



WEST DALY

Regional Council

AGENDA

ORDINARY COUNCIL MEETING

Thursday 29 February 2024

1:00 pm

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
Executive Officer on info@westdaly.nt.gov.au
or phone: 08 7922 6403

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WEST DALY REGIONAL COUNCIL – “Working Together to Make a Difference”



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1 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.

2 Present Apology and Leave of Absence

ELECTED MEMBERS

- Mayor Ralph Narburup – Thamarrurr/Pindi Pindi Ward
- Deputy Mayor Wilfred Harris - Thamarrurr/Pindi Pindi Ward
- Councillor John Wilson – Tyemirri Ward
- Council Mark Tunmuck-Smith - Thamarrurr/Pindi Pindi Ward
- Councillor Terry Sams – Nganmariyanga Ward

OFFICERS

- Mr Mark Blackburn – A/Chief Executive Officer
- Mr David Glover – Executive Director, Corporate Services
- Mr Lemaki Curulala – A/Chief Operating Officer
- Mrs Dorothea Janczewska – People & Culture Manager
- Mrs Michelle Griffin – Executive Officer
- Mr Renjith Kollakkombil – Governance Officer

3 Disclosures of Interest - Councillors and Staff

4 Confirmation of Minutes

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER	4.1
REPORT TITLE	Ordinary Council Meeting held on 25 January 2024
PREPARED BY	Renjith Kollakkombil (Governance Officer)



Purpose

The purpose of this report is for Council to confirm the minutes of the previous meeting as a true and accurate record of the meeting.

Background

The minutes of the Ordinary Council Meeting held on 25 January 2024 are provided for confirmation.

The minutes are a record of decisions made by elected members through discussion and debate to authorise business of Council.

If the minutes require amendments or updates, this is the time to propose amendments.

Statutory Environment

Local Government Act 2019 ss101 and 102

Impact for Council

In ensuring accountability, transparency and compliance.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024.

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 the Council confirm the minutes of the Ordinary Council Meeting held on 25 January 2024 as a true and accurate record of the meeting.

Attachments

1. 2024-01-25 OCM MIN UNCONFIRMED [4.1.1 - 7 pages]



MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT Council Chambers Winnellie NT
ON Thursday 25 January 2024
AT 1:00 pm

The meeting was scheduled for 10:00 am but was postponed to 1:00 pm due to bad weather conditions and a flight delay.

The meeting opened at 1:12 pm.

1 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.

2 PRESENT APOLOGY AND LEAVE OF ABSENCE

Elected Members

Name	Title	Present	Apology	Absent
Ralph Naburup	Mayor	✓		
Wilfred Harris	Deputy Mayor	Phone		
Mark Tunmuck-Smith	Councillor	Online		
John Wilson	Councillor	✓		
Terry Sams	Councillor		✓	
Jake Clark	Councillor			Resigned

Staff

- Mark Blackburn
- Lemaki Curulala
- David Glover
- Dorothea Janczewska
- Michelle Griffin
- Renjith Kollakkombil Jose

Position

- A/Chief Executive Officer
- A/Chief Operations Officer
- Executive Director, Corporate Services
- People and Culture Manager
- Executive Officer
- Governance Officer (minute taker)

2.1 Present, Apology and Leave of Absence

Resolution: **OCM-2024/0**

That Council approves the apology of Cr Terry Sams.

Moved: *Deputy Mayor Wilfred Harris*

Seconded: *Councillor John Wilson*

Carried 4 / 0

2.1 Resignation

Resolution: **OCM-2024/1**

That Council accepts the resignation of Cr Jake Clark received on 25 January 2024.

Moved: *Deputy Mayor Wilfred Harris*

Seconded: *Councillor John Wilson*

Carried 4 / 0

3 DISCLOSURES OF INTEREST - COUNCILLORS AND STAFF

A/Chief Executive Officer Mark Blackburn declared conflict of interest on Agenda item 6.1.

4 CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting held on 30 November 2023

Resolution: **OCM-2024/2**

- 1. That the Council confirms the minutes of the Ordinary Council Meeting held on 30 November 2023 as a true and accurate record of the meeting.**

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Councillor John Wilson*

Carried 4 / 0

4.2 Special Council Meeting held on 14 December 2023

Resolution: **OCM-2024/3**

- 1. That the Council confirms the minutes of the Special Council Meeting held on 14 December 2023 as a true and accurate record of the meeting**

Moved: *Councillor John Wilson*

Seconded: *Councillor Mark Tunmuck-Smith*

Carried 4 / 0

5 CEO REPORT

5.1 CEO Report

Resolution: **OCM-2024/4**

1. That Council receives and notes the A/CEO report for the period 11 December 2023 until 19 January 2024.

Moved: *Councillor John Wilson*

Seconded: *Councillor Mark Tunmuck-Smith*

Carried 4 / 0

6 REPORTS FOR DECISION

A/CEO Mark Blackburn declared conflict of interest and excluded himself for item 6.1.
A/CEO Mark Blackburn left the meeting at 1:30 pm.

6.1 Policy Approval

Resolution: **OCM-2024/5**

1. That Council approves GOV36 Credit Card by Chief Executive Officer policy; and
2. That Council approves GOV37 Gifts and Benefits by Chief Executive Officer.

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Councillor John Wilson*

Carried 4 / 0

A/CEO Mark Blackburn returned at 1:38 pm

7 REPORTS FOR INFORMATION

Deputy Mayor Wilfred Harris lost phone connection at 1:48 pm and back at 1:51 pm.

7.1 Finance Report for the period ended 30 November 2023

Resolution: **OCM-2024/6**

1. That Council receives and approves the West Daly Regional Council Financial report for November 2023.

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Mayor Ralph Narburup*

Carried 4 / 0

Deputy Mayor Wilfred Harris's phone connection was lost at 2:11 pm and reconnected at 2:11pm

7.2 Finance Report for the period ended 31 December 2023

Resolution: **OCM-2024/7**

1. That Council receives and approves the report entitled '*Financial Report for the period ended 31 December 2023*'.

Moved: *Councillor Mark Tunmuck-Smith*
Seconded: *Councillor John Wilson*

Carried 4 / 0

8 REPORTS OF LOCAL AUTHORITY

8.1 Peppimenarti Local Authority meeting held on 24 November 2023

Resolution: **OCM-2024/8**

1. That the Minutes of the Peppimenarti Local Authority meeting held on 24 November 2023 be adopted as a resolution of Ordinary Council.
2. That Council endorses the nomination of Eric Barrows to become a member of the Peppimenarti Local Authority.
3. That Council requests the Peppimenarti Local Authority to pass formal resolutions for items:
 - a. Item 2: Beautification Projects; and
 - b. Item 9: 5 Year Infrastructure Plan
4. That Council approves Resolution 012/2023 (1).
 - 1) That the Peppimenarti Local Authority approves the identified following projects; Solar Lights around the community, Cemetery Gates and Signs, Speed Humps, and Solar Lighting and CCTV at the Clinic to progress to the Scoping, Planning and Delivery stage.
5. That Council requests the Peppimenarti Local Authority to provide more details on the following item:
Resolution 012/2023 (2)
 - 2) That the proposed \$57K allocated to installation of additional solar lights around the community be reduced to allow for the additional projects

Moved: *Councillor John Wilson*
Seconded: *Councillor Mark Tunmuck-Smith*

Carried 4 / 0

Cr John Wilson suggested more solar lights, irrigation and a fence around the football oval.

Action item: Include install fence around football oval to the project priority list - follow up at the next Local Authority meeting.

8.2 Wadeye Local Authority provisional meeting held on 22 November 2023

Resolution: **OCM-2024/9**

1. That the Council receives and notes the minutes of the Wadeye Local Authority provisional meeting held on 22 November 2023

Moved: *Councillor Mark Tunmuck-Smith*
Seconded: *Deputy Mayor Wilfred Harris*

Carried 4 / 0

8.3 Nganmariyanga Local Authority meeting scheduled on 23 November 2023 was cancelled	
Resolution: <i>OCM-2024/10</i>	
1. That the Council notes the Nganmariyanga Local Authority meeting scheduled on 23 November 2023 was cancelled	
Moved: <i>Mayor Ralph Narburup</i>	
Seconded: <i>Councillor Mark Tunmuck-Smith</i>	Carried 4 / 0

9 REPORTS OF COMMITTEE

Nil

10 CORRESPONDENCE

10.1 Correspondence Report	
Resolution: <i>OCM-2024/11</i>	
1. That Council notes and accepts the correspondence.	
Moved: <i>Councillor John Wilson</i>	
Seconded: <i>Councillor Mark Tunmuck-Smith</i>	Carried 4 / 0

11 GENERAL BUSINESS

Feasibility study for the Peppi Hub: Once a formal letter is signed a feasibility study consultant will be engaged.

12 CONFIDENTIAL ITEMS

12.0 Decision to move to Closed Session	
That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda:-	
<i>Moved: Councillor Mark Tunmuck-Smith</i>	
<i>Seconded: Councillor John Wilson</i>	

12.1 Confirmation of Confidential Minutes

12.1.1 Confidential Ordinary Council meeting held on 30 November 2023

Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). 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.

12.1.2 Confidential Special Council meeting held on 13 December 2023

Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). 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.

12.2 Confidential Reports for Decision

12.2.1 Management and Operations of Wadeye Pool - February 2024 Update

Regulation 51(1)(c)(i) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

12.2.2 Resignation of Mr. Matthew Eastham

Regulation 51(1)(a) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

12.3 Confidential Reports for Information

12.3.1 Audit and Risk Management Committee meeting held on 28 November 2023

Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). 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.

The open session resumed at 3:18 pm.

13 NEXT MEETING

Next meeting of the Ordinary Council will be held on Thursday the 27th of March 2024.

14 MEETING CLOSE

Meeting Close

Resolution: **OCM-2024/12**

That Council close the Ordinary Council meeting at 3:19 pm

Moved: Councillor John Wilson

Seconded: Councillor Mark Tunmuck-Smith

Carried 4 / 0

This page and the preceding six pages are the minutes of the Ordinary Council Meeting held on Thursday, 25 January 2024.

Mayor Ralph Narburup

5 CEO Report REPORT FOR INFORMATION

ITEM NUMBER 5.1
REPORT TITLE CEO Report February
PREPARED BY Mark Blackburn (Acting CEO)



Purpose

This report details organisational updates and meetings attended by the Acting CEO Mark Blackburn from 19 January 2024 until 19 February 2024

Background

Wadeye Task Force Meetings – Online

- 29 January 2024
- 5 February 2024
- 9 February 2024
- 12 February 2024
- 14 February 2024
- 16 February 2024

Mondays and Fridays

The Mayor and Councillors were informed of key issues arising from the meetings and council's actions and commitments to the community safety needs.

These include, but are not limited to:

Community Service

- Council to continue work with the Thamurrurr Youth program for the pool to remain open in the afternoons for school holidays.
- The Department of the Chief Minister and Cabinet will work with West Daly Regional Council on a longer-term solution, which includes consideration of a third party contracted service provider similar to arrangements made by other councils. The Department is aware WDRC has very limited financial resources and may need to be supported in the way forward.

Council Services

- Lighting on oval – remained on in the evenings;
- Car bodies to be removed from the streets in order of priority as agreed with police;
- Streetlights to be replaced in streets in order of priority as agreed with police; and
- Slashing of verges and other council areas in order of priority as agreed by police.

Council Housing and Vehicles

- Housing available for additional police officers in community if required; and
- Council vehicles used by police in Peppimenarti;

Northern Regional Emergency Control Meetings – Online

- 19 January 2024
- 20 January 2024
- 21 January 2024
- 22 January 2024
- 23 January 2024
- 24 January 2024
- 25 January 2024
- 14 February 2024
- 15 February 2024
- 16 February 2024
- 17 February 2024
- 18 February 2024
- 19 February 2024

Homelands

- West Daly Regional Council provided regular updates on food security and medical supplies for Nemarluck and Merrepen to the Local Emergency Controller

Emu Point

- West Daly Regional Council provided regular updates on the culvert and accessibility to the Peppimenarti for food at the store.

Presence in Wadeye

6 February 2024 – 8 February 2024

- Meeting with John Gawn and Tracey Leo TDC – Task Force priorities, Draft Wadeye Area Plan, and future partnership opportunities.
- Meeting with Andy Nicholas – Thamurrurr Youth – partnership opportunities.
- Toolbox Meeting Operations Centre – appreciation of workforce efforts.
- Meeting with Scott Page – Wadeye Task Force priorities.
- Chris Moore and Jonathan Jauncey Department of the Chief Minister and Cabinet – Council roads, Council infrastructure.

Darwin

In person meetings with the following:

- Ms. Maree De Lacey Executive Director Local Government
 - Wadeye Pool
 - Disaster Recovery Fund Assistance
 - CouncilBiz

Member Technical Services Manager Recruitment Panel

Telephone meetings with the following:

- Ms. Sophie Cleveland MinterEllison - Compliance Review
- Ms. Meeta Ramkuma Department of the Chief Minister and Cabinet - Compliance Review
- Nick Kelly GEM Recruitment - Recruitment of CEO
- NT Electoral Commission Council By Election – Vacancy resignation Council Jake Clark

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024:

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 receives and notes the A/CEO report for the period 19 January 2024 until 19 February 2024

Attachments

Nil

6 Reports For Decision

REPORT FOR DECISION

ITEM NUMBER	6.1
REPORT TITLE	Finance Report for the period ended 31 January 2024
PREPARED BY	David Glover (Executive Director of Corporate Services), Tinos Rushwaya (Senior Accountant)



Purpose

To provide the Finance Committee the Financial Management Reports for the period ended 31 January 2023.

Background

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

(1)

- 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.*

(2)

- a) *details of all cash and investments held by the Council (including money held in trust); and*
- b) *the closing cash at bank balance split between tied and untied funds; and*
- c) *a statement on trade debtors and a general indication of the age of the debts owed to the Council; and*
- d) *a statement on trade creditors and a general indication of the age of the debts owed by the Council; and*
- e) *a statement in relation to Council's payment and reporting obligations for GST, fringe benefits tax, PAYG withholding tax, superannuation and insurance; and*
- f) *other information required by the Council.*

(5)

- a) *a certification, in writing, by the CEO to the Council that, to the best of the CEO's knowledge, information, and belief:*
 - (i) *the internal controls implemented by the Council are appropriate;*
 - (ii) *the Council's financial report best reflects the financial affairs of the Council.*

Comment

Tax, Superannuation, and Insurance

Goods and Services Tax – Amounts are reported and remitted monthly;
PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and

Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12-month period ended 31 March required to be lodged each year.

