



MEETING OF COUNCIL

THURSDAY, 27 APRIL 2023

10:00 AM

Held at the West Daly Regional Council Chambers
WINNELLIE NT

This meeting is open to the public excluding confidential
Council business.

Agenda available online and if any queries please contact
Governance and Quality Assurance Officer on

info@westdaly.nt.gov.au

or phone: 08 7922 6403

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AGENDA

West Daly Regional Council Council Meeting

THURSDAY, 27 APRIL 2023

**WEST DALY REGIONAL COUNCIL CHAMBERS,
DARWIN NT**

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying our respect to Elders past, present and in the future.

PRESENT APOLOGY AND LEAVE OF ABSENCE

Elected Members:

Name	Title	Present	Apology	Absent
Ralph Narburup	Mayor			
Wilfred Harris	Deputy Mayor			
Mark Tunmuck-Smith	Councillor			
John Wilson	Councillor			
Terry Sams	Councillor			
Jake Clark	Councillor			

Staff:

Name	Title	Present	Apology	Absent
Matthew Eastham	Chief Executive Officer			
Andrew Everingham	Chief Operations Officer			
Sharon Binns	Governance			
Julianne Wylie	EA to CEO and Mayor			

CONFIRMATION OF MINUTES

- 1 Confirmation of previous minutes 5

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

Does anyone have any conflict of interest to declare for matters on the agenda?

GENERAL BUSINESS

Are there any matters of General Business to raise after the meeting that are not on the agenda?

REPORTS

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CONFIDENTIAL

- 15 Confirmation of previous confidential minutes

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Confidential matters).

- 16 Councils Asset Policy and Audit Requirements

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Infrastructure and Asset Management - Internal Council Policy for Discussion/Approval).

17 Outstanding Insurance Claims Snapshot - Nganmariyanga Flooding

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Internal Council Operations - Civil Works - Flood Recovery).

18 Organisation Observations - Leadership Report

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(iv) (a) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.; AND 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 (Executive Leadership).

19 LGANT 2023 April Conference and General Meeting

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(f) of the Local Government (General) Regulations 2021. It contains information in relation to a complaint or a contravention of the code of conduct. (Code of Conduct issue).



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 1

Prepared by **Sharon Binns, Governance & Quality Assurance
Officer**

Confirmation of previous minutes

Purpose

To ensure Elected Members of Council have read and understood the minutes of previous meetings when making decisions for the West Daly region.

Background

The Ordinary Council meeting of Elected Members held on the **29 March 2023** are provided for your decision as a true record of the meeting.

If the minutes require amendment or updates, this is the time to make those changes.

The minutes are a record of the decisions made by Elected Members through discussion and debate in order to authorise business of Council. These minutes will then be a living document and stored appropriately for the next seven (7) years then destroyed.

These meeting minutes are submitted to Council for confirmation that the minutes are a true and correct record of the meeting for those in attendance.

The meetings held confidentiality will be provided in the Confidential Agenda of Council.

Statutory Environment

*Local Government Act 2019 (NT) ss 101 and 102.
Code of Conduct*

Impact for Council

Respect for confidences, being accountable and making decisions of paramount importance with transparency in the best interests for the West Daly region.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.2	Continued development of the compliance framework
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council approve the Ordinary Council Meeting Minutes of 29 March 2023 as a true and correct record of the meeting.**

Attachments

- 1 OCM Minutes 29 March 2023



MINUTES OF THE COUNCIL MEETING
HELD IN THE WEST DALY REGIONAL COUNCIL CHAMBERS
WINNELLIE NT
ON WEDNESDAY, 29 MARCH 2023
AT 10:00 AM

Meeting opened by Mayor Narburup at 10:15am

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying our respect to Elders past, present and in the future

PRESENT APOLOGY AND LEAVE OF ABSENCE

Elected Members:

Name	Title	Present	Apology	Absent
Ralph Narburup	Mayor	X		
Wilfred Harris	Deputy Mayor	X		
Mark Tunmuck-Smith	Councillor	X		
John Wilson	Councillor	X		
Terry Sams	Councillor	X		
Jake Clark	Councillor	X		

Staff:

Name	Title	Present	Apology	Absent
Matthew Eastham	Chief Executive Officer		X	
Andrew Everingham	Chief Operations Officer	X		
James Cartwright	Chief Financial Officer			X
Sharon Binns	Governance	X		
Julieanne Wylie	EA to CEO and Mayor		X	

Guests:

Council was informed that the Electoral Commission will be attending to discuss electoral matters. Maryanne Walley, Michelle Connelly and Ms J Hale from the NT Electoral Commission will be arriving at 1pm to chat to elected members.

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this Council Meeting.

CONFIRMATION OF MINUTES**1) Confirmation of previous minutes**

007/2023 Sharon spoke to the report.

Motion:

- 1. That Council approve the Ordinary Council Meeting Minutes of 31 January 2023 as a true and correct record of the meeting.**
- 2. That Council approve the Ordinary Council Meeting Minutes of 16 March 2023 as a true and correct record of the meeting.**

Moved: Cr. Clark
Seconded: Cr. Sams
Resolution: Unanimously

CALL FOR ITEMS OF GENERAL BUSINESS

Are there any matters that are not on the agenda for general business to be discussed?

Cr Wilson – Peppimenarti Local Authority

Cr Sams - CDP in community

Sharon – Saluting their service commemorative grants

There were further general business matters to deal with in confidential business.

REPORTS**2) Local Authority Minutes and Recommendations**

008/2023 Sharon spoke to the report.

Motion:

1. That Council notes the minutes of the Wadeye Local Authority meeting 8 February 2023.
2. The Council approves for the Wadeye Local Authority to commit to the following projects, to progress with expenditure not to exceed the following approved amounts:
 - a. Development of Chicken Oval - \$160,000
 - b. Development of the Footpath Nilinh - \$100,000
 - c. Two Walkway/Path towards 100 man camp - \$160,000
 - d. Playground - \$80,000
 - e. Headstone replace and grave identification - \$50,000
3. That Council approves the Wadeye Local Authority to commit \$50,000 towards the Diminin Traditional Owner Proposal for Cemetary upgrade which will include seating, shelter and water.
4. The Council approves the Wadeye Local Authority approves \$10,000 towards to the Marda Pek Pek project proposal.
2. That Council notes the cancellation of the Palumpa Local Authority meeting scheduled for 9 February 2023.
3. That Council notes the cancellation of the Peppimenarti Local Authority meeting scheduled for 10 February 2023.

Moved: Deputy Mayor Harris
Seconded: Cr. Sams
Resolution: Unanimously

Cr Mark Tunmuck-Smith left the meeting, the time being 10:20 AM
Cr Mark Tunmuck-Smith returned to the meeting, the time being 10:31 AM

3) Finance Committee minutes

009/2023 Sharon spoke to the report.

Motion:

- 1. That Council note the Finance Committee meeting minutes for 22 February 2023.**

Moved: Cr. Wilson
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

4) Finance Report - February 2023

010/2023 Andrew spoke to the report.

Motion:

- 1. That Council notes and the Finance report for month ending February 2023.**

Moved: Cr. Clark
Seconded: Cr. Sams
Resolution: Unanimously

5) Remuneration Tribunal Determination for Elected Members

011/2023 Sharon spoke to the report.

Motion:

- 1. That the Council note that this paper was presented to the Finance Committee on 22 February 2023.**
- 2. That the Council note the Remuneration Tribunal's Determination No. 1 of 2023 – Allowances for Members of Local Councils.**
- 3. That the Council note the changes in allowances do not come into effect until 1 July 2023.**

Moved: Cr. Clark
Seconded: Cr. Wilson
Resolution: Unanimously

6) Remuneration Determination - Allowances for Members of Local Authorities.

012/2023 Sharon spoke to the report.

Motion:

- 1. That the Council note that this paper was presented to the Finance Committee on 22 February 2023.**
- 2. That the Council note the Remuneration Tribunal's Determination No. 1 of 2023 of Allowances for members of Local Authorities.**
- 3. That the Council note the changes in allowances do not come into effect until 1 July 2023.**

Moved: Cr. Clark
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

7) Council's Pay As You Go withholding (PAYG) income tax system

013/2023 Sharon spoke to the report.

Councillors confirmed they are currently paid through the PAYG and agreed that paying their own tax would be a disadvantage.

Motion:

- 1. That Council Elected Members will continue to be paid through the Council's Pay As You Go withholding (PAYG) income tax system.**

Moved: Cr. Sams
Seconded: Cr. Wilson
Resolution: Unanimously

8) Insurance premium increase by 10% for 2023/2024 budget period

014/2023 Sharon spoke to the report

Motion:

- 1. That Council note that there will be an increase in insurance premiums in the financial year 2023/2024 estimated to be in the vicinity of 10% as an indicator for the budget.**

Moved: Cr. Clark
Seconded: Cr. Wilson
Resolution: Unanimously

9) Circular Resolution Policy reversal

015/2023 Sharon spoke to the report.

Andrew explained the reasoning behind having the policy balanced with having to comply with the Local Government Act where Council must meet as a collective for a decision.

Motion:

- 1. That Council approve to rescind the Circular Resolution policy on advice from the Chief Minister and Cabinet.**

Moved: Deputy Mayor Harris
Seconded: Cr. Sams
Resolution: Unanimously

10) Independent Commissioner Against Corruption - Research report

016/2023 Sharon read from the report.

Motion:

- 1. That Council note the Independent Commissioner Against Corruption research report being a longitudinal analysis of reports of suspected improper conduct.**
- 2. That Council endorses the CEO to invite the Independent Commissioner Against Corruption to meet Council and provide an overview of their role and responsibilities and discuss improper conduct.**

Moved: Deputy Mayor Harris
Seconded: Cr. Tunmuck-Smith
Resolution: Unanimously

11) Service Delivery

017/2023 Andrew spoke to the report.

Cr Wilson stated that at the moment Peppimenarti Civil team is split and provided details. Andrew stated he would note and investigate.

Motion:

- 1. That Council note the Service Delivery report.**

Moved: Cr. Clark
Seconded: Deputy Mayor Harris
Resolution: Unanimously

12) Chief Executive Officer Report

018/2023 Andrew as the Acting CEO spoke to the report.

There were matters that Councillors wanted to bring up and address which will be dealt with in confidential general business.

Motion:

1. That Council notes and accepts the CEO report and acknowledges the invitation for Councillors to ask questions of the Acting CEO regarding the report.

Moved: Cr. Clark
 Seconded: Cr. Sams
 Resolution: Unanimously

CORRESPONDENCE IN & OUT**13) Correspondence Report**

019/2023 Sharon spoke to the report.

Councillor Clark stated he would like to see the correspondence provided as part of the meeting and on the table to review.

Motion:

1. That Council notes and accepts the correspondence report for the period November 2022 through to March 2023.

Moved: Cr. Sams
 Seconded: Cr. Tunmuck-Smith
 Resolution: Unanimously

GENERAL BUSINESS**Cr Wilson – Peppimenarti Local Authority**

Cr Wilson stated he spoke to the Chairperson of the Peppimenarti Local Authority and informed him that the next LA meeting is to go ahead. Cr Wilson confirmed that he may be able to attend the meeting.

Cr Sams - CDP

Cr Sams expressed his frustration for his people as they are unable to get equipment for maintenance and there is a 6 weeks wait for fuel, which is unacceptable. Councillors discussed and advised that Council will need to look at getting CDP. In response there may be a challenge as Council is not an aboriginal organisation but will look into it.

Cr Sams - Professional development

Cr Sams advised that when he was Deputy Mayor, the Councillors would visit other Council meetings to network and invite Elected Members from other Councils to attend. West Daly should look at starting this again.

Cr Sams – Pre-OCM days to return

Cr Sams with the agreement of other Councillors discussed the issue and didn't know why the CEO had stopped the pre-OCM. They expressed they would like it to commence again in order to go over the complex issues such as finance, ask questions and to get clear information on matters before the meeting. The next pre-OCM is scheduled for 24 May 2023 with the OCM is scheduled for 25 May 2023.

Sharon – Saluting their service commemorative grants

Sharon informed Council that she comes from a military family background and has done some research in regards to the military history of the West Daly region. What was found is that during the Japanese invasion of the Top End the RAAF had a military installation being the No. 39 RAAF Radar station. Sharon asked Councillors to consider if this is something that they wanted in community and provided each with a research document to review. Cr Clark informed that there is a contingency in place for NORFORCE to recommence activities in the region and a memorial would be an excellent thing to consider. Councillors will discuss with their constituents further and to follow up next meeting.

Mayor Narburup declared a break for lunch at 12:13pm asking Councillors to return to the meeting and continue through the agenda.

Mayor Narburup declared the meeting re-opened and to move to the confidential agenda at 12:34pm

Meeting **suspended at 1:09pm** as guests have arrived from the Northern Territory Electoral Commission to discuss engagement with remote communities, fines and working with Birth, Deaths and Marriages for identification. The members were thanked by Council for attending and clarifying some issues for the Elected Members.

DECISION TO MOVE TO CLOSED SESSION**RECOMMENDATION:**

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* as the items lists come within the following provisions:-

- 14 Confirmation of previous confidential minutes** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Confidential matters).*
- 15 Finance Committee minutes - Confidential** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(iii) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff. (Confidential).*
- 16 Elected Members absent or apology by resolution of Council** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(iv) (e) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Deputy Mayor absenteeism from Council).*

- 17 **Licence to maintain - Peppimenarti Cemetary A** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Confidential).*
- 18 **Mayors vehicle costs** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Confidential).*
- 19 **Organisational Chart / Structure** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) of the Local Government (General) Regulations 2021. It contains the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered. (Regional Planning / Confidential Draft of Organisational Structure for Discussion).*

The meeting closed at 2:56pm.

This page and the preceding pages are the unconfirmed Minutes of the Meeting of Council held on Wednesday, 29 March 2023 and are to be confirmed on the Thursday, 27 April 2023.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 2

Prepared by **Sharon Binns, Governance & Quality Assurance Officer**

Local Authority Minutes and Recommendations

Purpose

To provide the Ordinary Council Meeting members with Local Authority minutes with information and recommendations for consideration if required.

Background

The Ministerial Guideline for Local Authorities states the Local Authority minutes whether a quorum or provisional must be included in the agenda of the next Ordinary Council Meeting. The Councils response to the Local Authority minutes must be recorded in the Ordinary Council Meeting minutes and reported back to the Local Authority.

The West Daly Regional Council Local Authority meetings have been a challenge to coordinate with the last meetings convened on the following dates:

Local Authority	Last meeting Date	Chairperson	Quorum or Provisional
Wadeye	8 February 2023	Steven Pultchen	Quorum
Palumpa	18 August 2022	Amy Narburup	Quorum
Peppimenarti	13 April 2023	Karl Lukonavic	Quorum

Wadeye Local Authority meeting

Total funding to spend \$696,175.00 with commitments from last meeting \$46,175

The meeting was scheduled for 12 April 2023 with Councillor Mark Tunmuck an apology for this meeting. Councillor Jake Clark showed and agreed, due to no one in attendance that the meeting be cancelled after 30 minutes in compliance with the *Local Government Act* s100.

