) The elected members (excluding the Mayor) continue to have the title of Councillor.
 - (iv) The future Council of the Roper Gulf Regional Council comprise thirteen (13) elected members.
 - (v) The existing ward structure and ward names be retained.
 - (vi) The Never Never, Nyirranggung and South West Gulf Wards each be represented by three (3) elected members; and the Numbulwar Numburindi and Yugul Mangi Wards each be represented by two (2) elected members.
 - (vii) The external boundaries of the council area not be changed at this time.
- (c) Council agree to not undertake any further public consultation and authorise the preparation of the necessary report to the Minister for Local Government and Regions.

BACKGROUND

CL Rowe & Associates Pty Ltd was engaged to provide professional services to Council in respect to the electoral review. Craig Rowe briefed elected members on the 27th May 2014 after which the consultancy has prepared a draft "Discussion Paper", and presented to the Council on 25 June 2014. During the presentation Elected Members were asked to provide their feedback to update the "Discussion Paper" before taking the paper out for public consultation. On 27th of August, Council endorse the Discussion Paper for the purpose of community consultation. The discussion paper was open for community consultation from 1st September till 15 October 2014. The discussion paper was included and discussed at all Local Authority meetings.

Throughout the whole process we received only seven formal submissions. All formal submissions and community informal feedback were sent to the consultant.

CL Rowe & Associates Pty Ltd. has prepared submission report for Council's information and action.

ISSUES/OPTIONS/SWOT

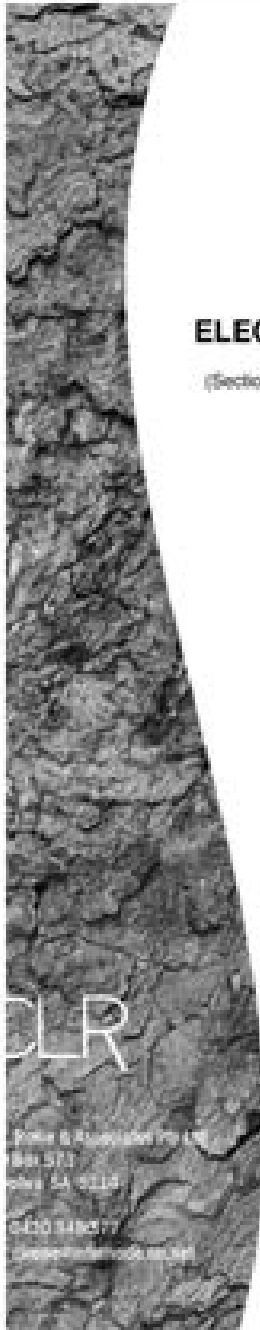
The Council is requested to consider the recommendations as listed above.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

- 1 Submissions Report 2.pdf



ELECTOR REPRESENTATION REVIEW

(Section 23 of the Northern Territory Local Government Act 2008)

A Report to

Roper Gulf Regional Council

Prepared by

C L Rowe & Associates Pty Ltd

October 2014

DLR
 CL Rowe & Associates Pty Ltd
 88/1571
 100/14/1114
 0870 348377
 clrowe@clrowe.com.au

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1. Introduction

Section 23 of the Northern Territory Local Government Act 2008 (the Act) requires each council to make an assessment of the adequacy of the constitutional arrangements presently in force in order to determine whether they provide the most effective possible representation for the council area.

The current review commenced in May 2014 and has progressed to the point where the first public consultation stage has been completed. Council must now give consideration to the submissions that were received from the community and determine what changes, if any, it proposes to bring into effect in respect to the future size, composition and structure of the Roper Gulf Regional Council.

2. Public Consultation

Neither the Northern Territory Local Government Act 2008 nor the Local Government (Electoral) Regulations 2008 contain provisions that specify what constitutes appropriate public consultation in regards to the subject review.

The public consultation process developed/undertaken by Council incorporated the following.

- The placement of a notice in the NT News on Saturday 6th September 2014 and the Katherine Times on Wednesday 10th September 2014 (refer Attachment A).
- The placement of an advertisement in the September 2014 Council newsletter (refer Attachment B).
- The display of the Discussion Paper and the Elector Survey on Council's website and facebook page.
- The provision of copies of the Discussion Paper and Elector Survey at the Council office for examination and use by the community.
- The distribution of copies of the Discussion Paper and Elector Survey to all elected members for discussion with the community and to all ten Local Authorities (for consideration and comment).

Public consultation commenced on Saturday 6th September 2014 and concluded at the close of business on Wednesday 10th October 2014, at which time Council had received seven (7) submissions in the form of electronic responses to the "Review of Constitutional Arrangements Electoral Survey 2014 (Council website "Survey Monkey")". The submissions generally favoured the status quo although there was also some support for an increase in the number of elected members and no wards.

The receipt of seven submissions is disappointing but not unexpected; and cannot be considered to reflect the attitudes of a community which comprises more than four thousand electors. Notwithstanding this, it does provide some insight into the thoughts of a small sample of community members (particularly the Ngukurr community).

A summary of the submissions is provided hereinafter and copies thereof have been provided in Attachment C.

Name	Comments
Leah Niehus, Mataranka	Retain the title of Mayor. Principal member to be elected by the community. Retain the title of councillor; twelve (12) elected members; the existing ward structure (Option 1); and the existing ward names.

Name	Comments
Walter Rogers, Ngukurr	Prefers the title of President. Principal member to be elected by the community. Retain the title of councillors and the existing ward structure (Option 2). Prefers fourteen (14) elected members. Amend council boundaries to include additional land.
Sally, Ngukurr	Retain the title of Mayor. Principal member to be elected by the community. Retain the title of councillors; the existing ward structure (Option 1); and the existing ward names. Prefers thirteen (13) elected members. Existing council boundaries are fine.
Daphne Daniels, Ngukurr	Retain the title of Mayor. Principal member to be elected by the community. Retain the title of councillor; twelve (12) elected members; the existing ward structure (Option 1); and the existing ward names. Amend council boundaries to include "outstation".
Ian Gunbula, Ngukurr	Prefers the title of President. Principal member to be appointed by Council. Retain the title of councillor; twelve (12) elected members and the existing ward structure (Option 1).
Peter Daniels, Ngukurr	Retain the title of Mayor. Principal member to be elected by the community. Retain the title of councillor. Abolish wards. Prefers thirteen (13) elected members. No need to amend council boundaries.
Rami, Owen Ngukurr	Prefers the title of President. Principal member to be elected by the community. Retain the title of councillor; twelve (12) elected members; and the existing ward structure (Option 1). No need to amend council boundaries.

3. Future Composition and Structure

Council has now reached the stage of its review process where it must identify what changes, if any, it proposes to make to its current composition, ward structure, name and/or municipal boundary. More specifically, Council should make "in principle" decisions in respect to all of the following issues and, if substantial changes are proposed, present the proposed changes to the community (in a report) for consideration and comment.

3.1 Council Name

Council previously indicated that it is not contemplating a change to its name at this time but welcomed the comments and/or suggestions of the local community in respect to this matter. As no submission calling for a change to the name of Council was received, it is suggested that no further action need be taken in respect to this issue.

3.2 Principal Member

Of the submissions received, four (4) supported a mayor elected by the community; two (2) supported a president elected by the community; and one (1) supported a president appointed by Council.

The principal member of Council has always been a mayor appointed by Council. This arrangement was retained following the previous electoral review which was undertaken in 2010/2011.

The role and responsibilities of the principal member are no different, whatever the title.

If the principal member is to be elected by the community, any contested election for the office will have to be conducted on a council-wide basis, despite whether there are elections within the wards. This has the potential to increase the cost of the elections. Further, if the elected principal member is unable to serve a full term and the vacancy is contested, the supplementary election will also have to be conducted across the whole of the council area, at Council's cost.

It should also be noted that:

- should Council desire to retain the current level of ward representation, the introduction of an elected principal member will effectively increase the number of elected members by one (at an additional cost to Council);
- of the other regional councils, four (including the recently created Victoria Daly and West Daly Regional Councils) have an appointed mayor; one (Barkly Regional Council) has an elected president; and the remainder have an appointed president;
- the election of the principal member is considered to be in keeping with a fundamental principle of democracy - choice, as it affords all eligible members of the community the opportunity to express faith in a candidate (should they choose to do so) and the result of the vote provides the elected Council with an identifiable principal member who is directly accountable to the community that elected him/her.

The appointment of the principal member by Council serves to reduce the overall number of elected members by one (at a cost benefit to Council); and provides flexibility in (and opportunity for) different elected members to gain experience as the principal member rather than the potential of a long-established principal officer being continuously re-elected. In addition, the appointment of a principal member obviously avoids the need for an election and, under the circumstances where a supplementary election is required, costs will only be incurred by Council where a contested supplementary election is required to fill the vacancy of the ex-principal member (and then perhaps only in one ward).

3.3 Councillor/Alderman

All of the submissions received supported the retention of the title of councillor for the elected members.

The Act does not identify the title to be given to an elected member (other than the principal member).

The elected members of the Roper Gulf Regional Council have always held the title of councillor, with the use of this title being confirmed at the previous review (i.e. 2010/2011).

The use of the title of councillor is becoming more prevalent in Local Government. It is currently utilised by Litchfield Council and Alice Springs Town Council, as well as all of the regional councils across the Northern Territory. In addition, the Brisbane City Council, City of Sydney, City of Melbourne, City of Adelaide and City of Perth now all comprise elected members with the title of councillor, as do most of all of the other councils across of nation. Indeed, only three Councils in the Northern Territory (i.e. the City of Darwin, the City of Palmerston and the Katherine Town Council) and six councils in Tasmania (i.e. City of Hobart, Burnie City Council, Clarence City Council, Devonport City Council, Glenorchy City Council and Launceston City Council) have aldermen.

Further, the title of alderman is gender specific and there is a perception (albeit unsubstantiated) that an alderman supposedly has greater status than a councillor.

3.4 Number of Elected Members

Four (4) of the submissions received supported the retention of twelve (12) elected members (in three instances in addition to an elected Mayor); two (2) favoured an increase to thirteen (13) elected members; and one proposed fourteen (14) elected members.

Section 23(1)(c) of the Act requires Council (through the review process) to determine "the most effective possible representation for the area", but does not give any guidance in regards to what constitutes an appropriate number of elected members.

The Roper Gulf Regional Council is large in area (approximately 165,176km²) but contains only 4,000 electors (although this is the third highest number of electors of the regional councils in the Northern Territory). In addition, as Council comprises twelve (12) elected members and exhibits an elector ratio of 1:338, this being the third highest of the regional councils.

Information obtained from the Australian Bureau of Statistics and the Northern Territory Electoral Commission indicates that elector numbers within the council area have increased, albeit marginally, over recent years. This trend will likely continue in the foreseeable future, partially because of development opportunities such as the future staged release of twenty (20) additional residential allotments and six (6) commercial allotments in Mataranka.

Council already comprises twelve elected members and the anticipated future growth in elector numbers will not likely be sufficient to warrant an increase in the number of elected members. However, the introduction of an additional elected member could likely be justified if Council desired to provide greater representation in the Numbukwar Numburindi Ward, wherein the community is represented by only one councillor at a ratio of 1:511 (as opposed to the average elector ratio for the council area of 1:338). Such action would serve to assist, and reduce the demands placed upon Cr Numamundi; provide an additional line of communication between Council and the local community; and remedy (in part) the imbalance in elector ratios between the wards (generally in keeping with the requirement of Regulation 63(3)(a) of the Local Government (Electoral) Regulations.

In addition, the more elected members, the greater the opportunity for a closer relationship between the elected members and their constituents; and the greater the diversity in terms of the member's experience, opinions and skill sets.

On the downside, additional members come at a cost to Council (and the community). For example, the prescribed maximum allowances per elected member are \$29,671.14 per annum (i.e. more than \$120,000 per elected member over the four year term of a Council).

Alternatively, maintaining the status quo (i.e. twelve elected members) for another four years would afford Council the opportunity to assess any on-going population growth and the demands of the local community, without any impacts or costs. However, such a course of action would not address the imbalance in the elector ratios between wards nor the difficulties and demands associated with the representation of the Numbukwar Numburindi Ward by a single elected member.

A decrease in the number of elected members would likely necessitate the introduction of a new ward structure. In addition, whilst this course of action would result in some cost savings to Council (e.g. member's allowances), it would also have adverse impacts upon the lines of communication with the community; the demands placed upon, and the workloads of, the remaining elected members; and the experience, expertise, opinions and skill sets within Council.

Finally, comparisons with the constitutional arrangements of other councils throughout Australia provides little assistance or guidance in respect to determining what constitutes an appropriate number of elected members. However, it is noted that most interstate councils which have a similar number of electors to the Roper Gulf Regional Council have only nine (9) or less elected members but over much smaller areas (i.e. approximately 750.6km² - 26,269km² as opposed to 185,176km²).

3.5 Wards/No Wards

Six (6) of the submissions received supported the retention of the existing ward structure (albeit with different levels of ward representation), whilst the remaining submission supported the abolition of wards.

The Roper Gulf Regional Council has always been divided into wards.

The division of the council area into wards guarantees the direct representation of all parts of the council area; ensures local interests are not overlooked in favour of the bigger council-wide issues; prevents a single interest group from gaining considerable representation on Council; enables and attracts candidates to contest ward elections; reduces the cost and effort required to campaign at an election; and potentially provides cost savings to Council in respect to the conduct of elections and supplementary elections.

However, wards can serve to divide the community; can foster parochial ward attitudes; and may require on-going review so as to ensure an equitable distribution of elector numbers between wards. In addition, it is a peculiarity of the Act that enables elected ward representatives to reside outside the ward which they represent.

The existing ward structure exhibits a considerable imbalance in the number of electors between wards, as well as the elector ratios between wards (depending on the number of elected members and the level of ward representation). This imbalance should be addressed and rectified, where possible.

The alternative "no wards" structure affords all electors the ability to vote for all of the vacant positions on Council, guaranteeing that the most supported candidates from across the council area will be elected. The structure also overcomes the potential for parochial ward attitudes and the peculiarities of the ward based electoral system.

It is noted that, at present, of all of the councils in the Northern Territory, only three (3) municipal councils (i.e. the City of Palmerston, the Alice Springs Town Council and Katherine Town Council) and one regional council (Wagait Regional Council) have no wards.

If it is determined that the council area should continue to be divided into wards, the preferred ward structure should provide (where practicable) an equitable distribution of electors between the wards or a preferred level of ward representation which can be justified. Of the ward structure options presented in the Discussion Paper, the structure presented as Option 2 (i.e. the existing structure with one additional elected member) is favoured because the structure is known to the community; and the additional elected member will improve (to a degree) the imbalance in elector ratios between wards and increase the level of representation within the Numbukwar Numburindi Ward (with the likely resultant benefits, as detailed earlier).

3.6 Ward Identification

None of the submissions received contained suggested alternative ward names.

If the Council opts for the retention of a ward structure consideration will have to be given to ward names/titles.

The allocation of names of local significance (geographical and/or heritage), as per the current arrangement, is a conventional means of ward identification which is generally accepted by the community (electors) provided there is a rational basis for the allocation of the name.

The alternative means of ward identification are limited. The allocation of letters, numbers or direction points (e.g. north, south, east and west) are considered to be acceptable, but it is suggested that these methods lack imagination and fail to reflect the character and/or history of the council area.

3.7 Council Boundaries

Five of the submissions received specifically addressed the issue of the council boundaries, with three favouring no change and two (2) supporting expansion but with little guidance or suggestion in terms of what land should be incorporated within the council area.

Previous advice received from the Department of Local Government and Regions suggested that Council can consider possible future changes to its external boundaries as part of its current review, however, any proposed changes to the council boundary needed to have the consensus of all interested Councils and/or authorities.

More recent advice from the Department (personal communication with Shaun Hardy, Project Director Regional Governance) has suggested that if Council is keen to pursue boundary changes it should present the proposal to the Minister for Local Government and Regions in the final review report, regardless of whether consensus is achieved with the relevant adjoining Council (our interpretation).

Given the lack of support for the inclusion of any specific land within the council area, and Council's previous indication that it was not contemplating any changes to the council boundaries at this time, there appears to be little or no reason to further consider this matter at this time.

4. Review Process

At this stage of the review process Council is required to give consideration to the submissions received in response to the public consultation undertaken; and to make some "in principle" decisions regarding its future composition and structure, taking into account the comments and suggestions of the community.

The issues that will need to be addressed and determined are as follows.

- The name of Council.
- The title of the principal member and whether he/she should be elected by the community or appointed by Council.
- The title of the elected members (i.e. alderman or councillor).
- The number of elected members (excluding an elected principal member) required to provide the most effective possible representation for the council area.
- Whether the council area should be divided into wards or alternatively whether the wards should be abolished.
- If wards are to be introduced, how the council area is to be divided into wards; how many elected members are to represent each of the proposed wards; and how the proposed wards are to be identified (i.e. the ward names).
- Whether Council intends pursuing any changes to its boundaries at this time and, if so, what that proposal may entail.

It was previously suggested that the next stage of the review process should involve Council undertaking a second public consultation to seek the comments and opinions of the community in regards to the proposal which it intends to bring into effect. This proposed process included the preparation of a report which should provide details of the review process to date; the submission received; the proposal that Council seeks to effect; and the basis for Council's decisions.

The proposed second public consultation stage should extend for a minimum period of three (3) weeks; provide copies of the aforementioned report for public inspection; and afford all interested persons the opportunity to make a written submission to Council.

Upon completion of the proposed second public consultation, and after due consideration of all submissions received in response thereto, Council will be in a position to make final decisions regarding its future composition and structure. The final stage of the review process would then be the presentation of a formal report to the Minister for Local Government and Regions for consideration, certification and consent of any proposed changes.

In the event that Council decides to make no changes or only minor changes to its current composition and/or structure, the need for a second public consultation would require reassessment.

5. Conclusion

The Roper Gulf Regional Council has completed the first public consultation stage of the review of its constitutional arrangements, attracting seven (7) submissions. As such, Council has reached the stage of the review process where the elected members now need to make some "in principle" decisions regarding the future composition and structure of Council, taking into account the information previously provided and the submissions received.

The **council name** has been in place (as a Shire or Regional Council) since July 2008 when Council was established. Given this brief background and the fact that no submissions were received seeking a change, it is considered appropriate that the current council name be retained.

The **principal member** of Council has always held the title of mayor and has always been appointed by Council, however, three of the seven submissions favoured a change to president; and all but one of the submissions supported the election of the principal member by the community. It is also noted that, of the other regional councils, four have an appointed president, one has an elected president and the remainder have an appointed mayor.

The election of the principal member affords the community the opportunity to express faith in a candidate and elect an identifiable leader of Council who is directly accountable to the community. On the downside, an elected principal member will generally be an additional member and will come at a cost (i.e. additional allowances and election/supplementary election costs).

The title of the principal member does not change the role or responsibilities of the office. Whilst the title of president is perceived by some to be more consistent with the rural character of the council area, the title of mayor has been utilised since the establishment of Council and, as such, is known to the community.

The elected members of have always held the title of **councillor** and, as such, it is known and accepted by the community. Further, the use of this title is consistent with the practice of most councils throughout the nation and its retention was favoured by all seven people who made a submission. The alternative title (alderman) is gender specific; has an air of status; and may be less favoured in Local Government (throughout Australia) than in years gone by, with only nine other councils throughout the nation (i.e. the City of Darwin, the City of Palmerston, Katherine Town Council and six councils in Tasmania) being known to currently utilise the title in preference to that of councillor.

The Act requires Council determine "the most effective possible representation for the area". The elected members of Council have previously given due consideration to the issue of an appropriate **number of elected members** (including the Mayor) and indicated a preparedness to consider the possibility of Council comprising an additional elected member in the Numbulwar Numburindi Ward in order to provide assistance to the sole ward representative and a greater level of representation for the local community.

Four of the submissions received favoured the retention of twelve elected members (although two of these exhibited support for an elected mayor); two supported an additional elected member; and one favoured two additional elected members.

The council area is large (185,176km²) and the electors are either contained within thirteen main towns/settlements or dispersed sparsely across the remainder of the council area.

This being the case, direct representation of, and communication with, the electors by the elected members is likely to be a difficult task. Accordingly, the retention of at least the existing twelve elected members is warranted.

The additional elected member for the existing Numbulwar Numburindi Ward also appears to be justified. The current elector ratio within the ward is 1:511, as opposed to the existing average elector ratio for the council area of 1:338. This imbalance should be addressed in order to comply with the intent of Regulation 63(3) which essentially seeks an equal balance of elector numbers between wards. In addition, a reduction in this elector ratio (through the provision of an additional ward representative) will serve to uphold the democratic principle of "one person, one vote, one value".

Whilst an additional elected member will come at a cost to Council, there will be an extra line of communication between Council and the local community; the demands placed upon, and workload of, the existing ward representative will be reduced; the diversity in experience, expertise, opinions and skill sets within Council will be enhanced; and the absenteeism of a ward representative can be covered, thereby ensuring the continued direct representation of the ward electors. The latter cannot occur under the existing arrangement of a single elected member representing the Numbulwar Numburindi Ward.

The council area has always been divided into **wards**.

The primary advantages of a ward structure are that wards guarantee the direct representation of all parts of the council area; they ensure local interests are not overlooked in favour of the bigger council-wide issues; and there are potential cost benefits to be achieved in respect to the conduct and contesting of elections and supplementary elections. Conversely, wards can serve to divide the community; can foster parochial ward attitudes; and may require on-going review and boundary changes in order to ensure an equitable distribution of elector numbers. In addition, the "no ward" alternative affords all electors the opportunity to vote for all of the vacant positions on Council, and guarantees that the most supported candidates from across the council area will be elected.

Of the seven submissions received, six favoured the retention of the current ward structure and one supported the abolition of wards.

Should Council favour the retention of wards, the selection of an appropriate ward structure will likely be based (in the first instance) on the preferred number of elected members. The current ward structure accommodates twelve elected members, albeit under an inequitable arrangement. This situation can be improved (without adjustment to any existing ward boundaries) by the introduction of an additional member in the Numbulwar Numburindi Ward. The retention of the existing ward structure would have no consequences and may be perceived as a sign of stability within Council.

The retention of the existing ward structure will also enable the retention of the existing **ward names**.

Finally, in respect to the issue of the current **council boundaries**, Council has previously indicated that it is not contemplating any change at this time. Further, whilst several submissions seemingly favoured an amendment to and/or expansion of the existing council boundaries, no specific changes were presented for consideration. Given the above, it is considered that the issue of the existing council boundaries does not warrant any further consideration at this time.

6. Recommendations

It is recommended that the Roper Gulf Regional Council resolve as follows.

1. To note and receive the seven (7) submissions received in response to the initial public consultation.
2. To agree to the following.
 - 2.1 The name of Council not be changed at this time.
 - 2.2 The principal member of Council continue to bear the title of mayor and be appointed by Council.
 - 2.3 The elected members (excluding the Mayor) continue to have the title of councillor.
 - 2.4 The future Council of the Roper Gulf Regional Council comprise thirteen (13) elected members.
 - 2.5 The existing ward structure and ward names be retained.
 - 2.6 The Never Never, Nymanggulung and South West Gulf Wards each be represented by three (3) elected members; and the Numbulwar Numburindi and Yugul Mangi Wards each be represented by two (2) elected members.
 - 2.7 The external boundaries of the council area not be changed at this time.
3. Council not undertake any further public consultation and authorise the preparation of the necessary report to the Minister for Local Government and Regions.



Craig Rowe *smu*
C L ROWE AND ASSOCIATES PTY LTD

Attachment A
(Public Notices)

NT News Public Notice – 6th September 2014

NT News Public Notice – 6th September 2014

PowerWater

ROPER GULF REGIONAL COUNCIL
Review of Electoral Representation Arrangements

Pursuant to the provisions of Section 22 of the Local Government Act 2009, the Roper Gulf Regional Council is undertaking a review to assess the adequacy of the electoral representation arrangements currently in place and, in particular, whether they provide the most effective possible representation for the Council area. The review must be completed by the 31st March 2015 in order to have any proposed amendments put into effect before the 2016 Local Government elections.

Notice is hereby given that Council has prepared a detailed Discussion Paper which examines the advantages and disadvantages of the various options available in regards to the composition and structure of Council, and the division of the Council area into wards. Copies of the papers are available for viewing and comment at all Roper Gulf Regional Council Service Delivery Centres.

Interested persons are invited to make a written submission to the Chief Executive (Office, PO Box 1021, Katherine 5870), by close of business on 13 October 2014. Any submissions should specifically address the following issues:

- Whether the principal member of Council should have the title of Mayor or President, and whether the principal member should be elected by the community or appointed by Council.
- The number of elected members (including the Mayor) required to adequately and fairly represent the voters of the Council and perform the roles and responsibilities of Councils.
- The title of the elected members (including the Mayor) be Councillors or Aldermen.
- Whether the Council area should continue to be divided into wards, or alternatively whether wards should be abolished (i.e. the elected members represent the whole of the Council area and are elected as "Council wide" elections).
- If the Council area is to be divided into wards, what is the favoured future ward structure (in terms of configuration, number of wards and level of representation in each of the proposed wards).
- The nomenclature of any proposed future wards.
- Whether there should be changes to the existing name and/or boundaries of Council.

Further information regarding the electoral review can be obtained by contacting Governance and at 080 8972 9000 or by emailing roper.governance@ropergulf.nsw.gov.au

Michael Burke
 Chief Executive Officer

NT News

RoperGulf
 REGIONAL COUNCIL
 SUSTAINABLE • VIABLE • VIBRANT

ROPER GULF REGIONAL COUNCIL
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- The number of elected members (including the Mayor) required to adequately and fairly represent the voters of the Council and perform the roles and responsibilities of Councils.
- The title of the elected members (including the Mayor) be Councillors or Aldermen.
- Whether the Council area should continue to be divided into wards, or alternatively whether wards should be abolished (i.e. the elected members represent the whole of the Council area and are elected as "Council wide" elections).
- If the Council area is to be divided into wards, what is the favoured future ward structure (in terms of configuration, number of wards and level of representation in each of the proposed wards).
- The nomenclature of any proposed future wards.
- Whether there should be changes to the existing name and/or boundaries of Council.

Further information regarding the electoral review can be obtained by contacting Governance and at 080 8972 9000 or by emailing roper.governance@ropergulf.nsw.gov.au

Michael Burke
 Chief Executive Officer

40 KATHERINE TIMES, WEDNESDAY SEPTEMBER 10 2014 www.katherine-times.com.au

Attachment B (Council Newsletter)



Energy efficient fit out for Council Offices "a smarter way" says Mayor



solar hot water improvements will provide both an improved working environment and long term cost saving in operating these facilities.

These energy efficiency improvements will also be a model demonstrating the benefits of improved energy management practices for both Council and the broader community. Linked with the installation of newer and more efficient materials and fit out will also be community education programs looking at both energy and water conservation.

Mayor Tony Jack praised the program saying,

"Today's cost will be tomorrow's benefit. As well as the

obvious cost saving for Council in both the short and long term, we are starting to manage what has been a costly and ultimately wasteful use of energy. We are also showing the community the benefits of reducing our carbon foot print. This is smarter thinking and good business!

I would like to acknowledge the generous Commonwealth Government funding. Without this project funding our improvements would have been a much slower process.

Very remote and regional Councils do not normally have the economic base and disposable income to fund these important projects".

Electoral Review

Have your say about Roper Gulf's boundaries, ward structure and representation.

We are currently undertaking a review to assess the adequacy of the current electoral representation arrangements to determine if the current arrangements provide the most effective representation of the Council Area.

To learn more and to have your say, visit the Roper Gulf Regional Council website where you can find the Electoral Review Discussion Paper, a survey to fill in and information should you wish to submit a written response.

All residents of the Roper Gulf Region are encouraged to participate.

Employees of the Month

Congratulations to all of the August Employee of the Month Winners.

- Head Quarters: Vix Welford
- Barrunga: Max Ahtal
- Beswick: Adrian Ashley
- Bomboola: Chantelle Johns
- Bulman: Carole Orr
- Eva Valley: Mark Runge
- Jimmenger: Patricia Baker
- Mattanbar: Josephine Carron
- Ngulur: Nicholas Farrell
- Numbulwar: Darren Joshua



Thank you for all of your hard work and dedication.

Attachment C (Submissions)

Review of Constitutional Arrangements Electoral Survey 2014

#1	<p>COMPLETE Answered: 100% (1/1)</p> <p>Collector: Web Link - Manual Entry 1 (10/10/14) Started: Thursday, September 24, 2014 10:08:43 PM Last Modified: Thursday, September 24, 2014 10:11:08 PM Time Spent: 00:02:21 IP Address: 192.204.201.42</p>
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PAGE 2: The Discussion Paper

Q1: Have you read and understood the Discussion Paper?	No
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PAGE 3: Elected Members

Q2: Which title do you think the principle member of Council should have?	Mayor
Q3: How should the principle member of Council be determined?	Elected by the Community
Q4: Which title do you think the elected members of Council should have?	Councillor
Q5: How many elected members (excluding the Mayor) are needed on Council to provide the most effective possible representation of all electors?	11

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards?	Yes
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Review of Constitutional Arrangements Electoral Survey 2014

Q1: Do you think that the municipal boundaries of the Roper Gulf Regional Council should be amended to incorporate any other parcels of land which lie outside the current council area?

I believe the Materonka RQRC area is one of the larger areas to maintain and should reflect that in their municipal staff and funding

PAGE 0: About you

Q10: Any other comments?

I also believe the Materonka RQRC area is one of the larger areas to maintain and should reflect that in their municipal staff and funding

Q11: Are you a resident of the Roper Gulf Region? Yes

Q12: Name:

Leah Nichol

Q13: Address:

88 Carver Rd, Materonka NT

Review of Constitutional Arrangements Electoral Survey 2014

#2



COMPLETE

Answers Answered: 0/0

Collection Method: Manual Entry (View Link)

Started: Sunday, September 14, 2014 8:25:47 PM

Last Modified: Sunday, September 14, 2014 8:28:48 PM

Time Spent: 00:01:02

IP Address: 155.206.201.43

PAGE 1: The Discussion Paper

Q1: Have you read and understood the Discussion Paper? Yes

PAGE 2: Elected Members

Q2: Which title do you think the principle member of Council should have? President

Q3: How should the principle member of Council be determined? Elected by the Community

Q4: Which title do you think the elected members of Council should have? Councillor

Q5: How many elected members (excluding the mayor) are needed on council to provide the most effective possible representation of all electors? Other 14

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards? Yes

Review of Constitutional Arrangements Electoral Survey 2014

Q0: Do you think that the municipal boundaries of the Roger Gulf Regional Council should be amended to incorporate any other parcels of land which lie outside the current council area?
Yes

PAGE 2: About you

Q10: Any other comments? Respondent skipped this question

Q11: Are you a resident of the Roger Gulf Region? Yes

Q12: Name:

Walter Rogers

Q13: Address:

Ngaurun Community

Review of Constitutional Arrangements Electoral Survey 2014

#3

COMPLETE

Answered Electoral Survey

Collection: This User - Manual Entry 2 (2014) (1,114)

Started: Sunday, September 14, 2014 8:26:37 PM

Last Modified: Tuesday, September 16, 2014 8:00:00 PM

Time Spent: 00:00:37

IP Address: 193.208.201.42

PAGE 3: The Discussion Paper

Q1: Have you read and understood the Discussion Paper? Yes

PAGE 4: Elected Members

Q2: Which title do you think the principle member of Council should have? Mayor

Q3: How should the principle member of Council be determined? Elected by the Community

Q4: Which title do you think the elected members of Council should have? Councillor

Q5: How many elected members (excluding the Mayor) are needed on Council to provide the most effective possible representation of all electors? 13

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards? Yes

Review of Constitutional Arrangements Electoral Survey 2014

Q0: Do you think that the municipal boundaries of the Roger Gulf Regional Council should be amended to incorporate any other parcels of land which lie outside the current council area?
 888 Yes

PAGE 5: About you

Q10: Any other comments? Respondent skipped this question

Q11: Are you a resident of the Roger Gulf Region? Yes

Q12: Name:
 Sally

Q13: Address:
 Ngauru Community

Review of Constitutional Arrangements Electoral Survey 2014

84 COMPLETE
 Answered: Answered Manually
 Collector: Web User - Manual Entry [7/10/14]
 Started: Sunday, September 14, 2014 9:00:20 PM
 Last Modified: Sunday, September 14, 2014 9:11:44 PM
 Time Spent: 00:01:24
 IP Address: 155.205.201.43

PAGE 2: The Discussion Paper

Q1: Have you read and understood the Discussion Paper? Yes

PAGE 3: Elected Members

Q2: Which title do you think the principle member of Council should have? Mayor

Q3: How should the principle member of Council be determined? Elected by the Community

Q4: Which title do you think the elected members of Council should have? Councillor

Q5: How many elected members (excluding the mayor) are needed on council to provide the most effective possible representation of all electors? 10

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards? Yes

Review of Constitutional Arrangements Electoral Survey 2014

Q0: Do you think that the municipal boundaries of the Roper Gulf Regional Council should be amended to incorporate any other parcels of land which lie outside the current council area?

Yes/Outstation

PAGE 2: About you

Q10: Any other comments?

Respondent skipped this question

Q11: Are you a resident of the Roper Gulf Region?

Yes

Q12: Name:

Dr. Daphne Daniels

Q13: Address:

Rogahut

Review of Constitutional Arrangements Electoral Survey 2014

#5

COMPLETE

Answered: 100% (1/1)

Collected: This date - Manual Entry 0 (0/0) (1/1)

Started: Sunday, September 14, 2014 9:25:30 PM

Last Modified: Tuesday, September 16, 2014 9:52:29 PM

Time Spent: 05:00:30

IP Address: 193.206.201.42

PAGE 2: The Discussion Paper

Q1: Have you read and understood the Discussion Paper? Yes

PAGE 3: Elected Members

Q2: Which title do you think the principle member of Council should have? President

Q3: How should the principle member of Council be determined? Appointed by Council

Q4: Which title do you think the elected members of Council should have? Councillor

Q5: How many elected members (excluding the Mayor) are needed on council to provide the most effective possible representation of all electors? 12

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards? Yes

Review of Constitutional Arrangements Electoral Survey 2014

Q0: Do you think that the municipal boundaries of the Roger Gulf Regional Council should be amended to incorporate any other parcels of land which lie outside the current council area?

Respondent skipped this question

PAGE 0: About you

Q10: Any other comments?

Respondent skipped this question

Q11: Are you a resident of the Roger Gulf Region?

Yes

Q12: Name:

Ben Curiale

Q13: Address:

Ngurah

Review of Constitutional Arrangements Electoral Survey 2014

00



COMPLETE

Answers Entered Manually

Collection Method - Manual Entry (1/10/14)

Started: Sunday, September 14, 2014 9:32:33 PM

Last Modified: Sunday, September 14, 2014 9:35:50 PM

Time Spent: 00:00:00

IP Address: 155.205.201.43

PAGE 1: The Discussion Paper

Q1: Have you read and understood the Discussion Paper? Yes

PAGE 3: Elected Members

Q2: Which title do you think the principle member of Council should have? Mayor

Q3: How should the principle member of Council be determined? Elected by the Community

Q4: Which title do you think the elected members of Council should have? Councillor

Q5: How many elected members (excluding the mayor) are needed on council to provide the most effective possible representation of all electors? 10

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards? No

Review of Constitutional Arrangements Electoral Survey 2014

Q1: Do you think that the municipal boundaries of the Roper Gulf Regional Council should be amended to incorporate any other parcels of land which lie outside the current council area?

no

PAGE 2: About you

Q10: Any other comments?	Respondent skipped this question
Q11: Are you a resident of the Roper Gulf Region?	Yes
Q12: Name:	
Peter Daniels	
Q13: Address:	
Roguan Community	

Review of Constitutional Arrangements Electoral Survey 2014

Q1 COMPLETE

Answered: Answered Manually

Collector: Web Link - Manual Entry [?] (View Log)

Started: Sunday, September 14, 2014 9:00:28 PM

Last Modified: Sunday, September 14, 2014 9:34:58 PM

Time Spent: 00:01:29

IP Address: 155.205.201.43

PAGE 1: The Discussion Paper

Q1: Have you read and understood the Discussion Paper? Yes

PAGE 2: Elected Members

Q2: Which title do you think the principle member of Council should have? President

Q3: How should the principle member of Council be determined? Elected by the Community

Q4: Which title do you think the elected members of Council should have? Councillor

Q5: How many elected members (excluding the mayor) are needed on council to provide the most effective possible representation of all electors? 10

PAGE 4: Ward Structure

Q6: Should the Council be divided into wards? Yes

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 15.3
TITLE Policy Review: FIN001 Financial Delegation Manual, FIN006 Accounting and Policy Manual, ADM012 Organisational Delegation Manual
REFERENCE 500781
AUTHOR Jyoti Pudasaini, Manager Governance, Corporate Planning & Compliance

RECOMMENDATION

- (a) That Council approve the following reviewed policies:
- FIN001 Financial Delegation Manual
 - FIN006 Accounting and Policy Manual
 - ADM012 Organisational Delegation Manual

BACKGROUND

Policies are constantly reviewed according to the changing needs of the Organisation.

ISSUES/OPTIONS/SWOT

The Council recently approved the changes in the Organisational Structure including changes in the titles of the Directors and the structure of business units. The reviewed policies have been updated with all renewed titles and reviewed delegations.

The FIN006 Accounting and Policy Manual have been updated with new Organisation Structure. Directors new title and updated roles and responsibilities and establishment of Audit Committee.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 DRAFT FIN001 Financial Delegations Manual.doc
- 2 DRAFT FIN006 - Accounting and Policy Manual.doc
- 3 DRAFT ADM012 - Organisational Delegations Manual (non financial).doc

Review of Constitutional Arrangements - May/June Survey 2014

Q7: Do you think that the municipal boundaries of the Roper Gulf Regional Council should be amended to incorporate any other suburbs of land which is outside the current council area?

I think I would prefer simply with boundaries that is part of the Roper Gulf Region

Page 9: About you

Q10: Any other comments? Proposed stopped this question

Q11: Are you a resident of the Roper Gulf Region? Yes

Q12: Name: Owen Hunt

Q13: Address: Regional Community

Roper Gulf Regional Council Financial Policy – FIN001 Financial Delegation Manual

Roper Gulf Regional Council Financial Delegation Manual

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Dates of amendments made by Council resolution:

- 23 February 2011 Ordinary Council Meeting
• 29 June 2011 Ordinary Council Meeting
• 20 July 2011 Ordinary Council Meeting
• 21 September 2011 Ordinary Council Meeting
• 26 October 2011 Finance & Audit Committee Meeting
• 9 November 2011 Ordinary Council Meeting
• 16 December 2011 Ordinary Council Meeting
• 18 January 2012 Finance Committee Meeting
• 14 March 2012 Finance Committee Meeting
• 30 May 2012 Finance Committee Meeting
• 03 September 2012 Finance Committee Meeting
• 01 May 2013 Ordinary Council Meeting
• 26 June 2013 Ordinary Council Meeting
• 24 July 2013 Ordinary Council Meeting
• 23 July 2014 Finance Committee Meeting

Financial Delegations

Financial: Budgets

Function	Amount and/or Qualification (Where applicable)	Delegated Authority
Approve draft budgets to be forwarded to the council	<i>For organisation</i>	CEO
Approve budget	<i>For organisation</i>	Council
Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved.	<i>For organisation</i>	CEO
Authority to recommend to council unbudgeted expenditure.	<i>For organisation</i>	CEO
Authorise variations to the annual operational and capital budgets.	<i>For organisation</i>	Council

Note: The draft annual budget accepted by council is submitted to the Department of Local Government, Housing and Sport, for approval.

Financial: Operational Expenditure

Function	Amount and/or Qualification (Where applicable)	Delegated Authority
Approve Expenditure	<i>For services and business units \$5,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Assistant Human Resources Manager, WH&S Coordinator
	<i>For services and business units \$10,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Managers
	<i>For directorate \$50,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Director
	<i>For organisation No limit Within approved budget and subject to compliance with legislation.</i>	CEO

Financial: Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve alterations/renovations to buildings within budget	For organisation no limit within approved budget and subject to compliance with legislation	CEO
Authority to replace essential items of equipment included in approved capital budget/funding agreement	For directorate \$50,000 (Up to) for any one item under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. For organisation no limit within approved budget and subject to compliance with legislation	Director CEO
Approve hire of plant equipment or facilities (hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council).	For services & business units \$10,000 (Up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. For directorate \$50,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.	Managers Director
Approve the transfer/disposal of any assets	For organisation No limit within approved budget and subject to compliance with legislation	CEO
Approval of sale or purchase of land or buildings	For organisation	Council
Approval of development of new buildings	For organisation	Council Council Council

Note: Capital items are items which have a purchase price of \$5,000 or more and must always be entered into the small assets & items register at purchase.

Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders	For service/s \$1,000 (Up to) within approved budget and subject to any restrictions outlined elsewhere in this document. For service/s \$2,000 (Up to) Within approved budget and subject to any restrictions outlined elsewhere in this document. For services & business units \$5,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. For services & business units \$10,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document. For directorate \$50,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.	Senior Finance Officer, Executive Assistant to CEO or Director, Regional Sport and Rec administration officer, Youth Services Administration Support officer and Contracts and Project Officer Management Accountant, Financial Accountant, Service Delivery Centre based Senior Administrative Support Officers Assistant Human Resources Manager, WH&S Coordinator Managers Director CEO
	For organisation No limit Within approved budget and subject to compliance with legislation	CEO

Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council	\$500 (Up to) For all staff Within approved budget and subject to any restrictions outlined elsewhere in this document.	Senior Finance Officer, Council Service Manager
Compile and approve staff time sheets	\$10,000 (Up to) For all staff Within approved budget and subject to any restrictions outlined elsewhere in this document.	Director
Approve for payment all payroll related transactions	\$50,000 (Up to) For all staff Within approved budget and subject to any restrictions outlined elsewhere in this document.	CEO
	For all staff	Managers
	For all staff Comprising group tax remittal, payroll tax settlement, superannuation contribution payments, and transfers of employee payroll deductions to authorised entities and payment of GST and PAYG payments.	Director Corporate Governance

Financial: Investment

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve investment of funds	For organisation	CEO
Approve draw down of investment funds for deposit into operational accounts	For organisation	CEO
Approve banking and investment account arrangements, including authorising the opening of new accounts.	For organisation	Council

Financial: ATM, Receipts and Banking

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to invoice, receive, code and bank income and approve issue of receipts.	For all services (provided suitable facilities are in place to enable the secure lodgement of payments, and subject to staff receiving adequate training)	Customer Service Officer, Finance Officer

Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to operate, control and reimburse petty cash.	\$500 (Up to) In accordance with approved budget	Senior Finance Officer, Council Service Manager

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to issue cheque requisitions	For service/s & business units \$10,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.	Managers
	For directorate \$50,000 (Up to) Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.	Director
	For organisation No limit Within approved budget and subject to any restrictions outlined elsewhere in this document.	CEO
Approve and sign cheques and EFT	For organisation Maximum single transaction limit \$10,000	Group A: Finance Manager Financial Accountant, Management Accountant Group B: HR Manager, Director, CEO (Any two from Group B or Combination of Group A and B)
Approval to stop payment on cheques	No limit	Finance Manager, HR Manager, Director, CEO
Approve change and/or add cheque signatories	For organisation For all signatories	Senior Finance Officer Council

Financial: Banking Institutions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to act as verifying officer		CEO, Director
Authority to approve requests for additional electronic banking users	For organisation	CEO, Director
Authorised contact for Council's bank accounts	For all enquiries	Senior Finance Officer

Financial: Corporate Credit Cards

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Credit limits on corporate charge cards (subject to terms and conditions in the RGRC Corporate Credit Card Policy)	Maximum limits Monthly limit \$20,000 Single transaction \$10,000	CEO, Directors
	Maximum limits Monthly limit \$10,000 Single transaction \$2,000	Finance Manager, Asset Manager
	Maximum limits Monthly limit \$5,000 Single transaction \$2,000	Managers
	Maximum limits Monthly limit \$5,000 Single transaction \$1,000	Mayor, EA to CEO, Contracts and Project Officer (Asset)

Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-off of bad debts	In accordance with Clause 27 of LG Accounting Regulations	Council
Approve write-off of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	In accordance with Clause 23 of LG Accounting Regulations	Council
Approve debt recovery payment terms	\$5,000 (May not exceed) \$50,000 (May not exceed)	Director CEO
Correct administrative errors	\$50,000 (In excess of) \$50,000 (May not exceed) \$50,000 (In excess of)	Council Finance Manager CEO

Financial: Segregation of Duties

There must be a minimum of one degree of separation of financial duties between family members in which any reasonable person may perceive a conflict of interest between decision making parties. In situations where there is any possibility that a conflict of interest may be perceived, the family member may not be the sole signatory approving purchases, timesheets, leave entitlements or any other decision that may be seen to be biased or in which the family member may be seen to have a financial gain.

Financial: Manager Resignation

Any officer with financial delegation resigning from Roper Gulf Regional Council can not solely approve any purchases in the period of four weeks prior to the last day of their employment.

Employees with Financial delegation who are terminated will lose all financial delegation authority at the time of termination. All Corporate Credit Cards must be returned immediately on termination or at the time resignation becomes effective.

Delegation of Authority accepted as described in this document

SIGNED

On behalf of Roper Gulf Regional Council

by

print name of Signatory Sign here

in the presence of:

.....

print name and address of witness witness' signature

Roper Gulf Regional Council Financial Policy – FIN006 Accounting and Policy Manual

Roper Gulf Regional Council Accounting and Policy Manual

Dates of amendments made by Council resolution:

- 03 September 2012 Finance Committee Meeting
- 26 March 2014 Ordinary Council Meeting

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1 Background

1.1 Introduction

The Local Government Accounting Regulations 9(1) requires council to maintain an accounting and policy manual which must include or incorporate by reference, the following:

- (a) an organisation chart showing the functions of the council, its committees and responsible officers;
- (b) a statement of the duties and responsibilities of the CEO and responsible officers;
- (c) a statement of the principal accounting policies of the council;
- (d) information about the timing and content of financial management reports to the council and the CEO;
- (e) a statement of the procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;
- (f) the information necessary to ensure the proper operation of any computer based accounting system in use;
- (g) details of all administrative and accounting procedures, policies and delegations of authority, including:
 - (i) details of internal control procedures;
 - (ii) details of personnel and financial delegations;
 - (iii) a chart of accounts divided into assets, liabilities, income, expenses and council equity accounts; and
 - (iv) procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

The Accounting Policy Manual is therefore written to satisfy the requirements of the Northern Territory Local Government (Accounting) Regulations and to document the Internal Control adopted by the Regional Council to safeguard assets, secure the accuracy and reliability of accounting data and financial reporting for promoting the operational efficiency of Roper Gulf Regional Council.

1.2 Scope

The Accounting Policy Manual has been prepared as a part of the Operational Manual of Roper Gulf Regional Council (hereinafter referred to as RGRC).

The manual must be followed by RGRC staff in managing the available funds for meeting the objectives of the RGRC.

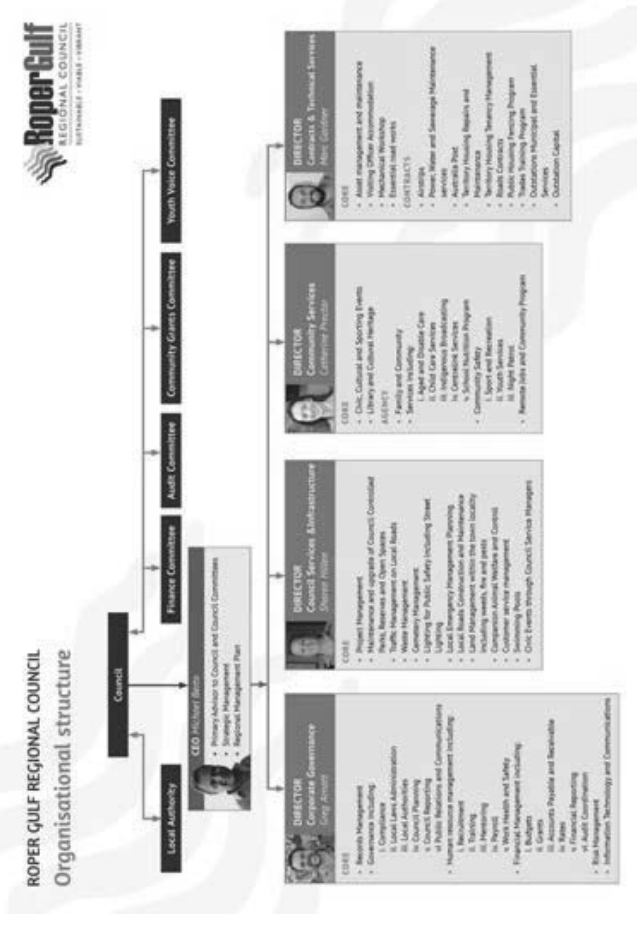
1.3 Purpose and Objectives of the Manual

This Manual has been developed in order to provide the RGRC with guidelines that will ensure sound financial management and internal controls to safeguard and manage RGRC's financial obligations. The objective of the manual is to ensure an efficient and effective use of funds while implementing the RGRC's programs and safeguard the assets of the organisation.

2

Organisational Structure

2.1 Organisational Chart



2.1.1 Structure by Business Unit and Directorate

CEO			
Director Corporate Services	Director Council Services and Infrastructure	Director Community Services	Director Contracts and Technical Services
<ul style="list-style-type: none"> Finance Human Resources Governance, Corporate Planning & Compliance IT Work Health and Safety 	<ul style="list-style-type: none"> Regional Service Management (Municipal Services) Projects Logistics ESO 	<ul style="list-style-type: none"> RJCP Family & Community Services Community Safety (Including Night Patrol, Youth Services, Sport and Recreation) 	<ul style="list-style-type: none"> Housing maintenance Tenancy Management Mechanical workshops Assets Outstations



2.2 Functions of the Council

Part 2.3 of the Local Government Act (2008) defines the role and functions of the Council to primarily be:

- to plan for local government services that the people of the Roper Gulf Regional Council will need in the future;
- to make sure that there are services and facilities in the Roper Gulf Regional Council that meet the needs of the people living in the region as well as visitors and tourists;
- to protect the region from dangers of bushfires and other natural hazards by taking actions to stop hazards from happening, and properly managing the dangers when they do happen;
- to manage and develop the Roper Gulf Regional Council facilities and services in a way that keeps to the budget that has been given for the facilities and services;
- to promote the region widely as a good place to set up industries and businesses, as well as a great place to visit as a tourist;
- to set up or help organisations or programs in the Region that will be good for all the people in the region;

- to look after and develop all the resources that the Council has for the good of all the people in the region;
- to carry out other functions given to Roper Gulf Regional Council under the Local Government Act or any other Act

Roper Gulf Regional Council is responsible for the delivery of a broad and unique range of services to its communities, with different communities within the region having their own different priorities. The RGRC is responsible for:

- Delivering Core Services
- Providing Corporate Governance
- Providing Advice and Advocacy
- Ensuring Legislative Compliance
- Facilitating Local Education and Training and managing the following resources:
 - Financial Resources
 - Human Resources
 - Physical Resources
 - Information Resources
 - External Resources (Suppliers and Contractors)
 - Partnerships and Relationships

2.3 Services Provided by the Council

2.3.1 Core Services

Core Services are services that the Minister for Local Government may, by Gazette notice, advise regional councils to provide and the regional councils must consider such delivery of such service when adopting and renewing their annual service delivery plan. There are currently no services gazetted as core services.

The following services will be provided to communities in the RGRC area:

- Administration of Local Authorities,
- Administration of Local Laws
- Advocacy and Representation on Local and Regional Issues
- Asset Management
- Cemetery Management
- Civic Cultural and Sporting Events
- Companion Animal Welfare and Control
- Community Management
- Council Planning and Reporting
- Customer Relationship Management
- Financial Management
- Fleet and Plant Management
- Governance
- Human Resource Management
- Information Technology and Communications
- Library and Cultural Heritage
- Lighting for Public Safety including Street Lighting
- Local Emergency Management
- Local Road Maintenance
- Local Road Upgrade and Construction

- Maintenance and Upgrade of Council Controlled Buildings, Facilities and Fixed Assets
- Maintenance and Upgrade of Council Controlled Parks, Reserves and Open Spaces
- Public and Corporate Relations
- Records Management
- Risk Management
- Traffic Management on Local Roads
- Training and Employment of Local People in Council Operations
- Waste Management (including litter reduction)
- Weed Control and Fire Hazard Reduction

2.3.2 Agency Services

Agency Services include services that the RGRC has agreed to deliver on behalf of other Government Agencies on a fee for service basis. It is anticipated that these services would be fully funded by the relevant agency and that funding would include a contribution to administrative costs associated with delivering the service. Subject to funding provided by the relevant agencies the following Agency Services will be delivered by the RGRC:

- Aged and Disabled Care
- Arts and Culture
- Community Media
- Community Safety
- Economic Development Support
- Employment and Training
- Environmental Health
- Family Services (Including Child Care)
- Family Finance Skills
- Natural and Cultural Resource Management
- Outstation/Homeland Municipal
- Sport and Recreation
- Youth Services
- Remote Jobs and Communities Program

2.4 Council and Committees:

2.4.1 Council

The Roper Gulf Regional Council has 12 elected members to govern Roper Gulf Regional Council. The 12 Councillors are elected for a term of 4 years. The Mayor and Deputy Mayor are elected from and by the Council. A network of Local Authorities has been established to enable Council to have a systematic approach to community input on issues that affect a particular community or local region. Memberships of the local authorities are reviewed regularly and reappointments, appointments, and other changes are actioned accordingly. Council has formalised the Youth Voice Committees in the Growth towns and aims to develop similar committees in all Service Delivery Centre's as a commitment to the Strategic Plans key focus area.

2.4.2 Committees

The members of a Council committee may include people who are not Council members. A Council committee can have a wide range of executive or advisory functions. A Council committee is subject to control and direction by the Council.

Finance Committee

The Roper Gulf Regional Council has established a Finance Committee, which meets on the months when there is no Ordinary Meeting of Council. The Mayor, Deputy Mayor, two (2) Councillors and an independent member, form the membership of the Finance Committee.

Audit Committee

An Audit Committee has been established to monitor compliance by the Council with proper standards of financial management, the regulations and Accounting Standards. The current membership of the Audit Committee includes three Councillors and two independent Members.

Youth Voice Committee

Youth Voice Committees have been established in Borrooloola, Ngukurr and Numbulwar to give youth a voice and participation in the Council governance structure.

Community Grants Selection Committee

Community Grants Selection Committee has been established to recommend to Council the allocation of community grant funds. The Mayor, Deputy Mayor and any three Councillors, form the membership of the Community Grants Selection Committee.

Local Authorities

Local authorities are formed to achieve integration and involvement of local communities in the system of Local Government. Local authorities are run in accordance to the provisions of the Local Government Act 2008.

Local authorities established within the boundaries of Roper Gulf Regional Council shall:

- provide advice to the Roper Gulf Regional Council (RGRC) on service delivery plans including infrastructure requirements for communities and associated outstations, or local region or wards, and to contribute to the development of Regional (Business) Plans,
- alert and advise RGRC on new and emerging issues within the scope of RGRC activity,
- advise on specific Council, community and social projects that impact on community or region,
- advise and support the RGRC staff in the local implementation of the Regional (Business) Plan, particularly in the area of cross-cultural best practice in governance and service delivery, and
- respond to identified community needs, if appropriate, by participating and organising activities such as community events, youth, community safety, housing advice and community planning and infrastructure development.

Duties and Responsibilities

3.1 CEO

The CEO Position is a contract position based on a performance agreement. Each of the four Director Positions are contract positions based on a performance agreement. Each staff position has a position description that is reviewed annually in accordance with relevant human resource measures and industrial relations legislation. A number of staff are contract positions based on performance agreements.

3.2 Director Corporate Governance

Objectives

- Operating under the direction of the Chief Executive Officer, this position is responsible for, Undertaking the Senior Executive Advisory role to the CEO and Council on all matters relating to Local Government's resources, including finance, human resources, IT management & Governance and assist with policy formulation, Regional Business Planning, development and implementation.
- Ensuring the functions and duties of the position are carried out with compliance to all relevant statutes and accounting standards
- Being an active member of the Strategic Leadership Team (SLT) and contribute to implementing the strategic direction of the Local Government; and
- Managing the formulation and implementation of the Regional's Annual Budget and long term financial plans.

Major Role and Challenges

- Optimise the Corporate Governance services through Finance, Governance, Human Resource and Information Technology
- Managing government relations to ensure alignment of core and commercial interests and strategic directions.
- Forecasting operational performance targets.
- Manage the balance for competing demands for resources engaged in the delivery of services.
- Ensuring effective governance, integrity, probity, ethical behaviours and standards in core service activities.
- Problem resolution and required to manage resources across a diverse cross cultural environment and spanning area
- Requirement for ongoing visits to each of the service delivery centres are imperative to enable successful delivery of the directorate's operations program.

3.3 Director of Council Services and Infrastructure

Objectives

- The Director of Council Services and Infrastructure contributes as a member of the Strategic Leadership Team (SLT) to ensure organisational performance and provide strategic leadership, executive management and development of the Roper Gulf Regional Council's infrastructure and technical services interests, operations and commercial ventures to:
- Optimise effective and effective service delivery
- Direct and Coordinate the Regional Services Management team providing effective support and administration for the directorate's human resources ensuring the safety, development and productivity of staff to ensure best practice in business

performance, continuous improvement and compliance of service operations with work, health and safety, environmental, regulatory and legislative requirements; Provide strategic management advice and assessment of core service delivery opportunities and proposals to the CEO.

Major Role and Challenges

- Managing government relations to ensure alignment of core and commercial interests and strategic directions.
 - Managing of Councils assets
 - Ensuring effective delivery of services
 - Manage the balance for competing demands for resources engaged in the delivery of services.
 - Problem resolution and required to manage resources across a diverse cross cultural environment and spanning area
 - Regular visits to each of the service delivery centres are imperative to enable successful delivery of the directorate's operations program. It is anticipated that visits to the more distant communities will occur at intervals of six to eight weeks will the closer communities being visited on a fortnightly basis.
- ### 3.4 Director of Community Services
- #### Objectives
- Manage Council's community service operations and contracts which provide care and protection for local people in identified communities and townships through the Night Patrol plan, Youth Services plan and Sport & Recreation plan.
 - Undertake the chief advisory role to the Local Government on all matters relating to Local Government's community development programs, resources and personnel.
 - Ensure that community service operations undertaken are in line with Council's business plan and that the Council is more capable than another existing organisation of providing the service.

Major Role and Challenges

- Highly developed problem solving skills are required to manage resources across a diverse cross cultural environment and spanning an area 185,000 sq km (an area the size of Victoria).
- Liaison with Council Service Managers is essential as they are the full time community based managers who provide direct supervision to field workers.
- Regular visitation schedules for all service delivery centres (every 6-8 weeks for remotest communities, every fortnight for closer lying communities).

3.5 Director Contracts and Technical Services

Objectives

The Director Contracts and Technical Services will:

- Optimise commercial value and return for the Council in Housing, Workshops and Power and Water
- Increase cost effectiveness of the Councils commercial operations.
- Generate income from a range of income producing commercial operations in order to support Regional services and infrastructure.
- Increase the quality and number of services delivered as a result of cost reductions due to effective and efficient decision-making processes which are accountable, communicative, planned and responsive.
- prepare a Revenue Growth Plan for each of the business units,

Major Role and Challenges

The Director Contracts and Technical Services contributes to the organisational performance through strategic leadership and development of:

- **Commercial Partnerships and Sponsorships**
In conjunction with the EMT identify, develop and manage commercial partnerships that might include:
 - Business partnerships
 - Service Agreements
 - Corporate sponsorships that leverage business development opportunities for both parties
 - Develop an integrated and supportive approach to contract management with the Australian and Territory Governments
- **Profitable Business Enterprise Units**
 - Develop plans to enhance and optimise revenue opportunities
 - Deliver outcomes in line with commercial expectations and plans
- **Business Development**
 - Develop a business development culture across the areas of responsibility that fosters innovation
 - Analyse market needs and trends across the areas of responsibility and develop marketing strategies and initiatives to develop business
- **Strategic Planning**
 - As a key member of the Strategic Leadership Team (SLT), provide input to the Regional's strategic planning processes
 - Monitor Town Priority projects with the Project Manager

3.6 Finance Manager**Objectives**

To plan and deliver financial services for the Roper Gulf Regional Council including: rates and property, creditors, debtors, investment, financial management including budgets, annual financial reports and payroll.

Major Role and Challenges

The Finance Manager is the principal accounting officer and is responsible for ensuring that Councils financial obligations under the Local Government Act and regulations are met.

Operating under the direction of the Director Corporate Governance and in accordance with Regional Council corporate plans, policies, relevant legislation and accounting standards this position is responsible for:

- The financial management of the Council and the supervision and successful operation of the finance team;

Key Responsibilities

- **Council Budget**
Facilitation of Council budget and forward financial modelling development and management

- In conjunction with all Council Departments, draft an annual budget within agreed timelines for ratification by Council.
- Monitor and review budgets as required by relevant legislation/accounting regulations and provide financial reports to Council and funding agencies where required.
- Provide advice to the Director Corporate Governance and Chief Executive Officer on budget matters including recommended strategies to manage spending by departments.
- Assist Council Members to improve Council knowledge of budget and financial matters.
- Develop and maintain a forward financial model/plan in conjunction with the annual budget for the period as required under legislation/accounting regulations or a longer period as required by Council.
- Analyse new project budgets to ensure viability and provide advice to the Director on the financial sustainability of projects.
- **Council and Organisational Management**
To advise and assist the Director on policy and organisational management issues
 - Review, develop and recommend policy and procedures.
 - Attend and contribute to Council and Committees as required.
 - Ensure all regulatory requirements related to the finance section are fulfilled.
 - Assist the Director as required.
- **Community and Organisational Planning**
To contribute to medium and long term planning
 - Develop strategic directions for internal financial reporting.
 - Develop strategic directions for external transactions/payment systems.
 - Develop a Strategic Plan for future rating structures.
 - Develop a Strategic Financial Plan to align with Council's strategic planning processes
 - Develop and implement investment strategies.
 - Develop and implement Operational Service Plans within the Finance Department.
- **Operational and Financial Management**
Council services are delivered in accordance with Business Plan
 - Ensure the finance section's work practices and procedures are appropriate and current.
 - Supervise and deliver the Council finance and accounting functions in line with Council Finance Policy and statutory requirements.
 - Ensure that a teamwork philosophy is engendered in all operations.
 - Provide timely management reports on operations of the section.
 - Provide input to Council's Annual Report.
 - Oversee completion of Statutory Reports.
 - Establish and manage contracts as required to ensure delivery of efficient services.
 - Manage loan and investment portfolios.
 - Assist the Asset Manager maintain the Assets Register and valuations of all Council property in accordance with accounting standards.
 - Liaise with the Department of Local Government, other relevant funding bodies and auditors on all financial matters to ensure all appropriate records and reporting are delivered and the Council finance system is operating effectively and efficiently.

- **People Management**
 - Actively encourage staff participation and development
 - Regular and effective communication is practiced.
 - Staff performance is monitored.
 - Human Resource policies and procedures are implemented.
 - Ensure staff are adequately supervised and have opportunities for development and training.
 - Leadership is provided to the section.
 - Service and employee responsibilities are clearly identified.
- **Customer Service**
 - Council provides customer-focused products and services to the community
 - A customer-focused Council is promoted.
 - All customer issues are responded to in accordance with Council's Customer Service Standards.
 - Sound customer relations with internal and external customers, including Councilors, are developed.
 - Stakeholders are engaged in the section's activities.
 - All customer requests are recorded and attended to.
- **Risk Management**
 - Assist in the development and implementation of organisational risk management procedures
 - Development and maintenance of internal controls within the finance section.
 - Ensure that appropriate systems are established and actions taken to implement the Council's Occupational Health and Safety requirements.
 - Ensure regular monitoring of Health and Safety performance in the area of responsibility.
 - Participate in Occupational Health and Safety activities.
- **Business Plan**
 - To implement Council's Business Plan in accordance with target dates
 - The Business Plan, Budget and Operational Service Plans are actively monitored.
 - Monthly status review of Budget and Operational Service Plans.
 - Quarterly review and report to Director.

Summary of Significant Accounting Policies

4.1 General Information

The summary of significant accounting policies has been developed in consultation with Merit Partners Chartered Accountants as part of the audit process.

4.2 Basis of Report Preparation

Statement of Compliance

Financial reports are prepared in accordance with Australian Accounting Standards and Interpretations, the requirements of the Local Government Act, the Local Government (Accounting) Regulations, and other authoritative pronouncements of the Australian Accounting Standards Board. Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transaction or other events is reported. Material accounting policies adopted in the preparation of this financial report are presented below and have been consistently applied unless otherwise stated. A financial report is prepared on an accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets. All amounts are presented in Australian dollars, unless otherwise noted.

Adoption of New and Revised Accounting Standards

The Council has adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to their operations and effective for the current annual reporting period.

Future Australian Accounting Standard Requirements

The following new standards, amendments to standards or interpretations have been issued by the Australian Accounting Standards Board but are effective for future reporting periods. It is estimated that the impact of adopting these pronouncements when effective will have no material financial impact on future reporting periods.

4.3 Revenue Recognition

Revenue is measured at the fair value of consideration received or receivable. Revenue is measured on major income categories as follows:

4.3.1 Rates

Rates are enforceable debt linked to rateable property that will be recovered when the property is sold, and therefore control normally passes at the time of levying, or where earlier upon receipt of rates paid in advance. The rating period and reporting period for the Council coincide and accordingly, all rates levied for the year are recognised as revenues.

Uncollected rates are recognised as receivables. A provision is recognised when full collection is no longer probable.

4.3.2 Grants, Donations and other Contributions

Grants, donations and other contributions are recognised as revenues when the Council obtains control over, or the right to receive the assets, it is probable that future economic benefits comprising the asset will flow to the Council, and the amount can be reliably measured. Control over granted and contributed assets is normally obtained upon their receipt (or acquittal) and is valued at their fair value at the date of transfer. Grants received on the condition that specified services are delivered, or conditions are fulfilled, are considered reciprocal. Such grants are initially recognised as a liability and revenue is recognised as services are performed or conditions fulfilled. Revenue from nonreciprocal grants is recognised when received.

4.3.3 Interest Revenue

Interest is recognised as it accrues, when it is probable that the future economic benefits will flow to the Council and it can be measured reliably.

4.4 Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to insignificant risk of changes in value.

4.5 Financial Instruments

A financial instrument is recognised if the Council becomes a party to the contractual provisions of the instrument. Financial assets are recognised at trade date (less impairment). Financial assets are derecognised if the Council transfers the financial asset to another party without retaining control or substantially all risks and rewards of the asset. Financial liabilities are derecognised if the Council's obligations specified in the contract expire or are discharged or cancelled.

4.5.1 Financial Assets

The Council classifies its financial assets as loans and receivables. The classification depends on the purpose for which the financial instrument was acquired. The Council determines the classification of its financial instruments at initial recognition and re-evaluates this designation at each reporting date.

4.5.2 Loans and Receivables

Trade receivables, loans, and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest rate method less impairment.

4.5.3 Effective Interest Method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts (including all fees on points paid or received that form an integral part of the effective interest rate, transaction costs and other premiums or discounts) through the expected life of the financial assets, or where appropriate, a shorter period.

4.5.4 Impairment of Financial Assets

Financial assets are reviewed at each Statement of Financial Position date to determine whether there is objective evidence of impairment. A financial asset or group of financial assets is impaired and impairment losses are incurred if there is objective evidence of impairment, resulting from one or more loss events that occurred after initial recognition that indicates that it is probable that the entity will be unable to collect all amounts due. The carrying amount of a financial asset identified as impaired is reduced to its estimated recoverable amount.

4.5.5 Derecognition of Financial Assets

The Council derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. If the Council neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the Council recognises its retained interest in the asset and an

associated liability for the amounts it may have to pay. If the Council retains substantially all the risk and rewards of ownership of a transferred financial asset, the Council continues to recognise the financial asset and also recognises a collateralised borrowing for the proceeds received.

4.5.6 Financial Liabilities

The Council classifies its financial liabilities as other financial liabilities. This classification pertains to financial liabilities that are not held for trading or not designated as at FVPL (Fair Value through Profit & Loss) upon inception of the liability. The classification depends on the purpose for which the financial liability was incurred. The Council determines the classification of its financial liability at initial recognition and re-evaluates this designation at each reporting date.

4.5.7 Trade and other payables

These amounts represent liabilities for goods and services provided to the Council prior to the end of the financial year which remain unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

4.5.8 Borrowings

Borrowings are initially measured at fair value, net of transaction costs. Borrowings are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis. The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts the estimated future cash payments through the expected life of the financial liability, or where appropriate, a shorter period.

4.6 Inventories

Inventories held are in respect of business undertakings, and are valued at the lower of cost and net realisable value.

4.7 Property, Plant & Equipment

4.7.1 Acquisition of Property, Plant and Equipment

Property, plant and equipment is recognised at cost less accumulated depreciation and any impairment allowance. Cost includes expenditure that is directly attributable to the acquisition. Cost related to property, plant and equipment gifted, donated or granted to the Council is the fair value of the asset, plus cost directly attributable to the acquisition.

4.7.2 Depreciation

Depreciation is provided on property, plant and equipment, including freehold buildings but excluding land. Depreciation is calculated on a straight line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, with the effect of any changes recognised on a prospective basis. Depreciation is provided for on a straight line method using lives which are reviewed each reporting period. The following useful lives are used in the calculation of depreciation:

Buildings and Infrastructure	10 - 40 years
Roads	20 years
Plant and Equipment	4 - 10 years
Furniture and Fittings	4 - 10 years

Motor Vehicles 5 years

4.8 Property, Plant & Equipment

4.8.1 Valuation of Land, Buildings and Infrastructure

A formal valuation and verification process has been undertaken for land, buildings and infrastructure and the asset register updated as at 30 June 2011.

4.8.2 Revaluation increments and decrements

Revaluation increments and decrements arising from recognising assets at valuation are offset against one another within the class of assets. Net revaluation increments in the carrying amounts of these assets are recognised directly in the other comprehensive income (asset revaluation reserve), except to the extent that the increment reverses a decrement that was previously recognised as an expense in the net profit or loss in respect of the same class of assets, in which case the increment is recognised as revenue in the net profit or loss. Net revaluation decrements in carrying amounts are recognised as an expense in the net profit or loss, except to the extent that the decrement reverses a previous revaluation increment in respect of the same class of assets credited directly to the other comprehensive income, in which case the decrement is debited directly to other comprehensive income (asset revaluation reserve).

4.8.3 Land under Roads

Council has elected not to value or recognise as an asset land under roads acquired prior to 1 July 2008 in accordance with the election available under AASB 1051 *Land Under Roads*. Land under roads acquired after 1 July 2008 will be recognised at cost. The cost of the land under roads will be the fair value as at the date acquired.

4.9 Impairment of assets

The carrying values of plant and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If such an indication exists and where the carrying value exceeds the estimated recoverable amount, the assets are written down to their recoverable amount.

The recoverable amount of plant and equipment is the greater of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

For non cash generating assets of the Council such as roads, cycle paths and public buildings, fair value is represented by the depreciated optimised replacement cost. Impairment losses are recognised in the surplus or deficit.

4.10 Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries, annual leave and long service leave. Liabilities arising in respect of wages and salaries, annual leave and any other employee benefits expected to be settled within twelve months of the reporting date are measured at their nominal amounts based on remuneration rates which are expected to be paid when the liability is settled. All other employee benefit liabilities are measured at the present value of the estimated future cash outflow to be made in respect of services provided by employees up to the reporting date. In determining the present value

of future cash outflows, the market yield as at the reporting date on national government bonds, which have terms to maturity approximating the terms of the related liability, are used.

Defined Contribution Plans

Contributions to defined contribution superannuation plans are expensed when employees have rendered service entitling them to the contributions.

4.11 Taxation

The Council is tax exempt under Sec 50-25 of the Income Tax Assessment Act 1997, being a local governing body.

4.12 Goods and Services Tax

Revenues, expenses and assets are recognised net of the amounts of goods and service tax (GST), except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset, or as part of an item of the expense; or
- for receivables and payables which are recognised inclusive of GST, the net amount recoverable from, or payable to, the taxation authority is included as part of receivables or payables.
-

4.13 Economic Dependence

During the year the Council received grants from the Northern Territory and Australian Governments and the future operation of the Council is dependant upon continued government funding.

5 Timing and Content of Financial Reports

5.1 Financial Management Reports - Timing

Financial Management Reports are prepared monthly by the Finance Manager or their delegate. By the end of the second week of each month, the following tasks are implemented:

- Reconciliation of control accounts
- Suspense account check
- Internal Allocations check
- Bank reconciliation
- Variance report checks
- BAS completed

Financial Management Report to Council Meeting or Finance and Audit Committee Meeting of each Month. These reports include:

- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Working Capital
- Cash flow Statement

- Debtors and Creditors Reports
- Reports by Activity / Service / Community

Half yearly budget review to be completed by the third week of the following month for review then presented to the finance Committee and then forwarded to the next Council Meeting.

Annual Financial Statements to be completed for inclusion in the Annual Report, which must be published by 15th November of each year.

5.2 Financial Management Reports - Content

Monthly Financial Management Reports:

- Budget Summary Report - represents actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month and includes quarterly forecast income and expenditure for the whole of the financial year.
- Investments Management Report – provides details of all cash and investments held by the council (including money held in trust)
- Debtor Accounts – a categorised statement of debts owed to council.
- Creditor Accounts – a summary of accounts

Half Year Review Reports:

- Summary of Budget Revision Proposals
- Income and Expenditure Statements
- Statement of Financial Position
- Statement of Comprehensive Income
- Statement of Working Capital
- Cashflow Statement
- Debtors and Creditors Reports
- Reports by Activity / Service / Community

5.3 Financial Management Report - Preparation Process

Financial reporting occurs using the following process:

1. Information is compiled to complete Financial Management Report.
2. Report is completed by Finance Manager and Director Corporate Governance.
3. Report is reviewed by Finance Manager.
4. Report is approved by Director of Corporate Governance.
5. Report is included in agenda for Council meeting by Chief Executive Officer.
6. Report is reported to Council.
7. Report is made available to public if applicable.

6 Annual Financial Statement Preparation Procedures

6.1 Appointment of External Auditor

The external Auditors are appointed each year by way of Council Resolution. The audit should be conducted around the end of August to allow enough time for the end of year processing required. Appendix -III shows the list of engaged Auditors for Roper Gulf Regional Council.

6.2 Tasks Required in Preparation of Auditors

The following tasks shall be completed for preparation of the Annual Financial Statements in accordance with applicable Australian Accounting Standards:

1. Accounting system closed 30 June each year.
2. Balance Sheet accounts are reconciled. Major accounts include:
 - Debtor and creditor account reconciliations
 - Rates reconciliation
 - Superannuation control accounts reconciliation
 - Payroll control accounts
 - Bank accounts
 - Credit Card Accounts
3. Asset audit and revaluations completed as necessary.
4. Balance day adjustments are completed (Asset revaluations, suspense accounts are cleared).
5. Bank Reconciliation as 30 June each year is completed.
6. Letters written to third parties to obtain information for statements including investment holders, bank, Government Departments that supply grants/appropriations and Solicitors.
7. Accounts are closed and Trial Balance completed.
8. Review the TechOne End of Year Processing Procedure and ensure all tasks are completed.
9. Prepare draft reports and statements
 - a. Statement's completed and reviewed by Finance Manager.
 - b. Statement's reviewed by Director of Corporate Governance.
 - c. Statement's reviewed and signed by Chief Executive Officer.
10. Review and correct anomalies as required prior to rollover of the closing balances to the opening balances of the new financial year.

6.3 Process for Council regarding Annual Financial Statements

1. The Finance Manager shall prepare draft statements for submission to the Finance and Audit Committee, and for external audit
2. The Finance and Audit Committee shall review the draft statements to ensure that they present fairly, the affairs of Council. This review will be conducted independent of the external audit. However, it is anticipated that the Finance and Audit Committee will have the benefit of any information available (informal or otherwise) on particular matters raised by the auditor up until the time of review. Any suggested changes will be provided to the Finance Manager.
3. Following the external audit, the Finance Manager and Auditor shall propose any necessary amendments to the draft statements, which will be referred to the CEO and Directors for consideration.
4. The proposed amendments to the draft statements may be referred to the Finance and Audit Committee for further consideration or the Finance Manager, if satisfied that the proposed amendments are appropriate, complete and date the certificate. The final statements shall be signed off by the Chief Executive Officer and resolved by Council.

6.4 Post Audit Requirements

1. Statements audited by Council Auditor – September/October each year.
2. General Purpose Financial Statement is prepared to include:
 - Auditor's Certificate

- CEO's Certificate
 - Statement of Comprehensive Income
 - Statement of Financial Position
 - Statement of Working Capital
 - Statement of Changes in Equity
 - Statement of Cashflows
 - Notes to, and forming part of, the Principal Financial Statements including a Report of Income and Expenditure by Functions as defined by the Australian Bureau of Statistics (ABS) classifications
3. Copy of Statements provided to CEO, Council, Auditors, LGANT and Department of Local Government – NT Grants Commission.
 4. Audited Financial Statements to be included in the Annual Report
 5. Advertisement placed in local newspaper.
 6. Copy of Statements at all service delivery centres and the registered office
 7. Copy of Statements included in Annual Report (placed on internet site for public perusal and download as required).
 8. Feedback from public received and questions answered.
 9. Format and content reviewed, based on feedback and legislative changes for next financial year.

6.5 Annual Financial Statements Presentation

The annual financial statements (including the accompanying auditor's report and other certificates) shall be presented in accordance with relevant Local Government Legislation at an ordinary council meeting (audited by 15 November).

The audited financial statements will be included in the Council's Annual Report which is to be submitted to the Department representing Local Government by 15 November of each year.

7 Computer Based Accounting System

7.1 Technology One Finance Management Database

- Roper Gulf Regional Council uses Technology One Financial Management Database.
- The database resides on the CouncilBIZ servers in Darwin. These servers are managed by CouncilBIZ and CouncilBIZ manages the System Administration of the TechOne system.
- Security of the general and subsidiary ledgers is implemented at both the hardware and software levels. Initial access to the system is restricted by individual user code and password validations. Access to the database is restricted by system access routines.
- Access to application programs in the financial and rating systems is restricted by relevant module securities per employee and database access security.
- The relevant securities for specific modules are set for employees working in the specific accounting areas of creditors, debtors, payroll, general ledger, receipting and rate accounting. Employees in the above areas have access to their respective modules and can perform enquiry, reporting, data entry, processing of financial records.

7.2 System Administration

Administration of the database is restricted to CouncilBIZ, RGSC IT department, Finance Manager. System Administration includes

- Changes to Users and Authorisations
- System setup including ledgers
- System maintenance
- Format of data entry screens
- Ledger imports and uploads
- Changes to all parameters

Chris 21 have access to the payroll system whilst contractually obligated to perform payroll preparation.

7.3 Operating Manuals

CouncilBIZ have supplied Operating Manuals for the TechOne System and contractually under obligation to support our system.

7.4 System Integrity

System integrity is maintained through the use of audit logs which track all changes to data in specific modules. In addition a comprehensive system of data backups and system redundancy mean that recover from either a system failure or potential disaster situation can always be performed.

7.5 Internal Checks

Suspense accounts are checked and investigation of why the amounts have been placed in the suspense accounts is performed. If it is user error, the appropriate corrections are made and the reason of the data entry error is determined and corrective measures are implemented to ensure the integrity of future transactions.

If the error is a system error, then further investigation is performed. The system is maintained by CouncilBIZ and their assistance may be required to determine the source of the system problem. Once determined measures to prevent future transactions of this nature are to be implemented and the original error must be corrected.

Total of internal Allocations is zero.

Control accounts are to be reconciled with their individual "Sub Ledgers". The main control accounts involve Accounts Receivable, Accounts Payable, Payroll, Assets, Fleet, and Rates.

7.6 System Backup

The entire Authority database is fully backed up overnight. The system is backed up nightly (Monday to Friday) on an off-site server. This process is outsourced to CouncilBIZ.

8 Policies, Procedures and Delegations

All funds through which the Council controls resources to carry on its functions are recorded in the financial statements as defined in Local Government Act, Australian Accounting Standards Board, and the Tax Act.

The financial statements are prepared in accordance with the legislation as following:

- the Northern Territory Local Government Act(2008);
- the Northern Territory Local Government (Administration) Regulations
- the Northern Territory Local Government (Accounting) Regulations
- the Australian Accounting Standards

Related Financial Policies of Roper Gulf Regional Council are as follows:

- FIN001 Financial Delegation Manual
- FIN002 Debt Collection Policy
- FIN003 Purchasing and Payment Policy
- FIN005 Corporate Credit Card Policy
- FIN007 Fraud Protection Policy
- FIN008 Rating Policy
- FIN009 Asset Disposal Policy
- FIN010 Borrowing Policy
- FIN011 Investment Policy
- FIN012 Revenue Growth and Financial Sustainability Policy
- FIN013 Petty Cash Policy

Related Human Resource Policies of Roper Gulf Regional Council are as follows:

- Human Resources Employee Handbook
- HR001 Employee and Contractor Code of Conduct
- HR002 Bullying and Harassment Policy
- HR003 Employee Discipline Policy
- HR004 Recruitment and Selection Policy
- HR005 Confidentiality and Privacy Policy
- HR006 Working with Children Certificate
- HR007 Study Leave Policy
- HR008 Off-site Workers Policy
- HR009 Volunteer Policy
- HR010 Visa Policy
- HR011 Leave Policy
- HR012 Employee Training and Development Policy
- WS002 Smoke Free Policy
- WS003 Work Health and Safety Policy
- WS007 Drug and Alcohol Policy
- WS008 Emergency Evacuation Policy

Related Administrative /Operational Policies of Roper Gulf Regional Council are as follows:

- ADM003 Complaints Policy
- ADM004 Cultural Business Policy
- ADM005 Communication Policy
- ADM006 Computer Usage Policy
- ADM007 Mobile Phone Policy
- ADM008 Travel Policy for Councillors and Employees
- ADM009 Vehicle Use Policy

- ADM010 Media Policy
- ADM011 Conflict of Interest Policy
- ADM012 Organisational Delegations Manual
- ADM013 Social Media Policy

Related Council Member Policies of Roper Gulf Regional Council are as follows:

- CL001 Code of Conduct – Elected Members
- CL002 Member Disciplinary Policy
- CL003 Gift Policy – Elected Members
- CL006 Councillor Allowance Policy
- CL007 Caretaker Policy

Related Contracts and Technical Services Policies of Roper Gulf Regional Council are as follows:

- Fleet Procurement and Allocation Policy
- Asset Management Policy

Related Local Authorities of Roper Gulf Regional Council are as follows:

- RGRC Local Authority Policy
- Local Authority Meeting Procedures Policy

8.1 Charts of Accounts Structure

The Roper Gulf Regional Council uses TechOne to record of all accounting transactions. The structure of the account numbers is 11 digits as xx.xx.xxx.xxx. The digits will define the location, service, activity and natural account. The natural accounts define the account type being asset, liability, equity, income or expenditure. Each natural account is assigned a natural account type and it is the natural accounts that will form the basis of filtering all data for reporting. The activity and service components will allow further categorisation of the accounts.

For reporting purposes accounts are defined as follows:

Statement of Financial Position

Locations = all, Service = all, Activity = all

Natural Account Type	Natural Account	Category for Statement of Financial Position	Natural Account
ASSET	4000-5999	Current Assets	4000-4999
		Non-current Assets	5000-5999
LIABILITY	6000-7999	Current Liabilities	6000-6999
		Non Current Liabilities	7000-7999
EQUITY	8000-9999	Surplus/Deficit	8000-8999
		Current Year Earnings	1000-3999
		Suspense	9000-9999

Income Statement

Locations = all, Service = all, Activity = all

Natural Account Type	Natural Account	Category	Natural Account
INCOME	1000-1999	Rates and Charges	1100-1199
		Annual Fees	1200-1299
		Interest Revenue	1400-1499
		Grants and Contributions	1300-1399 1500-1599 1800-1899
		Other Revenue	1600-1699 1700-1799 1980-1999
EXPENSE	2000-3999	Net Profit/Loss disposal of Assets	1900-1979
		Employee Costs	2000-2199
		Materials and Contracts	2200-2399
		Finance Costs	2700-2799
		Depreciation and Amortisation	2400-2499
		Other Expenses	2500-2699

8.2 Definition of Asset

An asset is a resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity. Assets include physical assets which provide future economic benefits for more than 12 months. Any item which has a life of less than 12 months is expensed under a maintenance or operational budget and cannot be classed as an Asset.

8.3 Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition including architect's fees, engineering fees and all other costs incurred in preparing the asset ready for use. Non-monetary assets received in the form of grants or donations are recognised as assets and revenues at their fair value at the date of receipt. Capital works still in progress at balance date are recognised as other non-current assets (under Works in Progress) and transferred to infrastructure, property, plant & equipment when completed ready for use. Non-monetary assets received in the form of grants or donations are recognised as assets (under works in progress) and transferred to infrastructure, property, plant & equipment when completed ready for use.

