



# **WEST DALY**

## *Regional Council*

### **AGENDA**

### **ORDINARY COUNCIL MEETING**

**Tuesday 26 November 2024**

10:00 am

Held at the West Daly Regional Council Chambers  
WINNELLIE NT and WADEYE NT

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

Contact [governance@westdaly.nt.gov.au](mailto:governance@westdaly.nt.gov.au)  
or phone: 08 7922 6403 for more information.

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



## TABLE OF CONTENTS

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1	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS .....	5
2	PRESENT APOLOGY AND ABSENT .....	5
3	DISCLOSURES OF INTEREST .....	5
4	CONFIRMATION OF MINUTES .....	6
4.1	Ordinary Council Meeting held on 31 October 2024 .....	6
4.2	Special Council Meeting held on 13 November 2024.....	14
4.3	Special Council Meeting held on 15 November 2024.....	18
5	CEO REPORT.....	21
5.1	CEO Report .....	21
6	REPORTS FOR DECISION .....	25
6.1	Finance Report for Period Ending 31st October 2024.....	25
7	REPORTS FOR INFORMATION .....	44
7.1	Representation Review Request .....	44
7.2	Capital Projects Works and Infrastructure Report .....	54
7.3	People and Culture Report .....	58
7.4	2025 Meeting Calendar .....	66
7.5	Correspondence .....	68
8	REPORTS OF COMMITTEE .....	69
8.1	Audit and Risk Management Committee Meeting held on 12 November 2024.....	69
9	GENERAL BUSINESS .....	75
10	CONFIDENTIAL ITEMS .....	75
10.1	CONFIRMATION OF CONFIDENTIAL MINUTES .....	75

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10.1.1 Confidential session of the Ordinary Council Meeting held on 31 October 2024 .....	75
10.1.2 Confidential session of the Special Council Meeting held on 13 November 2024 .....	75
10.1.3 Confidential session of the Audit and Risk Committee Meeting held on 12 November 2024 .....	75
10.2 CONFIDENTIAL REPORTS FOR INFORMATION .....	75
10.2.1 Council progress with Movement from Councilbiz and replacement Enterprise Resource Planning (ERP) Software .....	75
11 NEXT MEETING .....	75
12 MEETING CLOSE.....	75

## **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 ABSENT**

### **ELECTED MEMBERS**

- Mayor John Wilson – Tyemirri Ward
- Deputy Mayor Wilfred Harris - Thamarrurr/Pindi Pindi Ward
- Councillor Peter Cumaiyi - Thamarrurr/Pindi Pindi Ward
- Council Mark Tunmuck-Smith - Thamarrurr/Pindi Pindi Ward
- Councillor Terry Sams – Nganmarriyanga Ward

### **COUNCIL OFFICERS**

- John Thomas – Chief Executive Officer
- David Glover – Executive Director, Corporate Services
- Dorothea Janczewska – Director People, Safety and Projects
- Tinos Rushwaya – Finance Manager
- Michelle Griffin – Executive Manager
- Ashlee Fuller – Governance and Communications Officer

## **3 DISCLOSURES OF INTEREST**

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 31 October 2024

**PREPARED BY** Ashlee Fuller (Governance & Communications Officer)



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#### PURPOSE

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

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

#### STATUTORY ENVIRONMENT

*Local Government Act 2019 ss101 and 102.*

#### IMPACT FOR COUNCIL

In ensuring accountability, transparency and compliance.

#### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-27.

Focus Area 1 – A Strong Council	
Governance	
1.1	Strengthen governance by meeting or exceeding compliance mandates and requirements

#### RECOMMENDATION

1. That the Council confirm the minutes of the Ordinary Council Meeting held on 31 October 2024 as a true and accurate record of the meeting.

#### Attachments

1. Minutes Ordinary Council Meeting 31 October 2024 [4.1.1 - 7 pages]



MINUTES OF THE ORDINARY COUNCIL MEETING  
HELD AT Council Chambers Winnellie NT  
ON Thursday 31 October 2024  
AT 10:00 am

Meeting opened at 10:15am.

**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
Wilfred Harris	Deputy Mayor	x		
Mark Tunmuck-Smith	Councillor	x		
John Wilson	Councillor	x		
Terry Sams	Councillor	x		
Peter Cumaiyi	Councillor	x		

**Staff**

- Michelle Griffin
- Ashlee Fuller
- Tinos Rushwaya
- Alston George

**Position**

- Executive Officer to the CEO
- Governance & Communications Officer (minute taker)
- Finance Manager
- Business Partner, People & Culture

**GUESTS:**

- Heimo Schober, Chief Executive Officer of Keep Australia Beautiful Council NT

### 3 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Deputy Mayor Wilfred Harris and Councillor Mark Tunmuck-Smith declared a conflict of interest in the following item:

- 9.2.1 - Lot 369 Wadeye

Mayor John Wilson declared a conflict of interest in the following items:

- 8.2 - Peppimenarti Local Authority minutes
- 9.2.2 - Notification of application for a general restricted area by the Northern Territory Liquor Commission

### 6 REPORTS FOR DECISION

Item 6.2 Filling Casual Vacancy - Principal Member was moved forward in the agenda to be the first agenda item settled.