The last Business Activity Statement was lodged on 25th January 2024 for the month ended 31 December 2023, and the GST refund was \$99K.

As at the date of this report all reporting and payment obligations had been met up to 31 January 2023.

Insurance - Council has in place insurance arrangements for the 2023-24 financial year. The period of cover is 1 July 2023 to 30 June 2024.

Due to the commercial in confidence nature of the Council's insurance policies, the specifics of the policies can be made available for review upon request.

Council Grants and Projects – Tied Funding

Fund Code	Project Name of Grants (31 January 2024)	Total Budget for Project	Cash Received to 31 January 2024	Expenditure \$	Balance of Cash as at 31 January 2024
AD-101	NT Operational Subsidy - NTOP2300013	1,822,000	1,822,000	1,822,000	0
AD-703	NTG - Indigenous Development Jobs Funding - IJDF2300010	590,000	295,000	295,000	0
AD-719	FAA - General	679,828	679,828	679,828	0
CP-778	New Community Hilux	0	(10,952)	0	(10,952)
CZ-210	SPG Upgrade of Waste Management Facilities in Wadeye and Peppimenarti	0	(5,156)	22,230	(27,387)
CZ-792	Immediate Priority Grant 2022-23 - Removal of Abandoned Vehicles in Wadeye - IPG2300029	112,500	112,500	0	112,500
LA-722	NTG - Local Authority Project Funding - LAPF2300009	931,400	1,100,897	43,228	1,057,669
OC-379	SPG MES Water Dosing Station	20,192	20,192	0	20,192
OC-767	Aboriginal Benefits Account - Solar Power Upgrade	0	(169,045)	0	(169,045)
RM-220	Local Roads and Community Infrastructure - grant period	121,290	121,290	0	121,290
RM-243	Local Roads and Community Infrastructure - PHASE 3 - Completion Date 31.12.2023 - extended to 31.12.2024.	804,014	402,007	116,750	285,257
RM-257	Local Roads and Community Infrastructure Phase 4	633,893	0	9,870	(9,870)
RM-719	NTG - FAA General Purpose Roads - FARD2300018	1,193,411	1,193,411	202,169	991,242

Fund Code	Project Name of Grants (31 January 2024)	Total Budget for Project	Cash Received to 31 January 2024	Expenditure \$	Balance of Cash as at 31 January 2024
RM-811	Roads to Recovery	1,635,035	338,507	9,700	328,807
SG-212	Community Annual Clean Up	7,578	7,578	7,578	0
SG-228	Local Government and Priority Infrastructure Funding - Extend by 3 Additional Bays of Nganmarriyanga's Civil Shed - PIF2100008	116,313	8,957	0	8,957
SG-235	NLC Solar panel upgrade Papangala O/S	1,250	1,250	0	1,250
SG-238	Peppimenarti Library Infrastructure Upgrade - 4-G64D7QT Capital Works	0	(45,339)	61,492	(106,832)
SG-239	Wadeye Swimming Pool - 22WSP00001	4,233,514	4,233,514	4,164,324	69,189
SG-247	DRFA Road Damage Caused By Flood Event Feb/Mar 2021 - HCD2017/01929	471,597	(388,312)	465,413	(853,724)
SG-249	Fossil Head Solar Power Upgrade	5,390	5,390	0	5,390
SG-250	Diminin Cemetery Upgrade Project	82,162	82,162	128,020	(45,858)
SG-252	Homelands Capital - housing works at Fossil Head - WHEG2200002	105,014	105,014	42,624	62,390
SG-253	Homelands Capital - road works at Fossil Head - WHEG2200003	1,383,660	1,383,660	584,117	799,543
SG-256	Homelands Capital - battery bank replacement at Merrepen - HCP2200193	281,256	281,256	281,256	0
SG-404	Peppimenarti Softball Pitch and Football Oval	126,600	126,600	31,194	95,406
SG-765	Ablution Blocks for Nganmarriyanga, Peppimenarti and Wadeye	34,811	34,811	5,608	29,203
SG-768	ABA - Manthape Walkway Bridge	823,592	823,592	750,960	72,632
SG-772	Immediate Priority Grant Tipper Truck - IPG2100022	14,868	14,868	8,255	6,613
SG-774	Homelands Capital Grant - New Water Tank - CAP2100080	21,340	21,400	0	21,400
SG-776	Solar Street lights in Peppimenarti - ASB00008	16,010	16,010	16,010	0

Fund Code	Project Name of Grants (31 January 2024)	Total Budget for Project	Cash Received to 31 January 2024	Expenditure \$	Balance of Cash as at 31 January 2024
SG-777	Solar Street lights in Palumpa - ASB00007	19,200	19,200	19,200	0
SG-779	Emergency Infrastructure – Kudantiga - CAP2100224	5,756	5,756	0	5,756
SG-782	2022-23 Capital Grant - Fossil Head Shelter Upgrades - CAP222310152 - WHEG2200004	126,144	126,144	65,146	60,998
SG-783	Wadeye Homelands Emergency Grant - Supply and install fencing around solar skid and generator at Papangala - WHEG2200005	46,889	46,889	46,889	0
SG-784	Wadeye Homelands Emergency Grant - Supply and install Machinery shed at Uminyuluk homeland - WHEG2200006	86,450	86,450	11,276	75,174
SG-785	Wadeye Homelands Emergency Grant - Supply and install large shade structure at Kuy outstation- WHEG2200007	61,630	61,630	61,630	0
SG-786	Wadeye Homelands Emergency Grant - Supply and install large shade structure and concrete floor in existing shed at Old Mission outstation - WHEG2200008	79,350	79,350	79,350	0
SG-787	Wadeye Homelands Emergency Grant - Redcliff outstation shade structure and tank stand upgrades - WHEG2200009	150,462	150,462	96,380	54,082
SG-788	Wadeye Homelands Emergency Grant - Supply and Install Shade table including concrete slab at Nama outstation - WHEG2200010	15,660	15,660	15,660	0
SG-789	Wadeye Homelands Emergency Grant - Supply and install Machinery shed, shade table seating and fencing around Cemetery at Wudapuli - WHEG2200011	165,519	165,519	92,298	73,221
SG-790	Wadeye Homelands Emergency Grant - Supply and install Machinery shed and playground shade shelter at Merrepen - WHEG2200012	150,800	150,800	19,668	131,132
SG-791	Wadeye Homelands Emergency Grant - Supply and install fencing around water tanks at Kudantiga outstation - WHEG2200013	52,473	52,473	52,473	0

Fund Code	Project Name of Grants (31 January 2024)	Total Budget for Project	Cash Received to 31 January 2024	Expenditure \$	Balance of Cash as at 31 January 2024
SG-792	Top End Regional Flexible Grants - Removal of Abandoned Vehicles in Wadeye - TE202200003	88,500	88,500	38,859	49,641
SG-793	Immediate Priority Grant 2022-23 - Tipper Truck and Backhoe Replacement, Palumpa and Peppimenarti Communities - IPG2300028	389,550	389,550	378,303	11,247
WM-794	Waste and Resource Management (WaRM) - 2022-2023 - WaRM2300012	119,300	183,167	38,189	144,978
	TOTAL CORE SERVICES-TIED	17,826,201	14,234,440	10,762,948	3,471,493
SG-241	Covid-19 Homelands Stimulus Wadeye	33,535	33,535	0	33,535
SG-242	Partner with Anglicare to deliver safeTALK workshops - NTSPCG00074	5,560	5,560	0	5,560
SG-254	Safer Territory Places Wadeye - ASB00005	14,903	14,903	0	14,903
ES-720	Homelands Jobs (HJ) - HJ2022---39	0	(115,603)	0	(115,603)
OC-798	HMES	1,645,157	1,163,954	616,156	547,798
SG-736	Wadeye Township Bus Service Pilot Project - RPTP2000005	210,372	210,372	59,680	150,692
SG-231	NAIDOC Funding	15,000	19,159	3,383	15,777
SG-234	NLC Stimulus Package	0	(12,034)	0	(12,034)
LI-709	Library Fund - NTL00001	73,147	73,147	22,525	50,622
SG-780	Community Place for People 2022-2023 - Playgrounds for our community - CPP2300002	370,400	370,400	0	370,400
CP-806	General Grants Safety and Wellbeing Programme - 4-H27V4DT	1,312,976	775,314	300,378	474,936
SG-827	National Australia Day Council	22,000	19,000	1,743	17,257
	TOTAL COMMUNITY SERVICES	3,703,050	2,557,707	1,003,865	1,553,842
TOTAL as at 31 January 2024		21,529,251	16,792,147	11,766,813	5,025,335

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

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 Council Plan 2023-24:

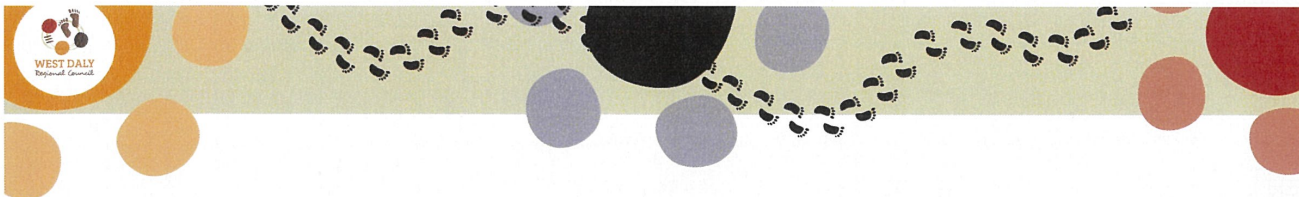
Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council receives and approves the report entitled 'Financial Report for the period ended 31 January 2023'.**

Attachments

1. CEO Certification- January 2024 [6.1.1 - 1 page]
2. WDRC Financial Report OCM Jan 2024 TR v 2 [6.1.2 - 16 pages]



West Daly Regional Council

ABN 25 966 579 574

MONTHLY FINANCE REPORT for January 2024

CEO CERTIFICATION

To the Councillors

1, Mark Blackburn, Acting Chief Executive Officer of West Daly Regional Council ('the Council'), certify that to the best of my knowledge, information and belief:

- (i) The internal controls implemented by the Council are appropriate; and
- (ii) The accompanying finance report best reflects the financial affairs of the Council.

Signed

Mark Blackburn
Acting Chief Executive Officer

Dated this Twenty Third day of February 2024

DARWIN

Address: 1/4 Albatross st,
Winnellie NT 0820
Telephone: (08) 7922 6403
Email: info@westdaly.nt.gov.au

WADEYE

Address: Lot 463 Perdjerit
Street, Wadeye NT 0822
Postal Address: C/ Wadeye
Post Office, Wadeye NT 0822
Telephone: (08) 8977 8702

NGANMARRIYANGA

Address: Lot 27, Palumpa NT
0822
Postal Address: CMB 30
Palumpa NT 0822
Telephone: (08) 8977 8500

PEPPIMENARTI

Address: Lot 16,
Peppimenarti, NT 0822
Postal Address: PMB 56
Peppimenarti NT 0822
Telephone: (08) 8977 8600










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FINANCIAL MANAGEMENT REPORT

For the period ended 31 January 2024

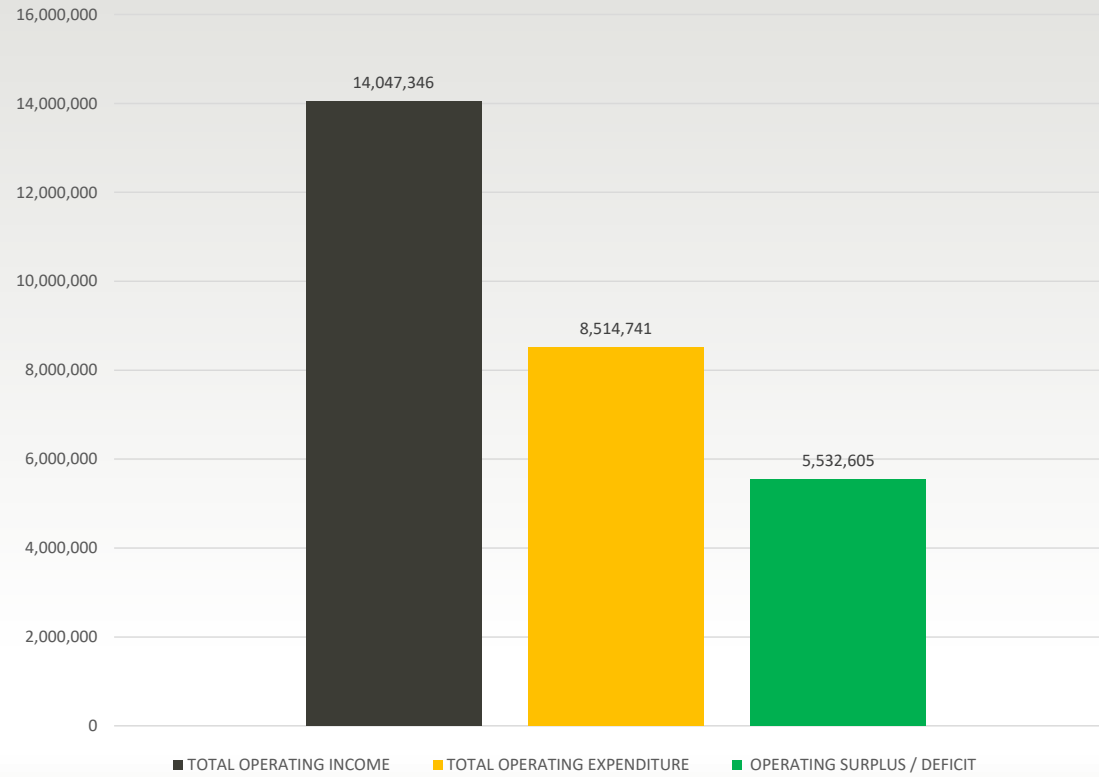
Snapshot - Financial Report

Revenue \$14.047m 	Current Ratio 1.26 	Cash at Bank \$5.633m 
Expenditures \$9.387m 	Unspent Tied Funds \$4.342m 	Net Current Assets \$1.410m 
Operating Result \$4.66m (including tied grants) 	Local Authority \$1.057 M 	Capital Expenditures \$5.913m 

Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates	963,819	948,736	15,082	1,626,405	
Charges	672,475	640,904	31,572	1,098,692	
Fees and Charges	63,631	49,887	13,744	85,520	
Operating Grants and Subsidies	11,382,714	6,099,748	5,282,965	10,456,712	
Interest / Investment Income	267,164	160,965	106,199	275,940	
Commercial and Other Income	697,544	1,194,389	- 496,845	2,047,524	
TOTAL OPERATING INCOME	14,047,346	9,094,629	4,952,717	15,590,793	(1)
OPERATING EXPENDITURE					
Employee Expenses	3,656,686	3,850,219	193,533	6,600,375	
Operational & Other Expenses	2,512,657	1,995,848	- 516,809	3,421,454	
Elected Member Allowances	144,290	149,984	5,694	257,115	
Elected Member Expenses	44,394	25,213	- 19,181	43,222	
Council Committee & LA Allowances	7,100	10,772	3,672	18,467	
Council Committee & LA Expenses	15,851	7,498	- 8,353	12,853	
Interest Expenses	17,780	131,024	113,244	224,613	
Repair and Maintenance	917,507	584,580	- 332,928	1,002,137	
Materials and Contracts	1,198,476	1,425,777	227,301	2,444,189	
TOTAL OPERATING EXPENDITURE	8,514,741	8,180,914	- 333,827	14,024,424	(2)
OPERATING SURPLUS / DEFICIT	5,532,605	913,715	4,618,890	1,566,368	(3)
Depreciation, Amortisation and Impairment	872,231	789,951	- 82,279.13	1,354,202	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	4,660,375	123,764	4,536,611	212,166	

Income and Expenditure (before Depreciation)



Financial Report for each Local Authority Area

	LA1 Nganmariyanga 300			LA2 Peppimenarti 400			LA3 Wadeye 700		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD BudOet \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME									
Rates	67,396	74,798	- 7,402	80,520	83,762	- 3,242	815,903	790,177	25,726
Charges	59,466	63,978	- 4,512	70,623	51,525	19,099	542,386	525,401	16,985
Fees and Charges	7,452	751	6,702	2,987	11,907	- 8,919	53,191	37,229	15,962
Operating Grants and Subsidies	898,487	1,005,932	- 107,445	1,259,299	699,225	560,074	9,224,928	4,394,189	4,830,738
Interest / Investment Income	-	-	-	-	-	-	267,164	160,965	106,199
Commercial and Other Income	173,299	248,858	- 75,559	86,552	248,589	- 162,037	395,490	696,107	- 300,617
TOTAL OPERATING INCOME	1,206,100	1,394,316	- 188,216	1,499,982	1,095,006	404,975	11,299,061	6,604,068	4,694,993
OPERATING EXPENDITURE									
Employee Expenses	236,818	533,688	296,870	404,502	496,712	92,210	1,859,454	1,829,154	- 30,300
Operational & Other Expenses	167,140	275,660	108,520	187,733	222,484	34,752	1,824,822	1,284,196	- 540,625
Elected Member Allowances	12,371	9,165	- 3,206	16,389	30,919	14,530	114,375	109,900	- 4,475
Elected Member Expenses	897	1,004	107	10,588	3,735	- 6,852	32,909	20,474	- 12,436
Council Committee & LA Allowances	2,250	5,377	3,127	2,450	1,892	- 558	2,400	3,503	1,103
Council Committee & LA Expenses	153	1,033	880	3,924	1,064	- 2,860	9,432	3,919	- 5,514
Interest Expenses	-	-	87,292	-	-	-	17,780	131,024	113,244
Repair and Maintenance	108,105	87,292	331,368	174,992	85,626	- 89,367	631,565	411,576	- 219,988
Materials and Contracts	124,729	439,474	- 137,627	193,477	122,156	71,321	623,405	822,776	199,371
Internal Charges	47,521	- 12,898		36,450	- 12,544		- 83,971	- 505,529	- 421,557
TOTAL OPERATING EXPENDITURE	699,984	1,339,795	639,811	1,030,504	952,043	- 78,461	5,032,170	4,110,993	- 921,177
OPERATING SURPLUS / DEFICIT	506,115	54,520	451,595	469,477	142,963	326,514	6,266,891	2,493,075	3,773,816
Depreciation, Amortisation and Impairment	-	-		5,431	-	- 5,431	866,799	842,672	- 24,127
SURPLUS / (DENICIT) INCLUDING DEPRECIATION	506,115	54,520	451,595	464,046	142,963	321,082	5,400,092	1,650,403	3,749,688

Financial Report for each Local Authority Area

	Regional Office/Unallocated Darwin 200			TOTAL		
	YTD Actuals	YTD Budget *	YTD Variance	YTD Actuals	YTD Budget	YTD Variance
	\$	\$	\$	\$	\$	\$
OPERATING INCOME						
Rates	-	-	-	963,819	948,736	15,082
Charges	-	-	-	672,475	640,904	31,572
Fees and Charges	-	-	-	63,631	49,887	13,744
Operating Grants and Subsidies	-	403	403	11,382,714	6,099,749	5,282,965
Interest / Investment Income	-	-	-	267,164	160,965	106,199
Commercial and Other Income	42,204	836	41,368	697,544	1,194,389	496,845
TOTAL OPERATING INCOME	42,204	1,238	40,965	14,047,346	9,094,629	4,952,717
OPERATING EXPENDITURE						
Employee Expenses	1,155,912	990,665	165,247	3,656,686	3,850,219	193,533
Operational & Other Expenses	332,963	213,507	119,456	2,512,657	1,995,848	516,809
Elected Member Allowances	1,155	-	1,155	144,290	149,984	5,694
Elected Member Expenses	-	-	-	44,394	25,213	19,181
Council Committee & LA Allowances	-	-	-	7,100	10,772	3,672
Council Committee & LA Expenses	2,342	1,482	860	15,851	7,498	8,353
Interest Expenses	-	-	-	17,780	131,024	113,244
Repair and Maintenance	2,845	85	2,759	917,507	584,580	332,928
Materials and Contracts	256,865	41,371	215,494	1,198,476	1,425,777	227,301
Internal Charges	-	530,971	-	0	-	-
TOTAL OPERATING EXPENDITURE	1,752,082	1,778,082	26,000	8,514,741	8,180,914	333,827
OPERATING SURPLUS / DEFICIT	- 1,709,878	- 1,776,844	66,966	5,532,605	913,715	4,618,890
Depreciation, Amortisation and Impairment	-	52,720	52,720	872,231	789,951	82,279
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	- 1,709,878	- 1,724,124	14,245	4,660,375	123,764	4,536,611

Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank	5,633,245	
Tied Funds	5,025,335	(4)
Untied Funds	607,910	
Accounts Receivable	900,061	
Trade Debtors	217,388	
Rates & Charges Debtors	682,673	
Other Current Assets	239,542	
TOTAL CURRENT ASSETS	6,772,848	
Right-of-Use Assets	5,147,941	
Property, Plant and Equipment	14,909,711	
Other Non-current Assets	0	
TOTAL NON-CURRENT ASSETS	20,057,652	
TOTAL ASSETS	26,830,500	

BALANCE SHEET	YTD Actuals \$	Note Reference
LIABILITIES		
Accounts Payable	277,415	
ATO & Payroll Liabilities	16,955	
Current Provisions	449,595	
Accruals	0	
Other Current Liabilities	4,618,147	
TOTAL CURRENT LIABILITIES	5,362,112	
Non-Current Provisions	27,268	
Other Non-Current Liabilities	5,390,450	
TOTAL NON-CURRENT LIABILITIES	5,417,718	
TOTAL LIABILITIES	10,779,830	
NET ASSETS	16,050,670	
EQUITY		
Asset Revaluation Reserve	4,281,263	
Accumulated Surplus	7,877,916	
YTD Result + Interim PY Result Carried Forward	3,891,491	
TOTAL EQUITY	16,050,670	

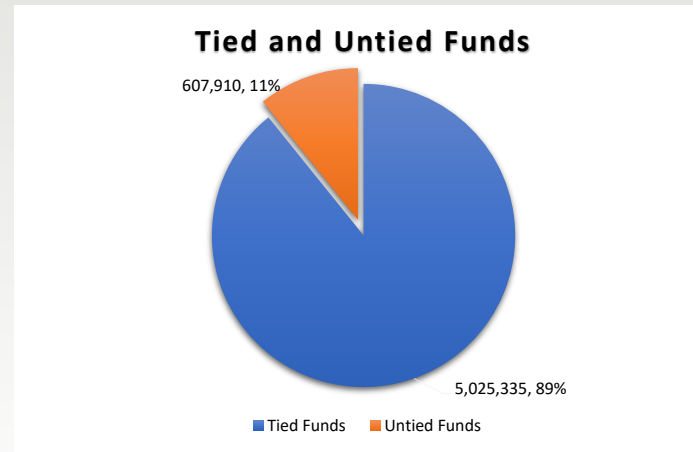
Variance Analysis

Income/Expense or Balance Sheet Item	Note Ref	Comments
Total Operating Income	(1)	Operational Grant funding balances reflect the full year income
Expense	(2)	Operating Expenses exceeding Budget at this time
Operating Surplus	(3)	Revenue amounts driving Operating result. That will even out over the year
Tied Funds	(4)	This figures comprises cash received for grants and other income but not yet spent.

Monthly Balance Sheet Report

Details of Cash and Investments Held

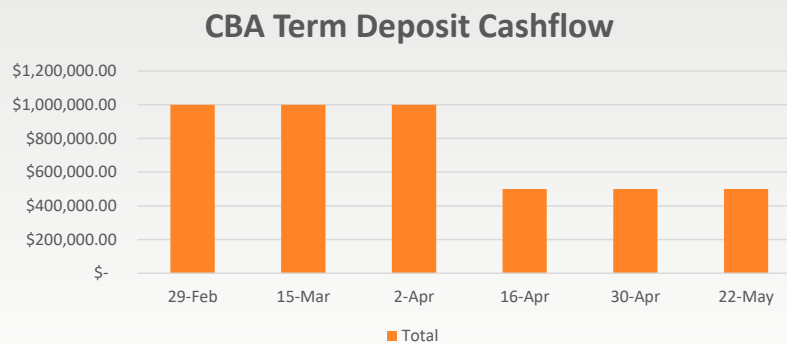
Cash and Investments Held	
11110 - Bank Operational	645,097
11130 - Bank High Inter	487,795
11210 - Petty Cash	353
12110 - Term Deposit	4,500,000
TOTAL CASH	5,633,245
Cash Tied and Untied	
Tied Funds	5,025,335
Untied Funds	607,910
Cash at Bank	5,633,245



Monthly Balance Sheet Report

Details of Cash and Investments Held

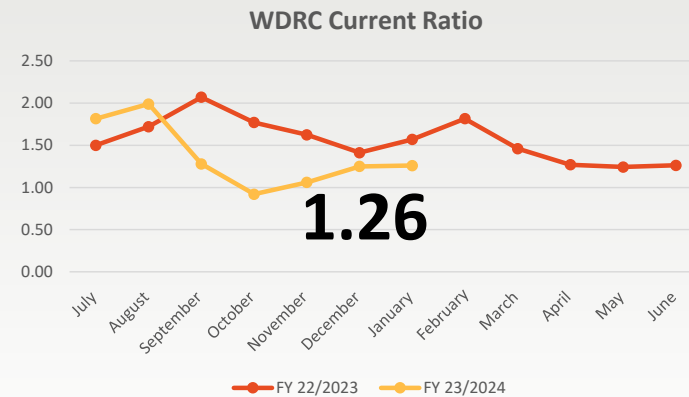
Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$ 1,000,000.00	\$ 1,000,000.00	5.26%	29/02/24
Fixed Term Deposit	\$ 1,000,000.00	\$ 1,000,000.00	5.19%	15/03/24
Fixed Term Deposit	\$ 1,000,000.00	\$ 1,000,000.00	5.21%	2/04/24
Fixed Term Deposit	\$ 500,000.00	\$ 500,000.00	5.04%	16/04/24
Fixed Term Deposit	\$ 500,000.00	\$ 500,000.00	5.00%	30/04/24
Fixed Term Deposit	\$ 500,000.00	\$ 500,000.00	5.04%	22/05/24
	\$4,500,000			



Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	5,633,245	Accounts Payable	277,415
Trade and Rates Debtors	900,061	Provisions	466,550
Other Current Assets	239,542	Other Current Liabilities	4,618,147
	6,772,848		5,362,112



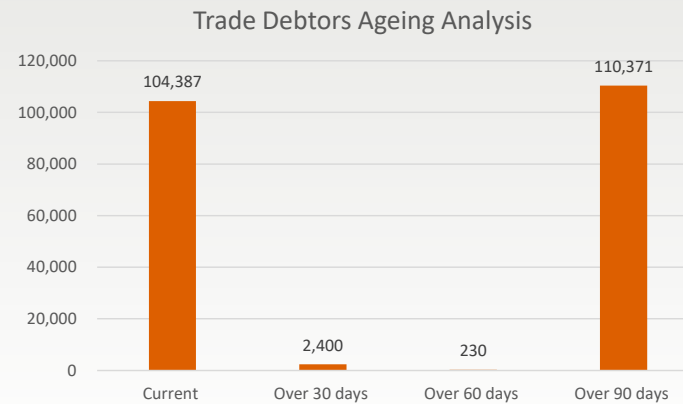
Current Ratio for FY2023/24

PERIOD	July	August	September	October	November	December	January	February	March	April	May	June
FY22/2023	1.50	1.72	2.07	1.77	1.63	1.41	1.57	1.82	1.46	1.27	1.24	1.26
FY23/2024	1.82	1.99	1.28	1.12	1.06	1.25	1.26					

Monthly Balance Sheet Report

Statement on Debts Owed to Council (Accounts Receivable)

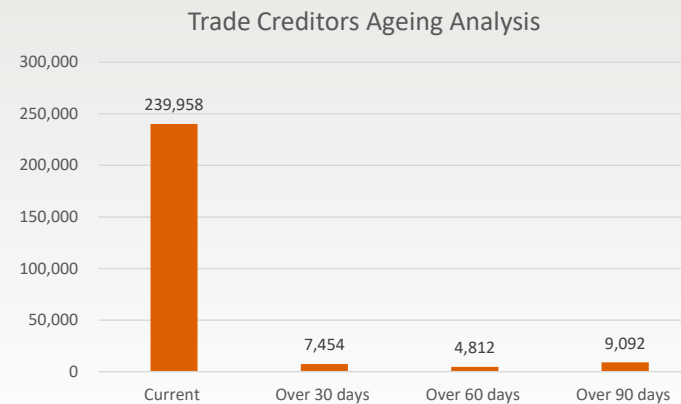
Trade Debtors Ageing Analysis	
Current	104,387
Over 30 days	2,400
Over 60 days	230
Over 90 days	110,371
Total	217,388