8.4 Revaluation of Non-current Assets

The re-valuation of assets will be conducted by a Certified Practising Valuer. The method of valuation will be undertaken on the basis of Fair Value in accordance with Accounting Standard AASB 116.

After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any accumulated depreciation and subsequent accumulated

impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period (Warren 2011).

8.5 Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential embodied in those assets. Land is not a depreciable asset.

Depreciation is calculated on a straight-line basis, using rates that are reviewed each reporting period.

• Buildings	20 years
• Other Structures/Playgrounds	20 years
• Vehicles	5 years
• Fixtures, Fittings & Office Equip	5 years
• Plant, Machine & Equipment	5 years
• Mobile Buildings	10 years
• Infrastructure	20 years
• Road	20 years

8.6 Materiality and Capitalisation Thresholds

Expenditure, or other transactions, which result in the creation of future economic benefits which are controlled by Council are to be capitalised when cost of acquisition exceeds the materiality threshold of:

- For plant and equipment - \$5,000; or
- Buildings and other structures - \$5,000.

Acquisition costs of assets which total less than \$5,000 for plant and equipment and less than \$5,000 for Buildings and other structures will be treated as operating expenses. Assets should have a useful life of greater than one year in order for the expenditure to be capitalised.

Small, immaterial expenditure with benefits unlikely to last for 12 months are expensed. Relatively large, material expenditure with the benefits to last for more than 12 months are capitalised. The threshold limits are defined in physical terms for infrastructure assets.

8.7 Disposal of Assets

When an asset is sold and its selling price varies from the carrying amount in Council's balance sheet, a gain or loss on disposal will be recognised directly to the Income Statement in accordance with AASB 116 – Property, Plant & Equipment. If an asset is disposed before it has been fully depreciated, the carrying amount represents a loss on disposal and will be expensed. Where an asset disposed of has been subject to revaluation, the net increment in the asset revaluation reserve relating to the disposed asset will be transferred to Accumulated Surplus. The amount transferred must not exceed the balance of the asset revaluation. Partial renewal/replacement of an asset is recognised by adding the renewal/replacement cost to the existing asset value. The useful life of the asset will be adjusted, if necessary, at the time of reviewing the useful lives.

8.8 Maintenance, Repairs and Operating Costs.

Maintenance, repair costs and minor renewals are charged to expenses as incurred. Maintenance actions taken to ensure that the asset or component achieves its original intended useful life at its desired service levels standards. Cleaning carpets; painting buildings and bridges; and clearing drains are examples of maintenance. A similar principle applies to minor repairs such as treating cracking in spray seals or repairing a lift. Similarly the cost of operating an asset is not capitalised but expensed when it is incurred. The cost of staff to run a facility; fuel and power; and the cost of routine inspections are examples of operating cost.

8.9 Recoverable Amount of Non-current Assets

The recoverable amount of an asset is the net amount expected to be recovered through the net cash inflows arising from its continued use and subsequent disposal. Where the carrying amount of a non-current asset is greater than its recoverable amount, the asset is revalued to its recoverable amount. Where net cash inflows are derived from a group of assets working together, recoverable amount is determined on the basis of the relevant group of assets. To the extent that the revaluation decrement reverses a revaluation increment previously credited to, and still included in the balance of, the asset revaluation reserve, the decrement is debited directly to that reserve. Otherwise the decrement is recognised as an expense in the profit and loss account.

The recoverable amount test does not apply to the Council as the service potential of its non-current assets are primarily related to the provision of goods and services rather than the generation of net cash flows.

8.10 Employee Entitlements

8.10.1 Wages/Salaries and Annual Leave

Liabilities for wages and salaries and annual leave are recognised, and are measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date.

Council staffs are paid fortnightly in arrears through Council's electronic banking system.

8.10.2 Long Service Leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is also given to expected future wage and salary levels, experience of employee departures and periods of service.

The amount expected to be paid to employees within the next twelve months is recognised as a current liability in the Balance Sheet.

8.10.3 Payment of Salaries and Allowances

Payment of Salaries and Wages Procedure Records will be maintained in relation to all employees of Council showing:

- Hours worked and rate of pay
- Gross salary or wages
- Tax and details of all other payments and deductions
- Sick, annual, long service and other leave available and taken
- Allocation of time worked on jobs
- Superannuation deductions
- Salary Sacrifice/Packaging

Superannuation

The RGRC will make superannuation contributions in accordance with the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992 during the term of the Employee's employment.

At the request of the Employee, the Local Government may from time to time vary the amount of the Employee's contributions towards superannuation by way of salary sacrifice and any variation will result in a lower cash component being paid.

Superannuation contributions will be made into the complying fund of the Employee's choice, with the default fund being Local Super fund.

Fringe Benefit Tax

The Local Government shall pay any liability with respect to fringe benefits tax incurred as a result of the benefits provided in individual Contracts, or the ordinary carrying out of Local Government business by way of functions or travelling.

8.11 Allowances for Councillors

As provisioned by the Local Government Act, a Member of the council shall be entitled to be paid an allowance at the rate fixed by the council for the relevant financial year. The allowances for each financial year shall be fixed as part of the council's budget.

The allowances for Mayors, Deputy Mayors and Councillors are different as they recognise the different roles, contributions and demands between these positions. Elected members are eligible for several types of allowance:

- Base allowance – covers those activities required of an elected member in the performance of his or her role as an elected representative;
- Electoral allowance – to assist elected members with electoral matters;
- Extra meeting allowance and Professional development allowance – payable to elected members to attend appropriate and relevant conferences or training courses.

Elected members are to be paid a base allowance and electoral allowance on a monthly basis. The extra meeting allowance and professional development allowance are claimable. The extra meeting allowance is claimable only for those meetings declared by the council as a meeting that attracts extra meeting. When attending courses or conferences for professional development, ordinary elected members can claim for the cost of the training and associated expenses as a professional development allowance.

Councillors shall be personally responsible for paying taxes on their allowances. At the end of every financial year all councillors will get a tax statement of allowance.

Travel Allowance: A council member is entitled to payment or reimbursement of reasonable expenses for travel and accommodation necessary for attending a meeting of the council, a local Authority or a council committee or for attending to business of the council in accordance with a prior resolution of the council.

8.12 Investments

Investments are valued at cost. Interest revenues are recognised as they accrue. Investments are made in accordance with Section 121 of the NT Local Government Act. The Council shall follow RGSC FIN011 Investment policy for performing investment activities. The Council must approve all investment of Council funds.

8.13 Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets (finance leases), and operating leases under which the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is established at its fair value at the inception of the lease. The liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense. Operating leases are treated as expenses. Operating lease payments are representative of the pattern of benefits derived from the leased assets and accordingly are charged to the operating statement in the periods in which they are incurred. All forms of borrowing are made in accordance with Section 123 of the Local Government Act.

8.14 Rates, Government Grants, Donations and other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates. Control over granted assets is normally obtained upon their receipt or upon prior notification that a grant has been secured. A liability is only recognised in respect of granted assets if there is an obligation to disperse future economic benefits to the grantor.

In the case of outstanding rates payment, the Council will apply to register an overriding statutory charge over land after rates have been in arrears for at least 6 months. Section 173 of Local Government Act has enabled Council the power to sell land for non-payment of rates if rates have been in arrears for at least 3 years, and an overriding statutory charge securing liability for the rates has been registered for at least the last six months. Council intends to invoke Section 173 when it is legally able to.

The Council's Debt Collection Policy FIN002 outlines the Councils debt collection regime.

8.15 Finance Committee

The Finance Committee shall operate as per the Terms of Reference of Roper Gulf Regional Council Finance Committee as resolved by the Council. The Terms of Reference

can be found in Appendix I. The Committees primary role is defined by the functions and responsibilities assigned to it by Council.

Functions of Finance Committee

Under the control and direction of the Council, the Finance and Audit Committee will:

1. Ensure the annual budget is aligned with the Business Plan.
2. Monitor and report on financial performance against the annual budget and the Business Plan.
3. Receive and review the monthly financial reports.
4. Formulate strategies to improve Roper Gulf Regional Council's financial position.
5. Make financial decisions on behalf of Council when the matter cannot be held over until the next ordinary Council meeting.
6. Act as the Audit Committee.

Responsibilities

1. Review the monthly income and expenditure reports, monitor progress against the budget and provide advice to Council on implications of these.
2. Approve adjustments to budget and re-allocation of resources.
3. Review and accept or reject Program Funding Agreements or any other offers of funding.
4. Consider and make appropriate recommendations to Council on any matters having a significant financial impact on Roper Gulf Regional Council.
5. Advise Council on the short, medium and long term financial implications of Roper Gulf Regional Council's Business Plan and any sub-plans.
6. At least annually, advise Council about the adequacy of Roper Gulf Regional Council's insurance coverage.
7. On a regular basis, review the financial investments of Roper Gulf Regional Council.
8. At least annually, review Roper Gulf Regional Council's borrowing program.
9. Review financial delegations and policies at least annually.
10. To advise Council on the level of allowances to be paid to Councillors.
11. Review and determine action for any other financial documents that need to be dealt with prior to the next ordinary Council meeting.
12. Work with CEO and Finance Manager to develop the annual budget, ensure it aligns with the Business Plan and present it to Council for adoption.
13. Approve the awarding of any tenders or major contracts.
14. Recommend fees and charges to be made by Roper Gulf Regional Council.
15. Decide which applications for financial aid made to Roper Gulf Regional Council will be supported.
16. Contribute to the preparation of the annual financial statements.
17. Review the annual audited financial statement and auditor's report and recommend any necessary follow-up.
18. Ensure there is an adequate internal control system, including a fraud protection plan, to minimise financial risk.
19. Exercise any general authority delegated by Council.
20. Deal with any tasks that have been delegated from a previous Council meeting.
21. Consider any matters referred by the CEO or the Council.
22. Deal with urgent, non-controversial and non-sensitive matters that cannot wait until the next Council meeting by making an executive decision.
23. Deal with urgent and sensitive or urgent and controversial issues that cannot wait until the next Council meeting by:
 - Discussing and making a resolution
 - Recording how each Finance Committee member votes

- Directing the Mayor, Deputy Mayor or CEO as appropriate to contact other Council members out of session for their vote on the issue. A time limit may be set for this.
 - A decision by the majority of Elected Members for or against the resolution shall be taken as a decision of the Council regardless of whether or not all Elected Members were contacted.
24. Monitor compliance with proper standards of financial management.
25. Monitor compliance with Local Government (Accounting) Regulations and the Accounting Standards.

8.16 Audit Committee

Functions of Audit Committee

Ensure Councils compliance with legislation, regulations, guidelines, statutory requirements and policies including internal delegations.

Responsibilities

1. Review and make recommendations in respect to Councils financial performance
2. Review and Monitor Councils compliance with legislation, regulations, guidelines, statutory requirements and policies including internal delegations.
3. Review and make recommendations in respect to Councils annual independent audit report.
4. Review and make recommendations in respect to councils annual independent audit management letter
5. Review council resolutions to ensure they comply with the NT Local Government Act, Regulations, Guidelines

8.17 Fraud Protection Policy, Controls, and Mitigation

As part of Council's strategy to minimise the potential for fraud, the Council has adopted FIN007 Fraud Protection Policy. Council have authorised particular financial functions and tasks to council staff to ensure continuity of day-to-day operational financial tasks. The authorisations are documented in the Financial Delegations Manual FIN001. All delegations involving financial authorisation must be approve by way of Council resolution. FIN007 Fraud Protection Policy and the HR003 Employee Disciplinary Policy outline the Council's stance if a breach of policy occurs.

Roper Gulf Regional Council considers fraud to be a serious offence and that all employees have an obligation to ensure strong and effective fraud control. The Roper Gulf Regional Council will endeavour to:

- Reduce losses through fraud by developing and implementing financial and operating asset protection procedures
- Foster a working environment which promotes honesty and integrity
- Be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

8.17.1 Mitigation Strategies

Risk Area	Mitigation Strategy
Unauthorised Withdrawals	<ul style="list-style-type: none"> • Cheques require two authorised signatures. • Electronic transfers require two authorised digital signatures through the CBA electronic calculator and password • Bank reconciliations – the bank accounts are

Risk Area	Mitigation Strategy
Misuse of Credit Cards	<ul style="list-style-type: none"> reconciled on a weekly basis. The use of credit cards is in accordance with authorisation limits in FIN001 The Financial Delegations Manual. Credit Cards are reconciled on a monthly basis. FIN005 Corporate Credit Card Policy outlines the parameters for use of Corporate Credit Cards
Unauthorised Access to Control System	<ul style="list-style-type: none"> System integrity checks. Log and access report checks. Passwords change every 28 days and any user that has not changed their password will be automatically locked out.
Unauthorised Purchase Approval	<ul style="list-style-type: none"> Financial Delegations Manual defines the authorisation levels which are then set in the TechOne Finance System so that Purchase Orders are raised and approved only by those authorised to do so. FIN003 Purchasing and Payment Policy stipulates that purchase orders must be raised to authorise a supplier to supply goods and services to Roper Gulf Regional Council. The Purchase Order will allow suppliers the knowledge that if a PO is raised then the person making the order has the authority to do so. Unauthorised purchases will not be paid for. Suppliers have been advised of this Policy
Cancellation of Access	<ul style="list-style-type: none"> Ensure that staff are removed when they are no longer in a position with Financial Authority. A cross check of the person, position, and authorisation code in the TechOne System is performed manually. Ensure that keys are returned when a person is no longer in a position that requires them. Key allocation is recorded in a key register. When an employee changes position the following occurs: Individual to be assigned the position in the HR module as well as re-assignment of the appropriate security and authorisation codes in the TechOne System
Unauthorised Claims	<ul style="list-style-type: none"> Travel allowance payments are not to be processed without authorisation from the employee's Manager, Director, or CEO/ Travel must be for the purpose of Roper Gulf Regional Council business.
Unethical behaviour	<ul style="list-style-type: none"> HR001 Employee and Contractor Code of Conduct CL001 Code of Conduct – Elected Members

Roper Gulf Regional Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits. Vigilance in preventing fraudulent activities assists in protecting the integrity, security and reputation of the Council and its employees, and in promoting high-quality and cost-effective levels of services to the Council's constituent communities. Roper Gulf Regional Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of potential incidents.

8.17.2 Internal Invoices (Internal Allocations)

Internal invoices are to be calculated on an ex GST basis. An internal invoice request form is completed and then the allocations are made.

Internal Allocations will involve:

- Step 1: Request for work
- Step 2: Work approved
- Step 3: Work Completed
- Step 4: Work verified and allocation approved
- Step 5: Internal Invoice Raised and submitted to Finance for processing.
- Step 6: Internal allocation made

8.18 Credit Cards

The persons as authorised by the FIN001 Financial Delegation Manual may maintain Council owned credit cards.

- The corporate credit card recipient must comply with the conditions of use as set out in the "Credit Card Agreement" and "Acknowledgement by Cardholders" that must be signed before the card is issued. This document details limits on usage and conditions relating to documents required to support credit card transactions.
- Accounts Payable Officer receives statements and distributes to cardholders.
- The cardholder will ensure that a satisfactory description of the goods purchased is on the sale docket/tax invoice and the invoice is coded to the general ledger account accordingly
- Credit card expenditure must be signed by both the card holder and Director/CEO as well as supported by the appropriate documentation and be submitted to the Accounts Payable Officer for reconciliation with the statement of account.
- Accounts Payable Officer checks statements against invoices and processes payment.
- The use of a credit card for cash withdrawals is prohibited.
- The cardholder will not permit use of the card by another person except for work related expenses incurred with prior approval.
- For Fringe Benefit Tax (FBT) purposes, hospitality or entertainment payments which are charged on the credit card must be accompanied by information such as the reason for the function, the number of internal staff and the total number of people attendant at the function.
- Where a credit card is lost or stolen, the cardholder must immediately report to the Bank for cancellation.
- Any staff member who does not comply with the conditions of use, will have the cards withdrawn & may be subject to disciplinary action.
- The cardholder must return the card should they cease to be an employee of Roper Gulf Regional Council or when so directed by the CEO.

8.19 Electronic Funds Transfer

- Invoice matched to Purchase order/account by Accounts Payable Officer
- Invoice checked for GST legality in accordance with Council GST Manual
- Invoices payable certified for payment by Team Leader or Finance Manager
- Invoices payable approved funds release by two authorised people
- Commonwealth Bank electronic banking system used to complete EFT
- First Authorisation and Second Authorisation is required.

8.19.1 Cheque Payment

As per EFT only cheques are signed by two approved signatories.

8.19.2 Receipt of Funds

All Service Delivery Centres (SDCs) except Manyallaluk and Bulman have been equipped with EFTPOS machines. To reduce the exposure to risk, cash is not accepted at any of these facilities except Mataranka. The Councils office in Katherine does not accept cash payments and has an EFTPOS machine available for easy payment direct into the Council's operating bank account. Funds received shall be recorded by an entry for each individual transaction and the payer shall be issued with a receipt upon request. The receipt record shall indicate the mode of payment, i.e. cheque, cash, EFTPOS etc. Receipts shall be issued in numerical sequence. Cheques and payment authorisations received through the mail will be forwarded to the Finance Officer for banking, processing and receipting.

8.19.3 Banking

Monies received by an officer or employee of Council must be paid into an authorised deposit account and banked as soon as practicable on or after the day of receipt. Detailed records of Council's banking activities must be kept and if there is an IT failure a manual receipting procedure should be used. Banking shall be reconciled with receipts. In the intervening periods between banking, funds received will be deposited in the safe.

8.19.4 Bank Account Authorisations

Bank accounts will be operated exclusively for the purpose of conducting Council business.

A minimum of two authorised bank signatories are required to authorise disbursements from bank accounts. Those presently approved:

Chief Executive Officer
All Directors
Finance Manager

All accounts will be in the name of Roper Gulf Regional Council. New accounts can only be opened with the approval of the Chief Executive Officer and Director of Corporate Governance.

Bank reconciliation for each bank account operated by Council shall be prepared weekly and the monthly cashflow reconciliation will be presented to Council. Transactional banking is presently carried out through Commonwealth Bank.

Electronic Banking Transactions require the electronic authorisation of a minimum of two of the authorised signatories. Those who have current electronic authorisation are:

CEO
All Directors
Finance Manager

Although the Council's delegation of these responsibilities is to the position, it is the individual that gains the access with the external stakeholder. Hence the individuals ability to authorise must be terminated if the individual no longer holds the position that has the delegated authority and responsibility. It is the Finance Manager's responsibility to ensure that these changes occur to reduce the organisation's risk exposure.

8.19.5 Financial Delegation

Financial Delegation is approved through resolution by Council only. Delegations are by position and not by individual person. A person ceases to have the delegation allocated to them under a particular position if they no longer hold that position. Refer to FIN001 Financial Delegation Manual for further details of the Council's delegations.

8.19.6 Distributions of Indirect Costs

Internal allocations to distribute indirect costs to the activity for which they occur are made on a monthly basis. The distribution of indirect costs to agency programs will be made if the costs incurred were associated with the particular program. Other indirect charge percentages such as the project management charge are approved annually.

9 Purchasing

9.1 Purchasing Process Summary

The purpose of this summary is to provide an overview of the processes for purchasing, including financial considerations, for a purchase order to be raised. Goods and Services will be obtained by use of an electronic purchasing system or credit card.

Official Council Purchase Orders will be:

- 1) Approved by an officer with authority to incur expenditure on behalf of council (refer Financial Delegation Manual)
- 2) Retained electronically on the system

The employees who hold the positions listed in Financial Delegation Manual have delegated authority to sign purchase orders for the purchase of goods and services on behalf of Council. Before the purchase order is authorised it is to include an estimate of the cost of the goods and services so ordered, and the appropriate general ledger account number for costing purposes. When exercising purchasing delegation the following

requirements must be observed in accordance with Section 28 of the Local Government (Accounting) Regulations.

Goods and Services Less than \$ 10,000	Authorised person does not require quotes
Between \$10,000 and \$99,999	Authorised person requires a minimum of three written quotes to be signed off by Director and kept on file. The Director shall certify if it is impractical to obtain three written quotations.
Greater than \$100,000	Authorised person is required to call for tenders by public notice.

The Directors of Roper Gulf Regional Council have the responsibility to ensure that this procedure is adhered to. This responsibility shall not be delegated to a subordinate. This procedure must be implemented in conjunction with the following references:

- 1) Northern Territory of Australia Local Government (Accounting) Regulations
- 2) Roper Gulf Regional Council Financial Delegations
- 3) Roper Gulf Regional Council Adopted Estimates/Long Term Financial Plan

Ethical Behaviour

- 1) Council officers involved in procurement should act in an ethical way
- 2) Ethical behaviour encompasses the concepts of honesty, integrity, probity, diligence, fairness, trust, respect and consistency
- 3) In pursuit of ethical behaviour, officers will:
 - Disclose to the appropriate senior officer any possible conflict of interest in the purchasing activity
 - Deal with all suppliers in an honest, fair and even-handed manner
 - Respect all in-confidence information received and not use it for persona gain, or to prejudice fair and open competition
 - Not accept money, goods, loans, credits, purchasing incentives, services or prejudiced discounts
 - Not use Council's name or purchasing power to make purchases other than for Council use

In addition to the above policies the following principles will be applied:

- 1) Decentralised purchasing model controlled by Directors and CEO
- 2) Application of Local Government (Accounting) Regulations – Delegation
- 3) Budget comparison – funds availability check
- 4) Council shall adopt a "buy local first" philosophy to ensure that local industry has every opportunity to bid and supply if competitive
- 5) In addition, Council shall consider, as part of any value for money decision, the benefits of purchasing goods and services from local suppliers.
- 6) Administrative procedures to support Council's Purchasing policy should be designed to contribute to cost effectiveness and operational efficiency

SOP112 – Creating a Purchase Requisition is a step by step guide detailing how a Purchase Order is created. Further refinement of procedures in support of the

Council's policies should be designed to contribute to cost effectiveness and operational efficiency.

10 Council Registers

The following table contains a list of registers and the responsible officer.

Register	Responsible Officer
Financial Delegations Manual	Finance Manager
Common Seal Register	Governance Manager
Minutes of Council Meetings	Governance Manager
Register of Council Elections	Governance Manager
Register of Authorised Officers	Governance Manager
Register of Interests	Governance Manager
Assets Register	Assets Manager
Council Resolutions Register	Governance Manager
Council Mail Register	EA to CEO
Council Infringement Notice Register	Governance Manager
Council Member Asset Allocation Register	Governance Manager
Council By-Laws Register	Governance Manager
Policy Register	Governance Manager
SOP Register	Governance Manager

11 References

Andrew Warren AAPI Certified Practising Valuer Licensed Valuer No. 44485 (WA), Australian Valuation Office, Darwin.

Australian Accounting Standards Board (AASB)

Local Government Act (2008)

Merit Partners Chartered Accountant Independent Auditors Report 2011

Roper Gulf Regional Council General Purpose Financial Report for the year ended 30 June 2011

12 Appendix

12.1 Appendix I – Roper Gulf Regional Council Finance Committee Terms of Reference

Rationale for establishment

Under section 11 of the Local Government (Accounting) Regulations it is stated that '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'. Roper Gulf Regional Council holds an ordinary Council meeting every second month and has set up a Finance Committee to carry out financial functions in the alternate month, thus meeting its obligations under the Act.

Functions of Finance Committee

1. Under the control and direction of the Council, the Finance Committee will:
2. Ensure the annual budget is aligned with the Business Plan.
3. Monitor and report on financial performance against the annual budget and the Business Plan.
4. Receive and review the monthly financial reports.
5. Formulate strategies to improve Roper Gulf Regional Council's financial position.
6. Make financial decisions on behalf of Council when the matter cannot be held over until the next ordinary Council meeting.
- 7.

Responsibilities

1. Review the monthly income and expenditure reports, monitor progress against the budget and provide advice to Council on implications of these.
2. Approve adjustments to budget and re-allocation of resources.
3. Review and accept or reject Program Funding Agreements or any other offers of funding.
4. Consider and make appropriate recommendations to Council on any matters having a significant financial impact on Roper Gulf Regional Council.
5. Advise Council on the short, medium and long term financial implications of Roper Gulf Regional Council's Business Plan and any sub-plans.
6. At least annually, advise Council about the adequacy of Roper Gulf Regional Council's insurance coverage.
7. On a regular basis, review the financial investments of Roper Gulf Regional Council.
8. At least annually, review Roper Gulf Regional's borrowing program.
9. Review financial delegations and policies at least annually.
10. To advise Council on the level of allowances to be paid to Councillors.
11. Review and determine action for any other financial documents that need to be dealt with prior to the next ordinary Council meeting.
12. Work with CEO and Finance Manager to develop the annual budget, ensure it aligns with the Business Plan and present it to Council for adoption.
13. Approve the awarding of any tenders or major contracts.
14. Recommend fees and charges to be made by Roper Gulf Regional Council.
15. Decide which applications for financial aid made to Roper Gulf Regional Council will be supported.
16. Contribute to the preparation of the annual financial statements.
17. Review the annual audited financial statement and auditor's report and recommend any necessary follow-up.
18. Ensure there is an adequate internal control system, including a fraud protection plan, to minimise financial risk.
19. Exercise any general authority delegated by Council.
20. Deal with any tasks that have been delegated from a previous Council meeting.

21. Consider any matters referred by the CEO or the Council.
22. Deal with urgent, non-controversial and non-sensitive matters that cannot wait until the next Council meeting by making an executive decision.
23. Deal with urgent and sensitive or urgent and controversial issues that cannot wait until the next Council meeting by:
 - Discussing and making a resolution
 - Recording how each Finance Committee member votes
 - Directing the Mayor, Deputy Mayor or CEO as appropriate to contact other Council members out of session for their vote on the issue. A time limit may be set for this.
 - A decision by the majority of Elected Members for or against the resolution shall be taken as a decision of the Council regardless of whether or not all Elected Members were contacted.
24. Monitor compliance with proper standards of financial management.
25. Monitor compliance with Local Government (Accounting) Regulations and the Accounting Standards.

Limitations

If an issue involves expenditure of \$500,000 or more that is in variance to the budget, the Finance and Audit Committee must make a recommendation to the next ordinary Council Meeting.

If an issue involves expenditure of \$500,000 or more, but is urgent and cannot be held over until the next ordinary Council Meeting, the Finance and Audit Committee will make a recommendation, record how each member of the Committee votes on the recommendation and direct the Mayor/Deputy Mayor or CEO as appropriate to contact other Council members out of session for their vote on the issue.

Membership

Members of this Committee include the Mayor or Deputy Mayor, three other Councillors appointed by Council and an Independent Member appointed by Council. The CEO or delegate and the Finance Manager are *ex officio* members.

Quorum

A quorum for the Finance and Audit Committee is three members and must include the Mayor/Deputy Mayor.

Chair

The Mayor/Deputy Mayor will chair the Finance Committee.

Proxies

In order to ensure continuity and a useful level of knowledge and experience, Finance Committee members are not permitted to send proxies to the meeting. The exceptions are the Mayor/Deputy Mayor, who may act as proxies for each other on the Finance Committee.

Term of office

The term of office is for the Local Government electoral term. A newly elected Council will appoint a new Finance and Audit Committee. Should a Councillor be re-elected, he/she may serve multiple terms on the Finance and Audit Committee if appointed by Council. A newly elected Council may choose to re-appoint a former Independent Member if they wish.

Self-review

At least once a year, the Finance and Audit Committee will devote part of the meeting to reviewing its own processes and outcomes of the preceding year.

Timing and mode of meetings

The Finance and Audit Committee will meet in the months between ordinary Council meetings. Meetings can be held face-to-face, by teleconference, by videoconference or by a mixture of any of these.

Minutes

Minutes must be kept of the decisions and actions of the Finance and Audit Committee. Minutes will be taken by the Executive Assistant or other delegated staff member.

Reporting

The minutes of the Finance Committee will be tabled at the next Council Meeting for confirmation.

12.2

Appendix II – FIN007 Fraud Protection Policy

The Council has adopted a FIN007 Fraud Protection Policy as follows:

Purpose

Roper Gulf Regional Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its own employees, to gain by deceit, financial or other benefits. Vigilance in preventing fraudulent activities assists in protecting the integrity, security and reputation of the Council and its employees, and in promoting high-quality and cost-effective levels of services to the Council's constituent communities. Roper Gulf Regional Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of potential incidents.

Organisational Scope

This Policy relates to all elected members, employees, and contractors irrespective of position or length of service.

Policy Statement

Roper Gulf Regional Council considers fraud to be a serious offence and that all employees have an obligation to ensure strong and effective fraud control. The Roper Gulf Regional Council will endeavour to:

- Reduce losses through fraud by developing and implementing financial and operating asset protection procedures
- Foster a working environment which promotes honesty and integrity
- Be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

Fraudulent acts against Council are unacceptable, may constitute a criminal offence and may be legally prosecuted. Prompt action needs to be taken when fraudulent activity is detected. This will assist in preventing fraud both by bringing the fraudulent activity to an end, and to discourage the future actions of others who may be inclined to commit similar conduct. Transparency is the foundation of public accountability and organisational fraud prevention.

Definitions

'Fraud': For the purpose of this Plan, fraud against Council is described as: "The wilful misuse of Council's resources or using one's position and power for personal gain."

- A basic test for fraud could include the following questions:
- Was benefit gained through deceit?
- Was the action illegal?
- Did the action result in money or other benefits being received by a person to which he or she was not entitled?
- Was there a deliberate attempt to gain benefit from an action to which that person was not entitled?

Theft: Theft means being the dishonest appropriation of the Council's property with intent to deprive the Council of it permanently.

Corruption means the use of bribery, fraud or the irregular alteration and or distortion of records to conceal and/or misappropriate assets of the Council.

Whistle blowing means action by an employee to disclose malpractice in the form of irregularity, wrong-doing or serious failures of standards at work.

Principles

Council Expectations

Asset protection and fraud prevention goes beyond monitoring the effectiveness of financial controls. It also requires maintaining an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of accepted standards.

Council expects its elected members and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to Council resources, information and authority. The community rightly expects Council to conduct its business in a fair and honest manner.

Council management (including Chief Executive Officer, Managers and Supervisors) is expected to play a leadership role in promoting fraud prevention and ethical behaviour, and is responsible for:

- fostering an environment within their areas of responsibility which makes asset protection a responsibility of all staff
- issuing clear standards and developing and implementing procedures to minimise the potential for fraud.

All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels. Measures to prevent fraud will be continually monitored, reviewed and developed.

Council's Code of Conduct guides members and staff in what is accepted practice and behaviour and sets out ethical standards at a level above the law. Council expects all staff to be familiar with and act in accordance with Council's Code of Conduct. Unacceptable behaviours and guidelines for appropriate behaviour for staff are contained in the Code. Council expects similar standards from the people, agencies or organisations that do business with Council.

The Mayor and elected members are expected to comply with the Code of Conduct. Decision making processes are to be as open and public as possible.

Fraud Prevention

The Roper Gulf Regional Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of these opportunities. Preventative measures include the pre-employment screening, and information and technology security systems thereby reducing the potential for opportunistic fraud.

Upholding Roper Gulf Regional Council's values and code of conduct is central to the Council's fraud prevention. However in the event that these values and ethics are not upheld, the public and staff need to understand that fraudulent acts against Council are unacceptable and may constitute a criminal offence which may be prosecuted. Any effective asset protection strategy must recognise that prompt action needs to be taken when fraud is detected, both to bring the fraud to an end and to discourage others who may be inclined to commit similar conduct.

Promotion of Fraud Prevention

The promotion of the Fraud Prevention Policy may include activities such as:

- Training awareness seminars
- Development and implementation of procedures and policies across all operational and financial activities of the Regional
- Regular review and promotion of Council's Code of Conduct
- Encouragement of anti-fraud reporting processes, and
- Immediate investigative and/or disciplinary action taken against all reported fraudulent activities.

Authorised Delegations

The FIN001 Financial Delegations Manual has been approved by Council and all amendments to this manual must be approved by Council. The Financial Delegations Manual lists all financial authorisations associated with positions in Roper Gulf Regional Council. It also expresses the limits of these authorisations qualitatively and quantitatively.

The electronic Financial Management System (Technology One) allows for the limits on authorizations associated with position allocated to employees. The signing of cheques requires dual signatures and the electronic banking requires two authorizations. The Financial Delegations Manual defines the authorizing positions.

Investigation

The Chief Executive Officer has over-riding responsibility for the investigation of suspected fraud within Roper Gulf Regional Council. If the matter involves the Chief Executive Officer the investigation will be managed by the Council. It is a requirement of this policy that all elected members and employees report any suspected fraudulent behaviour and assist with any investigation if required.

The Reporting Procedure

1. Suspected or known fraudulent activity shall be reported to a Director or the Chief Executive Officer. If the employee has reason to believe that their Director may be involved, the employee shall notify the Chief Executive Officer.
2. Directors shall communicate any suspected or known fraudulent act to the Chief Executive Officer. The Chief Executive Officer may initiate internal investigative actions of the suspected act.
3. Directors shall:
 - take no action without consulting the Chief Executive Officer,
 - recommend an appropriate temporary disciplinary action when there is evidence of wrong-doing, and if suspension or termination is recommended, consult with the Human Resources Department.
4. All participants in a fraud investigation shall keep the details and results of the investigation confidential.
5. No person acting on behalf of the Roper Gulf Regional Council shall dismiss or threaten to dismiss an employee; discipline or suspend or threaten to discipline or suspend an employee; impose any penalty upon an employee; or intimidate or coerce an employee because the employee has reported suspected fraud. Any violation of this section may result in disciplinary action up to and including termination of employment.
6. Reports by the public of suspected fraud will be immediately referred to the Chief Executive Officer.

Protection of Whistle Blowers

1. An employee who suspects or reports suspected dishonest activity or any such activity witnessed may remain anonymous should he/she so require.

2. No person will suffer any penalty or retribution for good faith reporting of any suspected or actual incident of fraud.
3. All managers should discourage employees or other parties from making allegations, which are false and made with malicious intentions. Deliberate false allegations with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

Corrective Actions and Discipline

Appropriate and timely action will be taken against those proven to have committed a fraudulent act. The form of action taken will depend on the level and circumstances of each case. The form of action may include, but not limited to:

1. Disciplinary action (where the Council elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under the enterprise bargaining agreement).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Forwarding information to the appropriate authorities for criminal prosecution.
4. Institution of civil action to recover losses.

Confidentiality

All investigations will be conducted in confidence. The name or names of those communicating information about fraudulent activity and the name or names of those suspected of fraudulent activity will only be revealed when required by law in conjunction with the investigation or legal action.

Police Involvement

The involvement of Police in investigating suspected fraud will be at the discretion of the Chief Executive Officer. However fraudulent behaviour is a criminal act and maybe subject to legal action under the Criminal Code (NT).

Media

All media enquiries will be referred to the Chief Executive Officer. At no point is an employee to broadcast or communicate RGSC business with the media unless sanctioned by the Chief Executive Officer.

12.3 Appendix III – List of Engaged Auditors

List of Engaged Auditors

Financial Year End	Appointed Auditor
30 June 2008	Merit Partners Chartered Accountants
30 June 2009	Merit Partners Chartered Accountants
30 June 2010	Merit Partners Chartered Accountants
30 June 2011	Merit Partners Chartered Accountants
30 June 2012	Merit Partners Chartered Accountants
30 June 2013	Merit Partners Chartered Accountants

Roper Gulf Regional Council Policy – ADM012. Organisational Delegations Manual (non financial)

Roper Gulf Regional Council ADM012 – Organisational Delegations Manual (non financial)

Dates of amendments made by Council resolution:

- 26/6/2013 Ordinary Council Meeting replaces the Organisational Delegations Manual prior 26/6/2013.
- 29/1/2014 Ordinary Council Meeting

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Delegation of Authority for Policy and Procedures

Policy

Council is committed to service delivery across the organisation within, the parameters of a formalised delegation of authority framework.

Purpose of this document

The purpose of this Manual is to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is possible for a person in a less senior position to be appointed to "act" in the capacity of a more senior position e.g. during periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is permissible for a person to transfer their financial delegation to a person in a less senior position during periods of absence. However, responsibility for the delegation remains with the person who normally exercises the delegation.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.
- The delegations are hierarchical in the sense that a delegate's formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff, with the exception of any delegations made by council.
- The CEO has authority to exercise any staff delegation outlined in this document,
- In exercising delegations staff are required to comply with legislation, industrial awards, contracts or agreements and council approved policies, procedures code of conduct.
- These delegations listed in this document should be understood in the context of the relevant staff position descriptions.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation

- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists
- This document anticipates open and regular communication and information flow between the various levels of delegation, and consultation where necessary with council's community development and human resource staff.
- The Council must be informed of any change of delegation identified in this document.
- This delegation document will be reviewed each year with a view to improving its utility and relevance to the organisational structure of council
- This document operates as delegated authority by the Council.

Definitions

Positions

The Council: (referred to as 'council') Those persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended).

Chief Executive Officer (referred to as 'CEO') The person appointed by and responsible to council for the day to day management of the affairs of council.

Director of Corporate Governance: (referred to as 'Director' or 'DCG') This person appointed as Director of one of the four divisions of council has human resource, finance, governance, information technology responsibilities.

Director of Council Services and Infrastructure: (referred to as 'Director' or 'DCSI') The primary role of this person appointed as a Director, is council services and infrastructure.

Director of Community Services: (referred to as 'Director' or 'DCS') The person in this role is primarily focussed on community services such as youth, aged care, safety, remote jobs training.

Director of Contracts and Technical Services: (referred to as 'Director' or 'DCTS'). This role is concerned with specific contracts that allow for an increase in economic development activities, asset management and technical services.

Council Services Manager: (referred to as 'Council Services Manager') A person appointed as a manager of one of the nine Centres of council. They are responsible to the Director of Council Services and Infrastructure for the services delivered within their area.

Manager: (referred to as 'Managers') A person appointed as a manager is responsible to the appropriate Director for the services delivered within their area.

Contracts and Projects Officer: (referred to as 'Contracts and Project Officer') A person appointed as a Contracts and Projects Officer is responsible for providing administrative support to Council's Contracts and Projects for Directorate of Council Services and Infrastructure and Directorate of Contracts and Technical Services and includes repair and maintenance, Visiting Officers Quarter, Assets and Project Management.

Management Accountant: (referred to as 'Management Accountant') A person appointed as a Management Accountant is responsible for meeting all the reporting requirements of the council. Management Accountant will carry out all variance analysis and actual to budget comparison and will prepare reports for the council and other stakeholders.

Financial Accountant: (referred to as 'Financial Accountant') A person appointed as Financial Accountant is responsible for looking after the line items in the financial statements including ensuring all the entries in the General Ledger are accurate and accounted for, the books are balanced at the end of month and year, helping during audits and performing journal reconciliations as and when needed.

Senior Finance Officer: (referred to as 'Senior Finance Officers') A person appointed as Senior Finance Officer will be responsible either for account receivable or accounts payable section. The Senior Finance Officer (Accounts Receivable) is responsible for debts collection, Bank Reconciliation and accounting for rates and charges within council.

The Senior Finance Officer (Accounts Payable) is responsible for making payment of all outstanding invoices from the suppliers.

Budget

Council Budget: (referred to as 'the budget') The council's annual budget approved and accepted by the Department of Local Government.

Service Budget: (referred to as 'service budget') A service/program component of the divisional annual budget, for which a Manager has been delegated responsibility and control.

Human Resource Delegations

Staff: Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	For all staff	CEO
Set and approve salary	For CEO	Council
Set and approve annual salary increments.	For all staff	CEO
	For CEO	Council
Approve salary packaging content	For all staff	CEO
	For CEO	Council
Approve the issue and withdrawal of council credit cards and credit limits	For staff	CEO
	For CEO	Council
Approve/sign staff contracts	For all staff	CEO
	For CEO	Council
Approve conditions of employment	For all staff	CEO

Staff: Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions	For staff positions	Directors
	For Director, Manager & Regional Manager positions	CEO
Approve changes to existing position titles	For CEO position	Council
	For Director, Managers & Regional Manager positions	Directors
Approve deletion of positions	For all positions	CEO
Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within council.	For staff positions	Directors
	For Directors, Managers & Regional Managers	CEO

Staff: New Positions, Position Descriptions, Advertisements, Selection, Appointment and Probation

Function	Amount and/or Qualification (Where applicable)	Delegated Authority
Identify existing staff position vacancies	For staff positions	Managers
	For Director and Manager positions	CEO
Identify new staff positions (including availability of funding)	For CEO position For all staff positions	Council Managers
	For Director and Manager	CEO
Approve new staff positions Develop new staff position descriptions	For all staff positions For staff positions	CEO Human Resources Manager, Director
	For Director positions	CEO
	For staff positions	Director
Approve new staff position descriptions	For Director and Manager	CEO
Recommend appointment to staff positions	For all staff positions	Selection panel
Appoint staff to positions	For staff positions For Director and Manager	DCG CEO
Confirm successful completion or otherwise of new staff probationary periods	For CEO position For staff positions For Managers	Council Human Resources Manager Director
	For Director positions	CEO
	For CEO position	Council

Staff: Dismissal and Redundancy

Function	Amount and/or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	For all staff	Director
Recommend dismissal of a staff member	For all staff	Director
Decision to make a staff member redundant	For all staff For CEO	CEO Council
Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
Decision to dismiss a staff member	For staff positions For Director positions For CEO	DCG, CEO CEO Council

Note: This Delegation should be read in conjunction with the RGRS Staff Discipline, Policy and Procedure.

Staff: Leave, Overtime, Training, Conference Attendance, Travel, External Consultancies

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime (within budget)	For staff For Managers	Manager Director
Approve staff time in lieu	For Directors	CEO
	For staff	Manager
Approve staff paid personal leave (in accordance with accrued entitlements)	For Managers	Director
	For Directors	CEO
	For staff	Manager
	For Managers	Director
Approve staff long service leave	For Directors	CEO
	For CEO	Council
	For all staff	DCG
	For Directors and Managers	CEO
Approve staff special leave (inc. Jury Service / NORFORCE)	For CEO	Council
	For all staff	DCG
Approve staff leave without pay	For Directors and Managers	CEO
	For CEO	Council
	For all staff (to a maximum of 7 days)	Manager
	For all staff	DCG
Approve staff leave without pay for study purposes	For Directors and Managers	CEO
	For CEO	Council
	For staff	Manager
Approve fee assistance for staff study leave (within budget)	For Managers	Director
	For Directors	CEO
	For CEO	Council
	For staff	Directors

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve skill development plans for staff	For staff	Manager
	For Managers	Director
	For Directors	CEO
	For CEO	Council
Approval of attendance at external training courses/conferences (within budget)	For staff	Manager
	For Managers	Director
Approve travel within NT	For Directors	CEO
	For CEO	Council
	For staff	Manager
	For Managers	Director
Approve travel outside NT	For Directors	CEO
	For CEO	Council
	For staff	Directors
	For Managers	Director
Approve travel outside of Australia	For Directors	CEO
	For CEO	Council
	For staff	Director
	For Directors and Managers	CEO
Approve travel costs for attendance at training courses/conferences (within budget)	For CEO	Council
	For staff	Manager
	For Managers	Director
	For Directors	CEO
For CEO	Council	

Staff: Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	For staff	Manager, Regional Manager
	For Managers	Director
	For Directors For CEO	CEO Council
Management of unsatisfactory staff performance	For staff	Manager, Regional Manager
	For Managers	Director
	For Directors For CEO	CEO Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	For all staff	Director
	For Directors	CEO
	For all staff	Council
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	For Directors	CEO
	For all staff	Council
	For all staff	Director

Note: This Delegation should be read in conjunction with the RGRC Staff Discipline, Policy and Procedure.