Deputy Mayor Wilfred Harris, Councillor John Wilson and Councillor Terry Sams nominated for the role of principal member.

The returning officer conducted a secret ballot.

All present members cast their vote.

The returning officer and scrutineer counted votes transparently in front of the Elected Members.

Following the counting of the votes, Councillor John Wilson was appointed as principal member of the West Daly Regional Council.

### 4 CONFIRMATION OF MINUTES

#### 4.1 Ordinary Council Meeting held on 29th August 2024

Resolution: **OCM-2024/86**

1. That the Council confirm the minutes of the Ordinary Council Meeting held on 29th August 2024 as a true and accurate record of the meeting.

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Councillor Terry Sams* Carried 5 / 0

### 5 CEO REPORT

#### 5.1 CEO Report

Resolution: **OCM-2024/87**

1. That the Council receive and note the CEO report
2. That the Council write to the Australian Rural Leadership Foundation expressing interest for Changemaker workshops to be delivered in the West Daly region.
3. That Council endorses the proposed Christmas closure.



4. Training delivered in Wadeye be open to all staff including Palumpa, Peppimenarti and Homelands pending logistics and budget.
5. Elected Member and Local Authority training requested for Governance and development.
6. That Council coordinate pre-cyclone clean-ups across communities.

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Councillor Terry Sams* Carried 5 / 0

*Councillor Peter Cumaiyi entered the meeting at 10:35am.*

*Mayor John Wilson left the meeting at 10:37am.*

*Heimo Shober entered at 10:37am.*

#### **Guest Presentation:**

Heimo Shober from Keep Australia Beautiful NT discussed his recent visits to the Wadeye, Palumpa and Peppimenarti, where he hosted a waste management strategy consultation with a number of staff and community members. Heimo discussed key initiatives driven by Keep Australia Beautiful NT and how West Daly can be involved moving forward.

*Mayor John Wilson returned to the meeting at 10:40am.*

*Heimo Schober left the meeting at 11:10am.*

## **6 REPORTS FOR DECISION**

### **6.1 Filling Casual Vacancy - Principal Member**

Resolution: **OCM-2024/88**

1. Three nominations were received for the role of principal member, being: John Wilson, Terry Sams and Wilfred Harris.
2. That following a secret ballot, Council declares John Wilson as the principal member of the West Daly Regional Council for the remainder of the term in accordance with Section 65 of the *Local Government Act 2019*.

Moved: *Councillor Terry Sams*

Seconded: *Councillor Peter Cumaiyi* Carried 5 / 0

### **6.2 Finance Report for Period Ending 31st September 2024**

Resolution: **OCM-2024/89**

1. That the Council receives and approves the Finance Report dated 30<sup>th</sup> September 2024.

Moved: *Deputy Mayor Wilfred Harris*

Seconded: *Councillor Terry Sams* Carried 5 / 0

## 7 REPORTS FOR INFORMATION

7.1 Service Delivery Report
Resolution: <b>OCM-2024/90</b>  <b>1. That the Council receives and note the Service Delivery Report.</b> <b>2. That MR and HR training be offered to Peppimenarti and Palumpa.</b> <b>3. Investigate opportunities for driver training.</b>  Moved: <i>Councillor Terry Sams</i> Seconded: <i>Councillor Peter Cumaiyi</i> Carried 5 / 0

*Councillor Mark Tunmuck-Smith left the room at 11:48am.*

*Break for lunch at 12:01pm.*

*Returned from break at 12:31pm (without Councillor Tunmuck-Smith).*

*Councillor Tunmuck-Smith entered the room at 12:38pm.*

7.2 People and Culture Report
Resolution: <b>OCM-2024/91</b>  <b>1. That the Council receives and notes the People and Culture Report for October 2024.</b>  Moved: <i>Councillor Mark Tunmuck-Smith</i> Seconded: <i>Councillor Terry Sams</i> Carried 5 / 0

*Deputy Mayor Wilfred Harris left the room at 12:43pm and returned at 12:44pm.*

*Councillor Terry Sams left the room at 12:44pm and returned at 12:45pm.*

7.3 Correspondence
Resolution: <b>OCM-2024/92</b>  <b>1. That the Council receives and notes the correspondence report.</b>  Moved: <i>Councillor Terry Sams</i> Seconded: <i>Councillor Peter Cumaiyi</i> Carried 5 / 0

## 8 REPORTS OF LOCAL AUTHORITY

8.1 Wadeye Local Authority Meeting held on 23rd October 2024
Resolution: <b>OCM-2024/93</b>

1. That the Council receive and note the minutes of the Wadeye Local Authority Meeting held on 23rd October 2024; and
2. That the Council approves all recommendations within.