Monthly Balance Sheet Report

Statement on Debts Owed by Council (Accounts Payable)

Trade Creditors Ageing Analysis	
Current	239,958
Over 30 days	7,454
Over 60 days	4,812
Over 90 days	9,092
Total	261,316



Monthly Balance Sheet Report

Highest 10 Contractor Payments/ Items paid in the month

Supplier	Territory	Interstate
TOA Construction Pty Ltd	\$ 93,720	
POWER AND WATER	\$ 61,912	
JARDINE LLOYD THOMPSON PTY LTD	\$ 42,461	
QUICKSUPER		\$ 37,935
ELDRIDGE SERVICES AUSTRALIA	\$ 32,643	
Earl James & AssoUnit Trust t/a Earl James & Associates	\$ 25,120	
Telstra Limited		\$ 23,785
DJ AIR & ELECTRICAL SERVICES PTY LTD	\$ 21,952	
MURIN TRAVEL & FREIGHT SERVICES	\$ 18,052	
North Australia Projects and Services Pty Ltd	\$ 16,456	
Total	\$ 312,315	\$ 61,720

Monthly Balance Sheet Report

Contractors Payments/ Items paid in the month

Creditor Name	Sum of Payment	Creditor Name	Sum of Payment	Creditor Name	Sum of Payment
TOA Construction Pty Ltd	\$93,720.00	L & V NOMINEES PTY LTD T/A POOLWERX	\$5,700.00	DARWIN TOPLOCK PTY LTD T/A TOPLOCK N	\$747.50
POWER AND WATER	\$61,911.75	AP MOTORS (NO3) PTY LTD T/A BRIDGE T	\$5,578.63	THE BIG MOWER (NT) PTY LTD	\$705.75
JARDINE LLOYD THOMPSON PTY LTD	\$42,460.57	Other Creditors	\$5,354.15	EMPLOYEE ASSISTANCE SERVICE NT INC	\$687.30
QUICKSUPER	\$37,934.80	Slumbercorp Australasia	\$5,049.00	HARVEY NORMAN AV/IT DARWIN DARWI	\$640.00
ELDRIDGE SERVICES AUSTRALIA	\$32,642.66	GTNT Group Top End Group Training Pty	\$4,529.60	BURSON AUTOMOTIVE PTY LTD	\$514.80
Earl James & AssoUnit Trust t/a Earl Jan	\$25,120.00	BUNNINGS GROUP LIMITED - Coconut Gr	\$4,333.11	COLEMANS INK PTY LTD COLEMANS PRINT	\$478.50
Telstra Limited	\$23,785.25	NEWS CORP AUSTRALIA	\$4,053.00	CSE Crosscom	\$466.86
DJ AIR & ELECTRICAL SERVICES PTY LTD	\$21,951.74	GAME AUTOMOTIVE P/L T/A BRIDGESTON	\$3,894.00	Darwin Steel Supplies Pty Ltd	\$449.08
MURIN TRAVEL & FREIGHT SERVICES	\$18,052.23	SALARY PACKAGING AUSTRALIA PTY LIMIT	\$3,742.73	Quack Pest Control	\$440.00
North Australia Projects and Services Pt	\$16,456.00	METCASH FOOD & GROCERY CONVENIENC	\$3,665.56	NIGHTHAWK TRANSPORT	\$411.24
HAYS SPECIALIST RECRUITMENT (AUSTRALIA)	\$15,610.41	SBA OFFICE NATIONAL	\$3,647.70	Outback Batteries Pty Ltd	\$392.00
TITAN PLANT HIRE PTY LTD t/ Territory Pl	\$13,610.05	HARVEY NORMAN FURNITURE DARWIN (\$3,288.00	TOPEND INVESTMENT HOLDINGS PTY LTD	\$376.00
De Marchi & Pollon G & S Pollon and De	\$11,669.90	MOTOR VEHICLE REGISTRY NT	\$3,194.10	Kwikleen Pty Ltd T/A Windscreens Territ	\$330.00
NEXIA EDWARDS MARSHALL NT	\$9,900.00	Darwincenta Pty Limited T/A Harvey Nor	\$3,132.00	NT-IT PTY LTD T/A NT CONNECT	\$322.56
SYDNEY TOOLS PTY LTD	\$9,319.90	FLORANCE GROUP PTY LTD	\$2,403.06	PEPPIMENARTI STORE INDIGENOUS CORP	\$321.39
Red Appointments NT Pty Ltd	\$8,852.58	POWER RETAIL CORPORATION T/A JACAN/	\$2,292.04	INLOGIK PTY LTD	\$294.25
COUNCILBIZ	\$8,772.50	CHILD SUPPORT AGENCY	\$1,948.82	YAP ASSOCIATED HOLDINGS PTY LTD T/A I	\$245.00
WEX AUSTRALIA PTY LTD (PUMA ENERGY)	\$8,427.45	TONKIN CONSULTING PTY LTD	\$1,743.50	NGANMARRIYANGA STORE PTY LTD (ALPA	\$201.04
LEASE PLAN AUSTRALIA	\$7,750.32	Fleet Partners Pty Ltd	\$1,536.82	SITEMINDER LTD T/A LITTLE HOTELLIER	\$186.77
READYCUT (NT) PTY LTD	\$7,541.20	WEREACO PTY LTD T/A DARWIN LOCK & KI	\$1,471.62	Greenspace Future Pty Ltd T/A Greenthe	\$158.40
TURNER & TOWNSEND THINC PTY LTD	\$7,425.00	TRANSMETRO CORPORATION-METRO ADV	\$1,410.40	Mercure Hotel Darwin Airport Operating	\$152.15
The BelRose Group Pty Ltd	\$7,279.26	Salvaken Pty Ltd ATF The Stanway Scott I	\$1,131.39	FUJIFILM BUSINESS INNOVATION AUSTRALIA	\$148.50
THAMARRURR DEVELOPMENT CORPORATION	\$7,271.39	CYCLONE CITY CLEANERS	\$1,099.92	Viva Water Pty Ltd T/A NT Water Filters	\$110.00
NP Style NP Style Pty Ltd	\$7,007.00	TERRITORY HOUSING RENT	\$1,092.00	NT RECYCLING SOLUTIONS PTY LTD	\$99.00
AIRPOWER (NT) PTY LTD	\$6,727.76	BOC LIMITED	\$1,059.60	INKELL PTY. LTD T/A HARVEY DISTRIBUTO	\$95.05
CADILLAC TRANSPORT REPAIRS PTY LTD	\$6,705.95	Aspen Living Villages Pty Ltd T/A Darwir	\$1,058.00	Woolworths Group Limited	\$86.07
MURIN ASSOCIATION	\$5,720.00	UNITED VOICE NT BRANCH (LHMU) (LIQU	\$911.50	CLEANAWAY PTY LTD	\$69.84
MinterEllison	\$5,713.40	T&E GROUP PTY LTD T/A TIN CAR DETAILI	\$880.00	CABCHARGE PAYMENTS PTY LTD	\$30.27
				Total	\$617,698.64

15

Member and CEO Council Credit Card Transactions

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	Reasons for the Transaction
19/01/2024	\$18	Arlo	Security subscription
25/01/2024	\$16	Newst PTY Surry Hills	Newspaper
TOTAL	\$34		

REPORT FOR DECISION

ITEM NUMBER 6.2
REPORT TITLE Policy Approval
PREPARED BY Renjith Kollakkombil (Governance Officer)



Purpose

This report recommends that the Council approve the review of the GOV11, Use of Common Seal Policy and adopt it to align with the requirements of the *Local Government Act 2019*.

Background

The GOV11 Use of Common Seal Policy was initially approved on November 24, 2022. However, a review is necessary to ensure compliance with the *Local Government Act 2019*. The draft of the revised policy and a summary of the review are provided for reference.

Statutory Environment

Local Government Act 2019 and Local Government (General) Regulations 2021

Impact for Council

Approving and adopting the reviewed GOV11, Use of Common Seal Policy will enhance the West Daly Regional Council's governance and compliance framework by improving compliance and operational efficiency.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024:

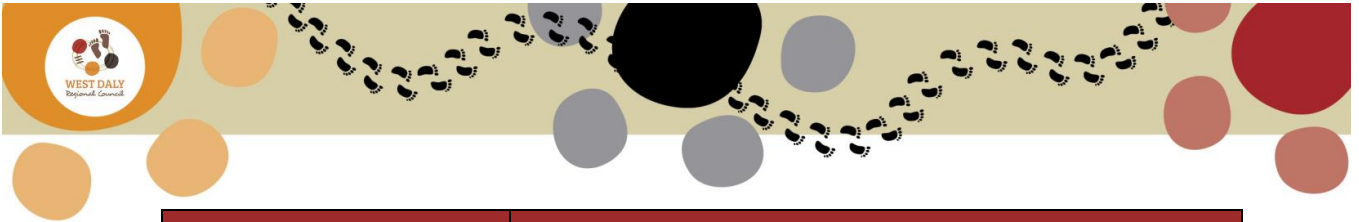
Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.2	Continued development of the compliance framework
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That the Council approve the GOV11 Use of Common Seal Policy (V2.1).

Attachments

1. GO V 11 - Use of the Common Seal Policy - 2024-02-21 [6.2.1 - 2 pages]
2. GO V 11 - Use of the Common Seal Policy - Review Details - 2024-02-19 [6.2.2 - 1 page]



GOV11	Use of Common Seal
Approval Date:	29/02/2024
Council Decision Reference:	
Policy Type:	Governance
Policy Custodian:	CEO
Review Date:	29/02/2027
Version (Revision Number):	2.1
Document Number	

Purpose

The purpose of this policy is to regulate the use of the Council's Common Seal as required by the *Local Government Act 2019 ('Act')*.

Scope

This policy applies to Elected Members and Council staff with responsibility for the use and administration of the Common Seal and associated functions.

Definition

Term	Explanation
Common Seal	The Common Seal is to contain the words "The Common Seal of West Daly Regional Council"
	Common Seal is a device that formally and solemnly records the collective will of the West Daly Regional Council ('Council').
	Definitions are taken as those detailed in the <i>Act</i> and associated legislation

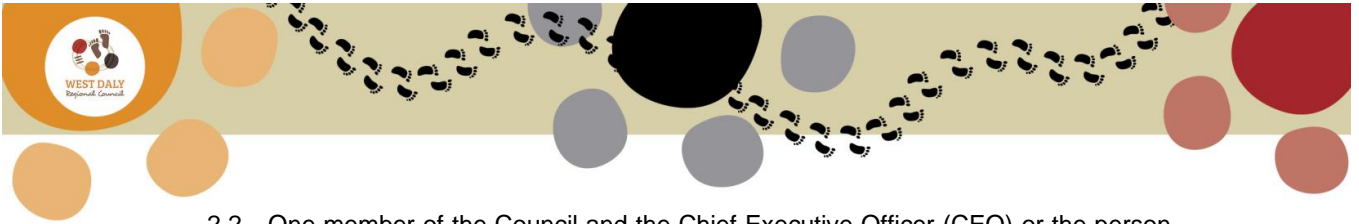
Policy Statement

1. Policy Principles *(section 37 and 38 of the Act)*

- 1.1. The Common Seal is in legal terms, the equivalent of the signature of an ordinary individual and its use therefore has a degree of legal formality.
- 1.2. The Common Seal demonstrates that the Council is dedicated to building a strong professional brand image. The Common Seal indicates that documents are authentic and resolved by the Council.

2. Application of the Common Seal *(section 38 of the Act)*

- 2.1. The affixing of the Common Seal must be authorised or ratified by resolution of the Council;



- 2.2. One member of the Council and the Chief Executive Officer (CEO) or the person acting in that position are authorised to affix the Common Seal to documents, or any Council officer authorised by the CEO is permitted to affix the Common Seal to documents during document preparation; and
 - 2.3. Must be attested by the signatures of the CEO and at least one member of the Council.
- 3. Common Seal register** *(LGR R60, R54(1)(i) and 55(1))*
- The CEO is assigned to the management of the Common Seal and is accountable for its secure storage and appropriate use.
- 3.1. The CEO is responsible for maintaining a register documenting the date of each instance when the Common Seal was applied to a document, along with the corresponding Council resolution number, the document's nature, and the involved parties in any agreement where the Common Seal was affixed.
 - 3.2. Common Seal Register is a permanent document.
- 4. Document that may require the Common Seal** *(section 37,38 and 260 of the Act)*
- The Common Seal is exclusively applied when the Council considers a document to be significant, indicating its enduring importance to either the Council or the community in administrative, financial, environmental, social, or cultural aspects. Documents that may require the Common Seal to be applied are:
- 4.1. Deeds of agreement and release pertaining to the sale, purchase, or development of Council land, as well as equitable interests or land transactions, such as sales, assignments, mortgage consents, surrenders, and transfers, are executed based on Council resolutions;
 - 4.2. Significant agreements, contracts and tenders;
 - 4.3. Government funding agreements, including grant funding, necessitate the application of the Common Seal by the funding authority.
 - 4.4. Any document indicating the application of the Council's Common Seal.

References and Related Legislation

- [Local Government Act 2019 \(NT\)](#)
- [Local Government \(General\) Regulations 2021 \('LGR'\)](#)

Signature of Endorsement:	
Position:	Chief Executive Officer

GOV11		Use of Common Seal Policy - Review summary
Request Date:	01/02/2024	
Review Trigger	Review of policy is required for compliance with the <i>Local Government Act 2019</i> ('Act')	
Policy Type:	Governance	
Policy Custodian:	CEO	
Old → New Review Date	24/11/2025 → 29/02/2027	
Old → New Version	2.0 → 2.1	
Document Number		
Amendments		Details
Amended 2.3. "The only Council officer authorised to sign on behalf of the CEO is the Chief" to "Must be attested by the signatures of the CEO and at least one member of the Council".		Reason: validity
Removed 2.5. "The use of the Common Seal is a Council matter. As such, the sealing of a document is either approved by Council, or if urgent, noted on behalf of the Council through the Finance Committee of Council, and reported to its next Ordinary Council Meeting for ratification".		Reason: Cannot delegate to the Committee, requires the decision by the Council.
Amended 3. Common Seal register (general update to the section to provide clarity and to support operational requirements)		(LGR R60, R54(1)(i) and 55(1)) - The CEO is responsible for ensuring the proper custody of the Council's records which are properly filed and indexed to facilitate access (record management requirements).
Removed 3.3. "Any person who uses the Common Seal of the Council or a replica thereof without authority commits an offence".		Reason: Offence under criminal code. Criminal Code Act 1983 section 253 to section 257 Forgery.
Addition of 3.2 "Common Seal register is a permanent document".		Reason: The Record management process for permanent records applies.
Addition of Definition		Explanation to improve clarity.
Addition of References and Related Legislation		Essential references included.
Addition of Document Number		Record management purpose.
Addition of Version Number		In the Footer and the Summary
Update internal processes and controls		Reason: Record management requirements. Update the Common Seal Register to incorporate document numbers, linking them with Common Sealed documents and configuring metadata fields accordingly. Train applicable personnel.