Palumpa Local Authority
Total funding to spend \$46,380.00

The meeting scheduled 13 April 2023 did not have any members arrive and was cancelled after 30 minutes in compliance with the Local Government Act s100.

Peppimenarti Local Authority meeting
Total funding to spend \$66,701.00

The meeting scheduled 13 April 2023 was attended by Councillor John Wilson and Local Authority members. The Regional and Strategic Plan was discussed and ideas presented.

Statutory Environment

Local Government Act 2019 - Section 101(5) - Minutes

Impact for Council

Compliance with legislation and guidelines.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings
1.5 Local Decision Making	
Journey 1.5.1	Support Local Authority
Focus 5 - Building our Region	
5.3 Local Authority projects	
Journey 5.3.4	Identify through Local Authority future community improvement projects

Recommendation

- 1. That Council notes the cancellation of the Wadeye Local Authority meeting scheduled 12 April 2023.**
- 2. That Council notes the cancellation of the Palumpa Local Authority meeting scheduled for 13 April 2023.**
- 3. That Council notes the meeting minutes of the Peppimenarti Local Authority meeting scheduled for 13 April 2023.**

Attachments

- 1 2023-04-13 Peppimenarti LA Minutes



MINUTES OF THE PEPPIMENARTI LOCAL AUTHORITY
HELD IN THE WEST DALY REGIONAL COUNCIL
LOT 16 PEPPIMENARTI NT 0822
ON THURSDAY, 13 APRIL 2023
AT 12:00 PM

The meeting was originally scheduled for 1:30pm. The Chairperson agreed to reschedule the meeting for 12pm due to circumstances of availability.

Karl Lukonavic opened the meeting 12:12pm

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying our respect to Elders past, present and in the future.

PRESENT, APOLOGIES AND ABSENCE

	Name	Present	Apology	Absent
1	Cr. John Wilson	X		
2	Karl Lukonavic (Chairperson)	X		
3	Henry Wilson		X	
4	Annunciata Wilson	X		
5	Leaya Smith	X		
6	Nathan Wilson	X		
7	Anastasia Wilson	X		
8	Vacancy			
9	Vacancy			
10	Vacancy			
11	Vacancy			
12	Vacancy			
13	Vacancy			
14	Vacancy			
	Quorum requires 4	6	1	

CONFLICT OF INTEREST ON ANY MATTERS ON AGENDA

There are no conflict of interest matters to declare.

GENERAL BUSINESS

The following matters were brought up as General Business and discussed.

Cr Wilson

- Roads requiring grading and was informed that when it dries out this can occur.
- Potholes and road shoulders in community. Will be looked at in the Dry season.

Karl Lukonavic

- Access road to airport needs to be bitumen. Council will need to advocate for this and report back.

Annunciata Wilson

- Lives at Lot 80 Peppimenarti – Fencing has collapsed around her property and Housing has done nothing for years. The fence needs updating as property is getting broken into and has been damaged over 50 times. It's exhausting.

Anastasia Wilson

- Need Housing in Peppimenarti to deal with property damage due to the violence in community.

Action:

1. Access road to airport needs to be bitumen
2. Invite Housing to Peppimenarti

CONFIRMATION OF PREVIOUS MINUTES

1) Local Authority Meeting minutes for 30 June 2022

001/2023 Motion:

1. That Peppimenarti Local Authority members note and confirm the minutes from the meeting held on 30 June 2022 as true and correct.

Moved: Nathan Wilson-Ahwon
Seconded: Cr. Wilson
Resolution: Unanimously

REPORTS**2) OCM meeting minutes**

002/2023 Sharon spoke to the report and advised there are a few Ordinary Council meeting minutes to get through. Councillor Wilson asked if the report topics of the meeting minutes could be individually addressed so if there are any questions they could be relayed.

Karl Lukonavic asked about the motion from the minutes from 29 March 2023 Ordinary Council meeting regarding Peppimenarti A cemetery. Andrew updated and advised that Flinders University is going to Wadeye and will apply the radar technology to identify burial sites.

Cr Wilson asked about the voice to parliament and was against it with a lack of education and understanding of the implications. The indigenous representatives they have are sports people who have no regard or knowledge of the life of the people in remote communities are the 'token' indigenous person for parliament. It was suggested that the voice need to be represented at the next OCM so Councillor Wilson and other Councillors can inform their community and Local Authority membership.

Action:

Invite Local Member to come to OCM to speak about the Voice to Parliament.

Motion:

1. The Local Authority note the decisions made at the Special Ordinary Council in the meeting held on 23 June 2022.
2. The Local Authority note the decisions made at the Ordinary Council in the meeting held on 27 July 2022.
3. The Local Authority note the decisions made at the Ordinary Council in the meeting held on 21 September 2022.
4. The Local Authority note the decisions made at the Ordinary Council in the meeting held on 24 November 2022.
5. The Local Authority note the decisions made at the Ordinary Council in the meeting held on 15 December 2022.
6. The Local Authority note the unconfirmed minutes from the Ordinary Council meeting held on 31 January 2023.
7. The Local Authority note the unconfirmed minutes from the Ordinary Council meeting held on 16 March 2023.
8. The Local Authority note the unconfirmed minutes from the Ordinary Council meeting held on 29 March 2023.

Moved: Nathan Wilson-Ahwon
Seconded: Cr. Wilson
Resolution: Unanimously

3) Finance Report

003/2023 Andrew spoke to the report.

Karl Lukonavic asked why there is a negative figure.

Andrew advised that there is currently an Audit being conducted of the Local Authority projects. With change management in the Finance area the financials have been outsourced and are currently being managed by CouncilBiz. For this report, they found that the financial database was not updated which is why in the negative. These figures may be incorrect and without a sitting Chief Financial Officer to clarify, we can only state that it is a book keeping error. By the next meeting, the Finance report to the Local Authority will provide a clearer picture.

Motion:

- **That the Local Authority receives and notes the financial information provided by Council for the period ending 31 March 2023.**

Moved: Annunciata Wilson

Seconded: Nathan Wilson-Ahwon

Resolution: Unanimously

4) Community Services Manager Report Peppimenarti

004/2023 Chris spoke to the report.

Councillor Wilson asked about the internal roads and culverts. It was advised the culverts were not engineered correctly and as such easily washed away in heavy rain. Andrew stated that roads in community rely on LRCI funding and will investigate.

Karl Lukonavic stated there needs to be training for plant operators so they can operate the yellow fleet.

Karl Lukonavic stated there needs to be someone who holds a Bronze Medallion Certificate as a lifeguard to supervise the pool.

Karl Lukonavic stated the rubbish tip potential site will get flooded with water table. Andrew advised that there is a program for Vehicle removal and a waste control officer to be employed. Councillor Wilson suggest that Santa Theresa dump is a good dump to see for infrastructure. Cr Wilson bought up all the old cars and illegal dumping that is occurring all the time. Keep Australia Beautiful is a campaign where Peppimenarti can aim to be a Tidy Town.

Karl Lukonavic Solar Lights what is occurring. Andrew advised that are coming in Dry season.

Mary Diweula WDRC Community Housing Officer advised that there is a new Housing person that has started by the name of Blair as Josef Kulda has left the Department. With Housing contractors coming to community for repairs and maintenance it was suggested that they come to the office first as a visitor log in and when the job is finished they drop into the office to confirm the job has been done. At the moment there is no communication on the repairs and maintenance

done by Housing as contractors come and go without visiting the office.

Karl Lukonavic - A sign with map of community indicating that visitors are to report to the office before going into community.

Karl Lukonavic - Ablution blocks – need to get going and the WDRC building is falling apart.

Andrew advised that a structural engineer will be coming to assess Councils buildings. Accommodation hub grant was applied for but wasn't successful, will try again with next grant release.

Leah Smith – Centrelink training and systems as she isn't able to help people other than making phone calls to Centrelink. Leah can't help the people in community with issues as only has access to deal with forms. Centrelink site visit Monday.

Annunciata Wilson - Community Safety Patrol needs a laptop. Andrew stated he will get Katrina Seeley the CSP Manager to come and have a chat with the team.

Karl Lukonavic – Training:

- Aerodrome Management Service Training.
- First aid training for people of Peppimenarti.

Andrew stated this would be something for employees and will speak to Ian Health and Safety officer to organise.

Action:

- LRCI funding for Peppimenarti roads
- Training for Plant Operators
- Mary Diweula to engage with Housing and advise preferred process for contractors to visit administration office when arriving and leaving community.
- A sign with map of community indicating that visitors are to report to the office before going into community.
- Centrelink training and systems training for Leah Smith
- Katrina Seeley to speak to Annunciata about requirements.
- Ian WHS Officer - Annunciata - First Aid training

Motion:

- 1. That Local Authority note the Community Service Managers report.**

Moved: Leah Smith

Seconded: Nathan Wilson-Ahwon

Resolution: Unanimously

5) Regional Plan activities

005/2023 Julieanne spoke to the report and provided a story book for discussion.

Explaining that a strategic plan is for 4 years and explains what we want to do as a council and how we plan to do it.

Councillor Wilson

- informed that there is a photo used where there is a member that is deceased and will to seek approval to see if ok to use the photo.
- advised that June – July 2023 there will be cultural events occurring and as such will need community water, seating and shade.

Karl Lukonavic

- With the violence in community, ask Erica the Officer in Charge of Police to come and speak at the next Peppimenarti Local Authority. Police have done nothing about stolen cars and youth who are out of control.
- Queried about the waterpark that was spoken about years ago and would like this to be added.
- Bollards for car parking and could be used on the tracks that are used as roads around community.
- Cemetery - Fencing, water tank for drinking, seating and shading
- Drainage is an issue that still needs addressing
- Animal Management is still an issue
- Sporting and Recreation Hub – open shed for Basketball
- Youth Centre would be great for community.
- Men's shed.

Annunciata Wilson

- Cultural and Community Centre with men and women's separate.

Julieanne thanks Local Authority members for their contribution and provided a booklet with details advising to speak to Councillor Wilson if further ideas.

Motion:

- 1. That Peppimenarti Local Authority note the opportunity to discuss Councils Vision, Mission and Values and future projects that Local Authority would like Council to investigate.**
- 2. The Peppimenarti Local Authority note that they can speak to their Elected Member Councillor Wilson regarding any future projects.**

Moved: Leah Smith

Seconded: Nathan Wilson-Ahwon

Resolution: Unanimously

6) Remuneration Determination - Allowances for Members of Local Authorities.

006/2023 Sharon spoke to the report.

Motion:

- 1. That the Local Authority note the Remuneration Tribunal's Determination No. 1 of 2023 of Allowances for members of Local Authorities.**
- 2. That the Local Authority note the changes in allowances do not come into effect until 1 July 2023.**

Moved: Nathan Wilson-Ahwon
Seconded: Leah Smith
Resolution: Unanimously

7) CEO Report - Peppimenarti Local Authority

007/2023 Andrew spoke to the report. Andrew advised that the CEO has approval from the Mayor to be an apology so he will answer any questions from the membership.

Motion:

- 1. That the Local Authority acknowledges the opportunity to discuss matters with the CEO and notes the information discussed with the CEO.**

Moved: Annunciata Wilson
Seconded: Nathan Wilson-Ahwon
Resolution: Unanimously

MEETING CLOSE 2:52pm

THIS PAGE AND THE PRECEEDING PAGES ARE THE UNCONFIRMED MINUTES OF THE Peppimenarti Local Authority HELD ON Thursday, 13 April 2023 AND TO BE CONFIRMED Friday, 16 June 2023.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 3

Prepared by **Matthew Eastham, CEO**

Finance Report - March 2023

Purpose

To provide the Financial Management Reports for the period ended 31 March 2023.

Background

The *Local Government (General) Regulations 2021*, Division 7, require that Council receive a report setting out:

- (a) the 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
- (b) the most recently adopted annual budget; and
- (c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.

Council has continued to meet its financial obligations for the period, as per the attached report.

CouncilBIZ will present the finance report to Council.

Statutory Environment

Regulation 17 of the *Local Government (General) Regulations 2021*.

Impact for Council

Under Regulation 17 of the *Local Government (General) Regulations 2021* Council must receive the Financial Report.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council notes and the Finance report for month ending March 2023.**

Attachments

- 1 Finance report March 2023



FINANCIAL MANAGEMENT REPORT

For the period ended 31 March 2023

Certification by the Council CEO

Council Name: WEST DALY REGIONAL COUNCIL
Reporting Period Ended: 31 March 2023



To the best of the CEO's knowledge, information and belief:
(1) the internal controls implemented by the council are appropriate; and
(2) the monthly reports best reflects the financial affairs of the council.