Moved: Councillor Terry Sams  
 Seconded: Deputy Mayor Wilfred Harris Carried 5 / 0

Mayor John Wilson left the meeting at 12:55pm due to conflict of interest.

## 8.2 Peppimenarti Local Authority Meeting held on 25th October 2024

Resolution: **OCM-2024/94**

1. That the Council receives and notes the minutes of the Peppimenarti Local Authority Meeting held on 25th October 2024
2. That Council approves all recommendations within.
3. That the Council approves the following nominees become members of the Peppimenarti Local Authority
  - a. Brendan Lemon
  - b. Eric Burrows
  - c. Paula Parry
4. That the Council endorses the LAPF expenditure for the purchase of the slasher valued at \$8,910.00.
5. Council requires further investigation of removal of vehicles, specifically the legality, to be reported on at Special Council Meeting 13 November 2024.
6. That an audit of pant and fleet be developed and reported to Council.
7. That a plan be developed for Community Safety Patrol operations to employ officers from the village, build an agreement with the school as common ground, and roles to be customised to support rebuilding of the program.

Moved: Deputy Mayor Wilfred Harris  
 Seconded: Councillor Terry Sams Carried 5 / 0

## 9 CONFIDENTIAL ITEMS

### 9.1 CONFIRMATION OF CONFIDENTIAL MINUTES

#### 9.1.1 Confidential session of the Ordinary Council Meeting held on 29 August 2024

**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.

### 9.2 CONFIDENTIAL REPORTS FOR DECISION

### 9.2.1 Lot 369 Wadeye Crescent

**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.

### 9.2.2 Notification of application for a general restricted area by the Northern Territory Liquor Commission

**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.

## 9.3 CONFIDENTIAL REPORTS FOR INFORMATION

### 9.3.1 Community Hub Project

**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.

### 9.3.2 Awarded Tender - Supply of Tilt Tray (WDRC-2024-05)

**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.

## 9.4 RESTRICTED

### 9.4.1 CEO Performance Review

**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.

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

*The meeting moved to closed session at 1:22pm.*

**11 GENERAL BUSINESS**

**12 MEETING CLOSE**

<b>12.1 Meeting close</b>
That Council close the Meeting close meeting.
Moved: <i>Deputy Mayor Wilfred Harris</i> Seconded: <i>Councillor Terry Sams</i>

*The meeting closed at 1:41pm.*

This page and the preceding 6 pages are the unconfirmed minutes of the meeting held on 31 October 2024.

**13 NEXT MEETING**

Council will meet for a Special Council Meeting on 13<sup>th</sup> November 2024.

The next meeting of the Ordinary Council will be held on 28<sup>th</sup> November 2024.

## CONFIRMATION OF PREVIOUS MINUTES

**ITEM NUMBER** 4.2

**REPORT TITLE** Special Council Meeting held on 13 November 2024

**PREPARED BY** Ashlee Fuller (Governance & Communications Officer)



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### PURPOSE

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

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

### STATUTORY ENVIRONMENT

*Local Government Act 2019 ss101 and 102.*

### IMPACT FOR COUNCIL

In ensuring accountability, transparency and compliance.

### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-27.

Focus Area 1 – A Strong Council	
Governance	
1.1	Strengthen governance by meeting or exceeding compliance mandates and requirements

### RECOMMENDATION

**That the Council confirm the minutes of the Special Council Meeting held on 13 November 2024 as a true and accurate record of the meeting.**

### ATTACHMENTS

1. SCM\_20241113\_MIN\_unconfirmed [4.2.1 - 3 pages]



MINUTES OF THE SPECIAL COUNCIL MEETING  
HELD AT Council Chambers Winnellie NT  
ON Wednesday 13 November 2024  
AT 10:00 am

*The meeting opened at 10:21am.*

**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**

**Elected Members**

Name	Title	Present	Apology	Absent
John Wilson	Mayor	x		
Wilfred Harris	Deputy Mayor		x	
Mark Tunmuck-Smith	Councillor	x		
Terry Sams	Councillor	x		
Peter Cumaiyi	Councillor	x		

**Staff**

- John Thomas  
- Michelle Griffin  
- Tinos Rushwaya  
- Dorothea Janczewska  
- Ashlee Fuller

**Position**

Chief Executive Officer  
Executive Manager  
Finance Manager  
People and Culture Manager  
Governance & Communications Officer (minute taker)

## 2.1 Present, Apology and Leave of Absence

Resolution: **OCM-2024/97**

1. That the Council accept the apology of Deputy Mayor Wilfred Harris.

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Councillor Terry Sams* Carried 4 / 0

## 3 Disclosures of Interest - Councillors and Staff

Councillor Mark Tunmuck-Smith declared a conflict against item 4.2.1 Lot 369 Wadeye Crescent.

