



WEST DALY

Regional Council

AGENDA

ORDINARY COUNCIL MEETING

Wednesday 27 March 2024

10:00 am

Held at the West Daly Regional Council Chambers
WINNELLIE NT

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

Agenda available online and if any queries please contact
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 – Chief Executive Officer
- Mr David Glover – Executive Director, Corporate Services
- Mr Lemaki Curulala – A/Chief Operating Officer
- Mrs Dorothea Janczewska – People & Culture Manager
- Mr Renjith Kollakkombil – Governance Officer

3 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Are there any members present who wish to declare a conflict or interest or raise any concerns regarding potential conflict that have arisen or may arise in the agenda at this meeting?

4 CONFIRMATION OF MINUTES

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 4.1

REPORT TITLE Ordinary Council Meeting held on 01 March 2024

PREPARED BY Renjith Kollakkombil (Governance Officer)



Purpose

This report's purpose is for the Council to confirm the previous meeting's minutes as a true and accurate record of the meeting.

Background

The minutes of the Ordinary Council Meeting held on 01 March 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 sections 101 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 confirms the minutes of the Ordinary Council Meeting held on 01 March 2024 as a true and accurate record of the meeting.**

Attachments

1. Unconfirmed Minutes - Ordinary Council Meeting - 2024-03-01 [4.1.1 - 6 pages]



MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT Council Chambers Winnellie NT
ON Friday 1 March 2024
AT 10:00 am

The meeting was scheduled for Thursday, 29 February 2024 at 1:00pm, but was postponed to Friday, 1 March 2024 at 10:00am.

Meeting opens at 10:01 am.

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	via teams		
Mark Tunmuck-Smith	Councillor	via phone (joined at 11:37 am)		
John Wilson	Councillor	✓		
Terry Sams	Councillor	✓		

Staff

Position

- | | |
|-----------------------------|--|
| - Mark Blackburn | A/Chief Executive Officer |
| - Lemaki Curulala | A/Chief Operations Officer |
| - David Glover Executive | Executive Director, Corporate Services |
| - Dorothea Janczewska | People and Culture Manager |
| - Tinos Rushwaya | Senior Accountant |
| - Michelle Griffin | Executive Officer to the CEO |
| - Renjith Kollakkombil Jose | Governance Officer (minute taker) |

West Daly Regional Council

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Council Minutes
 29 February 2024,
 postponed to 1 March 2024

3 DISCLOSURES OF INTEREST - COUNCILLORS AND STAFF

A/Chief Executive Officer Mark Blackburn declared conflict of interest on agenda item 10.2.1.

Move to Confidential 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:-

Moved: *Councillor John Wilson*
Seconded: *Councillor Terry Sams*

The meeting moved to closed session at 10:04 am.

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.*

10.2.1 Proposed Renewal of Interim CEO Appointment

Resolution: **COCM-2024/5**

- 1. That the Council approves the appointment of Mr. Blackburn as the interim Chief Executive Officer for the West Daly Regional Council under Section 165 of the *Local Government Act 2019* until the appointment of permanent Chief Executive Officer and the handover time-frame is completed.**
- 2. That Council approves the resolution be moved to open.**

Moved: *Councillor John Wilson*
Seconded: *Councillor Terry Sams*

Carried 4 / 0

10.3 Confidential Reports for Information (cont.)

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.

Open session resumed at 10:54 am.

4 CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting held on 25 January 2024

Resolution: **OCM-2024/13**

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

Moved: *Councillor Terry Sams*

Seconded: *Deputy Mayor Wilfred Harris*

Carried 4 / 0

5 CEO REPORT

5.1 CEO Report February

Resolution: **OCM-2024/14**

1. That the Council receives and notes the A/CEO report for the period 19 January 2024 until 19 February 2024; and
2. That the Council recognises the Chief Executive Officer's appreciation to the Senior Leadership Team for their support during the compliance review.

Moved: *Councillor Terry Sams*
Seconded: *Mayor Ralph Narburup*

Carried 4 / 0

6 REPORTS FOR DECISION

6.1 Finance Report for the period ended 31 January 2024

Resolution: **OCM-2024/15**

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

Moved: *Councillor John Wilson*
Seconded: *Mayor Ralph Narburup*

Carried 4 / 0

Write letter to government, requesting outstanding monies for the repair of roads damaged by the flood events (DRFA - SG247).
Request funding to install the fence around Chicken Oval once the irrigation project is completed.

6.2 Policy Approval

Resolution: **OCM-2024/16**

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

Moved: *Councillor John Wilson*
Seconded: *Councillor Terry Sams*

Carried 4 / 0

6.3 Audit and Risk Management Committee Terms of Reference approval

Resolution: **OCM-2024/17**

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

Moved: *Councillor John Wilson*
Seconded: *Deputy Mayor Wilfred Harris*

Carried 4 / 0

7 REPORTS FOR INFORMATION

7.1 Thamurrurr/Pindi Pindi Ward by-election

Resolution: **OCM-2024/18**

- 1. That the Council receives and notes the Thamurrurr / Pindi Pindi by-election report.**

Moved: *Councillor John Wilson*

Seconded: *Mayor Ralph Narburup*

Carried 4 / 0

Councillor Mark Tunmuck-Smith joined the meeting at 11:37 via phone.

7.2 People and Culture Report

Resolution: **OCM-2024/19**

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

Moved: *Councillor John Wilson*

Seconded: *Councillor Terry Sams*

Carried 4 / 0

Councillors proposed to prioritise the promotion of local employment. It seeks to create avenues for young people in the local area to engage in apprenticeships and pursue career advancement within the Council.

Councillor Terry Sams left the meeting at 11:43 am.

Councillor Terry Sams returned to the meeting at 11:47 am.

Deputy Mayor Wilfred Harris left the meeting at 11:48 am.

Deputy Mayor Wilfred Harris returned to the meeting at 11:51 am.

Councillor Mark Tunmuck-Smith left the meeting at 11:58 am (lost phone connection).

7.3 Service Delivery Report

Resolution: **OCM-2024/20**

- 1. That the Council receives and notes the Service Delivery report.**

Moved: *Deputy Mayor Wilfred Harris*

Seconded: *Councillor Terry Sams*

Carried 4 / 0

Councillor John Wilson discussed about installing the splash pads in the local communities

Mayor Ralph Narburup left the meeting at 12:18 pm.

8 CORRESPONDENCE

8.1 Correspondence Report

Resolution: **OCM-2024/21**

1. That the Council receives and notes the correspondence.

Moved: *Councillor John Wilson*

Seconded: *Deputy Mayor Wilfred Harris*

Carried 3 / 0

9 GENERAL BUSINESS

9.1 General Business

Resolution: **OCM-2024/22**

1. Proposed Women's Centre in Peppimenarti Village:

Council officers to investigate and report back at the next Council Meeting on the proposed Women's Centre in Peppimenarti Village.

2. Use of Council Vehicles and Centerlink operations:

Concerns about the use of Council vehicles to transport locals for shopping and the operation of the Centerlink facility to be investigated by Council and report back at the next Council Meeting.

Moved: *Councillor Terry Sams*

Seconded: *Councillor John Wilson*

Carried 3 / 0

11 NEXT MEETING

Next meeting of the Ordinary council will be held on 27 March 2024.

12 MEETING CLOSE

That the Council close the Ordinary Council Meeting at 12:30 pm.

Moved: *Councillor John Wilson*

Seconded: *Councillor Terry Sams*

Carried 3 / 0

This page and the preceding five (5) pages are the minutes of the Ordinary Council Meeting held on Friday, 1 March 2024.

Mayor Ralph Narburup

5 CEO REPORT

CEO REPORT

ITEM NUMBER 5.1

REPORT TITLE A/CEO Report March 2024

PREPARED BY Mark Blackburn (Acting CEO)



Purpose

This report details organisational updates and meetings attended by the Acting CEO, Mark Blackburn, from 19 February 2024 until 15 March 2024.

Background

Northern Regional Emergency Control Meetings – Online

- 11 February
- 12 February
- 13 February
- 14 February
- 15 February

Preparedness and monitoring low pressure systems on the West and East Coast of the Northern Territory.

Homelands

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

Presence in Wadeye

5 March 2024 – 8 March 2024

- Meeting with Tracey Leo Thamarrurr Development Corporation – Wadeye Task force priorities, Wadeye Task Force Transitioning, Wadeye Service Delivery meetings, Wadeye Pool
- Meeting with Michelle Walker Department of the Chief Minister and Cabinet, Wadeye Task force priorities, Wadeye Task Force Transitioning, Wadeye Service Delivery meetings, Wadeye Pool Operational Funding
- Toolbox Meeting Operations Centre – Preparation of 2024/25 Budget
- Meeting with Scott Page – Wadeye Taskforce priorities, – Preparation of 2024/25 Budget

Darwin

In person meetings with the following:

- Ms Maree De Lacey Executive Director Local Government
 - Wadeye Pool Operational Funding
 - Disaster Recovery Fund
 - Local Authority funding
- Mr Graham Baulch West Arnhem Regional Council – Fleet Management
- Mayor and Councillors – Development of the West Daly Strategic Plan 2024-27
- Mayor and Councillors – Recruitment of the CEO

Telephone meetings with the following:

- Ms Sophie Cleveland MinterEllsion - Compliance Review
- Mr Nick Kelly GEM Recruitment - Recruitment of CEO
- NT Electoral Commission - Council By Election
- Anna Malgorzewicz Department of the Chief Minister and Cabinet Local Government – Disaster Recovery Fund

Weekly Senior Leadership Team meeting

- Fleet management review
- Six months budget review
- Grant opportunities
- Recruitment key positions and community expectations
- Preparation Enterprise Bargaining Agreement
- Local Authority commitments

Strategic Alignment

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

Focus 1 - Strengthen our Organisation	
<i>1.2 Governance</i>	
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 February 2024 until 15 March 2024.**

Attachments

Nil

6 REPORTS FOR DECISION

STANDARD REPORT

ITEM NUMBER 6.1

REPORT TITLE Finance Report for the period ended 29 February 2024

PREPARED BY Tinos Rushwaya (Senior Accountant), David Glover (Executive Director of Corporate Services)



PURPOSE

To provide the Finance Committee the Financial Management Reports for the period ended 29 February 2024.

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 18th March 2024 for the month ended 29 February 2024, and the GST refund was \$84K.

As at the date of this report all reporting and payment obligations had been met up to 29 February 2024.

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 (29 February 2024)	Total Budget for Project	Cash Received to 29 February 2024	Expenditure \$	Balance of Cash as at 29 February 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
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	20,091	92,409
LA-722	NTG - Local Authority Project Funding - LAPF2300009	931,400	1,100,897	48,707	1,052,190
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	178,750	223,257
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	221,649	971,762

Fund Code	Project Name of Grants (29 February 2024)	Total Budget for Project	Cash Received to 29 February 2024	Expenditure \$	Balance of Cash as at 29 February 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 Nganmariyanga'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)	(508)	(44,832)
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 Nganmariyanga, Peppimenarti and Wadeye	34,811	34,811	7,560	27,251
SG-768	ABA - Manthape Walkway Bridge	823,592	823,592	787,276	36,316
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

Fund Code	Project Name of Grants (29 February 2024)	Total Budget for Project	Cash Received to 29 February 2024	Expenditure \$	Balance of Cash as at 29 February 2024
SG-776	Solar Street lights in Peppimenarti - ASB00008	16,010	16,010	16,010	0
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	81,544	44,600
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	165,519	165,519	92,298	73,221

Fund Code	Project Name of Grants (29 February 2024)	Total Budget for Project	Cash Received to 29 February 2024	Expenditure \$	Balance of Cash as at 29 February 2024
	fencing around Cemetery at Wudapuli - WHEG2200011				
SG-790	Wadeye Homelands Emergency Grant - Supply and install Machinery shed and playground shade shelter at Merrepen - WHEG2200012	150,800	150,800	19,667	131,133
SG-791	Wadeye Homelands Emergency Grant - Supply and install fencing around water tanks at Kudantiga outstation - WHEG2200013	52,473	52,473	52,473	0
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	38,188	144,979
	TOTAL CORE SERVICES-TIED	17,826,201	14,245,392	10,862,663	3,382,729
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	747,855	416,099
SG-736	Wadeye Township Bus Service Pilot Project - RPTP2000005	210,372	210,372	60,607	149,765
SG-231	NAIDOC Funding	15,000	19,159	3,383	15,777
SG-234	NLC Stimulus Package	0	(12,034)	0	(12,034)

Fund Code	Project Name of Grants (29 February 2024)	Total Budget for Project	Cash Received to 29 February 2024	Expenditure \$	Balance of Cash as at 29 February 2024
LI-709	Library Fund - NTL00001	73,147	73,147	26,221	46,926
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	764,362	372,387	391,975
SG-827	National Australia Day Council	22,000	19,000	6,183	12,817
SG-829	International Women's Day	0	2,000	0	2,000
SG-830	Manthathpe Cemeteries	0	50,000	0	50,000
	TOTAL COMMUNITY SERVICES	3,703,050	2,598,755	1,216,635	1,382,120
	TOTAL as at 29 February 2024	21,529,251	16,844,147	12,079,298	4,764,850

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

That Council receives and approves the report entitled '*Financial Report for the period ended 29 February 2024*'.

Attachments

1. CEO Certification [6.1.1 - 1 page]
2. WDRC Financial Report OCM FEB 2024 TR v2 [6.1.2 - 16 pages]



West Daly Regional Council

ABN 25 966 579 574

MONTHLY FINANCE REPORT for February 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 First day of March 2024

DARWIN

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

WADEYE

Address: Lot 463 Perdjiert
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










www.westdaly.nt.gov.au



FINANCIAL MANAGEMENT REPORT

For the period ended 29 February 2024

Snapshot - Financial Report

Revenue \$15.692m 	Current Ratio 1.29 	Cash at Bank \$5.984m 
Expenditures \$10.906m 	Unspent Tied Funds \$4.764m 	Net Current Assets \$1.642m 
Operating Result \$4.785m <small>(including tied grants)</small> 	Local Authority \$1.051 M 	Capital Expenditures \$5.953m 

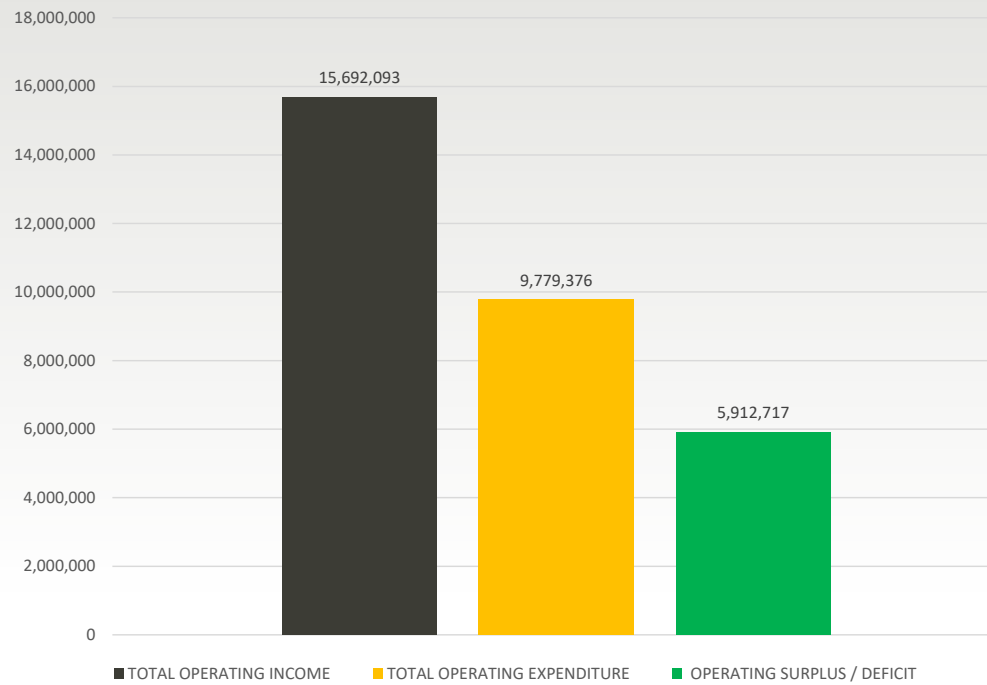
Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates	1,101,510	1,084,270	17,240.22	1,626,405	
Charges	768,543	732,461	36,081.72	1,098,692	
Fees and Charges	76,863	57,013	19,850.03	85,520	
Operating Grants and Subsidies	12,385,138	6,971,141	5,413,996.71	10,456,712	
Interest / Investment Income	287,263	183,960	103,303.48	275,940	
Commercial and Other Income	1,072,775	1,365,016	- 292,240.76	2,047,524	
TOTAL OPERATING INCOME	15,692,093	10,393,862	5,298,231.40	15,590,793	(1)
OPERATING EXPENDITURE					
Employee Expenses	4,200,562	4,400,250	199,688.08	6,600,375	
Operational & Other Expenses	2,339,471	2,280,969	- 58,501.74	3,421,454	
Elected Member Allowances	159,212	171,410	12,198.22	257,115	
Elected Member Expenses	45,548	28,814	- 16,734.05	43,222	
Council Committee & LA Allowances	7,100	12,311	5,211.13	18,467	
Council Committee & LA Expenses	76,712	8,569	- 68,143.22	12,853	
Interest Expenses	352,871	149,742	- 203,128.58	224,613	
Repair and Maintenance	982,334	668,091	- 314,242.49	1,002,137	
Materials and Contracts	1,615,567	1,629,459	13,892.58	2,444,189	
TOTAL OPERATING EXPENDITURE	9,779,376	9,349,616	- 429,760.07	14,024,424	(2)
OPERATING SURPLUS / DEFICIT	5,912,717	1,044,246	4,868,471.33	1,566,368	(3)
Depreciation, Amortisation and Impairment	1,127,362	902,802	- 224,560.43	1,354,202	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	4,785,355	141,444	4,643,911	212,166	

WDRC Financial Management Report February 2023

3

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 Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME									
Rates	77,024	85,483	- 8,459	92,022	95,728	- 3,705	932,464	903,060	29,404
Charges	67,961	73,118	- 5,157	80,713	58,886	21,827	619,869	600,458	19,411
Fees and Charges	7,680	858	6,822	5,496	13,608	- 8,112	63,688	42,548	21,140
Operating Grants and Subsidies	671,049	1,149,636	- 478,587	1,254,851	799,114	455,737	10,459,238	5,021,931	5,437,307
Interest / Investment Income	0	0	-	0	0	-	287,263	183,960	103,303
Commercial and Other Income	211,721	284,409	- 72,688	116,971	284,101	- 167,131	701,880	795,551	- 93,670
TOTAL OPERATING INCOME	1,035,435	1,593,504	- 558,069	1,550,052	1,251,436	298,616	13,064,403	7,547,507	5,516,896
OPERATING EXPENDITURE									
Employee Expenses	255,164	609,930	354,766	451,302	567,670	116,368	2,189,489	2,090,461	- 99,027
Operational & Other Expenses	138,799	315,040	176,241	154,009	254,268	100,259	1,702,710	1,467,653	- 235,057
Elected Member Allowances	13,910	10,475	- 3,435	17,927	35,336	17,409	126,220	125,600	- 620
Elected Member Expenses	897	1,147	250	11,742	4,269	- 7,473	32,909	23,398	- 9,511
Council Committee & LA Allowances	2,250	6,146	3,896	2,450	2,162	- 288	2,400	4,004	1,604
Council Committee & LA Expenses	6,297	1,180	- 5,116	6,694	1,216	- 5,477	61,270	4,478	- 56,792
Interest Expenses	0	0	0	0	0	0	352,871	149,742	- 203,129
Repair and Maintenance	109,355	99,763	- 9,592	188,548	97,858	- 90,690	681,195	470,373	- 210,822
Materials and Contracts	482,472	502,256	19,784	197,134	139,607	- 57,528	669,776	940,316	270,539
Internal Charges	47,521	-14,741	- 62,262	36,450	-14,336	- 50,787	-83,971	-577,747	- 493,776
TOTAL OPERATING EXPENDITURE	1,056,664	1,531,195	474,531	1,066,256	1,088,049	21,793	5,734,869	4,698,278	- 1,036,591
OPERATING SURPLUS / DEFICIT	- 21,229	62,309	- 83,538	483,795	163,387	320,409	7,329,534	2,849,229	4,480,305
Depreciation, Amortisation and Impairment	0	0	0	5,431	0	- 5,431	1,121,931	963,053	- 158,877
SURPLUS / (DENICIT) INCLUDING DEPRECIATION	- 21,229	62,309	- 83,538	478,364	163,387	314,977	6,207,603	1,886,175	4,321,428

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	-	-	-	1,101,510	1,084,270	17,240
Charges	-	-	-	768,543	732,461	36,082
Fees and Charges	-	-	-	76,863	57,013	19,850
Operating Grants and Subsidies	-	460	- 460	12,385,138	6,971,141	5,413,996
Interest / Investment Income	-	-	-	287,263	183,960	103,303
Commercial and Other Income	42,204	955	41,248	1,072,775	1,365,016	- 292,241
TOTAL OPERATING INCOME	42,204	1,415	40,788	15,692,093	10,393,862	5,298,231
OPERATING EXPENDITURE						
Employee Expenses	1,304,607	1,132,189	- 172,419	4,200,562	4,400,250	199,688
Operational & Other Expenses	343,953	244,008	- 99,944	2,339,471	2,280,969	- 58,502
Elected Member Allowances	1,155	-	- 1,155	159,212	171,410	12,198
Elected Member Expenses	-	-	-	45,548	28,814	- 16,734
Council Committee & LA Allowances	-	-	-	7,100	12,311	5,211
Council Committee & LA Expenses	2,452	1,694	- 758	76,712	8,569	- 68,143
Interest Expenses	-	-	-	352,871	149,742	-203,129
Repair and Maintenance	3,236	97	- 3,139	982,334	668,091	- 314,242
Materials and Contracts	266,184	47,281	- 218,903	1,615,567	1,629,459	13,893
Internal Charges	-	606,824		0	0	-
TOTAL OPERATING EXPENDITURE	1,921,588	2,032,094	110,506	9,779,377	9,349,616	- 429,761
OPERATING SURPLUS / DEFICIT	- 1,879,384	- 2,030,679	151,295	5,912,717	1,044,246	4,868,471
Depreciation, Amortisation and Impairment	-	60,252	- 60,252	1,127,362	902,802	- 224,560
SURPLUS / (DENICIT) INCLUDING DEPRECIATION	- 1,879,384	- 1,970,427	91,043	4,785,354	141,444	4,643,910

Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank	5,984,831	
Tied Funds	4,464,796	(4)
Untied Funds	1,520,035	
Accounts Receivable	1,009,068	
Trade Debtors	341,932	
Rates & Charges Debtors	667,136	
Other Current Assets	231,684	
TOTAL CURRENT ASSETS	7,225,583	
Right-of-Use Assets	5,107,556	
Property, Plant and Equipment	14,734,968	
Other Non-current Assets	0	
TOTAL NON-CURRENT ASSETS	19,842,524	
TOTAL ASSETS	27,068,107	

BALANCE SHEET	YTD Actuals \$	Note Reference
LIABILITIES		
Accounts Payable	425,004	
ATO & Payroll Liabilities	22,870	
Current Provisions	400,940	
Accruals	0	
Other Current Liabilities	4,734,710	
TOTAL CURRENT LIABILITIES	5,583,524	
Non-Current Provisions	27,268	
Other Non-Current Liabilities	5,517,993	
TOTAL NON-CURRENT LIABILITIES	5,545,261	
TOTAL LIABILITIES	11,128,785	
NET ASSETS	15,939,322	
EQUITY		
Asset Revaluation Reserve	4,281,263	
Accumulated Surplus	7,877,916	
YTD Result + Interim PY Result Carried Forward	3,780,143	
TOTAL EQUITY	15,939,322	

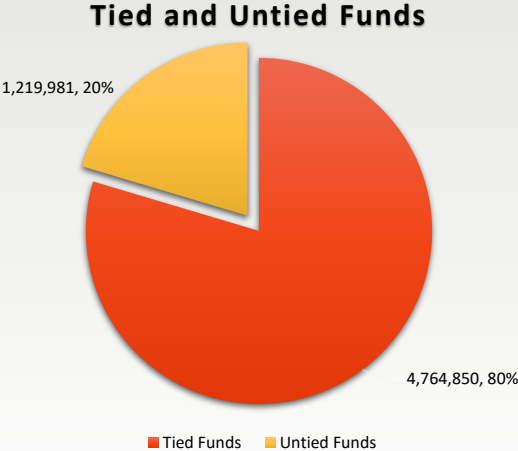
Variance Analysis

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	334,996
11130 - Bank High Inter	1,149,335
11210 - Petty Cash	500
12110 - Term Deposit	4,500,000
TOTAL CASH	5,984,831
Cash at Bank	
Tied Funds	1,520,035
Untied Funds	4,464,796
TOTAL CASH	5,984,831

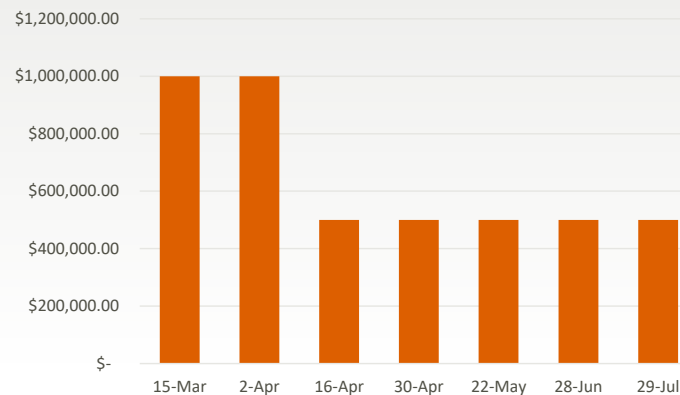


Monthly Balance Sheet Report

Details of Cash and Investments Held

Product	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$ 1,000,000.00	5.19%	15/03/24
Fixed Term Deposit	\$ 1,000,000.00	5.21%	2/04/24
Fixed Term Deposit	\$ 500,000.00	5.04%	16/04/24
Fixed Term Deposit	\$ 500,000.00	5.00%	30/04/24
Fixed Term Deposit	\$ 500,000.00	5.04%	22/05/24
Fixed Term Deposit	\$ 500,000.00	4.83%	28/06/24
Fixed Term Deposit	\$ 500,000.00	4.85%	29/07/24
TOTAL	\$ 4,500,000.00		

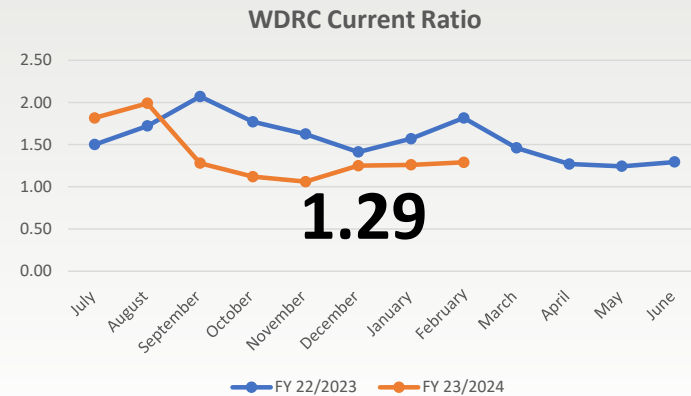
CBA Term Deposit Cashflow



Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	5,984,831	Accounts Payable	425,004
Trade and Rates Debtors	1,009,068	Other Current Liabilities	423,810
Other Current Assets	231,684	Unspent Grants (Agency & Core)	4,734,710
	7,225,583		5,583,524



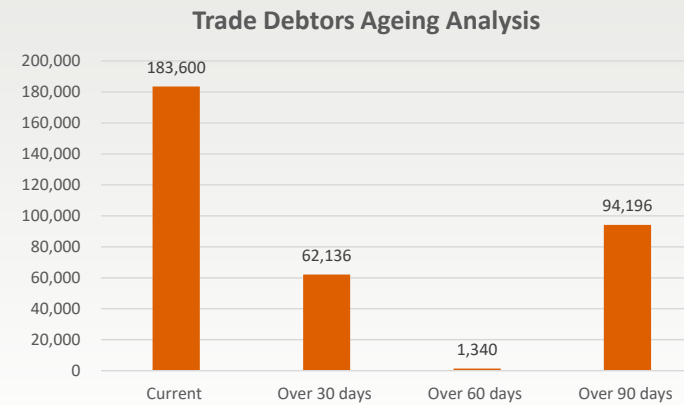
Current Ratio for FY2023/24

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	1.29
FY23/2024	1.82	1.99	1.28	1.12	1.06	1.25	1.26	1.29				

Monthly Balance Sheet Report

Statement on Debts Owed to Council (Accounts Receivable)

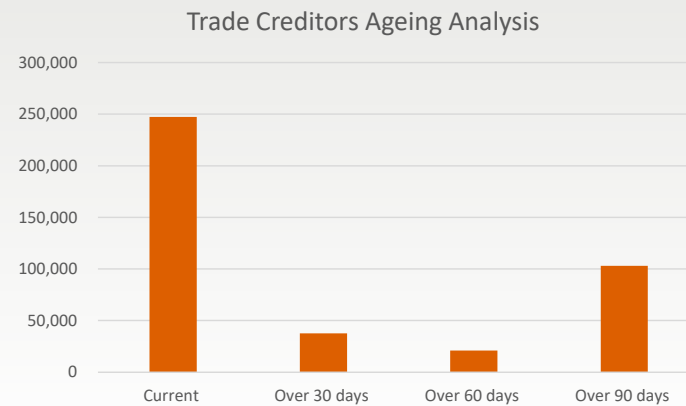
Trade Debtors Ageing Analysis	
Current	183,600
Over 30 days	62,136
Over 60 days	1,340
Over 90 days	94,196
Total	341,272



Monthly Balance Sheet Report

Statement on Debts Owed by Council (Accounts Payable)

Trade Creditors Ageing Analysis	
Current	247,369
Over 30 days	37,607
Over 60 days	20,922
Over 90 days	103,006
Total	408,904



Monthly Balance Sheet Report

Highest 10 Contractor Payments/ Items paid in the month

Supplier	Territory	Interstate
M & J BUIDERS P	\$ 182,702	
COUNCILBIZ	\$ 102,780	
ATO-BAS-PAYG	\$ 54,186	
TELSTRA LIMITED	\$ 46,976	
SITZLER PTY LTD	\$ 39,948	
VOYAGER TRAILER	\$ 22,100	
INLAND	\$ 22,000	
JLT	\$ 21,965	
QUICKSUPER		\$ 20,594
POWER AND WATER	\$ 20,357	
	\$ 513,014	\$ 20,594

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
M & J BUIDERS P	182,702.25	JACANA	4,479.84	HAYS SPECIALIST	1,100.67
COUNCILBIZ	102,779.96	PUMA	4,459.55	SPA	1,074.96
ATO-BAS-PAYG	54,186.00	AIRPOWER	4,236.72	TNG MECHANICAL	990.00
TELSTRALIMITED	46,976.34	HARVEY NORMAN F	3,912.00	ASPEN LIVING VI	899.00
SITZLER PTY LTD	39,947.71	MURIN ASSOC	3,844.50	NT IT	871.86
VOYAGER TRAILER	22,100.00	THE BIG MOWER	3,303.00	TRANSMETRO CORP	704.00
INLAND	22,000.00	OTHER CREDITORS	3,260.85	THAMARRURR DEVT	700.00
JLT	21,965.22	WRSC	2,952.85	NORSIGN	611.96
QUICKSUPER	20,594.16	BURSON AUTO	2,866.38	TERRITORY HOUSI	591.00
POWER AND WATER	20,356.80	BOC LIMITED	2,617.69	ARAFURA CRASH R	500.00
MINTERELLISON	20,341.20	TRUE NORTH STRA	2,589.68	UNITED VOICE	483.50
DE MARCHI & POL	11,669.90	AUSTRALIAN LIFE	2,474.34	AHG BUILDING CO	473.56
CDMAUSTRALIA	11,093.39	BRIDGE TOYOTA	2,091.86	FLORANCE GROUP	430.82
DJ AIR & ELECTR	10,992.44	GTNT GROUP	2,042.30	COOLALINGA MOWE	420.41
BS WINNELLIE	8,855.00	EASA	1,983.44	PENSKE AUSTRALI	368.21
INDEPENDENT GRO	8,416.73	BUNNINGS GROUP	1,751.67	NAVMAN WIRELESS	362.34
STRATCO	8,369.00	POOLWERX	1,650.00	PIVOTEL SATELLI	312.29
LEASE PLAN AUST	7,750.32	CSE CROSSCOM	1,622.50	INLOGIK P/L	294.25
TURNER & TOWNSE	7,425.00	FLEET PARTNERS	1,536.82	LITTLE HOTELIER	186.77
MVR	5,884.85	TYRE TRADERS	1,432.20	PEPPI STORE	178.03
HASTINGSDEERING	5,796.32	COOLDRIVE DISTR	1,345.56	MERCURE DARWIN	160.65
PALMERSTON 4WD	5,768.60	DARWINCENTA PTY	1,296.00	FUJIFILM	148.50
CENTRELINE TRAF	5,700.00	DWN LOCK & KEY	1,162.00	SBA OFFICE NATI	125.61
RED APPOINTMENT	5,061.68	JOHN WILSON	1,125.20	BARNYARD	69.10
ZEIL CIVIL PTY	4,612.08	CHILD SUPPORT	1,112.87	CABCHARGE PAYME	55.23
				VIVA WATER PTY	55.00
				GRAND TOTAL	702,533.27

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: Not Applicable

***A/CEO does not hold a credit card**

REPORT FOR INFORMATION

ITEM NUMBER 6.2

REPORT TITLE Revised Budget for 2023-24

PREPARED BY David Glover (Executive Director of Corporate Services)



Purpose

The purpose of this report is to provide Council with a review of the original Budget for 2023-2024 using eight months of current year financial reporting (as of 29 February 2024) to assist.

Background

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

Some new grants and additional projects have been approved by Council. This 2023-2024 Budget requires amendment to incorporate them.

The opportunity has also been taken to review income and expenditure overall. Income and expenditure items have been analysed and altered where considered appropriate. A complete revision of wages was also undertaken to ensure they are in line with the current organisational structure, and the number of positions that are required into each area of the business. Budgets have been corrected where the previous adopted version has proved to require it.

Comment

The attached consolidated budget table provides a comparison between the original operational budget and this revised budget.

	First Budget	Revised Budget	Movement	Main Reason for Movement
OPERATING INCOME	\$			
Rates	1,626,405	1,652,261	25,855	Minor movement in properties
Charges	1,098,692	1,130,412	31,720	Increased waste charges
User Charges and Other Fees	85,520	129,500	43,980	Increased hotel accommodation
Operating Grants and Subsidies	9,804,886	10,221,226	416,340	Capital projects removed from operational budget
Interest / Investment Income	275,940	383,018	107,078	Higher interest rates, and management of income needs
Commercial and Other Income	2,048,214	1,999,050	-49,164	Less income airport contract, landing fees

TOTAL OPERATING INCOME	14,939,657	15,515,466	575,809	
OPERATING EXPENDITURE				
Employee Expenses	6,223,877	6,324,649	100,772	Review of positions and equivalent full time employees
Materials and Contracts	1,913,066	2,154,089	241,023	Increased operational grants
Repair and Maintenance	1,002,137	1,309,779	307,642	Had to be revised to support repairs
Depreciation, Amortisation and Impairment	1,354,956	1,691,043	336,087	Revaluation exercise last financial year
Interest Expense	224,613	529,307	304,693	Right of use assets costs correction
Operational & Other Expenses	4,008,842	3,512,379	-496,463	
TOTAL OPERATING EXPENDITURE	14,727,491	15,521,245	793,754	
BUDGETED OPERATING SURPLUS/DEFICIT	212,166	-5,779	-217,945	

As a result of this review – Council has forecast an operating deficit of **(\$5,779)**, noting that this includes depreciation expense of \$1.691m. Council includes depreciation into the operational budget.

Council has then separated out Capital expenditure. It is significant at \$7.2m this year, of which \$4.4m relates to the refurbishment of the Wadey Pool. Some \$1.54m of capital grant income has also recently been received for Homelands Projects, including battery bank replacement, shade structure, machinery shed, fencing, shelters. Additionally, \$389,000 is available for tipper truck, & backhoe (Palumpa / Peppimenarti).

The grant income, both Operational and Capital is assumed to be spent by the end of the financial year.

Statutory Environment

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

Impact for Council

The revised budget in this report balanced to a modest surplus of \$14,221, once capital income and expenditure is included, so essentially it is balanced to Nil. If approved by Council, the revised budget will be included in the remaining 2023-24 Financial Reporting.

Strategic Alignment

The annual budget is the most significant financial document that the Council deals with and sets out the services and projects that the Council will deliver to its communities. The revised 2023-2024 Budget aims to enable the delivery on an appropriate level of service in accordance with the West Daly regional plan and the available funding.

The Contents of this report are aligned to Focus area 1 in the West Daly Regional Plan and Budget 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 approves and adopts the revised Operating and Capital Budget for 2023-2024 as presented in accordance with Section 203 (2) of the Local Government Act 2019.**

Attachments

1. WDRC 2023-24 BUDGET R Consolidated [6.2.1 - 1 page]
2. WDRC 2023-24 BUDGET R by location [6.2.2 - 1 page]

REVISED BUDGET 2023-2024 WEST DALY REGIONAL COUNCIL	2023-2024 Actual Jul-Feb	2023-2024 Budget A	2023-2024 Budget R	Difference Budget A to Budget R
OPERATING INCOME		\$		
Rates	1,101,510	1,626,405	1,652,261	25,855
Charges	768,543	1,098,692	1,130,412	31,720
User Charges and Other Fees	76,863	85,520	129,500	43,980
Operating Grants and Subsidies	12,385,138	9,804,886	10,221,226	416,340
Interest / Investment Income	287,263	275,940	383,018	107,078
Commercial and Other Income	1,072,775	2,048,214	1,999,050	-49,164
TOTAL OPERATING INCOME	15,692,092	14,939,657	15,515,466	575,809
OPERATING EXPENDITURE				
Employee Expenses	4,200,562	6,223,877	6,324,649	100,772
Materials and Contracts	1,615,567	1,913,066	2,154,089	241,023
Repair and Maintenance	982,334	1,002,137	1,309,779	307,642
Elected Member Allowances	159,212	237,801	252,000	14,199
Elected Member Expenses	45,548	56,075	88,300	32,225
Council Committee and LA Allowances	7,100	19,313	25,570	6,256
Council Committee and LA Expenses	76,712	18,467	78,350	59,883
Depreciation, Amortisation and Impairment	1,127,362	1,354,956	1,691,043	336,087
Interest Expense	352,871	224,613	529,307	304,693
Operational & Other Expenses	2,339,471	3,677,186	3,068,159	-609,027
TOTAL OPERATING EXPENDITURE	10,906,739	14,727,491	15,521,245	793,754
BUDGETED OPERATING SURPLUS/DEFICIT	4,785,353	212,166	-5,779	-217,945
CAPITAL INCOME				
Capital Grants		651,136	7,211,997	6,560,861
Sale of Vehicles			120,000	120,000
TOTAL CAPITAL INCOME	-	651,136	7,331,997	6,680,861
CAPITAL EXPENDITURE				
Capital Expenditure-Grants		651,136	7,211,997	6,560,861
Capital Expenditure-Council Funded		0	100,000	100,000
TOTAL CAPITAL EXPENDITURE	-	651,136	7,311,997	6,660,861
BUDGETED CAPITAL SURPLUS/DEFICIT	-	-	20,000	20,000
BUDGETED TOTAL SURPLUS/DEFICIT	4,785,353	212,166	14,221	-197,945

REVISED BUDGET 2023/2024 WEST DALY REGIONAL COUNCIL	Regional Support Darwin / 200	Nganmariyanga 300 / LA1	Peppimenarti 400 / LA2	Wadeye LA3 / 700	TOTAL
OPERATING INCOME					
Rates	-	115,536	138,033	1,398,692	1,652,261
Charges	-	99,960	118,717	911,735	1,130,412
User Charges and Other Fees	-	12,939	9,260	107,303	129,500
Operating Grants and Subsidies	-	553,804	1,035,605	8,631,816	10,221,226
Interest / Investment Income	-	-	-	383,018	383,018
Commercial and Other Income	78,645	394,529	217,968	1,307,910	1,999,050
TOTAL OPERATING INCOME	78,645	1,176,769	1,519,583	12,740,473	15,515,466
OPERATING EXPENDITURE					
Employee Expenses	1,964,304	384,192	679,511	3,296,642	6,324,649
Materials and Contracts	354,912	643,296	262,845	893,035	2,154,089
Repair and Maintenance	4,315	145,807	251,397	908,260	1,309,779
Elected Member Allowances	-	22,017	28,375	201,609	252,000
Elected Member Expenses	-	1,739	22,763	63,798	88,300
Council Committee and LA Allowances	-	8,103	8,823	8,643	25,570
Council Committee and LA Expenses	-	6,431	6,837	65,083	78,350
Depreciation, Amortisation and Impairment	-	-	-	1,691,043	1,691,043
Interest Expense	-	-	-	529,307	529,307
Operational & Other Expenses	451,086	182,031	201,979	2,233,062	3,068,159
TOTAL OPERATING EXPENDITURE	2,774,617	1,393,616	1,462,531	9,890,481	15,521,245
BUDGETED OPERATING SURPLUS/DEFICIT	-2,695,972	-216,847	57,052	2,849,992	-5,779
CAPITAL INCOME					
Capital Grants	-	-	-	-	7,211,997
Sale of Vehicles	75,000	-	-	45,000	120,000
TOTAL CAPITAL INCOME	75,000	-	-	45,000	7,331,997
CAPITAL EXPENDITURE					
Capital Expenditure-Grants	-	0	0	0	7,211,997
Capital Expenditure-Council Funded	25,000	5,000	5,000	65,000	100,000
TOTAL CAPITAL EXPENDITURE	25,000	5,000	5,000	65,000	7,311,997
BUDGETED CAPITAL SURPLUS/DEFICIT	50,000	-5,000	-5,000	-20,000	20,000
BUDGETED TOTAL SURPLUS/DEFICIT	-2,745,972	-221,847	52,052	2,829,992	14,221

REPORT FOR DECISION

ITEM NUMBER 6.3

REPORT TITLE Delegations Manual

PREPARED BY Tinos Rushwaya (Senior Accountant), David Glover (Executive Director of Corporate Services)



Purpose

This report serves as a recommendation for Council to approve and adopt the review of the Delegations Manual of the West Daly Regional Council.

Background

Council is required under Division 2, Section 6(1)(j) of the *Local Government (General) Regulations* to ensure that a register is maintained by the CEO of all delegations by the council and the CEO.

A well-structured delegation manual provides clear and unambiguous directions on matters related to authorisation, expenditure quantification, staff issues, and other operational aspects. It outlines who has the authority to make decisions and how those decisions should be recorded and reviewed.

Delegation manuals are essential tools that empower local government bodies to function effectively, distribute responsibilities, and maintain transparency in decision-making processes.

Timeframe

The timeframe for the review of delegations is set out in Part 5, Section 99 of the *Local Government (General) Regulations* and states that a council must review any delegations of its functions and powers within 6 months after a general election for the council.