~~Matthew Eastham~~ ASM
CEO

Date: 21/4/23

Snapshot - Financial Report

Revenue \$ 11.225M 	Current Ratio 1.46 	Cash at Bank \$ 7.05M 
Expenditures \$ 12.126 M 	Unspent Tied Funds \$5.046M <small>(including commitments of \$869K)</small> 	Net Current Assets \$2.6M 
Operating Result -\$900K <small>(including tied grants)</small> 	Local Authority NA 	Capital Expenditures \$962k M 

Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates	1,411,366	1,412,131	(765)	1,412,131	
Charges	969,712	755,267	214,445	755,267	
Fees and Charges	979,956	1,489,813	(509,857)	1,986,417	
Operating Grants and Subsidies	7,514,914	7,892,449	(377,535)	10,523,265	
Interest / Investment Income	181,549	97,081	84,469	129,441	
Commercial and Other Income	168,355	1,005,894	(837,539)	1,341,192	(1)
TOTAL OPERATING INCOME	11,225,852	12,652,694	(1,426,842)	16,147,713	(2)
OPERATING EXPENDITURE					
Employee Expenses	4,812,793	5,100,795	288,002	6,801,060	(3)
Operational & Other Expenses	2,956,840	3,159,681	202,841	4,212,908	(4)
Elected Member Allowances	155,230	212,943	57,713	283,924	
Elected Member Expenses	42,395	45,000	2,605	60,000	
Council Committee & LA Allowances	3,815	6,750	2,935	9,000	
Council Committee & LA Expenses	0	9,000	9,000	12,000	
Interest Expenses	237,364	175,368	(61,996)	233,824	
Repair and Maintenance	604,086	693,236	89,150	924,314	
Materials and Contracts	3,217,007	2,891,471	(325,536)	3,855,295	
TOTAL OPERATING EXPENDITURE	12,029,531	12,294,244	264,713	16,392,325	
OPERATING SURPLUS / DEFICIT	(803,679)	358,391	(1,162,069)	(244,612)	(5)
Depreciation, Amortisation and Impairment	824,285	782,993	(41,291)	1,043,991	
Internal Charges	(777,728)				
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	(900,235)	(424,603)	(475,633)	(1,288,603)	

WDRIC Financial Management Report March 2023

Monthly Balance Sheet Report

BALANCE SHEET AS AT 31 March 2023		
ASSETS	YTD Actuals \$	Note Reference
Cash at Bank	7,050,350	(6)
Tied Funds	5,046,504	(7)
Untied Funds	2,003,846	
Accounts Receivable	1,011,822	
Trade Debtors	453,642	
Rates & Charges Debtors	558,180	
Other Current Assets	378,326	
TOTAL CURRENT ASSETS	8,440,498	
Non-Current Financial Assets		
Right-of-Use Assets	5,346,964	
Property, Plant and Equipment	3,027,487	
Other Non-current Assets	1,756,496	
TOTAL NON-CURRENT ASSETS	10,130,947	
TOTAL ASSETS	18,571,446	

BALANCE SHEET AS AT 31 March 2023		
LIABILITIES	YTD Actuals \$	Note Reference
Accounts Payable	345,050	
ATO & Payroll Liabilities	0	
Current Provisions	465,559	
Accruals	0	
Other Current Liabilities	4,968,530	
TOTAL CURRENT LIABILITIES	5,779,138	
Non-Current Provisions	27,448	
Other Non-Current Liabilities	5,787,132	
TOTAL NON-CURRENT LIABILITIES	5,814,580	
TOTAL LIABILITIES	11,593,718	
NET ASSETS	6,977,727	(8)
EQUITY		
Asset Revaluation Reserve	0	
Reserves	0	
Current Operating Result	(900,235)	
Accumulated Surplus	7,877,916	
TOTAL EQUITY	6,977,680	(9)

Variance Analysis

Income/Expense or Balance Sheet Item	Note Ref	Comments
Commercial and Other Income	(1)	Balance varies compared to previous report due mainly to reclassifying certain income sources
Total Operating Income	(2)	Previous Forecast expected strong growth in Income last 1/3 of the year. Income is lagging at this time
Employee Expenses	(3)	Underspend on Employee Expense due primarily to unfilled administrative positions and less than budgeted hours in community roles
Operational & Other Expenses	(4)	Variance to budget is less than prior periods
Operating Surplus	(5)	Variance to budget is primarily due to under-performing Income.
Cash at Bank	(6)	Cash position largely unchanged from previous period
Tied Funds	(7)	Tied Funds amount has been re-classified to incorporate unspent grant liability. Balance varies from prior periods. It is expected Unspent Grants balance will reduce as Grant Income is recognised
Net Assets	(8)	Balance varies from prior periods due to change treatment Tied Funds
Total Equity	(9)	Minor variance between Equity and Net Assets (\$47). Amount is not material, will be corrected at Audit

Monthly Balance Sheet Report Details of Cash and Investments Held

Cash and Investments Held		Mar-23
11110 - Bank Operati	78,500	
11130 - Bank High Int	1,971,533	
11210 - Petty Cash	317	
12110 - Term Deposit	5,000,000	
TOTAL CASH	7,050,350	

Cash and Investments Held		Mar-23
Tied Funds	2,003,846	
Untied Funds	5,046,504	
Cash at Bank	7,050,350	

Details of Cash Investment - Fixed Term

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$1,000,000	\$0	4.25%	19/07/2023
Fixed Term Deposit	\$1,000,000	\$0	4.25%	19/07/2023
Fixed Term Deposit	\$1,000,000	\$0	4.06%	6/06/2023
Fixed Term Deposit	\$1,000,000	\$0	4.06%	6/06/2023
Fixed Term Deposit	\$1,000,000	\$0	4.01%	27/03/2023

Current Ratio

“How many dollars do we have for every dollar we owe?”

Current Assets		Current Liabilities	
Cash in Bank	7,050,350	Accounts Payable	345,050
		Other Current Liabilities	387,584
Trade and Rates Debtors	7,050,350	Grants in advance	5,046,504
Other Current Assets	1,011,822	Commitments	
Less:	378,326	Unspent Grants	
Staff Liability		(Agency & Core)	
	8,440,498		5,779,138

1.46

Current Ratio for FY2022/23

PERIOD	July	August	September	October	November	December	January	February	March
FY22/2023	1.50	1.72	2.07	1.77	1.63	1.41	1.57	1.82	1.46
FY21/2022	1.36	1.63	1.91	1.78	1.74	1.69	1.83	1.63	1.87

Monthly Balance Sheet Report
Statement on Debts Owed to Council (Accounts Receivable)

Trade Debtors Ageing Analysis	
Current	145,423
Unapplied	-83,216
Over 30 days	78,922
Over 60 days	46,356
Over 90 days	137,734
Total	325,218

Monthly Balance Sheet Report
Statement on Debts Owed by Council (Accounts Payable)

Trade Creditors Ageing Analysis	
Current	195,555
Unapplied	-493,928
Over 30 days	247,947
Over 60 days	3,518
Over 90 days	357,234
Total	310,327

Monthly Balance Sheet Report Highest 10 Contractor Payments/ Items paid in the month

	Supplier Name	Territory	Interstate
12909	Daly River/Port Keats Aboriginal Land Trust	294,693.29	
10376	CouncilBIZ	76,281.15	
13446	Hames Sharley NT	69,253.80	
10081	Bridge Toyota	64,830.36	
12588	Jardine Lloyd Thompson Pty Ltd		54,363.38
12569	Quicksuper		39,332.95
10137	Power and Water Corporation	32,023.90	
12172	DJ Air & Electrical Services	29,351.69	
13485	Telstra Limited		25,744.77
13478	Visual Security	25,071.20	
		591,505.39	119,441.10

Financial Report for each Local Authority Area

	Regional Office/Unallocated Darwin 200			LAL Ngammarriyanza 300		
	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME						
Rates	1	1		106,776	106,834	(58)
Charges	81,691	63,626		71,055	55,342	15,713
Fees and Charges	221,994	337,494	(115,500)	57,528	87,459	(29,931)
Operating Grants and Subsidies	(2,912)	(3,059)		510,232	535,865	(25,633)
Interest / Investment Income	(1)	(0)			0	0
Commercial and Other Income	(294,647)	(1,411,959)		179,354	1,071,610	(892,256)
TOTAL OPERATING INCOME	6,126	(1,013,897)	1,020,023	924,945	1,857,110	(932,165)
OPERATING EXPENDITURE						
Employee Expenses	1,451,024	1,537,854	86,831	449,824	476,742	26,918
Operational & Other Expenses	(93,561)	(91,493)		241,711	236,367	(5,344)
Elected Member Allowances	(5)	(7)		8,936	12,258	3,322
Elected Member Expenses	(1)	(1)		8,569	9,095	526
Council Committee & LA Allowances	22	40		1,963	3,473	1,510
Council Committee & LA Expenses	0	0		0	0	0
Interest Expenses	1	1		0	0	0
Repair and Maintenance	754	3,943	3,189			
Materials and Contracts	619,602	133,519	(486,084)	121,809	637,124	515,315
TOTAL OPERATING EXPENDITURE	1,977,837	1,583,856	(393,980)	1,127,585	1,438,581	310,996
OPERATING SURPLUS / DEFICIT	(1,971,710)	(2,597,753)	626,043	(202,640)	418,529	(621,169)
Depreciation, Amortisation and Impairment	0	157,801	0	0	0	0
Internal Charges	(2)			(28,791)		
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	(1,971,710)	(2,597,753)	626,043	(202,640)	418,529	(621,169)

WDRRC Financial Management Report March 2023

Income and Expense Statement - Actual v Budget

	LA2 Peppinmarr 400			LA3 Wardeye 700			TOTAL		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME									
Rates	120,256	120,321	(65)	1,184,333	1,184,975	(642)	1,411,366	1,412,131	(765)
Charges	71,143	55,410	15,733	745,823	580,889	164,934	969,712	755,267	214,445
Fees and Charges	122,946	186,913	(63,967)	577,488	877,947	(300,459)	979,956	1,489,813	(509,857)
Operating Grants and Subsidies	886,486	931,021	(44,535)	6,121,108	6,428,621	(307,513)	7,514,914	7,892,449	(377,535)
Interest / Investment Income	0	0	0	181,550	97,081	84,469	181,549	97,081	84,469
Commercial and Other Income	146,180	873,401	(727,221)	137,468	472,842	(335,374)	168,355	1,005,894	(837,539)
TOTAL OPERATING INCOME	1,347,011	2,167,067	(820,056)	8,947,770	9,642,355	(694,585)	11,225,852	12,652,634	(1,426,782)
OPERATING EXPENDITURE									
Employee Expenses	664,218	703,965	39,747	2,247,727	2,382,233	134,506	4,812,793	5,100,795	288,002
Operational & Other Expenses	230,443	225,348	(5,095)	2,578,247	2,521,248	(56,999)	2,956,840	2,891,471	(65,369)
Elected Member Allowances	21,891	30,030	8,139	124,408	170,662	46,254	155,230	212,943	57,713
Elected Member Expenses	7,414	7,870	456	26,413	28,036	1,623	42,395	45,000	2,605
Council Committee & LA Allowances	705	1,247	542	1,125	1,990	865	3,815	6,750	2,935
Council Committee & LA Expenses	0	0	0	0	0	0	0	0	0
Interest Expenses	0	0	0	237,363	175,367	(61,996)	237,364	175,368	(61,996)
Repair and Maintenance	146,926	768,499	621,573	334,597	1,750,115	1,415,518	604,086	3,159,681	2,555,595
Materials and Contracts	63,064	13,590	(49,474)	2,239,568	482,606	(1,756,962)	3,217,007	693,236	(2,523,772)
TOTAL OPERATING EXPENDITURE	1,134,661	1,750,549	615,888	7,789,448	7,512,258	(277,190)	12,029,531	12,285,244	255,713
OPERATING SURPLUS / DEFICIT	212,350	416,518	(204,168)	1,158,322	2,130,097	(971,775)	(803,678)	367,391	(1,171,069)
Depreciation, Amortisation and Impairment	0	0	0	824,283	625,192	0	824,283	782,993	0
Internal Charges	(80,512)			(618,423)			(777,728)		
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	212,350	416,518	(204,168)	334,039	1,504,905	(971,775)	(900,244)	(415,603)	(1,171,069)

WDRRC Financial Management Report March 2023

Member and CEO Council Credit Card Transactions

Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Cardholder Name: M Eastham

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
20/03/2023	\$17.99	Arlo	Essential Indoor Security Camera subscription
27/03/2023	\$16.00	News Limited Surry Hills	Newspaper subscription
31/03/2023	\$209.90	Zoom Australia	Yearly Zoom Application subscription
Total	\$243.89		



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 4

Prepared by **Matthew Eastham, CEO**

2022 - 2023 Budget Reforecast

Purpose

To provide Council with a budget update that reforecast Council's 2023 financial year operating budget.

Background

Council is required to adopt an annual budget every financial year. Under the *Local Government Act 2019* and the Australian Accounting Standards, this budget is required to be reviewed at least annually. Management together with CouncilBIZ has undertaken a thorough review of Council's expenditure to date and analysed current and anticipated revenue to adjust the budget as necessary.

As a result of this review – Council has forecast an operating surplus of \$67,623, inclusive of a depreciation expense of \$1.138m.

Revised budget highlights include:

- Increases in Rates and Charges revenue
- Grant Income of \$10.151m which is relatively flat on FY 2022
- Significantly increased Interest income of \$257,888 compared to \$27,146 in FY 2022
- Elected Member and Local Authority Allowances and Expenses have increased by an average of 15 percent
- Other expense categories are relatively stable notwithstanding increased costs faced by Council

Additional information is provided on the forecast by Community.

At this relatively late stage of the financial year there are some risks attached to this forecast:

- Following advice from Council's Auditors last year Management is conducting a comprehensive review of Grant income. It's possible that Grant income may vary from the present forecast
- Council is currently considering changes to Accounting policy that may impact some assets classes. If those changes go ahead they have the potential to impact expenses such as Materials and Contractors and Depreciation

Statutory Environment

Local Government (General) Regulations 2021, Part 4, Section 9.

Impact for Council

If approved by Council, the draft budget will be included in the 2022-23 Regional plan.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation
1. That Council approves and adopts the attached revised 2022-2023 Financial Year Budget.

Attachments

- 1 2022-2023 Budget Reforecast

Budget Reforecast for 2022-2023

DESCRIPTION	2023 REFCAST
OPERATING INCOME	\$
Rates	1,439,297
Charges	972,294
User Charges and Fees	1,812,719
Operating Grants and Subsidies	10,151,478
Interest / Investment Income	257,888
Commercial and Other Income	133,088
TOTAL OPERATING INCOME	14,766,763
OPERATING EXPENDITURE	
Employee Expenses	5,871,582
Materials and Contracts	2,849,113
Repair and Maintenance	894,765
Elected Member Allowances	216,183
Elected Member Expenses	50,977
Council Committee and LA Allowances	9,657
Council Committee and LA Expenses	9,233
Depreciation, Amortisation and Impairment	1,138,619
Interest Expense	222,389
Operational & Other Expenses	3,436,622
TOTAL OPERATING EXPENDITURE	14,699,140
BUDGETED OPERATING SURPLUS/DEFICIT	67,623

Budget Reforecast for 2022-2023 by Community

DESCRIPTION	200	300	400	700	TOTAL
OPERATING INCOME	Darwin/HO	Nganmariyanga	Peppimenarti	Wadeye	
Operating Grants and Subsidies	0	1,674,228	1,163,758	7,313,491	10,151,478
Interest / Investment Income	0	0	0	257,888	257,888
Charges	0	16,935	78,167	797,068	892,170
Rates	0	113,473	127,072	1,198,752	1,439,297
User Charges and Fees	9	380,118	386,539	1,046,054	1,812,719
Other	1,356	357,906	489,637	-715,811	133,088
Charges	0	80,123	0	0	80,123
TOTAL OPERATING INCOME	1,364	2,622,784	2,245,173	9,897,442	14,766,763
OPERATING EXPENDITURE					
Council Committee and LA Allowances	0	0	0	9,657	9,657
Elected Member Allowances	0	14,284	48,185	153,715	216,183
Elected Member Expenses	2,310	3,174	7,480	38,014	50,977
Employee Expenses	1,447,209	844,078	789,974	2,790,321	5,871,582
Operational & Other Expenses	469,831	433,634	351,890	2,181,267	3,436,622
Repairs and Maintenance	130	133,611	131,060	629,964	894,765
Contract Materials and Labour	109,397	869,030	252,966	1,617,721	2,849,113
Finance Cost	0	0	0	222,389	222,389
Depreciation	-1,814	0	633	1,213,933	1,138,619
Council Committee and LA Expenses	0	4,609	1,622	3,003	9,233
Internal Charges	0	-22,111	-21,505	-866,620	0
TOTAL OPERATING EXPENDITURE	2,027,063	2,280,308	1,562,304	7,993,363	14,699,140
BUDGETED OPERATING SURPLUS/DEFICIT	-2,025,698	342,476	682,869	1,904,080	67,623



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 5

Prepared by **Matthew Eastham, CEO**

2023 - 2024 Draft Budget

Purpose

Council has commenced the budget process for the 2023-24 financial year. Council is required to present a balanced budget approved by Council to the Minister by 30 June 2023. The purpose of this report is to present the draft budget to Council for approval for inclusion in the 2023-24 Regional Plan.