Staff: Industrial Relations

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on industrial relations/human resources matters.	For all staff	CEO, DCG, HRM
Authority to purchase industrial relations/human resources advice and/or expertise.	For all staff	CEO, DCG

Contracts

Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of new premises and sub leases of existing premises (within budget)	For organisation	CEO
Approve renewal of existing leases	For organisation	CEO
Cancel existing leases	For organisation	CEO
Authorise appointment of external consultants (within budget)	For directorate	Director
Approve appointment of insurers, details of contract and payment of premiums	For organisation	CEO
Approve commercial agreements for the staff and services of council	For organisation	DCG
Approve the sale, purchase and development of land.	For organisation	DCG
Approve contracts with suppliers of goods and services (non legal)	For organisation	Council
Authority to invite formal tenders for supply of goods or services	For organisation	CEO, Director
Authority to award tenders for supply of goods or services (in accordance with LG Accounting Regulations)	For organisation	CEO
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	For community based initiatives	Managers
	For directorate	Director
	For organisation	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	For directorate	Director
Approve funding submissions or tendering activity to be undertaken.	For organisation	CEO
Authority to restrict or prevent submissions or tenders being made.	For organisation	Council
Authority to negotiate agreements and contracts	For directorate	Director
Authority to sign/seal agreements, contracts or tenders obtained	For organisation	CEO, DCG
Authority to prepare and submit performance reports to funding departments/organisations.	For organisation	Council
	For service/s	Managers
	For directorate	Director
	For organisation	CEO
Approve and submit financial reports to funding departments/organisations.	For directorate	Director
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	For organisation	CEO
	For service/s	Managers

Services

Services: Service Provision and Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the organisational Regional plan and updates.	For organisation	Council
Authority to develop service plans in support of council's strategic plan.	For all services (within direct control)	Managers
Approve new service initiative recommendations to be forwarded to the CEO.	For directorate	Director
Approve new service initiatives to be developed.	For organisation (subject to availability of funding/income)	CEO
Authority to restrict or prevent new initiatives.	For organisation	Council

Legal

Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on legal matters.	For organisation	CEO, Director
Authority to purchase legal advice and/or expertise.	For organisation	DCG
Approve engagement of lawyers.	For organisation	CEO, DCG
Authority to settle court, legal or any other formal proceedings and bind the council.	For organisation	CEO
Authority to approve expenditure on legal matters, which are outside approved budget.	Less than \$100k For organisation	DCG Council

Policies and Procedures

Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of policies	For Organisation	Council
Approval of Standard Operating Procedures (SOPs)	For Organisation	Directors
Work Instructions and Forms	For Organisation	Managers

Public Relations

Public Relations: Public Statements, Media Contact, and Comments on Strategic Issues

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of councils name or logo by parties external to council.	For organisation	CEO
Authorised to release public or media statements.	For organisation (on strategic issues and positions held)	CEO
Authority to delegate specific media responses.	For all staff	CEO
Authority to request public statements, media contact and comments on strategic issues	For organisation	Council
Authority to respond to operational letters (including electronic correspondence) of non contentious nature	For organisation	All staff
Authority to respond to ministerial and contentious issues.	For organisation	CEO

Note: This Delegation also relates to correspondence via emails.

Complaints

Complaints: Complaints

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a complaint	For all staff For Managers	Managers Director
Authority to consult with council's external advisors, on complaint matters.	For Directors For CEO For organisation	CEO Council Director
Authority to purchase mediation advice and/or expertise.	For organisation	DCG

Note: This Delegation should be read in conjunction with the RGRC Staff Complaints, Policy and Procedure.



CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.4
TITLE	Annual Report 2013-14
REFERENCE	499694
AUTHOR	Jyoti Pudasani, Manager Governance, Corporate Planning & Compliance

RECOMMENDATION

- (a) That the Council accept the Annual Report 2013-14 for the Financial Year 2013/2014.
- (b) That the Council agree to the submission of the Annual Report 2013-14 to the Department of Local Government

BACKGROUND

Annual Report 2013-14 is a comprehensive report on Roper Gulf Regional Council's activities throughout the 2013/14 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.

ISSUES/OPTIONS/SWOT

Copy of Annual Report 2013-14 has been distributed in a separate document to this report.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

Delegation of Authority accepted as described in this document

SIGNED

On behalf of Roper Gulf Regional Council

by

print name of Signatory

Sign here

in the presence of:

.....

print name and address of witness

witness' signature



CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER 15.5
TITLE FINANCE REPORT - RGRC FINANCIAL REPORT AS AT 31-10-2014
REFERENCE 502155
AUTHOR Lokesh Anand, Finance Manager

RECOMMENDATION

That Council receive and note the financial reports for the period ending 31st October 2014.

BACKGROUND

Attached are the financial reports for Roper Gulf Regional Council as at 31st October 2014, 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
- AR Age analysis report
- AP Age analysis report

Balance sheet has been prepared as per AASB 126 which is the Australian Accounting Standard and required pursuant to Local Government Act. Our Revenue and expenditure statement currently shows a surplus of \$ 1.8 M. Our bank balance as at 31 October is \$11.9 M. We will be monitoring the cash balances regularly and all the big expenditure are still occurred after approval from Directors and CEO.

The General Purpose Financial Audit is now signed off and presented along with Annual Report for approval. The first quarter budget review is now completed and is presented in a separate report.

ISSUES/OPTIONS/SWOT

Debtors

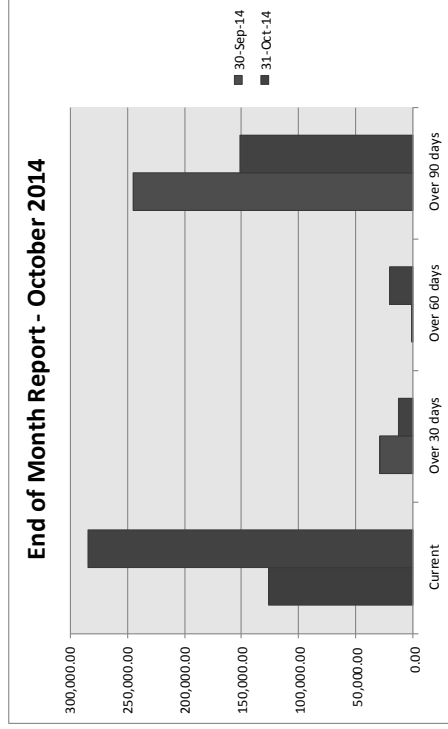
The summary below shows the amount of debtors outstanding for the current and the prior month. See attached: Aged Analysis Report – Detailed Report – Accounts Receivable 31st October 2014. As at 31st October 2014, \$ 468,650.04 receivable is outstanding. Comparatively, 30th September 2014 the total debt outstanding was \$ 401,596.97.

During this month, debtors have shown an overall increase of \$ 67,053.07 from September to October 2014.

AR Age Analysis

Debtors	Sep-14	Oct-14
---------	--------	--------

Current	126,717.25	31.55%	284,377.27	60.68%
Over 30 days	29,490.29	7.34%	12,807.50	2.73%
Over 60 days	400.13	0.10%	20,302.39	4.33%
Over 90 days	244,989.30	61.00%	151,162.88	32.25%
Less: Unapplied credit	401,596.97		468,650.04	
Total Actual Outstanding	59,674.05		38,140.58	
	341,922.92		430,509.46	



Top 10 AR Debtors

A.No	Description	Balances	Status	Reason
00584	DHLGRS - R&M Contract Only	137,921.86	Old - \$ 132,214.44 / Current - \$ 5,707.42	Meeting with TH on 31st October 2014, expecting a reply on 28th November 2014
00114	DHLGRS - Tenancy Management	132,516.71	October Invoice	
00981	Alawa Aboriginal Corporation	46,750.00	1st Quarter and 2nd Quarter 2014	Have made payment towards old invoices, current ones outstanding
00328	Power And Water Corporation - Accounts Payable	16,104.62	Old - \$ 428.24 / Current - \$ 15,676.38	
00303	Numbulwar Homelands Council Assoc. Inc.	13,978.43		Paying in instalments
01060	Ri-Con Contractors Pty Ltd	13,460.01	Current	
00310	Office Of Youth Affairs	11,000.00	Current	
00717	Murray River North P/L	9,832.50	Old	Grant Invoices In discussion, expected payment in November
00948	Regent Pty Ltd	8,422.50	Old	Pending
00798	Yugul Mangi Development	7,653.00	Old	Documentation sent

Aboriginal Corporation by Lawyers

Creditors

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

As at 31st October 2014, \$ 305,033.26 in creditors is outstanding.

The Accounts Payable age analysis report depicts the following:

Creditors	Amount	
Current	357,790.21	117%
Over 30 days	291,195.40	95%
Over 60 days	42,641.94	14%
Over 90 days	90,333.37	30%
Total outstanding amount (including Overdue)	781,960.92	
Less: Unapplied Credits	476,927.66	
TOTAL ACTUAL OUTSTANDING	305,033.26	

Age Analysis Report was run on 01/11/2014

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 October 2014:

Acc. #	Description	Amount	Transaction
10507	ALAWA ABORIGINAL CORPORATION	225,550.64	CDEP WAGE REIMBURSEMENT
10073	CAV'S MOWING	12,100.00	LOT 16,17 BESWICK
10280	TELSTRA CORPORATION	31,278.65	MOBILE, LANDLINES AND NETWORK
11458	LATITUDE 12	10,055.39	PAYROLL PROCESSING
10054	AUSFUEL (PUMA ENERGY)	104,050.79	BULK FUEL AND CORPORATE FUEL CARDS CHARGES
10111	DI HOGAN ELECTRICAL	144,374.19	CDEP PROJECT
10244	POWER & WATER	10,660.88	LOT 381 NGUKURR WATER AND SEWERAGE
10604	POOLWERX	52,800.00	WORK AT BESWICK LOT 5
11264	JARDINE LLOYD THOMPSON	187,656.57	INSURANCE EXPENSES
12425	E E MUJR & SONS	47,752.98	HMP FENCING PROGRAM
12587	COMWIN P/L	49,655.75	BESWICK CRECHE BUILDING UPGRADE
12581	S&R BUILDING & CONSTRUCTION	74,560.00	WORK AT NGUKURR, NUMBULWAR & EVA
		950,535.09	

All entered amount has already been paid and settled.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 RGRC Financial Report October 2014.pdf

Roper Gulf Regional Council

Balance Sheet as at 31 October 2014

Balance Sheet Check **OK**

ASSETS		LIABILITIES	
Current Assets	17,175,287	Current Liabilities	288,427
Cash	458,288	Accounts payable	148,208
Accounts receivable (less doubtful accounts)	-12,888	Taxes payable	178,887
Inventory	298,837	Accrued expenses	147,878
Temporary provisions	88,888	Provisions	1,473,878
Other current assets	988,287	Provisions	42,427
Total Current Assets	17,024,288	Total Current Liabilities	2,004,878
Less: Unexpended Grants Available	1,948,888		
Non-current Assets	428,000	Total Current Liabilities	2,004,878
Land	428,000	Long-term Liabilities	887,288
Buildings	4,842,887	Other long-term liabilities	887,288
Fleet, Plant, Infrastructure and Equip (less accumulated depreciation)	24,378,888	Total Liabilities	2,892,166
Furniture and fixtures (less accumulated depreciation)	124,888		
Work in Progress assets	88,124	Equity	42,578,824
Other non-current assets	12,888,287	Reserves	42,578,824
Total Non-current Assets	42,888,287	Total Shareholders' Equity	42,578,824
TOTAL ASSETS	48,912,575	TOTAL LIABILITIES & EQUITY	48,912,575

Current Ratio 4.96
Quick Ratio 1.30
Cash Ratio 1.85

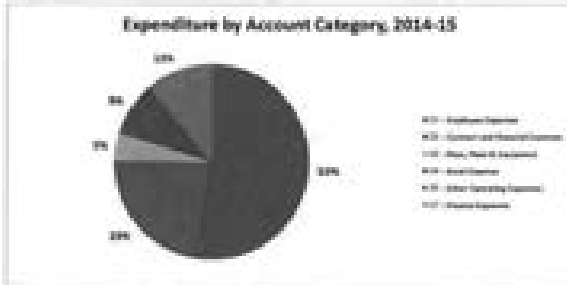
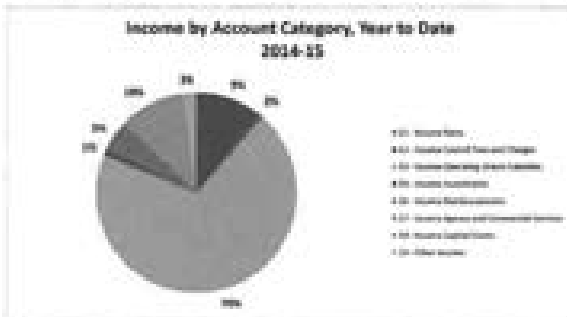
Finance Department - Administrative Council Report FY 2014 - OCTOCT 2014 (Revenue Statement by Net Act by Account Category)

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



	1902LACT Year to Date Actual (\$)	1902BUD Year to Date Budget (\$)	Variance (\$)	1902BUD Full Year Budget (\$)
Income				
11 - Revenue Rates	1,170,000	928,000	242,000	1,000,000
12 - Revenue Council Fees and Charges	227,000	240,000	-13,000	250,000
13 - Revenue Operating Grants Subsidies	6,076,711	6,000,000	76,711	10,000,000
14 - Income Investments	60,000	100,000	-40,000	100,000
15 - Income RealEstateLeases	400,000	1,000,000	-600,000	1,000,000
17 - Income Agency and Commercial Services	1,000,000	1,000,000	0	1,000,000
18 - Income Capital Grants	0	0	0	0
19 - Other Income	200,000	200,000	0	200,000
Total Income	10,073,711	10,368,000	-294,289	10,750,000
Expenditure				
01 - Employee Expenses	5,000,000	5,000,000	0	10,000,000
02 - Contract and Material Expenses	5,000,000	4,000,000	1,000,000	10,000,000
03 - Plant, Plant & Equipment	100,000	100,000	0	1,000,000
04 - Asset Expenses	100,000	1,000,000	-900,000	1,000,000
05 - Other Operating Expenses	1,171,270	1,107,781	63,489	2,000,000
07 - Finance Expenses	0	0	0	0
Total Expenditure	11,871,270	11,207,781	663,489	21,000,000
Surplus(Deficit)	-1,797,559	-839,781	-569,289	-1,250,000
Capital Expenditure				
06 - Capital Assets	0	0	0	0
Total Capital Expenditure	0	0	0	0



Finance Department - Administrative Council Report FY 2014 - OCTOCT 2014 (Revenue Statement by Service Group)

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



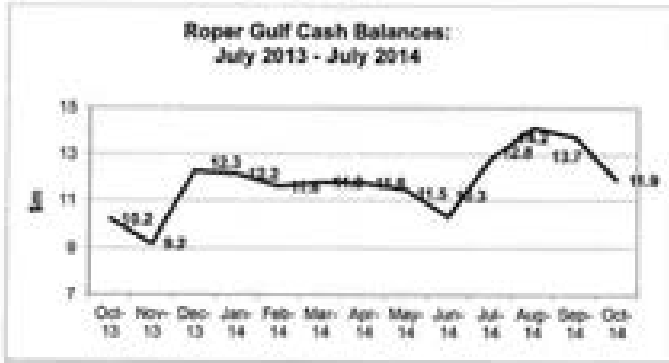
	1902LACT Year to Date Actual (\$)	1902BUD Year to Date Budget (\$)	Variance (\$)	1902BUD Full Year Budget (\$)
Income				
1 - Core Services	4,000,000	3,000,000	1,000,000	11,000,000
2 - Agency Services	8,700,000	8,000,000	700,000	10,000,000
3 - Commercial Services	600,000	1,000,000	-400,000	1,000,000
4 - Other Council Services	0	0	0	0
Total Income	13,300,000	12,000,000	1,300,000	22,000,000
Expenditure				
1 - Core Services	3,000,000	4,000,000	-1,000,000	10,000,000
2 - Agency Services	4,000,000	4,000,000	0	10,000,000
3 - Commercial Services	1,000,000	1,000,000	0	1,000,000
4 - Other Council Services	100,000	100,000	0	1,000,000
Total Expenditure	8,100,000	9,100,000	-1,000,000	22,000,000
Surplus(Deficit)	5,200,000	2,900,000	2,300,000	0
Capital Expenditure				
1 - Core Services	0	0	0	0
2 - Agency Services	0	0	0	0
3 - Commercial Services	0	0	0	0
Total Capital Expenditure	0	0	0	0



Roper Gulf Regional Council
Actual cash at bank
as at 31 October 2014



Bank	Closing Balance as at 31st October 2014
Commonwealth - Business 10012007	\$10,361,440.15 CR
Monthly interest earned	\$88,412.87
Commonwealth - Operating 10013084	\$30,785.34 CR
Monthly interest earned	\$247.48
Commonwealth - Trust 100130018	\$1,821.88 CR
Monthly interest earned	\$281.38
Commonwealth - Murrumbidgee Fuel	\$62,873.12 CR
Monthly interest earned	\$1,418.42
Traditional Credit Union 12-month Term Deposit 101111	\$400,284.34 CR
Monthly interest earned minus fees	\$8.88
Traditional Credit Union Low Usage Business 101111	\$52,437.71 CR
Monthly interest earned minus fees	\$2.83
Total Cash at Bank	\$11,375,444.88
Total Interest Earned (annualised)	\$883,666.18



Finance Department - admin BackLoser/Council Reports/PY 2014-15/OCT 2014-15/Expenses by Location Summary

Roper Gulf Regional Council
Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



Summary (Summary)

	19GLACT Year to Date Actual (\$)	19GLEBD Year to Date Budget (\$)	Variance (\$)	19GLEBD Full Year Budget (\$)
Expenditure by Service				
10 - CORE - Corporate, Executive & Support	81,748	110,867	29,118	332,800
12 - CORE - Governance & Council	980	3,880	2,880	11,500
14 - CORE - Services	77,035	123,889	46,854	371,067
16 - CORE - Infrastructure and Assets	1,981	9,180	7,199	27,540
18 - COMMERCIAL - Housing	25,100	253,800	228,700	761,584
20 - COMMERCIAL - Other	13,515	16,945	3,431	50,806
26 - AGENCY - RUCP	114,698	232,687	117,989	698,062
30 - AGENCY - Family and Community	38,888	43,888	5,002	131,000
32 - AGENCY - Enviro Health and Landcare	83	4,500	4,418	13,900
34 - AGENCY - Community Safety	58,278	69,045	12,767	202,125
Total Expenditure	487,814	888,285	400,471	2,864,898

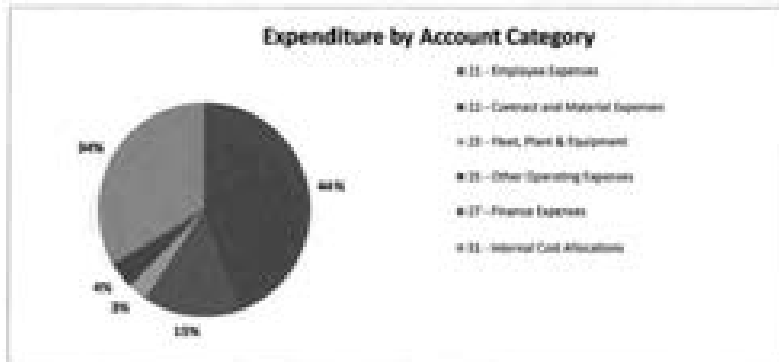
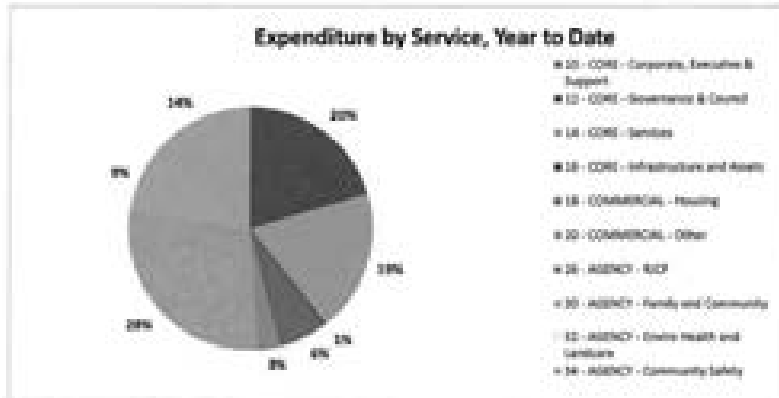
Expenditure by Account Category

21 - Employee Expenses	178,357	266,427	88,070	1,188,382
22 - Contract and Material Expenses	82,843	270,835	187,992	811,808
23 - Fleet, Plant & Equipment	12,413	22,483	10,071	67,490
25 - Other Operating Expenses	16,791	23,909	7,127	71,728
27 - Finance Expenses	0	17	17	50
31 - Internal Cost Allocations	136,879	154,814	18,135	484,442
Total Expenditure	487,814	888,285	400,471	2,864,898

Capital Expenditure

Total Capital Expenditure	0	0	0	0
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© Finance Department - admin fees/LowerCouncil Report/FY 2014-15/OCT 2014 15/Expenses by Location - Berwidge



© Finance Department - admin fees/LowerCouncil Report/FY 2014-15/OCT 2014 15/Expenses by Location - Beewick

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



15GLACT Year to Date Actual (\$)	15GLBUD Year to Date Budget (\$)	Variance (\$)	15GLBUD Full Year Budget (\$)
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Beewick (Regular)

Expenditure by Service

10 - CORE - Corporate, Executive & Support	90,177	104,159	13,982	312,478
12 - CORE - Governance & Council	3,899	3,890	-19	11,590
14 - CORE - Services	119,184	132,568	13,383	388,563
16 - CORE - Infrastructure and Assets	2,390	11,093	8,702	33,280
18 - COMMERCIAL - Housing	55,780	75,320	14,540	210,978
20 - COMMERCIAL - Other	19,783	33,728	13,945	101,585
22 - COMMERCIAL - Mechanical Workshops	338	0	-338	0
24 - AGENCY - Community Services Mngt	8,132	0	-8,132	0
26 - AGENCY - RUCP	196,085	403,999	207,914	1,211,998
28 - AGENCY - Homelands and Outstations	0	333	333	1,000
30 - AGENCY - Family and Community	278,097	201,891	-76,146	605,853
32 - AGENCY - Etnic Health and Lndicare	83	5,500	5,418	18,500
34 - AGENCY - Community Safety	48,015	162,779	54,765	306,338
36 - AGENCY - Other	242,211	0	-242,211	0
Total Expenditure	1,084,182	1,879,796	8,955	3,212,518

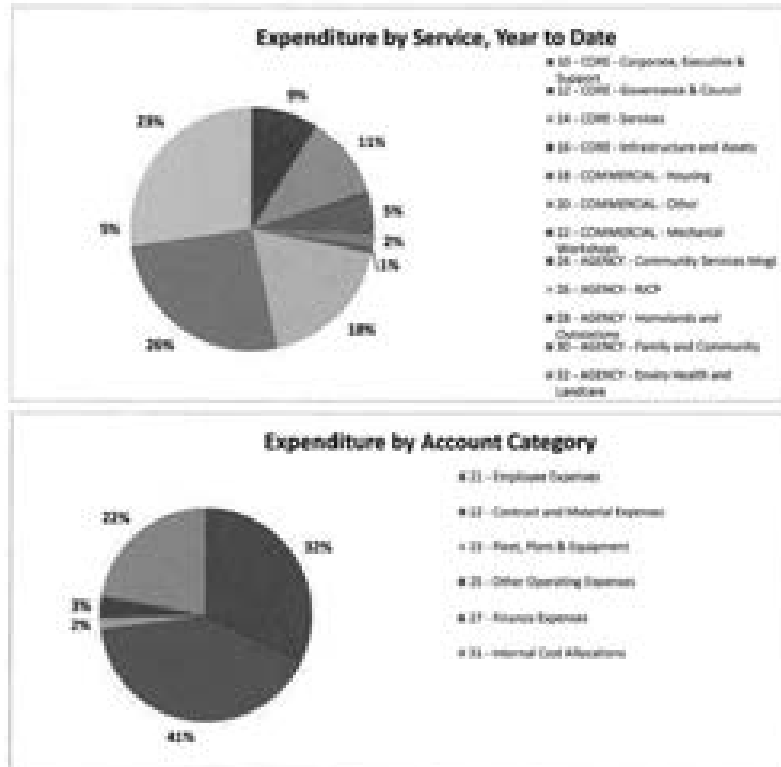
Expenditure by Account Category

21 - Employee Expenses	328,844	485,444	126,600	1,405,331
22 - Contract and Material Expenses	436,532	290,237	-146,305	840,891
23 - Fleet, Plant & Equipment	18,175	27,263	8,088	81,790
25 - Other Operating Expenses	32,004	38,257	6,254	114,772
27 - Finance Expenses	0	17	17	93
31 - Internal Cost Allocations	237,787	238,498	18,711	788,484
Total Expenditure	1,084,182	1,879,796	8,955	3,212,518

Capital Expenditure

5021 - Capital Purchase/Construct Buildings	0	16,867	16,867	90,000
Total Capital Expenditure	0	16,867	16,867	90,000

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Q:\Finance Department - admin\Real\Latest\Council Reports\FY 2014-15\OCT 2014-15\Expenses by Location Revised

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



15GLACT Year to Date Actual (\$)	15GLBUD Year to Date Budget (\$)	Variance (\$)	15GLBUD Full Year Budget (\$)
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Borrowings

Expenditure by Service

Service Category	15GLACT Year to Date Actual (\$)	15GLBUD Year to Date Budget (\$)	Variance (\$)	15GLBUD Full Year Budget (\$)
10 - CORE - Corporate, Executive & Support	132,525	150,954	18,429	452,862
12 - CORE - Governance & Council	3,523	3,800	277	11,559
14 - CORE - Services	164,582	235,233	70,651	705,899
16 - CORE - Infrastructure and Assets	20,507	78,207	57,699	234,820
20 - COMMERCIAL - Other	109,447	37,389	-72,058	112,187
22 - COMMERCIAL - Mechanical Workshops	44	0	-44	0
26 - AGENCY - RAC	18,832	21,409	2,577	64,237
28 - AGENCY - Homebased and Collections	19,798	8,867	-11,031	26,000
30 - AGENCY - Family and Community	144,740	122,825	-21,915	368,474
32 - AGENCY - Early Health and Learning	50,211	0	-50,211	0
38 - OTHER - Swimming Pools	53,880	50,270	3,610	180,215
Total Expenditure	718,654	718,793	649	2,194,109

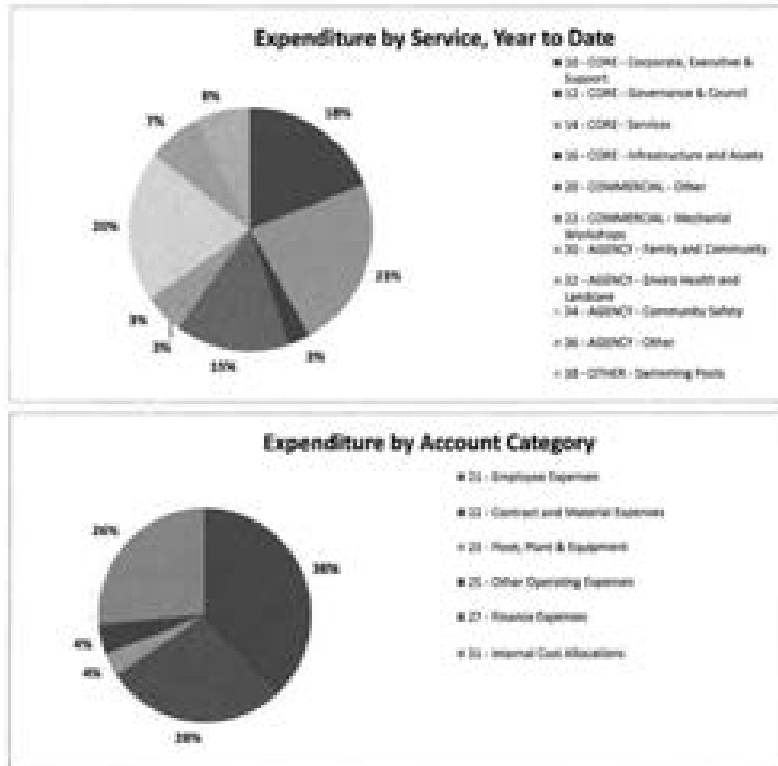
Expenditure by Account Category

Account Category	15GLACT Year to Date Actual (\$)	15GLBUD Year to Date Budget (\$)	Variance (\$)	15GLBUD Full Year Budget (\$)
21 - Employee Expenses	268,525	282,426	13,901	847,276
22 - Contract and Material Expenses	201,842	185,179	-16,664	490,533
23 - Fleet, Plant & Equipment	25,725	43,794	18,069	131,382
25 - Other Operating Expenses	30,912	31,835	923	95,504
27 - Finance Expenses	40	17	-23	50
31 - Internal Cost Allocations	109,211	195,454	84,443	580,263
Total Expenditure	718,654	718,793	649	2,194,109

Capital Expenditure

Total Capital Expenditure	0	0	0	0
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Finance Department - admin fees/LakehurstCouncil Report/FY 2014-10/OCT 2014-10/Expenses by Location Bottomline



Finance Department - admin fees/LakehurstCouncil Report/FY 2014-10/OCT 2014-10/Expenses by Location Bottomline

Roper Gulf Regional Council



Income & Expenditure Report as at 31-October-2014 for the year 2014 - 2015

19Q LACT	19Q L BUD		19Q L BUD
Year to Date	Year to Date	Variance	Full Year Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Bulman (Dulin Gulie)

Expenditure by Service

10 - CORE - Corporate, Executive & Support	78,007	80,205	11,197	270,814
12 - CORE - Governance & Council	2,588	3,850	1,262	11,550
14 - CORE - Services	122,748	153,270	30,521	459,811
16 - CORE - Infrastructure and Assets	8,131	20,700	14,569	82,100
18 - COMMERCIAL - Housing	84,881	18,803	-66,078	58,888
20 - COMMERCIAL - Other	5,020	7,131	1,511	21,284
26 - AGENCY - RUCP	121,188	237,817	116,629	713,751
28 - AGENCY - Homelands and Outstations	382	2,341	1,959	7,024
30 - AGENCY - Family and Community	93,553	119,733	26,179	359,198
32 - AGENCY - Elmslo Health and Landcare	83	8,887	8,804	20,000
34 - AGENCY - Community Safety	87,102	87,333	231	281,568
Total Expenditure	873,244	748,999	124,245	2,244,298

Expenditure by Account Category

21 - Employee Expenses	238,217	341,108	102,891	1,023,328
22 - Contract and Material Expenses	131,284	180,831	49,547	541,883
23 - Fleet, Plant & Equipment	14,202	20,485	11,172	78,285
24 - Other Operating Expenses	38,355	28,529	-7,426	88,798
27 - Finance Expenses	40	17	-23	50
31 - Internal Cost Allocations	158,204	171,948	13,744	515,844
Total Expenditure	873,244	748,999	124,245	2,244,298

Capital Expenditure

5021 - Capital Purchase/Construct Buildings	0	18,887	18,887	50,000
Total Capital Expenditure	0	18,887	18,887	50,000

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Q:\Finance Department - admin files\LakehurstCouncil Reports\FY 2014-15\OCT 2014-15\Expenses by Location\Eve Valley

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



190LACT Year to Date Actual (\$)	190LBUD Year to Date Budget (\$)	Variance (\$)	190LBUD Full Year Budget (\$)
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Eve Valley (Murraylands)

Expenditure by Service

10 - CORE - Corporate, Executive & Support	53,095	67,051	13,955	201,152
12 - CORE - Governance & Council	2	3,855	3,848	11,550
14 - CORE - Services	65,240	103,088	17,848	308,265
15 - CORE - Infrastructure and Assets	12,388	8,367	4,021	16,190
20 - COMMERCIAL - Other	5,291	17,038	11,744	51,127
22 - COMMERCIAL - Mechanical Workshops	47	0	-47	0
25 - AGENCY - RUCP	18,108	54,864	36,755	163,691
26 - AGENCY - Homeless and Outcasts	0	1,333	1,333	4,000
30 - AGENCY - Family and Community	69,084	61,340	-7,725	244,519
32 - AGENCY - Enviro Health and Landcare	1,483	1,500	17	4,500
34 - AGENCY - Community Safety	46,395	66,633	20,238	196,899
36 - AGENCY - Other	29,257	0	-29,257	0
Total Expenditure	346,348	401,881	55,532	1,204,582

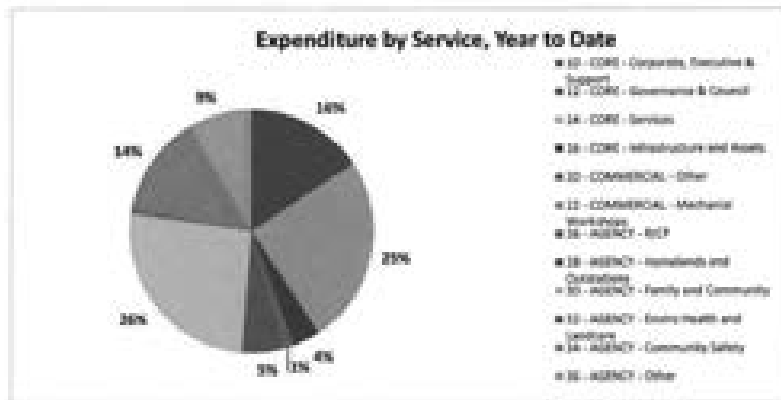
Expenditure by Account Category

21 - Employee Expenses	131,252	203,518	72,264	610,548
22 - Contract and Material Expenses	66,898	71,633	4,735	214,891
23 - Fleet, Plant & Equipment	7,573	14,512	6,939	43,535
25 - Other Operating Expenses	3,501	12,971	9,470	36,914
27 - Finance Expenses	40	17	-23	50
31 - Internal Cost Allocations	69,084	69,215	135	297,644
Total Expenditure	346,348	401,881	55,532	1,204,582

Capital Expenditure

5321 - Capital Purchase/Construct Buildings	58,491	16,867	-41,625	50,000
Total Capital Expenditure	58,491	16,867	-41,625	50,000

Finance Department - admin Res/Locast/Council Report/FY 2014-15/OCT 2014-15/Expenses by Location Elk Valley



Finance Department - admin Res/Locast/Council Report/FY 2014-15/OCT 2014-15/Expenses by Location Jilminggan

Roper Gulf Regional Council

Income & Expenditure Report as at 31-October-2014 for the year 2014 - 2015



1501ACT Year to Date Actual (\$)	1501BUD Year to Date Budget (\$)	Variance (\$)	1501BUD Full Year Budget (\$)
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Jilminggan (Duck Creek)

Expenditure by Service

10 - CORE - Corporate, Executive & Support	53,994	107,938	53,973	323,513
12 - CORE - Governance & Council	4,993	3,950	-743	11,590
14 - CORE - Services	131,549	135,155	3,606	405,468
18 - CORE - Infrastructure and Assets	2,844	58,093	13,409	48,180
18 - COMMERCIAL - Housing	8,185	26,334	12,971	80,700
32 - COMMERCIAL - Other	10,742	19,374	8,635	58,123
34 - AGENCY - RUCP	141,898	294,087	152,128	842,262
34 - AGENCY - Family and Community	132,098	131,898	-208	395,428
32 - AGENCY - Elvins Health and Landcare	4,243	3,833	-410	11,500
34 - AGENCY - Community Safety	51,820	141,288	49,488	421,885
Total Expenditure	581,745	873,922	291,777	2,826,948

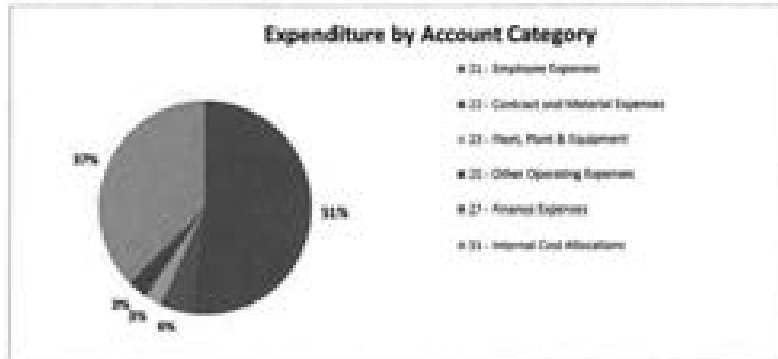
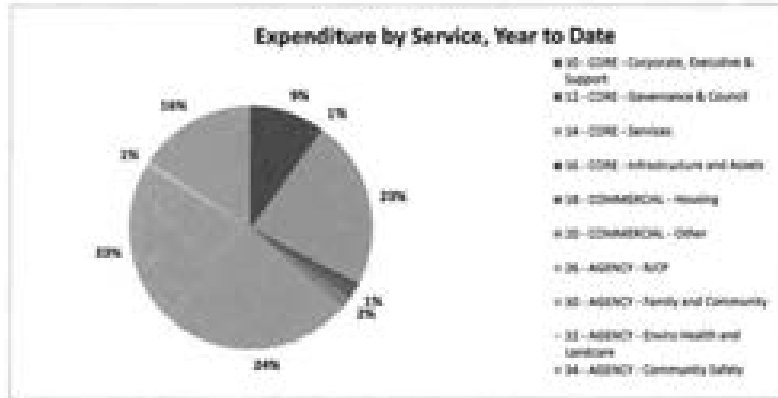
Expenditure by Account Category

21 - Employee Expenses	208,651	455,118	196,466	1,265,253
22 - Contract and Material Expenses	32,255	144,795	112,541	434,289
23 - Fleet, Plant & Equipment	15,208	27,773	12,565	83,300
25 - Other Operating Expenses	18,047	27,442	9,395	82,308
27 - Finance Expenses	0	17	17	50
31 - Internal Cost Allocations	217,892	218,376	793	855,128
Total Expenditure	581,745	873,922	291,777	2,826,948

Capital Expenditure

Total Capital Expenditure	0	0	0	0
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Gr/Finance Department - admin:Res/Lakeash/Council Reports/FFY 2014-15/OCT 2014-15/Expenses by Location -Matariki

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



15/OLACT	15/OLBUD	15/OLBUD	15/OLBUD
Year to Date	Year to Date	Variance (\$)	Full Year Budget
Actual (\$)	Budget (\$)		(\$)

Matariki

Expenditure by Service

10 - CORE - Corporate, Executive & Support	102,534	107,701	-5,167	523,103
12 - CORE - Governance & Council	5,328	3,850	-1,478	11,552
14 - CORE - Services	148,827	207,541	-58,714	822,826
18 - CORE - Infrastructure and Assets	7,033	17,432	-10,399	52,295
20 - COMMERCIAL - Other	16,327	16,327	0	48,982
26 - AGENCY - RUCP	68,837	127,479	-61,642	362,438
30 - AGENCY - Family and Community	104,444	108,792	-4,348	326,375
32 - AGENCY - Environmental Health and Landcare	1,130	5,996	-4,866	16,698
34 - AGENCY - Community Safety	50,819	50,426	29,600	241,283
36 - AGENCY - Other	8,700	0	-8,700	0
Total Expenditure	611,828	675,117	-64,688	2,825,368

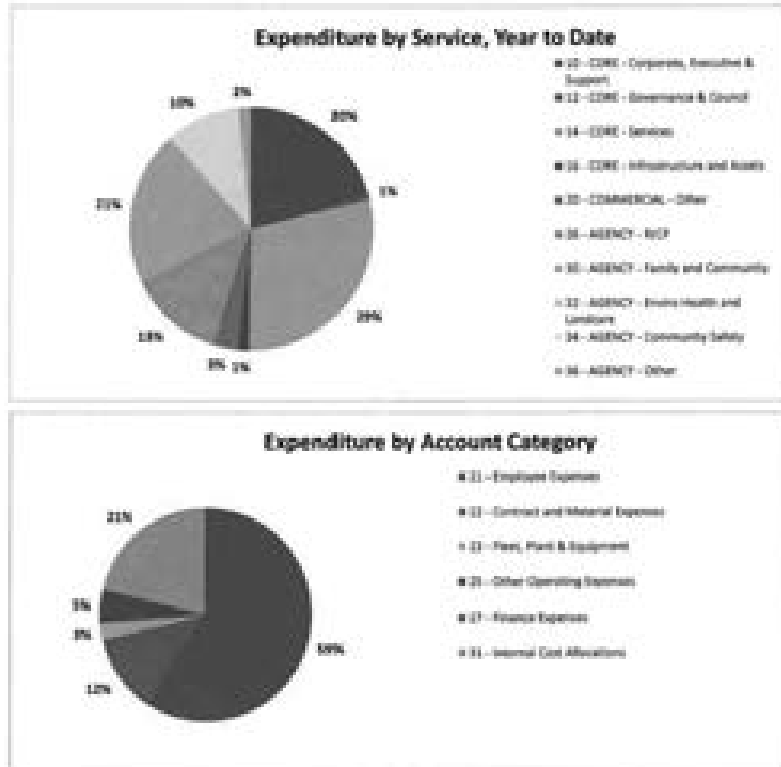
Expenditure by Account Category

21 - Employee Expenses	360,240	344,929	44,689	1,034,787
22 - Contract and Material Expenses	63,471	137,214	-73,743	411,842
23 - Fleet, Plant & Equipment	13,844	26,821	-22,977	110,462
25 - Other Operating Expenses	24,508	22,138	-2,369	66,417
27 - Finance Expenses	0	17	17	62
31 - Internal Cost Allocations	108,866	133,967	-25,101	401,892
Total Expenditure	611,828	675,117	-64,688	2,825,368

Capital Expenditure

5301 - Capital Construct Infrastructure	0	20,000	20,000	60,000
5341 - Capital Purchases Plant & Equipment	0	10,000	10,000	30,000
Total Capital Expenditure	0	30,000	30,000	90,000