Council's delegation manual required an additional review to guarantee compliance with laws and to allow for an improvement in the effectiveness and resilience of Council's operational procedures.

Statutory Environment

Local Government Act 2019

Local Government (General) Regulations 2021

Impact for Council

By approving the review of the Delegations Manual, the Council is ensuring that strong measures are in place to enhance the West Daly Regional Council's governance and compliance framework and its operational functionality.

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

Recommendation

1. That Council approves the review of the Delegations Manual

Attachments

1. FIN08 Delegation Policy [6.3.1 - 15 pages]

Policy Name	Delegation Policy
Approval Date:	
Council Decision Reference:	
Policy Type:	FIN08 - Finance
Policy Custodian:	Executive Director Corporate Services
Review Date:	3 Years
Version	1.0

Purpose

Council is committed to service delivery across the organisation within, the parameters of a formalised delegation of authority framework.

This document is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across the organisation.

This document operates as delegated authority by the Council for Committees and Local Authorities.

This document operates as delegated authority by the Council for the CEO and all other staff.

Scope

This policy applies to all employees and contractors of West Daly Regional Council

Policy Statement

1. Delegations

- 1.1. The Local Government Act 2019 (the Act) allows Council to delegate certain powers and functions to the CEO.
- 1.2. The CEO is able to delegate (or sub-delegate) to a person or a committee a power or function, including those delegated to the CEO by Council. These powers cannot, however, be further sub-delegated by that person or committee.
- 1.3. Delegations can be made to a person by reference to the office, position or designation held by a person. Where a delegation is made to an office or the person for the time being holding, acting in or performing the duties of that office, a person holding, acting in or performing those duties may exercise the powers delegated to that office or position.
- 1.4. Delegated Authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
- 1.5. A delegation by either the Council or the CEO does not prevent Council or the CEO (as the case may be) from either exercising the power of function or revoking or varying the delegation at any time.
- 1.6. Council must review any delegations of its functions and powers within six months after a general election.

2. **Limits on delegations by the Council**

- 2.1. Council can only delegate the powers and functions under the Act that are able to be delegated.

3. **Purpose of delegating authority**

Delegations are a key component to assist in the effective governance and administration of Council's affairs and provide formal authority to key officers and employees to perform their roles and functions. Particularly, delegations seek to ensure:

- 3.1. That Council's responsibilities are fulfilled in a timely, open, efficient, effective and accountable manner;
- 3.2. That Council's officers and employees are provided with the level of authority necessary to discharge their responsibilities;
- 3.3. That delegated authority is exercised by the most appropriate and best-informed individuals within the Council; and
- 3.4. That Council's internal controls are effective

4. **Exercise of Delegated Authority**

Exercise of delegated authority is subject to compliance with:

- 4.1. Any relevant provisions of the Act and Regulations;
- 4.2. Any other legislative requirements;
- 4.3. Any applicable Council Policy; and
- 4.4. The relevant provisions of any Council By-Law.

It is the responsibility of the officer or employee exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with those restrictions.

Delegation requires judgment. It may not be appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.

It is the expectation of the Council that the CEO and other officers will use the delegated authority conferred on them in a manner that aligns with Council's Code of Conduct for Staff and CEO, and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.

5. **Associated Legislation**

Delegations arise under legislation other than the Act, its Regulations and By-Laws.

6. Acronyms

Full Title	Abbreviated Title
West Daly Regional Council	WDRC/Council
Chief Executive Officer	CEO
Chief Operations Officer	COO
Executive Director of Corporate Services	EDCS
People and Culture Manager	PCM
Technical Services Manager	TSM
Senior Accountant	SA
Executive Officer	EO
Community Manager	COM
Community Services Manager	CSM
Homelands Co-ordinator	HC

7. Delegation by Activity and Authority Level

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
Complaints	Management	Authority to ensure appropriate & timely resolution of a complaint		✓	✓	✓	✓						
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓	✓	✓	✓						
Contracts	Leases	Approve the lease of new premises and sub leases of existing premises over 3 years	✓										
Contracts	Leases	Approve the lease of new premises and sub leases of existing premises up to 3 years		✓									
Contracts	Leases	Approve renewal of existing leases within budget		✓		✓							
Contracts	Leases	Cancel existing lease		✓									
Contracts	Professional Services	Authorise appointment of external professional advice and/or services within budget		✓	✓	✓	✓						
Contracts	Insurance	Approve appointment of insurers, details, of contract and payment of premiums		✓		✓							
Contracts	Commercial	Approve commercial agreements for the staff and services of Council within budget		✓	✓	✓							
Contracts	Suppliers	Approve contracts with suppliers of goods and services for division (non-legal)		✓	✓	✓	✓						
Contracts	Suppliers	Approve contracts with suppliers of goods and		✓	✓	✓	✓						

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
		services for divisions and organisation (non-legal)											
Contracts	Tenders	Authority to invite formal tenders for supply of goods or services for division		✓									
Contracts	Tenders	Authority to choose formal tenders for supply of goods and services	✓	✓									
Contracts	Tenders / Grants	Approve funding submissions or tender submission activity		✓	✓	✓							
Contracts	Grants	Authority to submit performance reports to funding departments/organisations		✓	✓	✓							
Contracts	All	Authority to negotiate agreements (other than suppliers) and contracts		✓	✓	✓	✓						
Contracts	Signature	Authority to sign agreements (other than suppliers within financial delegation), MOUs, contracts or tenders obtained		✓	✓	✓	✓						
Contracts	Seal	Authority to use Common Seal	✓										
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Contracts	Contract Management	To approve total variations to contracts during the progress of works to a limit of 5% of the total contract sum in aggregate.		✓	✓	✓							
Corporate Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓		✓							

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
Corporate Governance	Disposal of records	Authority to approve the transfer of ownership of records including to NT Archives		✓									
Corporate Governance	Disposal of records	Authority to approve the destruction of records under the Local Authority Disposal Schedule		✓									
Corporate Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓									
Corporate Governance	Legal	Authority to purchase legal advice and/or expertise		✓		✓	✓						
Corporate Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓										
Corporate Governance	Policy	Approval of Council Policy for Council Governance	✓										
Corporate Governance	Policy	Approval of Council Policy for Organisation	✓										
Corporate Governance	Policy	Approval of Service Area Policy within own division, in consultation with CEO		✓	✓	✓	✓						
Corporate Governance	Procedure	Approval of Council Procedure for organisation		✓	✓	✓	✓						
Finance	Budgets	Approve Draft Budget to be forwarded to Council		✓									
Finance	Budgets	Approve Budget	✓										
Finance	Budgets	Authority to override all delegations & make expenditure decisions to ensure approved budgets can be achieved		✓									

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓									
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓										
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓										
Finance	Operational Expenditure	Approve operational expenditure for services under direct control, within approved service budget and or funding agreement & subject to any restrictions outlined in this document	\$1m+	Up to \$1m	\$50k	\$50k	\$50k	\$20k	\$10k	\$5k	\$5k	\$5k	\$5k
Finance	Operational Expenditure	Approve Direct Report or relevant teams staff reimbursement of expenditure on behalf of Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Finance	Operational Expenditure	Approve In kind support for external organisations (this includes, venue hire, vehicles, materials etc. but excludes accommodation)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment included in approved capital budgeting and /or funding agreement	\$1m+	Up to \$1m	\$50k	\$50k	\$50k	\$20k	\$10k	\$5k	\$5k	\$5k	\$5k
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised.		\$500k+	\$50k	\$50k	\$50k	\$20k	\$10k	\$5k	\$5k	\$5k	\$5k
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment not	✓										

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
		included in approved capital budget											
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the Local Government Act)	✓										
Finance	Capital Expenditure/Asset Control	Authorised to sell, trade in or dispose of assets on Financial Asset Register (All equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade in.)	✓	✓									
Finance	Capital Expenditure/Asset Control	Approval of development of new buildings	✓										
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓										
Finance	Asset Control	Approve the transfer of any assets from Council (pursuant to 182(1)(2) of the Local Government Act)	✓										
Finance	Salaries	Approval for payment of all payroll related transactions (For staff positions comprising salaries, PAYG tax remittal, payroll tax settlement, superannuation contribution payments, transfer of employee payroll deductions to authorised entities and payment of GST and PAYG payments)		✓	✓	✓	✓		✓				
Finance	Invoicing	Authority to invoice for organisation		✓	✓	✓	✓	✓	✓				

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
Finance	Invoicing	Authority to invoice for division		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance	Invoicing	Authority to invoice for services		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Finance	Journal	Approve and post journals created by third parties (journals cannot be created and posted by the same person)		✓	✓	✓			✓				
Finance	Customer/Suppliers	Add, delete or amend Customer or Supplier accounts		✓		✓			✓				
Finance	Investment	Approve investment of funds in term deposits		✓		✓			✓				
Finance	Investment	Approve investment of funds in other than term deposits		✓		✓			✓				
Finance	Investment	Approve draw down of investment funds for deposit into operational accounts		✓		✓			✓				
Finance	Petty Cash	Authority to set up & reimburse petty cash float limits up to \$500		✓	✓	✓			✓				
Finance	Banking	Authority to alter and or open or close bank accounts		✓		✓			✓				
Finance	Banking	Approve EFT payments & sign cheques		✓	✓	✓			✓				
Finance	Banking	Approval to change and/or add cheque signatories		✓	✓	✓							
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards for the CEO	✓										
Finance	Credit Cards	Approve the issuing & revocation of Credit Cards for staff		✓									
Finance	Bad Debts	Approve debt recovery payment terms & approve		✓		✓							

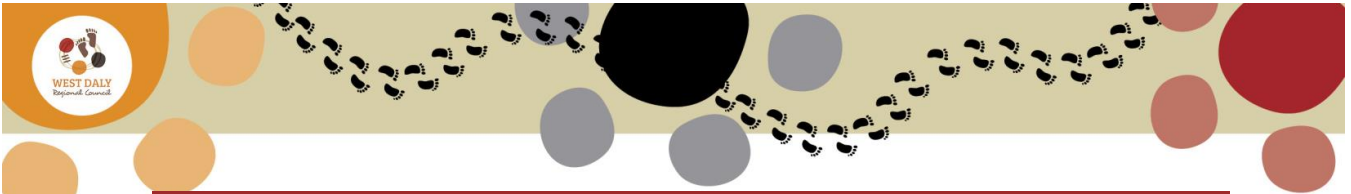
Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
		commencement of recovery action, i.e. refer debt collection to collection agent											
Finance	Bad Debts	Approve write-offs of bad debts	✓										
Finance	Other Losses	Approve write offs of cash losses, theft or shortages, furniture, plant or equipment, thefts or destruction	\$20k+	\$20K									
Governance	Regional Plan	Approve the organisational Regional Plan	✓										
People and Culture	Salaries	Approve staff timesheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People and Culture	Staffing Plan	Approval of Staffing Plan	✓										
People and Culture	Organisational Chart	Approve Organisational Chart(CEO to notify Elected Members)	✓	✓									
People and Culture	New Staff	Advertisement and appointment of staff in CEO approved Organisational Chart (for staff in area of responsibility)		✓									
People and Culture	New Staff	Appointment of temporary staff/labour hire staff for positions not included in Organisational Chart (in consultation with CEO for a max. 6 months period)		✓	✓	✓	✓						
People and Culture	New Staff	Approve backfilling of leave and higher duties for direct reports		✓	✓	✓	✓						
People and Culture	Conditions of Employment	Set and approve salary, package & contract for CEO	✓										

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
People and Culture	Conditions of Employment	Set and approve salary & package guidelines for all staff		✓									
People and Culture	Conditions of Employment	Set and approve annual salary increments and any higher duties payments for organisation (either position)		✓									
People and Culture	Conditions of Employment	Approve/sign staff letters of offer & contracts (either position)		✓									
People and Culture	Conditions of Employment	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council (in consultation with CEO)		✓									
People and Culture	Conditions of Employment	Approve staff adjusted time sheets for direct reports or own division		✓	✓	✓	✓	✓	✓	✓	✓	✓	
People and Culture	Probation	Confirm successful completion of new staff probationary periods	CEO	✓	✓	✓	✓	✓	✓	✓	✓	✓	
People and Culture	Position Description	Approve new or existing Position Descriptions and subsequent changes	CEO	✓			✓						
People and Culture	Position Description	Approve changes to existing position titles		✓									
People and Culture	Redundancy	Decision to make staff position redundant & the offer & acceptance of redundancy package		✓									
People and Culture	Redundancy	Recommend redundancy of position or dismissal of staff member		✓	✓	✓	✓						

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
People and Culture	Dismissal	Decision to dismiss a staff member		✓									
People and Culture	Dismissal	Negotiate and sign off on Deed of Release		✓									
People and Culture	Overtime	Approve staff Overtime within budget		✓	✓	✓	✓				✓	✓	
People and Culture	Leave	Approve staff Annual, Leave Without Pay (2 days or less) personal/carers, compassionate, and Jury Service Leave (10 days or less) for direct reports or own division.		✓	✓	✓	✓	✓	✓	✓	✓	✓	
People and Culture	Leave	Approve staff Annual Leave in advance or in excess of entitlements and cashing out leave		✓									
People and Culture	Leave	Approve staff Long Service Leave	CEO	✓									
People and Culture	Leave	Approve staff Leave Without Pay (under 2 days) including LWOP for study purposes, unpaid Parental and Community Service Leave in consultation with CEO		✓	✓	✓	✓						
People and Culture	Leave	Approve Discretionary Leave (includes compassionate leave outside policy)		✓			✓						
People and Culture	Leave	Approve domestic violence leave		✓			✓						
People and Culture	Leave	Approve paid study leave		✓									
People and Culture	Training	Approve fee assistance for study leave		✓									
People and Culture	Training	Approve training & development plans for staff		✓									

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
People and Culture	Training	Approval of attendance at external training courses and conferences		✓									
People and Culture	Travel	Approve Interstate and/or International travel	CEO	✓									
People and Culture	Travel	Approve intrastate travel	CEO	✓									
People and Culture	Performance Management	Sign off on annual performance review for area of responsibility	CEO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People and Culture	Performance Management	Management of unsatisfactory staff performance in conjunction with People and Culture	CEO	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
People and Culture	Performance Management	Authority to purchase and consult with external advisors, on industrial matters		✓									
Public Relations	Media	Approve the use of Councils name or logo by parties external to Council		✓									
Public Relations	Public Statements	Authorised to release written and verbal public or media statements	Mayor	✓									
Public Relations	Public Statements	Approve response to contentious or negative media enquiries		✓									
Public Relations	Operational	Authority to respond to operational letters		✓	✓	✓	✓						
Public Relations	Operational	Authority to respond to all other correspondence other than public statements or strategic issues		✓	✓	✓	✓						
Public Relations	Media / PR	Approve a communication strategy for a project		✓									
Public Relations	Media / PR	Approve media activity	✓	✓									

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	SA	EO	CSM	COM	HC
Public Relations	Media / PR	Approve PR activities, signage, corporate style guide		✓									
Public Relations	Website	Approve changes to website		✓									
Public Relations	Social Media	Approve social media posts on Official WDRC platforms		✓									



References

- Local Government Act 2019 (NT)
- Local Government (General) Regulations 2021 (NT)

Definitions

In the context of this policy the following definitions apply:

Term	Definition
Council	The collective group of members elected to serve the community in accordance with the Local Government Act and Regulations (as amended) and acting within that role.
Committee	A formally constituted committee under the Section 26 of the <i>Local Government Act 2019</i> .
Local Authority	A formally constituted Local Authority under section 77 of the <i>Local Government Act 2019</i> .
Mayor	The principal member of the Council as defined by Section 58 <i>Local Government Act 2019</i> .
Chief Executive Officer	(referred to as 'CEO') the person appointed by and responsible to the Council for the day-to-day management of the affairs of West Daly Regional Council. (The CEO's authority extends to the Acting CEO in the CEO's absence).
Managers	A person appointed as a manager is either responsible for Council operations within a community or a function within Council Area. They are responsible to a director for the services and functions they provide
Staff:	Employees of the Council not otherwise identified
Financial Delegations	All amounts of expenditure under financial delegation are ex gst

Related Documents

- Code of Conduct (CEO) Policy
- Code of Conduct (Council Staff) Policy
- Conflict of Interest (Council Staff) Policy

Signature of Endorsement:	
Position:	Chief Executive Officer

REPORT FOR DECISION

ITEM NUMBER 6.4

REPORT TITLE Repeal of Policies - Corporate Services

PREPARED BY David Glover (Executive Director of Corporate Services), Renjith Kollakkombil (Governance Officer)



Purpose

This report recommends that the Council approve the repeal of the FIN02 Annual Financial Statement policy, FIN12 Internal Controls policy and FIN22 Vehicle Hire policy as a means to enhance governance.

Background

In March 2024, a policy review was undertaken by the Executive Director of Corporate Services to enhance governance. It was identified that certain policies may no longer accurately reflect the current circumstances, relevance, or necessity. As a result, this recommendation is being put forth to the Council for their approval of the proposed repeal suggestions, which are outlined below:

No	Policy Name	Reason
FIN02	Annual Financial Statement	<p>The policy is outlined in the <i>Local Government Act 2019</i>, particularly in sections 207, 208, 209, and 210, and in sections 13, 15, and 16 of the <i>Local Government (General) Regulation 2021</i> and in <i>Guideline 6</i>.</p> <p>Revisiting and repealing this policy will enable the Council to streamline processes, enhance efficiency, and better adapt to evolving administrative requirements.</p>
FIN12	Internal Controls	<p>The policy is outlined in the <i>Local Government Act 2019</i>, specifically in sections 172 and 365, along with the <i>Local Government (General) Regulation 2021</i>, which establishes internal controls under sections 6, 20, 29, 30, 31, 32, and 111, should be reconsidered for repeal.</p> <p>By revisiting and repealing this policy, the Council can streamline financial and administration processes, enhance efficiency, and adapt to changing administrative needs more effectively.</p>
FIN22	Vehicle Hire	<p>The Council doesn't plan to hire any vehicles in the future. The Council vehicles are not registered or insured for this purpose.</p>

Statutory Environment

Local Government Act 2019

Impact for Council

Approving the review recommendations and repealing the policies listed above will enhance the 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: A strong Council	
<i>1.2 Governance</i>	
Journey 1.2.3	Review policies against legislative requirements

Recommendation 1. That the Council approve the repeal of: <ul style="list-style-type: none">• FIN02 Annual Financial Statement Policy;• FIN12 Internal Controls policy; and• FIN22 Vehicle Hire policy.
--

Attachments

Nil

REPORT FOR DECISION

ITEM NUMBER 6.5

REPORT TITLE Policy Approval - Corporate Services

PREPARED BY David Glover (Executive Director of Corporate Services), Tinos Rushwaya (Senior Accountant), Renjith Kollakkombil (Governance Officer)



Purpose

The report recommends that the Council approves the review of Corporate Services policies to align with the requirements of *Local Government Act 2019* and its accompanying regulations and guidelines.

Background

No	Policy Name	Reasons and Recommendations
FIN03	Borrowings	The policies were initially approved in January 2019 and due for review in January 2022.
FIN06	Credit Card - Staff	
FIN26	Personal Tax Liability	The policy was initially approved in January 2019 and due for review in January 2022 (Previously HR15).
GOV10	Procurement	GOV10 Procurement policy was approved on 23 June 2022 and due for review on June 2025. Current review was done to enhance the operations.

Policy Review Summaries

The drafts of the revised policies are provided for reference. Due to extensive agenda, all policy review summaries are available on request.

Statutory Environment

Local Government Act 2019.

Impact for Council

Approving and adopting the listed revised policies will enhance the West Daly Regional Council's governance and compliance framework by improving the compliance and operational effectiveness.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-2023:

Focus 1: A strong Council

1.2 Governance

Journey 1.2.3

Review policies against legislative requirements

Recommendation

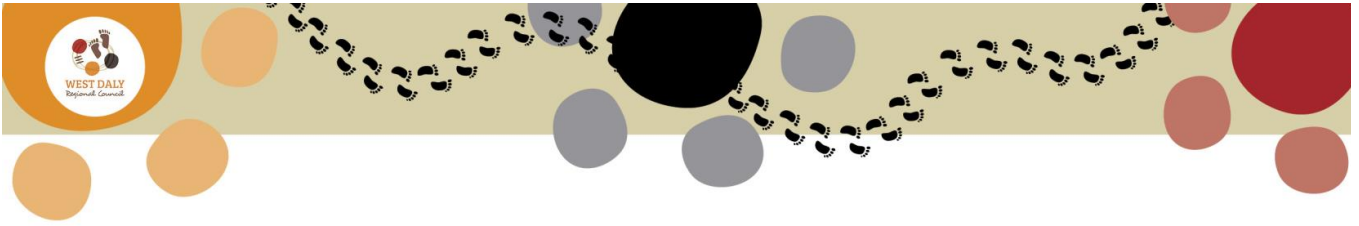
1. That the Council approves the review of:

- **FIN03 Borrowings Policy;**
- **FIN26 Personal Tax Liability Policy; and**
- **GOV10 Procurement Policy.**

2. That the Council receives and notes the FIN06 Credit Cards (staff) Policy.
3. That the Council approves the removal of its operational policies from the Council's website as it is not a requirement under the *Local Government Act 2019* to have them made publically available.

Attachments

1. FIN03 Borrowings Draft 20240321 [6.5.1 - 3 pages]
2. FIN06 Credit Cards Policy Draft 20240319 [6.5.2 - 2 pages]
3. FIN26 Personal Tax Liability Draft 20240321 [6.5.3 - 2 pages]
4. GOV10 Procurement Draft v3 20240321 [6.5.4 - 7 pages]



FIN03	BORROWINGS
Approval Date:	
Council Decision Reference:	
Policy Type:	Finance
Policy Custodian:	Executive Director, Corporate Services
Review Date:	27/03/2027
Version	3.0

Purpose

To provide the appropriate parameters for Council to undertake borrowings without compromising the application of sound fiscal management, risk minimisation and good governance.