## 4 Confidential Items

### 4.1.1 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 Terry Sams*

Seconded: *Councillor Mark Tunmuck-Smith*

*The meeting moved to closed session at 10:25am.*

### 4.1.1 Confidential session of the Ordinary Council Meeting held on 29 August 2024

**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.*

### 4.2.1 Lot 369 Wadeye Crescent

**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.*

### 4.3.1 Community Hub Project

**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.*



#### **4.3.2 Awarded Tender - Supply of Tilt Tray (WDRC-2024-05)**

**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.

#### **4.4.1 CEO Performance Review**

**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.

### **5 Next Meeting**

The Council will meet for the Ordinary Council Meeting on 26 November 2024.

### **6 Meeting Close**

The meeting closed at 11:13am.

This page and the preceding 2 pages are the unconfirmed minutes of the Meeting held on 13 November 2024.

## CONFIRMATION OF PREVIOUS MINUTES

**ITEM NUMBER** 4.3

**REPORT TITLE** Special Council Meeting held on 15 November 2024

**PREPARED BY** Ashlee Fuller (Governance & Communications Officer)



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### PURPOSE

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

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

### STATUTORY ENVIRONMENT

*Local Government Act 2019 ss101 and 102.*

### IMPACT FOR COUNCIL

In ensuring accountability, transparency and compliance.

### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-27.

#### Focus Area 1 – A Strong Council

##### Governance

**1.1** Strengthen governance by meeting or exceeding compliance mandates and requirements

### RECOMMENDATION

- 1. That the Council confirm the minutes of the Special Council Meeting held on 15 November 2024 as a true and accurate record of the meeting.**

### Attachments

- Minutes Special Council 15 November 2024 [4.3.1 - 2 pages]



MINUTES OF THE SPECIAL COUNCIL MEETING  
HELD AT Council Chambers Winnellie NT  
ON Friday 15 November 2024  
AT 12:00 pm

**1 Acknowledgement of Traditional Owners**

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

**2 Present Apology and Leave**

**Elected Members**

Name	Title	Present	Apology	Absent
John Wilson	Mayor	x		
Wilfred Harris	Deputy Mayor	x		
Mark Tunmuck-Smith	Councillor	x		
Terry Sams	Councillor	x		
Peter Cumaiyi	Councillor		x	

**Staff**

- John Thomas  
- Tinos Rushwaya  
- Michelle Griffin  
- Ashlee Fuller

**Position**

Chief Executive Officer  
Finance Manager  
Executive Manager  
Governance & Communications Officer (minute taker)

**2.1 Present, Apology and Leave of Absence**

Resolution: **OCM-2024/95**

1. That the Council approves the apology from Councillor Peter Cumaiyi.

Moved: *Councillor John Wilson*  
Seconded: *Deputy Mayor Wilfred Harris* Carried 4 / 0

### 3 Disclosures of Interest

There were no declarations of interest at this Meeting.

### 4 Reports for Decision

#### 4.1 Annual Report 2023-2024

Resolution: **OCM-2024/96**

1. That the Council approves the Annual Report for the financial year 2023-24.
2. That the Council approves the report be submitted to the Hon Steven Edgington, Minister for Local Government and to the Agency in accordance with the *Local Government Act 2019*.

Moved: *Councillor Mark Tunmuck-Smith*  
Seconded: *Councillor Terry Sams* Carried 4 / 0

### 5 Next Meeting

Council will meet for the Ordinary Council Meeting on 26 November 2024.

### 6 Meeting Close

*The meeting closed at 12:50pm.*

This page and the preceding page are the unconfirmed minutes of the Meeting held on 15 November 2024.

## 5 CEO REPORT

### CEO REPORT

ITEM NUMBER 5.1

REPORT TITLE CEO Report

PREPARED BY John Thomas (Chief Executive Officer)



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#### PURPOSE

To provide an overview of key activities of the Chief Executive Officer since the last meeting.

#### BACKGROUND

##### Meetings attended during the period include:

- 29 October 2024 Townhall meeting for the Enterprise Bargaining Agreement
- 5 November 2024 Two interviews for Director People, Safety and Projects
- 6 November 2024 Three interviews for Executive Manager
- 12 November 2024 Audit and Risk Management Committee Meeting
- 13 November 2024 Special Council Meeting
- 15 November 2024 Special Council Meeting
- 19 November 2024 Wadeye Service Delivery Meeting
- 20 November 2024 Palumpa Local Authority meeting (postponed - no quorum)
- 21 November 2024 Local Emergency Committee Meeting

- **Annual Report 2023-24 update**

Council is notified that the Annual Report 2023-24, approved at the special council meeting held on 15 November, has been submitted to the Minister and Agency in accordance with the *Local Government Act 2019*.

- **No More Event Wadeye**

On 20 November Council participated in the No More Campaign event in Wadeye. Deputy Mayor Wilfred Harris attended and presented a speech on behalf of the Council.

- **Youth Development, Sport and Recreation**

Staff visited Peppimenarti on 19 November 2024 to meet with the Local Authority members to discuss and receive ideas and feedback on Youth Development, Sport and Recreation prospects in Peppimenarti.