REPORT FOR DECISION

ITEM NUMBER 6.3

REPORT TITLE Audit and Risk Management Committee Terms of Reference approval

PREPARED BY Renjith Kollakkombil (Governance Officer)



Purpose

This report recommends that the Council approve the review of the Audit and Risk Management Committee Terms of Reference and adopt to align with the requirements of the *Local Government Act 2019*.

Background

The Audit and Risk Management Committee Terms of Reference was initially approved on September 29, 2021. However, a review is necessary to ensure compliance with the *Local Government Act 2019*. The draft of the revised Terms of Reference and a summary of the review are provided for reference.

Statutory Environment

Local Government Act 2019 and Local Government (General) Regulations 2021

Impact for Council

Approving and adopting the reviewed Audit and Risk Management Committee Terms of Reference will enhance the West Daly Regional Council's governance and compliance framework by improving compliance and operational efficiency.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024:

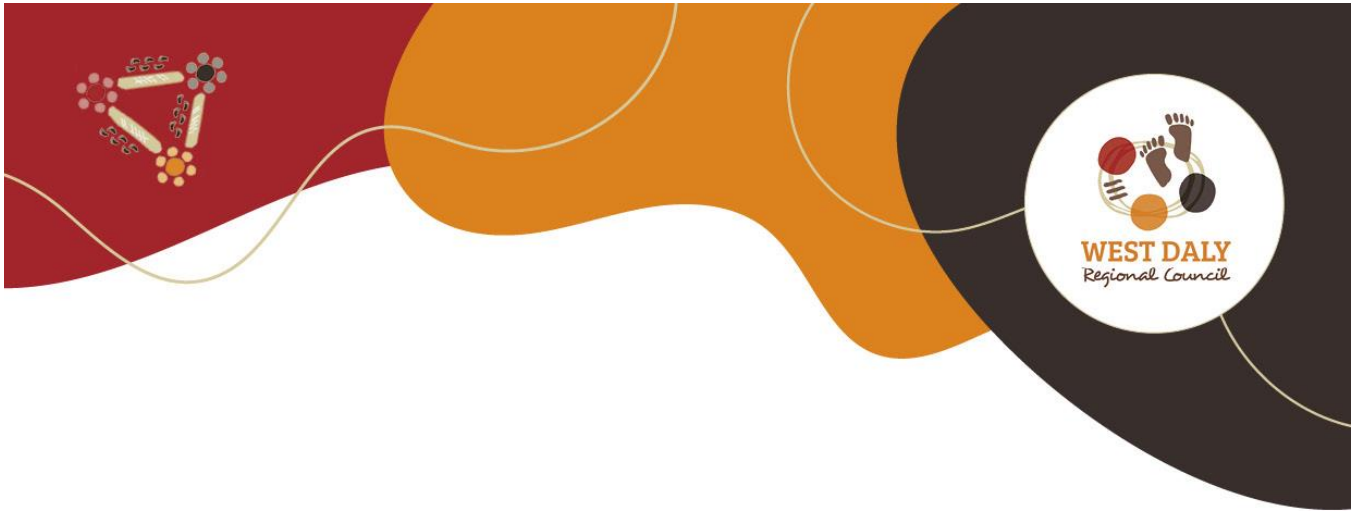
Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.2	Continued development of the compliance framework
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That the Council approve the Audit and Risk Management Committee Terms of Reference (V1.1).

Attachments

1. TOR - Audit and Risk Management Committee - 2024-02-20 (DRAFT - V 1.1) [**6.3.1** - 6 pages]
2. TOR - Audit and Risk Management Committee - Review Details - 2024-02-20 (DRAFT - V 1.1) [**6.3.2** - 2 pages]



Terms of Reference

West Daly Regional Council

Audit and Risk Management Committee



1. Background

The Audit and Risk Committee (Committee) is established as an advisory Committee to the Council under the *Local Government Act 2019 ('Act') Section 86(1)*. The Committee will help the Council monitor financial and risk management.

2. Purpose

The Committee aims to offer independent assurance and assistance to the West Daly Regional Council ('Council') and the Chief Executive Officer ('CEO') by overseeing the Council's financial and risk management activities. This includes:

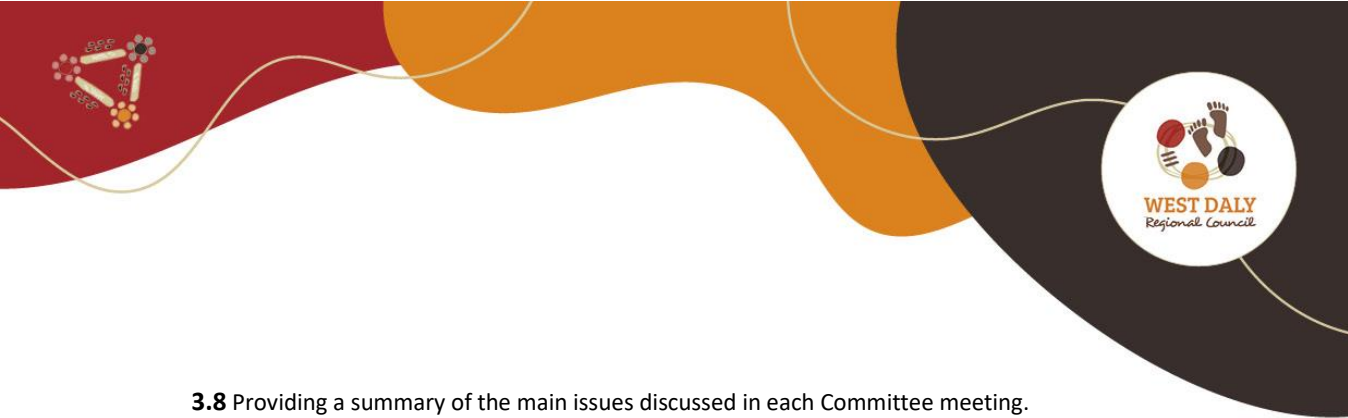
- 2.1 Evaluating and monitoring the Council's risk, control, and compliance frameworks.
- 2.2 Ensuring the Council meets its external accountability obligations outlined in the *Act and Local Government (General) Regulations 2021*.
- 2.3 Assessing and monitoring the effectiveness of strategic and operational risk management functions, as well as the adequacy of internal control policies and procedures.
- 2.4 Summarising the key issues discussed in each Committee meeting.
- 2.5 Reporting annually on an overall assessment of the Council's risk, control and compliance framework, together with a summary of the work the Committee performed in conducting its responsibilities during the preceding year.

Note: The Committee will make recommendations and report directly to the Council.

3. Role

The Committee's duties involve:

- 3.1 Monitoring both strategic and operational risk management, as well as assessing the effectiveness of internal control policies and procedures in mitigating identified risks.
- 3.2 Overseeing the internal audit function, which involves developing audit programs based on the Council's risk assessment process, ensuring internal audit activities are conducted by qualified personnel, monitoring audit outcomes, and monitoring the implementation of audit recommendations.
- 3.3 Reviewing the quality of annual financial statements and other public accountability documents, such as annual reports, before they are adopted by the Council.
- 3.4 Evaluating management's responses to external audit recommendations and tracking the implementation of agreed-upon recommendations.
- 3.5 Meeting with the external and relevant internal auditors at least once each year to receive direct feedback about any key risk and compliance issues and to provide feedback about the auditor's performance.
- 3.6 Making recommendations to the Council on the appointment of external auditors.
- 3.7 Assessing the adequacy of audit scope and coverage.



3.8 Providing a summary of the main issues discussed in each Committee meeting.

3.9 Annually providing an assessment of the Council's risk, control, and compliance framework, along with a summary of the Committee's activities conducted in the preceding year.

Note: The Council will provide administrative/secretarial assistance to the Committee to fulfil its duties.

4. Authority

With consideration of legal and confidentiality implications, the Committee is authorised, within the capacity of its role and responsibilities to:

4.1 Gather necessary information from both staff and external parties.

4.2 Discuss any matters with the external auditor or other external parties.

4.3 Request the attendance of any employee at Committee meetings.

4.4 Obtain external legal or other professional advice (with Council's approval), as considered necessary to meet responsibilities.

Note: Subject to any direction by the Council, the Committee may determine its own procedures (Section 89 of the Act).

5. Accountability

The Committee is subject to control and direction by the Council and hence accountable to the Council (Section 88 of the Act).

6. Terms of Reference

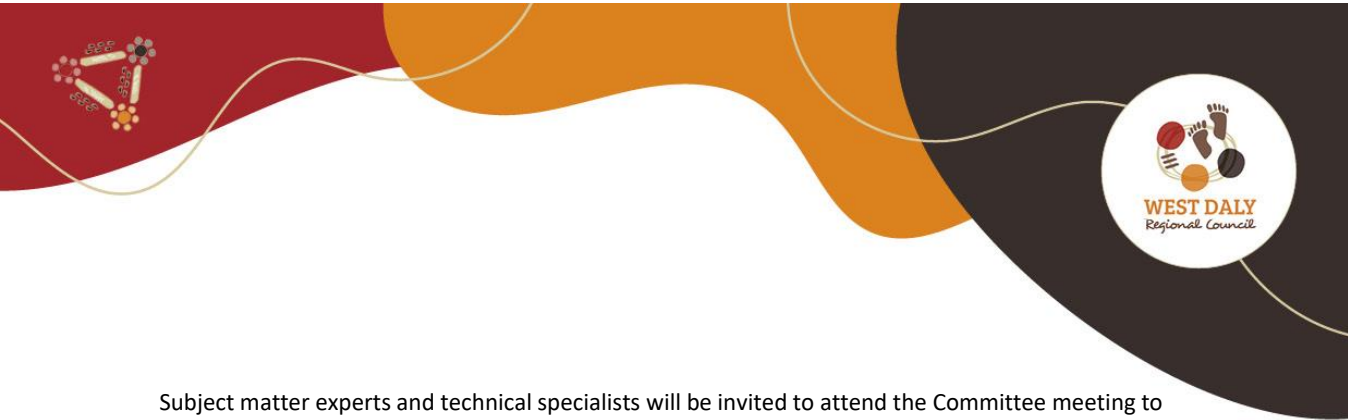
The Committee must have terms of reference, approved by Council resolution that set out its functions (section 83(4) of the Act).

The CEO and the Chair of the Committee will initiate a review of the Committee and Terms of Reference at least every two (2) years, or as required. The review will be conducted based on an internal assessment methodology with input from the Council, CEO, senior managers, internal and external auditors and any other relevant stakeholders.

7. Membership of the Committee

The Committee consists of the persons appointed, by resolution, by the council to be members of the Committee (section 82(2) of the Act). Nomination of proxies is not permitted.

Position	Role of Member
Independent Member	Chair
Council member	
Council member	
Council member	



Subject matter experts and technical specialists will be invited to attend the Committee meeting to provide advice on matters, as required. The Chair reserves the right to invite other attendees to Committee meetings as needed.

Note: The chairperson of the Committee must not be a member of the Council or a member of the Council's staff (section 86 (4) of the Act).

8. Term of Appointment and Termination of Committee Members

Appointments of external independent members to the Audit and Risk Management Committee shall be for a term of up to four (4) years and no less than two (2) years. The appointment may be terminated by the Council should the member miss two (2) consecutive meetings without an accepted apology, unable to be contacted when organising a meeting or for any other cause reasonably considered by the Council.

Appointments of Councillors shall be for a term of two (2) years or until the end of the term of the Council, whichever is the lesser. Committee members cease being member of the Committee if they are no longer an elected member of the Council. The appointment may be terminated by the Council should the member miss two (2) consecutive meetings without an accepted apology or for any other cause reasonably considered by the Council.

9. Member Responsibilities

Members have the responsibility to:

- 9.1 Act in the best interests of the Council and its staff at all times.
- 9.2 Engage in professional debate, allow diverse perspectives and encourage constructive enquiry.
- 9.3 Leave meetings with clear-cut agreements around recommendations, decisions and actions.
- 9.4 Hold one another accountable to commitments, actions and behaviours.
- 9.5 Retain a single unified voice in any internal and external communications following deliberations.
- 9.6 Provide feedback and communicate decisions to staff as appropriate and encourage two-way communication.
- 9.7 Respect the confidentiality of the information provided.
- 9.8 Committee members must declare any conflicts of interest at the start of each meeting or before the discussion of the relevant agenda item or topic (*sections 114 and 115 of the Act*). All details of any conflict of interest must be recorded in the minutes by the Secretariat. CEO must maintain and publish a register setting out conflicts of interest disclosed by the Council members (*section 116 and 117 of the Act*).
- 9.9 If members or observers at the Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from the Committee discussions on the issue where the conflict of interest exists.
- 9.10 Committee members will from time-to-time deal with confidential reports. A person who makes improper use of information acquired as a member of the Council Committee is guilty of an offence under *section 118 of the Act* and the *Act* outlines the penalties applicable to people who disclose confidential information acquired as a member of the Committee.



10. Meeting Protocol

10.1 Convening the meetings

The CEO shall convene the Committee meetings. The CEO may convene a Committee meeting at the request of the chairperson of the Committee (*section 97 of the Act*).

10.2 Meeting Times

The Committee will meet a minimum of twice (2) per year. A forward meeting plan, including meeting dates and agenda items, will be agreed upon by the Committee each year and will address all of the Committee's responsibilities, including the review of the Council's Annual Report and financial statements.

Subject to direction by the council, the Committee meets at times determined by the Committee (*section 96 (1) of the Act*).

10.3 Agenda Items, meeting papers and minutes

- 10.3.1 The Secretariat will prepare the agenda in consultation with the Chair and, where necessary, seek papers from members.
- 10.3.2 Where urgent matters arise that need to be discussed at a meeting, then agreement must be sought from the Chair, through the Secretariat, in advance of the meeting.
- 10.3.3 Meeting papers must be provided to the Secretariat at least seven (7) business days in advance of a meeting. Papers received after this may not be included at the discretion of the Chair.
- 10.3.4 Agendas and meeting papers will be made available at least three (3) business days before a meeting.
- 10.3.5 Minutes and action items will be distributed within ten (10) business days of the meeting.