Scope

Council is committed to operating in a financially sustainable manner and in accordance with its Long-term Financial Plan.

Council considers that debt funding may be appropriate in the following circumstances:

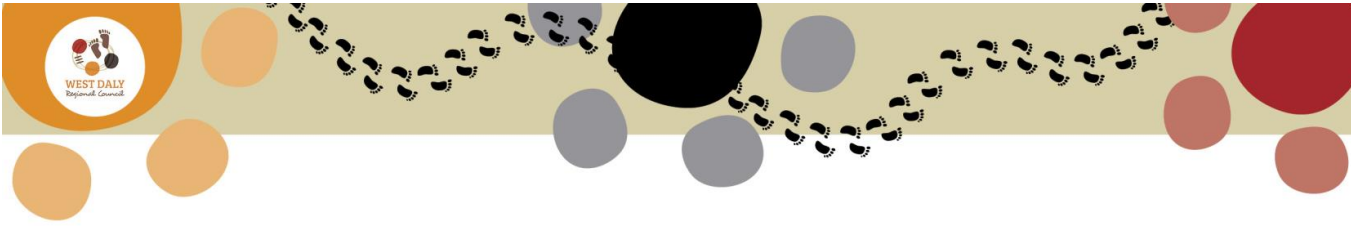
- fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works; or
- The Council is satisfied it can manage the risk and meet the debt repayments in the context of

long-term financial planning and financial sustainability. Debt will not be used to cover recurrent operating expenses. Council generally prefers to minimise debt and financial risk.

Policy Statement

1. Borrowing purposes

- 1.1. West Daly Regional Council has a responsibility to ratepayers to employ the funds raised from Borrowings in an efficient and productive manner.
- 1.2. West Daly Regional Council may apply to the Minister to borrow funds for Capital projects or one-off Special projects.
- 1.3. West Daly Regional Council will not borrow funds to meet recurrent operational requirements except for minor transactions (including credit cards).
- 1.4. Where West Daly Regional Council raises funds through borrowings, the funds will only be used for the purpose for which the loan was raised.



2. Borrowing considerations

The following factors will be considered before West Daly Regional Council applies to borrow:

- 2.1. The impact and alternatives to external borrowings, including alternative sources of revenue (e.g., special rates and charges), or borrowing from reserves are to be identified.
- 2.2. Items that shall be funded through external borrowings will have undergone public consultation and align with the intent of the Regional Plan. This condition may be waived where an emergency or urgent matter requires borrowings, and those borrowings comply with all other policy conditions.
- 2.3. The structure, terms and repayment schedule of any proposed borrowings will be analysed to manage cash flows and minimise the risk to Council.
- 2.4. West Daly Regional Council will identify the affordability of proposals having regard to the long-term financial impacts of borrowing and the ability of West Daly Regional Council to meet the proposed debt servicing obligations.

3. Type and source of borrowing

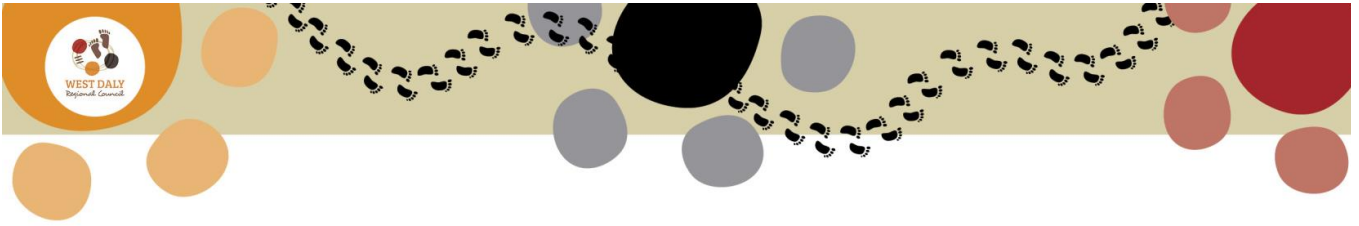
- 3.1. Internal borrowing from reserves may be considered as part of any borrowing strategy.
- 3.2. Borrowings will only be in Australian dollars.
- 3.3. Borrowings will be sourced at the most competitive rate from sources available with an appropriate financial credit rating. Financial institutions need to be APRA listed.

4. Debt term

- 4.1. Maximum term for all borrowings will be set at a level commensurate with the expected length of time a benefit would be derived from the resulting asset and evaluated on a case-by-case basis but not exceeding twenty years.
- 4.2. If external borrowings are used to purchase or construct an asset, the borrowing will be repaid over a period no longer than the physical life of the asset. Where the borrowings have not been repaid if the asset is sold, West Daly Regional Council will first apply the proceeds of the sale to the repayment of the loan.

5. Approval for borrowing

- 5.1. West Daly Regional Council requires approval from the Minister for Local Government to undertake external borrowing unless it is a minor transaction, \$300 000 or less for a council for a regional council. Such an application needs to consider any Ministerial or Department borrowing guidelines and must be accompanied with a detailed business case.



References

The *Northern Territory Local Government Act 2019* sets out the requirements for Council borrowing in Part 10.3 Council or local government subsidiary borrowing.

Australian Accounting Standards

Ministerial Guideline 3: Borrowing

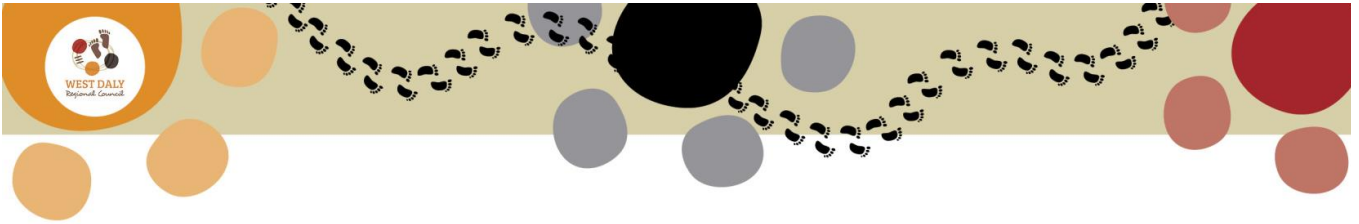
Local Government (General) Regulations 2021

Definitions

In the context of this policy the following definitions apply:

Term	Definition
Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement and the present value of future payments.
Minor Transaction	An amount specified by legislation. This is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility (including all credit card transactions)

Signature of Endorsement:	
Position:	Chief Executive Officer



FIN06	CREDIT CARD POLICY
Approval Date:	
Council Decision Reference:	
Policy Type:	Finance
Policy Custodian:	Director of Corporate Services
Review Date:	27/03/2027
Version (Revision Number):	3.0

Summary and Purpose

Credit cards offer the West Daly Regional Council a convenient avenue for acquiring goods and services swiftly in situations where store accounts, purchase requisitions, or orders are unavailable or not feasible, prioritising the promptness of transactions.

Using credit cards comes with service and interest fees, requiring supervision and management to prevent misuse and excessive usage.

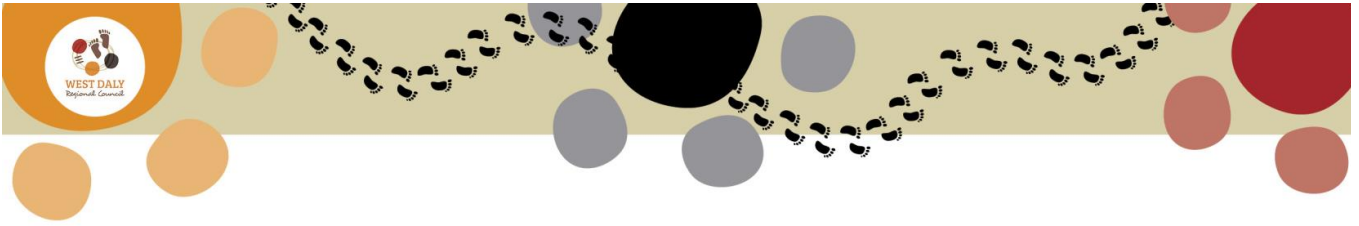
Scope

This policy applies to staff in managing the use of credit cards.

Policy Statement

1. Management and the use of credit cards

- 1.1. Credit cards may be issued permanently under controlled conditions.
- 1.2. Allocation of credit cards and financial limits on those cards will be restricted only to those staff that the Chief Executive Officer deems necessary.
- 1.3. Credit card holders must retain all receipts, invoices and other documentation relating to each transaction to be attached to each reconciliation statement.
- 1.4. Credit card holders must retain all receipts, invoices and other documentation relating to each transaction to be attached to each reconciliation statement.
- 1.5. Credit card holders must reconcile their card usage statement by attaching receipts and any explanations monthly. If a particular purchase cannot be verified by a receipt, invoice or other commercial document, the cardholder will provide a Statutory Declaration with all details about the purchase. Reconciliations will be vetted by the Senior Financial Consultant who will discuss any differences or discrepancies with the cardholder.
- 1.6. Any Council employee who considers they have an official need for a credit card must make a written application through their direct manager to the Chief Executive Officer for consideration.
- 1.7. Any Council credit card that is damaged, stolen or lost, must be immediately reported to the Chief Executive Officer or authorised person nominated by the Chief Executive



Officer. The Chief Executive Officer or authorised person nominated by the Chief Executive Officer will advise the issuing bank as soon as possible of the situation.

- 1.8. The cardholder will keep the card always secure and not permit usage by any other person.
- 1.9. The credit card must be returned to the Chief Executive Officer or authorised person nominated by the Chief Executive Officer when the cardholder leaves the employment of Council for any reason.

2. Prohibited credit card purchases (include, but are not limited to)

- 2.1. cash advances.
- 2.2. personal usage, even if the cardholder intends to reimburse the Council (Credit card purchases used for private use without the approval of the Chief Executive Officer, regardless of circumstances, will lead to termination of employment of the cardholder).
- 2.3. personal food and accommodation unless on an official travel for which travel allowance has not been allocated.
- 2.4. stationery and other supplies normally provided by the Council.
- 2.5. payment of any traffic infringements or other fines personally incurred.
- 2.6. any purchase of a personal nature where the Council is not involved.

3. Accidental or unauthorised use

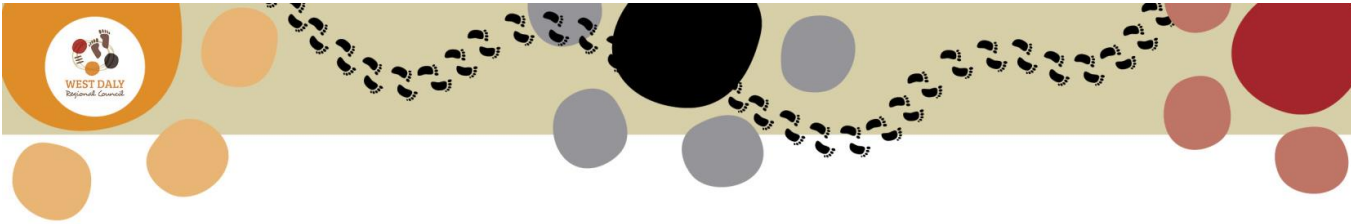
- 3.1. Report any accidental or unauthorised use of a Credit card as soon as possible to the relevant manager.

References

[Local Government Act 2019](#)

Review History

Date	Review details	Action/Resolution/Document ID
January 2019 - V2	Due in January 2022	30 January 2019 - 013/2019
27 March 2024 – V3	Due on 27 March 2027	



FIN26	PERSONAL TAX LIABILITY
Approval Date:	
Council Decision Reference:	
Policy Type:	Corporate
Policy Custodian:	Executive Director Corporate Services
Review Date:	February 2027
Version	3

Purpose

The purpose of this policy is to highlight the nature of certain payments that Elected Members and Employees receive from West Daly Regional Council that are not subject to PAYG tax. The policy also provides information on the accounting treatment of these payments and the impact on employees in regards their own PAYG Tax obligations.

Scope

This policy applies to all Elected Members and Employees of West Daly Regional Council.

Policy Statement

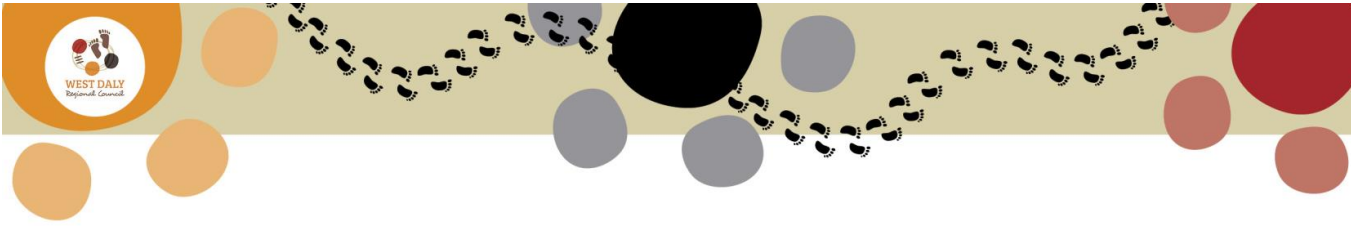
From time to time, various allowances are paid to both Elected Members and Employees of West Daly Regional Council. There are two types of allowances paid (A) and (B).

(A) Allowances to Elected Members are made pursuant to the Determination of Allowances for Members of Local Government Councils which cover various types of allowances comprising:

- i. Councillors allowance
- ii. Deputy Principle Member allowance
- iii. Principle Member allowance
- iv. Extra meeting allowance
- v. Professional Development allowance; and
- vi. Vehicle allowances.

These payments are generally made through the Council payroll system and thereby PAYG tax is calculated and remitted to the ATO on behalf of the elected members.

(B) Allowances to Employees as well as Elected Members can also include Travel, Mobile Phone, use of a personal Vehicle (when a Council vehicle is unavailable), and other expense Allowances / Reimbursements. These payments are generally made directly to the recipient without consideration of personal taxation, that is to say, no taxation deduction is made.



If an Elected Member is an employee of a community agency or otherwise, the amount of allowances will also be included in their gross earnings and *may* affect their annual taxation return calculations. Should an Elected Member or an Employee have concerns as to the level of taxation being deducted from their payments, they should discuss the matter with the People and Culture Manager or the Chief Executive Officer. Note however that neither of these employees can provide tax advice.

References

Local Government Act 2019

Further Information

Chief Executive Officer

Definitions

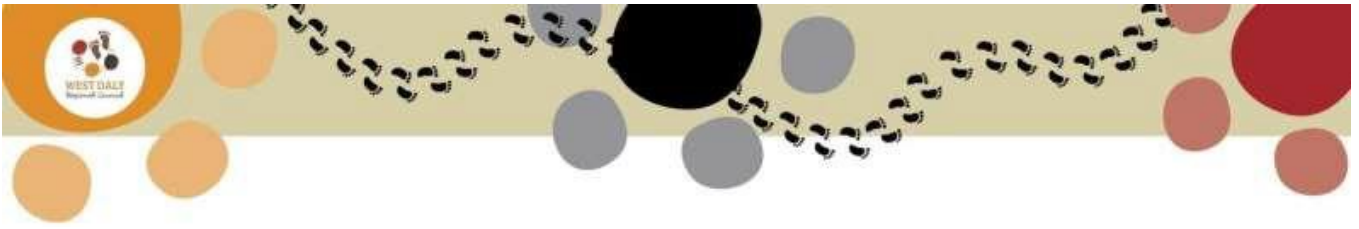
In the context of this policy the following definitions apply:

Term	Definition
WDRC	West Daly Regional Council
CEO	Chief Executive Officer
PAYG	Pay as you go taxation
ATO	Australian Taxation Office

Related Documents

Nil

Signature of Endorsement:	
Position:	Chief Executive Officer



GOV10	PROCUREMENT POLICY
Approval Date:	
Council Decision Reference:	
Policy Type:	Governance
Policy Custodian:	Executive Director Corporate Services
Review Date:	27/03/2027
Version (Revision Number):	1.2

Purpose

This policy sets the overarching principles and ensures Council utilises a fair and transparent process in the purchase of goods and services that delivers quality and value for money.

Scope

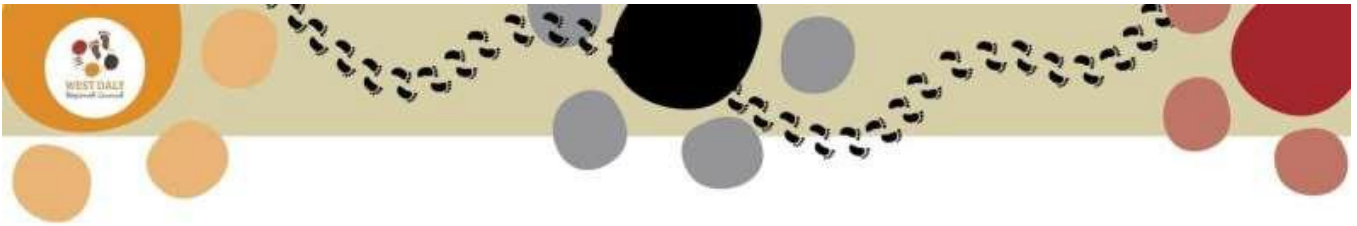
This policy applies to all Council staff who are involved in Council’s procurement activities and processes.

For matters of collective procurement, refer to the Shared Services and Collective Procurement Policy.

Policy Statement

1. Policy Principles

- 1.1. Council has in place good practice considerations for procurement to ensure effective stewardship, mitigate risks, support our communities, and enable the Council to respond to emerging needs whilst pursuing agreed strategic directions.
- 1.2. Council’s procurement activities are guided by the legislative principles set out in the *Local Government (General) Regulations 2021 which must by resolution be adopted*, as well as according to generally accepted good practice procurement. These include:
 - Principle 1: The enhancement of the capabilities of local enterprises and industries
 - Principle 2: The promotion of diversity
 - Principle 3: The employment of Aboriginal people
 - Principle 4: The employment of people with a disability
 - Principle 5: Ethical behaviour and fair dealings
 - Principle 6: Environmental protection and sustainability
 - Principle 7: Open and effective competition
 - Principle 8: Value for money
 - Principle 9: Best practice procurement practices, ensuring compliance with the regulatory and legislative requirements.

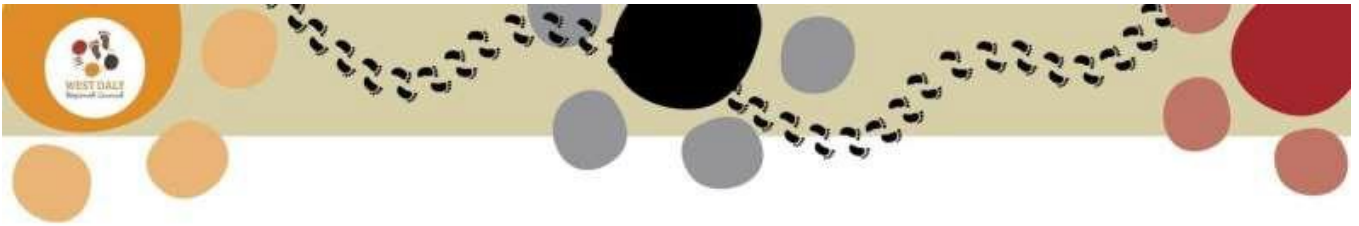


2. The Enhancement of the Capabilities of Local Enterprises and Industries (Principle 1)

- 2.1. Council's procurement activities will support the growth, development and sustainability of local enterprises and industries, including the advancement of local communities. This includes the use of gateways that bridge the legislative requirements and connect local government to local suppliers.
- 2.2. Council employees undertaking procurement activities are particularly instructed to always consider local traders and businesses, as well as businesses that provide services to Council's communities and contribute to the development of the West Daly region. Every effort should be made to use local suppliers, build local capacity, and to ensure locally based businesses and industries are given an opportunity to participate in quotation and tender processes.
- 2.3. To support the local economy, Council may consider allocating a local supplier weighting to the assessment of tender proposals. The weighting may operate primarily to provide benefit to businesses based in the West Daly region, however it could also be applied more widely to take into consideration increased capacity and benefits to the local economy.
- 2.4. For low value procurement, such as entertainment, food and beverages at community events and civic functions, Council will prioritise local suppliers.

3. The Promotion of Diversity (Principles 2, 3, 4)

- 3.1. Council is committed to setting and embedding a workplace culture and workplace practices that value and promote inclusion and diversity at Council and within our communities.
- 3.2. Council recognises the opportunities our procurement activities provide to positively impact people and our communities through inclusive and diverse sourcing strategies and practices. Social procurement involves delivering positive social outcomes through the purchase of goods and services by Council. Council's objective is to increase the social benefit of procurement and the number of social enterprises delivering services to Council either directly or indirectly.
- 3.4. Council will support the development of a diverse and sustainable Aboriginal and Torres Strait Islander business sector by creating opportunities for Aboriginal and Torres Strait Islander owned businesses to supply to West Daly Regional Council. This will also assist in improving employment outcomes and opportunities for Aboriginal and Torres Strait Islander people to participate in the local economy.
- 3.5. To achieve a more inclusive and diverse supply chain, Council will:
 - a) Actively seek opportunities to purchase goods and services from diverse suppliers.
 - b) Develop and embed inclusion and diversity strategies into our procurement processes.
 - c) When developing a sourcing strategy for each procurement activity, consideration will be given to whether it is in the public interest to include a weighting for Aboriginal and Torres Strait Islander enterprises as part of the assessment criteria. To ensure transparency and consistency, any documentation will include notification that consideration of supporting Aboriginal and Torres Strait Islander enterprises will be taken into account and those submitting are encouraged to include detail on how they meet Council's objectives.



- d) Increase awareness across Council of the impact of our purchasing decisions, and the ability to achieve social outcomes through partnering with diverse suppliers.