Staff planned to consult with Palumpa Local Authority, however the meeting was postponed due to no quorum and lacked sufficient members to hold a provisional meeting. Despite this, staff were able to discuss with a TO in Palumpa to gather initial feedback.

- **Senior Staff Updates**

Section 171 of the *Local Government Act 2019* requires that the CEO notifies the council of changes of senior staff. Relevant updates in accordance with the legislation are noted below.

- Ben Campion, former Chief Operating Officer is no longer working for the council.
- Dorothea Janzcewska has been appointed as Director People, Safety and Projects.
- Michelle Griffin has been appointed as Executive Manager.

#### STATUTORY ENVIRONMENT

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### IMPACT FOR COUNCIL

Providing a regular CEO report strengthens communication and alignment between the Council and the executive team, enhancing the effectiveness of our governance and operational strategies.

### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Regional Plan 2024-2025:

Focus Area 1 – A Strong Council	
Governance	
2.	Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs
Focus Area 3: Developing Council for community	
Cultural, sporting and social events	
25.	Generate positive opportunities in the community by organising or participating in social events

### RECOMMENDATION

1. That the Council receives and notes the CEO's report for November.

### ATTACHMENTS

1. No More Event (1) [5.1.1 - 1 page]
2. No More Event (2) [5.1.2 - 1 page]











## 6 REPORTS FOR DECISION

### REPORT FOR DECISION

ITEM NUMBER 6.1

REPORT TITLE Finance Report for Period Ending 31st October 2024

PREPARED BY Tinos Rushwaya (Finance Manager)



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#### PURPOSE

To provide the Council with the Financial Management Reports for the period ended 31 October 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 28<sup>th</sup> October 2024 for the month ended 31 October 2024, and the GST refund was \$342K.

As at the date of this report the reporting and payment obligations had been met up to 31 October 2024.

Insurance - Council has in place insurance arrangements for the 2024-25 financial year, and has coverage past this date into 2024-25. The period of cover for this report is 1 July 2024 to 31 October 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

<b>Project or Grant Name</b>	<b>Total Budget for Project</b>	<b>Funding Received</b>	<b>Expenses</b>	<b>Balance of Cash as at 31 October 2024</b>
AG - Local Roads and Community Infrastructure - Phase 1&2	767,089	148,020	41,005	107,015
AG - Local Roads and Community Infrastructure - Phase 3	804,014	402,007	413,728	(11,721)
AG - Local Roads and Community Infrastructure - Phase 4	633,893	380,336	13,758	366,578
AG - Peppimenarti Softball Pitch and Football Oval	191,550	126,600	84,285	42,315
AG - Roads to Recovery	2,010,035	794,237	19,245	774,992
NIAA - Peppimenarti Library Infrastructure Upgrade	516,831	516,831	457,516	59,315
NLC - Diminin Cemetery Upgrade Project	223,648	82,162	260,009	(177,847)
NTG - CMC - DRFA Road Damage 2022/23 and 2023/24	1,096,508	-	625,090	(625,090)
NTG - CMC - IPG 2022-23 - Removal of Abandoned Vehicles in Wadeye	112,500	112,500	20,091	92,409
NTG - CMC - Local Authority	1,566,597	1,566,597	967,092	599,505
NTG - CMC - Removal of Abandoned Vehicles in Wadeye	88,500	88,500	67,436	21,064
NTG - CMC - Waste and Resource Management (WaRM)	119,300	119,300	123,225	(3,925)
NTG - DTFHC - Capital Grant - Fossil Head Shelter Upgrades	126,144	126,144	110,928	15,216
NTG - DTFHC - Homelands Homelands Emergency Grant - Supply and install Machinery shed at Uminyuluk	86,450	86,450	42,620	43,830