10.4 Quorum Requirements

A quorum consists of a majority of its members holding office at the time of the meeting (*section 98(2) of the Act*)

Members are expected to attend all meetings. If a member cannot attend a meeting, a formal apology should be sent in writing to the Chair of the Committee or the Secretariat.

10.5 Decision Making

A decision of the Committee is to be the majority vote of the members present at the meeting (*section 98(4) of the Act*).

10.6 Private Meeting

Committee meetings may be conducted in private (*section 99(4) of the Act*).

11. References and Related Legislation:

Guidance on Audit and Risk Committee

[Local Government Act 2019 \(NT\)](#) and [Local Government \(General\) Regulations 2021](#)



12. Document Summary

Document Name	Terms of Reference - Audit and Risk Management Committee – West Daly Regional Council
Committee Type	Council Committee
Past > Current Approval Date	29/09/2021 > 29/02/2024
Past > Current Council Resolution	094/2021 >
Review Frequency	2 years
Past > New Review Date	September 2023 > 29/02/2026
Responsible Officer	Executive Director Corporate Services
Past > Current Version	1.0 > 1.1
Document ID	

Audit and Risk Management Committee Terms of Reference - Review summary	
Request Date:	01/02/2024
Review Trigger	Amend the Terms of Reference to comply with Local Government Act ('Act')
Terms of Reference Type:	Governance
Policy Custodian:	Executive Director Corporate Services
Old → New Review Date	24/11/2025 → 29/02/2026
Old → New Version	1.0 → 1.1
Document Number	

Amendments	Details
Amended 2. Purpose Accounting Regulation to <i>Local Government (General) Regulations 2021</i>	Reason: Update
Amended 'committee' to 'Committee'	Reason: Consistency
Removed from 3. Role 'The committee will make recommendations and report directly to the Council'	Reason: Duplicate, already in 2. Purpose (Re-worded) .
Amended 5. Accountability 'The committee is accountable to the Chief Executive Officer.'	Amendment proposed: The Committee is subject to control and direction by the Council and hence accountable to the Council (<i>Section 88 of the act</i>).
6.2 Convening the meeting is moved to 10.1 and amended. 'The Chair shall convene the meeting..'	Amendment proposed: The CEO shall convene the Committee meetings. The CEO may convene a Committee meeting at the request of the chairperson of the Committee (<i>section 97 of the Act</i>).
Removed from 6. Membership of the Committee Role of Member/'Secretarial'; and Added in 3. Role 'Note: The Council will provide administrative/secretarial assistance to the Committee to fulfil its duties.'	Reason: The Committee consists of the persons appointed, by resolution, by the council to be members of the Committee (<i>section 82(2) of the act</i>).
Amended, reworded and rearranged several areas.	Reason: For clarity, scope and compliance. Examples: "Committee meetings will be conducted in private" is changed to "Committee meetings may be conducted in private (<i>section 99(4) of the Act</i>)."
Addition of 11. References and Related Legislation	Prepared and included the "Guidance on Audit and Risk Committee" document. <i>Reference: "Guidance on Audit Committees" Department of the Chief Minister and Cabinet document.</i>

	Linked related legislation and regulation.
Addition of 12. Document Summary and Contents	Title Review trace
Addition of Document number	Record management purpose.
Addition of Version number	In the document summary and in the footer

7 Reports For Information

REPORT FOR INFORMATION

ITEM NUMBER 7.1

REPORT TITLE Thamurrurr/Pindi Pindi Ward by-election

PREPARED BY Michelle Griffin (Executive Officer)



Purpose

To provide Council with an update on the Thamurrurr/Pindi Pindi Ward by-election.

Background

On 25 January 2024, A/CEO, Mark Blackburn, received a notice of resignation from Jake Clark, elected member for the Thamurrurr/Pindi Pindi Ward. His resignation was effective immediately and has triggered a by-election for the Thamurrurr/Pindi Pindi Ward in accordance with Section 54(2)(c) of the *Local Government Act 2019* ('Act').

Key dates

Nominations open: Monday, 26 February 2024

Close of electoral role: 5:00pm Wednesday, 28 February 2024

Nominations close: 12:00 noon on Friday, 8 March 2024.

Early voting commences: Monday, 18 March 2024

Emu Point mobile voting: Tuesday, 19 March 2024

Wadeye mobile voting: Wednesday, 20 March 2024 and Thursday, 21 March 2024

(A complete schedule of the election timetable is attached)

Resources have been provided from the Northern Territory Electoral Commission (NTEC). These resources have been dispersed in community to assist with raising awareness and engagement.

Advertising has commenced across online platforms (Website and Facebook).

All persons wishing to nominate may seek assistance by Council staff in completing the necessary nomination form and supporting information.

Statutory Environment

Local Government Act 2019

Local Government (Electoral) Regulations 2021

Impact for Council

Providing an opportunity for new candidates and fresh ideas to emerge, as well as for the community to voice their opinions and preferences on local issues and policies through the channel of local government.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024:

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 receives and notes the Thamarrurr / Pindi Pindi by-election report.**

Attachments

1. West Daly Timetable [7.1.1 - 1 page]
2. 2024 West Daly Regional Council Noms POSTER [7.1.2 - 1 page]
3. Nomination form - LG elections and by-elections (f) (003) [7.1.3 - 3 pages]

2024 West Daly Thamarrurr/Pindi Pindi Ward

21 March 2024

Date	Time	
Monday 26 February		Nominations open
Wednesday 28 February	5:00 pm	Electoral roll closes
Friday 8 March	12:00 noon	Nominations close
	1:00 pm	Declaration of nominations, draw for position on ballot papers
Tuesday 12 March		Postal vote mail-out commences
Sunday 17 March	6:00 pm	Overseas postal voting despatches cease
Monday 18 March	8:00 am	Early voting commences
Tuesday 19 March	9:00 am	Mobile voting commences
	6:00 pm	All postal voting despatches cease
Wednesday 20 March	4:30 pm	Early voting ceases
Thursday 21 March		Election day
	8:00 am	Election day voting commences
		Election day voting ceases: <i>Council Service Centre voting only</i>
	4:30 pm	Mobile voting ceases: <i>Council Service Centre</i>
Friday 22 March	2:00 pm	Primary counts of ordinary, postal and early votes commence
Monday 25 March	9:00 am	Declaration vote verification checks, commence recheck of all counts
Wednesday 27 March	9:00 am	Primary counts of accepted declaration votes, further postal counts
Wednesday 3 April	12:00 noon	Deadline for receipt of postal votes
		Final counts of postal votes commence
		Distribution of preferences
Thursday 4 April	10:00 am	Declaration of the election result

Correct as at 20 February 2024



Northern Territory
Electoral Commission
EVERY vote counts

Represent your community

Candidate nominations now open

West Daly Regional Council Thamarrurr/Pindi Pindi Ward by-election



Where do I get a nomination form?

- NT Electoral Commission website: www.ntec.nt.gov.au
- West Daly Regional Council: Wadeye

Where do I lodge the nomination form?

- West Daly Regional Council: Wadeye
- Email: nominations.ntec@nt.gov.au

Nominations close 12pm on Friday 8 March

You must be enrolled in the West Daly Regional Council area to nominate as a candidate.



Ensure you are correctly enrolled before the close of roll at 5pm on Wednesday 28 February.

You can enrol or update your enrolment online at www.ntec.nt.gov.au.

Enrolment forms are also available from the Australian Electoral Commission and NT Electoral Commission offices in Darwin.

www.ntec.nt.gov.au 08 8999 7646 nominations.ntec@nt.gov.au

Authorised by Northern Territory Electoral Commission. 80 Mitchell St Darwin NT 0800



This form is fillable. Tab through to complete. Print form to sign.

	Local government council		Ward (if applicable)
To the returning officer for			
<i>(Name of local government council (and ward) you are nominating for)</i>			

1 Candidate details and declaration

Title	Given name/s	Surname/Family name		
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
Residential address		Suburb	State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	Gender (please tick ✓)		Occupation	
<input type="text"/>	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Unspecified <input type="checkbox"/>
Postal address				
<input type="text"/>				

I, the above-named candidate:

- declare that I am qualified to stand as a candidate in accordance with Part 4.2, Division 3 of the *Local Government Act 2019* and
- consent to this nomination and, if elected, to act in the position for which I am nominated for the council (and ward) named above, namely:

Mayor / President and/or Ordinary council member (please tick ✓)

Signature of candidate Date

2 Name to appear on the ballot paper

I request the name by which I am enrolled to appear on the ballot paper as shown below. **Note:** The commission may reject the nomination if the name is considered obscene, frivolous or has been assumed for political purpose.

Given name/s*	Surname/Family name
<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>

* Your given name can be shown as an initial standing for your name or a commonly accepted variation of your name including an abbreviation, truncation or alternative form.

3 Candidate contact details (details will be publicly released where permission is given e.g. on NTEC website)

Telephone business hours:	<input style="width: 95%; height: 25px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Telephone after hours:	<input style="width: 95%; height: 25px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mobile phone:	<input style="width: 95%; height: 25px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Facsimile:	<input style="width: 95%; height: 25px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email address:	<input style="width: 95%; height: 25px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Own website/blog:	<input style="width: 95%; height: 25px;" type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photograph as supplied with your nomination			

4 Other contact details

Campaign manager/alternate contact person:				<input style="width: 95%; height: 25px;" type="text"/>
Residential address:				<input style="width: 95%; height: 25px;" type="text"/>
Postal address:				<input style="width: 95%; height: 25px;" type="text"/>
Contacts:	Telephone business hours	Telephone after hours	Mobile phone	Facsimile
	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Email:	<input style="width: 95%; height: 25px;" type="text"/>			

5**Nominator to complete**

To the returning officer for Local government council Ward (if applicable)

(Name of local government council (and ward) candidate is nominating for)

5a**Nominator details**

I, Title Given name/s Surname Date of birth

of Residential address (address on electoral roll) Suburb State Postcode

hereby nominate: (full name of candidate)

as a candidate for the office of: Mayor / President and / or Ordinary council member (please tick ✓)

for the local government council and ward (if applicable) listed above.

5b**Nominator declaration**

I declare that I am enrolled to vote in the local government area for which the candidate is nominating.

Title Given name/s Surname

Signature Date

6**Candidate declaration of eligibility**

I declare that I (tick ✓ all that apply):

- am enrolled as an elector in respect of a place of residence within the area of the local government council named above;
- have a principal place of residence within the area of the local government council named above;
- do not hold a judicial office (justice of the peace excepted) (that is, I am not a Justice of the High Court, Judge of the Federal Court, Supreme Court Judge, Local Court Judge or the President, a Deputy President or an ordinary member of NTCAT);
- am not bankrupt;
- am not sentenced to a term of imprisonment of one year or more for an offence against the law of the Commonwealth or a State or Territory;
- am not a staff member of the council named above;
- am not a staff member of the local government subsidiary of which the council named above is a constituent council of the local government subsidiary;
- am not indebted to the council for rates or surcharge (and failed to discharge the debt within 6 months after the debt became due and payable);
- am not certified mentally unfit to carry out the functions of a member;
- am not disqualified from managing a corporation under the [Corporations Act 2001](#) (Cth) or the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) (Cth);
- am not disqualified under section 40 of the [Associations Act 2003](#) from being an officer of an incorporated association;
- am not a member of the Commonwealth House of Representatives or the Senate;
- am not a member of the Northern Territory Legislative Assembly;
- am not determined by NTCAT to be unfit to be a council member under section 133 of the [Local Government Act 2019](#) (following conviction of an offence under the Act or another Act demonstrating that I am unfit to be a council member);
- am not incapable of holding a local government office under section 89(3) of the [Criminal Code Act 1983](#) (that is, I have not been found guilty of offences of corrupt and improper practices at elections within the last 2 years).

Signature of candidate Date

It is an offence to provide misleading information to an authorised officer in connection with an election (see regulation 74(2) of the Local Government (Electoral) Regulations 2021).

7

Check list

Please check you have included the following:

- Your name, date of birth, enrolled address, postal address, occupation and declaration you are qualified to stand as a candidate and that you consent to being nominated (section 1).
- The form of your name you wish to appear on the ballot paper (section 2).
- Your contact details and whether you wish these to be publicly released (section 3).
- The contact details of another person; for example, your campaign manager or alternate contact (section 4).
- The name, date of birth, enrolled address and signature of one person supporting your nomination (**nominator**). The nominator must be enrolled in the local government council area for which you are standing (section 5).
- Your declaration of eligibility for membership of a council (section 6).
- A recent photograph of you that is a full faced vertical portrait of your head and shoulders.

8

Lodging your nomination

Your nomination form and photo can only be lodged after the announcement of the election and *before* 12:00 noon on the day nominations close.

Lodgement can be made by:



attending an NTEC office (appointments can be made by emailing nominations.ntec@nt.gov.au or phoning 1800 698 683).



emailing your form and photograph to nominations.ntec@nt.gov.au. Please confirm receipt of your nomination, if not delivered in person, by phoning 1800 698 683.



Important

The onus is on you, the candidate, to ensure you are qualified to stand as a candidate in accordance with Part 4.2, Division 3 of the *Local Government Act 2019*.