Background

Council is required to adopt an annual budget every financial year. Under the *Local Government Act 2019* the budget must plan for an operating surplus.

Management together with CouncilBIZ has undertaken a thorough review of Council's expenditure in the current year, anticipated requirements for the 2023/2024 financial year, and potential revenues.

Council operates in a very restricted financial environment. This budget has been prepared to be as sustainable as possible while still providing a minimum of Council services to our Communities.

Council's financial operating environment means that there is limited scope to fund untied services other than our core service delivery programs.

Management remains committed to delivering Civil hours that provide the services that Community requires.

This budget has been prepared to be financially responsible while enhancing services to our Communities.

The attached budget contains the following items and assumptions:

- Council Civil labour hours to remain consistent with the prior year budget of 608 hours for Wadeye, and 228 hours for Peppimenarti and Palumpa.
- Rates and Charges income of \$2.7 million which represents a 13 percent increase from the current year

- Grant income of \$10.456m which represents a 3 percent increase on the current year
- 10 percent increase in Elected Member Allowances and Expenses
- Council has doubled its provision for Committee and Local Authority Allowances and Expenses
- Council has provided additional budget of \$100 000 for security and safety measures within communities
- Council has provided additional budget of \$120 000 for repairs and maintenance.
- Further support and training for staff
- The introduction of a Project Management position
- The introduction of a Procurement specialist position

An increase in Depreciation expense and reduction in Contractor and Materials expense. Both are based on the assumption that Council will amend its asset policy to recognise Infrastructure and Building assets.

All Budgets contain some risk, the main ones for this Budget include:

- Grant income is uncertain until contracts for the 2024 financial year are concluded.
- Capital Grant income will also depend on progress with major construction projects that is subject to potential delays from suppliers, weather conditions, etc.
- Inflation continues to be high throughout Australia and that has the potential to impact costs such as Materials, Tools, Repairs and Maintenance

The attached budget has not assumed an increase in current funding levels. Depreciation has not been funded. This means Council is reliant on NTG grant funding to acquire replacement capital assets, which is increasingly required as our fleet and yellow plant approach the end of their useful lives. Many of our highly utilised assets were transferred from Victoria Daly council in 2014 and require high maintenance and repair expenditure.

Statutory Environment

Council is required to present a balanced budget to the Minister by 30 June 2023 under the *Local Government Act 2019*.

Impact for Council

If approved by Council, the draft budget will be included in the 2023-24 Regional plan.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council resolves to approve the Draft 2023-24 Budget.**

Attachments

- 1 2024 Draft Budget

Draft Budget for 2023-2024

DESCRIPTION	2024 BDGT
OPERATING INCOME	\$
Rates	1,626,405
Charges	1,098,692
User Charges and Fees	1,993,991
Operating Grants and Subsidies	10,456,022
Interest / Investment Income	275,940
Commercial and Other Income	139,742
TOTAL OPERATING INCOME	15,590,793
OPERATING EXPENDITURE	
Employee Expenses	6,223,877
Materials and Contracts	2,564,202
Repair and Maintenance	1,002,137
Elected Member Allowances	237,801
Elected Member Expenses	56,075
Council Committee and LA Allowances	19,313
Council Committee and LA Expenses	18,467
Depreciation, Amortisation and Impairment	1,354,956
Interest Expense	224,613
Operational & Other Expenses	3,677,186
TOTAL OPERATING EXPENDITURE	15,378,627
BUDGETED OPERATING SURPLUS/DEFICIT	212,166

Draft Budget for 2023-2024 by Community

DESCRIPTION	200	300	400	700	TOTAL
OPERATING INCOME	Darwin/HO	Nganmariyanga	Peppimenarti	Wadeye	
Operating Grants and Subsidies	0	1,724,455	1,198,671	7,532,896	10,456,022
Interest / Investment Income	0	0	0	275,940	275,940
Charges	0	19,137	88,328	900,687	1,008,152
Rates	0	128,224	143,591	1,354,590	1,626,405
User Charges and Fees	10	418,130	425,193	1,150,659	1,993,991
Other	1,423	375,801	514,119	-751,601	139,742
Charges	0	90,539	0	0	90,539
TOTAL OPERATING INCOME	1,433	2,756,287	2,369,903	10,463,170	15,590,793
OPERATING EXPENDITURE					
Council Committee and LA Allowances	0	0	0	19,313	19,313
Elected Member Allowances	0	15,712	53,003	169,086	237,801
Elected Member Expenses	2,541	3,491	8,228	41,815	56,075
Employee Expenses	1,534,041	894,722	837,372	2,957,741	6,223,877
Operational & Other Expenses	502,720	463,989	376,522	2,333,955	3,677,186
Repairs and Maintenance	146	149,644	146,787	705,560	1,002,137
Contract Materials and Labour	98,457	782,127	227,669	1,455,949	2,564,202
Finance Cost	0	0	0	224,613	224,613
Depreciation	-2,159	0	754	1,444,580	1,354,956
Council Committee and LA Expenses	0	9,218	3,243	6,005	18,467
Internal Charges	0	-22,111	-21,505	-866,620	0
TOTAL OPERATING EXPENDITURE	2,135,746	2,296,792	1,632,074	8,491,997	15,378,627
BUDGETED OPERATING SURPLUS/DEFICIT	-2,134,313	459,495	737,829	1,971,173	212,166



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 6

Prepared by **Matthew Eastham, CEO**

Elected Member Allowances 2023-2024

Purpose

To inform council of the Maximum Council Member Allowances for 2023-24 and to set the allowances for Council Members for the 2023-24 financial year.

Background

The Remuneration Tribunal as defined by the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* sets the maximum allowances available for Elected Members each financial year.

Council may choose to adopt the maximum allowances as set by the Remuneration Tribunal, or fix allowances at a rate less than the maximum amount. Council cannot exceed the maximum amounts.

The maximum allowances are as follows for the 2023-24 financial year:

Allowance	Mayor	Deputy Mayor	Councillor
Base Councillors allowance	\$20,000	\$20,000	\$20,000
Principal members allowance	\$82,000	\$16,000	
Total Allowance	\$102,000	\$36,000	\$20,000

The Remuneration Tribunal has determined that an acting Principal member (Mayor) does not receive any additional allowances under the Determination. They will only be eligible for their usual allowances as a Council member. However, if they attend more meetings or activities because they are filling in for the Mayor, then they may be eligible for more Extra Meeting/Activity Allowance payments.

It is only when a person is elected or appointed to the ongoing position as Mayor of Council that they are eligible for the Principal Members Additional Allowance.

Further claimable capped allowances are:

Professional Development	\$4,000	\$4,000	\$4,000
Extra Meeting allowance**		\$10,000	\$10,000
Vehicle allowance if no vehicle provided	\$40,000		
Capped allowances total	\$44,000	\$14,000	\$14,000

** Extra Meeting allowance is paid if the activity takes place during normal business hours as follows:

- Up to 2 hours \$200
- Between 2 and 4 hours \$300
- More than 4 hours \$500

Extra Meeting allowance will be access by the Deputy Mayor and Councillors as follows:

- Additional meetings of a full Council or established sub-committees of Council;
- Attendance at Local Authority meetings within the Ward that Councillors represent;
- Attendance at any functions representing the Mayor on official Council duties;
- Attendance at functions as an invited representative of Council and with Council's approval;
- Attendance at any approved extra meetings of Council for planning, briefing or information sessions of Council meetings.

Vehicle allowances will be in the form of kilometre allowance which will be paid at rates set by the Australian Tax Office each year.

Allowances that can no longer be claimed by Elected Members:

- Any cost to Councillors for attending meetings and activities of Council where these costs are not reimbursed by Council;
- Contribution towards phone and internet usage;
- Contribution towards any home office and supplies;
- Allowance towards costs incurred in servicing constituents in Ward or Council area, including:
 - Donations
 - Organisation sponsorship
 - Membership fees
 - Patron expenses; and
 - Constituent support.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation

1.2 Governance

Journey 1.2.3

Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council approves the payment of the maximum allowances to Elected Members as determined by the Remuneration Tribunal for the 2023-24 financial year.**
- 2. That the Council note the changes in allowances do not come into effect until 1 July 2023.**
- 3. Council approves the inclusion of the maximum approved allowances in the 2023-24 Regional Plan.**

Attachments

- 1 Local Government Elected Member Allowances

ORIGINAL PAPER

No. 756
 Laid on the Table
14, 2, 2023



**NORTHERN TERRITORY OF AUSTRALIA
 REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
 (Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
 LOCAL AUTHORITIES**

REPORT ON DETERMINATION NO. 1 OF 2023

1. INTRODUCTION

As a result of amendments to the *Local Government Act 2006* and the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), on 29 June 2022, the Administrator of the Northern Territory, Her Honour the Honourable Vicki O'Halloran AO CVO, issued a request to the Remuneration Tribunal to inquire into and determine the allowance or allowances payable to a member of a local authority pursuant to section 7E(1) of the AMSORE Act.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7E(9) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

Emails were sent to all Local Government Councils in July 2022 advising them of the Inquiry. The Remuneration Tribunal discussed this Inquiry during meetings with Local Government Councils.

2. CURRENT SITUATION

There are Local Authorities within nine Regional Councils and the number of Local Authorities in these Councils range from three to thirteen. The current allowance for members to attend meetings is just over \$100 and \$140 for the Chair of a Local Authority. Many Regional Councils advised that the Local Authorities are under resourced.

The Department of the Chief Minister and Cabinet's Local Government Division is currently conducting a review of Local Authorities and confirmed that they would remain an important aspect of Local Government in Regional Councils.

3. IMPORTANCE OF AN ADEQUATE ALLOWANCE

It is important that Local Authorities are viewed as a critical function of Councils by the residents of Regional Councils and that the allowances paid are commensurate with payments for attending similar meetings within the community. Therefore, the Remuneration Tribunal believes that the current level of allowance is inadequate and has established the following allowances.

The Chair of a Local Authority will be paid as follows:

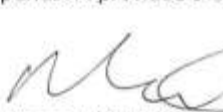
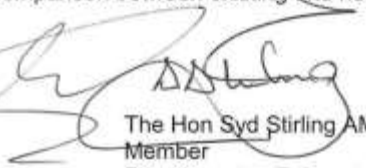

- If the meeting is held up to 2 hours \$300
- If the meeting is held between 2 to 4 hours \$450
- If the meeting is held for more than 4 hours \$600

A Member of a Local Authority will be paid as follows:

- If the meeting is held up to 2 hours \$200
- If the meeting is held between 2 to 4 hours \$300
- If the meeting is held for more than 4 hours \$400

4. APPENDIX A

Appendix A provides a comparison between existing and new allowances.

 Mr Michael Martin OAM Chairperson Remuneration Tribunal	 The Hon Syd Stirling AM Member Remuneration Tribunal	 Mr Gary Higgins Member Remuneration Tribunal
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Dated 24 January 2023

APPENDIX A to the Report on Allowances for Members of Local Authorities

Comparison of Existing Allowances with New Allowances**Local Government Authorities**

POSITION	Period	CURRENT	NEW
Chair	Up to 2 hours	\$140	\$300
	2 to 4 hours	\$140	\$450
	More than 4 hours	\$140	\$600
Member	Up to 2 hours	\$110	\$200
	2 to 4 hours	\$110	\$300
	More than 4 hours	\$110	\$400



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL AUTHORITIES**

DETERMINATION NO. 1 OF 2023

Under section 7E of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Local Authority is defined in the *Local Government Act 2019* as established by a Council under section 76.

The Chair of a Local Authority is defined in the *Local Government Act 2019* as in section 98.

A Member of a Local Authority is defined in the *Local Government Act 2019* as a member of an audit committee, a council, a council committee of a local authority.

Financial Year is the period from 1 July to the 30 June.

2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:


If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held for more than 4 hours	\$600

A Member of a Local Authority will be paid as follows:


If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

3. GENERAL


- a. Pursuant to section 7E(9) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:
- the next financial year if the report is made on or before 1 February; or
 - from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 7

Prepared by **Matthew Eastham, CEO**

Local Authority Allowance 2023-24

Purpose

The Remuneration Tribunal has determined in a review of changes to Local Authority payments for the financial year 2023-2024.

Background

Local Authority is defined in the *Local Government Act 2019* and viewed as a critical function of Councils by the resident in the community. The Remuneration Tribunal believes the current level of allowance is inadequate and has established the following allowances:

The Chairperson of a Local Authority was paid \$181.61 in the period between 1 July 2022 and 30 June 2023 for attendance at a Local Authority meeting. After 1 July 2023 the Chairperson will be paid as follows:

- If the meeting is held up to 2 hours \$300
- If the meeting is held between 2 to 4 hours \$450
- If the meeting is held for more than 4 hours \$600

A Local Authority member was paid \$135.89 for attendance at a Local Authority meeting. After 1 July 2023 a member will be paid as follows:

- If the meeting is held up to 2 hours \$200
- If the meeting is held between 2 to 4 hours \$300
- If the meeting is held for more than 4 hours \$400

Statutory Environment

Local Government Act 2019
Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006

Impact for Council

Budgetary considerations

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council set the maximum allowance to Local Authority members for the 2023-24 financial year.**
- 2. That the Council note the changes in allowances do not come into effect until 1 July 2023.**
- 3. Council approves the inclusion of the approved maximum allowance for Local Authority allowances in the 2023-24 Regional Plan.**

Attachments

- 1 Local Authority Allowances

ORIGINAL PAPER

No. 756
 Laid on the Table
14, 2, 2023



**NORTHERN TERRITORY OF AUSTRALIA
 REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
 (Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
 LOCAL AUTHORITIES**

REPORT ON DETERMINATION NO. 1 OF 2023

1. INTRODUCTION

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The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7E(9) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
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Emails were sent to all Local Government Councils in July 2022 advising them of the Inquiry. The Remuneration Tribunal discussed this Inquiry during meetings with Local Government Councils.