NTG - DTFHC - Homelands Capital - Housing works at Fossil Head	117,950	117,950	59,804	58,146
NTG - DTFHC - Homelands Capital - Road works at Fossil Head	1,500,000	1,500,000	849,176	650,824
NTG - DTFHC - Homelands Emergency Grant - Redcliff outstation shade structure and tank stand upgrades	150,462	150,462	102,461	48,001
NTG - DTFHC - Homelands Emergency Grant - Supply and install Machinery shed and playground shade shelter at Merrepen	150,800	150,800	53,611	97,189
NTG - DTFHC - Homelands Emergency Grant - Supply and install Machinery shed, shade table seating and fencing around Cemetery at Wudapuli -	165,519	165,519	127,847	37,672
NTG - DTFHC - Housing Maintenance Contract	149,332	149,332	124,444	24,888
NTG - CMC - Operational Subsidy - NTOP2300013	874,000	874,000	874,000	-
NTG - GC - General Purpose	1,618,769	1,618,769	1,079,179	539,590
<b>TOTAL CORE SERVICES-TIED</b>	<b>10,577,122</b>	<b>6,783,748</b>	<b>4,563,372</b>	<b>2,759,966</b>
NTG - DTFHC - Housing Maintenance and Essential Services	920,475	269,398	123,841	145,557
NTG- DIPL - Wadeye Township Bus Service Pilot Project	131,330	-	23,977	(23,977)
NTG - DTFHC - Library Fund	73,147	-	24,382	(24,382)
NTG - CMC - Community Place for People 2022-2023 Wadeye Playground	370,400	370,400	370,400	0
NIAA - Community Night Patrol	1,265,519	440,813	94,602	346,211
Manthathpe Cemeteries	50,000	50,000	20,000	30,000
Purchase of a Motor Grader - IPGrant	250,000	250,000	241,784	8,216
Feasibility Study Peppi Community Hub	100,000	50,000	52,815	(2,815)
AUS - CA - NIAA-Peppimenarti Library Upgrade Infrast-Stage 2	96,155	96,155	56,155	40,000
Community for People Grant 2023-24 – Splash Pads Peppi & Palumpa	375,000	375,000	-	375,000
<b>TOTAL COMMUNITY SERVICES</b>	<b>3,257,026</b>	<b>2,017,369</b>	<b>1,007,955</b>	<b>1,009,414</b>

<b>TOTAL</b>	<b>13,834,148</b>	<b>8,801,117</b>	<b>5,571,327</b>	<b>3,769,380</b>
--------------	-------------------	------------------	------------------	------------------

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 Strategic Plan 2024-27:

#### **Focus 1 – A Strong Council**

##### Governance

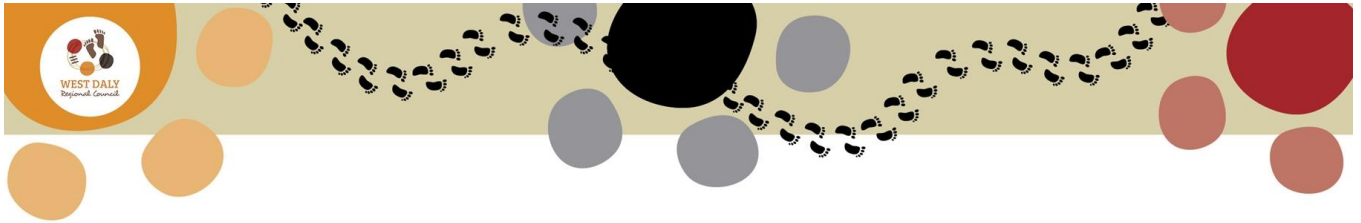
1. Strengthen governance by meeting or exceeding compliance mandates and requirements for Elected Members and Council

### **RECOMMENDATION**

1. That the Council receives and approves the Finance Report dated 31<sup>st</sup> October 2024.

### **ATTACHMENTS**

1. WDRC CEO Certification 31 October 2024 [6.1.1 - 1 page]
2. WDRC Financial Report OCM October 2024 [6.1.2 - 14 pages]



# West Daly Regional Council

ABN 25 966 579 574

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## MONTHLY FINANCE REPORT for October 2024

### CEO CERTIFICATION

To the Councillors

I, John Thomas, 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

John Thomas  
Chief Executive Officer

Dated this Twenty Third day of November 2024

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#### 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










[www.westdaly.nt.gov.au](http://www.westdaly.nt.gov.au)



# FINANCIAL MANAGEMENT REPORT

For the period ended 31 October 2024

## Snapshot - Financial Report

<b>Revenue</b> <b>\$5.28m</b> 	<b>Current Ratio</b> <b>1.45</b> 	<b>Cash at Bank</b> <b>\$5.60m</b> 
<b>Expenditure</b> <b>\$5.43m</b> <small>(excluding depreciation)</small> 	<b>Unspent Tied Funds</b> <b>\$3.77m</b> 	<b>Net Current Assets</b> <b>\$1.60m</b> 
<b>Operating Result</b> <b>\$(142)k</b> <small>(excluding depreciation)</small> 	<b>Local Authority</b> <b>\$89k</b> 	<b>Capital Expenditure</b> <b>\$1.16m</b> 