You are encouraged to lodge your nomination as early as possible within the specified timeframe i.e. do not leave it until the day nominations close. **Late nominations will not be accepted.**

NT Electoral Commission use only

Photograph supplied: Yes No

Date nomination received

Time nomination received

Receiving officer name

Accepting officer name

Receiving officer signature

Accepting officer signature

Page 3 of 3

REPORT FOR INFORMATION

ITEM NUMBER 7.2

REPORT TITLE People and Culture Report

PREPARED BY Dorothea Janczewska (People & Culture Manager)



Purpose

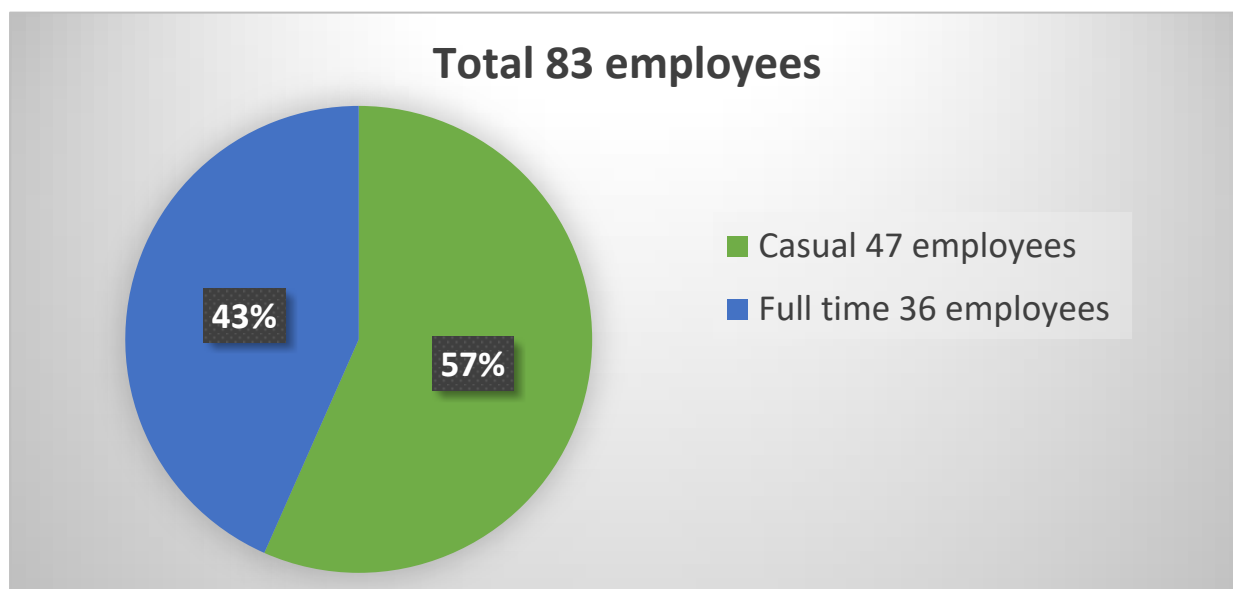
The primary objective is to provide the Council with comprehensive updates on various aspects related to the People and Culture function within the West Daly Regional Council. This encompasses a detailed overview of workforce dynamics, wellbeing initiatives, and associated matters for informed decision-making and strategic planning.

Background

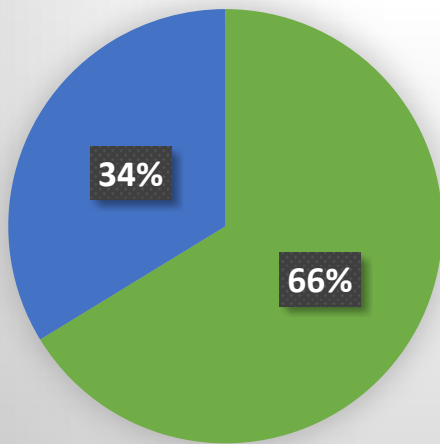
1. Workforce Composition

The following breakdown sheds light on the composition based on employment type, ethnicity, gender, and distribution across locations, serving as the foundation for a comprehensive examination of the Council's workforce dynamics and guiding potential improvements in inclusivity and effectiveness.

Figure 1. Workforce Composition

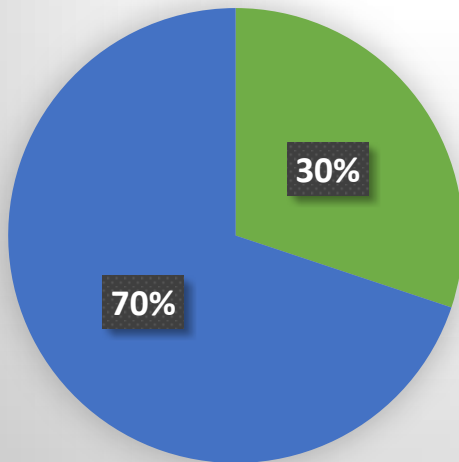


Ethnicity



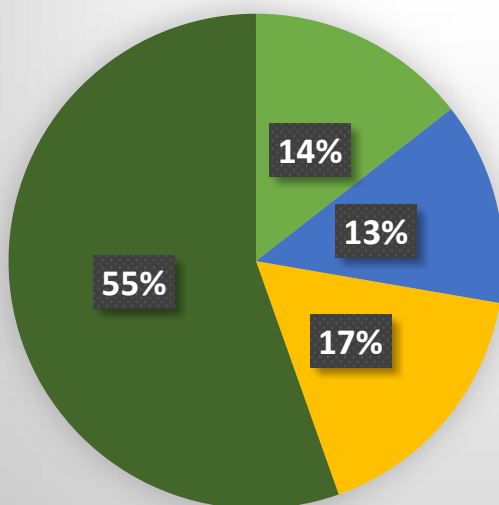
- 55 employees identify as Aboriginal and Torres Strait Islanders
- 28 employees identify as other ethnicity

Gender



- 25 females
- 58 males

Employees per location



- Darwin 12 employees
- Palumpa 11 employees
- Peppimenarti 14 employees
- Wadeye employees 46

2. Recruitment

- The West Daly Regional Council is actively recruiting for 15 positions across various departments and locations, with some roles having multiple vacancies, totaling approximately 20 vacancies.
- The Council is actively encouraging local residents to participate in the job opportunities available, utilizing the Community Notice Board as a focal point for residents in Palumpa, Peppimenarti, and Wadeye communities.
- The distribution of vacancies across different roles reflects a comprehensive approach to building a well-rounded and skilled team, showcasing the Council's commitment to inclusive hiring practices and strategic talent outreach.
- Internal communication is a priority, with all staff receiving emails detailing internal job openings and promoting mobility within the Council. This, alongside the Community Notice Board, enhances the accessibility and visibility of job opportunities for both internal and local candidates.

Figure 2. Current vacancies and location

Role	Location
Administration Officer	Darwin
People & Culture Officer	Darwin
People & Culture Business Partner	Darwin
Technical Services Manager	Darwin
Admin Officer	Palumpa
Civil Services Labourers	Palumpa
Civil Services Supervisor	Palumpa
Civil Services Labourers	Peppi
Admin Assistant	Wadeye
Civil Services Labourers	Wadeye
Cleaner.	Wadeye
Community Bus Driver	Wadeye
Community Safety Patrol Manager	Wadeye
Mechanic	Wadeye
Plumber	Wadeye

3. (ERP) - Human Resources Information System (HRIS) and Payroll System

- With the current workforce comprising around 85 individuals and around 100 EFT at full employment, the West Daly Regional Council has identified limitations in the payroll functionality of Xero to meet its needs effectively. Managing Human Resources manually, the officers acknowledge the imperative for an automated and streamlined system to bolster future operational efficiency. Furthermore, given that the existing payroll provider, Technology One, will cease operations after June 30, 2024, the Council has actively sought a dependable Payroll and Human Resources Management System to ensure sustained functionality.
- The selected system is anticipated to streamline processes, improve data management, and contribute to overall organisational efficiency. The decision is a proactive step to ensure the Council has a robust and tailored solution that meets its current and future Human Resources Management and Payroll requirements and supports the acquittal processes for Grant Funded Programs and Projects.

4. Employee Wellbeing - Employee Assistance Program

The West Daly Regional Council's commitment is clear through its proactive efforts to help employees navigate personal and work-related challenges by providing necessary guidance and support.

- Employee well-being is a priority, demonstrated by the provision of a complimentary Employee Assistance Program (EAP) through the organization EASA.
- This program supports both employees and their families, allowing for up to three confidential sessions.
- Sessions can take place through either telephone consultations or face-to-face meetings in Darwin.
- Many employees highly value access to the sessions based on the feedback they receive.

5. Training and Development opportunities - Belgravia Swimming Pool Lifeguard Training

- On February 13th, Belgravia Academy conducted a Swimming Pool Lifeguard Training session hosted at the Wadeye office.
- The training drew the participation of 11 individuals, among whom was a current employee.
- The program's primary focus is on the establishment and bolstering of local employment opportunities within the Wadeye community. This initiative serves as a platform for upskilling community members and providing them with enhanced capabilities.
- Belgravia Academy's commitment harmonizes seamlessly with the overarching objectives of the Council, not only cultivating individual skill enhancement but also actively contributing to the overall economic advancement of Wadeye.

Statutory Environment

Local Government Act 2019

Local Government (General) Regulations 2021

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024:

Focus 1 – A Strong Council

1.1 New Strategies

Journey 1.1.5

Publish and Implement People and Culture Strategy

Recommendation

- 1. That the Council receives and notes the People and Culture Report for February 2024.**

Attachments

Nil

REPORT FOR INFORMATION

ITEM NUMBER 7.3

REPORT TITLE Service Delivery Report

PREPARED BY Lemaki Curulala (Technical Services Manager)



Purpose

The purpose of this report is to inform the Council on matters relating to service delivery.

Background

The service delivery arm of the Council is dedicated to providing quality services to Communities and Homelands. Our focus is on planning, developing, and implementing structured work programs to achieve this aim.

Roads

During the reporting period, our civil crews have been actively engaged in pot-hole patching and road verge mowing. These activities are essential for maintaining safe and accessible road networks for our communities.

Wadeye



Kolumboort Street - Pothole patching



Wadeye-Manthathpe Road – Road maintenance works



Mollinjin Street - Road verge mowing

Nganmarriyanga (Palumpa)



Mowing in the community

Peppimenarti



Mowing in the community

Waste Management

Our civil teams have been working on various tasks including hard rubbish pick-up, regular rubbish collection in the community, storm clean-up and managing the landfills. These efforts are crucial for ensuring a clean and healthy environment for our communities.

Operations Staff

Our civil teams has been dedicated to delivering these essential services, despite facing challenges such as staff shortages over the holiday period. We remain committed to providing quality services to our communities and Homelands.

We are finalising the recruitment for the Community Safety Patrol Manager position and continue in the recruitment of the following roles:

- Technical Services Manager
- Civil Supervisor – Palumpa and Peppimenarti
- Waste Team Leader
- Mechanic
- Plumber
- Homelands Maintenance Officer
- Bus Driver

Council is also exploring opportunities for funded training on heavy machinery and equipment for our local civil teams.

Homelands Projects

Service delivery plans and works schedules have been developed and agreed with the nominated traditional owners. Works are scheduled to commence as soon as road access is available on Port Keats Road.

Major Projects and Capital Works

Wadeye Swimming Pool

The tender for the operation of the swimming pool has closed, one tender offer was received. Council is seeking co-contribution from NT Govt. for the ongoing operation of the pool.

Diminin Cemetery Upgrades

Works continues on the upgrade of Wadeye and Nilinh cemeteries, works are scheduled to be completed in March 2024.

The following projects are in the final stage of procurement and planning, and are scheduled to commence delivery in April 2024.

- Peppimenarti Library Services Connection
- Wadeye, Manthathpe and Nilinh playgrounds
- Wadeye Streetlights Replacement
- Wadeye Bus Shelters
- Wadeye Main Oval Grandstands
- Wadeye internal roadworks

Statutory Environment

Nil.

Impact for Council

For reporting purpose only.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-24:

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

Focus 5 - Building our Region

5.3 Local Authority projects

Journey 5.3.2

Provide milestone achievements for Local Authority

Recommendation

1. That Council receive and note the Service Delivery report.

8 Correspondence

CORRESPONDENCE

ITEM NUMBER 8.1
REPORT TITLE Correspondence Report
PREPARED BY Michelle Griffin (Executive Officer)



Purpose

To confirm the standard administrative process and best practice for West Daly Regional Council in the management of incoming and outgoing correspondence.

Background

A list of the incoming and outgoing correspondence is reported on at each ordinary council meeting to provide the elected members with an overview, and copies can be made available on request.

Statutory Environment

Section 94 of the *Local Government Act 2019* is relevant to this matter.

Impact for Council

To manage correspondence in accordance with best practices.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-2024:

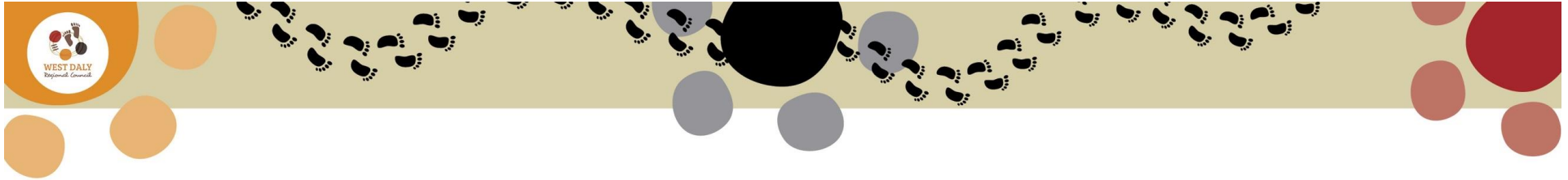
Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.2	Continued development of the compliance framework
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

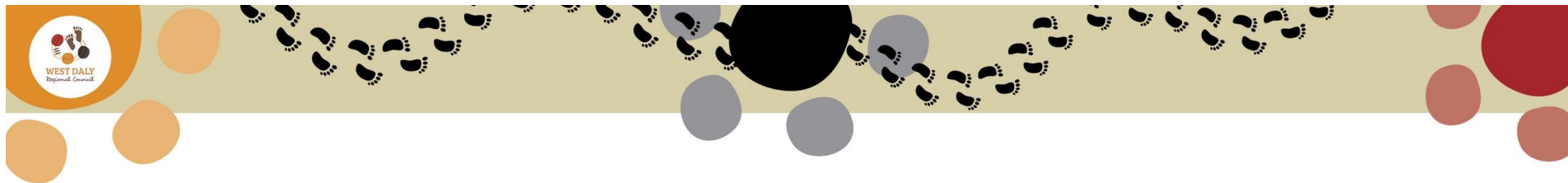
- 1. That Council receives and notes the correspondence.**

Attachments

- Correspondence Register - February 2024 [8.1.1 - 2 pages]
- 20240130-INCOMING-NTEC-Notice-of-Casual-Vacancy [8.1.2 - 1 page]
- 20240212-INCOMING-LGIPG-Successful-Grant-Notification-Grader [8.1.3 - 1 page]
- 20240220- INCOMING-NT-Remuneration-Tribunal-Determination-COUNCIL [8.1.4 - 9 pages]
- 20240220-INCOMING-NT-Remuneration-Tribunal-Determination-LOCAL-AUTHORITIES [8.1.5 - 3 pages]