2. CURRENT SITUATION

There are Local Authorities within nine Regional Councils and the number of Local Authorities in these Councils range from three to thirteen. The current allowance for members to attend meetings is just over \$100 and \$140 for the Chair of a Local Authority. Many Regional Councils advised that the Local Authorities are under resourced.

The Department of the Chief Minister and Cabinet's Local Government Division is currently conducting a review of Local Authorities and confirmed that they would remain an important aspect of Local Government in Regional Councils.

3. IMPORTANCE OF AN ADEQUATE ALLOWANCE

It is important that Local Authorities are viewed as a critical function of Councils by the residents of Regional Councils and that the allowances paid are commensurate with payments for attending similar meetings within the community. Therefore, the Remuneration Tribunal believes that the current level of allowance is inadequate and has established the following allowances.

The Chair of a Local Authority will be paid as follows:


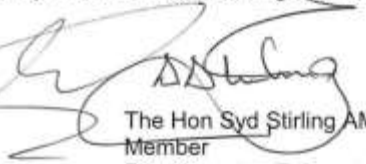

- If the meeting is held up to 2 hours \$300
- If the meeting is held between 2 to 4 hours \$450
- If the meeting is held for more than 4 hours \$600

A Member of a Local Authority will be paid as follows:

- If the meeting is held up to 2 hours \$200
- If the meeting is held between 2 to 4 hours \$300
- If the meeting is held for more than 4 hours \$400

4. APPENDIX A

Appendix A provides a comparison between existing and new allowances.

 Mr Michael Martin OAM Chairperson Remuneration Tribunal	 The Hon Syd Stirling AM Member Remuneration Tribunal	 Mr Gary Higgins Member Remuneration Tribunal
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Dated 24 January 2023

APPENDIX A to the Report on Allowances for Members of Local Authorities

Comparison of Existing Allowances with New Allowances**Local Government Authorities**

POSITION	Period	CURRENT	NEW
Chair	Up to 2 hours	\$140	\$300
	2 to 4 hours	\$140	\$450
	More than 4 hours	\$140	\$600
Member	Up to 2 hours	\$110	\$200
	2 to 4 hours	\$110	\$300
	More than 4 hours	\$110	\$400



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL AUTHORITIES**

DETERMINATION NO. 1 OF 2023

Under section 7E of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Local Authority is defined in the *Local Government Act 2019* as established by a Council under section 76.

The Chair of a Local Authority is defined in the *Local Government Act 2019* as in section 98.

A Member of a Local Authority is defined in the *Local Government Act 2019* as a member of an audit committee, a council, a council committee of a local authority.

Financial Year is the period from 1 July to the 30 June.

2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
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A Member of a Local Authority will be paid as follows:


If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

3. GENERAL


- a. Pursuant to section 7E(9) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:
- the next financial year if the report is made on or before 1 February; or
 - from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 8

Prepared by **Sharon Binns, Governance & Quality Assurance
Officer**

Elected Member meeting Agenda and Responsibilities

Purpose

To inform Elected Members of access to West Daly Regional Council email and notification of official Agendas within the legislated timeframes. Also to inform Elected Members in order to be prepared and of their responsibilities prior to West Daly Regional Council meetings, Local Authority Meetings and other official Council business matters.

Background

Legislation provides that West Daly Regional Council is to comply with convening and the notice of meetings. Section 92 of the Act states that notice must be given to members:

- In the case of an **Ordinary Council meeting** at least **3 business days** before the date of the meeting; and
- In the case of a **Special Council meeting** of Council at least **4 hours** before the time appointed for the meeting.
- The notice may be given to the member personally, by post, by email or by any other electronic means or in any other way arranged by the CEO with the Elected members.

The role of members of Council is:

- (a) to represent the interests of all residents and ratepayers of the council area; and
- (b) to provide leadership and guidance; and
- (c) to facilitate communication between the members of the council's constituency and the council; and
- (d) to be properly informed to enable participation in the deliberations of the council and its community activities; and
- (e) to ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities; and
- (f) to ensure that council resources are used prudently and solely in the public interest; and

- (g) to actively monitor the financial affairs of the council.

In order to assist Elected Members with information flow, each is provided with a dedicated email address for the purpose of communication and attending to Council business whilst performing official duties in their role. It should be understood that when communicating via the Council email account, Elected Members must adhere to all relevant legislation and Council's policies and procedures, including the *Code of Conduct (Elected, Local Authority, and Council Committee Members)*.

As a way of communication, Elected Members are sent their meeting invites to their West Daly Regional Council email address notifying that the Agenda will be made available when released. It should be acknowledged that Elected Members don't accept these meeting invites and as such this method of sharing the Agenda's has ceased to be used. This can be re-established and invites will be sent to all Elected Members email accounts. Sending the Agenda by post is possible but with mail delays it could be unrealistic. Arrangements have been made where Elected Members have been advised that the Agenda is available on the West Daly Regional Council website. This is the same for the Minutes of the meetings.

When Elected Members are in community their Agendas are sent to the Ward office for printing and access. Elected Members can access WDRC offices to print documents or use IT equipment to review agenda's, documents etc.

Elected Members having a mobile phone can have their West Daly Regional Council email account added as an application for notifications and use.

Elected Members can call the CEO and discuss the Agenda prior to the meeting.

Confidential Agenda's and papers that are confidential or information noted as confidential are not be transmitted, printed in public or outside of a Council office or shared outside of Elected Members (except for WDRC Legal purposes).

Statutory Environment

Local Government Act s92

Impact for Council

For information purposes and clarification on communication method.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council note the notification periods for convening meetings.**
- 2. That Council note that Elected Members have a dedicated West Daly Regional Council email address for communication purposes.**
- 3. That Council note that the Agendas for meetings can be accessed through the West Daly Regional Council website, via WDRC email, by visiting a West Daly Regional Council Office or by contacting the CEO directly via phone which complies with the notification period.**
- 4. That Council note that Elected Members will access the Agenda for meetings via one of the means noted in this paper.**
- 5. That Elected Members understand their responsibilities and will prepare for meetings by being well informed with the appropriate notification.**

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 9

Prepared by **Sharon Binns, Governance & Quality Assurance
Officer**

Policy Approval

Purpose

To provide Council with policy to review and understand in line with the requirements of legislation and updates from government.

Background

When policies are approved by Council they are available on our website:

[Policies | West Daly Regional Council \(nt.gov.au\)](https://www.nt.gov.au/west-daly-regional-council/policies)

The following policies are provided for your understanding and approval:

- GOV05 Allowances and Expenses (EM) policy
- GOV14 Annual Return of Interest policy

Of note, the GOV05 Allowances and Expenses (EM) policy comes into effect on 1 July 2023 and will replace the current policy at the time.

Statutory Environment

Local Government Act 2019

Impact for Council

For Councillors and staff to have policy to refer to for guidance.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

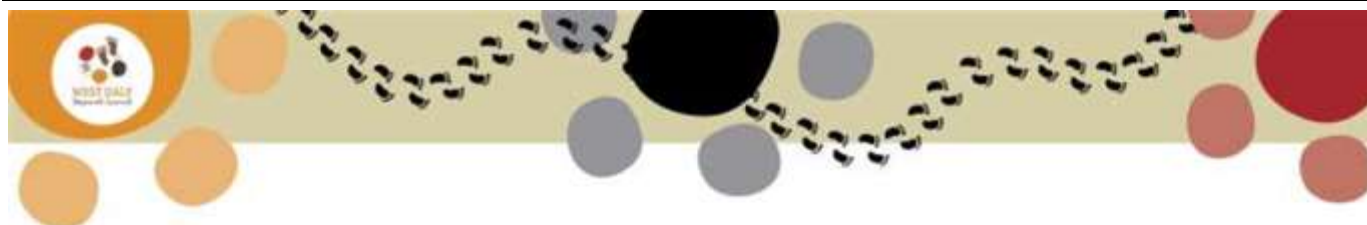
Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That Council approves the following policies that have been endorsed by the CEO:
 - a) GOV05 Allowances and Expenses (EM) policy with effect 1 July 2023
 - b) GOV14 Annual Return of Interest policy

Attachments

- 1 GOV05 Allowances and Expenses (EM) Policy
- 2 GOV14 Annual Return of Interest policy



GOV05	Allowances and Expenses (Elected Members) Policy
Approval Date:	27 April 2023
Council Decision Reference:	
Policy Type:	Governance
Policy Custodian:	Chief Executive Officer
Review Date:	27 April 2025
Version (Revision Number):	2.0

Purpose

West Daly Regional Council is committed to ensuring Elected Members are provided with the support they need to effectively carry out their roles, which includes the provision of allowances and the reimbursement of reasonable expenses. This policy:

- States Council's guiding principles for setting and paying allowances; and
- Clarifies points of eligibility and the requirements for payment of the Extra Meeting Allowance, Professional Development Allowance, Mayoral Allowance/s and Travel and Expenses Allowance, in accordance with the requirements of the *Local Government Act 2019*, *Local Government (General) Regulations 2021* and *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

This policy should be read in conjunction with the Ministerial Guideline as information and amounts on allowances is included in the Guideline.

Scope

This policy applies to all Elected Members of Council, CEO and to Council staff with responsibility for implementing this policy. The Northern Territory Remuneration Tribunal determines allowances for Elected Members and pursuant to section 7E(9) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from 1 July 2023.

Policy Statement

1. Policy Principles

- 1.1. Council will have fair and transparent processes and procedures in place for the payment of allowances and the reimbursement of expenses to Elected Members.
- 1.2. Council will resolve to fix Elected Member *Base Allowance*, *Electoral Allowance*, *Extra Meeting Allowance* and *Professional Development Allowance* for each financial year, when Council adopts its budget for the forthcoming financial year.



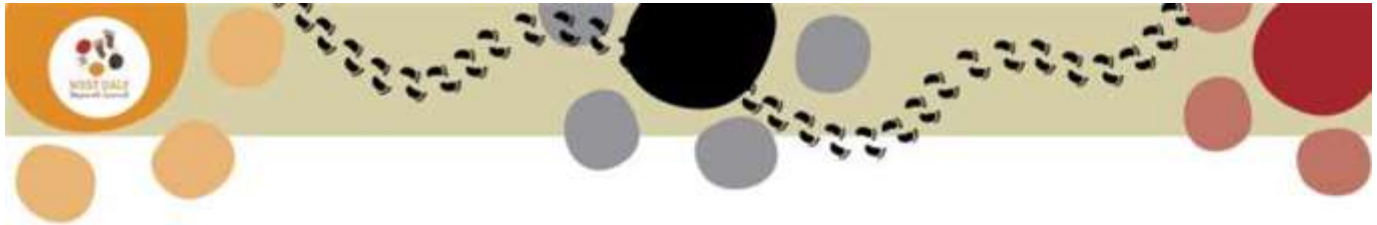
- 1.3. Each allowance will be determined by Council in compliance with the requirements of the *Local Government (General) Regulations 2021*, and with reference to:
- a) Council's fiscal situation and financial risk profile;
 - b) Fair and reasonable remuneration for Elected Members; and
 - c) The maximum amount determined under the legislation (see Ministerial Guideline relating to Council Member Allowances).

2. Inclusion of all allowances

- 2.1. The Allowances provided by Council to all Elected Members are to cover:
- a) Any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
 - b) Contribution towards phone and internet usage;
 - c) Contribution towards any home office and supplies;
 - d) Allowance towards costs incurred in servicing constituents in Ward, including but not limited to:
 - i. Donations
 - ii. Organisation sponsorship
 - iii. Membership fees
 - iv. Patron expenses; and
 - v. Constituent support.

3. Extra Meeting Allowance

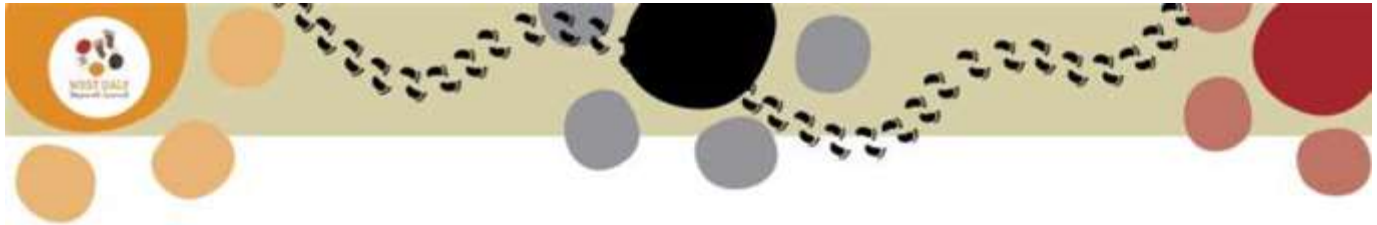
- 3.1. An Extra Meeting Allowance is an additional allowance paid to the Deputy Mayor and Councillors which covers attendance at those meetings or functions that are not an Ordinary Council Meeting, and that Council has resolved will be covered by this allowance.
- 3.2. The allowance will be capped at \$10,000 per financial year for all Councillors and the Deputy Mayor.
- 3.3. The Extra meeting allowance to be paid to Councillors and the Deputy Mayor are:
- | | |
|--------------------------|-------|
| a) Up to 2 hours | \$200 |
| b) Between 2 and 4 hours | \$300 |
| c) More than 4 hours | \$500 |
- 3.4. The Extra Meeting Allowance will be paid at the rate determined by the Northern Territory Remuneration Tribunal and is only payable after an approved claim has been made.
- 3.5. The Extra Meeting Allowance may be paid in relation to attendance at the following types of meetings:
- a) Special Council Meetings.
 - b) Council Committee meetings such as Audit and Risk Management Committee and Finance Committee.



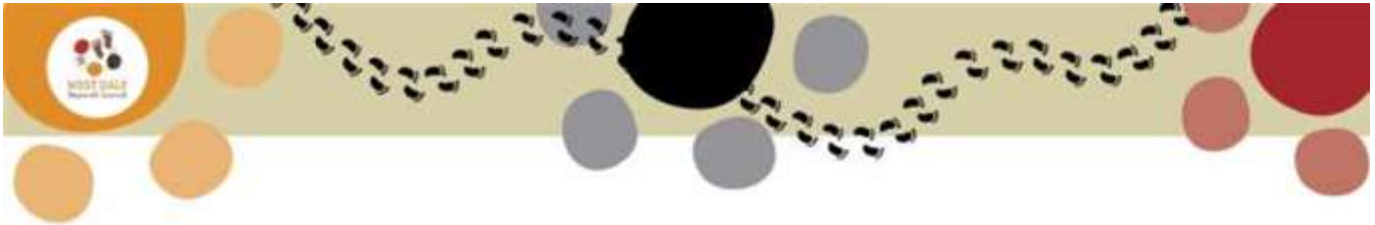
- c) Local Authority Meetings within the Ward the Elected member represents.
 - d) Functions as an invited representative of Council and with Councils approval.
 - e) All other approved meetings of Council, for planning, briefing or information sessions of council meetings.
- 3.6. Extra Meeting Allowance is not available if the annual allowance cap is fully spent.
- 3.7. Claims for Extra Meeting Allowance must be lodged within one month of the meeting. Where the claim is not made within one month of the meeting, the allowance for that meeting is forfeited.
- 3.8. Extra Meeting Allowances are not applicable to the Mayor, or to an Elected Member acting in the Mayors position, as this allowance is incorporated into the Base Allowance for that position.