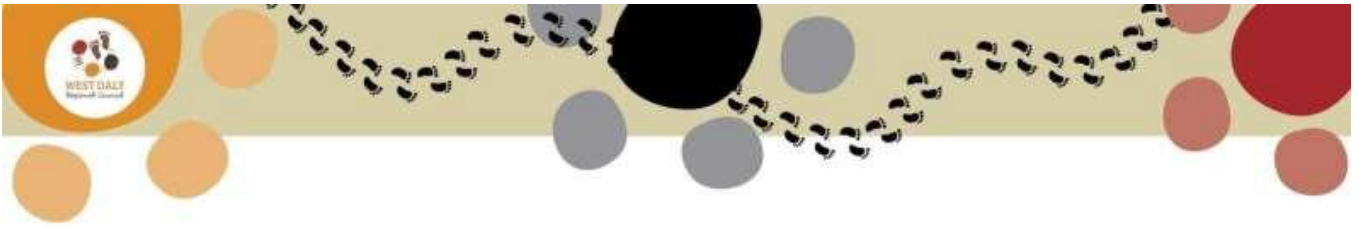
- 3.6. Council may assess the involvement of local enterprise and social benefits as part of any local supplier weighting. Examples include whether the supplier provides:
 - a) Employment and training of people and groups who have been marginalised, financially excluded and under-represented in the Australian economy, including Aboriginal and Torres Strait Islander people, people with disabilities, people from culturally and linguistically diverse backgrounds, seniors, and long-term unemployed.
 - b) Evidence of organisational policies and programs that support diversity and inclusion.
 - c) Reinvesting profit back into community and into Aboriginal and Torres Strait Islander causes.
 - d) Using the services of social enterprises, community organisations or Aboriginal and Torres Strait Islander enterprises in the vendor's supply chain.

4. Ethical Behaviour and Fair Dealings (Principle 5)

- 4.1. Council will ensure that all procurement is undertaken with integrity, that probity is appropriately managed, and that accountability for outcomes is maintained.
- 4.2. All employees involved in purchasing are to behave in a manner which is consistent with and compliant with Council's policies relating to codes of conduct and conflict of interest. This means acting with impartiality, fairness, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

5. Environmental protection and sustainability (Principle 6)

- 5.1. Council is committed to responding to climate change through the sustainable procurement of goods and services.
- 5.2. Council will integrate sustainability into our procurement practices, and take into consideration the social, environmental, cultural, and economic impacts of our procurement activities.
- 5.3. In developing a sourcing strategy, consideration will be given to whether it is in the public interest to include consideration of sustainability principles as part of the assessment criteria. To ensure transparency and consistency, any documentation will include notification that these considerations will be taken into account and submitters are encouraged to include detail on how they meet them.



5.4. Sustainability principles may include:

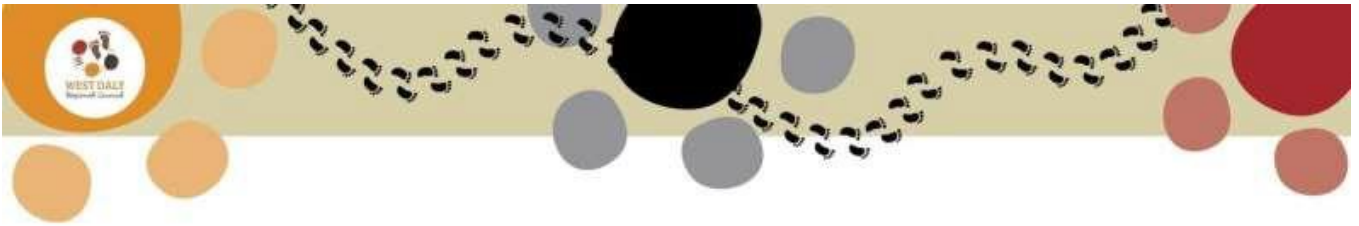
Considerations will be given to the environmental and social sustainability implications of the procurement. This should include, but not be exclusive to, lifecycle costs, resource use, greenhouse gas emissions, ethical purchasing implications, access and inclusivity and waste minimisation. These procurement factors should be considered at all stages of the product 'life cycle', including production, purchase, delivery and use.

6. Open and Effective Competition (Principle 7)

- 6.1. Council's procurement activities should foster a competitive and innovative business environment to drive opportunities in the local government area and in the Northern Territory.
- 6.2. Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.
- 6.3. Council has in place appropriate processes and procedures to support effective procurement practices that are compliant with the legislative and regulatory requirements.
- 6.4. Where it is appropriate and provides value for money, Council may use the Local Buy Procurement and National Procurement Network arrangements to which the Local Government Association of the Northern Territory is a signatory, to facilitate compliant purchasing.

7. Value for Money (Principle 8)

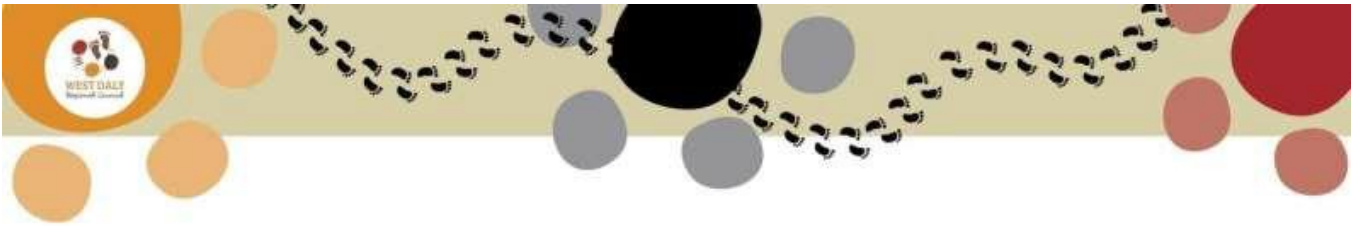
- 7.1. Council's procurement activities must achieve the best value for money, which includes meeting the objectives of Council to promote the social, economic, environmental, and cultural well-being of our communities.
- 7.2. The concept of value for money is not limited to price alone. The value for money assessment should include consideration of:
 - a) Contribution to the advancement of Council's priorities and strategic objectives.
 - b) Overall benefit to the local economy.
 - c) Fitness for purpose, quality, services, and support.
 - d) Whole of life costs including costs of acquiring, using, maintaining and disposal.
 - e) Internal administration costs.
 - f) Technical compliance issues.
 - g) Risk exposure.
 - h) The value of any environmental benefits.
 - i) The value of any social benefits.



8. Best Practice Procurement Practices, ensuring compliance with the Regulatory and Legislative Requirements (Principle 9)

- 8.1. Council respects the trust placed in us by our communities, and we are committed to being accountable for delivering timely outcomes using public resources. To ensure integrity, probity and accountability, Council will:
- a) Observe all requirements under the *Local Government Act* and associated regulations and guidelines.
 - b) Ensure appropriate work health and safety protections are in place to meet or exceed requirements under the *Work Health and Safety (National Uniform Legislation) Act* and associated regulations and guidelines.
 - c) Ensure that appropriate governance mechanisms are in place to maintain the integrity of the procurement process. As part of this, systems for conflicts of interest and complaints management for procurement will be in place.
 - d) Integrate probity to ensure probity is managed relative to the assigned value and risk of the procurement activity.
 - e) Undertake consideration of privacy implications of the procurement activity and preferred supplier.
 - f) Meet or exceed disclosure requirements for the outcomes of procurement processes.
 - g) Periodically review our procurement policies, processes, procedures and practices, with links to Council’s quality management systems and continuous improvement activities.
 - h) Council may procure under a contract that is facilitated by a procurement entity established under *Section 39(2) of the Local Government Act (NT) 2019*.
- 8.2. Council will adhere to the following procurement methods determined by the following purchase and tender cost thresholds:

Threshold (excluding GST)	Procurement Method
Less than \$10,000	Communication with suppliers must be documented and submitted with purchase order.
\$10,000 but not more than \$100,000	Quotations from at least three (3) possible suppliers, preferably written. Council must choose one from these suppliers.
\$100,000 but not more than \$150,000	Public request for quotations, including public notice in regional newspaper and published on Council’s website. The outcome of the quotation process must be notified through the same channels. Council may only accept a supplier from those that have submitted a quotation.
\$150,000 or more	Public tender for contract, including public notice in regional newspaper, Territory newspaper and published



Threshold (excluding GST)	Procurement Method
	on the council's website. The outcome of the public tender must be notified through the same channels.

- 8.3. An exclusion to the above thresholds may be applied where 3 written quotations cannot practically be obtained due to the nature of supplies being procured or other market factors. Under these circumstances the responsible office will obtain as many quotations as practicable, and will document:
- a) The reasons for not obtaining the required 3 quotations;
 - b) The attempts made to obtain the minimum 3 quotations; and
 - c) Why there was no further attempt made to obtain the minimum quotations.
- 8.4. For circumstances where Council does not require quotations or tenders, Council will prescribe procurement practice guidelines that identify those circumstances and the requirements for providing notice and record keeping.

9. Training in Procurement

- 9.1. All Council staff involved in procurement activities will have access to training relating to their roles and responsibilities.
- 9.2. Training will include raising awareness of the impact of Council’s purchasing decisions, and Council’s commitment to developing and embedding inclusion and diversity strategies into our procurement processes.

10. Responsibilities

- 10.1. Council officers responsible for purchasing goods and services must comply with this policy and it is the officer’s duty to understand the meaning and intent of this policy.
- 10.2. Council officers are required to:
- Follow the standards of the *Local Government Act* and the corresponding legislations;
 - Preserve Council’s integrity to ensure that Council may be seen to have acted appropriately in all procurement dealings; and
 - Abide by Council’s *Code of Conduct* Policy and all applicable policies and instructions.

References

Local Government Act 2019 (NT)
Local Government (General) Regulations 2021 (NT) r.33
Work Health and Safety (National Uniform Legislation) Act

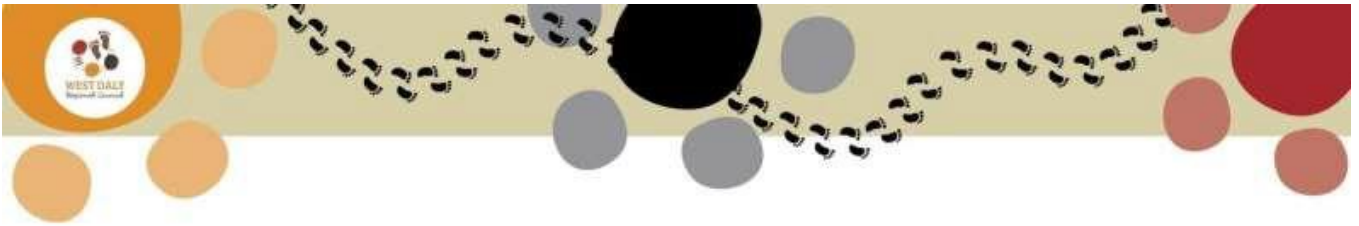
Definitions

In the context of this policy the following definitions apply:

Aboriginal and Torres Strait Islander Enterprise is an individual, or an entity that is at least 50% Aboriginal and Torres Strait Islander owned, that is undertaking commercial activity.

Collective procurement is an agreement between two or more councils to enter into a procurement Procurement Policy

6



agreement where a lead council is nominated, as prescribed under the *Local Government (General) Regulations*.

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

Local Supplier is a supplier operating in the West Daly Regional Council area, with permanent resources in the West Daly region, which employs residents within the West Daly region, and sources materials and services from businesses in the West Daly region.

Procurement means purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and services to Council, or third parties acting as representatives for Council.

Social Enterprise is a business that operates to address social problems, improve communities, or help the environment. A social enterprise generates most, or all their incomes from trade (not grants or donations) and can be categorised under one or more of the below models:

- provide employment and training for marginalised groups
- provide employment and training for people with a disability
- provide products and services in a direct response to a community or environmental need (something not met by the market)
- an ethical not-for-profit business, with a significant proportion of profits redistributed for a social impact.

Supplier means a contractor or seller of goods and services.

Related Documents

- Code of Conduct (CEO) Policy
- Code of Conduct (Council Staff) Policy
- Conflict of Interest (Council Staff) Policy

For more information, contact the Policy Custodian.

Signature of Endorsement:	
Name:	
Position:	Chief Executive Officer

REPORT FOR DECISION

ITEM NUMBER 6.6

REPORT TITLE Repeal of Policies - People and Culture

PREPARED BY Dorothea Janczewska (People & Culture Manager), Renjith Kollakkombil (Governance Officer)



Purpose

The purpose of this report is to propose to the Council the repeal of certain policies as a strategy to improve governance.

Background

In March 2024, a policy review was undertaken by the People and Culture Manager to enhance governance. It was identified that certain policies may no longer accurately reflect the current circumstances, relevance, or necessity. As a result, this recommendation is being put forth to the Council for their approval of the proposed repeal suggestions, which are outlined below:

No	Policy Name	Reason
HR01	Absences/Abandonment of Employment	Recommend repealing due to the comprehensive coverage of absences and abandonment of employment within the current <i>West Daly Regional Council Enterprise Agreement, 2021</i> .
HR03	Children in the Workplace	Recommend repealing due to the evolving circumstances surrounding childcare in the workplace.
HR05	Conferences and Seminars	Recommend repealing this due to the evolving nature of professional development opportunities and the Council's changing requirements regarding Conferences and Seminars.
HR10	Equal Employment Opportunity	Recommend repealing as the content of the policy is effectively addressed by existing GOV 16 Human Resource Management Policy and the Equal Opportunity legislation, ensuring fairness and equal opportunities for all employees.
HR14	Organisational Chart	Recommend repealing this document due to the changing structure and Council's evolving needs.
HR17	Redeployment and Redundancy Policy	Recommend repealing as the provisions outlined in the policy are adequately covered within the current <i>West Daly Enterprise Agreement 2021</i> , ensuring fair treatment of employees in situations of redeployment and redundancy.
HR22	Staff Travel	Recommend repealing as the policy is sufficiently addressed within the current <i>West Daly Enterprise Agreement 2021</i> , providing guidelines for staff travel arrangements and reimbursements.

Statutory Environment

Local Government Act 2019

Local Government (General) Regulations 2021

Impact for Council

Approving the recommendations for repealing the listed policies and documents will strengthen the governance and compliance framework of the West Daly Regional Council, with the objective of improving compliance and operational efficiency.

Strategic Alignment

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

Focus 1: A strong Council	
1.2 Governance	
Journey 1.2.3	Review policies against legislative requirements

Recommendation

That the Council approves the repeal of:

- **HR01 Absences/Abandonment of Employment policy;**
- **HR03 Children in the Workplace Policy;**
- **HR05 Conferences and Seminars policy;**
- **HR10 Equal Employment Opportunity policy;**
- **HR14 Organisational Chart;**
- **HR17 Redeployment and Redundancy Policy; and**
- **HR22 Staff Travel Policy.**

Attachments

Nil

REPORT FOR DECISION

ITEM NUMBER 6.7

REPORT TITLE Policy Approval - People and Culture

PREPARED BY Dorothea Janczewska (People & Culture Manager)



Purpose

This report recommends that the Council approve the review of the following policies and adopt it to align with the requirements of the *Local Government Act 2019*.

- HR07 Discipline Policy
- HR16 Plane Charters Policy
- HR27 Workplace Bullying and Harrasment Policy

Background

In March 2024, the People and Culture Manager conducted a review of the above listed policies. The Policies were initially approved in January 2019 and due for reassessment in January 2022. The policies have now undergone its review process. The drafts of the updated policies are available for reference.

Statutory Environment

Local Government Act 2019

Local Government (General) Regulations 2021

Impact for Council

The approval and implementation of the reviewed policies will strengthen the governance and compliance framework of the West Daly Regional Council, resulting in heightened adherence to regulations and increased operational effectiveness.

Strategic Alignment

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

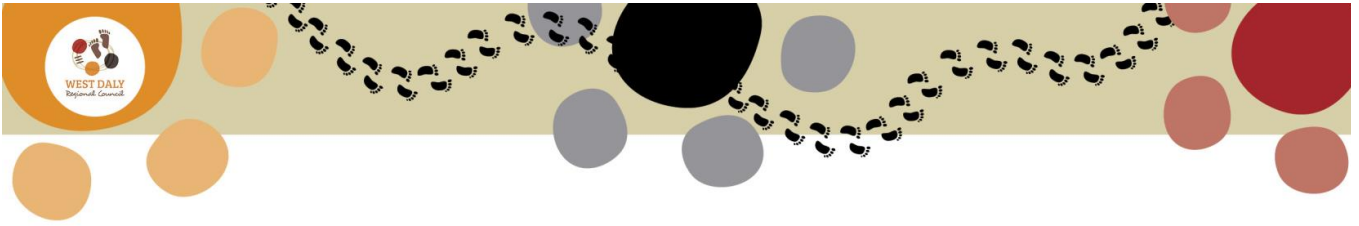
Focus 1: A strong Council	
1.2 Governance	
Journey 1.2.3	Review policies against legislative requirements

Recommendation

1. That the Council receives and notes the review of:
 - **HR27 Workplace Bullying and Harrasment Policy;**
 - **HR16 Plane Charters Policy;** and
 - **HR07 Discipline Policy.**

Attachments

1. H R 27 Workplace Bullying and Harrassment OCM [6.7.1 - 4 pages]
2. H R 16 Plane Charter OCM [6.7.2 - 3 pages]
3. H R 07 Discipline OCM [6.7.3 - 5 pages]



HR27	Workplace Bullying and Harassment
Approval Date:	March 2024
Council Decision Reference:	
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	March 2028
Version	1.0

Purpose

West Daly Regional Council (**the Council**) is dedicated to fostering a workplace environment that is free from bullying, harassment, and unlawful discrimination. The Council is committed to ensuring that all individuals involved in the workplace are treated with respect, dignity, and fairness, with the goal of establishing an inclusive workplace that fosters positive and professional relationships.

The Workplace Bullying and Harassment Policy (**the Policy**) is established to provide clear guidelines for identifying and addressing instances of discrimination, bullying, and harassment within the Council. It outlines the procedures for reporting such behaviour and details how complaints will be handled by the Council.

Scope

This policy applies to all employees.

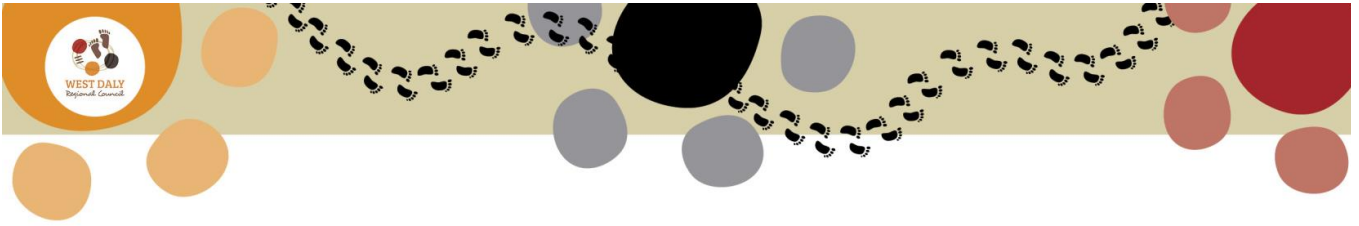
Policy Statement

1. Zero Tolerance Policy

- 1.1. The Council has a zero-tolerance policy towards bullying, harassment, and discrimination in any form. Such behaviour will not be tolerated and may result in disciplinary action, up to and including termination of employment or contract. Additionally, the Council may take legal action where appropriate.

2. Responsibilities

- 2.1. It is the responsibility of all employees to adhere to this Policy and to treat others with respect and professionalism.
- 2.2. Managers and supervisors have a particular responsibility to address and prevent bullying, harassment, and discrimination within their teams.



3. Reporting Procedure

- 3.1. Any individual who believes they have experienced or witnessed bullying, harassment, or discrimination is encouraged to report the incident promptly. Reports can be made to a supervisor, manager or People and Culture Manager.
- 3.2. The Council will ensure that individuals feel safe and supported in making complaints and will protect them from victimization or retaliation.

4. Confidentiality

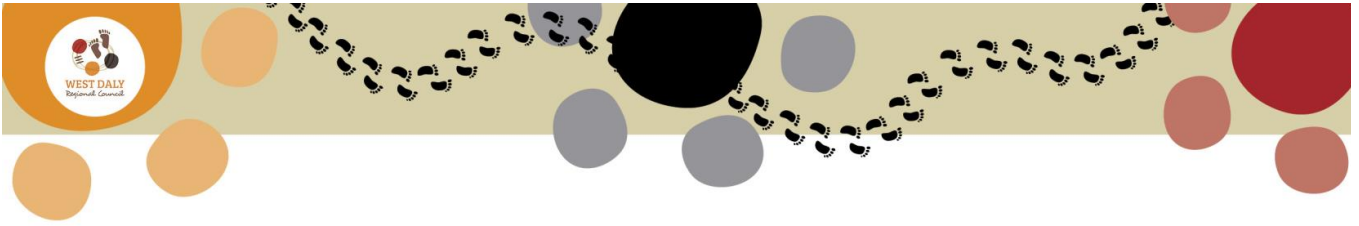
- 4.1. The Council is committed to maintaining confidentiality throughout the investigation process to the extent possible, while still ensuring a thorough and fair investigation.
- 4.2. Information will only be disclosed on a need-to-know basis, and steps will be taken to protect the privacy of all parties involved.