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Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



190LACT	190LEUD	190LEUD	190LEUD
Year to Date	Year to Date	Variance	Full Year Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Mireyville

Expenditure by Service

10 - CORE - Corporate, Executive & Support	318	119,167	116,600	357,500
12 - CORE - Governance & Council	1,178	3,800	2,672	11,500
18 - COMMERCIAL - Housing	940	86,902	86,022	293,888
36 - AGENCY - RUCP	185,217	683,784	688,587	1,581,353
34 - AGENCY - Community Safety	52,779	71,815	19,036	215,445
Total Expenditure	249,431	925,578	899,147	2,899,734

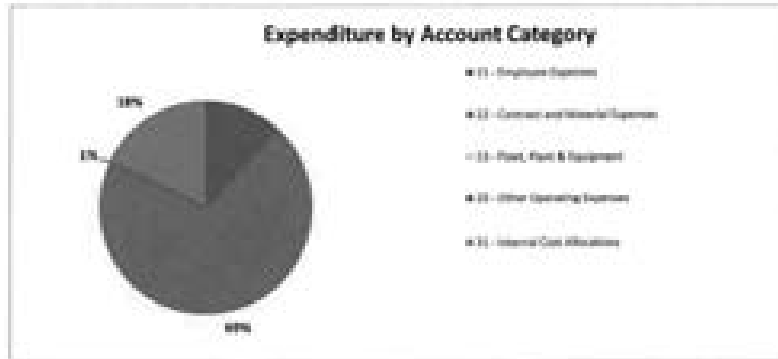
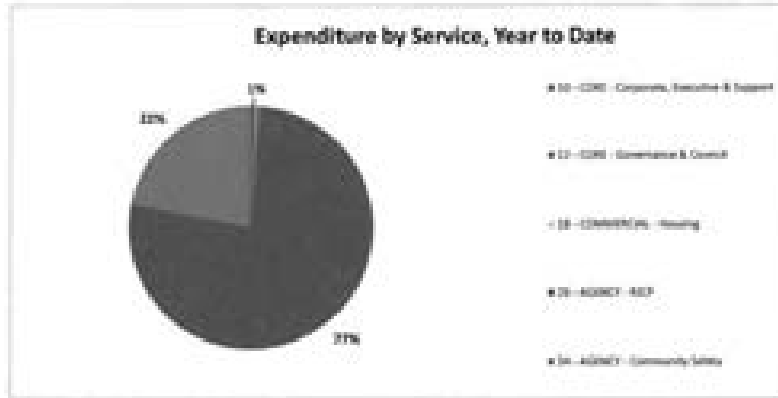
Expenditure by Account Category

21 - Employee Expenses	-38,213	321,730	326,945	605,100
22 - Contract and Material Expenses	220,132	571,761	551,636	1,715,283
23 - Fleet, Plant & Equipment	580	433	53	1,300
25 - Other Operating Expenses	1,673	4,643	2,710	14,050
31 - Internal Cost Allocations	58,161	58,979	609	170,011
Total Expenditure	249,431	925,578	899,147	2,899,734

Capital Expenditure

Total Capital Expenditure	0	0	0	0
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01 Finance Department - admin Res/Lakeesh/Council Report/FY 2014-15/OCT 2014-15/Expenses by Location/Mayor

Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



15/01/ACT	15/01/BUD		15/01/BUD
Year to Date	Year to Date	Variance	Full Year Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Report

Expenditure by Service

10 - CORE - Corporate, Executive & Support	137,868	154,287	16,419	452,862
12 - CORE - Governance & Council	7,779	3,855	-3,924	11,585
14 - CORE - Services	258,599	274,537	17,438	832,110
18 - CORE - Infrastructure and Assets	18,804	87,891	71,187	263,874
18 - COMMERCIAL - Housing	94,339	108,517	14,178	325,592
20 - COMMERCIAL - Other	38,382	54,244	15,862	182,733
22 - COMMERCIAL - Mechanical Workshops	101	0	-101	0
26 - AGENCY - RUCP	484,443	688,848	221,404	2,057,543
28 - AGENCY - Homelands and Outstations	18,825	22,134	3,309	89,421
30 - AGENCY - Family and Community	235,325	243,233	7,908	729,709
32 - AGENCY - Environmental Health and Landcare	8,408	8,988	440	28,898
34 - AGENCY - Community Safety	282,029	238,829	-43,200	886,487
36 - AGENCY - Other	129,552	0	-129,552	0
38 - OTHER - Swimming Pools	22,824	40,373	2,549	121,118
Total Expenditure	1,728,237	1,812,208	83,971	6,734,828

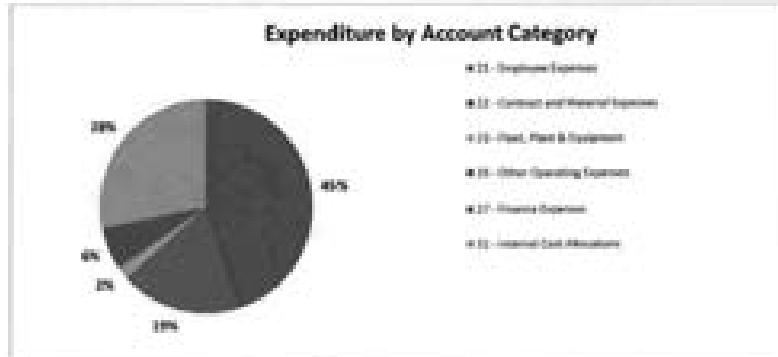
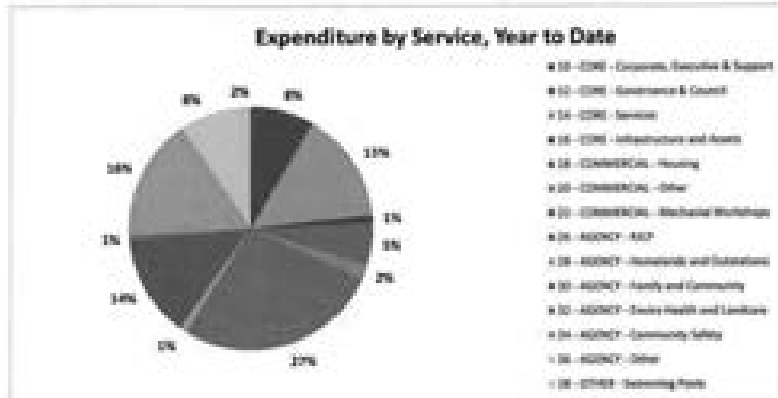
Expenditure by Account Category

21 - Employee Expenses	772,481	783,331	10,850	2,348,993
22 - Contract and Material Expenses	324,521	338,885	214,184	1,818,054
23 - Fleet, Plant & Equipment	32,521	42,265	9,744	128,885
25 - Other Operating Expenses	113,087	94,923	-48,164	194,709
27 - Finance Expenses	36	17	-20	50
31 - Internal Cost Allocations	488,811	483,079	-3,532	1,449,237
Total Expenditure	1,728,237	1,812,208	83,971	6,734,828

Capital Expenditure

5321 - Capital Purchase/Construct Buildings	0	133,333	133,333	400,000
Total Capital Expenditure	0	133,333	133,333	400,000

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Roper Gulf Regional Council

Income & Expenditure Report as at
31-October-2014
for the year 2014 - 2015



15GLACT Year to Date Actual (\$)	15GLBUD Year to Date Budget (\$)	Variance (\$)	15GLBUD Full Year Budget (\$)
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Numbers

Expenditure by Service

10 - CORE - Corporate, Executive & Support	232,638	190,958	-71,680	452,874
12 - CORE - Governance & Council	4,568	3,850	-738	11,550
14 - CORE - Services	170,314	194,736	24,422	584,208
16 - CORE - Infrastructure and Assets	59,942	494,319	477,378	1,482,958
18 - COMMERCIAL - Housing	17,475	45,187	27,713	135,582
20 - COMMERCIAL - Other	78,427	38,216	-50,211	84,849
22 - COMMERCIAL - Mechanical Workshops	81,307	38,294	-33,013	84,882
26 - AGENCY - RUCP	298,638	598,825	300,089	1,794,876
30 - AGENCY - Family and Community	153,068	188,823	12,657	499,888
32 - AGENCY - Senior Health and Landcare	83	7,333	7,251	22,000
34 - AGENCY - Community Safety	145,166	148,828	3,462	445,883
36 - AGENCY - Other	60,587	0	-60,587	0
Total Expenditure	1,228,829	1,888,789	638,741	5,880,308

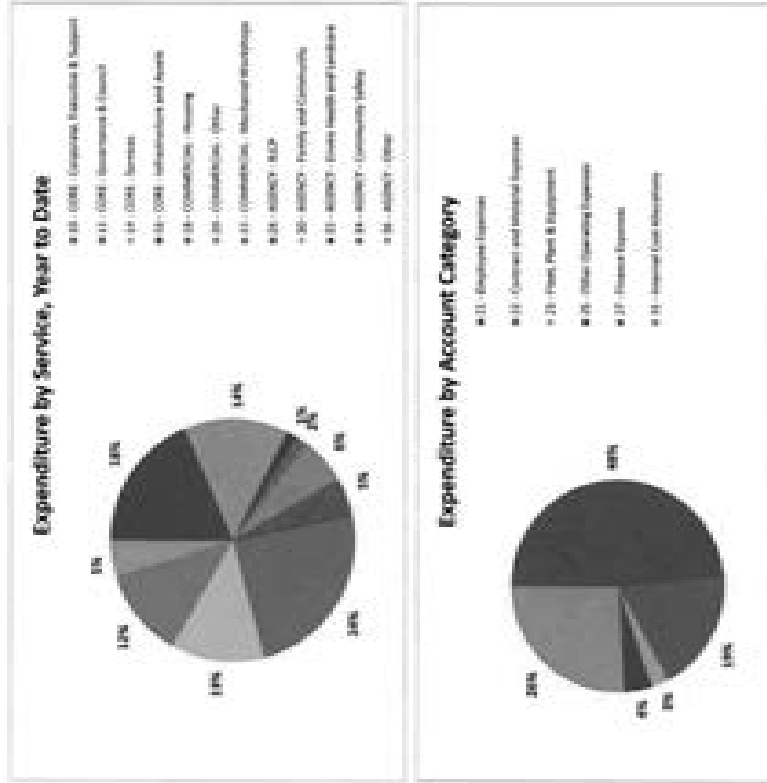
Expenditure by Account Category

21 - Employee Expenses	892,740	948,325	-44,420	1,844,874
22 - Contract and Material Expenses	231,437	875,151	644,714	2,628,452
23 - Fleet, Plant & Equipment	32,095	41,955	9,860	125,895
25 - Other Operating Expenses	52,480	51,708	-772	155,123
27 - Finance Expenses	40	17	-23	80
31 - Internal Cost Allocations	318,233	348,815	29,582	1,585,844
Total Expenditure	1,228,829	1,888,789	638,741	5,880,308

Capital Expenditure

5021 - Capital Purchase/Construct Buildings	0	23,333	23,333	75,000
Total Capital Expenditure	0	23,333	23,333	75,000

City Finance Department • Public Works/Community Council Report for 2014-2027 prepared by Community Management



**CORPORATE GOVERNANCE DIRECTORATE
REPORT**

ITEM NUMBER 15.6
 TITLE FINANCE: FIRST QUARTER AMENDED BUDGETS 2014-15
 REFERENCE 502247
 AUTHOR Lokesh Anand, Finance Manager

RECOMMENDATION

(a) That Council accept and adopt first quarter amended budget 2014-15

BACKGROUND

It was decided in FACM in September that council will like to get the budget amended every quarter.

ISSUES/OPTIONS/SWOT

<<Enter Text>>

FINANCIAL CONSIDERATIONS

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ATTACHMENTS:

There are no attachments for this report.

**CORPORATE GOVERNANCE DIRECTORATE
REPORT**



ITEM NUMBER 15.7
TITLE Fringe Benefits Tax minimisation
REFERENCE 502365
AUTHOR Greg Arnott, Director Corporate Governance

RECOMMENDATION

- (a) **That Council receive and note report on Fringe Benefits Tax minimisation**

BACKGROUND

Council requested a report on Fringe Benefits and what can be done to reduce Councils FBT liability.

- ***What is a fringe benefit***

A fringe benefit is a benefit provided in respect of employment. This effectively means a benefit provided to an employee (or their associate) because they are an employee. An employee can be a current, future or former employee. Generally, benefits provided to volunteers and contractors don't attract FBT. Benefits include:

- rights
 - privileges
 - services.
- For example, an employer provides a fringe benefit when they:
- allow an employee to use a work car for private purposes
 - give an employee a cheap loan
 - reimburse an expense incurred by an employee, such as school fees
 - provide entertainment by way of food, drink or recreation.

- ***Fringe benefits categories***

FBT law identifies various categories of fringe benefits and specific valuation rules for each category.

Car fringe benefits

If an employer makes a car they own or lease available for the private use of an employee, the employer may provide a car fringe benefit. For FBT purposes, a car is any of the following:

- o a sedan, station wagon, panel van or utility (including four-wheel drive vehicles)
- o any other goods-carrying vehicle with a carrying capacity of less than one tonne

- o any other passenger-carrying vehicle designed to carry fewer than nine passengers.

If the vehicle provided doesn't meet the definition of a car fringe benefit and the employee has private use of the vehicle, the right to use the vehicle is called a **residual fringe benefit**.

A car is taken to be made available for private use by an employee on any day when either of the following apply:

- o it is actually used for private purposes
- o the car is available for the private use.

If a car is garaged at or near an employee's home, it is taken to be available for their private use, regardless of whether or not they have permission to use the car privately.

As a general rule, travel to and from work is private use of a vehicle.

Loan fringe benefits

An employer provides a loan fringe benefit if they give an employee a loan and charge no interest or a low rate of interest. A low rate of interest is one that is less than the statutory rate of interest. This rate is published in a tax determination each year, usually in April.

Debt waiver fringe benefits

An employer provides a debt waiver fringe benefit if they waive or forgive an employee's debt. For example, if an employer sells goods to an employee and later tells them not to bother about paying the invoiced amount, the employer has provided a debt waiver fringe benefit. However, an employee debt that is written off as a genuine bad debt is not a debt waiver fringe benefit.

Expense payment fringe benefits

An employer may provide an expense payment benefit if an employee incurs expenses and the employer do either of the following:

- o reimburse them for the expenses
- o pay a third party for the expenses.

The expenses can be business or private expenses or a combination of both, but they need to be **incurred by the employee**.

If the expense is incurred, for example through a corporate credit card, you don't have an expense payment fringe benefit. You could, however, have a property, residual or entertainment fringe benefit, depending on what is paid for.

Housing fringe benefits

A housing fringe benefit may arise when an employer provides accommodation to an employee rent-free or at a reduced rent where that accommodation is their usual place of residence.

A unit of accommodation includes any of the following:

- o a house, flat or home unit
- o accommodation in a hotel, motel, guesthouse, bunkhouse or other living quarters
- o a caravan or mobile home
- o accommodation on a ship or other floating structure.

Accommodation provided to your employee in remote areas may be exempt from fringe benefits tax.

Board fringe benefits

A board fringe benefit may arise if an employer provides an employee with accommodation and there is an entitlement to at least two meals a day. The meals may be a board fringe benefit. For example:

- o meals provided in a dining facility located on a remote construction site, oil rig or ship
- o meals provided to a live-in housekeeper or to resident teachers in a boarding school.

Airline transport fringe benefits

If the employer is an airline or travel agent and provides free or discounted air travel on a stand-by basis to employees, an airline transport fringe benefit may arise.

Living-away-from-home allowance fringe benefits

A living-away-from-home allowance fringe benefit may arise if an employer pays an allowance to an employee to cover additional expenses incurred because they are temporarily required to live away from their usual place of residence in order to perform duties of employment.

Providing entertainment

Provision of entertainment means providing entertainment by way of food, drink or recreation. There is no category of fringe benefit called an entertainment fringe benefit, but the following types of fringe benefits may arise from providing entertainment:

- o an expense payment fringe benefit, for example, the cost of theatre tickets purchased by an employee and the employer reimburses them

- o a property fringe benefit, for example, providing food and drink
- o a residual fringe benefit, for example, providing accommodation or transport in connection with such entertainment, or
- o a tax-exempt body entertainment fringe benefit (only if you are exempt from income tax).

Tax-exempt body entertainment fringe benefits

A tax-exempt body entertainment fringe benefit may arise if the employer is wholly or partially exempt from income tax and provide an employee with entertainment by way of food, drink or recreation. Accommodation or travel provided in connection with such entertainment is also deemed to be entertainment.

Car parking fringe benefits

A car parking fringe benefit may arise if an employer provides car parking to an employee and:

- o there is a commercial car parking station within a one kilometre radius of where the car is parked
- o that commercial car parking station charges a fee for all day parking that is more than the car parking threshold.

The car parking threshold is indexed in line with the consumer pricing index. It is announced each year in a taxation determination, usually published during April.

Property fringe benefits

A property fringe benefit may arise when an employer provides an employee with property, either free or at a discount. For FBT purposes, property includes:

- o all goods, for example, items of clothing or a cylinder of heating gas
- o real property, for example, land and buildings
- o other property, for example, shares or bonds.

Residual fringe benefits

A fringe benefit that is not subject to any of the previously discussed categories is called a residual fringe benefit. A residual fringe benefit may arise when an employer provides an employee with any right (such as a privilege, service or facility) that is not one of the specific types of fringe benefits already mentioned previously.

Some examples of residual fringe benefits are:

- o use of employer's property, for example, video camera or television
- o provision of a service, for example, advice given by a solicitor, and
- o private use of a motor vehicle that is not a 'car' for FBT purposes, for example, a one tonne utility.

ISSUES/OPTIONS/SWOT

From the list above the only applicable categories of fringe benefits provided by Council to its employees are:

- Car Fringe Benefit
- Housing Fringe Benefits however an exemption applies due to remoteness
- Residual fringe benefits including payment of residential electricity on staff housing and some vehicles that are not cars.

FINANCIAL CONSIDERATIONS

To reduce the FBT liability of council the following action is being taken:

- Reducing the availability of home garaging to staff.
- Reducing the provision of private use vehicles to staff as part of the staffs' remuneration package.
- Removing the provision of fully subsidized energy (electricity) from employment conditions or employment contracts.

ATTACHMENTS:

There are no attachments for this report.

COUNCIL SERVICES AND INFRASTRUCTURE REPORTS



ITEM NUMBER	16.1
TITLE	Update on Proposed Local Authority Project Proposals 2014/15
REFERENCE	499882
AUTHOR	Sharon Hillen, Director of Council Services and Infrastructure

RECOMMENDATION

- (a) That Council receive and note the report detailing the Local Authority Grants Projects proposals to date.

BACKGROUND

This NTG funding is for the Local Authority to determine what local government community priority they wish to fund, please use the Roper Gulf Regional Council Plan 2014/15 as a basis for these discussions. The formula for funding is based on population.

The guideline attached is very clear about the purpose of the funding please ensure your local authority is provided with this information and that you are clear on the eligible use of the funds. Applications open in mid-August 2014.

BARUNGA

43,653 TBC – Grids and Stock exclusion fencing

\$37,000 for Civil Engineer to Design and Document CBD Local Area Traffic Management Project; The remainder to be allocated to address various issues at the Sport and Rec Grounds ie Softball Oval; Toilet Block; fencing; fix up part

BORROLOOLA

131,356 demolished old cricket club building

BULMAN

41,260 Landscaping, dust suppression at park and BBQ area.

JILKMINGGAN

39,947 Play Equipment

MANYALLALUK

14,786 LA yet to discussed and approved

MATARANKA

34,811 Contribution to Multi-purpose Centre Application

MINYERRI Request to compound grant to raise substantial funds to address local roads in Minyerr

TO BE APPROVED:

- \$25,000 – Electronic Score Board for AFL
- \$20,000 – Outdoor Stage Area (Oval)
- \$20,000 – Church Upgrade – out of scope
- \$20,000 – demolition of Entertainment Centre – out of scope
- \$18,000 – Playground equipment
- \$15,000 - Musician Band Equipment – out of scope
- \$15,000 – Bush Food/Medicine Project
- \$5,000 - David Daniels Agreement sign upgrades
- \$5,000 – Community Graffiti Board

NGUKURR

148,005 \$2,500 – Plants for beautification (alternative funding found)

\$2,500 - Community Information Board

If we exclude the 'out of scope' projects we have \$57,000 left over. It is recommended that these funds go towards the development of the stage or playground as these will require significantly more funds

NUMBULWAR 143,542 LA to be reconvened to determine expenditure
 Airport Building – This project has been applied for through IAS;

WUGULARR \$20k for Solar Lights; \$20K for Lot 57 Toilet Block and Lot 58 Stage and shelter; \$30,000 landscaping, parking and vehicle control at Lot 57&58.
TOTAL 71,817
FUNDING \$737,217

ISSUES/OPTIONS/SWOT
 NIL

FINANCIAL CONSIDERATIONS

All projects have a potential on going operational cost to Council. Council must ensure that the cost of the ongoing operational costs of these Local Authority Projects are minimized.

ATTACHMENTS:

There are no attachments for this report.

COUNCIL SERVICES AND INFRASTRUCTURE REPORTS

ITEM NUMBER	16.2
TITLE	Update on Major Projects Funding Proposals
REFERENCE	500645
AUTHOR	Sharon Hillen, Director of Council Services and Infrastructure

RECOMMENDATION

(a) That Council receive and note the update on Major Projects Funding Proposals submitted to date

BACKGROUND

Council has the opportunity to provide leadership and advocacy for major infrastructure projects in the region through applying for grants. Several infrastructure projects in the region have been prioritized in the Regional Plan. Council is an eligible applicant in most cases however Council must keep in mind that most of these projects are **not** core business of Council as generally core business projects are ineligible.

The following infrastructure projects are in the process or have had applications submitted or are major projects of interest in the region developed by a third party:

Federal Government

- National Stronger Regions Fund
 - Transport and Freight Hubs for Borrooloola, Ngukurr and Numbulwar. Round One is due on the 28th of November 2014
 - Engineering and upgrading our waste management facilities – LGANT and Council are working with the Department of Health to get a dedicated resource in the Big Rivers Region to fast track our plans to upgrade all facilities and develop a waste management strategy for Council and introduce recycling and reuse

Indigenous Advancement Strategy – Just closed

- Consultant to confirm the viability of an Aged and Disability Care Facility for Lot 88 Mataranka
- Consultant to develop an Alcohol Management Plan for Mataranka, linking the outcomes to the surrounding towns AMP's.

NTG

NTG Budget 2014/15

- Design, documentation and approvals for Roper and Wilton Bridges
- Design and Documents and approvals for subdivision of residential, rural and light industry lots in Mataranka

NTG Budget 2015/16

- Construct bridges over Roper and Wilton Rivers
- Implement Mataranka Subdivision – Native Title has been determined and finalised. When government wants to develop the land they have to negotiate with the Native Title Proponents.

NTG Community Benefit Grant
 Multi-purpose Sports Facility Stage 1.



Sport and Rec Infrastructure Projects

- Applied for a consultant to work with all towns Local Authorities and residents and develop a 10 year infrastructure plan for all Sport and Rec Precincts to ensure that there is a planned approach to expenditure and grant applications.

Advocacy

Sewerage in Mataranka – Council continues to advocate on Mataranka Residents behalf and encourages local residents to continue to advocate as residents
 Secondary Highway Upgrades – we are working with the Office of Developing the North to ensure these highway upgrades are a priority for this government.

ISSUES/OPTIONS/SWOT

Council must ensure all projects ongoing operational costs are calculated and supported before an application is submitted.

FINANCIAL CONSIDERATIONS

Contingency plans are developed for each project. Council must on signed any funding agreement ask questions about on going operations costs and contingencies.

ATTACHMENTS:

There are no attachments for this report.

COUNCIL SERVICES AND INFRASTRUCTURE REPORTS



ITEM NUMBER	16.3
TITLE	FIRST QUARTERLY REPORT - DIRECTORATE OF COUNCIL SERVICE AND INFRASTRUCTURE
REFERENCE	501838
AUTHOR	Sharon Hillen, Director of Council Services and Infrastructure

RECOMMENDATION

- (a) That Council receive and note **First Quarterly Report – Directorate of Council Service and Infrastructure**

BACKGROUND

The Directorate of Council Services and Infrastructure includes the following Business units:

- Council Services General – All Towns
- Environment and Animal Management
- Project Management

1. DCSI MOVEMENTS:

(i) JULY

- SDC visits included – Borroloola, Bulman, Numbulwar, Barunga, Beswick, Manyallaluk
- Attended the FACM
- Attended all SLT

(ii) AUGUST

- SDC visits included – Borroloola , Manyallaluk
- Attended all SLT
- Chaired the CSM Forum
- Attended Managers Meeting
- Met with CEO Jawoyn Association RE 30th Anniversary of the Jawoyn Association – proposed celebration 31st of May 2015
- Met with Godinyamayin Arts and Cultural Precinct RE – Wallaby and Cockatoo Statue

(iii) SEPTEMBER

- SDC visits included – Borroloola, Bulman, Beswick, Manyallaluk, Beswick, Barunga.
- Delivered the safe September presentation in all communities
- Attended ETIG Forum in Alice Spring
- Attended all SLT
- Conducted 7 Safe September session with staff.

2. STAFF UPDATES

- The Animal Welfare Coordinator – Elizabeth Norman resigned, the position is currently vacant and being recruited to.
- Bruce Ross is Acting as CSM in Jilkminggan until the recruitment process for the CSM position has been finalized.
- Nyrrelle Robinson - CSM for Bulman is currently on leave for one month and Antony Lynch is acting as CSM – Bulman.

3. COUNCIL SERVICES AND INFRASTRUCTURE KPI'S

Goal	Strategy	KPI No.	Performance Measure	4th Quarter
To Protect and Care for our Physical Environment	Cleaner Greener Challenge Program Crime Prevention through Environmental Design Program (incorporating Dark Spot Reduction Project, Solar Lights Project) Managing the things beneath your feet Program (incorporating the Right Path Project, Road Maintenance Project)	26	Total Park gardens and open space area (hectares)	90 Hectares
		27	Total cost of infrastructure repairs and maintenance	\$ 28,777.48
		28	Total maintenance costs (from running cost of assigned to asset)	\$ 81,724.99
		29	Amount of core funding spent on infrastructure projects	\$ 13,790.79
		30	Running cost including depreciation of plant and equipment from assets ledgers	\$ 258,493.46
		31	Running cost including depreciation of vehicles from asset ledgers	\$ 331,179.40
		32	Total cost of assets	Buildings: \$34m Roads: \$1.8m Infrastructure: \$2.5m Plant and equipment: \$9.5m Motor vehicles: \$8.4m
		33	Amount of energy costs	\$ 16,099.62
		34	Amount of energy consumption kilowatts/hour)	N/A
		35	Number of actual rubbish pickups	Average 2 per week per community)
		36	Number of kms of road requiring maintenance for the current year	Unsealed : 220.13km Sealed: 55.57km
37	Number of kms of roads actually maintained in the year	275.7 km		
79	Average cost per working hour of electricity	\$288.33		
80	Ratio/percentage of roads maintained to the total kilometres of road under RGRC control	0.25:1		
81	Ratio/percentage of running costs per asset value	0.5:1		
82	Ratio/percentage of core funding spent on infrastructure project to the total amount spent on infrastructure projects	6.60%		
83	Ratio/percentage of municipal funding to park garden and open space areas	50%		
84	Ratio/percentage of actual rubbish pickups to the approved service level.	2 per week		
85	Ratio/percentage over or under spend actual to budget	Overspend 16.2%		
112	Percentage reduction in energy consumption	35% - Light		
113	Percentage reduction in cost of utilities	-		
114	Percentage reduction repairs and maintenance costs	10%		
115	Increased cost efficiency of assets (capital Vs R&M for the life of the asset)	Yes - rubbish pickups Yes - community aesthetics Yes - road maintenance Yes - waste management Yes - customer service		
116	Operating as per budget for the locations and the directorate	8%		
117	Budget/Actual, expenditures are aligned			

4. COUNCIL SERVICES GENERAL – HIGHLIGHTS

COMMUNITY	HIGHLIGHTS
BARUNGA	<ul style="list-style-type: none"> - Installed irrigation system to water, parks and garden - General Clean up of Dumps - Wet season preparation - Highest level of school attendance - Territory Housing fencing program is due to start in Barunga in few weeks
BESWICK	<ul style="list-style-type: none"> - Gamblers have moved over to park area away from road and decline in antisocial behaviours experienced. - Pot holes are being repaired. - Sniffing issues have significantly reduced. - Speed humps have been ordered for the community. - Road repairs project in Beswick is approaching completion - 2 RJCP participants on full time employment
BORROLOOLA	<ul style="list-style-type: none"> - AFL- Community members highly enjoyed the period and shown so much interest. - Naidoc week was a fantastic event with a lot of happenings all over the over town - First aid training for all Borroloola and Robinson River RGRC staff was held - New aircon installed in the offices , lights and aircon fitted with timers.
BULMAN	<ul style="list-style-type: none"> - First Aid Courses delivered to staff (Including RJCP participants) - Territory Housing Fencing Program approaching completion Bulman/ Weemol - RJCP participants hired to help in building the new shop at Bulman, (June – December). They are being supervised by the Municipal Workers - Wet season preparation in progress
EVA VALLEY	<ul style="list-style-type: none"> - The ABC (National Broadcaster) picked up the story about Manyalluk's Pet Cemetery (the first Pet Cemetery for the nine towns) in the RGRC Newsletter and is interested in doing a story. - Three of the four cemeteries in the community have now been fenced. The latest cemetery fenced contains the oldest graves. The Municipal Team came up with creative ways to recycle old playground fencing by creating a beautiful, yet sturdy fence around the grave. The Municipal Team have toured cemeteries in Katherine, Mataranka, Barunga and Beswick to collect ideas about maintenance and upkeep of graves and are currently in the process of designing headstones and concrete surrounds for each grave. - Controlled burns have taken place around important infrastructure, safe guarding the community's water and power supplies (Manyalluk produces its own power), communications, homes and open spaces from wildfires. - The Sport & Recreational office has now been joined to the Service Delivery Centre (Council Office) via a new deck/breezeway. The old metal frame which once supported the Sport & Recreation donga near the basketball court has now been turned into a stage for the community. The second phase of this project will see a roof over the stage and landscaping between the basketball court and the stage to tie in both structures. - Landscaping of the Manyalluk creche project is approaching completion. The centre piece of the design is the instant lawn in the centre of the play area. When fully established, this space will

JILKMINGGAN	<ul style="list-style-type: none"> support three frangipani trees to shade children's activities on the lawn, as well as providing colour and perfume. Garden beds have been created and planted out with a variety of vegetation that will enhance children's senses. Fruit trees and perfumed flowering scrubs are intermingled with textured and colourful foliage plants. Stage 1 -waste facility upgrade to Land fill has started, Great Northern Clean Ups in progress Surveillance camera installed to the tip to increase security levels Planning stage of setting up the recycling center in Mataranka.
NGUKURR	<ul style="list-style-type: none"> Installed Surveillance camera at workshop Cleaned out stormwater drains Finished scope of work for Creche Landscaping Engaged volunteers from ICV for creative input to Haywire drama project Finished audit of all vehicles and equipment to ensure registered and maintenance up to date.
NUMBULWAR	<ul style="list-style-type: none"> Completion of the new Family and Childcare Centre Low Absenteeism for the Month Upgrades to the 3 x small pools completed Transfer of damaged Dual Cab tipper for a Single Cab Tipper
MATARANKA	<ul style="list-style-type: none"> PWC have replaced a number of power poles / lines New diesel tank has been installed, old ones removed due to leak New aircon installed in the offices, lights and aircon fitted with timers.

5. ANIMAL MANAGEMENT

Vet visits continue even though current Animal Welfare Coordination position is vacant. There have been a 2 dog complaints in Jilkminggan about dogs chasing cars. There is little Council can do with this complaint. Buffalo issues at Barunga have been raised and meetings held with NLC and TO's to address the situation.

VET VISIT SCHEDULE (AUG-DEC 2014)

COMMUNITY	DATE
Ngukurr (5d) & Urapunga (1/2d)	8-13/9/2014
Jilkminggan (2d)	16-17/9/2014
Mulgan	9am 18/9/2014
Mataranka	1pm 18/9/2014
Manvallaluk	23/9/2014
Werenbun	24/9/2014
Jodetluk	24/9/2014
Numbulwar	3/10/2014
Beswick	20-23/10/2014
Barunga	27-29/10/2014
Borrooloola	17-24/11/2014
Bulman	8-11/12/2014

6. PROJECT MANAGEMENT

Towns	Project	Status /Action	Notes
Borrooloola	CBD pathway and seating area	GHD proposal received – Sent to Bob for community feed back LA instructed to put on Hold	In Progress
	AFL	PO been issued to Cairns industry	Completed
	Softball	Budget to be discussed	In Progress
	Solar Lights	Procurement stage	In Progress
	CEEP – Pool Pump	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
	AC-energy efficiency	Under Construction	ECT Oct 14
	Crèche Renovation	Completed	Completed
	Crèche Power Separation	Completed	Completed
	Solar Lights	Procurement stage	In Progress
	Old School toilets	Quotes – one quote received	Started
	New toilet block @ Basketball court	RFQ – 2Quotes received	ETC Sept 14
	CEEP	Milestone 4 completed – Tender stage	Site Allocation Platform establishment
	Office Deck – 50k RGRC /Stage 3 S&R	One Quote received –need 2 more quotes	Approaching completion- In 2 weeks.
	Solar Lights	Procurement stage	14/15 Budget
	Crèche establishment	Scope	Orders August 14 Consultants Report
	CEEP	Milestone 2 completed – Tender stage	August 14
	Crèche Establishment	Scope	Audit request IRWIN
	Solar Lights	Procurement stage	Scope
	CEEP	Milestone 4 completed – Tender stage	Orders August 14 Consultants Report
	LGEEP	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
	Solar Lights	Procurement stage	Approaching completion- In 2 weeks.
	Road Drainage / Bus drop off / Parking Bay		In Progress
	S & R office		Consultation w/ Tokin consultants ETC Sept 14
	Oval ablation Block including P&W services connection	Completed	Completed
	Lot 224 White House relocation	Zoning / Planning Approval	TBC
	Foot Path L&TM project	Send Photos to TOKIN	RJCP Program
	CEEP	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
	Pool pump		
	Office upgrade		
	Lot 297 Contractors accommodation	Tender Document Prep RJCP Program	
	Pool chemical shed	RJCP Program	RJCP Program
	Multi purpose centre proposal	Consultation with Minister office	Proposal
	Lot 30 YOQ		
	CEEP-	Design - Quotes	In Progress
	Solar Lights	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
	Solar Lights	Procurement stage	Orders August 14 Consultants Report
	Solar Lights	Procurement stage	In Progress

	CEEP	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
Baranga	LGEEP	Completed	Completed
	CEEP	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
Mataranka	LGEEP	Completed	Completed
	CEEP	Milestone 4 completed – Tender stage	Approaching completion- In 2 weeks.
	Solar Lights	Procurement stage	In Progress

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

A review of all DCSI budgets has been completed with all towns running too budget. There have been some issues with heavy plant most of which have been addressed however the replacement of some machinery has been incorporated into the First Quarter Review for Councils consideration.

ATTACHMENTS:

There are no attachments for this report.

COMMUNITY SERVICES DIRECTORATE REPORT

17.1

TITLE Mid-quarter report on Community Services directorate as at November 2014

REFERENCE 499771

AUTHOR Catherine Proctor, Director Community Services

RECOMMENDATION

- (a) That Council receive and note the mid-quarter report for the Community Services directorate as at November 2014

BACKGROUND

The Community Services Directorate is responsible for the following business units of Council:

Remote Jobs and Communities Program

- o Including CDEP grandfather wages, and
- o Remote School Attendance Strategy

Community Services

- o Community Aged Care Packages (CACAP)
- o Home and Community Care (HACC)
- o School Nutrition Program
- o Childcare centres
- o Library
- o Indigenous Broadcasting
- o Centrelink

Night Patrol

- o Community Night Patrol

Youth, Sport and Recreation Services

- o Sport and Rec – inc. After School Care and Vacation Care
- o Youth Services – inc. Youth Diversion

Ngukurr Community Safety

- o Night Patrol
- o Sport and Rec – inc. After School Care and Vacation Care
- o Youth Services – inc. Youth Diversion

This report is based on the Shires activities in relation to the Shire Plan 2014-2015 and addresses performance from July 2014 to November 2014.

WORK HEALTH AND SAFETY

Personal injuries:

In the 3 months to 30th September 2014 there were six personal injuries reported, five of which were treated with first aid and one requiring medical treatment.

Jul 14 – RJCP employee tripped over step



- Jul 14 – Community Services – recurrent pain in old injuries driving to Bulman
- Jul 14 – RJCP employee slipped over and scraped knee during an altercation
- Aug 14 – Ngukurr Community Services – Chemical spray in eye, face and mouth
- Sep 14 – Beswick Community Services – dog bite to right heel
- Sep 14 – Katherine RJCP – cut to arm from desk laminate

Equipment / Property damage:

In the last 3 months to 30th September 2014 there were 16 reports of property damage to Community Services assets as follows:

- Jul 14 - Attempted break-in at lot 394, Ngukurr Youth Centre
- Jul 14 - Attempted break-in at Ngukurr Night Patrol office
- Jul 14 - RJCP vehicle – broken mirror from falling tree limb
- Jul 14 - Community Services vehicle hit by another car in a car park
- Aug 14 – Ngukurr Aged Care – front lights vandalised and broken
- Aug 14 – RJCP Barunga – car reversed over tools
- Aug 14 – Beswick Aged Care – smashed windows on bus and landcruiser
- Aug 14 – Bulman RJCP – damaged gearbox in vehicle
- Aug 14 – RJCP employee struck animal in vehicle
- Sep 14 – Beswick Aged Care – disruptive behaviour by member of the public
- Sep 14 – Beswick Aged Care – aircon unit damaged by door
- Sep 14 – Numbulwar Aged Care – vehicle windows smashed
- Sep 14 – Ngukurr Night Patrol – dented bonnet and scratched windscreen by inebriated member of the public
- Sep 14 – Barunga RSAS – dents to panels on school bus by member of the public
- Sep 14 – Community Services – bonnet opened on vehicle travelling at 100km/hr
- Sep 14 – Jilkminggan Night Patrol vehicle reversed into tree then forward into star picket

FINANCIAL REPORTS AND EMPLOYMENT STATISTICS

The attached financial reports also contain information on employment statistics (number of positions in budget, filled and vacant).

RJCP financial report was not available at the time of the agenda going to print and will be tabled at the OCM.

REMOTE JOBS AND COMMUNITIES PROGRAM

Update on pool chemical shed
Update on Cert 3 WHS training

Some activities being undertaken include:

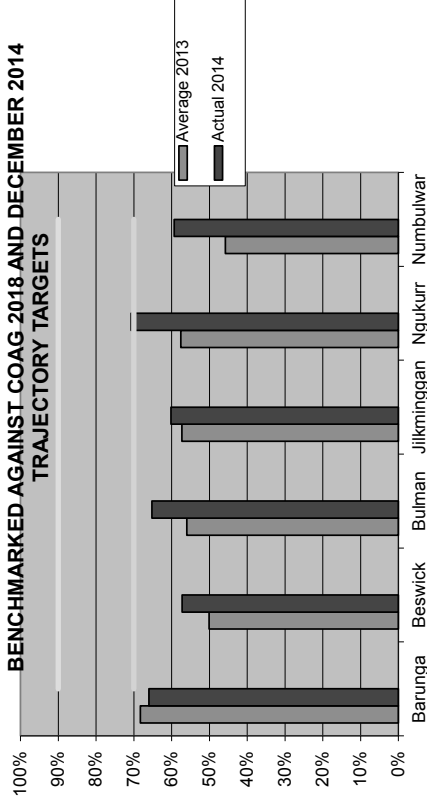
- Beswick duplex upgrade
- Horticulture project, Beswick
- Djilpin community stage upgrade, Beswick
- Certificate II WHS Central Arnhem and Ngukurr Numbulwar region
- Cert II Community Services, Jilkminggan
- Town beautification and public facility maintenance, Mataranka
- Cert II Resources & Infrastructure, Milneym
- Cert II Construction, Ngukurr
- Pool Chemical Build, Ngukurr
- SEE, Beswick
- Community beautification, Numbulwar

REMOTE SCHOOL ATTENDANCE STRATEGY

The Australian Government established a new strategy in 2014 to improve school attendance on remote Indigenous communities. Six communities in the Roper Gulf region were selected for this strategy and it has offered employment opportunities for 43 people in our region.

The chart below compares 2013 average attendance with the 2014 results as at the end of Term 4 Week 3. All communities except Barunga are showing improved attendance results compared with last year. Ngukurr is leading the school attendance chart and they are already achieving the December 2014 trajectory target of 70%. BY 2018 the expectation is that schools will be achieving consistent attendance of 90%.

SCHOOL ATTENDANCE AS AT 24/10/14 COMPARED WITH 2013 ATTENDANCE RATES BENCHMARKED AGAINST COAG 2018 AND DECEMBER 2014 TRAJECTORY TARGETS



COMMUNITY SERVICES

Aged Care Reform

Libing Longtaim – Council has now produced three promotional aged care videos and are in the process of printing T-shirts for display merchandise to support the promotion of Aged Care during the festivals.

Jilkminggan and Manyallaluk crèche final reports

The establishment grants for Jilkminggan and Manyallaluk crèches have been finalized and the final reports are attached.

Beswick crèche upgrade

The Beswick crèche upgrade is nearly complete and is expected to be handed over to Council in November 2014.

SPORT AND RECREATION

Recent events:

Indigenous Women in Sport Program – Barunga Basketball Challenge

In October 2014 eight Indigenous women’s teams came to Barunga to participate in the NT Indigenous Women’s Basketball Challenge. The teams were winners of basketball competitions held at Indigenous festivals through the year. Photos from the event are shown in the attachment.

Thanks to Roper Gulf staff and NT Government who worked long hot hours over the weekend event to make it a success for the region.

Specky Dreaming at Barunga

Indigenous Hip Hop Projects were funded by HeadSpace to perform shows at Beswick, Barunga and Jilkminggan in October. These events were well attended by the local communities with over 200 people attending the Beswick event and over 100 attending the Barunga.

With support from YMCA Katherine and Roper Gulf they also brought ‘Specky Dreaming’ (an Indigenous entertainment troupe) to Barunga and Jilkminggan where they entertained the crowd with inflatable footy activities, educational videos and dance shows.