4. Professional Development Allowance

- 4.1. The Professional Development Allowance is an allowance payable to Elected Members to attend conferences and training courses that enable the Member to develop their capabilities in their role.
- 4.2. Only those training courses and conferences approved by the CEO under s45 (1) of the *Local Government Act 2019* will attract Professional Development Allowance.
- 4.3. Council has determined that the types of conferences or training courses which may be attended or undertaken by an Elected Member using Professional Development Allowance, include training and development in the areas of:
- a) Leadership
 - b) Governance practices
 - c) Community development and capacity building
 - d) Risk, compliance, and financial management
 - e) Strategic management
 - f) Diversity and advocacy, including skill levels and understanding in the areas of diversity and inclusive practices.
 - g) Any other course or training that is prior approved by Council and that Council considers will be of benefit to Council, Council constituents and/or the West Daly Region.
- 4.4. Professional Development Allowance is \$4,000 per person for each financial year over the elected term.
- 4.5. In the case of high-cost training courses, if an Elected Member is attending a course that exceeds the Professional Development Allowance available in the current financial year:
- a) Any remaining Professional Development Allowance in the current financial year is to be expended to partially pay for the training cost; and



- b) A claim for Professional Allowance in a year can be a total of two years being \$8,000 drawn in advance or from the one years remaining balance from the previous year.
 - 4.6. Expenditure of the Professional Development Allowance in future financial years will only be done on a reimbursement basis to an Elected Member who has personally paid the remaining cost of the training course.
 - 4.7. Access to reimbursement is subject to:
 - a) The Elected Member remaining a Council Member in the future financial year(s) when a claim for reimbursement is made; and
 - b) Any changes in the maximum amount of Professional Development Allowance available in the future financial year(s) (which may reduce the reimbursement amount available).
 - 4.8. Proof of completion for each stage of the course is required before further payments can be claimed.
- 5. Travel and Expenses Allowance**
- 5.1. On occasion, Elected Members may be required to travel away from their usual place of residence to attend official Council business.
 - 5.2. Elected Members are entitled to claim eligible travel and expenses allowance for attendance at:
 - a) A meeting of the Council, Council Committee, or Local Authority to which the Elected Member belongs.
 - b) Business of the Council where there is a prior resolution of the Council that the Member will attend.
 - c) Any function where Council has nominated an Elected Member to attend by resolution.
 - 5.3. To be eligible for travel and expenses allowance, the meeting or event must be held outside the Member's ward.
 - 5.4. The Travel and Expenses Allowance will be paid at the current Australian Taxation Office (ATO) Table 1 Taxation Determination TD 2021/6 or any subsequent Taxation Determination made in substitution of that Determination in the financial year.
 - 5.5. Where travel arrangements need to be changed or cancelled, the Elected Member must inform the CEO within 3 days of the meeting or as soon as possible to minimise any financial loss to the Council.
 - 5.6. Where an Elected Member fails to attend all or part of the business for which travel has been organised and paid, the Elected Member is to present the reasons to Council as to why they did not attend.
 - 5.7. The CEO is to report any non-attendance at the next Ordinary Council meeting.
 - 5.8. If an Elected Member fails to undertake pre-arranged travel such as flights, transport, accommodation, registration fees and related costs, the Elected Member is to reimburse Council the full cost.



6. Accommodation

- 6.1. Accommodation will be made available during the period of travel including, if travel scheduling requires, one night before and one night after the event being attended.
- 6.2. Council will only cover the cost of accommodation for the Elected Member. Any additional costs for family staying with an Elected Member will be at their own expense.
- 6.3. Additional expenses incurred in accommodation, such as telephone calls, in-house movies, mini-bar supplies, room service and including any further costs incurred for damage or additional cleaning, will be at the Elected Members own expense.
 - a) Any expenses charged to Council by the accommodation provider, must be reimbursed by the Elected Member for their next available allowance payment.
 - b) The CEO or delegate may authorise for the amount to be paid by instalments or substitute a lesser amount to be paid, at the CEO's discretion.

7. Non-attendance

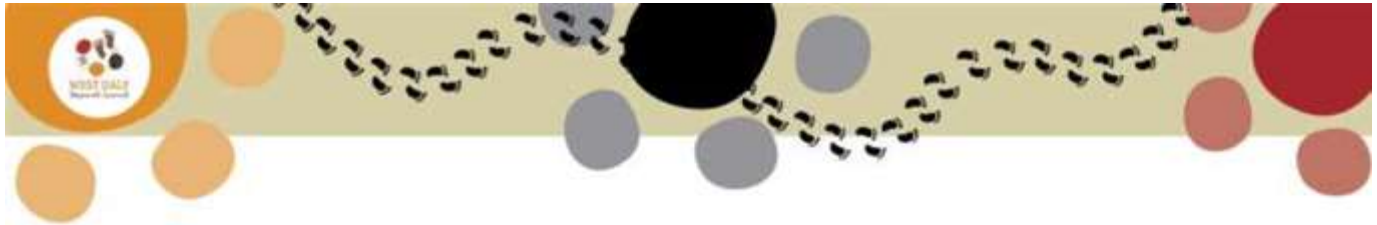
- 7.1. If an Elected Member has committed to represent Council at an approved conference, meeting, workshop, training, event but fails to attend without providing a reasonable justification to the Council the absent Elected Member will be required to repay all travel, accommodation, registration fees and related costs via deductions from their allowance payments.
- 7.2. If an Elected Member does not attend all or part of the business for which travel has been pre-approved, organised and paid, the Elected Member must explain and provide a reasonable justification for their absence to Council, and may be required to partially or fully reimburse Council from their next allowance payments.

8. Mobile Phones

- 8.1. Elected Members are responsible for their own telecommunications and internet plan as this forms part of their allowance.

9. Vehicle Allowance

- 9.1. Vehicle Allowance will be available for travel undertaken by all Elected Members when the travel involves 50kms from home base, and is capped at \$5,000 per financial year, when travel does not occur in a Council supplied and maintained vehicle including the Mayors vehicle.
- 9.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Officer each year.
- 9.3. Vehicle Allowance will be available in the following circumstances:
 - a) Travel to and from statutory Council meetings;
 - b) Travel to and from official Council approved meetings;



- c) Travel to and from approved function representing the Mayor;
- d) Travel to and from Local Authority meetings;
- e) Travel to and from all meetings of Council or their sub-committees; and
- f) Travel to and from any additional activity where Extra Meeting Allowance has been approved.

9.4. If the Mayor is not given a Council maintained vehicle they can receive a Vehicle Allowance which will be paid fortnightly being capped at \$40,000 per year.

10. Payment of Allowances

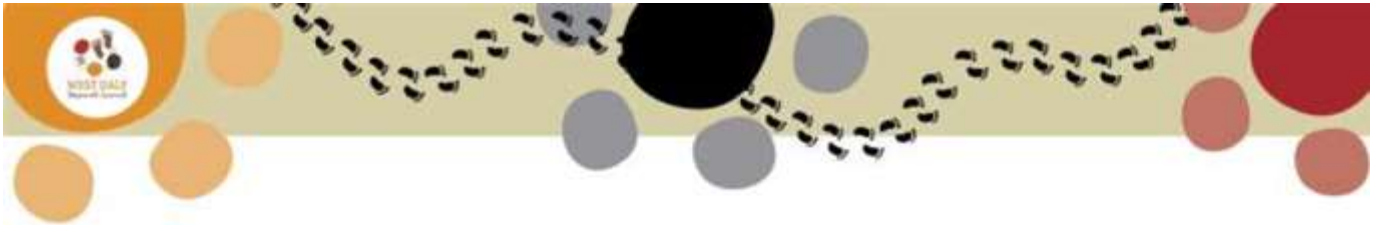
- 10.1. Unless otherwise negotiated with the CEO or delegate, all allowance payments will be paid at the full amount without deduction for either taxation or superannuation purposes.
- 10.2. Elected Members are able to request that taxation be deducted and/or that superannuation contributions be paid into a nominated fund.
- 10.3. The Base Allowance and Electoral Allowance will be automatically paid to Elected Members fortnightly, or at such frequency as resolved by Council - in arrears.
- 10.4. Subject to claim, Extra Meeting Allowances will be paid automatically in arrears.
- 10.5. Council will publish the amounts of the allowances payable by Council to its Elected Members, on its website.

11. Breach of Policy

- 11.1. A breach of this policy may constitute a breach of the Code of Conduct (Elected Member, Local Authority and Council Committee) and will be handled in accordance with the provisions of the Code of Conduct (Elected Member, Local Authority and Council Committee) Policy.

12. Responsibilities

- 12.1. All Elected Members are responsible for adhering to the provisions of this policy.
- 12.2. The Governance and Quality Assurance Officer is responsible for ensuring that the amounts of allowance/s payable to Elected Members, is published on Council's website, and for ensuring that all reporting obligations referenced in this policy are met.
- 12.3. The Executive Assistant to the CEO/Mayor is responsible for assisting Elected Members with travel and accommodation and assist with completing claims and checking claims against policy.



References

- Assembly Members and Statutory Officer (Remuneration and Other Entitlements) Act 2006 (NT)*
- Australian Taxation Office Taxation Determination
- Guideline 2A: Council Member Allowances*
- Local Government Act 2019 (NT) s.45; s.109.1; s.109.2*
- Local Government (General) Regulations 2021 (NT) Part 3, Division 6: Allowances*

Definitions

In the context of this policy the following definitions apply:

Allowance means remuneration provided to Elected Members.

Council refers to the West Daly Regional Council, a regional council that delivers essential local government services to remote communities and supports development opportunities in the region.

Expense means an amount incurred or required as a result of undertaking official duties.

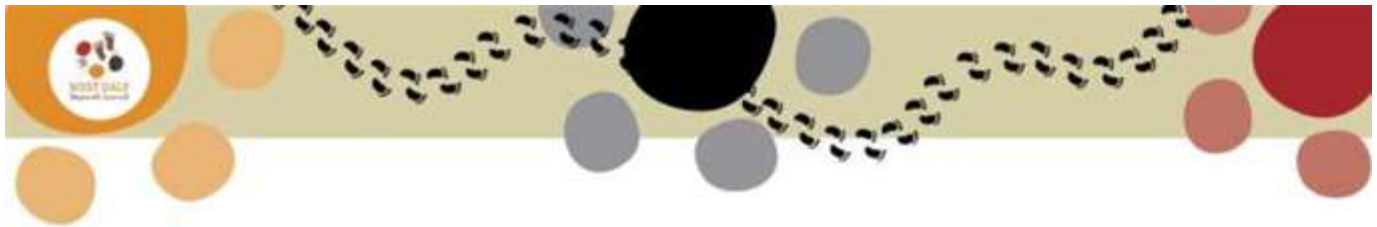
Elected Members means individuals elected to Council, including the Mayor, Deputy Mayor, and Councillors.

Related Documents

- Code of Conduct (Elected Member, Local Authority and Council Committee) Policy
- Mayor’s Work Entitlements Policy
- Extra Meeting Allowance Claim form
- Travel Allowance Claim form

For more information, contact the Policy Custodian.

Signature of Endorsement:	
Position:	Chief Executive Officer



GOV14	Annual return of interests policy
Approval Date:	27 April 2023
Policy Type:	Governance
Policy Custodian:	Chief Executive Officer
Review Date:	27 April 2025
Version (Revision Number):	1.0

Purpose

The Local Government Act and Regulations sets out requirements for Elected Members, the CEO and the Council's Senior Leadership Team (Members) to ensure transparency and accountability in decision-making. Members are required to make decisions in the best interests of the community and free from bias.

An Annual Return retrospectively discloses any changes to the information previously disclosed or new interests accumulated for the period since completing the last annual return. The Annual Return must be lodged within 14 days of commencement of employment and no later than 30 September in any given year.

Scope

This policy applies to the CEO, Senior Leadership Team and each Elected Member of Council.

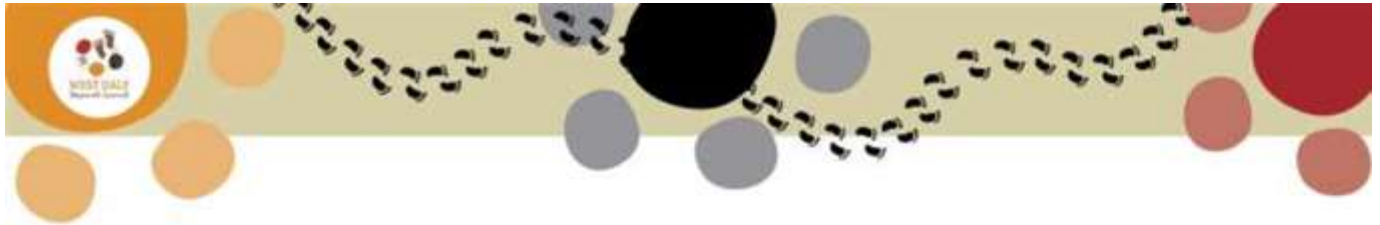
Policy Statement

1. Responsibility

- 1.1. Members should at all times avoid situations in which private interest's clash or might reasonably be deemed to have the potential to clash, with their Council duties.
- 1.2. Members should not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a direct or indirect interest or holds a position of influence or power in a business undertaking tendering for the work.

2. What information should be disclosed in Annual Returns?

- 2.1. The information you must disclose in Annual Returns relates to you personally. You do not have to disclose any information relating to your spouse, children or any other person.
- 2.2. The value, amount or extent of any asset, income, debt or disposition does not have to be disclosed.