5. Investigation and Resolution

- 5.1. Investigations will be conducted in a fair and impartial manner by People and Culture Manager or delegate.
- 5.2. The findings of the investigation will be presented to the Chief Executive Officer (CEO) for review and appropriate action. The CEO will consider the evidence gathered during the investigation and any relevant policies or laws in determining the appropriate course of action.
- 5.3. Actions taken by the CEO may include:
 - a) **Disciplinary Measures:** If the investigation confirms that bullying, harassment, or discrimination has occurred, the CEO may impose disciplinary measures on the individuals responsible. These measures may range from verbal or written warnings to suspension or termination of employment or contract.
 - b) **Mediation:** In some cases, mediation may be deemed appropriate as a means of resolving the issue and restoring positive working relationships. Mediation will be conducted by trained mediators who are impartial and skilled in facilitating constructive dialogue between the parties involved.
 - c) **Other Interventions:** Depending on the circumstances of the case, the CEO may implement other interventions aimed at addressing the underlying issues and preventing future occurrences of misconduct. This may include additional training and counselling.

6. Support

- 6.1. The Council provides support to individuals who have experienced bullying, harassment, or discrimination, including access to counselling services, Employee Assistance Programs, or other forms of assistance as needed.



6.2. Managers and supervisors are responsible to recognise signs of distress and to provide appropriate support to affected employees.

7. Non-Retaliation

7.1. The Council prohibits retaliation against any individual who reports bullying, harassment, or discrimination in good faith.

7.2. The Council will actively monitor for any signs of retaliation and will take steps to address and prevent it.

8. Training and Awareness

8.1. The Council is committed to providing training and awareness programs to all employees to prevent bullying, harassment, and discrimination and to promote a culture of respect and inclusivity in the workplace.

References

The People and Culture Manager is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 4 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the law.

Following approval of this policy document, the People a Culture Manager (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy

FURTHER INFORMATION:

For more information, contact the Policy Custodian.

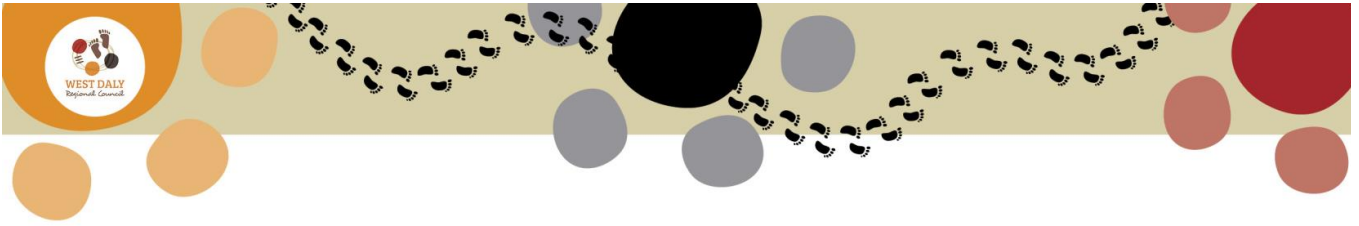
Definitions

In the context of this policy the following definitions apply:

Discrimination: Any act or behaviour that unfairly differentiates or treats individuals unfavourably based on attributes such as race, sex, sexuality, age, pregnancy, parenthood, impairment, religious belief or activity, irrelevant medical record, marital status, breastfeeding, trade union or employer association activity, political opinion, affiliation, or activity, irrelevant criminal record, or association with a person who possesses or is believed to possess any of these attributes.

Bullying: Persistent and unwanted behaviour that intimidates, demeans, or humiliates individuals in the workplace, creating an intimidating, hostile, or offensive work environment. This behaviour may be verbal, physical, or psychological in nature and can include threats, insults, derogatory remarks, exclusion, or spreading malicious rumors.

Harassment: Any unwelcome conduct, whether verbal, physical, or visual, that is based on an individual's protected characteristic (such as race, sex, or disability) and that creates an intimidating, hostile, or offensive work environment. This can include but is not limited to, unwanted advances, offensive jokes or comments, gestures, or displays of offensive materials.



Sexual Harassment: Unwelcome sexual advances, requests for sexual favours, or other verbal, physical, or visual conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. This can include but is not limited to, sexual jokes or comments, unwanted touching, suggestive gestures, or displaying sexually explicit materials.

Victimisation: Retaliatory actions taken against an individual who has made a complaint of discrimination, bullying, harassment, or sexual harassment, or who has participated in an investigation related to such a complaint.

Intimidation: Behaviour or actions that instil fear or apprehension in others, creating a hostile or oppressive atmosphere. This can include threats, aggressive gestures, verbal abuse, or any other conduct intended to coerce or manipulate others into submission or compliance.

Related Documents

Council’s Policies:

- PC01 Code of Conduct Employee
- HR06 Conflict of Interest Policy
- HR07 Discipline Policy

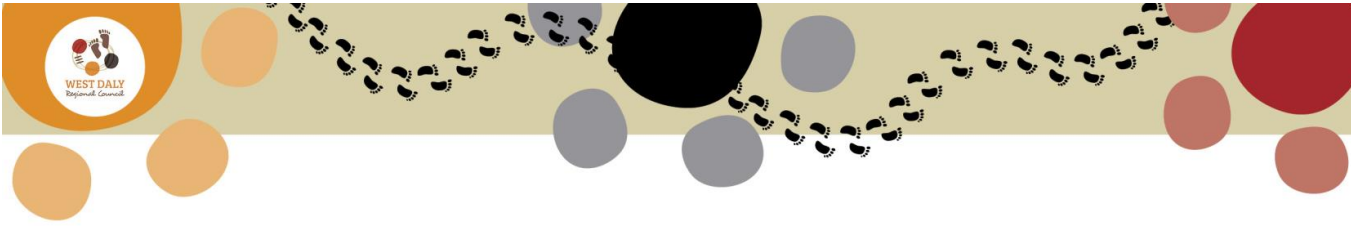
Northern Territory Legislation:

- *Northern Territory Anti-Discrimination Act 1992*
- *Northern Territory of Australia Return to Work Act 1986*
- *Northern Territory of Australia Return to Work Regulations 1986*

Commonwealth Legislation:

- *Sex Discrimination Act 1984*
- *Racial Discrimination Act 1975*
- *Disability Discrimination Act 1992*
- *Human Rights and Equal Opportunities Act 1986*
- *Fair Work Act 2009*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2011*

Signature of Endorsement:	
Position:	Acting Chief Executive Officer



HR16	Plane Charter
Approval Date:	
Council Decision Reference:	
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	March 2028
Version	2.0

Purpose

The West Daly Regional Council (the Council) acknowledges the occasional necessity of chartering aircraft for official travel, especially in situations where ground transportation within the West Daly Region is impractical or during emergencies.

This Plane Charter Policy (the Policy) is established to provide clear guidelines and procedures for the responsible and efficient use of air transportation resources by the Council. By outlining standard conditions for aircraft chartering, this Policy aims to ensure the safety, cost-effectiveness, and environmental responsibility of air travel undertaken on behalf of the Council.

Scope

This policy applies to all Council Elected Members, employees, contractors, and any other individuals authorised to arrange or undertake travel on behalf of the Council.

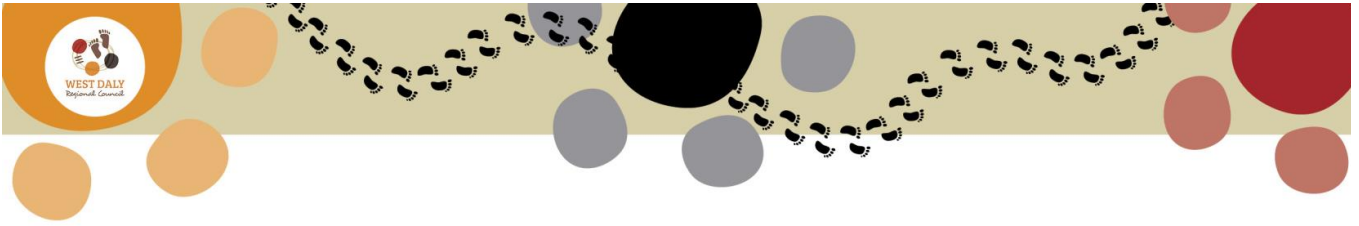
Policy Statement

1. Authorisation and Approval

- 1.1. The authority to approve aircraft charters for official travel rests with the Chief Executive Officer (CEO) or their designated representative.
- 1.2. Requests for aircraft charter must be submitted to the CEO or their delegate in advance, except in emergency situations where immediate action is required.
- 1.3. Approval for aircraft chartering will be granted based on the necessity, cost-effectiveness, and safety considerations of air travel compared to alternative transportation methods.

2. Criteria for Chartering Aircraft

- 2.1. Impassable Roads: Aircraft charter may be authorized when roads are impassable due to adverse weather conditions, natural disasters, or other circumstances preventing safe ground travel.



2.2. Emergency Situations: Aircraft charter may be authorized in response to emergency situations, including medical emergencies, urgent official business, or critical infrastructure needs.

3. Safety and Quality Assurance

3.1. Safety is paramount in all aspects of aircraft chartering. Only reputable aviation service providers with a proven safety record and compliance with aviation regulations should be engaged.

3.2. The Council will prioritize the use of aircraft that undergo regular maintenance checks and are operated by qualified and experienced pilots.

4. Cost Efficiency and Environmental Considerations

4.1. The Council will strive to ensure cost efficiency in aircraft chartering, taking into account the overall travel expenses and available budget allocations.

4.2. Whenever feasible, consideration will be given to environmental impact, and alternative transportation options with lower carbon emissions will be explored.

5. Documentation and Reporting

5.1. Prior to chartering an aircraft, a written request must be submitted for approval, detailing the purpose of travel, destination, number of passengers, and estimated travel dates.

5.2. Additionally, comprehensive documentation for all aircraft charters must be maintained by Executive Officer. This includes recording actual expenses, reasons for chartering, and any relevant supporting documentation. This documentation is crucial for auditing and ensuring accountability.

6. Contracting and Payment Procedures

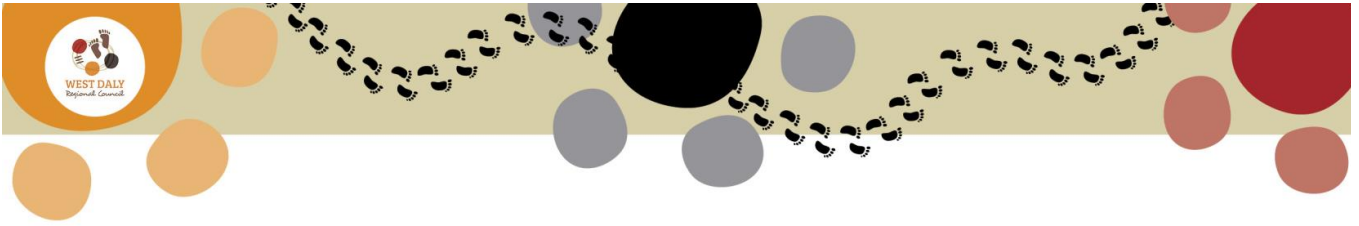
6.1. Aircraft charter contracts shall be negotiated and executed in accordance with Council procurement policies and procedures.

6.2. Payments for aircraft charters will be processed in compliance with Council financial regulations and subject to budgetary constraints.

7. Compliance, Review, and Communication:

7.1. All personnel involved in the aircraft chartering process must adhere to this Policy and any applicable laws, regulations, or Council directives.

7.2. This Policy shall be reviewed periodically to assess its effectiveness and relevance, with amendments made as necessary with approval from the CEO or their delegate.



7.3. This Policy will be communicated to all Council members, employees, and relevant stakeholders, and training sessions may be conducted to ensure understanding and compliance.

References

The People and Culture Manager is the Policy Custodian for this Policy and is responsible for reviewing the operation of the Policy (every 4 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the law.

Following approval of this Policy document, the People a Culture Manager (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy

FURTHER INFORMATION:

For more information, contact the Policy Custodian.

Definitions

In the context of this Policy the following definitions apply:

- **Employee** means all employees of Council, whether employed on a permanent, fixed term or casual basis;
- **Contractor** refers to a person who works for Council under an arrangement with a labour hire agency or provides services to Council on a contract basis or a person (other than a member of Council, a local authority, or a council committee member) acting under powers of Council;
- **Volunteer** refers to a person who freely offers to undertake a task/tasks for Council without being paid;
- **A charter flight** as defined within the context of this Policy, refers to the rental or hire of an entire aircraft by the West Daly Regional Council for the purpose of official travel. Unlike commercial flights, which operate on regular schedules and routes, charter flights are arranged on an ad hoc basis to accommodate specific travel needs of the Council.

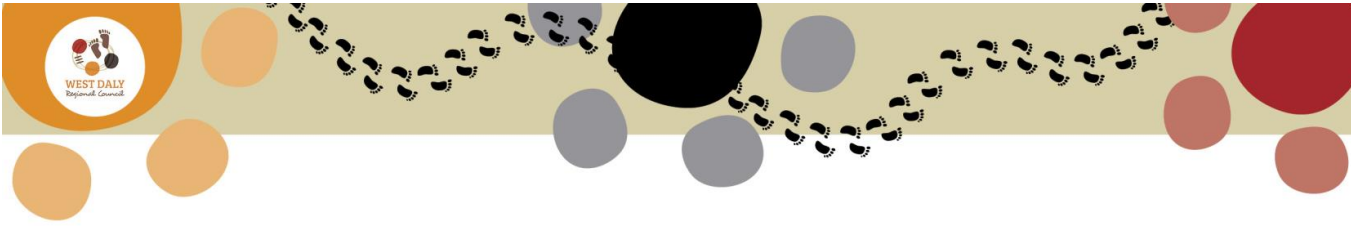
For more information, contact the Policy Custodian.

Related Documents

Local Government Industry Award 2010

Local Government Act 2019 (NT)

Signature of Endorsement:	
Position:	Acting Chief Executive Officer



HR07	Discipline
Approval Date:	
Council Decision Reference:	
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	March 2028
Version	1.0

Purpose

The purpose of this Discipline Policy (**Policy**) is to establish clear guidelines and procedures for managing disciplinary matters involving employees of the West Daly Regional Council (**Council**).

It aims to promote accountability, integrity, and professionalism while ensuring fairness and adherence to standards. By outlining the expectations for conduct and providing a structured process for addressing performance issues and misconduct, this Policy seeks to foster a positive work environment conducive to productivity and mutual respect.

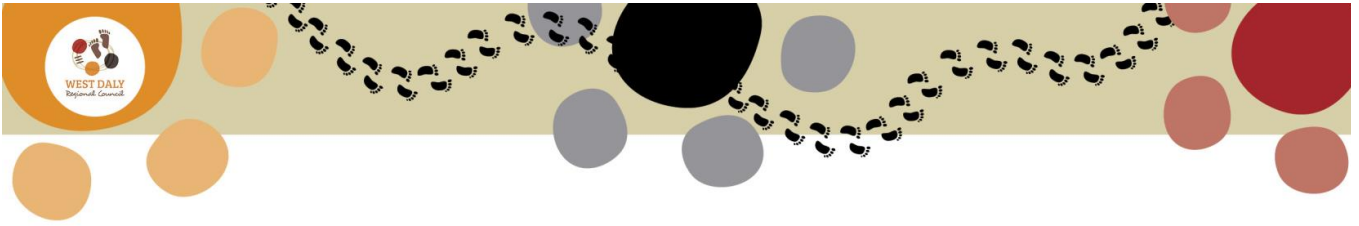
Scope

The Policy applies to all employees of the Council. It does not extend to contractors, agency employees, or those who have not completed the minimum employment period. The Policy encompasses all stages of the disciplinary process, from initial counselling to formal disciplinary actions and outcomes.

Policy Statement

1. Policy Statement

- 1.1. Employees of the Council are required to maintain the highest standards of conduct in their professional endeavours, which includes compliance with relevant laws, regulations, and policies governing their activities
- 1.2. Expectations are set for employees to adhere to conduct and performance standards aligned with the PC01 Code of Conduct Employee, Council Values, and other Council's policies.
- 1.3. The Policy articulates key principles and procedures, emphasizing:
 - a) Demonstrating respect, courtesy, and professionalism in interactions with colleagues, supervisors, Elected Members, and the public.
 - b) Upholding fundamental values of honesty, integrity, and transparency in all actions and communications.



2. Fundamentals of the Disciplinary Policy

- 2.1. The initiation of the disciplinary process is primarily the responsibility of line managers within the Council. Line managers are expected to address issues of unacceptable performance or misconduct promptly and effectively at the departmental level and notify People and Culture Manager.
- 2.2. Role of Line Managers: Line managers play a crucial role in identifying and addressing employee performance issues or misconduct or performance concerns within their respective departments. They are responsible for initiating informal discussions, providing feedback, and offering support to employees to address concerns.
- 2.3. Informal Resolution: When a line manager identifies an issue, they are encouraged to first attempt informal resolution through constructive feedback, coaching, and guidance. This may involve discussing performance expectations, providing additional training or resources, or clarifying job responsibilities.

3. Escalation to People and Culture Manager or Executive

- 3.1. If informal resolution attempts are unsuccessful, or if the misconduct or performance issue persists, the matter may be escalated to the People and Culture Manager or Senior Leadership Team Member within the Council.
- 3.2. Line managers should document their efforts in addressing the issue before escalating to ensure transparency and accountability.

4. Involvement of People and Culture Manager or Executive

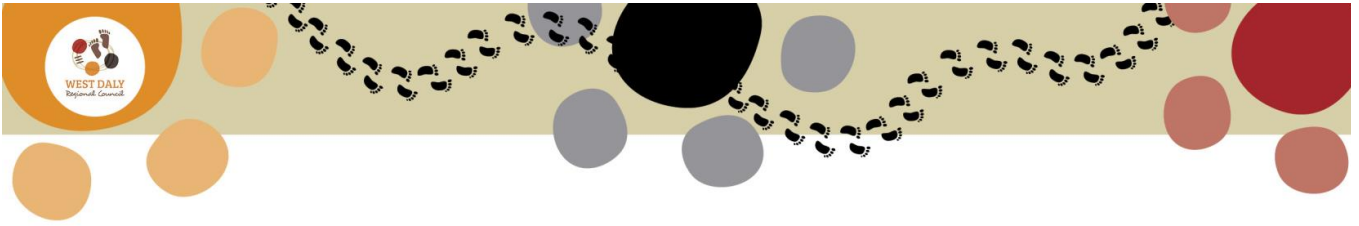
- 4.1. Upon escalation, the People and Culture Manager or Senior Leadership Team Member will conduct a thorough review of the situation. This may include gathering additional information, conducting further investigations if necessary, and consulting with relevant stakeholders.

5. Decision on Formal Disciplinary Action

- 5.1. Based on the findings of the review, the People and Culture Manager will determine whether formal disciplinary action is warranted.
- 5.2. This decision will be made in accordance with the Council's policies, relevant employment laws, and principles of fairness and natural justice.

6. Communication with Employee

- 6.1. If formal disciplinary action is deemed necessary, the People and Culture Manager will communicate the decision to the employee in writing.



6.2. The communication will outline the reasons for the disciplinary action, the specific allegations or concerns, and the expected outcomes or consequences.

7. Employee Rights

- 7.1. Throughout the disciplinary process, employees are entitled to procedural fairness and natural justice.
- 7.2. This includes the right to be heard, the right to respond to allegations, and the right to seek support or representation if needed.

8. Documentation and Record-Keeping

- 8.1. All stages of the disciplinary process, including informal discussions, escalations, and formal actions, should be documented thoroughly and provided to People and Culture Manager.
- 8.2. Documentation should include details of meetings, correspondence, decisions made, and any agreed-upon action plans.

9. Confidentiality and Privacy

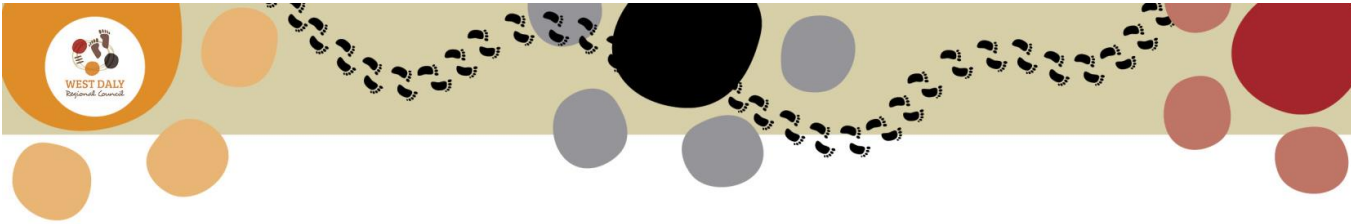
- 9.1. Confidentiality will be maintained throughout the disciplinary process to the extent possible, respecting the privacy rights of all parties involved.
- 9.2. Information will only be disclosed on a need-to-know basis and in accordance with relevant privacy laws and policies.

10. Formal Disciplinary Action

- 10.1. Should informal measures fail to rectify the issue or in cases of more serious misconduct, formal disciplinary action may be necessary. Such actions may include the issuance of written warnings, suspension, or termination of employment, depending on the severity of the offense and the employee's disciplinary history.

11. Appeals Process

- 11.1. Employees retain the right to challenge disciplinary rulings they perceive as unfair or disproportionate.
- 11.2. Appeals must be formally lodged in writing with either the People and Culture Manager or the relevant Departmental Executive.
- 11.3. These appeals will undergo impartial review to verify adherence to established policies and procedures.
- 11.4. Final decisions arising from the appeals process will be made by the CEO and promptly communicated to the employee, with a commitment to maintaining transparency and clarity throughout the process.



12. Confidentiality

- 12.1. Confidentiality is paramount throughout the disciplinary process, with all parties involved expected to respect the privacy rights of individuals and the sensitivity of the matter at hand.
- 12.2. Information pertaining to disciplinary proceedings will be handled discreetly and shared only with those directly involved or with a legitimate need to know, safeguarding the integrity and reputation of both the Council and its employees.

13. Compliance

- 13.1. Failure to adhere to the provisions outlined in this Policy may lead to disciplinary action, ranging from formal counselling to termination of employment.
- 13.2. It is imperative that all employees acquaint themselves with the Policy and uphold its principles. By doing so, they contribute to fostering a culture of accountability and integrity within the Council.
- 13.3. Additionally, any disciplinary measures taken will require approval from the CEO, ensuring consistency and fairness in decision-making processes.