Specky Dreaming inflatable footy activities at Barunga

Manyalaluk School excursion

Council supported Manyalaluk School with transportation (Youth Services bus) to undertake an excursion to Darwin in September 2014. To show their appreciation the children sent a thank you poster (see attached) and the school wrote a formal letter of thanks to Council.

Beswick Bears bring home the TCU Cup

Council supported Beswick Bears with transport to participate in the Big Rivers Football League in 2014. In August 2014 the Bears were awarded the TCU Cup at the end of the minor Championship. The photograph shows the coach Joseph Brown proudly holding the Cup.



Joseph Brown proudly showing off the TCU Cup.

Upcoming events:

School Holiday Program Dec 2014 - Jan 2015 – see attachments

YOUTH SERVICES

Youth Voice committees updates:

NGUKURR YOUTH VOICE

The last Ngukurr Youth Voice meeting was held on Wednesday 29th October 2014. Minutes are attached.

Ngukurr Youth Voice Meeting Schedule 2014/2015

- 19th November 2014
- 17th December 2014
- 21st January 2015
- 18th February 2015
- 18th March 2015

- 22nd April 2015
- 20th May 2015
- 17th June 2015

NUMBULWAR YOUTH VOICE

Next Youth Voice meeting scheduled for 3pm Tuesday 11th November 2014.

BORROLOOLA YOUTH VOICE

Recruitment for members to the Youth Voice Committee at Borroloola is ongoing. The Youth Centre opens on a Friday night to put on movies, games and small discos manned by staff and volunteers. The plan is to continue to engage with Youth during these events in a fun and positive atmosphere, promote the Youth Voice Committee and encourage the Youth to form membership of the committee. The local Youth, Sport and rec Coordinator has reported that he will aim to hold a Youth Voice Committee meeting during the month of November.

ISSUES/OPTIONS/SWOT

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FINANCIAL CONSIDERATIONS

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ATTACHMENTS:

- 1 340-354 14-15 Community Services Financial KPIs.pdf
- 2 370 14-15 RSAS Financial KPIs.pdf
- 3 401 14-15 Night Patrol Financial KPIs.pdf
- 4 402-427 14-15 Youth, Sport Rec Financial KPIs.pdf
- 5 EVA LA 353 Establishment Grant Manyallauk Project.pdf
- 6 Final Report 353 Establishment Grant Jilkmringgan Project.pdf
- 7 2014 IWISP Barunga basketball.pdf
- 8 Manyallauk School - thank you Roper Gulf.pdf
- 9 Dec14-Jan15 School Holidays programs.pdf
- 10 Minutes - Youth Voices 29 Oct 2014.pdf

Roper Gulf Shire Council
Income & Expenditure Report
For the year 2014 - 2015
From period 1 to period 4

Community Services Department Unit

Department	Year to Date Actual (\$)	40% Expenditure Budget (\$)	Year to Date Budget (\$)	Variance (\$)	Actual vs Budget (%)	Year to Date Budget (\$)
Job: Family and Community Services admin	11,176	11,176	11,176	0	100%	11,176
341 - Local Govt	101,205	101,205	101,205	0	100%	101,205
342 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
343 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
344 - Independent Boarding	27,191	27,191	27,191	0	100%	27,191
345 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
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436 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
437 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
438 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
439 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
440 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
441 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
442 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
443 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
444 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
445 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
446 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
447 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
448 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
449 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
450 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
451 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
452 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
453 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
454 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
455 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
456 - Local Govt 87 Job Package	108,274	108,274	108,274	0	100%	108,274
457 - Local Govt 87 Job Package	108,274	108,274				

Roper Gulf Shire Council

Income & Expenditure Report
for the year 2014 - 2015
from period 1 to period 4



Remote School Attendance Strategy

Income

370 - Remote School Attendance Strategy	666,968	798,273	131,405	84%	1,598,548
Total Income	666,968	798,273	131,405	84%	1,598,548

Expenditure

10 - HQ	95,175	95,125	-45	100%	288,178
11 - Barunga (Banyak)	32,067	72,369	40,332	44%	217,187
12 - Barwick (Wagular)	28,871	50,447	21,576	57%	151,242
14 - Bulman (Dukin Dukin)	37,752	52,300	14,503	72%	157,880
16 - Ilmarriggen (Duck Creek)	26,091	50,118	24,027	52%	150,354
20 - Ngukun	85,358	128,448	43,088	66%	385,138
21 - Numbulwar	58,038	87,288	29,278	67%	248,857
Total Expenditure	381,352	512,182	170,858	68%	1,598,548

Surplus/(Deficit)	285,616	286,091	-28,674		0
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Capital Expenditure

Total Capital Expenditure	0	0	0	#DIV/0!	0
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REMOTE SCHOOL ATTENDANCE STRATEGY EMPLOYMENT RESULTS					
Location	NO OF POSITIONS BUDGETED			POSITIONS FILLED	VACANCIES
	CAS	FT	PT		
Barunga		1	4	3	1
Barwick		1	4	4	0
Bulman		1	4	3	1
Ilmarriggen		1	4	4	0
Kulfornia		1		1	0
Ngukun	3	11		12	2
Numbulwar	2	8		8	2
Grand Total	6	39	38	38	6

Notes:
Casual positions are not in budget - they are available to use upon demonstration of savings in wages during the year.
Vacancies exclude casual positions.

Roper Gulf Shire Council

Income & Expenditure Report
for the year 2014 - 2015
from period 1 to period 4



401 Night Patrol

Income

12 - Income Operating Grants Subsidies	1,804,858	1,804,858	0	100%	3,208,718
17 - Income Agency and Commercial Services	240	0	240	#DIV/0!	0
Total Income	1,805,098	1,804,858	-240	100%	3,208,718

Expenditure

10 - HQ	215,620	268,120	52,504	81%	748,389
11 - Barunga (Banyak)	45,521	64,808	19,288	52%	194,817
12 - Barwick (Wagular)	26,854	75,403	48,549	36%	206,288
13 - Barrowdale	68,202	78,448	10,246	87%	235,308
14 - Bulman (Dukin Dukin)	47,577	83,917	40,840	48%	251,752
16 - Eva Valley (Maryalbak)	48,224	50,558	4,434	94%	151,978
16 - Ilmarriggen (Duck Creek)	38,528	77,227	38,699	50%	231,880
17 - Matankina (Merrind & Substations)	3,336	0	-2,336	#DIV/0!	0
18 - Matankina	42,867	62,175	20,308	69%	188,528
19 - Mirpan	52,778	61,683	8,914	86%	185,880
20 - Ngukun	111,038	128,272	18,234	86%	378,118
21 - Numbulwar	62,558	81,158	28,607	76%	273,487
22 - Robinson Road	21,888	20,788	-1,088	104%	82,288
Total Expenditure	786,572	1,068,948	282,374	73%	3,208,718

Surplus/(Deficit)	1,018,526	735,910	-286,714		0
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Capital Expenditure

Total Capital Expenditure	0	0	0	#DIV/0!	0
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COMMUNITY NIGHT PATROL EMPLOYMENT RESULTS					
Location	NO OF POSITIONS BUDGETED			POSITIONS FILLED	VACANCIES
	CAS	FT	PT		
Barunga	1	4		3	1
Barwick	1	5		5	0
Barrowdale	2	5		5	0
Bulman	1	5.2		4.2	1
Ilmarriggen	1	5		3	2
Kulfornia	1	4		4	0
Maryalbak	1	3		4	-1
Matankina	1	4		4	0
Mirpan	1	4		3	1
Ngukun	2	7.3		8.3	-1
Numbulwar	1	5.3		5	0.3
Robinson Road	1	2		2	0
Grand Total	12	58.8	0	50.5	8.3

Notes:
Casual positions are not in budget - they are available to use upon demonstration of savings in wages during the year.
Vacancies exclude casual positions.

G 161, ONE REPORT (2014-15) Community Services 14-15 Youth, Sport & Rec Financial KPIs

Roper Gulf Shire Council

Income & Expenditure Report
for the year 2014 - 2015
from period 1 to period 4



Youth, Sport and Recreation Services	19/01/15	KPIs	19/04/15	KPIs	19/04/15
	Year to Date Actual (\$)	Expenditure against income	Year to Date Budget (\$)	variance (\$)	Actual vs Budget
Income					
400 - Outside School Hours Care	113,867		113,867	0	100%
404 - Aus Govt Sport and Rec Management Grant	100,000		102,090	2,090	102%
405 - Aus Govt Sport and Rec Indigenous Employees	300,000		295,000	-5,000	98%
407 - ABC - NTG S&R	250		110,000	109,750	44%
410 - Youth Division	53,750		527,500	473,750	88%
414 - Inactive Substance Abuse	24,150		24,154	4	100%
415 - 47588 Youth in Communities	487,840		507,540	19,700	104%
416 - Youth Vibe Holiday Grant	11,000		5,500	-5,500	50%
425 - F8004	8,074		4,037	-4,037	50%
427 - Quota Response Grant	4,500		2,250	-2,250	50%
Total Income	1,193,844		1,279,844	86,000	87%
Expenditure					
400 - Outside School Hours Care	50,275	44%	75,911	25,636	98%
404 - Aus Govt Sport and Rec Management Grant	100,348	100%	68,003	-32,345	68%
405 - Aus Govt Sport and Rec Indigenous Employees	129,361	43%	110,557	-18,804	85%
406 - Grass Roots	889	204%	0	-889	#DIV/0!
407 - ABC - NTG S&R	83,775	100%	79,591	-4,184	95%
409 - Sport and Rec Fees	3,313	25%	0	-3,313	#DIV/0!
410 - Youth Division	55,345	11%	75,687	20,342	71%
414 - Inactive Substance Abuse	5,235	48%	10,125	4,890	52%
415 - 47588 Youth in Communities	343,141	420%	328,560	-14,581	96%
416 - Youth Vibe Holiday Grant	1,716	54%	3,667	1,951	47%
425 - F8004	325	#DIV/0!	2,691	2,366	12%
426 - Women in Sports	1,932	0%	0	-1,932	#DIV/0!
427 - Quota Response Grant	4,780	#DIV/0!	1,360	-3,420	28%
Total Expenditure	781,738	70%	848,838	67,100	93%
Surplus(Deficit)	412,106		431,006	18,900	
Capital Expenditure					
Total Capital Expenditure	0		0	0	#DIV/0!

YOUTH, SPORT & RECREATION EMPLOYMENT RESULTS					
Location	NO OF POSITIONS BUDGETED			POSITIONS FILLED	VACANCIES
	C&E	PT	FT		
Barrunga	3		2	1	1
Berwick	2		2	2	0
Bonnievale	4	1	4	3	2
Bulman	2		2	1	1
Camberggen	2	1	0	2	2
Katharine		2		0	2
Manlyallaluk	1		1	1	0
Mulwamba	1		0	1	0
Ngayun	4	0.7	7	6.7	1.3
Northwest	4	1.7	0	5	-0.7
Grand Total	22	3.4	26	26.7	0.3

Notes:
Casual positions are not in budget - they are available to use upon demonstration of savings in wages in wages during the year.
Vacancies include casual positions



**Manyallaluk
Local Authority Report
353 Establishment Grant
Manyallaluk Crèche Project**

Manyallauk Establishment Grant Funding of \$48,000.00 from the Dept. of Education

Roper Gulf Regional Council has submitted Manyallauk Establishment grant finalisation report to the Department of Education -noting key elements agreed to in the funding agreement and reflected in the budget (please see income and expenditure report below)

The Project Management of this project by RGRC Project Manager – Khaled Aly was crucial to the key success of this project. Professional management and the use of a professional contractor S & R Building and Construction P/L ensured that this project was completed to a high standard and ensuring best value for money. (Please note the Eva Valley completion report attached provided by S& R Builders and Contractors P/L which illustrates in photographs the completed project.)

The official opening of the Manyallauk crèche was well attended by all stakeholders and the Department of Education. Feedback of the opening by stakeholders who had attended was very positive. Many said it was the best opening that Community Services coordinated (other openings were celebrated at Jilminggan and at Betsick crèche sites). I would like to thank the Mayor Tony Jack , Deputy Mayor Judy Mac Farlane and Councillors for taking time out of their busy schedule to attend the crèche openings. During the Manyallauk opening ceremony the Mayor personally acknowledged the great work and support by all RGRC staff who contributed to the project with an appreciation certificate. Please see photos attached (photos provided by Stephen Roper – Governance Communications Officer)

The installation of phone lines and IT connections which were initially ordered in October 2013, proved to be an issue which caused the project to be delayed. NT Tech and RGRC IT Coordinator utilised new IT technology (WAP system) to overcome this obstacle at Manyallauk where there is no 3G connection. Anne Marie Low – CSM is the onsite contact for RGRC and also assisted with these IT preparations

Equipment expenditure was purchased to ensure that Childcare Educators had appropriate work stations to complete administration and training tasks.

This project demonstrated the capacity of RGRC to work together as an organisation to ensure the project was completed to a high standard. All RGRC staff who involved in this project can be proud of their contribution which ensured that this project is a positive outcome for Manyallauk community

BUDGET		2013/2014 Approved Budget	2013/2014 Actual
INCOME			
Unexpended funds from previous year		0	0
Funding - Operational		68,000	68,000
TOTAL INCOME		68,000	68,000
EXPENDITURE			
Operational			
Project Management 8%		4,080	4,080
Construction Supervisor 4%		2,720	2,720
Corporate Administration 15%		10,200	10,200
Project Consultation 1%		680	680
Project Planning & Outsourcing 3%		2,040	2,040
Contract Administration 1%		680	680
Insurance		108	108
Construction - Remove rough rocky backfill		2,500	0
- Irrigation system design & installation		5,000	0
- Create Garden beds		4,000	0
- Plantings		15,500	0
- New storage shed		4,500	0
Carpark		4,200	0
Total Construction & Carpark		37,200	40,818
Equipment			
- Chryslers etc		500	1,797
- Staples		1,000	1,115
- Installation of IT - transfer of phone etc		3,447	2,733
Official opening		1,145	1,147
Operational sub-total		68,000	68,118
TOTAL EXPENDITURE		68,000	68,118
Surplus(deficit) on operations		0	(118)
Unspent Liability(Overspend) as at 30 June 2014			(118)

Equipment expenditure was purchased to ensure that Childcare Educators had appropriate work stations to complete administration and training tasks.



Childcare Educators new work station purchased with Establishment grant funding.



**Manyallaluk Crèche
Opening Day**




We welcome you to celebrate
with us

Venue: Manyallaluk Lot 28
Date: 15/04/2014
Time: 10:00 am till 12:00pm

Lunch Provided ☺

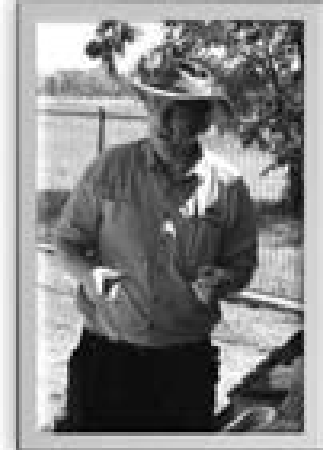
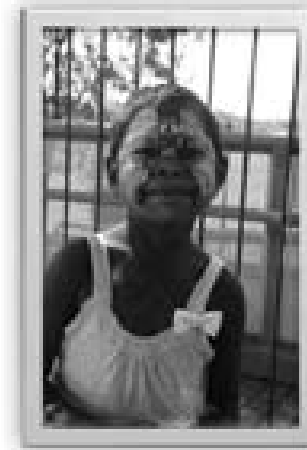



Roper Gulf Regional Council
 Headquarters
 500 Sturt St
 Manyallaluk SA 5033
 Telephone: 08 8552 3400
 Fax: 08 8552 3401
 Email: info@ropergulf.sa.gov.au

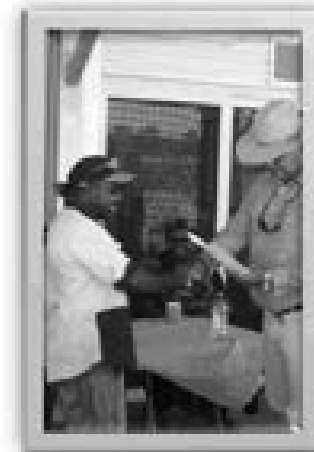
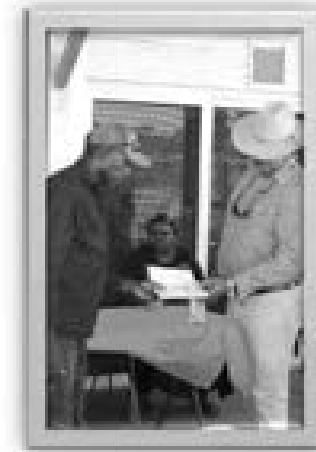




LA Establishment Grant Manyallauk Crèche Project – Roper Gulf Regional Council – 2014



LA Establishment Grant Manyallauk Crèche Project – Roper Gulf Regional Council – 2014





LA Establishment Grant Manyallauk Crèche Project – Roper Gulf Regional Council – 2014



LA Establishment Grant Manyallauk Crèche Project – Roper Gulf Regional Council – 2014



S&R Building and Construction Pty Ltd
 NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

170 New 124th Drive Springs, NT 0871
 Phone: 0812 2500 • Fax: 0812 2500 • Mobile: 0428 896 291
 1891 St Michaels Way Adelaide SA 5014

**EVA VALLY (Manyallauk) CRECHE
 LANDSCAPING**

Ref: (PO002957)

Progress Report 14/09/2014

No	Photo	Comments
1		Below
2		Below
3		Below



HIA members
 the best in the business



S&R Building and Construction Pty Ltd
 NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

170 New 124th Drive Springs, NT 0871
 Phone: 0812 2500 • Fax: 0812 2500 • Mobile: 0428 896 291
 1891 St Michaels Way Adelaide SA 5014

1		Below
2		Below
3		Below



HIA members
 the best in the business



S&R Building and Construction Pty Ltd
NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

PO Box 1284 Adelaide Springs, SA 5171
Phone: 8532 2500 • Fax: 8532 2100 • Mobile: 08 8538 0121
A/CN: 21 088 569 638 • A/CN: 088 569 638

	During
	During
	During



HIA members
the best in the business



S&R Building and Construction Pty Ltd
NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

PO Box 1284 Adelaide Springs, SA 5171
Phone: 8532 2500 • Fax: 8532 2100 • Mobile: 08 8538 0121
A/CN: 21 088 569 638 • A/CN: 088 569 638

	During
	During
	During



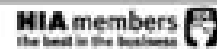
HIA members
the best in the business



S&R Building and Construction Pty Ltd
NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

173 New 2285 Olive Springs, NT 0871
Phone: 0812 2500 • Fax: 0812 2188 • Mobile: 0478 894 211
Adv: 21 048 541 638 • ACN 098 548 628

	Completed
	Completed
	Completed



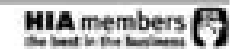
LA Establishment Grant Manyallauk Crèche Project - Roper Gulf Regional Council - 2014



S&R Building and Construction Pty Ltd
NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

173 New 2285 Olive Springs, NT 0871
Phone: 0812 2500 • Fax: 0812 2188 • Mobile: 0478 894 211
Adv: 21 048 541 638 • ACN 098 548 628

	Completed
	Completed
	Pre installed from Kiering






LA Establishment Grant Manyallauk Crèche Project - Roper Gulf Regional Council - 2014



S&R Building and Construction Pty Ltd
NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT




PO Box 12815 Silver Springs, NT 0821
Phone: 0800 212124 • Fax: 0800 212124 • Mobile: 0488 886 821
Aust: 01 988 569 628 • NZ: 09 988 569 628

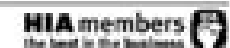
	Completed Driveway with edge
	New installed fence
	New installed Gate



S&R Building and Construction Pty Ltd
NEW HOMES - RENOVATIONS - CONTRACTING - PROPERTY DEVELOPMENT

PO Box 12815 Silver Springs, NT 0821
Phone: 0800 212124 • Fax: 0800 212124 • Mobile: 0488 886 821
Aust: 01 988 569 628 • NZ: 09 988 569 628

	View of back fence
	Front through garden with lot
	New oval lawn





Final Report 353 Establishment Grant Jilkmिंगgan Project

The project Management of this project by RGRC Project Manager – Khaled Aly was the key success of this project. Professional management and the use of a professional contractor S & R Building and Construction P/L ensured that this project was completed to a high standard and ensuring best value for money.

Official opening of the Jilkmिंगgan crèche was well attended by all stakeholders and the Department of Education. Please see photos and invite below.

The installation of phone lines and IT connections which were initially ordered in 2013, proved to be an issue which caused the project to be delayed. NT Tech and RGRC IT Coordinator utilised new IT technology (WAP system) to overcome this obstacle at Jilkmिंगgan where there is no 3G connection.

Equipment expenditure was purchased from Modern Teaching Aids – please note the confirmation order attached. This component of the project was completed in the final stages as a financial safety net to support possible budget variance with the contractors and IT.

Group photo of the Jilkmिंगgan crèche opening – attended by Community Members, School teachers, Elders, Department representatives, RUCP/BITTE Lecturers, and Clinic staff.





Final Report: Establishment Grant Jilkminggan Project- Roper Gulf Regional Council -2014



Final Report: Establishment Grant Jilkminggan Project- Roper Gulf Regional Council -2014

2014 Officials, administrators & facilitators

A big thanks to all the organisations who allowed their staff to assist in the running of this event in the capacity of referee's, officials, managers & coaches. With out these people the event wouldn't of been able to go ahead and be as successful as it was. Thank you to all involved in these roles ☺

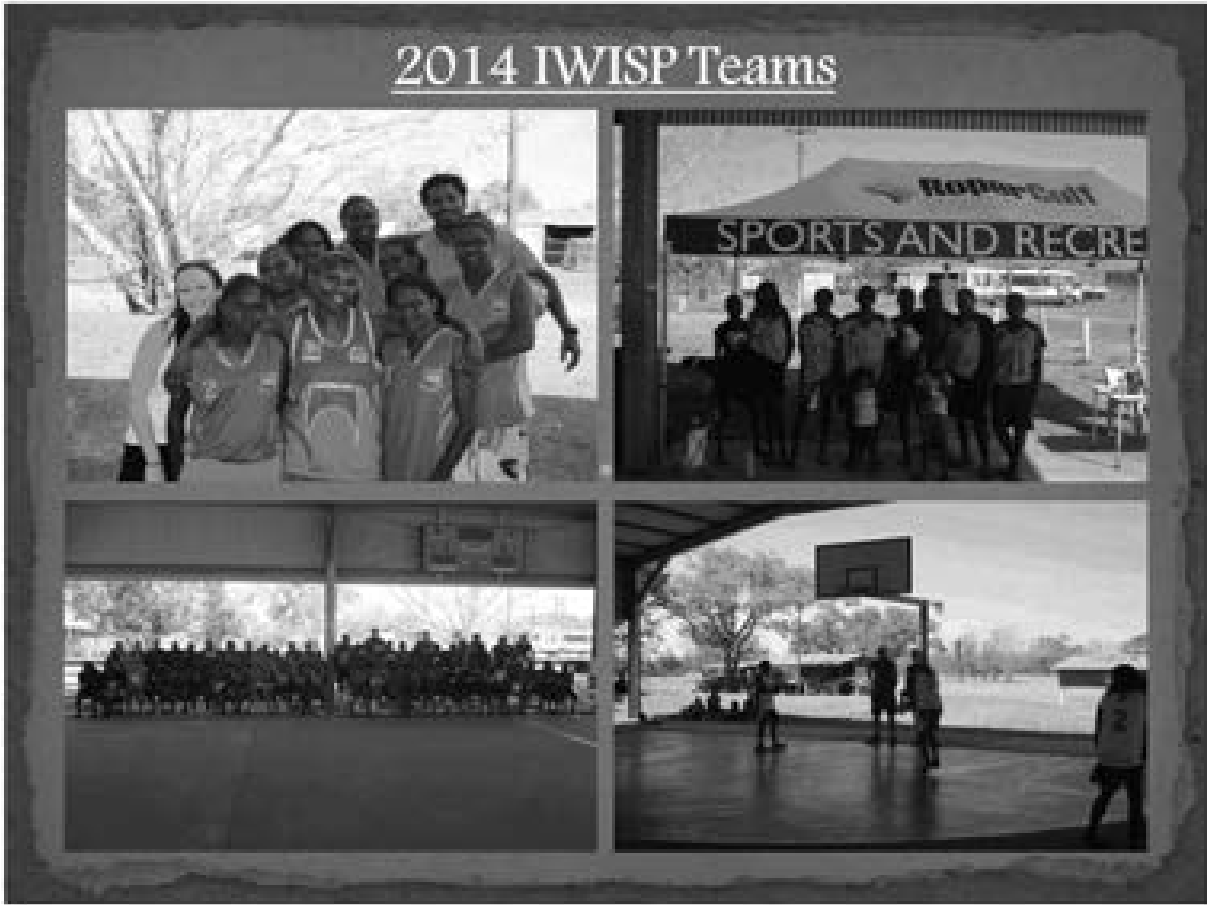


The next couple of slides is a homage to all you hard working and dedicated individuals. Thanks again.....

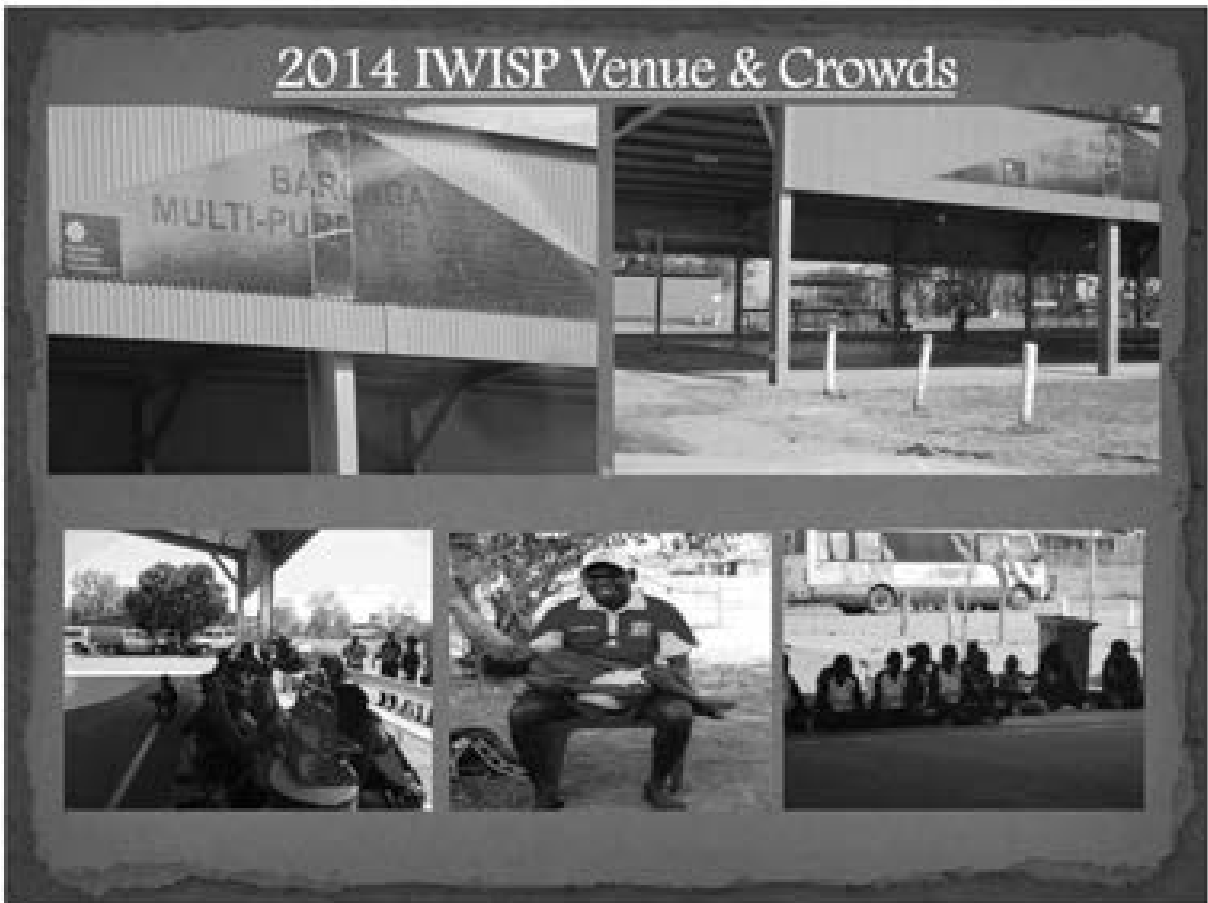
2014 IWISP Top End Remote Community Challenge – Barunga October 4-5

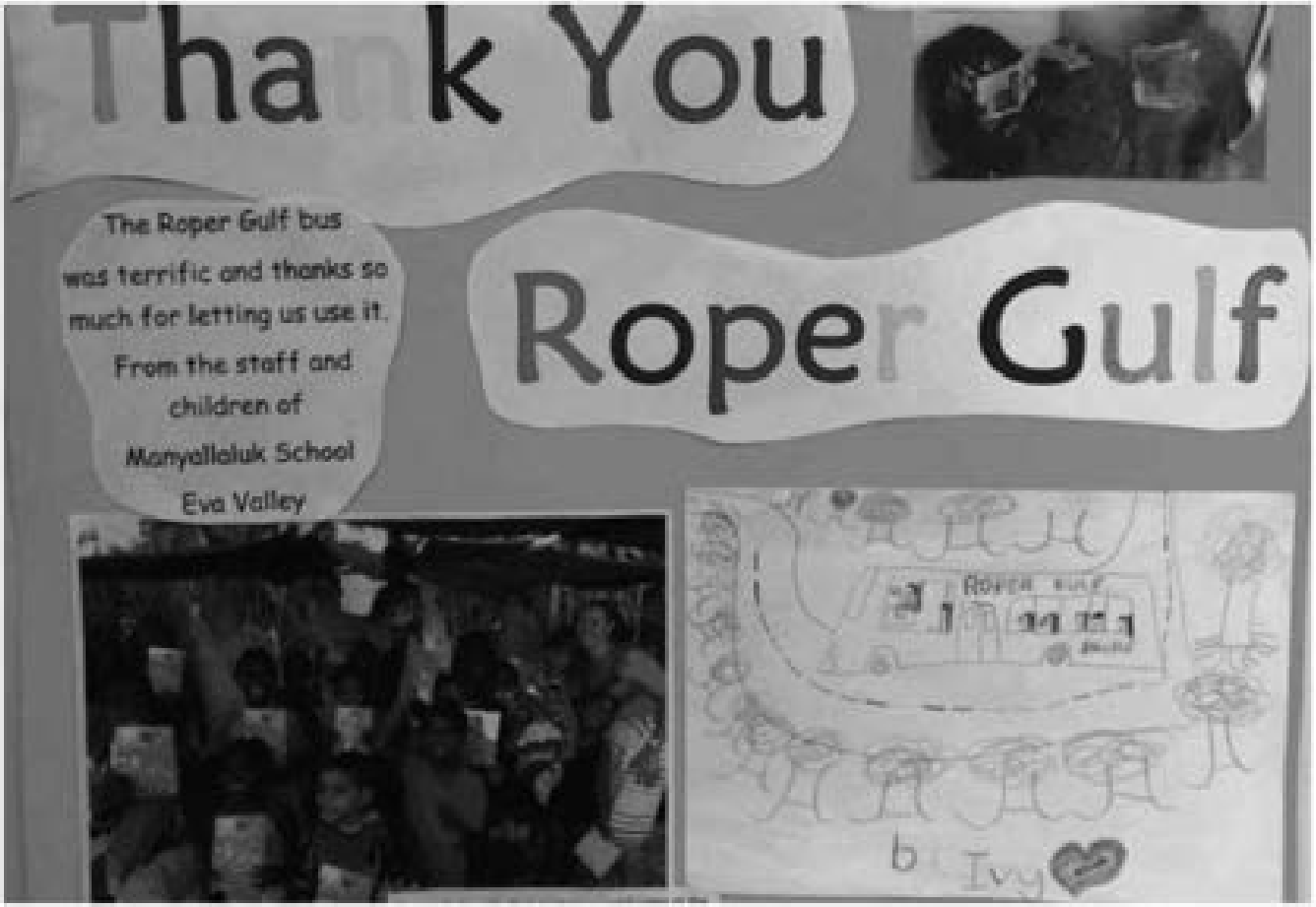


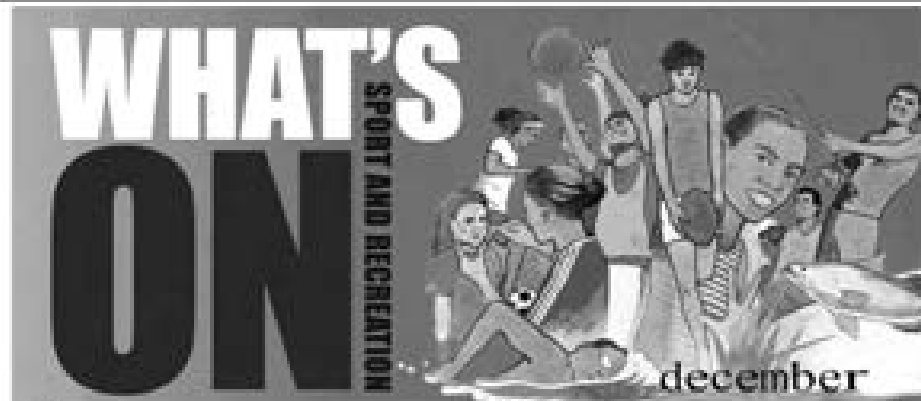






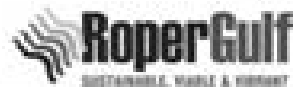




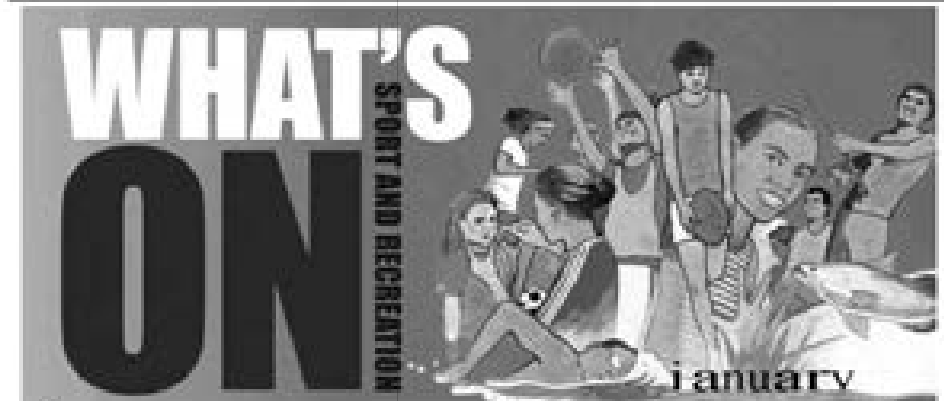


barunga

Monday 1 st	Tuesday 2 nd	Wednesday 3 rd	Thursday 4 th	Friday 5 th
Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training
Monday 8 th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 9 th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 10 th 3:00 - 5:00 Netball Games On Oval 3:00 - 7:00 Ball Activities	Thursday 11 th 3:00 - 7:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 12 th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 15 th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 16 th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 17 th 3:00 - 5:00 Netball Games On Oval 5:00 - 7:00 Ball Activities	Thursday 18 th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 19 th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 22 nd 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 23 rd 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 24 th 3:00 - 5:00 Netball Games On Oval 5:00 - 7:00 Ball Activities	Thursday 25 th	Friday 26 th
Monday 29 th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 30 th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 31 st 3:00 - 5:00 Netball Games On Oval 5:00 - 7:00 Ball Activities		



SPORT AND RECREATION

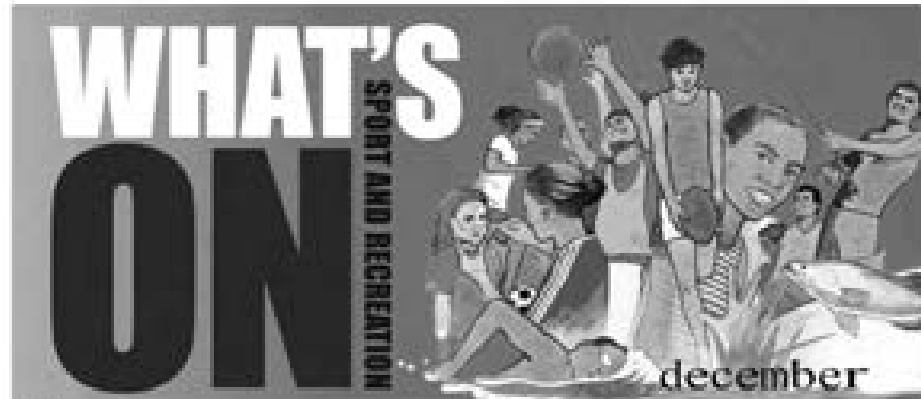


barunga

			Thursday 1 st	Friday 2 nd
			No Activities	3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 5 th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 6 th 3:00 - 4:00 Softball Games On Oval Water Slide	Wednesday 7 th 3:00 - 5:00 Netball Games On Oval 5:00 - 7:00 Ball Activities	Thursday 8 th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 9 th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 12 th	Tuesday 13 th	Wednesday 14 th	Thursday 15 th	Friday 16 th
Camp	Camp	Camp	Camp	Camp
Monday 19 th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 20 th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 21 st 3:00 - 5:00 Netball Games On Oval 5:00 - 7:00 Ball Activities	Thursday 22 nd 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 23 rd 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 26 th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 27 th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 28 th 3:00 - 5:00 Netball Games On Oval 5:00 - 7:00 Ball Activities	Thursday 29 th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 30 th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities



SPORT AND RECREATION

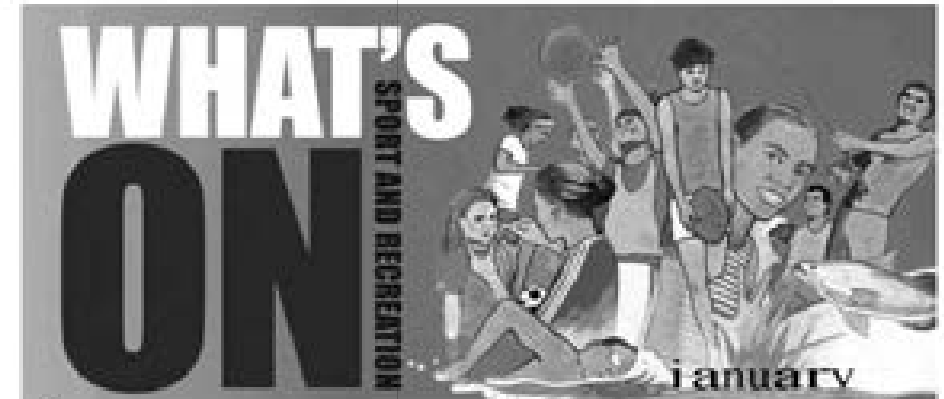


beswick

Monday 1 st	Tuesday 2 nd	Wednesday 3 rd	Thursday 4 th	Friday 5 th
Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training
Monday 8 th 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 9 th 9:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 10 th 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities	Thursday 11 th 9:00 - 7:00 AFL Games On Oval 9:00 - 7:00 Ball Activities	Friday 12 th 9:00 - 5:00 Cricket Games On Oval 9:00 - 7:00 Ball Activities
Monday 15 th 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 16 th 9:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 17 th 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities	Thursday 18 th 9:00 - 5:00 AFL Games On Oval 9:00 - 7:00 Ball Activities	Friday 19 th 9:00 - 5:00 Cricket Games On Oval 9:00 - 7:00 Ball Activities
Monday 22 nd 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 23 rd 9:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 24 th 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities	Thursday 25 th No Activities	Friday 26 th No Activities
Monday 29 th 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 30 th 9:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 31 st 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities		



SPORT AND RECREATION

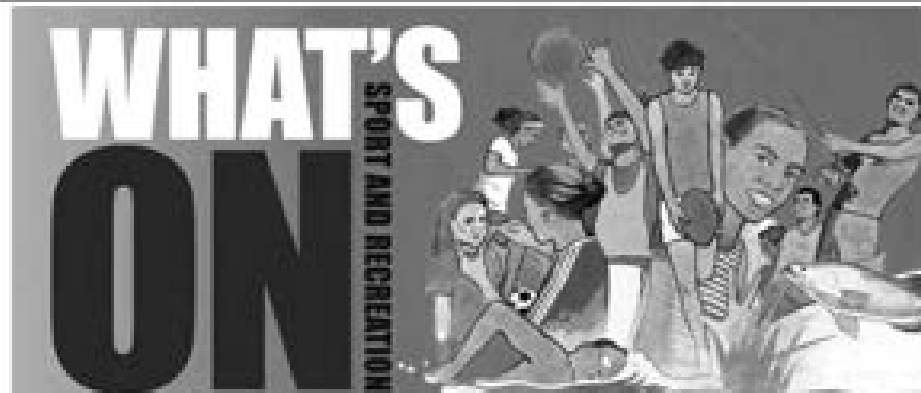


beswick

			Thursday 1 st	Friday 2 nd
			No Activities	9:00 - 5:00 Cricket Games On Oval 9:00 - 7:00 Ball Activities
Monday 5 th 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 6 th 9:00 - 4:00 Softball Games On Oval Water Slide	Wednesday 7 th 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities	Thursday 8 th 9:00 - 5:00 AFL Games On Oval 9:00 - 7:00 Ball Activities	Friday 9 th 9:00 - 5:00 Cricket Games On Oval 9:00 - 7:00 Ball Activities
Monday 12 th Camp	Tuesday 13 th Camp	Wednesday 14 th Camp	Thursday 15 th Camp	Friday 16 th Camp
Monday 19 th 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 20 th 9:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 21 st 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities	Thursday 22 nd 9:00 - 5:00 AFL Games On Oval 9:00 - 7:00 Ball Activities	Friday 23 rd 9:00 - 5:00 Cricket Games On Oval 9:00 - 7:00 Ball Activities
Monday 26 th 9:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 27 th 9:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 28 th 9:00 - 5:00 Netball Games On Oval 9:00 - 7:00 Ball Activities	Thursday 29 th 9:00 - 5:00 AFL Games On Oval 9:00 - 7:00 Ball Activities	Friday 30 th 9:00 - 5:00 Cricket Games On Oval 9:00 - 7:00 Ball Activities



SPORT AND RECREATION



WHAT'S ON

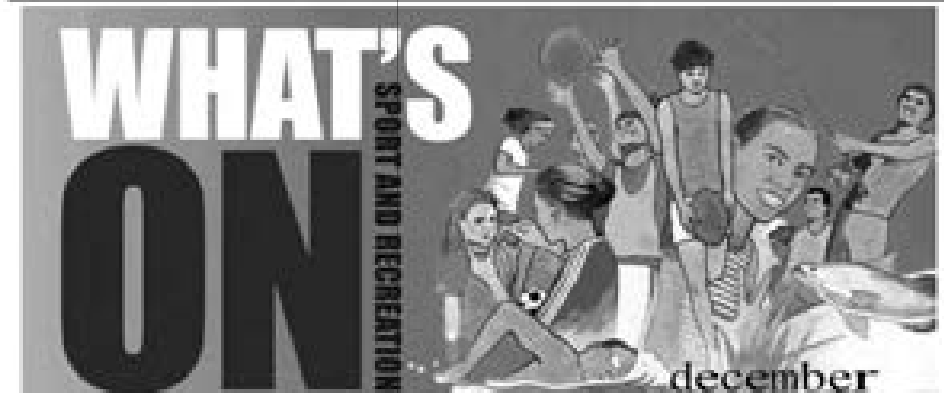
SPORT AND RECREATION

Borroloola School Holiday Program

Monday 8th Dec	Tuesday 9th Dec	Wednesday 10th Dec	Thursday 11th Dec	Friday 12th Dec
1.30pm - 5.30pm Table Tennis Eight ball	1.30pm - 5.30pm Arts & Crafts Movie Making	1.30pm - 4.30pm Swimming pool activities	1.30pm - 4.30pm Breads and pastries.	10.00am-11.00pm Football, Soccer, Swimming, 2.00pm-6.30pm Mastering and Youth talks.
1.30pm - 4.30pm Movies	1.30pm - 4.30pm Eight ball	4.30pm - 6.30pm Making Dimples	4.30pm - 6.30pm Eightball	
Monday 13th Dec	Tuesday 16th Dec	Wednesday 17th Dec	Thursday 18th Dec	Friday 19th Dec
10.00am-12.00pm Make and cook Pancakes.	10.00am-12.00pm Bollywood lessons.	10.00am-12.00pm Swimming pool activities.	10.00am-12.00pm Nail polish and makeup Football.	10.00am-12.00pm Basketballing on country.
1.30pm-6.30pm Eight ball, Movies	1.30pm-6.30pm Arts and Crafts	1.30pm-6.30pm Healthy cooking.	1.30pm-6.30pm Fishing.	1.30pm-6.30pm Sausage sizzle Party.
Monday 22nd Dec	Tuesday 23rd Dec	Wednesday 24th Dec	Thursday 25th Dec	Friday 26th
10.00am-12.00pm Prepare healthy food.	10.00am-6.30pm Day out Carraberril Basketballing, Youth Visors talks and picnic.	10.00am-11.00pm Swimming pool activities.	Christmas Day Public Holiday	Boxing Day Public Holiday
1.30pm-6.30pm Cook healthy food, Eightball and Table tennis.		1.30pm-6.30pm Cricket, Tag a war, Games.		
Monday 29th Dec	Tuesday 30 Decth	Wednesday 31st Dec	Thursday 1st Jan	Friday 2nd Jan
10.00am-6.30pm Day out Bathers Creek, Fishing and Picnic.	10.00am-12.00pm Make and cook Pancakes.	10.00am-12.00pm Swimming pool activities.	New Years Day Public Holiday	10.00am-12.00pm Swimming Pool Activities.
	1.30pm-6.30pm Soccer and Cricket.	1.30pm-6.30pm Arts and Crafts.		1.30pm-6.30pm Buns and Make Dimples.