3. **Shareholding in a public or private company (including a holding company)**
 - 3.1 Notify any relevant interest in any shares (as defined in *Corporations Act*) including equitable as well as legal interest, whether held directly or indirectly, which enables a Member, the Member's spouse or dependants to exercise control over the right to vote or dispose of those shares.
 - 3.2 Where interests are held in a private holding company (i.e. a proprietary company formed for the purpose of investing in subsidiary companies) all such subsidiary companies, and any subsidiary companies held by those subsidiary companies, should be named.
4. **Interest as owner of real estate**
 - 4.1 Real estate refers to land or things attached to land. For example, a house, shed or jetty. An interest includes, but is not limited to, a financial interest, a right to occupation, a right or power of attorney for someone who is elderly or if you hold shares in the property.
 - 4.2 You do not however, need to disclose your interest in real property if you are the executor of a deceased estate or a trustee as part of your occupation or by way of security for a debt.
 - 4.3 You are required to disclose the street address or the particulars of title of each parcel of real property in which you had an interest and the nature of that interest.
5. **Registered company directorship**
 - 5.1 Company directors have duties under the *Corporations Act 2001 (Cth)*. In making decisions for Council, Members may have a conflict if their decisions are to benefit the company in contractual relations.
 - 5.2 You are required to indicate the name of the company and the activities conducted.
6. **Interest in partnership**
 - 6.1 A partnership is defined as the relationship which exists between persons carrying on a business in common with a view to profit. It involves two or more people entering into a contractual agreement amongst themselves.
 - 6.2 These details are required as Council procures goods and services from organisations outside of Council and if there is a partnership this needs to be declared.
7. **Political membership**
 - 7.1 Wearing or displaying political material by a Member is generally inappropriate. It may give the impression that the Council endorses the political material or supports a particular government party.
 - 7.2 In some circumstances, it may create doubts in the minds of clients as to whether their queries or applications will be handled impartially.



7.3 Members should take care when considering, or commenting on, political or social issues related to their local government role, to ensure it does not conflict with their official duties.

8. Membership in an organisation where an interest with the member's public duties could foreseeably arise or be seen to arise

8.1 A conflict occurs when a person's personal interests conflict with their responsibility to act in the best interests of the Council.

8.2 Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in.

9. Any other interest where an interest with public duties could foreseeably arise or be seen to arise

9.1 For a material interest, there must be a potential benefit or loss to the relevant person or someone who has a relationship with them.

Examples of relationships are:

- family members;
- employers;
- business partners;
- where the relevant person acted as a consultant, contractor or agent;
- a beneficiary of a trust;
- a person who gave a disclosable gift to the Member.

9.2 The benefit or loss can be direct or indirect, pecuniary or non-pecuniary.

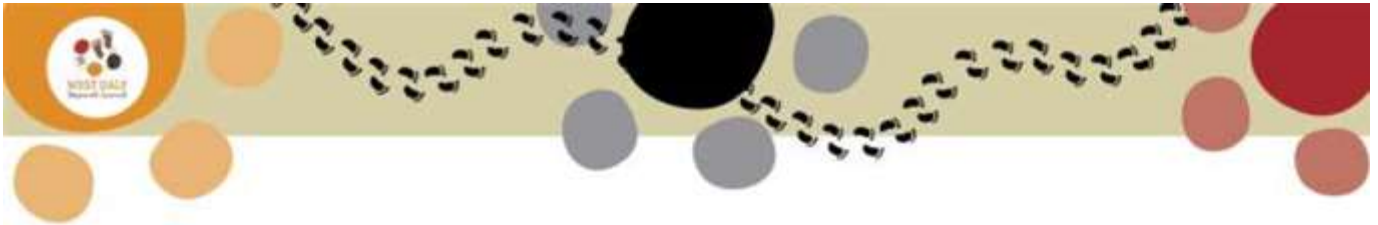
9.3 *Pecuniary interests* are interests that involve an actual or potential financial gain or loss. They may result from the Members or a related party owning property, holding shares or a position in a company bidding for Council work, accepting gifts or hospitality, or receiving income from a second job. Money does not need to actually change hands for an interest to be pecuniary.

9.4 *Non-pecuniary interests* do not have a financial component but may arise from personal or family relationships or involvement in sporting, social or cultural activities. They include any factor which would predispose the Member towards favour or prejudice resulting from friendship, animosity or other personal involvement that could bias the Members judgement or decisions.

10. Any other substantial source of income

10.1 Where a reference is made to a disclosure concerning any income, it includes but is not limited to any income received from rental properties, employers, partnerships and interest accrued from corporate shares – even income derived from outside of the Northern Territory.

10.2 In an annual return you must disclose each source from which income was received any time during the return period (usually previous 12 months).




- 10.3 Income from a source that must be disclosed is income within the meaning of the Income Tax Assessment Act 1936 (Cth); that is, income you would disclose in an income tax return.
- 10.4 As a general rule of thumb, income over \$5,000 per annum might be notifiable but smaller amounts from sources which might, in the judgement of the Member, involve sensitivity or be capable of misunderstanding should be included.

References

Local Government (General) Regulations 106, 107.

For more information, contact the Policy Custodian.

Approval Signature:	
Name:	Matthew Eastham
Position:	Chief Executive Officer



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 10

Prepared by **Sharon Binns, Governance & Quality Assurance Officer**

Local Government Immediate Priority Grants 2021-2022

Purpose

Funding is provided to Council through the Minister of Local Government.

Background

On 14 November 2021, West Daly Regional Council was invited to submit an application for grant funding for Local Government Immediate Priority Grants 2021-2022. In response we applied and were successful in funding to purchase:

- Purchase a skid steer compact track loader \$118,000; and
- Purchase a tipper truck for the Peppimenarti community \$78,000.

On 28 February 2023, both these grants were acquitted and therefore finalised.

Statutory Environment

Local Government Act

Impact for Council

For information purposes.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That Council note the acquittal for the Local Government Immediate Priority Grant 2021-2022 being for a Tipper Truck and skid steer compact track loader.

Attachments

- 1 Local Government Immediate Priority Grant 2021-2022



MINISTER FOR LOCAL GOVERNMENT

Parliament House
State Square
Darwin NT 0800
minister.paech@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5688

Mr Matthew Eastham
Chief Executive Officer
West Daly Regional Council
PO Box 36294
WINNELLIE NT 0801

Dear Mr Eastham *Matthew*

Thank you for the funding applications submitted for the Local Government Immediate Priority Grants for 2021-22.

I am pleased to advise that I have approved the following Local Government Immediate Priority Grants to your council:

- \$78 000 – to purchase a tipper truck for the Peppimenarti community; and
- \$118 000 – to purchase a skid steer compact track loader with the following attachments: augers, bucket, pallet forks, broom, cement mixer bowl and cradle, spreader bar and power rake, for the community of Peppimenarti.

Your council will receive further correspondence from the Department of the Chief Minister and Cabinet regarding payment of this grant.

Yours sincerely


CHANSEY PAECH





WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 11

Prepared by **Matthew Eastham, CEO**

Australian Local Government Association (ALGA) National General Assembly 2023

Purpose

To inform Council of the Australian Local Government Association (ALGA) upcoming National General Assembly to be held in Canberra on 13-16 June 2023. The Mayor and Deputy Mayor (or Elected Member representatives (3)) are invited to attend along with members of the WDRC Senior Leadership team to be determined by the CEO.

Background

The 2023 National General Assembly of Local Government (NGA) incorporating the Regional Cooperation and Development Forum will hold its annual national general assembly in Canberra from 13-16 June 2023.

The theme for the 2023 NGA will be “Our Communities, Our Future”. They have been looking for ideas for new federal programs and policies that would support councils to build stronger communities in the future. This theme conveys the critical importance of our communities, how they are the focus of our attention, and how they are at the centre of all our work.

The NGA will provide elected members with an opportunity to engage with the federal government, and discuss matters that affect national policy and the future direction of councils and communities. Further, it is your opportunity to advocate for new or extended programs and policy initiatives that could strengthen local governments’ capacity to deliver services and infrastructure to communities across the nation.

This year’s call for motions focusses on eight priority areas:

- Productivity;
- Local Government Infrastructure;
- Community Wellbeing;
- Local Government Workforce;
- Data, Digital Technology and Cyber Security;
- Climate Change and Renewable Energy;
- Natural Disasters; and
- Housing

Costs to attend the ALGA conference will be associated with Elected Member and Travel Allowances.

Elected Member Professional Development allowances will be used for the ALGA conference.

Statutory Environment

Not Applicable

Impact for Council

Consideration attendance at the ALGA General Assembly.
Consideration of support that will be required for motions to be carried.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022 – 2023.

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation
<p>1. That Council approves the XXXX, CEO and at CEO discretion selected members of the Senior Leadership team, to attend the Australian Local Government Association National General Assembly to be held in Canberra on 13-16 June 2023.</p>

Attachments

- 1 ALGA Discussion paper Call for Motions



**2023
NGA**

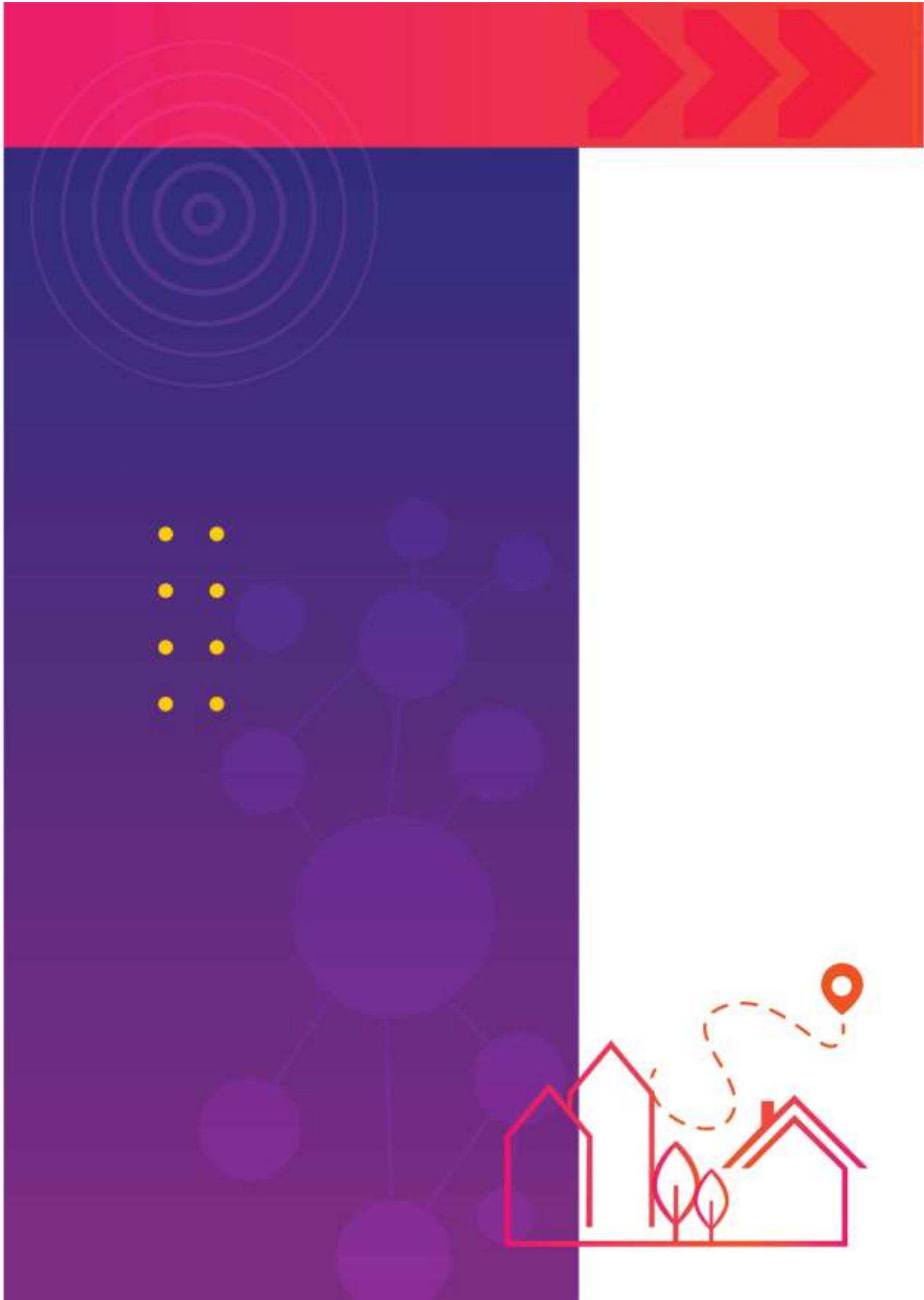


**OUR COMMUNITIES
OUR FUTURE** ▶ ▶ ▶

DISCUSSION PAPER
Call for Motions

13 – 16 JUNE 2023
NATIONAL CONVENTION CENTRE
CANBERRA







The Australian Local Government Association (ALGA) is pleased to convene the 29th National General Assembly of Local Government (NGA), to be held in Canberra 13 - 16 June 2023.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2023 NGA.

It is recommended that all councils and delegates intending to attend this event familiarise themselves with the guidelines for motions contained in this paper.

Key Dates

24 March 2023 Acceptance of Motions	13 June 2023 Regional Cooperation & Development Forum	14 - 15 June 2023 National General Assembly	16 June 2023 Australian Council of Local Government
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**To submit your motion,
visit: alga.com.au**

3



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 12

Prepared by **Sharon Binns, Governance & Quality Assurance
Officer**

Organisational culture, leadership and change

Purpose

To provide Council with an overview of the West Daly Regional Council leadership program and observations to date.

Background

In July 2022, Driftwood Life and Leadership was appointed via RFQ to engage with West Daly Regional Council staff to explore leadership skills and attributes embedded to enable self-confidence and growth.

Multiple two day workshop were conducted with the staff of the West Daly Regional Council. One on one sessions were conducted as well as individual mentoring relating to leadership. Several operational leadership group workshops have been held. A brief report has been prepared for Council providing a report on the environment which involves the leadership of Council and recommendations.

The program focussed on the following areas:

- Where is the organisation today, and how did we get there?
- Where are we succeeding and where concerted effort is required to improve?
- Personal strengths and areas for improvement.
- Teamwork, capability building, communication, delegation, monitoring and mentoring.
- Establishing a collective view of what success looks like.
- Creating the conditions for leadership to happen, and the challenge of meeting the demands from above while providing resources to those below.
- Strengthening the key skills most needed for success.
- Aligning objectives, tasks, effort and expectations with those above and below.
- Managing self and maintaining and optimum environment for mental health and wellbeing.

- Knowing where to focus and be versatile in managing the day-to-day volatile, uncertain, complex and ambiguous conditions of the organisation.
- Managing staff for success.
- Managing poor performance and dealing with conflict effectively.

The sessions were well attended and each staff member was asked and provided feedback on how our Council could do better with leadership.

Statutory Environment

Not applicable.