References

The People and Culture Manager is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 4 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the law.

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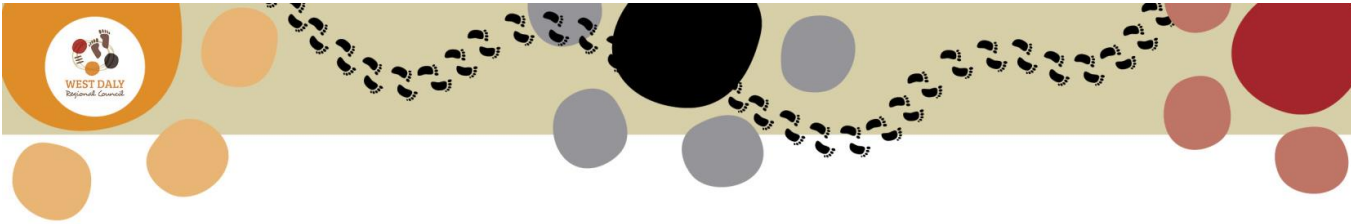
FURTHER INFORMATION:

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Definitions

In the context of this policy the following definitions apply:

- **Employee** means all employees of Council, whether employed on a permanent, fixed term or casual basis;
- **Contractor** refers to a person who works for Council under an arrangement with a labour hire agency or provides services to Council on a contract basis or a person (other than a



member of Council, a local authority, or a council committee member) acting under powers of Council;

- **Council's values** means the values and behaviours that Council embraces to support purpose and guide us in achieving our vision, as communicated in the Strategic and Regional Plans;
- **Counselling** is a meeting between an employee and their manager / supervisor where Council confirms its expectations of the employee, outlines how the employee may not be meeting these expectations, seeks a response from the employee and discusses what is required in order for the employee to meet the necessary standard, including the provision of appropriate training or support. This is a formal meeting that will be documented and kept on the employee's personnel file.
- **Misconduct** is a behaviour that is not serious misconduct, but is nonetheless unsatisfactory and inconsistent with PC01 Code of Conduct Employee or other policies and procedures;
- **Serious Misconduct** aligns with the *Fair Work Act 2009* and includes:
 - wilful or deliberate behaviour by an employee that is inconsistent with continuing their employment;
 - conduct that causes serious and imminent risk to the health and safety of another person or to the reputation, viability or profitability of their employer's business. Serious misconduct may result in summary dismissal (termination without notice);

Related Documents

- *Local Government Industry Award 2010*
- *Fair Work Act 2009 (Cth)*
- *Local Government Act 2019 (NT)*
- PC01 Employee Code of Conduct
- West Daly Regional Council Enterprise Agreement

Signature of Endorsement:	
Position:	Acting Chief Executive Officer

STANDARD REPORT

ITEM NUMBER 6.8
REPORT TITLE Attendance at LGANT Conference
PREPARED BY Michelle Griffin (Executive Officer)



Purpose

The purpose of this report is to provide the Councillors with information regarding the upcoming bi-annual conference run by the Local Government Association of the Northern Territory (LGANT); and for Council to decide who will be attending the conference.

Background

Excerpt from LGANT's website ([Events - LGANT](#)):

LGANT's bi-annual event for local government in the Northern Territory brings together key decision-makers, including Mayors, Presidents, Elected and Local Authority Members, council CEOs, and senior managers.

The theme for this event, based on one of LGANT's strategic priorities, is improving outcomes for Aboriginal people. The event will explore policy challenges and advocacy mechanisms through guest presentations and the LGANT General Meeting.

This event will also host a pre-election panel and Q&A with the Chief Minister of the Northern Territory and the Leader of the Opposition ahead of the upcoming election.

Statutory Environment

Local Government Act 2019

Impact for Council

The conference provides an opportunity for elected members and executive staff to network with stakeholders and raise awareness of the issues facing the West Daly region.

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 2 - Supporting our People	
2.1 Leadership	
Journey 2.1.4	Enhance leadership and management capability across West Daly Regional Council

Recommendation

1. That Council approves the Mayor, the A/CEO, and

- Cr XX
- Cr XX

to attend the LGANT's bi-annual conference and convention to be held in Darwin on 18-19 April 2024.

Attachments

1. April 2024 LGANT Conference [6.8.1 - 1 page]
2. 2024-02-04 Notice of GM, Constitution changes and call for motions WDRC [6.8.2 - 1 page]
3. LGANT Calls for Motions [6.8.3 - 4 pages]



April 18-19

April 2024 LGANT Conference & Dinner

Book your tickets at lgant.asn.au



18-19 APRIL
2024



HILTON DARWIN, 32 MITCHELL ST
DARWIN, NT 0800

4 March 2024

Mayor Ralph Narburup
West Daly Regional Council
ralph.narburup@westdaly.nt.gov.au

Dear Mayor Narburup,

NOTICE OF GENERAL MEETING, CONSTITUTION CHANGES, AND CALL FOR MOTIONS

In accordance with the LGANT Constitution, I am writing to provide notice of LGANT's next General Meeting. It will be held in Darwin on 19 April 2024.

I am also writing to provide the necessary six weeks' written notice of proposed amendments to LGANT's Constitution. The main proposed amendment is to enable an allowance (or sitting fee) for LGANT Board members as per agenda item 7.12 of the 10 November 2023 General Meeting. The Board cannot be paid an allowance until the amendments are approved by members.

Other proposed amendments to the Constitution include:

- removing reference to LGANT being a charity. Advice received is that LGANT does not meet the criteria;
- providing clarity on the winding up of the company; and
- adding a section on the order of voting of Board positions as, until now, this has somewhat been corporate knowledge.

The proposed changes will be emailed to member councils for feedback once endorsed by the Board at its 20 March 2024 meeting. LGANT can receive feedback via email but will also hold an online discussion and Q&A for members before the General Meeting to talk through the changes.

I also call for motions for the 19 April 2024 General Meeting and have attached the template that must be used. As you would be aware, motions are proposals for action so are important for setting the direction of LGANT. The closing date for the submission of motions is 28 March 2024.

In closing, we plan to have registrations open for the April conference and General Meeting soon. I'll let you know when ready via email.

Yours sincerely,



Mary Watson
A/CEO



LGANT CALL FOR MOTIONS

P (08) 8944 9697 **A** 21 Parap Rd, Parap NT 0820
E info@lgant.asn.au PO Box 2017, Parap NT 0804
W lgant.asn.au ABN: 53 069 465 021

We are local. We connect.

CALL FOR MOTIONS

About this document

LGANT's purpose, as per the Strategic Plan 2021-2024, is to support and represent member councils to drive economic and social development for NT communities by providing:

- Advocacy and representation
- Capacity building
- Promotion of the sector
- Governance development
- Service delivery and infrastructure

The purpose of *this* document is to provide a template for member councils to submit motions to LGANT on issues for consideration, such as governance, policy positions and advocacy efforts, at either the April or November General Meetings.

Policy positions are a statement or declaration of an organisation's stance on a particular topic(s). Further, LGANT seeks to influence public policy which is laws, guidelines and actions decided and taken by governments. Motions from councils help LGANT form its policy positions and statements that in turn, assist with advocacy efforts. LGANT's current policy statements can be found [here](#).

Advocacy is a broad term encompassing endeavours to achieve change. For LGANT, advocacy is activity undertaken to promote and influence issues that collectively effect local government.

Timeframes

This 'call for motion' template will usually accompany LGANT's notice of a General Meeting, but motions can be submitted at any time.

To make the Agenda of a General Meeting, motions must be submitted in advance. Late motions will not be accepted (unless urgent) and will instead be referred to the next General Meeting.

If the motion is urgent, councils may consider calling a Special General Meeting or request the Board address through their monthly meetings.

Other important information

There should only be ONE issue per motion. It is suggested that the council submitting the motion first discuss it with LGANT so they can outline existing activity, if any, in the topic area and assist with developing the business case.

Motions need to be approved by resolution of the local government council prior to submission to LGANT.

LGANT will assess the motion for completeness and appropriateness and if necessary, discuss it with the submitting member council and request more information or redrafting before including in the General Meeting Agenda. This process may require the council to re-endorse its motion.

LGANT will draft a cover business paper for each motion and may present the final motions to the Board for review, before distribution to members via the final General Meeting Agenda.

By submitting a motion, your council has the opportunity to move and speak to the motion at the General Meeting it is going to.

The better your council's argument or case, the more likely it is to be resolved by members. Resolved motions are minuted following the General Meeting, allocated to LGANT staff for action, and reported on at monthly Board meetings.

TEMPLATE

CALL FOR MOTIONS

Councils are invited to submit motions for debate to be included at General Meetings using this template.

Name of Council:

Click or tap here to enter council name.

Contact person and title:

Click or tap here to enter your full name and position.

Phone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

Date of Council resolution on the motion: Click or tap to enter a date.

Motion to be presented at:

LGANT General Meeting date - Click or tap to enter a date.

Motion title:

Click or tap here to enter text.

Resolution sought (Motion):

- Motions should be clear and concise and limited to one subject matter/ issue.
- Consider the action your council wants LGANT to do for your council or the members as a collective e.g.,
 - "...Council calls on LGANT to advocate...."
 - "...Council calls on LGANT to assist with...."
 - "...Council calls on LGANT to develop a policy position on...."
 - "...Council calls on LGANT to review its policy position on...."
 - "...Council calls on LGANT to change the Constitution to...."

Click or tap here to enter council name. **calls on LGANT to** Click or tap here to enter text.

Background and supporting information:

Include here:

- Background to the issue e.g. how this issue came to light and how your council has tried to deal with it to date?
- If the subject matter or issue is strategic in nature e.g. housing supply or planning legislation?
- Is the motion relevant to your council solely or local government sector more broadly e.g. a collection of, or all LGANT members?
- If your council has tested the issue and proposed motion with other member councils e.g. through the relevant LGANT Strategic Priority Working Group?
- Has your council reviewed LGANT's Constitution, Governance Charter and Policy Statements in preparing this motion?
- Evidence, research, and data to support the motion and to provide members with enough information for a considered discussion, response and/or decision.

Maximum 600 words. If additional information is required, provide as attachment/s.

Click or tap here to enter text.

7 REPORTS FOR INFORMATION

REPORT FOR INFORMATION

ITEM NUMBER 7.1
REPORT TITLE Thamarrurr/Pindi Pindi Ward failed by-election
PREPARED BY Michelle Griffin (Executive Officer)



Purpose

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

Background

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

Nominations opened on Monday, 8 February 2024 and closed at 12:00 noon on Friday, 8 March 2024. No nominations had been received by the close of nominations, resulting in a failed by-election.

Planning is in progress with the Northern Territory Electoral Commission ('NTEC') to commence a new by-election round.

Consultation with Wadeye Local Authority

At the Wadeye Local Authority meeting held on Tuesday, 19 March 2024, A/CEO, Mark Blackburn, notified the Local Authority that the recent Thamarrurr/Pindi Pindi Ward by-election failed due to no nominations.

The Local Authority was encouraged to raise awareness in the community about the vacant position. It was noted that the Council staff are available to provide assistance to anyone wishing to submit a nomination to NTEC. A new round of nominations will be announced soon.

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 failed by-election report.

Attachments

Nil

STANDARD REPORT

ITEM NUMBER 7.2

REPORT TITLE People & Culture Report

PREPARED BY Dorothea Janczewska (People & Culture Manager)



Purpose

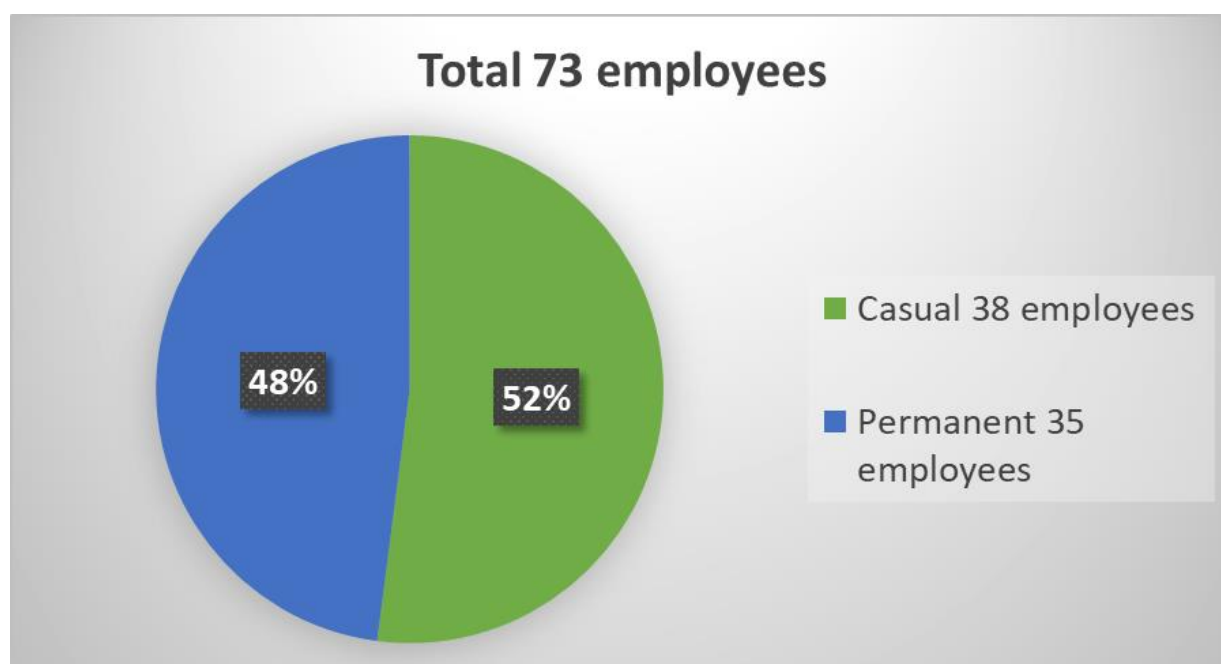
The primary objective is to provide the Council with comprehensive updates on various aspects related to the People and Culture function within the West Daly Regional Council. This encompasses a detailed overview of workforce dynamics, wellbeing initiatives, and associated matters for informed decision-making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

Background

1. Workforce Composition

- Currently, there is an assessment being conducted on employees who have abandoned their employment, as evidenced by their prolonged absence from required shifts.
- As a result there are reduction in the employee count since the previous Ordinary Council Meeting in February, and decreased from 83 to 73.
- This review is ongoing, and the employee count may vary from month to month. However, the Council typically maintains a workforce of approximately 65 to 75 employees, with variations based on various factors like organizational needs and recruitment efforts.

Figure 1. Workforce Composition



2. Recruitment

- Currently recruiting for 15 roles
- The recruitment efforts for various positions across Wadeye, Peppimenarti, and Palumpa primarily rely on traditional methods such as community notice boards, reflecting a targeted approach to engage local residents.
- Additionally, online advertisements supplement these efforts, aiming to expand the reach while maintaining a focus on attracting talent from within the immediate communities.

Figure 2. Current vacancies and location

Role	Location	Advertisement Method	Recruitment Commencement
Administration Officer	Wadeye	Advertised on the Community Notice Boards	4/03/2024
Civil Services Labourers	Wadeye	Advertised on the Community Notice Boards	Ongoing
Cleaner	Wadeye	Advertised on the Community Notice Boards	27/09/2023
Community Bus Driver	Wadeye	Advertised on the Community Notice Boards and online	23/11/2023
Workshop Manager	Wadeye	Advertised on the Community Notice Boards and online	27/02/2024
Mechanic	Wadeye	Advertised on the Community Notice Boards and online	29/12/2023
Casual Pool Attendant	Wadeye	Advertised on the Community Notice Boards and online	10/11/2023
Plumber	Wadeye	Advertised on the Community Notice Boards and online	19/01/2024
Civil Services Labourers	Peppi	Advertised on the Community Notice Boards	Ongoing
Admin Officer	Palumpa	Advertised on the Community Notice Boards	4/10/2023
Civil Services Labourers	Palumpa	Advertised on the Community Notice Boards	Ongoing
Civil Services Supervisor	Palumpa	Advertised on the Community Notice Boards	14/09/2023
People & Culture Officer	Darwin	Advertised online	7 /02/ 2024
People & Culture Business Partner	Darwin	Advertised online	7/02/2024
Technical Services Manager	Darwin	Advertised online	29/12/2023

3. Staff events and development

On March 13th, Council hosted a significant event in celebration of International Women's Day, aimed at fostering both personal and professional growth among our employees. The International Women's Day grant was utilized effectively to support and enhance the event.

International Women's Day Workshop

- The event was open to all employees in each community and in Darwin office promoting inclusivity and diversity.
- Fifteen enthusiastic participants attended the workshop, demonstrating a keen interest in personal development and empowerment.
- The session focused on three key themes: resilience, goal setting, and boundaries, offering practical insights and strategies for navigating challenges and achieving success.
- Attendees had the opportunity to engage in interactive discussions, share experiences, and learn from one another, creating a supportive and collaborative environment.

Community Morning Teas/BBQ:

- In addition to the workshop, morning teas/BBQ were organized in each community and in Darwin office during the week, further emphasizing the importance of celebrating diversity and fostering a sense of belonging.
- These gatherings provided an informal setting for employees to connect, network, and build relationships outside of their usual work routines.

4. Compliance and Governance – Policies Review

- The People and Culture team is currently undertaking a comprehensive Policy Review Project, which involves reviewing, revising, or developing over 22 People and Culture related policies.
- The primary goal of this initiative is to ensure strict compliance and adherence to the provisions outlined in the Local Government Act 2019, as well as to reflect best practices and address the specific needs of the Council.
- Due to the significant scope of this project, the revised policies will be presented to the Council for recommendations in a progressive manner during todays and upcoming Ordinary Council Meetings scheduled for both May and June 2024.

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 March 2024.

Attachments

Nil

REPORT FOR INFORMATION

ITEM NUMBER 7.3

REPORT TITLE Service Delivery Report

PREPARED BY Lemaki Curulala (A/Chief Operations Officer)



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

Road rehabilitation works commences in Wadeye focusing on road shoulder repair. These activities are essential for maintaining safe and accessible roads.

Wadeye



Shoulder repair – Kuluntutuk and Bem Streets



Shoulder repair – Narburup and Diminin Streets



Drainage works – Nilinh Drive

Nganmarriyanga (Palumpa)



Mowing in community

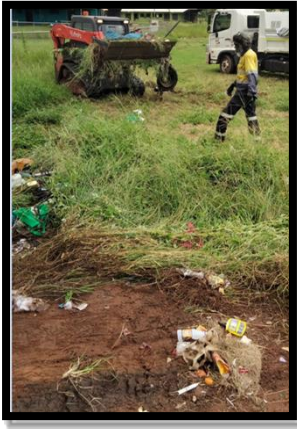
Peppimenarti



Mowing in community

Waste Management

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



Rubbish clean-up in community

Operations Staff

The following positions are being advertised on local community notice boards as well as on the standard recruitment platforms.

- Administration Officer – Wadeye
- Bus Driver
- Cleaner – Wadeye
- Civil Services Labourer - Wadeye
- Civil Supervisor – Palumpa and Peppimenarti
- Homelands Maintenance Officer
- Mechanic - Wadeye
- Plumber
- Pool Attendant – Wadeye
- Waste Team Leader - Wadeye
- Workshop Manager – Wadeye

Staff Training and Development

Council have secured training for our local staff through NT Govt, these training programs are schedule for this calendar year, see schedule below.

Civil Staff Training Schedule

Training Type	Location	Numbers	Date
Mental Health	Palumpa	4	April 2024
Mental Health	Wadeye	28	June 2024
Mental Health	Peppimenarti	13	June 2024
Machinery Training	Wadeye	28	May 2024
Machinery Training	Peppimenarti	16	May 2024
Basic Welding Course	Wadeye	10	Sep 2024
HR, HC, and MC License	Wadeye	19	Nov 2024
Basic Welding Course	Wadeye	10	Sep 2024
Basic Welding Course	Peppimenarti	10	Sep 2024
Chainsaw & cert. I in Automotive	Emu Point	5	Sep/Nov 2024
Chainsaw & cert. I in Automotive	Peppimenarti	5	Oct/Nov 2024

Major Projects and Capital Works

Wadeye Swimming Pool

Council is finalising the tender award to the YMCA for pool operations.

Other Projects and Civil Services

- Animal Management: Three visits scheduled, for the three communities, between May and October 2024.
- Solar lights: Funding application has been submitted to installation additional solar lights in the three communities.
- Centrelink open daily in both Peppimenarti and Palumpa, depending on clients needing assistance.
- Auspost open daily in both Peppimenarti and Palumpa.

General Business

- Council officers have investigated the query regarding the proposed Women's Centre at Peppimenarti Village. Our investigations indicate that the Women's Centre was may be proposed by Deewin Kirim Aboriginal Corporation. Council has not been involved in the planning or development of this facility.
- Council officers have investigated the query regarding the opening hours of the Centrelink office in Peppimenarti community. I can confirm that the Centrelink officer is available for consultations daily, with opening hours varying from 1 to 3 hours per day based on the specific requirements from customers.
- Council officers have investigated the query and confirm that instruction has been given to the Community Services Manager that Council vehicles are not to be used to transport local community members from the shop to their residences.

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 receives and notes the Service Delivery report.

Attachments

Nil

REPORT FOR INFORMATION

ITEM NUMBER 7.4

REPORT TITLE Australian Local Government Association (ALGA)
National General Assembly 2024

PREPARED BY Michelle Griffin (Executive Officer)



Purpose

To inform Council of the Australian Local Government Association's (ALGA) National General Assembly and the Australian Council of Local Government dates for 2024.