SPORT AND RECREATION



WHAT'S ON

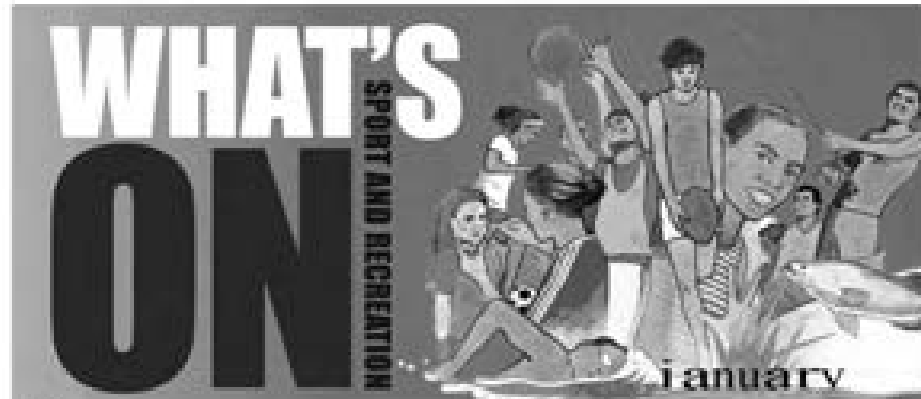
SPORT AND RECREATION

bu Iman

Monday 1st	Tuesday 2nd	Wednesday 3rd	Thursday 4th	Friday 5th
Sport & Recreation Training.	Sport & Recreation Training.	Sport & Recreation Training.	Sport & Recreation Training.	Sport & Recreation Training.
Monday 8th	Tuesday 9th	Wednesday 10th	Thursday 11th	Friday 12th
1.00 - 4.00 Basketball Games At Basketball Court	1.00 - 4.00 Softball Games On Oval "Hit & Run"	1.00 - 5.00 Soccer Games On Oval 5.00 - 7.00 Ball Activities	1.00 - 5.00 AFL Games On Oval 5.00 - 7.00 Ball Activities	1.00 - 5.00 Cricket Games On Oval 5.00 - 7.00 Ball Activities
Monday 15th	Tuesday 16th	Wednesday 17th	Thursday 18th	Friday 19th
1.00 - 4.00 Basketball Games At Basketball Court	1.00 - 4.00 Softball Games On Oval "Hit & Run"	1.00 - 5.00 Soccer Games On Oval 5.00 - 7.00 Ball Activities	1.00 - 5.00 AFL Games On Oval 5.00 - 7.00 Ball Activities	1.00 - 5.00 Cricket Games On Oval 5.00 - 7.00 Ball Activities
Monday 22nd	Tuesday 23rd	Wednesday 24th	Thursday 25th	Friday 26th
1.00 - 4.00 Basketball Games At Basketball Court	1.00 - 4.00 Softball Games On Oval "Hit & Run"	1.00 - 5.00 Soccer Games On Oval 5.00 - 7.00 Ball Activities		
Monday 29th	Tuesday 30th	Wednesday 31st		
1.00 - 4.00 Basketball Games At Basketball Court	1.00 - 4.00 Softball Games On Oval "Hit & Run"	1.00 - 5.00 Soccer Games On Oval 5.00 - 7.00 Ball Activities		



SPORT AND RECREATION

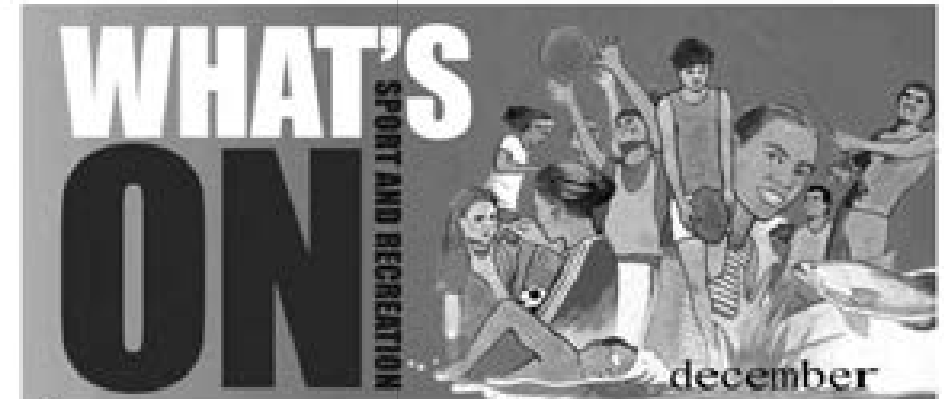


bulman

			Thursday 1st No Activities	Friday 2nd 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 5th 3:00 - 5:00 Basketball Games At Basketball Court	Tuesday 6th 3:00 - 5:00 Softball Games On Oval Water Slide	Wednesday 7th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 8th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 9th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 12th Camp	Tuesday 13th Camp	Wednesday 14th Camp	Thursday 15th Camp	Friday 16th Camp
Monday 19th 3:00 - 5:00 Basketball Games At Basketball Court	Tuesday 20th 3:00 - 5:00 Softball Games On Oval "Hit & Run"	Wednesday 21st 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 22nd 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 23rd 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 26th 3:00 - 5:00 Basketball Games At Basketball Court	Tuesday 27th 3:00 - 5:00 Softball Games On Oval "Hit & Run"	Wednesday 28th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 29th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 30th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities



SPORT AND RECREATION

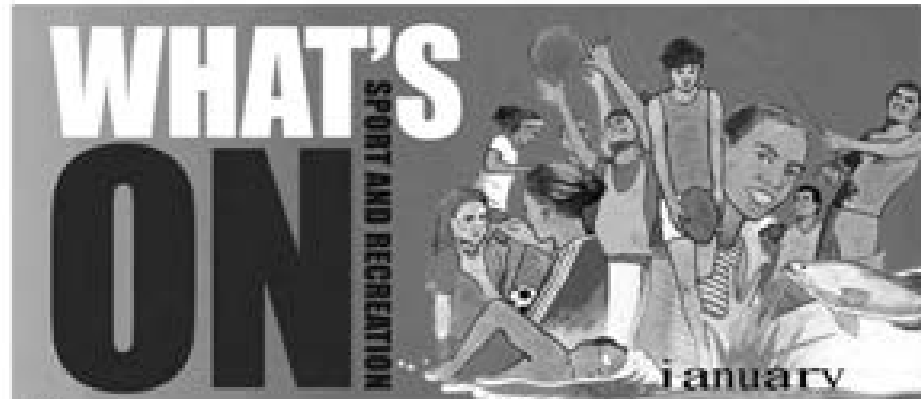


milkinggan

Monday 1st Sport & Recreation Training	Tuesday 2nd Sport & Recreation Training	Wednesday 3rd Sport & Recreation Training	Thursday 4th Sport & Recreation Training	Friday 5th Sport & Recreation Training
Monday 8th 3:00 - 5:00 Basketball Games At Basketball Court	Tuesday 9th 3:00 - 5:00 Softball Games On Oval "Hit & Run"	Wednesday 10th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 12th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 13th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 15th 3:00 - 5:00 Basketball Games At Sports Grounds Water Slide	Tuesday 16th 3:00 - 5:00 Softball Games At Sports Grounds "Hit & Run"	Wednesday 17th 3:00 - 5:00 Tennis Games At Sports Grounds & Ball Activities	Thursday 18th 3:00 - 7:00 AFL Games At Sports Grounds & Ball Activities	Friday 19th 5:00 - 7:00 Cricket Games At Sports Grounds & Recreational Training
Monday 22nd 3:00 - 5:00 Bike Riding	Tuesday 23rd 3:00 - 5:00 Softball Games At Sports Grounds "Hit & Run"	Wednesday 24th 3:00 - 7:00 Tennis Games At Sports Grounds & Ball Activities	Thursday 25th No Activities	Friday 26th No Activities
Monday 29th 3:00 - 5:00 Basketball Games At Sports Grounds	Tuesday 30th 3:00 - 5:00 Softball Games At Sports Grounds & Recreational Training	Wednesday 31st 3:00 - 5:00 Tennis Games At Sports Grounds & Ball Activities		



SPORT AND RECREATION

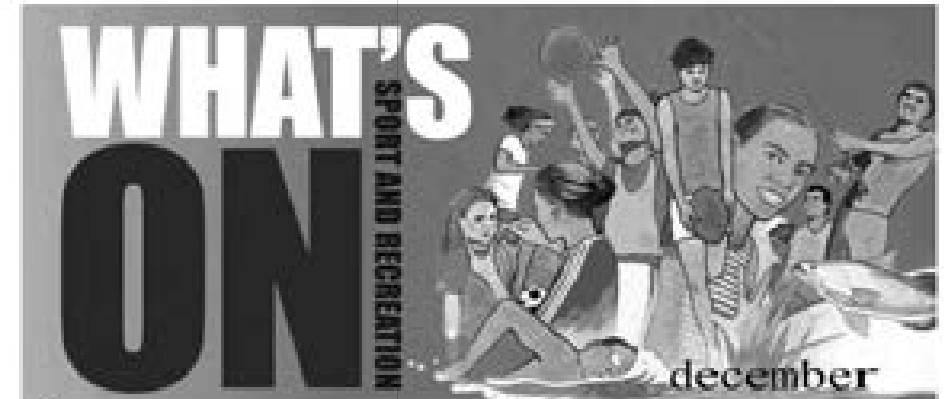


milkingan

			Thursday 1st No Activities	Friday 2nd 10:00am - 1:00pm Cricket Games At Sports Grounds & Ball Activities
Monday 5th 3:00 - 4:00 Basketball Games At Sports Grounds Water Slide	Tuesday 6th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 7th 3:00 - 7:00 Swire Games At Sports Grounds & Ball Activities	Thursday 8th 10:00am - 1:00pm AFL Games At Sports Grounds & Ball Activities	Friday 9th 10:00am - 1:00pm Cricket Games At Sports Grounds & Ball Activities
Monday 12th 10:00 - 3:00 Athletics Day	Tuesday 13th 10:00 - 3:00 Athletics Day	Wednesday 14th 10:00 - 3:00 Athletics Day	Thursday 15th 10:00 - 3:00 Athletics Day	Friday 16th 10:00 - 3:00 Athletics Day
Monday 19th 3:00 - 4:00 Rite Riding	Tuesday 20th 3:00 - 4:00 Softball Games At Sports Grounds & Recreational Swimming	Wednesday 21st 10:00am - 1:00pm Swire Games At Sports Grounds & Ball Activities	Thursday 22nd 10:00am - 1:00pm AFL Games At Sports Grounds & Ball Activities	Friday 23rd 10:00am - 1:00pm Cricket Games At Sports Grounds & Ball Activities
Monday 26th 3:00 - 4:00 Basketball Games At Sports Grounds Water Slide	Tuesday 27th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 28th 3:00 - 5:00 Swire Games On Oval 3:00 - 7:00 Ball Activities	Thursday 29th 3:00 - 5:00 AFL Games On Oval 3:00 - 7:00 Ball Activities	Friday 30th 3:00 - 5:00 Cricket Games On Oval 3:00 - 7:00 Ball Activities



SPORT AND RECREATION

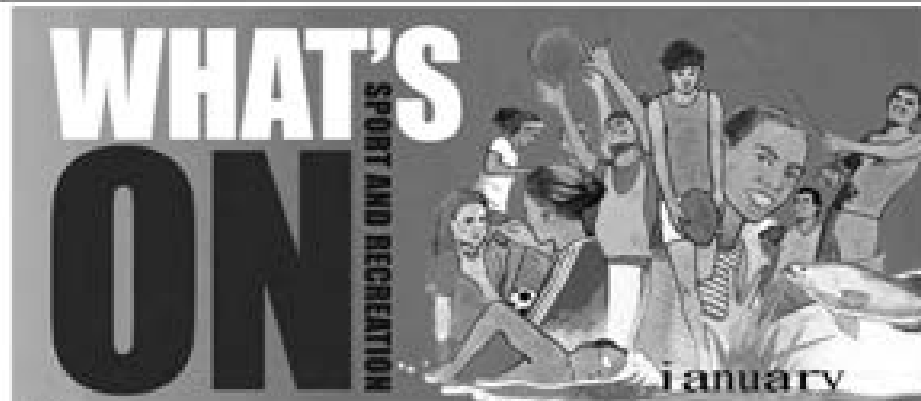


manvallaik

Monday 1st Sport & Recreation Training	Tuesday 2nd Sport & Recreation Training	Wednesday 3rd Sport & Recreation Training	Thursday 4th Sport & Recreation Training	Friday 5th Sport & Recreation Training
Monday 8th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 9th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 10th 3:00 - 5:00 Swire Games On Oval 3:00 - 4:00 Ball Activities	Thursday 12th 3:00 - 5:00 AFL Games On Oval 3:00 - 4:00 Ball Activities	Friday 13th 3:00 - 5:00 Cricket Games On Oval 3:00 - 4:00 Ball Activities
Monday 15th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 16th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 17th 3:00 - 5:00 Swire Games On Oval 3:00 - 4:00 Ball Activities	Thursday 18th 3:00 - 5:00 AFL Games On Oval 3:00 - 4:00 Ball Activities	Friday 19th 3:00 - 5:00 Cricket Games On Oval 3:00 - 4:00 Ball Activities
Monday 22nd 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 23rd 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 24th 3:00 - 5:00 Swire Games On Oval 3:00 - 4:00 Ball Activities	Thursday 25th No Activities	Friday 26th No Activities
Monday 29th 3:00 - 4:00 Basketball Games At Basketball Court	Tuesday 30th 3:00 - 4:00 Softball Games On Oval "M & B"	Wednesday 31st 3:00 - 5:00 Swire Games On Oval 3:00 - 4:00 Ball Activities		



SPORT AND RECREATION

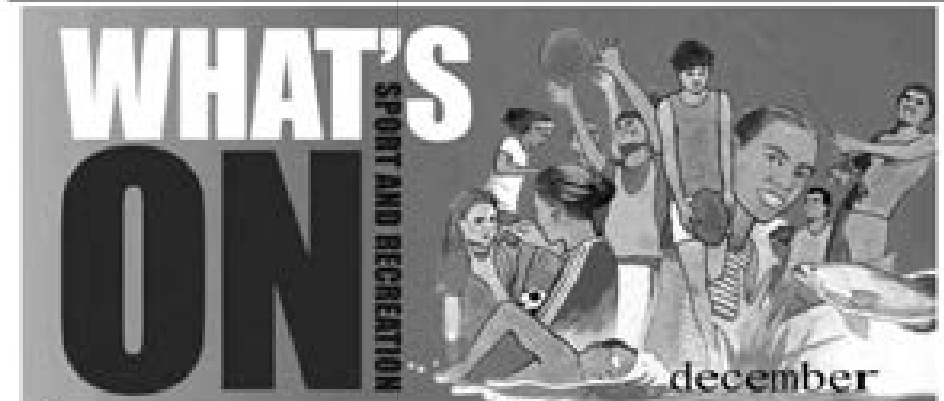


manvallaak

			Thursday 1st No Activities	Friday 2nd 3:00 - 5:00 Cricket Games On Oval 5:00 - 6:00 Ball Activities
Monday 5th 3:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 6th 3:00 - 4:00 Softball Games On Oval Water Slide	Wednesday 7th 3:00 - 5:00 Tennis Games On Oval 5:00 - 6:00 Ball Activities	Thursday 8th 3:00 - 5:00 AFL Games On Oval 5:00 - 6:00 Ball Activities	Friday 9th 3:00 - 5:00 Cricket Games On Oval 5:00 - 6:00 Ball Activities
Monday 12th Camp	Tuesday 13th Camp	Wednesday 14th Camp	Thursday 15th Camp	Friday 16th Camp
Monday 19th 3:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 20th 3:00 - 4:00 Softball Games On Oval "Hit & Run"	Wednesday 21st 3:00 - 5:00 Tennis Games On Oval 5:00 - 6:00 Ball Activities	Thursday 22nd 3:00 - 5:00 AFL Games On Oval 5:00 - 6:00 Ball Activities	Friday 23rd 3:00 - 5:00 Cricket Games On Oval 5:00 - 6:00 Ball Activities
Monday 26th 3:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 27th 3:00 - 4:00 Softball Games On Oval "Hit & Run"	Wednesday 28th 3:00 - 5:00 Tennis Games On Oval 5:00 - 6:00 Ball Activities	Thursday 29th 3:00 - 5:00 AFL Games On Oval 5:00 - 6:00 Ball Activities	Friday 30th 3:00 - 5:00 Cricket Games On Oval 5:00 - 6:00 Ball Activities



SPORT AND RECREATION

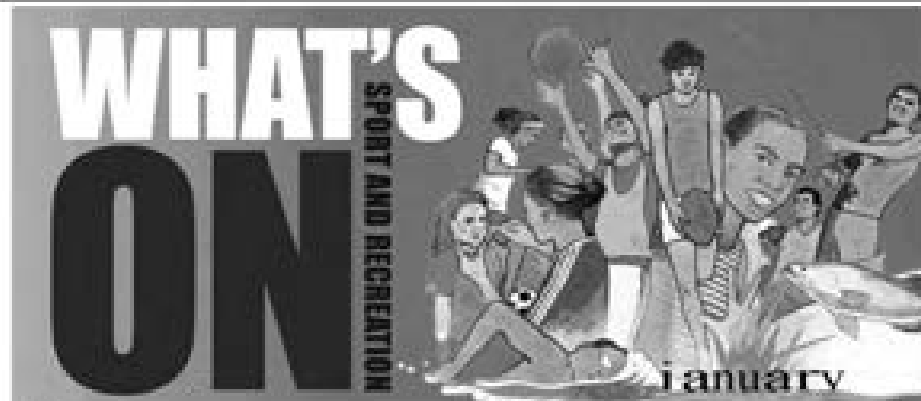


mataranka

Monday 1st Sport & Recreation Training	Tuesday 2nd Sport & Recreation Training	Wednesday 3rd Sport & Recreation Training	Thursday 4th Sport & Recreation Training	Friday 5th Sport & Recreation Training
Monday 8th 3:00 - 4:00 Basketball Games @ Basketball Court	Tuesday 9th 3:00 - 4:00 Softball Games On Oval "Hit & Run"	Wednesday 10th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 12th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 13th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 15th 10:00am - 1:00pm Basketball Games @ Sports Grounds Water Slide	Tuesday 16th 10:00am - 1:00pm Softball Games @ Sports Grounds "Hit & Run"	Wednesday 17th 10:00am - 1:00pm Tennis Games @ Sports Grounds & Ball Activities	Thursday 18th 10:00am - 1:00pm AFL Games @ Sports Grounds & Ball Activities	Friday 19th 10:00am - 1:00pm Cricket Games @ Sports Grounds & Ball Activities
Monday 22nd 10:00am - 1:00pm Basketball Games @ Sports Grounds Water Slide	Tuesday 23rd 10:00am - 1:00pm Softball Games @ Sports Grounds "Hit & Run" & Ball Activities	Wednesday 24th No Activities	Thursday 25th No Activities	Friday 26th No Activities
Monday 29th 10:00am - 1:00pm Basketball Games @ Sports Grounds	Tuesday 30th 3:00 - 4:00 Softball Games @ Sports Grounds "Hit & Run"	Wednesday 31st 10:00am - 1:00pm Tennis Games @ Sports Grounds & Ball Activities		



SPORT AND RECREATION

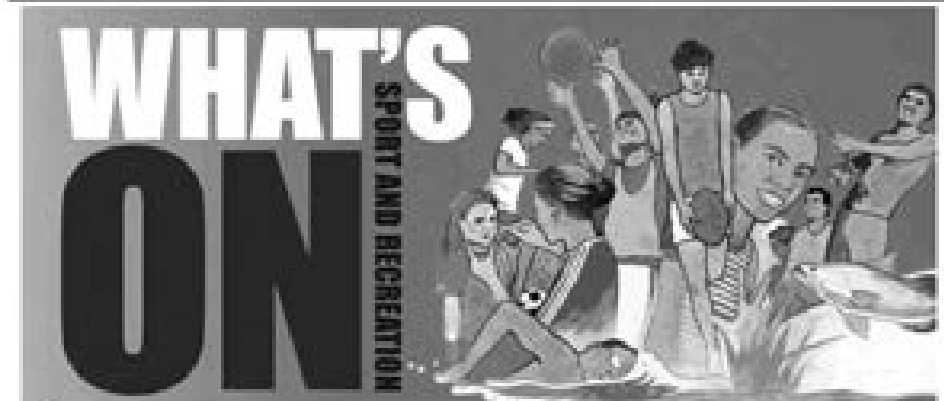


mataranka

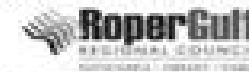
			Thursday 1st No Activities	Friday 2nd 10:00am - 1:00pm Cricket Lessons At Sports Grounds & Ball Activities
Monday 5th 10:00am - 1:00pm Basketball Lessons At Sports Grounds Water Slide	Tuesday 6th 10:00am - 1:00pm Softball Lessons At Sports Grounds T&A & Bus	Wednesday 7th 10:00am - 1:00pm Server Lessons At Sports Grounds & Ball Activities	Thursday 8th 10:00am - 1:00pm AFL Lessons At Sports Grounds & Ball Activities	Friday 9th 10:00am - 1:00pm Cricket Lessons At Sports Grounds & Ball Activities
Monday 12th 10:00am - 1:00pm Ball Activities with Skating	Tuesday 13th 10:00am - 1:00pm Softball Lessons At Sports Grounds T&A & Bus	Wednesday 14th 10:00am - 1:00pm Ball Activities with Skating	Thursday 15th 10:00am - 1:00pm AFL Lessons At Sports Grounds & Ball Activities	Friday 16th 10:00am - 1:00pm Ball Activities with Skating
Monday 19th 10:00am - 1:00pm Basketball Lessons At Sports Grounds Water Slide	Tuesday 20th 10:00am - 1:00pm Softball Lessons At Sports Grounds T&A & Bus	Wednesday 21st 10:00am - 1:00pm Server Lessons At Sports Grounds & Ball Activities	Thursday 22nd 10:00am - 1:00pm AFL Lessons At Sports Grounds & Ball Activities	Friday 23rd 10:00am - 1:00pm Cricket Lessons At Sports Grounds & Ball Activities
Monday 26th 10:00am - 1:00pm Basketball Lessons At Sports Grounds Water Slide	Tuesday 27th 10:00am - 1:00pm Softball Lessons At Sports Grounds T&A & Bus	Wednesday 28th 9:00 - 1:00 Server Lessons On Field 1:00 - 2:00 Ball Activities	Thursday 29th 1:00 - 2:00 AFL Lessons On Field 2:00 - 7:00 Ball Activities	Friday 30th 9:00 - 1:00 Cricket Lessons On Field 1:00 - 7:00 Ball Activities



SPORT AND RECREATION



What's on in Ngukurr?

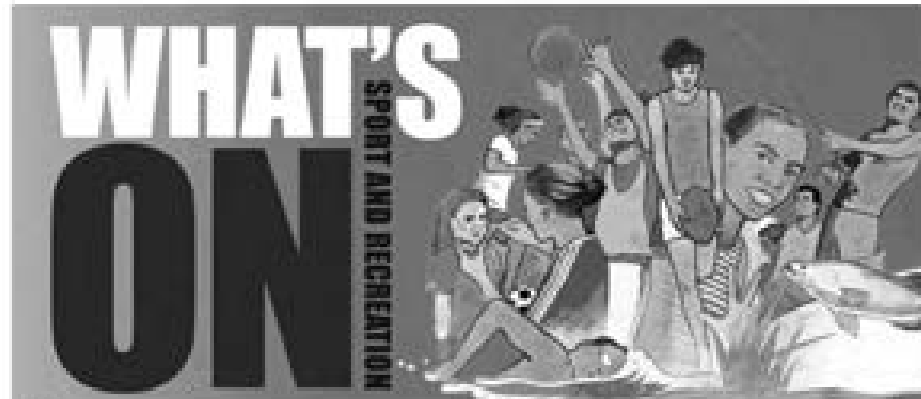


School Holidays Program
Activities and times are subject to change

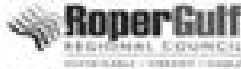
Monday 15th Dec Open Volleyball Group Open Softball Group	Tuesday 16th Dec 11am - Outdoor Cricket Open Indoor Soccer	Wednesday 17th Dec 11am - Pool Activities & BBQ Open Indoor Basketball	Thursday 18th Dec 11am - Breakfast and Craft Open Carnival Sports & Shows	Friday 19th Dec 11am - Sign's Table & BBQ Open Show
Monday 22nd Dec 11am - Art and Craft Open Softball Group	Tuesday 23rd Dec 11am - Pool Activities Open Indigenous Film Night	Wednesday 24th Dec 11am - Sign's Table Open Night Swimming	Thursday 25th Dec Christmas Day Public Holiday	Friday 26th Dec Boxing Day Public Holiday
Monday 27th Dec 11am - Outdoor Cricket Open - Night Swimming	Tuesday 28th Dec 11am - Indoor Basketball Open - Indigenous Film Night	Wednesday 29th Dec 11am - Pool Fun Day & BBQ Open - Shows	Thursday 31st Dec New Years Day Public Holiday	Friday 1st Jan 11am - Pool Activities Open Shows
Monday 5th Jan 11am - Junior AFL Open Softball Group	Tuesday 6th Jan 11am - Ball Ticker Evenings Open Indigenous Film Night	Wednesday 7th Jan 11am - Community Garden Project Open Night Swimming	Thursday 8th Jan 11am - Pool Activities and BBQ Open - Carnival Sports & Shows	Friday 9th Jan 11am - Sign's Table & BBQ Open Shows



SPORT AND RECREATION



What's on in Ngukurr?



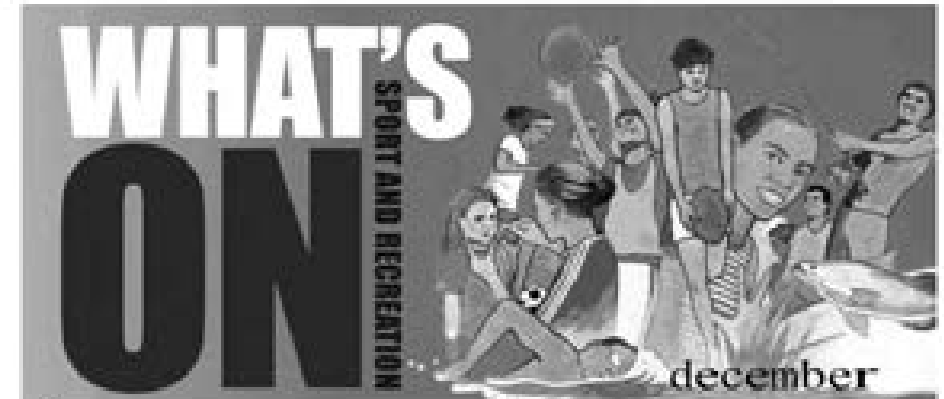
School Holidays Program

Activities and times are subject to change

Monday 12 th Jan	Tuesday 13 th Jan	Wednesday 14 th Jan	Thursday 15 th Jan	Friday 16 th Jan
Type: Volleyball Camp Type: Badminton Camp	Type: Hair Styling Type: Movie Night	Type: Pool Activities & BBQ	Type: Breakfast and Craft	Type: Sign's Shop & BBQ
Type: Archery Craft Type: Badminton Camp	Type: Garden Project Type: Indigenous Film Night	Type: Fishing Competition Type: Night Swimming	Type: Exhibition Type: Movie	Type: Hair Styling Type: Movie
Type: Football Clinic Type: Night Swimming	Type: Exhibition Type: Movie	Type: Garden Project Type: Basketball	Type: Garden Project Type: Movie	Type: Pool Activities Type: "Back to School" Movie



SPORT AND RECREATION



numbulwar

Monday 1 st	Tuesday 2 nd	Wednesday 3 rd	Thursday 4 th	Friday 5 th
Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training	Sport & Recreation Training
Monday 8 th 9:00 - 4:00 Basketball Games At Basketball Court	Tuesday 9 th 9:00 - 4:00 Softball Games On Oval "Bat & Ball"	Wednesday 10 th 9:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 11 th 9:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 12 th 9:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Movie
Monday 15 th 9:00 - 4:00 Basketball Games At Basketball Court	Tuesday 16 th 9:00 - 4:00 Softball Games On Oval "Bat & Ball"	Wednesday 17 th 9:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 18 th 9:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 19 th 9:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Movie
Monday 22 nd 9:00 - 4:00 Basketball Games At Basketball Court	Tuesday 23 rd 9:00 - 4:00 Softball Games On Oval "Bat & Ball"	Wednesday 24 th 9:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 25 th	Friday 26 th
Monday 29 th 9:00 - 4:00 Basketball Games At Basketball Court	Tuesday 30 th 9:00 - 4:00 Softball Games On Oval "Bat & Ball"	Wednesday 31 st 9:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities		



SPORT AND RECREATION

WHAT'S ON

SPORT AND RECREATION

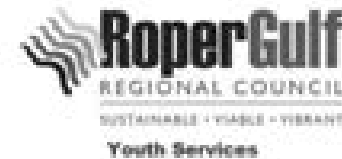
January

numbulwar

			Thursday 1 st No Activities	Friday 2 nd 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 5th 3:00 - 5:00 Basketball Games @ Basketball Court	Tuesday 6th 3:00 - 5:00 Softball Games On Oval Water Slide	Wednesday 7th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 8th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 9th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 12th 3:00 - 5:00 Basketball Games @ Basketball Court	Tuesday 13th 3:00 - 5:00 Softball Games On Oval Water Slide	Wednesday 14th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 15th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 16th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 19th 3:00 - 5:00 Basketball Games @ Basketball Court	Tuesday 20th 3:00 - 5:00 Softball Games On Oval "M & B"	Wednesday 21st 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 22nd 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 23rd 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities
Monday 26th 3:00 - 5:00 Basketball Games @ Basketball Court	Tuesday 27th 3:00 - 5:00 Softball Games On Oval "M & B"	Wednesday 28th 3:00 - 5:00 Tennis Games On Oval 5:00 - 7:00 Ball Activities	Thursday 29th 3:00 - 5:00 AFL Games On Oval 5:00 - 7:00 Ball Activities	Friday 30th 3:00 - 5:00 Cricket Games On Oval 5:00 - 7:00 Ball Activities



SPORT AND RECREATION



Youth Voice Meeting

Venue: Ngukurr Youth Centre

Date: Wednesday, 29 October, 2014
5:00 - 8:00 PM

1. Present:

Wendy	Gumbula	Student	Youth Voice Member
Cheyenne	Daniels	Student	Youth Voice Member
Patris	Lingari	Student	Youth Voice Member
Eddie	Albert	FLCP Participant	Youth Voice Member
Gerry	John-Forest	FLCP Participant	Youth Voice Member
Nicodemus	Farnell	Night Patrol	Youth Voice Member
Lester	Gumbala	Student	Youth Voice Member
Keisha	Thompson	FLCP Participant	Youth Voice Member
Deliah	Rogers	Student	Youth Voice Member
Ravella	Wunamuna	Youth Services	Youth Voice member
Peter	Stork	Youth Services Co-ordinator	Convener
Katrina	Bushby	Community Safety Manager	Co-convener

Topics Discussed

Community Issues

1. Youth Voice members discussed concern for the number of children and young adults who are roaming or driving around the community from 10pm to 3 am, causing trouble and damaging property.
2. Members believed that fighting is currently the biggest problem facing the community. They stated that a large number of the community are worried of the problem which is lowering the morale of the community.
3. Members also voiced dissatisfaction at the lack of community meetings which no longer occur.
4. Another ongoing problem that members raised was ease of entry of alcohol and cannabis into the community which are associated with issues cited in 1-3.

Action

1. Youth Voice members want Community Elders to hold regular meetings to rally a response to late night troublemaking and footgaming. Elders should also be delegated to counsel the parents or family members of these youth and motivate them to take more responsibility for their children.

2. Members requested the RQJRC to fund more camps, especially for members of rival bands of youth who are making the trouble. Members believed this would allow these individuals to build positive relationships in the neutral space of the camps.
3. Members requested RQJRC to organise more sporting events that will take youth out of the community and thus provide them with an outlet that mitigates their anger and frustrations that lead to trouble in the community. Members also believed it would be beneficial if RQJRC had a training program to teach Ngulurri sporting teams how to organise income generating events that would fund their travel to other communities for sporting events.
4. Members want RQJRC to request Police to have more regular roadblocks at the Wilson River crossing, not just after payday as at present, to apprehend grog and drug runners.

Next Youth Voice meeting: 19 November 2014.

CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORT



ITEM NUMBER	18.1
TITLE	Contract and Technical Services Quarterly Report (Jul - Sept 2014)
REFERENCE	501064
AUTHOR	Marc Gardner, Director Contracts and Technical Services

RECOMMENDATION

- (a) That Council note the report in relation to the Contract and Technical Services Quarterly Report

BACKGROUND

The Contracts and Economic Development Directorate of Roper Gulf Shire Council was set up to manage the commercially-focused contracts and activities for the Shire, and to promote indigenous employment and economic development in Roper Gulf communities. The Directorate's contracts and programs are currently:

- Territory Housing Repairs and Maintenance
- Territory Housing Tenancy Management
- Power and Water Maintenance and Essential Services
- Civil Works
- Airstrips Maintenance
- NT Government Road Verge Maintenance and Litter Collection
- Australia Post contracts
- Mechanical Workshops
- Visitor Accommodation (in cooperation with the Assets Management Unit)
- External contractor management

Below is a report including Key Performance Indicators on primary activities and performance of the directorate for the first quarter (July to September) in the 2014/15 financial year and other recent activities.

ISSUES/OPTIONS/SWOT

Territory Housing

- Please refer to separate report from Contracts Manager in relation to Territory Housing updates.

Australia Post

- Still waiting on response from Australia Post about mail delivery to Manyalluluk, Barunga and Beswick;
- SeaSwift changes to delivery in Numbulwar will affect delivery, awaiting notification about solution from Australia Post; and
- Mail boxes being prepared for a number of sites to be included in office upgrade projects.

Power & Water

- Power and Water Services continue to be delivered in Jilkminggan and Manyalluluk
- Staff training (white card and PowerWater accreditation) is current being undertaken by some staff.

Visitor Accommodation

- Operating as usual, see KPI report attached for guest numbers;
- External accommodation is 'off line' due at Ngukurr (except contractors accommodation) to allow new Ngukurr motel to provide services;
- Long term Contractor's accommodation booked in Ngukurr and Bulman continued for NT Govt construction projects (SIHIP, new crèches).

Fencing Contract

- Urapunga – follow up work to fix 5 gates occurring in November;
- 17 new fences at Bulman and Weemol will be completed in November;
- 38 fences have been completed in Beswick at the end of October;
- Lot 120 at Beswick (staff house RJCP project) to be completed by Beswick team by early November; and
- Fencing team move to Barunga and Manyalluluk in November to complete fencing by 30 June 2015.

Civil Works

- Please refer to separate report in relation to the update of Civil Works Activities.

Mechanical Workshops

Mobile workshop:

- Completed scheduled visit to Mataranka in September carrying out mainly services and minor repairs;
- Completed its scheduled visit to Bulman later in September caring out mainly services and minor repairs, however a couple of vehicle were required to come to town for major repairs;
- On a whole the scheduled maintenance program is working well and we will be sending out next years scheduled maintenance calendar mid December;
- Working in with Assets to design a general condition report on all vehicles and machinery to had in after conducting our community visits. This report will be based on general condition , usage , mileage, we will be planning to carry this report out in all communities including communities utilising external contractors.

Fleet management:

- Working closely with Assets to develop standardisation across our fleet;
- Still finding lots of vehicles and machinery that are late for service and or missing services especially 5,000k services;
- 5,000k services are important as we can pick up on minor issues before they could potentially escalate into costly repairs for your program;
- Also finding that some RGRC staff are not following RGRC procedure on dealing with external contractors in relation to tyres and mechanical repairs and accessories;
- We have issues with our accounts being placed on stop credit due to unpaid invoices from other programs meaning that we are not being able to maintain other warranty purposes) – incorrect parts and accessories being fitted;
- The above procedure can ensure getting the correct products or service for the best price and maintaining record keeping and helping with our fleet standardisation. The Chief Executive Officer has taken action in relation to the above.

Numbulwar:

- Numbulwar w/shop supervisor Malcolm Hayes will be finishing up late November
- Still conducting on going support in Numbulwar;

- We are currently looking into what services can and will be provided in Numbulwar ie the use of external contractors and or back up from our mobile w/shop;
- Currently working on a 'back-up' plan for services in Numbulwar.

Ngukurr:

- w/shop are providing on going support to Ngukurr and to the external contractor in Ngukurr, I believe Ngukurr are starting to see the light at the end of the tunnel with the external contractor clearing his back log of jobs and starting to get on top of everything;
- Ngukurr will still be on our mobile w/shop schedule next year.

Car trailer:

- Car trailer has been fixed and is back up and operational, we will be renting the trailer out for hire the hire fee are \$80.00 half day and \$120 full day.

External customers:

- Now an NT Fleet approved w/shop;
- We are and can now take bookings for personal vehicles for servicing and minor mechanical repairs;
- We have carried remote service work for Sunrise Health at Bulman;
- We have also sent Sunrise Health and NT Fleet our mobile w/shop schedule;
- Working on other external servicing for other Government Agencies

FINANCIAL CONSIDERATIONS

Please see attached second quarter reports for the directorate.

ATTACHMENTS:

- 1 Contracts and Technical Services Financials 1st Quarter 2014-15.pdf
- 2 2014-16 Contracts and Technical Services KPIs 2014-15 First Quarter report.pdf

Contracts and Technical Services Financial Report - 1st Quarter 2014/15				
Activity	Description	Actual (Income - Expenditure)	Budget	Variance
109	Asset Management	-69,538	-207,114	237,576
201	Self Funding	-3,137	0	-3,137
220	Building Maintenance (1st)	56,770	0	-56,770
221	Treasury Management (1st)	129,294	0	-129,294
222	Travel (1st)	-146,444	0	-146,444
240	Contracts Administration	-29,994	0	-29,994
241	Analysis	-7,484	0	-7,484
242	Subsidy and Loan Collection	-3,957	0	-3,957
243	Public Contracts	159,194	0	-159,194
244	Power Water Contract	11,269	0	-11,269
245	Vendor Accommodation	21,421	0	-21,421
246	Academy Post	1,520	0	-1,520
275	Operational Workshops	-5,093	0	-5,093
320	Operations Administration	-21,489	0	-21,489
321	Operations Employment Transition	-44,136	0	-44,136
322	Operations Training Management	31,826	0	-31,826
323	Operations Managerial Services	110,564	0	-110,564
324	Operations Capital Infrastructure	-5,213	0	-5,213

Contract and Technical Services Quarterly KPI Report					
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Key Performance Indicators	Total amount of funds generated from external contracts worth (all contracts in Directorate)	See report			
	Total amount of income of Directorate	See report			
	Total amount of expenditure of Directorate	See report			
	Total number of Directorate staff	0			
	Increase or decrease of Directorate staff	-			
	Number of Treasury management requests	60			
	Number of Treasury management requests completed	60			
	Total number of water accommodation rooms	54			
	Number of available water accommodation rooms in all communities	54			
	Number of external orders staging in RSCs	54			
	Ratio of external to external order charges per quarter	4437			
	Number of operational contracts which are to contribute to the core services of RSCs	14			
	Income and expense for each program, service, unit or contract	See report			
	Amount of project management revenue	Not available			
	Occupancy rates of water accommodation (number of rooms available to number of rooms used)	498452			
Profit from each program, service, and/or contract	See report				
Percentage of actual income to budgeted income	See report				
Percentage of actual net profit to budgeted net profit for the Directorate of Contracts and Treasury Management	See report				
Number of indigenous vocational training programs offered through Directorate	1				
Number of formal economic partnerships with other organisations	1				
Percentage reduction in repair and maintenance costs	See report				
Percentage reduction in energy costs	See report				
Increase in economically viable training partnerships per year	Report at year end				
Increase in indigenous employment in RSC technical services operations	1				
Percentage completion of long term asset management plans for Directorate assets (total number of assets/completed plans)	Report at year end				
Increase of net profit from previous year (annual KPI) and Economic Development	Report at year end				
Increase in indigenous employment in RSC technical services operations	1				
Increase of net profit from previous year	Report at year end				
Work Health and Safety	Increase in hazards reported	Yes			
	20% reduction in recordable injury frequency rate	1 injuries Report - 1st			
	Reduction in incidents of property damage	Yes			
	Zero significant incidents	Yes			
Zero liability	Yes				

**CONTRACTS & TECHNICAL SERVICES
DIRECTORATE REPORT**

ITEM NUMBER 18.2
TITLE Contracts Updates
REFERENCE 500340
AUTHOR Karen Perner, Contracts Coordinator

RECOMMENDATION

- (a) That Council receive and note the report on Contracts updates.