Incoming Correspondence Register – February 2024				
Type	Date	Author	Recipient	Title/Content
INCOMING	2024-01-23	THE HON CATHERINE KING MP Minister for Infrastructure, Transport, Regional Development and Local Government; and THE HON KRISTY McBAIN MP Minister for Regional Development, Local Government and Territories	Mayor Ralph Narburup	Re: Save the date for the 2024 Australian Council of Local Government
INCOMING	2024-01-30	Mr Iain Loganathan Northern Territory Electoral Commissioner	Mark Blackburn A/Chief Executive Officer	Re: Notification of Casual Vacancy
INCOMING	2024-01-30	Kristy McBain MP Minister for Regional Development, Local Government and Territories Member for Eden-Monaro	Mayor Ralph Narburup	Re: Disaster Ready Fund Guidelines released
INCOMING	2024-02-01	Maree De Lacey Executive Director Local Government and Regional Development	Mark Blackburn A/Chief Executive Officer	Re: Re: \$3 million Community Place for People Grants Round - Open
INCOMING	2024-02-12	Hon Chanston Paech Minister for Local Government Deputy Chief Minister of the Northern Territory	Mark Blackburn A/Chief Executive Officer	Re: notice of successful application – Local Government Immediate Priority Grants 2023-24 – grader
INCOMING	2024-02-12	Michael Riches Independent Commissioner Against Corruption	Mark Blackburn A/Chief Executive Officer	Re: Australian Public-Sector Anti-Corruption Conference - 29 to 31 July 2024, Darwin Convention Centre
INCOMING	2024-02-15	Ben Nguyen Remuneration Tribunal Secretariat	Mark Blackburn A/Chief Executive Officer	Re: EMBARGOED LIFTED: Northern Territory Remuneration Tribunal's Reports and Determination No.1 of 2024 for Local Council and Local Authority members



Outgoing Correspondence Register – February 2024				
Type	Date	Author	Recipient	Title/Content
OUTGOING	2024-01-30	Mark Blackburn A/Chief Executive Officer	Mr Iain Loganathan Northern Territory Electoral Commissioner	Re: Notice of Resignation from Jake Clark
OUTGOING	2024-02-01	Mark Blackburn A/Chief Executive Officer	Letter of support provided	Re: Letter of support for funding application to host Wadeye Football Carnival
OUTGOING	2024-02-05	Mark Blackburn A/Chief Executive Officer	Elena Madden Managing Director True North Strategic Communications	Re: Amendment to payment structure RFQ2022-09.
OUTGOING	2024-02-12	Mark Blackburn A/Chief Executive Officer	Mr. Greg Troughton CouncilBIZ	Re: Council's ICT



Mark Blackburn
Acting Chief Executive Officer
West Daly Regional Council
GPO BOX 36294
Winnellie NT 0820

Via Email: mark.blackburn@westdaly.nt.gov.au

Dear Mark

Notification of casual vacancy – West Daly Regional Council

Thank you for your letter on 30 January 2024 advising of a casual vacancy in the Thamarrurr/Pindi Pindi Ward of the West Daly Regional Council.

Section 54(2)(c) of the *Local Government Act (NT)* (Act) requires a by-election to be held where a casual vacancy occurs 18 months or more before the next general election. The by-election must be held within four months from notification of the vacancy. As the Electoral Commissioner was notified of the vacancy on 30 January 2024, under Section 136(4) the by-election must be held by 30 May 2024.

Under Section 136(7) of the Act, council may appoint the CEO or another person (other than the Electoral Commissioner) to be the returning officer for the by-election, the process to be followed including passing the resolution and notifying the Electoral Commissioner is set out in section 136 of the Act. If a person is not appointed the by-election is to be conducted as decided by the Electoral Commissioner.

The NT Electoral Commission will be in contact with your office this week to confirm arrangements and to discuss the timing of the by-election.

Yours sincerely

Iain Loganathan

Electoral Commissioner

30 January 2024

Copy:

Susan Watson, Executive Director, Local Government and Regional Development



DEPUTY CHIEF MINISTER
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 Mark Blackburn
A/Chief Executive Officer
West Daly Regional Council
PO Box 36294
WINNELLIE NT 0801

Dear Mr Blackburn

Mark

Thank you for the funding application submitted for the Local Government Immediate Priority Grants for 2023-24.

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

- \$250 000 - towards the purchase of a motor grader to improve services in the West Daly region.

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

Yours sincerely

CHANSEY PAECH

12 FEB 2024





ORIGINAL PAPER

No.....1074.....
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.....14.....2.....24.....

**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

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

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL COUNCILS**

REPORT ON DETERMINATION NO. 1 OF 2024

1. INTRODUCTION

On 6 April 2023, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

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

Under section 7B(7) 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.

On 18 August 2023, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 26 August 2023, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

Further correspondence invited Councils to arrange to meet with the Tribunal and 8 meetings were held with Councils and one with Local Government Association of the Northern Territory (LGANT).

The Tribunal received ten submissions from the following Councils as well as LGANT:

- City of Palmerston Council
- Alice Spring Town Council
- MacDonnell Regional Council
- Central Desert Regional Council
- Roper Gulf Regional Council
- East Arnhem Regional Council
- West Arnhem Regional Council
- Victoria Daly Regional Council
- Wagait Shire Council

1 | Report and Determination No. 1 of 2023 – Allowances for Members of Local Government Councils

2. VEHICLE ALLOWANCE FOR THE USE OF PRIVATE VEHICLES

Following the introduction of the vehicle allowances capped at \$5000 per year, the Tribunal received representations from a number of Councils indicating that the cap did not cover the real cost of travel to Council Meetings. The Tribunal accepts that allowances must be fair and equitable, and Councillors should not be out of pocket when attending meetings and activities approved by Council. However, the Tribunal has been hampered by the lack of detail of cost provided from most Regional Councils.

The Tribunal has increased the cap to \$10 000 a year, but Councils need to take into account the cap and ensure that policies and procedures are in place to avoid unnecessary meetings involving travel.

In addition to the lifting of the cap, the Tribunal has made two other changes in the Determination to assist Regional Councillor's travel costs.

Firstly, the Tribunal recognises that many Councillors are required to attend local government authority meetings in their ward. The Tribunal has determined that vehicle allowances paid to attend local authority meetings in their ward will not be included in the cap.

Secondly, the Tribunal determined travel time to and from Council Meetings should be paid and this is addressed in Clause 3 below.

3. TRAVEL TIME

The Tribunal is aware that some regional councillors travel long distances to attend Council Meetings and this travel time is not remunerated. Additionally, some councillors need to take time off work for this travel time. While the councillors are paid an annual allowance, it is not intended to cover loss of wages.

Accordingly, the Tribunal has recognised this situation and has extended the payment of extra activity allowance to cover travel time while travelling to Council Meetings and local authority meetings in the new Determination.

4. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Tribunal noted that the Professional Development Allowance included in the 2023 Determination has been interpreted by many councils to limit payment to cover the registration or attendance fee only of the particular professional development activity. This has resulted in some councillors being out of pocket for associated costs including travel and travel time.

The Tribunal sees the Professional Development Allowance regard as an all-inclusive allowance covering associated costs up to \$4000 a year.

The Tribunal has also raised the Professional Development Allowance for Councillors in Shire Councils to \$4000 each year.

5. COUNCILLOR'S ALLOWANCE

The Tribunal has made two changes to the base councillor's allowance. Firstly, it has reviewed the factors that it considers when establishing the various levels of the base allowance. The Tribunal has added total assets and annual financials to these factors. Consequently, the Tribunal has created an additional level within the base so that Palmerston City Council should sit just above Alice Springs and Litchfield Councils but below Darwin Council.

The Tribunal has also increased the basic allowances paid to every Councillor by 2.5% in recognition of general wage and salary increases across the Territory over the past year.

6. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has made minor changes in the Determination to ensure that the activity allowance is accessed when attending an approved function of Council.

The Tribunal has kept the Allowance at a maximum of \$10 000 following the lack of any evidence showing that this maximum is inadequate for any particular Councillor.

7. RESETTLEMENT ALLOWANCE

The Tribunal received representation from a number of Councils regarding a resettlement allowance for Mayors when they leave office.

The submissions indicated that the mayoral role was the single source of income for many mayors, therefore financial hardship was a possible outcome when the mayor departs the role.

Similar representation was made in relation to councillors including those that have been suspended without notice.

These issues may be considered in any future Remuneration Tribunal's Inquiry.

8. SUPERANNUATION

A number councils raised the issue of superannuation; however, the AMSORE Act specifically excludes the Remuneration Tribunal's consideration.

9. FUTURE INQUIRIES


This is the second inquiry into Members of Local Government Council Allowances by the Tribunal and it has been useful for the Tribunal to address some factors that were outstanding from 2022 Inquiry.


The Tribunal believes that there are still some outstanding issues that need addressing and these would be enhanced with face-to-face meetings with some Councils outside of Darwin. An Inquiry in 2025 will also allow Councils and Councillors to raise any issues that have resulted from the first two Determinations.

The Tribunal would appreciate feedback from Councils as to the adequacy of allowances mentioned in the Determination.

10. 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

Dated ²⁹ January 2024

APPENDIX A to the Report

Comparison of Existing Allowances with New Allowances

Municipal and Regional Councils

ALLOWANCE COUNCIL	CURRENT	NEW
Councillors Katherine & Regional	\$20,000	\$20,500
Alice Springs	\$22,000	\$22,550
Palmerston	\$22,000	\$24,600
Litchfield	\$22,000	\$22,550
Darwin	\$31,000	\$31,775

Mayor Total Allowance

Katherine & Regional	\$102,000	\$102,500
Litchfield	\$105,000	\$105,550
Alice Springs	\$111,000	\$111,550
Palmerston	\$114,000	\$116,600
Darwin	\$158,200	\$158,975

Deputy Mayor Total allowance

Katherine & Regional	\$36,000	\$36,500
Litchfield	\$38,000	\$38,550
Alice Springs	\$38,500	\$39,050
Palmerston	\$39,200	\$41,800
Darwin	\$54,800	\$55,575

Shire Councils

Councillors	Belyuen	up to	\$5,000	\$5,125
	Coomalie		\$7,000	\$7,175
	Wagait	up to	\$5,000	\$5,125
Mayor	Belyuen		\$25,000 up to	\$25,125
	Coomalie		\$30 000	\$30 175
	Wagait		\$10,000 up to	\$25,125



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

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

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL GOVERNMENT COUNCILS**

DETERMINATION NO. 1 OF 2024

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

1. DEFINITIONS

Municipal Councils are the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are the following:

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Shire Councils are the following:

- Belyuen;
- Coomalie; and
- Wagait.

New Councils: any other Councils newly constituted by the Minister for Local Government in 2024.

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

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
 - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
 - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is a member of a Local Council:

2. ALLOWANCES

The following annual allowances will apply from 1 July 2024 and will be paid fortnightly or monthly:

COUNCILLORS' ALLOWANCE

Darwin	\$31,775
Palmerston	\$24,600
Alice Springs	\$22,550
Litchfield	\$22,550
Other Municipal and Regional	\$20,500

Shire Councils

Coomalie	\$7,175
Belyuen	\$5,125
Wagait	\$5,125

DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$127,200
Palmerston	\$92,000
Alice Springs	\$89,000
Litchfield	\$83,000
Other Municipal and Regional	\$82,000

Shire Councils

Coomalie	\$23,000
Belyuen	up to \$20,000 as approved by Council
Wagait	up to \$20,000 as approved by Council

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of 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; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
 - Including, but not limited to:
 - donations;
 - organization sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

- 4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of \$10 000.

- 4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee for attendance at extra meetings or activities is the accumulated hours on any one day and are as follow:
 - up to 2 hours \$200
 - between 2 and 4 hours \$300
 - more than 4 hours \$500 (maximum payable for any one day)

5. PROFESSIONAL DEVELOPMENT ALLOWANCE

- 5.1. Professional Development Allowance is \$4000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members and Councillors.

- 5.2. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The Australian Institute of Company Directors' Courses should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory.
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

6. VEHICLE ALLOWANCE

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:
 - (a) exceeds 50kms from home base 100kms return,
 - (b) travel does not occur in a Council supplied and maintained vehicle;
 - (c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
 - (d) the vehicle allowance is capped at \$10,000.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year and is 85 cents a kilometre in 2023-24.
- 6.3. Vehicle Allowance will be available in the following circumstances:
 - travel to and from statutory Council meetings;
 - travel to and from official Council approved meeting;
 - travel to and from approved functions representing the Principal Member;
 - travel to and from Local Authority Meetings within the ward the Councillor represents.
 - travel to and from all meetings of Council and their committees; and
 - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.
- 6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.
- 6.5. The Vehicle Allowance Cap will not include:
 - travel to and from Local Authorities Meetings within the Ward that the member represents;
 - travel involved with Professional Development activities;

7. PROVISION OF MOTOR VEHICLE

- 7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.
- 7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:
- \$25,000 per year for Municipal Principal Members; or
 - \$40,000 per year for Regional Principal Members.
- 7.3 The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

8. TRAVEL ALLOWANCE

- 8.1 Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.
- 8.2 The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2023/3 or any subsequent Taxation Determination made in substitution of that Determination.

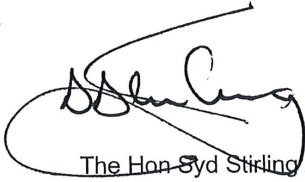
9. GENERAL

- 9.1. Pursuant to section 7B(7) 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

Dated 29 January 2024



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

ORIGINAL PAPER



No. 1076
Laid on the Table
14/2

**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 2024

1. INTRODUCTION

On 6 April 2023, pursuant to section 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local authority.

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.

Letters were sent to all Local Government Councils in August 2023 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 allowance for members to attend meetings was increase in the 2023 Inquiry.

The Tribunal considers that the existing allowances are appropriate.

Mr Michael Martin OAM
Chairperson
Remuneration Tribunal

The Hon Syd Stirling AM
Member
Remuneration Tribunal

Mr Gary Higgins
Member
Remuneration Tribunal

Dated 20 January 2024



**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 2024

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

3.1. 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 29 January 2024

9 General Business

10 Confidential Items

10.1 Confirmation of Confidential Minutes

10.1.1 Confidential Ordinary Council Meeting held on 25 January 2024

Regulation 51(1)(d) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.

10.2 Confidential Reports for Decision

10.2.1 Proposed Renewal of Interim CEO Appointment

Regulation 51(1)(a) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

10.3 Confidential Reports for Information

10.3.1 Compliance Review 2022-23

Regulation 51(1)(c)(iv) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iv). It contains information that would, if publicly disclosed, be likely to: prejudice the interests of the council or some other person.

10.3.2 Tender Evaluation Committee Report - WDRC-2024-01 Supply and Install of Playgrounds

Regulation 51(1)(c)(i) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

10.4 Confidential Correspondence

10.4.1 Confidential Correspondence Report

Regulation 51(1)(c)(i) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

11 Next Meeting

The next meeting of the Ordinary Council Meeting will be held on Wednesday 27 March 2024.

12 Meeting Close