Impact for Council

Professional development and growth

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings
1.3 Culture	
Journey 1.3.1	Undertake and employee engagement and organisational culture benchmarking survey
Focus 2 - Supporting our People	
2.1 Leadership	
Journey 2.1.1	Develop and publish an Executive behaviour statement
Journey 2.1.2	Commit and uphold ethical, transparent and culturally sensitive leadership
Journey 2.1.3	Identify emerging leaders across West Daly Regional Council and support their development
Journey 2.1.4	Enhance leadership and management capability across West Daly Regional Council
Journey 2.1.5	Deliver leadership workshops and provide mentorship to our people

Recommendation

- 1. That Council note the report provided by Driftwood Life and Leadership regarding West Daly Regional Councils organisational culture, leadership and change.**
- 2. That Council supports the ongoing leadership development of staff within the West Daly Regional Council.**

Attachments

- 1 Craig Ferguson Establishing the Baseline
- 2 Organisational culture, leadership and change



‘Establishing the Baseline’

‘Getting the basic leadership skills and attributes embedded to enable self-confidence and growth’

July 2022

PROGRAM INFORMATION

I would like to welcome you to the **Establishing the Baseline** leadership development program.

The following are two statements often heard globally in organisations of all sizes: *"We have managers, but not good leaders."* or *"Our leaders are struggling to actually manage their people and projects."* And it makes sense as organisations of all sizes are filling critical management positions with successful individual contributors and just hoping that they'll be effective leaders. But while these new managers often have significant functional expertise, they often lack the skills that new managers need to lead a team successfully.

What worked for them as individuals may not help them in their new role, and in fact, sticking to old habits may actually backfire and not achieve the desired organisational outcomes.

The reality is new leaders need a shift in mindset and skillset. But many managers never actually receive *any* training to position them for success.

The transition into management is often the most difficult one. Many people report they find it more challenging than expected, feel isolated, and struggle with self-doubt, making it all the more important to invest in training to hone their skills. Managers must be able to shift their identity from that of an individual contributor to a manager of others, and need practical tools tailored to their unique context in order to thrive.

Organisations are starting to recognise that critical skills for managers must be intentionally developed through coaching, mentoring, and providing access to manager courses, think-tanks and supports. Because no one is born a perfect leader; leaders are made. Individuals must understand what's involved in leading and managing. And that's exactly the focus of the **'Establishing the Baseline'** program.

This program will directly engage you to explore who you are as a leader, how you are perceived by others, and how effectively you can influence people and events around you.

Program mission - Getting the basic leadership skills and attributes embedded to enable self-confidence and growth.

Our premise is that a leader is not able to successfully grow and develop to their most effective potential without **'change'**. Therefore, the program is focussed on each participant assessing and understanding their current performance, behaviours, and connections in order to adapt and establish the most effective and influential way of operating as a leader back in your work environment.

Our facilitation and coaching methods are respectfully candid, direct and constructive. This approach enables each participant to gain meaningful insights and perspectives into how they are perceived by others, and thus how effectively they can lead by influencing human behaviour and circumstances.

Program Location

Oaks Darwin Elan Hotel, 31 Woods Street Darwin City.

Program Duration

Monday 25 July to Thursday 28 July 2022

Times

9:00am – 3:30pm

What to bring

1. Writing materials.
2. A positive and inclusive attitude.
3. Your favourite 'leadership quote' with an explanation as to why it's your fav!!

Dress Standards

Neat casual dress

Travel & Accommodation

Please speak to your line manager about travel and accommodation arrangements.

What will participants learn?

Participants will gain a clear understanding of what leadership is and:

- Traits of high and poor performing leaders and organisations
- Establishing plans for action.
- Improving internal and external relationships.
- Enhancing leadership image & communication skills.
- Managing diverse personalities, conflict and difficult situations.
- Staff recognition, reward, development & retention.

Speakers

Two guests will share insights about their diverse personal leadership journeys, successes, and challenges.

1. **Matthew Eastham ASM**, CEO West Daly Regional Council
2. **Rena Mc Garvie APM**, Chief People and Strategy Officer West Daly Regional Council

YouTube clips

These short YouTube clips are to be watched prior to the program. Please make notes for discussion during the week:

- *Everyday leadership* - **Drew Dudley**
<https://www.youtube.com/watch?v=uAy6EawKKME>
- *You Don't Find Happiness, You Create It* - **Katarina Blom**
<https://www.youtube.com/watch?v=9DtcSCFwDdw>

Article

Prior to the program I would like you to read the following paper on 'conversations' and consider how this applies to your workplace environment.

Better Culture Start with better Conversations – **Chuck Ainsworth & Rich Been**

Program focus areas

During the two-day workshop we will focus on the following areas:

- Where is the organisation today, and how did we get here?
- Where are we succeeding and where concerted effort is required to improve.
- Personal strengths and areas for improvement.
- Teamwork, capability building, communication, delegation, monitoring and mentoring.
- Establishing a collective view of what success looks like.
- Creating the conditions for leadership to happen, and the challenge of meeting the demands from above while providing resources to those below.
- Strengthening the key skills most needed for success.
- Aligning objectives, tasks, effort and expectations with those above and below.
- Managing self and maintaining an optimum environment for mental health and well-being.
- Knowing where to focus and be versatile in managing the day-to-day volatile, uncertain, complex and ambiguous conditions of the organisation.
- Managing staff for success.
- Managing poor performance and dealing with conflict effectively.

Program facilitator



Craig Ferguson has worked in a wide-ranging number of leadership positions across the Victorian government sector, particularly in emergency management. As an incident/crisis manager he has travelled extensively across Australia, twice to the USA and once to Indonesia for the management of major emergencies.

Following a career as a radio broadcaster at the ABC and various Melbourne metropolitan commercial radio stations, Craig changed careers in 1995 and joined the Ambulance Service and worked as a paramedic in the Northern Territory and Victoria for ten years.

After leaving the Ambulance Service he worked in senior leadership roles with the Victoria State Emergency Service, Department of Sustainability and Environment, Office of the Emergency Services Commissioner and Department of Justice. He joined the Department of Health and Human Services in 2008, and then moved to the Country Fire Authority as State Manager of Operational Training Delivery in 2012.

Throughout his career, Craig has created and facilitated numerous crisis and organisational leadership programs for senior executives within the Victorian, NSW, Tasmanian, Western Australian and Queensland government and non-government sectors. In 2013 he was awarded the Country Fire Authority's *'Commendation for Service'* for vision and leadership in the development of leaders across the Victorian emergency management sector. In 2015 Craig established an executive leadership development consultancy and has travelled extensively across Australia, South-East Asia and the USA coaching executives and delivering development programs.

Craig is a regular keynote speaker and facilitator on leadership and management across various contexts. His ongoing research and analysis of leadership within the organisational and crisis context, and his personal leadership experiences enable him to speak with broad insight and authority on the art of leadership and management.

Organisational culture, leadership, and change. An expanded journey of development and evolution.



Culture is like the wind. It is invisible, yet its effect can be seen and felt. When it is blowing in your direction, it makes for smooth sailing. When it is blowing against you, everything is more difficult. (Walker & Soule 2017)

When an organisation is looking to improve its operating environment, it needs to first consider what it's trying to achieve and why? Organisational culture has many formal definitions. But essentially the culture of an organisation can simply be described as *"the vibe of how people behave and work together."* It's about the collective feel of the organisation and how people interact at all levels of the organisation.

When we decide that culture change is required, it's normally the recognition that we are not where we need to be, and the collective performance of the organisation is lacking. An organisations culture develops over time and is mostly the outcome of poor leadership and management. After all, it's the leaders that must establish the performance and behavioural standards and be the exemplars of those elements and more.

West Daly Regional Council is a small organisation with vast responsibilities operating in an acutely complex and frequently hostile environment. This is a challenging environment for people to operate within for a variety of reasons.

WDRC has the following challenges to its operating environment:

- Volatile – changes quickly and without warning.
- Uncertain – there is no certainty about what is happening next.
- Complex – there are many moving parts and interdependencies.
- Ambiguous – misinterpretation of information is high.
- Hostile – there are risks to the safety of our people and their assets.
- Stress – people are frequently operating on high alert which can be detrimental to health and wellbeing.
- Recruitment & Retention – the environment is difficult to attract people from less challenged organisations. And then retaining them is even more difficult once the environment is experienced.
- Multiple locations – the organisation is dispersed across 4 locations with head office being in Darwin. This makes interpersonal connections difficult.

When we consider all these factors, we need to find ways of creating a sustainable *esprit de corps* at all levels of the organisation regardless of work location. The way we need to approach this is by conducting leadership forums where we our bring people together to discuss the strengths and weaknesses of the organisation and where we need to focus our collective efforts.

Leadership forums must be contextualised to the operating environment to ensure relevance and application.

WDRC has provided the following development opportunities for staff:

- 4 x two-day leadership development forums.
- 4 x half-day personal development forums.
- Email communications with development articles, YouTube videos and audio presentations.
- One on one phone coaching discussions for staff.
- Face to face coaching sessions for staff.
- Functional meeting facilitations and guidance.

The development program.

WDRC is in its infancy in relation to leadership and personal development programs. The approach to now has been one of introductory level content on leadership, management, communication, and interpersonal skills. Its critically important to start with good base level programs and gradually build knowledge and skills to higher levels. As staff get the opportunity to utilise the newly acquired capability in the work setting, their confidence grows, and they are eager to gain more insight into growing their capabilities.

We are broadly following the **Four E's** of leadership development outlined below. This is a simple and effective way of looking at organisational development. First, we bring our people together and educate them about what leadership is, and how to deploy it. Secondly, we provide them with encouragement and opportunities to utilise their skills in the work setting. Thirdly, we provide them with information, coaching and good examples of leadership from senior staff along the journey. And finally, we must regularly meet face to face with staff and provide feedback on their performance and advice on where they will benefit from fine tuning their performance.



Where to from here...?

Leadership and personal development programs don't have destinations as such. There must be a continual move to engage staff and discuss the organisation as it is, and what we are trying to accomplish now and in the future. The programs need to evolve and adapt to the ever-changing environment.

As new people join the organisation, we must deliberately engage them in the development journey and encourage their participation, so they understand the WDRC operating environment. This will prepare them for action underpinned by the need for dynamic adaptability. We must continually revisit and communicate clearly what success looks like, so we are all heading in the right direction, together.

Senior leaders must understand the need for them to be exemplars of effective leadership. Staff are constantly observing the behaviours of management, and this is the most fundamental aspect of organisational culture and performance. Senior leaders must consistently be modelling behaviours that align with the organisations values and code of conduct.

Organisations need robust lines of communication to function effectively. Humans have an insatiable appetite for information to assist in gaining certainty about their place in the organisation and world around them. Communication helps us build relationships by allowing us to share our experiences, and needs, and helps us connect to others. As WDRC is a dispersed organisation geographically, our development programs are largely focussed on internal and external engagement.... *The art of engaging, connecting, and influencing people*. There are many mediums through which we can communicate now, but that doesn't mean we are using them effectively. All management and staff meetings must continually assess the effectiveness of current communication mediums and adjust based on staff feedback.

As the Senior Leadership Group refreshes, its important that we continually meet to discuss leadership, and organisational development and performance. These are discussions that require constant revisiting and consideration of changing factors.

Our people are our greatest asset. We must continue to invest in their development and encourage them to take calculated risks to grow. Personal development done well is gradual, guided, encouraged, celebrated and agile. We must continue to assess our development methods and adjust to meet the needs of the dynamic environments we operate in. Leadership and personal development are a 'whole of organisation' priority, and critical to the health, wellbeing, and success of the organisation.

Craig Ferguson
April 2023



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 13

Prepared by **Andrew Everingham, Chief Operations Officer**

Service Delivery

Purpose

The purpose of the Chief Operations Officer (COO) report is to provide an opportunity for the Elected Members to ask the COO questions relating to the Council and for the COO to provide a verbal update on matters of importance to the Elected Members.

Background

COO to provide an opportunity at the Ordinary Council Meeting for questions to be asked and for discussion around matters of importance to the Elected Members and Community.

The COO provided a detailed report at the recent OCM concerning operational areas and projects. Therefore, the COO is available to provide verbal updates and address any questions the Elected Members may have.

Statutory Environment

Nil

Impact for Council

For reporting purposes only.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That Council acknowledges the opportunity to discuss matters with the COO and notes the information discussed with the COO.

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 27 APRIL 2023

Report for Agenda Item No 14

Prepared by **Matthew Eastham, CEO**

Chief Executive Officer Report

Purpose

To update Council on matters related to governance and management.

Background

Key goals for Council in the 2022/23 Regional Plan are:

1. Strengthen our Organisation
2. Support our People
3. Develop our Community
4. Grow our Services
5. Build our Region

Key risks identified for Council in the 2022/23 Regional Plan are:

1. Financial Sustainability
2. Assets and Infrastructure
3. Service Delivery Continuity
4. Environmental Impact
5. Regulatory and Statutory Requirements

Council's service delivery across the West Daly region has been impacted due to the wet season and the significant weather event resulting in widespread flooding and the inundation of water into Council buildings at Nganmariyanga and water damage to equipment. We are now in the recovery phase of our mission and this has involved directing work towards safety, clean up, insurance assessment and evaluation of the impact this event has had on critical infrastructure.

The impact of natural disasters and funding arrangements were one of the topics discussed at the LGANT Conference and Annual General Meeting held in Alice Springs on the 19-20 April 2023. In attendance was Hon Kristy McBain MP, Hon Malarndirri McCarthy MP, Marion Scrymgour MP, Hon Chansey Paech MP, ALGA President Linda Scott, LGANT president Lord Mayor Kon Vatskalis and most Councils from throughout the Northern Territory.

CouncilBiz continues to provide financial oversight whilst the WDRC awaits the commencement of the newly appointed Executive Director of Corporate Services. CouncilBiz will provide the monthly financial reports, budget review, 2023/34 budget and a range of other support services. Various external audits are being conducted of

Councils finances as well as all tied and untied grant programs. New auditors for the 22/23 FY audit are expected to be appointed within the next few weeks.

Increased reporting lines to the CEO has placed an extra layer of complexity to the CEO role. Time has been allocated to legislative requirements under the Local Government Act 2019, WDRC finances and acquittals of programs and grants. Easter, Annual Leave, public holidays and the LGANT Conference has compressed many of the outcomes required during the period. The WDRC continues to work with NTG on the Compliance Review currently underway.

Governance and risk activities continue.

Strategic planning is well underway. Planned Local Authorities consultation has proved difficult as the Wadeye and Nganmariyanga Local Authority meetings did not go ahead. Various mechanisms have been put in place for consultation and feedback.

Regional Planning has commenced and workshops are scheduled focusing on the WDRC Focus Areas, Destination and Journeys (KPI's).

Work continues with the NTG/DIPL around the Wadeye Swimming Pool. The priority at this time is budget review of the project with indications of increasing costs. Meeting are ongoing.

Workplace / strategic and legislative planning has commenced for the 2023.

Statutory Environment

Nil

Impact for Council

Information purposes only.

Strategic Alignment

This report is aligned to all areas of the West Daly Regional Plan 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.2	Continued development of the compliance framework
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That Council notes and accepts the CEO report and acknowledges the invitation for Councillors to ask questions of the CEO regarding the report.

Attachments