## Income and Expense Statement – Actual v Budget

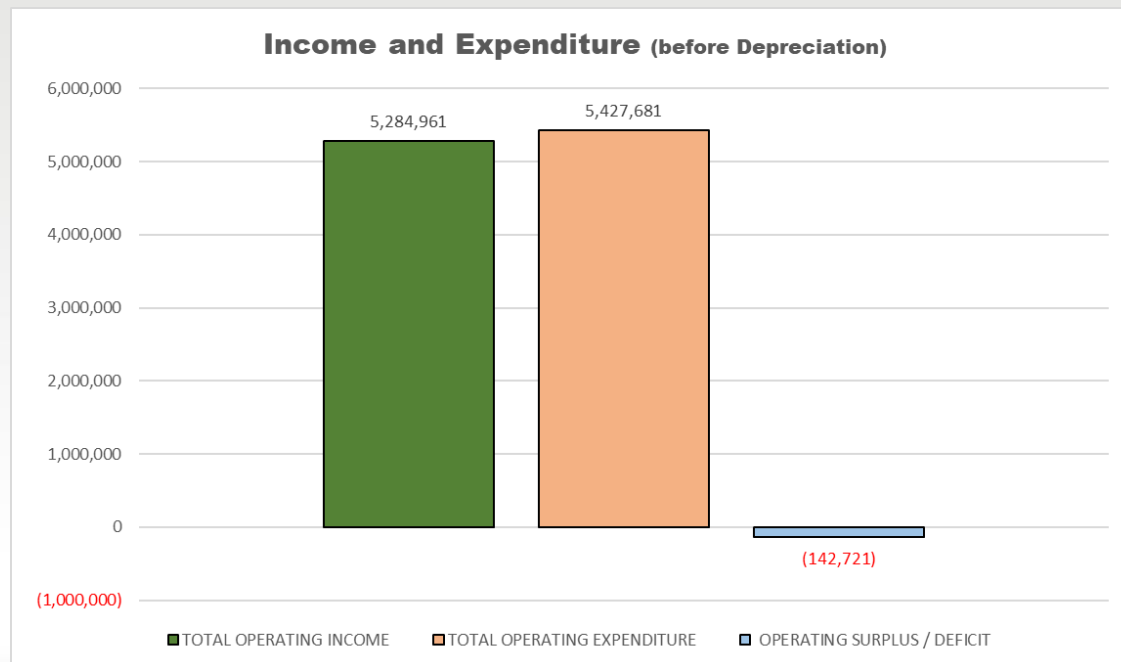
Profit and Loss	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
<b>OPERATING INCOME</b>					
Rates	473,456	636,686	(163,230)	1,910,058	
Charges	311,892	419,421	(107,529)	1,258,263	
Fees and Charges	117,987	243,515	(125,528)	730,544	
Operating Grants and Subsidies	3,605,006	2,413,878	1,191,128	7,241,634	
Interest / Investment Income	47,193	98,333	(51,140)	295,000	
Commercial and Other Income	729,426	230,717	498,709	692,150	
<b>TOTAL OPERATING INCOME</b>	<b>5,284,961</b>	<b>4,042,550</b>	<b>1,242,411</b>	<b>12,127,648</b>	(1)
<b>OPERATING EXPENDITURE</b>					
Employee Expenses	1,544,120.92	2,364,811	820,690	7,094,433	
Operational & Other Expenses	2,964,635	886,872	(2,000,263)	2,428,115	
Elected Member Allowances	68,512	94,733	26,222	284,200	
Elected Member Expenses	12,807	12,800	(7)	38,400	
Council Committee & LA Allowances	2,517	5,333	2,817	16,000	
Council Committee & LA Expenses	5,401	2,667	(2,734)	8,000	
Repair and Maintenance	683,607	137,833	(545,773)	413,500	
Materials and Contracts	146,083	60,000	(86,083)	180,000	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>5,427,681</b>	<b>3,565,049</b>	<b>(1,862,632)</b>	<b>10,462,648</b>	(2)
<b>OPERATING SURPLUS / DEFICIT</b>	<b>(142,721)</b>	<b>477,500</b>	<b>(620,221)</b>	<b>1,665,000</b>	(3)
Depreciation, Amortisation and Impairment		450,000	450,000	1,350,000	
<b>SURPLUS / (DEFICIT) INCLUDING DEPRECIATION</b>	<b>(142,721)</b>	<b>27,500</b>	<b>(170,221)</b>	<b>315,000</b>	



## Variance Analysis

Income/Expense or Balance Sheet Item	Note Ref	Comments
Total Operating Income	(1)	Rates, Charges and Grant funding are all presented here unadjusted. Many of these balances reflect the full year income
Expense	(2)	Operating Expenses still exceed year to date Revised Budget. Variance is lower than previous period.
Operating Surplus	(3)	Revenue amounts driving Operating result. As grant income is spent on tied projects that returns the results back to budget.
Tied Funds	(4)	This figures comprises cash received for grants and other income that must be spent on the grant or project only, <b>but not yet spent.</b>

## Income and Expenditure (before Depreciation)



## Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$
<b>ASSETS</b>	
Cash at Bank	5,604,933
Tied Funds	3,791,523
Untied Funds	1,813,410
Accounts Receivable	624,959
Trade Debtors	149,997
Rates & Charges Debtors	474,962
Other Current Assets	88,291
<b>TOTAL CURRENT ASSETS</b>	<b>6,318,183</b>
Right-of-Use Assets	6,212,892
Property, Plant and Equipment	13,843,518
<b>TOTAL NON-CURRENT ASSETS</b>	<b>20,056,410</b>
<b>TOTAL ASSETS</b>	<b>26,374,592</b>