Background

National General Assembly

The 2024 National General Assembly of Local Government (NGA), incorporating the Regional Cooperation and Development Forum, will be held in Canberra 2-4 July 2024.

The theme of the 2024 NGA is "Building Community Trust" which acknowledges the critical importance of trust in our democracy's different levels of government, its institutions, and amongst its citizens. The conference program features a range of high profile and engaging speakers who will explore ideas about what creates trust, and how we nurture it.

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

Australian Council of Local Government

The Australian Council of Local Government (ACLG) will be held on 5 July 2024 at the National Convention Centre in Canberra. The ACLG will convene ministers and local governments to deliberate on important issues and design possible solutions, particularly those where local government is a key player.

Statutory Environment

Not Applicable

Impact for Council

Consideration attendance at the ALGA General Assembly.

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

Recommendation

1. That Council receives the report and notes that a subsequent report for decision will be submitted at a future Council meeting to ascertain the attendance at the ALGA NGA and ACLG in July 2024.

Attachments

1. 20240123- INCOMING- ACLG-save-the-date [7.4.1 - 1 page]

OFFICIAL



THE HON CATHERINE KING MP
Minister for Infrastructure, Transport,
Regional Development and Local Government

THE HON KRISTY McBAIN MP
Minister for Regional Development, Local Government
and Territories

MC24-000741

Mayor Ralph Narburup
West Daly Regional Council
GPO Box 36294
WINNELLIE NT 0821

Dear Mayor Narburup,



Save the date for the 2024 Australian Council of Local Government

We are writing to advise that the Australian Council of Local Government (ACLG) will be held on Friday, 5 July 2024 at the National Convention Centre in Canberra. A Gala Dinner is also planned for the evening of Thursday, 4 July 2024. The 2024 National Awards for Local Government will be announced in conjunction with the 2024 ACLG events.

We would appreciate if you could please keep these dates free to attend both events.

Last year's ACLG was a great success with 686 delegates attending, representing 296 Councils, with 201 Mayors attending. The feedback we received from our Ministerial colleagues in attendance last year was that they found the engagement with local government representatives across the Forum and Dinner extremely valuable.

The ACLG in 2024 will again bring Ministers and local governments together to discuss key issues and workshop potential solutions, especially those in which local government plays a leading role. The Commonwealth will meet the costs of the ACLG Forum and the ACLG Gala Dinner, however each attendee will need to bear the cost of their travel and accommodation.

More information regarding event registrations, forum agenda and the 2024 National Awards for Local Government will be sent out by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts in due course.

For ACLG enquiries contact: ACLGInbox@infrastructure.gov.au. For NALG enquiries contact: Awards@infrastructure.gov.au.

We look forward to meeting you at the events and to the important conversations we will have.

Yours sincerely

Handwritten signature of Catherine King in blue ink.

CATHERINE KING

Handwritten signature of Kristy McBain in black ink.

KRISTY McBAIN

PO Box 6022 Parliament House, Canberra ACT 2600 | Tel: (02) 6277 7520

OFFICIAL

8 REPORTS OF LOCAL AUTHORITY

LOCAL AUTHORITY REPORTS

ITEM NUMBER	8.1
REPORT TITLE	Wadeye Local Authority meeting held on 19 March 2024
PREPARED BY	Michelle Griffin (Executive Officer)



Purpose

To provide the elected members with the minutes of the Wadeye Local Authority meeting held on 19 March 2024 for information and recommendations as required.

Background

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

2023-24 Wadeye LA Meeting Status Update

Meeting 1	Meeting 2	Meeting 3	Meeting 4
30 August 2023	22 November 2023	19 March 2024	15 May 2024
Provisional	Quorum	Quorum	

The Wadeye Local Authority is on track to meeting the requirement of four meetings per financial year.

Statutory Environment

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

Impact for Council

Compliance with legislation and guidelines.

Strategic Alignment

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

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.2	Continued development of the compliance framework
1.5 Local Decision Making	
Journey 1.5.1	Support Local Authority
Focus 5 – Building our Region	
5.3 Local Authority projects	
Journey 5.3.4	Identify through Local Authority future community improvement projects

Recommendation

- 1. That the Council receives and notes the minutes of the Wadeye Local Authority meeting held on 19 March 2024**
- 2. That the Council approves resolution *WLA-2024/2* for the re-allocation of \$280,000 funds from the 2020/2021 and 2021/2022 budgets to enable the Council to award a contract to YMCA for the Wadeye Swimming Pool operations.**

Attachments

1. 20240319 WLA MIN unconfirmed [8.1.1 - 4 pages]



MINUTES OF THE WADEYE LOCAL AUTHORITY
HELD AT THE WADEYE COUUNCIL OFFICE
ON Tuesday 19 March 2024
AT 10:00 am

The meeting commenced at 10:27 am.

1 ACKNOWLEDGEMENT OF THE 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

Local Authority Members

Name	Present	Apology	Absent
Mayor Ralph Narburup	✓		
Deputy Mayor Wilfred Harris			x
Cr. Tunmuck-Smith		A	
Damien Tunmuck	✓		
Ken James	✓		
Mark Ninnal			x
Timothy Dumoo	✓		
Cyril Ninnal	✓		
Basil Parmbuk			x
Margaret Perdjert			x
Anne Marie Nudjulu			x
Gregory Munar	✓		
Steven Pulchen (Chairperson)	✓		

Note: Quorum achieved

Staff in attendance

- | | |
|--------------------|--|
| – Mark Blackburn | A/Chief Executive Officer |
| – Scott Page | Council Services Manager |
| – Michelle Griffin | Executive Officer (minutes secretary) |
| – Tinos Rushwaya | Senior Accountant |
| – Lemaki Curulala | A/Chief Operations Officer (via Teams) |

Guests in attendance

- | | |
|------------------|------------------------------|
| – Birrigan Young | Office of the Chief Minister |
|------------------|------------------------------|

2.1 Present Apology and Leave of Absence

Resolution: **WLA-2024/0**

1. That the Wadeye Local Authority receive and accept the apology from Councillor Mark Tunmuck-Smith.

Moved: *LA Member - Gregory Munar*

Seconded: *LA Member - Cyril Ninnal*

Carried 7 / 0

3 CONFLICT OF INTEREST ON ANY MATTERS ON AGENDA

There were no declarations of interest raised at this meeting.

4 CONFIRMATION OF MINUTES

4.1 Wadeye Local Authority Meeting held on 22 November 2023

Resolution: **WLA-2024/1**

1. That the Wadeye Local Authority confirms the minutes of the provisional Wadeye Local Authority Meeting held on 22 November 2023 as a true and accurate record of the meeting.

Moved: *LA Member - Timothy Dumoo*

Seconded: *LA Member - Damien Tunmuck*

Carried 7 / 0

5 REPORTS

5.1 A/Chief Operations Officer Report

Resolution: **WLA-2024/2**

1. That the Wadeye Local Authority approved the re-allocation of \$280,000 funds from the 2020/2021 and 2021/2022 budgets to enable the Council to award a contract to YMCA for the Wadeye Swimming Pool operations.

2. That the Wadeye Local Authority receive and note the report.

Moved: *LA Member - Cyril Ninnal*

Seconded: *LA Member - Gregory Munar*

Carried 7 / 0

Mayor Ralph Narburup left the meeting at 11:02 am.

Mayor Ralph Narburup returned to the meeting at 11:08 am.

Comments throughout report presentation:

- LA member suggested that tank and taps should be installed at the cemetery.
- A/COO, Lemaki Curulala, is seeking suggestions for where the additional solar lights in community should go. No feedback provided.

Wadeye Pool

- A/COO explained that the Council has developed a plan for the short-term operations of the Wadeye pool through a third party.
- Council has committed funds towards the operation, however, there is shortfall of \$280k
- Council officers are requesting the LA commit funds towards the operation of the pool to enable it to reopen to the community and provide much needed relief and activities for the children.
- This request will involve reallocating funds previous years LAPF commitments:
 - Nilinh to Wadeye Footpath
 - Main Street Beautification
 - Church Shed and Shelter
 - Community event
 - Additional bollard install
- The Council is advocating for the Northern Territory Government to provide ongoing operational funding for future years.

5.1 Community Services Manager Report
Resolution: WLA-2024/3
1. That the Wadeye Local Authority receives and notes the Community Services Manager's Report.
Moved: <i>LA Member - Timothy Dumoo</i> Seconded: <i>LA Member - Damien Tunmuck</i> Carried 7 / 0

5.2 Finance and Project Report
Resolution: WLA-2024/4
That the Local Authority receives and notes the Executive Director Corporate Services's report.
Moved: <i>LA Member - Gregory Munar</i> Seconded: <i>LA Member - Timothy Dumoo</i> Carried 7 / 0

5.3 Wadeye Consultation for Strategic Plan 2024-27
Resolution: WLA-2024/5
That the Wadeye Local Authority notes and accepts the report for the draft Strategic Plan 2024-27 acknowledging the request for feedback.
Moved: <i>LA Member - Cyril Ninnal</i> Seconded: <i>LA Member - Damien Tunmuck</i> Carried 7 / 0

The Wadeye Local Authority expressed their support for the 2024-27 Strategic Plan.

5.4 Wadeye Consultation for Regional Plan 2024-25

Resolution: **WLA-2024/6**

- 1. That Wadeye Local Authority notes and accepts the report, acknowledging community engagement is required for the Regional Plan 2024-2025 within the timeframe legislated.**

Moved: *LA Member - Gregory Munar*

Seconded: *LA Member - Timothy Dumoo*

Carried 7 / 0

The Wadeye Local Authority identified the following projects for inclusion in the 2024-25 Regional Plan:

- speed humps
- road safety signage
- wheelchair access for the footpath on the side of the courthouse and shop
- water bubblers at the church
- irrigation at the church
- trees at the church
- community events
- lighting at the barge

6 ITEMS OF GENERAL BUSINESS

Notice of temporary beach area closure

Leon Melpi visited the members prior to the commencement of the meeting to notify them of the beach closure due to a recent passing.

By-election

The A/CEO, Mark Blackburn, notified the Local Authority that the recent Thamarrurr/Pindi Pindi Ward by-election failed due to no nominations. The Local Authority was encouraged to raise awareness in the community about the vacant position. The Council staff in the Wadeye offices are available to provide assistance to anyone wishing to submit a nomination. A new round of nominations will be announced soon.

7 NEXT MEETING

The next meeting of the Wadeye Local Authority will be held on Tuesday, 15 May 2024.

8 MEETING CLOSE

The meeting closed at 11:49 am.

This page and the preceding three (3) pages are the unconfirmed minutes of the Wadeye Local Authority held on Tuesday, 19 March 2024.

9 CORRESPONDENCE

CORRESPONDENCE

ITEM NUMBER 9.1
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*.

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

1. Correspondence Register - March 2024 [9.1.1 - 1 page]
2. 20240221- INCOMING- Letter-of-Offer-LAPF-2023-24 [9.1.2 - 3 pages]
3. 20240311-OUTGOING-Update-Expenditure-Local-Authority-Projects [9.1.3 - 4 pages]

Incoming Correspondence Register – March 2024

Type	Date	Author	Recipient	Title/Content
INCOMING	2024-02-21	Ms Dorrelle Anderson Deputy Chief Executive Officer Central Australia and Territory Regional Growth	Mr Mark Blackburn A/Chief Executive Officer	RE: Local Authority Project Funding 2023-24
INCOMING	2024-02-29	Sean Butler A/Assistant Director for the Principal Contract and Procurement Services	Mr Mark Blackburn A/Chief Executive Officer	RE: Notice of amendment no. 2 NTG Contract D21-0032
INCOMING	2024-03-04	Mary Watson A/CEO and Director Public Affairs Local Government Association of the Northern Territory	Mayor Ralph Narburup West Daly Regional Council	RE: Notice of General Meeting, Constitution changes, and call for motions
INCOMING	2024-03-05	Maree De Lacey Executive Director, Local Government	Mr Mark Blackburn A/Chief Executive Officer	RE: Local Government Immediate Priority Grant 2023-34 – unsuccessful

Outgoing Correspondence Register – March 2024

Type	Date	Author	Recipient	Title/Content
OUTGOING	2024-02-29	Mr Mark Blackburn A/Chief Executive Officer	Sean Butler A/Assistant Director for the Principal Contract and Procurement Services	RE: NTG Contract D21-0032 Invitation to Extend
OUTGOING	2024-03-12	Mr Mark Blackburn A/Chief Executive Officer	Manager Grants Program Local Government Department of the Chief Minister and Cabinet	RE: Acceptance of Local Government Immediate Priority Grant (IPG) for 2023-24
OUTGOING	2024-03-11	Mr Mark Blackburn A/Chief Executive Officer	Ms Dorelle Anderson Deputy Chief Officer Central Australia and Territory Regional Growth	RE: Update on expenditure – Local Authority Projects



21 February 2024

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

Emailed to: ceo@westdaly.nt.gov.au

Dear Mr Blackburn

RE: Local Authority Project Funding 2023-24

An assessment of the West Daly Regional Council's (Council) Local Authority Project Funding (LAPF) certifications as at 30 June 2023 has been completed which reports Council has a total of \$1 100 897 in unspent balances under this program.

Under the LAPF grant funding terms and conditions signed by Council, clause (i) states that the Council agrees to "fully expend the LAPF within two years of receipt of funding otherwise failure to do so may result unspent funding to be repaid". Based on the two year time limit condition, LAPF funding paid in 2020-21 and prior years must have been fully spent by 30 June 2023.

Following an assessment of the Council's certifications, the \$1 100 897 in unspent balances comprises of \$931 400 that falls within the allowable two year timeframe and \$169 497 that relates to 2020-21. The table below provides a summary of this assessment.

	Total LAPF funds held by Council at 30 June 2023	Funds <2 years allowed to be held under grant conditions		Funds >2 years held by council with no prior approval
		2022-23	2021-22	2020-21
Local Authority				
Nganmariyanga (Palumpa)	127 397	56,700	56,700	13,997
Peppimenarti	61 793	25,800	25,800	10,193
Wadeye	911 707	383,200	383,200	145,307
TOTAL	1 100 897	465,700	465,700	169,497

Based on the certifications at 30 June 2023, Council has unspent LAPF balances from 2020-21 for the Palumpa, Peppimenarti, and Wadeye local authorities totalling \$169,497 which has exceeded the two year time limit, and which under the signed funding agreement may be required to be repaid.

It is however acknowledged there may be extenuating circumstances beyond the Council's control that has hindered it from progressing projects and expending funds by 30 June 2023. It is also acknowledged that the Council has a new opportunity to deliver a broader scope of projects under the new LAMP Guidelines which came into effect from July 2023.

Council is therefore invited to request an extension to retain unspent funds by providing details of any circumstances that has hindered it from progressing projects and expending 2020-21 funds relating to the Palumpa, Peppimenarti, and Wadeye local authorities. Council is also invited to seek an extension to retain unspent funds if any of its local authorities wish to deliver any new projects under the new LAMP guidelines.

Please submit any extension requests by 15 March 2024 to CM&C's Local Government Grants team via lg.grants@nt.gov.au. Favourable consideration will be given for projects that have actually commenced and are in progress. If an extension request is not received by 15 March 2024 then the Council will be requested to return the balance of unspent 2020-21 funds to CM&C.

Approved allocations of the 2023-24 LAMP for the Council is detailed in the table below.

Local Authority	Approved Allocation for 2023-24
Nganmariyanga (Palumpa)	56 700
Peppimenarti	25 800
Wadeye	383 200
Total	\$ 465 700

Should Council not submit an extension request by the requested date or, if the extension request is not approved for Nganmariyanga, Peppimenarti and Wadeye local authorities, Council will either be requested to return the unspent 2020-21 funds, or the current year's approved allocations will be reduced by the amount of 2020-21 unspent funds for each local authority. The CM&C Regional Office may then apply unspent funds to projects in the same community.

A final offer for payment of the 2023-24 LAMP for the Nganmariyanga, Peppimenarti and Wadeye local authorities is therefore withheld pending the outcome of any extension requests submitted by Council and subject to any approvals granted.

From 2023-24 new LAMP grant guidelines came into effect from 1 July 2023 which provides greater clarity and flexibility on the types of projects that can be delivered, including:

- The ability to pool up to four years' of annual funding for a single 'major project', with the first year funds can be pooled starting in 2023-24 (ie any funds held by council prior to 1 July 2023 cannot be used for a major project).
- A Business Case is to be submitted for each major project and approved by the Department of the Chief Minister and Cabinet (CM&C) prior to funds being pooled. The Business Case is to be submitted by the regional council (not the local authority) for approval on the required template. A copy of the template can be requested by emailing lg.grants@nt.gov.au.
- LAMP projects must be published for each local authority in the council's annual budget.
- The level of funding allocated to each local authority will be fixed for each term of the council.
- One-off council employee costs directly related to the delivery of a specific approved LAMP project are permitted to be expensed against the LAMP.

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- Revised year-end reporting requirements, including requirements for submitting ledger printouts, photos of LAPF funded projects and grant acquittals to be submitted through GrantsNT.

The new LAPF guidelines is available online at: <https://cmc.nt.gov.au/supporting-government/local-government/local-government-funding>

If you have any queries regarding the use of funds, please contact Michelle Walker Regional Executive Director Territory Regional Growth – Top End Region on 8999 5236.

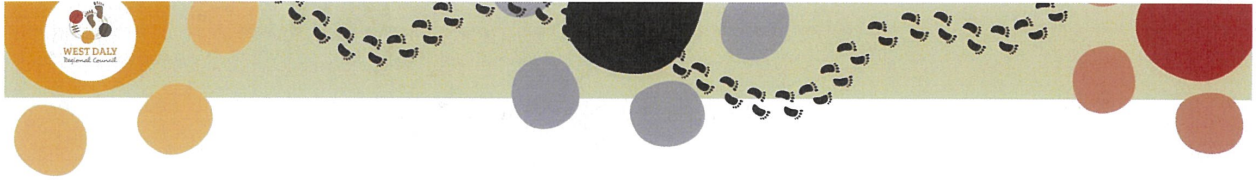
If you have any questions regarding the LAPF extension request or new grant funding guidelines please contact Ms Celia Hill, Manager Grants Program on 8999 8820 or by email at lg.grants@nt.gov.au

Yours sincerely



Dorrelle Anderson
Deputy Chief Executive Officer
Central Australia and Territory Regional Growth

nt.gov.au



11 March 2024

Ms Dorelle Anderson
Deputy Chief Executive Officer
Central Australia and Territory Regional Growth
GPO Box 4396
Darwin NT 0801

Dear Ms. Anderson,

Re: Update Expenditure Local Authority Projects

I am writing on behalf of the West Daly Regional Council seeking an extension for the unspent funds allocated for the delivery of the 2020/21 Local Authority (LA) projects.

As you are aware, the ongoing community unrest in Wadeye has significantly impacted our ability to successfully deliver these projects over the past two years. Despite our best efforts, the situation on the ground has made it extremely challenging to proceed with the planned projects in a timely manner.

West Daly Regional Council is disappointed that the Lawler Government has not supported the Council's request to provide matching funding towards the operations of the Wadeye pool despite the members of the Wadeye Task Force viewing the pool as a safe place for young people to "hang out".

Council has endeavoured to recruit and train local community members to operate the pool. Several trained staff have left the community and the pool has remained closed since the end of the school holidays. Unfortunately the model of a Council staffed pool is not sustainable and Council, like many other regional councils, has conducted a Tender process for a third party to operate the pool. The YMCA was the only respondent to this Tender.

West Daly Regional Council has limited resources and so Council will seek the Wadeye Local Authority approval to re-allocate \$280,000.00 of Local Authority funds for approved projects from the 2020/21 and 2021/22 financial years to contribute towards the awarding of the Wadeye Swimming Pool Operations tender to the YMCA. This proposal will be presented to the Wadeye Local Authority meeting on the 19 March 2024.

Council therefore seeks an extension of the 2020/21 funding to enable Weest Daly Regional Council to award the Tender to the YMCA and open the Wadeye Pool.

DARWIN

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

WADEYE

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

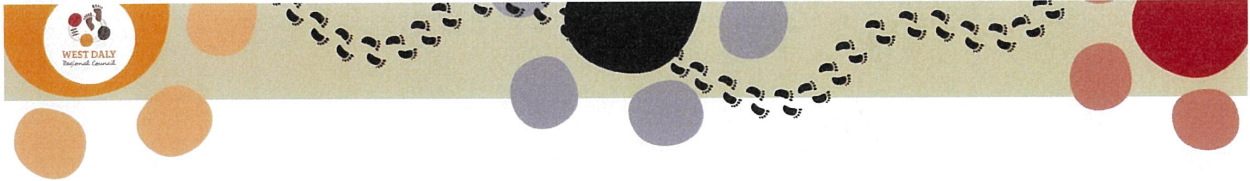
NGANMARRIYANGA

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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I attach for your information a Gantt chart on how Council will expend local authority funds effectively and transparently for the betterment of the Wadeye, Nganmariyanga and Peppimenarti communities.

Should you require any further information or clarification, please do not hesitate to contact me directly at 7922 6400 or mark.blackburn@westdaly.nt.gov.au

Yours sincerely,

Mark Blackburn
Acting Chief Executive Officer
West Daly Regional Council

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10 GENERAL BUSINESS

11 CONFIDENTIAL ITEMS

11.1 Confirmation of Confidential Minutes

11.1.1 Confidential session of the Ordinary Council Meeting held on 01 March 2024

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.

11.2 Confidential Reports for Decision

11.2.1 West Daly Regional Council Representative at CouncilBIZ Board meetings

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.*

11.2.2 Ratification of the Common Seal document - Project agreement for Library upgrade infrastructure - Stage 2 IASG

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.

11.3 Restricted Confidential

11.3.1 Restricted Confidential Special Council Meeting held on 8 March 2024

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 NEXT MEETING

13 MEETING CLOSE