BACKGROUND

Roper Gulf Regional Council has been successful in winning a number of commercial contracts with a focus on indigenous jobs in communities.

ISSUES/OPTIONS/SWOT

Contract	Update
Power & Water Contract – Essential Services as Jilkminggan & Manyallaluk	<ul style="list-style-type: none"> Various issues with staff have arisen over the past few months at both locations We have worked with the CSM's to rectify the issues ESO must report to PAWA by phone each day for specific readings and tasks. If not available for that call RGRC is penalized under the terms of the contract Part of our Tender responsibilities it to ensure that our ESO's and relief ESO's are trained and qualified Certificate II Remote Area Essential Services. Formal advice has been sent to PAWA giving details of who has been carrying out the ESO roles and alternate staff providing relief. This reporting will now become a quarterly commitment
Department of Infrastructure Contract – Grading works of roads (Numbulwar & Ngukurr) Litter Collection Mataranka Area Slashing of road reserves Mataranka, Larrimah & Daly Waters Maintenance of Airstrips	<ul style="list-style-type: none"> Civil works for this contract will be carried out by Sub Contractors or alternatively through local operators Airstrip Reporting Officers have attended specific training to enable them to carry out their role effectively. Further training is being organized for staff not trained Numbulwar Airstrip has a brand new fence – compliments of the hard work of the Outstations Team who carried out the works in less than 2 weeks. A mighty effort! There were reports that Roger McIvor could not believe they would do the

work so quickly and a 'hat eating' joke was widely distributed. To date No One has seen Roger eat his hat!!!	<ul style="list-style-type: none"> We have a contract with this department to provide maintenance services including slashing, removing termite mounds, minor repairs, plus undertaking maintenance inspections to ensure Maintenance inspections under the contract are only required monthly in the dry and once every two weeks in the wet. They can be combined with the above inspections at Numbulwar and Ngukurr. The contract pertains to Numbulwar, Ngukurr, Urupunga, Borroloola, Bulman, Barunga and Eva Valley airports We are only required to undertake airport inspections twice per week on registered airports (Numbulwar and Ngukurr only) in accordance with the CASA manual for inspection of certified aerodromes. There will be an additional payment to RGRC for this service
Australia Post Contract	<ul style="list-style-type: none"> Roper Gulf has organized the delivery and sorting of mail for a number of years. The smiling and cheery face of China was seen as he delivered the bags of mail. However it was discovered that RGRC were not funded under this contract to actually pick up the mail from the Post Office and physically deliver to the community – we were only funded to sort the mail. Marc Gardner is still working with Australia Post to find an effective solution. <p>In the meantime we will pick up the mail from the Post Office and store at Emungalan Road and coordinate who is going out or coming in that can take the mail. Please if you are coming in from Community or going out please always check with us to provide a mail service to our communities</p>
Housing Maintenance Project – Fencing	<ul style="list-style-type: none"> RGRC has been awarded a Grant from Dept of Housing to construct a total of 110 fences at various communities. Barunga, Beswick, Bulman, Weemol, Manyallaluk, Urupunga, Hodgson Downs We employed a Builder Trainer – Fencer as supervisor/trainer and

	<p>employ local indigenous staff to work on the fences</p> <ul style="list-style-type: none"> • Urupunga fences have been completed – a total of 8 staff were employed • Beswick fences are now finished. There was an overall total of 41 fences constructed/repaired at Beswick. There have been huge recruitment issues at Beswick and to date approx. 25+ staff have been offered employment • Outstations Team have had to be diverted to construct the fences at Bulman (9) & Weemol (8) to ensure the Fencing Program could be brought back on a time frame that allows the finalization of this contract by June 2015. This team provided an amazing outcome of constructing 17 fences in 40 work days and to a high standard. • The project has 38 fences to be constructed at Barunga and 9 at Eva Valley and all need to be finalized by 30 June 2015
<p>Territory Housing Contract – Tenancy Management</p>	<p>Under the terms of our contract and as per our Tender submission we have employed the following staff as Community Housing Officers</p> <ul style="list-style-type: none"> • Patricia Lee – Barunga & also services Manyallaluk • Patrick Forbes – Beswick. Patrick has just been appointed in this position. It took 2 months for Patrick to be employed by our HR Department due to issues with ID/Ochre Card etc. • Cecelia Lake – Jilkminggan • Margaret George – Ngukurr/Urupunga (currently 0.75 FTE and will be increased to FTE shortly). <p>Anne Thompson – Ngukurr/Urupunga Due to ongoing performance and attendance issues Anne's employment was terminated. An RCJP participant was keen to take on this position as a trial for 3 months but it took so long for HR/RJCP to obtain all the necessary paperwork she withdrew her interest. We are still waiting to fill this position</p> <ul style="list-style-type: none"> • Cheryl Nundiribala – Numbulwar (FTE), Virginia Nundiribala (0.5 FTE) resigned and we are still waiting to fill this position

	<ul style="list-style-type: none"> • Ewan Martin – Bulman – who also provides a HMO service. Ewan resigned in July and we advertised for a HMO only & recently conducted interviews (28/10/14). There were 2 applicants interviewed and we are waiting on finalization of interview and then recruitment process. We will now advertise to recruit to the Tenancy Officer position to ensure that all Territory Housing criteria is being met <p>Sub Contract</p> <ul style="list-style-type: none"> • Hodgson Downs Community – Alawa Aboriginal Association employs 'Scotty' as the CHO/HMO and we have a great relationship with him. Unfortunately Scotty had to be evacuated to Darwin Hospital due to a serious illness and no works have basically been done for about a month. Scotty is now back and Alawa have employed an additional staff member to help him with his workload. We have offered for our Builder Trainer from Ngukurr to help clear the backlog of works but this is not required
	<ul style="list-style-type: none"> • Binjari Community – we have been providing information to Alice Beilby at Binjari to present to their Board to try and work with them to employ a CHO & HM. <p>On 23rd September 2014 we commenced a sub contract relationship with Binjari for HMO and CHO duties. However Alice Beilby is no longer associated with Binjari and Debbie Aloisi is now the contact. At a recent meeting and subsequent emails she has expressed her concern over the requirements for the Territory Housing contract and we potentially will end our sub contract relationship and take on the Tenancy and Repairs & Maintenance works with our own staff.</p> <p>Territory Housing are aware of our issues with Binjari</p>

<p>Territory Housing Contract – Repairs & Maintenance Non Trade Qualified</p>	<p>Under the terms of our contract and as per our Tender submission we have employed the following staff as Housing Maintenance Officers</p> <ul style="list-style-type: none"> Paul Sullivan – Builder Trainer employed for Cluster 4 communities (Barunga, Beswick, Manyallaluk, Jilkminggan, Binjari, Cutta Cutta Caves, Katherine Gorge) Samuel Bush has been employed till end January 2015 in the role of HMO providing a service to Barunga, Beswick and Manyallaluk. Samuel is supported by Paul Sullivan Kevin Clapson – Builder Trainer employed for Cluster 5 communities (Ngukurr, Urapunga, Minyerti, Numbulwar, Limmen) Pauy Amarant (Jnr) has been the HMO at Ngukurr working full time since March 2014. <p>Pauy is supported by Kevin Clapson and both are making huge inroads to maintenance issues at Ngukurr</p> <p>An additional FTE HMO position at Ngukurr is being advertised and we may commence an RJCP participant shortly to help with the works.</p> <ul style="list-style-type: none"> Andrew MacKenzie – Builder Trainer employed at Numbulwar has resigned. There is at this stage No further funding for this position. The HMO's at Numbulwar are being supervised/monitored by the CSM. The Builder Trainer at Ngukurr will travel to Numbulwar to support these HMO's if required <p>Invoices for Materials</p> <ul style="list-style-type: none"> Under the terms of the Contract we are able to claim materials used for repair works including use of machinery plus 10% <p>We have negotiated a set Schedule of Rates for most used items with a component for freight, incidentals etc. This price, as agreed to by Territory Housing and will afford us a good profit as we negotiate better prices for our materials</p> <p>Database</p>
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	<ul style="list-style-type: none"> We have been negotiating with CouncilBiz regarding a new database that will make the role of lodging maintenance requests and their outcomes from our HMO or Territory Housing easier and less time consuming This new system will also allow us to raise invoices direct from Tech One for materials used This new system will collate all maintenance requests at the end of each month for our monthly reporting to Territory Housing. <p>At present Melissa Cox has been carrying out this entire role manually and is so looking forward to the new database. CouncilBiz will eventually finalise and there is NIL cost to Council</p> <p>Once the database is operating smoothly it will give us the added benefit of others learning the system in case of staff absences</p> <p>We travelled to Darwin to see CouncilBiz staff regarding this Database in March 2014 and have been waiting STILL to have it finalized and implemented. Countless emails/phone calls to CouncilBiz have not been successful.</p> <p>Marc Gardner has approached the Manager of CouncilBiz and still no database. This matter to be escalated to the CEO</p>
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FINANCIAL CONSIDERATIONS

Under the terms of the Territory Housing contracts (Tenancy Management and Repairs & Maintenance) we are tasked with providing in depth Reports on a monthly basis. When our positions are vacant for long periods of time due to HR Recruitment/RJCP ID issues we are accountable to Territory Housing for the works that are NOT carried out ie house inspections, tenant paperwork etc.

For example it took 2 months to employ the Tenancy Officer at Beswick due to paperwork and 2 months to employ the Housing Maintenance Officer at Beswick due to paperwork.

There is a 12 month assessment to be conducted by Territory Housing shortly about our performance of these contracts. There needs to be a review of HR or RJCP methods of ensuring that the indigenous staff on our communities are Employment ready to enable us to effectively and efficiently contract manage this contract for the 5 years.

ATTACHMENTS:

There are no attachments for this report.

CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORT



ITEM NUMBER 18.3
TITLE Contracts Manager Responsibilities
REFERENCE 500586
AUTHOR Karen Perner, Contracts Coordinator

RECOMMENDATION

(a) That Council receive and note the report on Contracts Manager Responsibilities.

BACKGROUND

The Contracts Manager position is to provide professional and specialist management, efficient and effective contracts and administration; supervisory and monitoring support to the Contracts and Technical Services Department to assist the Council in meetings its contractual obligations to its clients. This includes:-

- Supervising commercial operations office-based administrative staff

Accommodation & Maintenance Officer: Provide administrative support to Department of Contracts & Technical Services. This includes :-

- Monitor and manage and take accommodation bookings for Roper Gulf Council visitor accommodation
- Monitor and take remedial action for internal work requests logged onto the Roper Gulf Assets Manage Engine Service Desk database

Senior Tenancy Officer: Provide administrative support to Department of Contracts & Technical Services. This includes :-

- Assisting in the financial and administrative management of Tenancy Management and repairs and Maintenance Contracts with Territory Housing
- Provide daily work schedules for HMO's and ensure CHO's carry out their duties as per our contractual obligations with Territory Housing
- Prepare and produce monthly reports for Territory Housing on the monthly performance of the HMO & CHO's in each community

KPI		
Number of Tenancy Management Requests	501 * Includes maintenance requests (MR) issued direct from Territory Housing	
Number of tenancy management requests completed	July - 203 August - 201 September - 222 ** Includes works completed for MR from previous quarter	
Total number of visitor accommodation rooms	28	
Number of available visitor accommodation rooms in all communities	Number of Rooms Barunga - 0 Beswick - 8	Number of beds per room Barunga - 0 Beswick - 11

	Bulman - 1 Ngukurr - 8 Numbulwar - 11	Bulman - 1 Ngukurr - 11 Numbulwar - 20
Number of external visitors staying in RGRC accommodation	July - 50 \$27,253.50 August - 34 \$11,831.00 Sept - 37 \$12,390.00	144 Nights - 323 rooms in total 77 Nights - 113 rooms in total 70 Nights - 105 rooms in total
Number of internal visitors staying in RGRC accommodation	July - 22 \$ 8,266.00 August - 45 \$15,088.49 Sept - 35 \$4,844.23	63 Nights - 88 rooms in total 96 Nights - 153 rooms in total 123 Nights - 145 rooms in total
Occupancy rates of visitor accommodation (number of rooms available to number of rooms used)	Total number of rentable days per month (M,T,W,T) July 19 August 16 September 18	Total room nights to book = 53 Total rooms available to be booked @ 28 x 53 = 1484 Total rooms booked = 927
Total cost of infrastructure repairs and maintenance	Contractors Invoices July \$49,267.16 August \$30,187.05 September \$58,221.86 Trade & Labour Works (internal) July \$8,835.38 August \$9,194.00 September \$8,513.56	

ISSUES/OPTIONS/SWOT

If there was Visitor accommodation at Bulman and Ngukurr additional external revenue could be raised.

FINANCIAL CONSIDERATIONS

Territory Housing will be conducting a 12 month review of both Tenancy and Repairs and Maintenance contracts. They are closely monitoring our employment of HMO's and CHO's. We need to ensure that all vacant positions are filled as soon as possible to meet our financial commitment to the Contracts and carry out all works required.

The cost to Roper Gulf Regional Council for Asset maintenance needs to be looked at to see if there are other options 'in house' where we are capable of carrying out maintenance works with our own skilled Labour force. Eg external contractors (electricians, plumbers etc) were paid \$137,676.07 for this quarter.

Our Trade and Labour (internal staff) provided services 'in house' for a total of \$26,542.94. It would make more sense for RGRC to quantify the external trades used and see if there is capacity to increase the skills of our Trade and Labour staff or have roving skilled tradesmen in our employment.

ATTACHMENTS:

There are no attachments for this report.



CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORT

ITEM NUMBER 18.4
TITLE Update of Civil Works Projects
REFERENCE 501063
AUTHOR Marc Gardner, Director Contracts and Technical Services

RECOMMENDATION

- (a) That Council note the report in relation to Civil Works Projects

BACKGROUND

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

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

ISSUES/OPTIONS/SWOT

Community	Project	Est Completion	Status
Barunga	Rubbish dump clean up	14/10/14	Completed
Borroloola	Searcy Street – barricade and drainage clearance	30/6/14	Completed
Borroloola	Culvert at entry to Show Grounds/ Sports Fields	30/11/14	Quotes sought and awarded, waiting for work to be conducted
Borroloola	Searcy Street – major upgrade	30/6/15	Traffic plans being collated Design completed Project on hold due to external funding
Borroloola	Town camps roads upgrade	30/6/15	Developing new scope of works and seeking external funding assistance. Design drawings awaiting ground truthing.
Borroloola	Roads and storm water drainage affected by PWC sewerage projects	30/6/15	Continue to liaise with PWC in relation to obligations to repatriate roads to pre-existing standards. Storm water reinstatement by PWC contractors – issues with existing infrastructure
Jilkminggan	New Rubbish dump	31/12/14	Planning
Jilkminggan	Drainage at various places – town entry and in town	15/10/14	Completed
Jodetluk	Drainage works entrance road and culvert	13/7/14	Completed
Manyalluluk	Extra drainage works around town and tidy up jump up	30/9/14	Seeking quotes
Manyalluluk	Running grade of Eva Valley road (total length)	10/11/14	To be completed by 10/11/14
Mataranka	Carew Road drainage reparation	31/10/14	Quotes awarded

Ngukurr	"Rainbow Street" drainage	30/6/15	IAS application for funding has been made
Ngukurr	Traffic management plan (school/shop)	30/11/14	Preliminary drawings completed – Right Path Project and possibly IAS application
Numbulwar	Airport Road	30/6/15	Appointed proj. manager, draft design drawings have been completed and waiting approvals
Numbulwar	Reseal and drainage works behind shop road	30/6/15	On hold – awaiting 2015/16 Roads to Recovery funding – bundle up with Airport Road project for procurement.
Katherine	Crawford St Office reseal	31/10/14	Works awarded, waiting for implementation week of 3 November – completion by 10 November
Katherine	Ernungalan Road – car park stays	15/11/14	In progress

New works have been awarded for the Eva Valley (Manyalluluk) Road for grading the entire length from the Central Arnhem Road to the town.

Some progress with draft drawings have been made with the Numbulwar Airport Road and the Town Camp Roads at Borroloola.

FINANCIAL CONSIDERATIONS

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ATTACHMENTS:

There are no attachments for this report.

**CONTRACTS & TECHNICAL SERVICES
DIRECTORATE REPORT**

ITEM NUMBER 18.5
TITLE Auction Report
REFERENCE 500644
AUTHOR Virginia Boon, Asset Manager

RECOMMENDATION

- (a) That Council receive and note the report on the Auction held on Saturday 18th October 2014.

BACKGROUND

As per council's decision to close down the civil works program and dispose of the machinery, fleet and equipment the Assets program held an auction on the 18th October. Almost all equipment was sold except for the following items:

1. 140G Caterpillar Grader
2. Western Star Prime Mover
3. 1 x Haulmark Side Tipper Trailer
4. Hitachi Excavator

It is expected that the unsold items will be advertised on websites around Australia to try and get the best possible price for them.

ISSUES/OPTIONS/SWOT

1. Often despite numerous requests vehicles are not getting to auction on time
2. More research to be done on reserve prices for future auctions
3. A decision needs to be made as to whether unsold items continue to be used whilst we are chasing a sale for them. If so, they will need to be registered.

FINANCIAL CONSIDERATIONS

A total of \$984,556.97 inc GST was made from the auction.

ATTACHMENTS:

- 1 OCM Auction Report October 2014.pdf

RGR List of Items for Disposal/Auction October 2014

QTY	REFLID	Account Description	RESERVE	SALE PRICE	OFFER	
5	PALLET	HYDRAULIC LITE CRANE		\$ 90		
2	PALLET	HYDRAULIC LITE CRANE		\$ 500		
3	PALLET	TRUNION BEARING ASSEMBLY		\$ 50		
4	PALLET	ROBOTA KIT 3800 GEN-SET		\$ 90		
5	PALLET	4 X SETS LEAF SPRINGS, SHOCKERS, COIL SPRINGS-ETC		\$ 30		
6		HONDA 1040 1500mm SLASHER	\$ 1500	\$ 1,100		
7	P0360	2018/17 White Nissan Navara	\$ 6,000	\$ 7,000		
8	P0498	200305 MITSUBISHI CANTER D/CAM TRUCK	\$ 6,000	\$ 7,250		
9	P0721	CASABOY CASE BY MAJOR FARM 35 TRACTOR	\$ 15,000	\$ 11,500		
10	P0573	200605 ROBOTA TRACTOR M3800	\$ 10,000	\$ 8,000		
11	P0451	124557 TRAILER GARBAGE	\$ 1,500	\$ 1,700		
12	P0424	70 7299 POLARIS QUAD RANGER	\$ 500	\$ 700		
13	P0160	118071 (T73479) FORD WATER TRAILER	\$ 1,200	\$ 1,800		
20	P0760	10844 TRAILER TRAILER SIDE TIPPER SEMI WHITE RED	\$ 85,000	\$ 80,000		
21	P0171	751280 TRAILER SEMI FRUIT HALF - 3 RM + KITCHEN	\$ 30,000	\$ 16,000		
22	P0395	115112 TRAILER HAULMARK SIDE TIPPER	\$ 50,000	\$ 38,000		
23	P0224	159410 TRUCK VOLVO T8T TRAY FL/1750	\$ 25,000	\$ 26,000		
24	P0104	605330 TRUCK MITSUBISHI CANTER	\$ 5,000	\$ 6,000		
25	P0100	115084 VOYAGER TRAILER /CAMP GENSET	\$ 5,000	\$ 6,500		
26		EVER RIDER 15HP ZERO TURN MOWER		\$ 400		
27	P0404	764284 JOHN DEERE GATOR	\$ 2,500	\$ 3,000		
28	P0408	764281 JOHN DEERE GATOR	\$ 2,500	\$ 3,500		
29	P0527	CADANS TOYOTA PRADO CDO	\$ 15,000	\$ 17,500		
30	P0171	119251 MODERN BOX TRAILER	\$ 600	\$ 1,800		

Suffren Contracting, (Rob) has pointed out quantity of these units on market, is firm at 35k

85	F0285	C8210R TRUCK WESTERN STAR PRIME MOVER	\$ 50,000	\$ -	P/W @ \$15K	\$ 15,000	bidder has pointed out some work required with this unit and is not prepared to increase offer, there are other enquiries but most offering around 20k mark due to condition of vehicle (hole in intercooler etc)
86	F0580	C81 STD TRUCK KENWORTH PRIME MOVER	\$ 140,000	\$ 120,000			
87	F0295	F15400 TRUCK HINO 300 D/CAB	\$ 20,000	\$ 20,500			
88	F0004	1W382 GRADER CATERPILLAR 140G - WAS W/ 2171	\$ 120,000	\$ -	P/W @ \$65K	\$ 65,000	the final bidder is from at \$54, there have been a few other enquiries for this unit but at the same amount. I have a client coming through from Darwin tomorrow who would like to view the machine and perhaps negotiate
89	F0573	C81 30H TOYOTA TRUCKCARRIER via ITRV71000001954	\$ 8,000	\$ 15,000			
90	F0042	TW1 786 TRAILER GITSHAM SEMI	\$ 10,000	\$ 9,500			
91	F0178	TC4583 REDCO BOAT TRAILER w/30HP HONDA MOTOR & STACER 3M	\$ 5,000	\$ 3,250			
92	F0112	F12284 TRUCK MACK CHERRIE via GMLP1RSLATB04PL	\$ 20,000	\$ 26,000			
93	F0017	TC7541 TRAILER MASOTRANS DROPPFRAME	\$ 20,000	\$ 20,000			
94	F0174	TW2710 TRAILER SEMI WATER TANNER	\$ 20,000	\$ 20,000			
95	F0430	TC4625 TRAILER HANS w/SPRINKLER HOT & COLD PRESSURE CLEAN	\$ 1,500	\$ 1,000			
100	PALLET	1 x TRUCK TYRES & RIMS		\$ 600			
101	PALLET	1 x TRUCK TYRES & RIMS		\$ 50			

40	F0653	EXCAVATOR HYDRAULIC HITACHI LOCAL BUY + BUCKET ATTACHMEN	\$ 280,000	\$ -	P/W @ \$150K	\$ 160,000	Max Mullins - Extensive experience in earthmoving market, is firm at offer due to "flat" market conditions at present
41	F0049	920706 KUBOTA M350D TRACTOR	\$ 1,000	\$ 2,500			
42	F0100	TW2715 DOLLY DOWNE'S GRADERWAY CONVERTER - SINGLE AXLE	\$ 5,000	\$ 5,000			
43	F0583	TG3417 DOLLY TANDER AXLE	\$ 15,000	\$ 14,600			
44	F0170	TW477 DOLLY HAARMARK CONVERTER	\$ 8,000	\$ 6,000			
45	F0678	THORPE DOLLY FREIGHTER CONVERTER	\$ 8,000	\$ 9,000			
46	F0091	MW5 EXCAVATOR BUCKET - 0.5M3	COMBINED w/74	\$ -			
47	F0091	EXCAVATOR ROCKHAMMER (HYDRAULIC) FOR	\$ 6,000	\$ 15,000			
48	F0091	MW5 EXCAVATOR BUCKET - 1.4M3	COMBINED w/74	\$ -			
49	F0091	MW5 EXCAVATOR TIRE RIPPER	COMBINED w/74	\$ -			
50	PALLET	SHELVES		\$ 5			
51	F0047	INSULATED TRUCK BOX W/BENCH, W/M ETC		\$ 450			
60	F0047	YELLOW WATER TANK w/ SPRAY BAR	\$ 400	\$ 600			
61	F0047	FABRICATED STEEL FRAME		\$ 50			
62	F0047	ASST TYRES - SOME WITH RIMS		\$ 100			
63	F0047	CRATE TYRES		\$ 5			
64	F0047	ASST DRUMS + 1000 LBR FOD		\$ 5			
65	F0047	SITE / TRAILER CANOPY		\$ 50			
70	F0017	W2172 ROLLER INGERSOLE BAND ROAD	\$ 15,000	\$ 15,000			
71	F0047	W2268 CATERPILLAR GRADER 140H	\$ 170,000	\$ 117,000			
72	F0673	TW3816 FREIGHTER SEMI TRAILER WHITE - GRADER CAMP	\$ 18,000	\$ 18,500			
73	F0609	TG1525 TRAILER STRONGBACK RED/WHITE 2011	\$ 75,000	\$ 76,000			
74	F0072	TW123 TRAILER STEP DECK SEMI	\$ 30,000	\$ 30,000			
75	F0417	TG4612 TRAILER SIDE TIPPER	\$ 65,000	\$ 49,000			
76	F0750	TG2846 TRAILER TRISTAR SIDE TIPPER SEMI WHITE RED	\$ 85,000	\$ 80,000			
80	F0011	818949 White Toyota Troop Carrier	\$ 6,000	\$ 5,500			
81	F0255	CARRIO White Toyota Hilux 4WD D/Cab	\$ 10,000	\$ 12,750			
82	F0576	CA5100 White Toyota Troop Carrier	\$ 11,000	\$ 21,500			
83	F0075	798550 TOYOTA LANDCRUISER - Mutaranka Aged Care - WAS 786177	\$ 10,000	\$ 18,000			
84	F0054	775172 TOYOTA HILUX D/CAB - Holly	\$ 11,000	\$ 15,500			

148		NISSAN 25 LPG FORKLIFT		\$	1,000			
149		TOYOTA 2.5 TONNE FORKLIFT - DIESEL - NOT REG'D'S ITEM		\$	-			
150	PALLET	TRUCK TOOL BOX		\$	50			
151		GANTRY FRAME		\$	500			
152		LITE CANOPY - NISSAN		\$	40			
153		ROLL GEOTEXTILE FABRIC		\$	550			
154		ROLL GEOTEXTILE FABRIC		\$	400			
155		ROLL GEOTEXTILE FABRIC		\$	450			
200		GYM TECH HOME GYM		\$	175			
201		HOME EXERCISE BIKE		\$	40			
202		GYM TECH - CHIN UP FRAME		\$	50			
203		GYM EQUIP - LAT FRAME & BENCH		\$	175			
204		GYM EQUIP - LAT FRAME		\$	50			
205	PALLET	ELECTRONIC EQUIPMENT AND CABLES		\$	20			
206		GYM EQUIP - WEIGHT BENCH		\$	5			
207	PALLET	DAWN WING TYRE PIPE BENDER		\$	50			
208	PALLET	3 R TRUCK BRAKE DRUMS		\$	20			
209	PALLET	WINCHES, TIE TH, PINS ETC - TRAILER ACCESSORIES		\$	140			
210	PALLET	TRUCK SPARES		\$	60			
211	PALLET	SATTELLITE DSH w/ ROOF MOUNT, TRIPOD AND TRANSMISSION BOXES		\$	90			
212	PALLET	??		\$	50			
213	PALLET	1.5HP VACUWAY DEAF VACUUM	\$	600	\$	600		
214	PALLET	ASST FILTERS ETC		\$	100			
215	PALLET	TRUCK AIR BAGS		\$	40			
216	PALLET	FILTERS		\$	-			
217	PALLET	BRAKE BOOSTERS ETC		\$	280			
218	PALLET	PORLA POWER BRAD BREAKER		\$	500			
219	PALLET	CRATE OF BUSHES		\$	30			
220	PALLET	CRATE ROD ENDS		\$	30			
221	PALLET	U-BOLTS		\$	80			
222	PALLET	BUNDLE CHAIN DOGS		\$	50			
223	PALLET	4 X AXLE STANDS		\$	160			
224	PALLET	HYDRAULIC HOSE CUTTER & CRAMPER	\$	5,000	\$	7,100		
225	PALLET	HOSE & HOSE REELS		\$	125			
226	PALLET	SOLARHEAT HEAT TRANSFER FLUID		\$	200			
227	PALLET	RAC - AIRCONDITIONER		\$	80			
228	PALLET	ASST SPARES		\$	50			

102	PALLET	3 X TRUCK TYRES & RIMS		\$	100			
103	PALLET	4 X 10.50 20 LUG TYRES 18PLY		\$	250			
104	PALLET	4 X 11R 22.5 TYRES & RIMS		\$	75			
105	PALLET	4 X 11R 22.5 TYRES & RIMS		\$	100			
106	PALLET	6 X 22.5/20 R22.5 TYRES		\$	850			
107	PALLET	STORM WATER GRATE ETC		\$	50			
108	PALLET	MIDNAR VEHICLE SCISSOR LIFT	\$	500	\$	500		
109	PALLET	SIWAN FUEL POD w/ HOSE, PUMP AND GUN ETC	\$	800	\$	900		
110	PALLET	5 X TRUCK TYRES		\$	25			
111	PALLET	FUWA 6/HOTCH TURNTABLE		\$	25			
112	PALLET	HOSE REEL		\$	20			
113	PALLET	3 X LUG TYRES		\$	100			
114		RAPID SPRAY 400LTR FUEL POD w/ HOSE, PUMP GUN	\$	1,200	\$	1,800		
115	PALLET	SABRE 1500 SLASHER		\$	400			
116	PALLET	MELICTA 400LTR FUEL POD w/ PUMP, HOSE & GUN	\$	200	\$	650		
117	PALLET	PRECISION AUTOMOUNT TYRE CHANGER		\$	1,150			
118	PALLET	WINNER 44 RUGGED TOW BEHIND MOWER/MOWER		\$	300			
119	PALLET	PRE FORMED CONCRETE PAVERS		\$	5			
120	PALLET	GRADER CUTTING EDGES		\$	250			
121	PALLET	GRADER CUTTING EDGES		\$	950			
122	PALLET	TRUCK SPIDER HUBS		\$	5			
123	PALLET	TRUCK SPIDER HUBS		\$	30			
124	PALLET	STEEL TROOPY ROOF RACK		\$	30			
125	PALLET	LATON GEARBOX		\$	100			
126	PALLET	BUMPER BAR		\$	100			
127	PALLET	10.50 20 TYRES & RIMS		\$	100			
128	PALLET	SUPERWINCH MODEL 54408 20,000LB HYDRAULIC		\$	600			
129	PALLET	10.50 20 TYRES ETC		\$	250			
130		1000LTR POD		\$	20			
131		1000LTR POD		\$	-			
132		PORTABLE TOILET		\$	800			
133	PALLET	2 X BOLT ON LOADER WEIGHTS		\$	20			
134	PALLET	RIFLER TYRES ETC		\$	20			
135	PALLET	TRUCK SPIDER HUBS & BRAKE DRUMS		\$	30			
136	PALLET	GALV TOOL BOX		\$	20			
137	PALLET	GALV TOOL BOX		\$	35			
138		2 X ALUM TRUCK FUEL TANKS		\$	20			



CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORT

ITEM NUMBER 18.6
TITLE Asset Management Report July 2014 to September 2014
REFERENCE 501061
AUTHOR Virjinya Boon, Asset Manager

RECOMMENDATION

- (a) That Council receive and note the report on Asset Management for the period July 2014 to September 2014

BACKGROUND

Since 1st July 2014 the Asset Management program was moved from the Council Services and Infrastructure Directorate (DCSI) to the Directorate of Contracts and Technical Services (DCTS).

The Assets Management program manages the following functions:

- Fleet Management
- Buildings
- Plant and Machinery
- Property Management (VOQ and Staff Housing and External leasing)
- Roads infrastructure
- Manage the Shires Building and Fleet insurance claims

Long Term Asset Goals

Updates on the following short term future goals as being undertaken by Assets

- a. **Rationalisation of Fleet**
 1. Rationalise vehicle and plant on all communities (ongoing)
 - a) To date five auctions have been held to rid council of excess and aged fleet stocks
 - b) The decision for Assets to purchase fleet and lease back to programs has commenced with a total of nineteen vehicles having been purchased to date
 2. Identification of positions requiring vehicles
 - a) This is still a work in progress, identification of what programs currently use what vehicles has been determined and consultation with program managers to justify usage will be the next step
 3. Identification and condition reporting of all Fleet and Plant
 - a) A valuation process of all property, fleet, plant and machinery is due to commence in early November. This will not only give an accurate record of what stocks we currently have but will also give an updated value of all items.

- b. **2014 Asset Valuations AS 116 Accountancy Standards – Valuation of All Assets.**

229	PALLET	PONTO POWER KIT	5	500			
230	PALLET	CLUTCH PRESSURE PLATE	5	50			
231	PALLET	ASST HYD PUMPS ETC	5	60			
232	PALLET	MIG WELDER	5	500			
233	PALLET	ASST PUMPS, HOSE, BAMB ETC	5	400			
234		PRADO SEATS	5	50			
100A		TRACTOR BUCKET	5	500			
148A		IRON TG, ORNAMS	5	10			
155A		OLD TEXTILE FABRIC ROLL	5	100			
158B	PALLET	SPRINGS & FUEL TANK FRAME	5	60			
159C	PALLET	3 X PALLET TYRES	5	750			
235	PALLET	HONDA ENGINE W/ AIR COMPRESSOR	5	60			
			5	894,755			
			5	1,471,300			

Maloney Field Services has been engaged to undertake the valuation of all council assets, these valuations are in line with AS116 – Australian Accountancy Standards. This process will commence in early November. All Managers have been asked to cooperate with the request for site inspections on all assets.

All Council's are mandated to undertake valuations of their assets, on a 4 year cycle.

c. Asset Management Plans, Policy and Strategy

Assets will be undertaking the preparation of Asset Management Plans (AMP's) for the following:

- Buildings
- Transport
- Fleet
- Parks and reserves

- Asset Management Policy (Approved December 2013 Council Meeting)
- Asset Long Term Financial Plan
- Asset management Strategy
- Asset management Maturity Assessment

Considerations will also be undertaken in the development of Standard Operating Procedures (SOP's)

- Insurance Claims and Reporting
- Council Accommodation Condition Reporting
- Fleet Purchasing
- Internal Vehicle Leasing
- VOQ bookings
- Fleet Registrations
- Asset Pool Vehicle usage
- Tenancy Management
- Internal and External property leasing
- Internal Vehicle transfers

d. Shire Auctions

In order to manage and maintain the Shire's fleet, fit for purpose vehicles, assets will continue to evaluate, and dispose of fleet, in terms of

- Age of fleet
- Specific applications and
- Economic viability

2. KEY PERFORMANCE INDICATORS

Record #	Performance Measure	First Quarter
1	Total cost of Assets	Not available at this stage
2	Total number of Plant, Fleet and Equipment	391 active items

Effectiveness	1	Percentage reduction repairs and maintenance costs	Figures N/Avail – compare next month
Efficiency	1	"Productivity ratio of all machinery of directorate (total productive time : total downtime)"	Figures N/Avail (was related to civil works)
	2	"Percentage completion of long term asset management plans for directorate assets (total number of assets/completed plans)"	Hard to quantify – some works done on roads audits in quarter
Work Health & Safety	1	Reduction in incidents of property damage	Increased: July – 10 Aug - 12 Sept - 14 Oct - 15

ISSUES/OPTIONS/SWOT

Fleet:

1. Lack of cooperation from some managers in regard to fleet odometer readings
Answer: Assets to develop a spreadsheet for all programs via location identifying fleet requiring odometer readings. This will be sent out as a reminder at the end of every month.
2. Lack of cooperation from some managers in getting auction fleet to auction site
Answer: Recommend a list of vehicles to be identified as disposal items and have them parked up at Ermungalan Rd ready for next auction. To commence immediately.
3. In some programs vehicles are not being serviced when they are due
Answer: Monthly odometer readings should eliminate this issue
4. Staff not following correct procedures and lack of respect for council property is resulting in vehicle damage
Answer: Staff responsible for incidents/hazards to be held accountable. "Just Cause" system to be utilized.
5. Due to the increase in damage to vehicles in community it is recommended that all vehicles be garaged in a lockable compound over night. This does not apply to vehicles allocated for private use
Answer: No council vehicles to be parked outside yards overnight. Permission to be granted in writing to any staff member who home garages a vehicle and this will be kept on a database to monitor.

Property:

1. Internal leasing incomplete
Answer: Directors need to agree to process and this then needs to be implemented
2. Lack of adequate communication regarding accommodation
Answer: a) All staff who require overnight accommodation in community need to book through VOQ. No staff to request keys from CSM to stay in program properties when they are vacant.
b) Staff to give adequate notice when multiple accommodation required

Community Visits:

Ngukurr, Beswick, Banunga, Manyallaluk, Mataranka

Stakeholder Meetings:

1. Big Rivers Asset Management Working Group
2. Orange County Auctions

3. Zurich Insurance Assessor

FINANCIAL CONSIDERATIONS

July 14 – Sept. 14

Activity	Actual Expenditure	Budget Expenditure	Variance
Activity -109 – Assets Management	790,673	286,489	-504,148

The primary reason for discrepancy between actual and budget expenditure is due to the purchase of capital items and the lag in journaling of internal charges to the activity.

ATTACHMENTS:

There are no attachments for this report.

CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORT



ITEM NUMBER 18.7
TITLE TECHNICAL SERVICES REPORT - 1st QUARTER

REFERENCE 501062

AUTHOR Marc Gardner, Director Contracts and Technical Services; Anthony Berto, Manager Infrastructure & Technical Services

RECOMMENDATION

- (a) That Council note the **Technical Services Report (Outstations) – 1st Quarter**

BACKGROUND

Quarterly Report for Communities/ Outstations: July 2014 – September 2014

ISSUES/OPTIONS/SWOT
1.1 OUTSTATIONS

Location	Action Delivered
Werenbun	<ul style="list-style-type: none"> Twice weekly services checks and rubbish collections Various minor housing R&M Fire and weed control in and around outstation Weed and fire control in and around cemetery Install 2 x new water pressure pumps Install new secondary sock water filter Repairs to water (ring mains) leak Repairs to irrigation water pump and foot valve Replace 6 x irrigation QC valves HEA – application forms (scope of works) with tenants
Jodetluk	<ul style="list-style-type: none"> Twice weekly services checks Weed control in and around outstation Minor housing repairs Weekly water meter readings Install speed hump signs Housing condition reports HEA – application forms (scope of works) with tenants\ Replace sewer effluent sprinklers Replace 6 x damaged irrigation QC valves Replace damaged irrigation flo - switch
Mulgán Camp	<ul style="list-style-type: none"> Weed control of sewer effluent evaporation area Various Minor housing R&M Repairs to hot water systems Fire and weed control in and around outstation Weekly services checks Unblock sewer mains Replace burnt out bore irrigation pump Replace burnt out sewer pump Electrical safety inspections to all houses
Mt Catt	<ul style="list-style-type: none"> Supply and install new feral animal / stock boundary fencing tidy up of dump site

	<ul style="list-style-type: none"> Weekly services check and rubbish collection Fire and weed control Service water pump and fill water tanks Service gen set
Barupunta	<ul style="list-style-type: none"> Fire and weed control in and around outstation Fortnightly services check
Bagetti	<ul style="list-style-type: none"> Unoccupied MES report Fire control around outstation
Mobarn	<ul style="list-style-type: none"> Unoccupied – Have gained access through another route Transport rock for crossing access – place rock in river crossing – Had to change original access route due to major road erosions
Badawarka	<ul style="list-style-type: none"> Fire and weed control Weekly services check Service gen-sets Weekly rubbish collection Repairs to leaking water mains
Turkey lagoon	<ul style="list-style-type: none"> MES checklist Fire and weed control
Costello	<ul style="list-style-type: none"> Fire and weed control Clear around community with bobcat (ant beds & small shrubs) Weekly MES checklist Re-install water pump – fill water tanks
Boomerang lagoon	<ul style="list-style-type: none"> Unoccupied – MES checklist Fire and weed control
Numerfoori	<ul style="list-style-type: none"> Unoccupied – Weekly MES checklist Fire and weed control Re-install water pump – fill tanks
Ganiyarrand (Rosenhill)	<ul style="list-style-type: none"> Unoccupied – MES checklist Fire and weed control Re – install water pump – fill tanks
Wanmarrie	<ul style="list-style-type: none"> Unoccupied – MES checklist Fire and weed control
Lake Katherine	<ul style="list-style-type: none"> Unoccupied
Nullawan	<ul style="list-style-type: none"> Weekly MES checklist Install fire break around outstation Re- install water pump – fill tanks Minor plumbing repairs Service gen set
Mole Hill	<ul style="list-style-type: none"> Fire & weed control around outstation Service water pump Service gen set Housing condition reports MES – checklist

Momob	Unoccupied
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1. 3 TECHNICAL SUPPORT TO SHIRE SERVICE MANAGERS

Community	Action Delivered	DURATION
Beswick	Repairs to river irrigation pump	2 days
Bulman	Repairs to irrigation pump	2 days

1.3 SUPPORT TO OTHER AGENCIES

Agencies	Action Delivered	Duration
Contracts	Bulman and Weemol HMP fencing 17 housing lots	10 weeks

3. ISSUES

Outstations Programme has had a funding cut of approx. \$320k for the 2014-2015 financial year – there has been no funding allocated for 11 outstations which include the following –

- Awumbunuyji – not funded
- Baghetti - not funded
- Banatjarl - not funded
- Boomerang lagoon – not funded
- Ganiyarrang - not funded
- Gorpulul -- not funded
- Lake Katherine – not funded
- Larrpayanji – not funded
- Momob – not funded
- Jowar – not funded
- Turkey lagoon – not funded
- Wanmarri – not funded

The amendments have been made in the Outstations activity budgets as part of the first quarter review.

The Kewyulji (Roper Valley) outstation has expressed interest in changing from Alawa Aboriginal Corporation to Roper Gulf Regional Council. The Department of Community Services is facilitating a meeting in forthcoming weeks with Alawa and Council to facilitate this transfer.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.