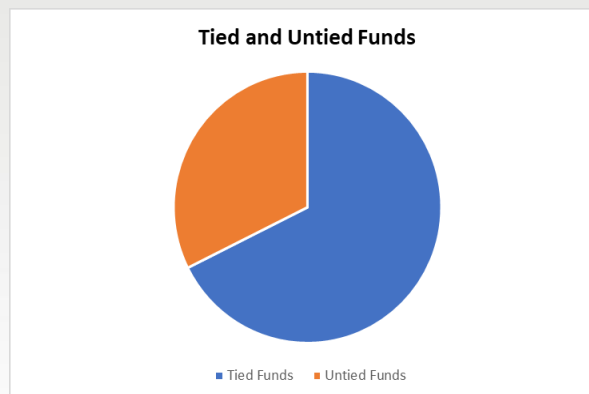
BALANCE SHEET	YTD Actuals \$
<b>LIABILITIES</b>	
Accounts Payable	884,106
Current Provisions	342,813
Other Current Liabilities	3,495,471
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,722,390</b>
Non-Current Provisions	23,335
Other Non-Current Liabilities	5,501,718
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>5,525,053</b>
<b>TOTAL LIABILITIES</b>	<b>10,247,443</b>
<b>NET ASSETS</b>	<b>16,127,149</b>
<b>EQUITY</b>	
Asset Revaluation Reserve	3,280,995
Accumulated Surplus	5,936,566
YTD Result + Interim PY Result Carried Forward	6,909,589
<b>TOTAL EQUITY</b>	<b>16,127,149</b>

## Monthly Balance Sheet Report

### *Details of Cash and Investments Held*

Cash and Investments Held	
11110 - Bank Operational	1,304,433
11210 - Petty Cash	500
12110 - Term Deposit	4,300,000
<b>TOTAL CASH</b>	<b>5,604,933</b>

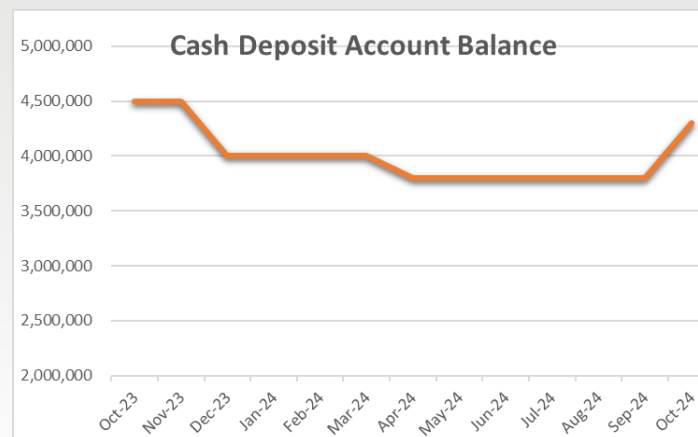
Cash and Investments Held	
Tied Funds	3,791,523
Untied Funds	1,813,410
<b>Cash at Bank</b>	<b>5,604,933</b>



## Monthly Balance Sheet Report

### *Details of Cash and Investments Held*

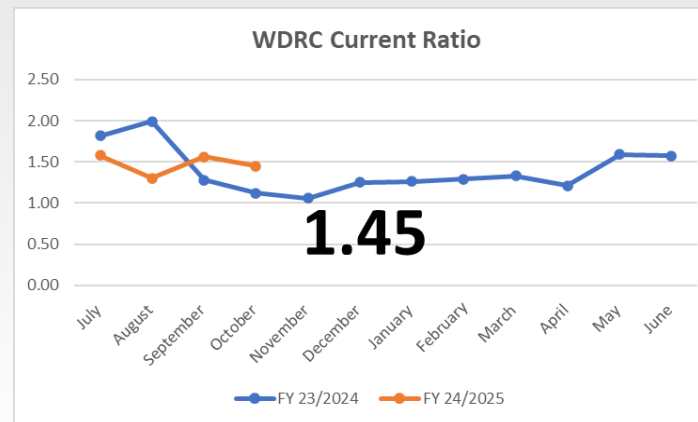
Product	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	500,000	4.74%	11-Nov-24
Fixed Term Deposit	500,000	4.81%	18-Feb-25
Fixed Term Deposit	500,000	4.76%	07-Oct-24
Fixed Term Deposit	300,000	4.78%	20-Jan-25
Fixed Term Deposit	500,000	4.82%	20-Mar-25
Fixed Term Deposit	500,000	4.67%	13-Dec-24
Fixed Term Deposit	500,000	4.67%	13-Dec-24
Fixed Term Deposit	500,000	4.82%	17-Jan-24
Fixed Term Deposit	500,000	4.84%	17-Apr-24
<b>Total</b>	<b>\$4,300,000</b>		



## Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	5,604,933	Accounts Payable	573,884
Trade and Rates Debtors	624,959	Unspent Grants	3,791,523
Other Current Assets	88,291		
	<b>6,318,183</b>		<b>4,365,407</b>



## Current Ratio for FY2024/25

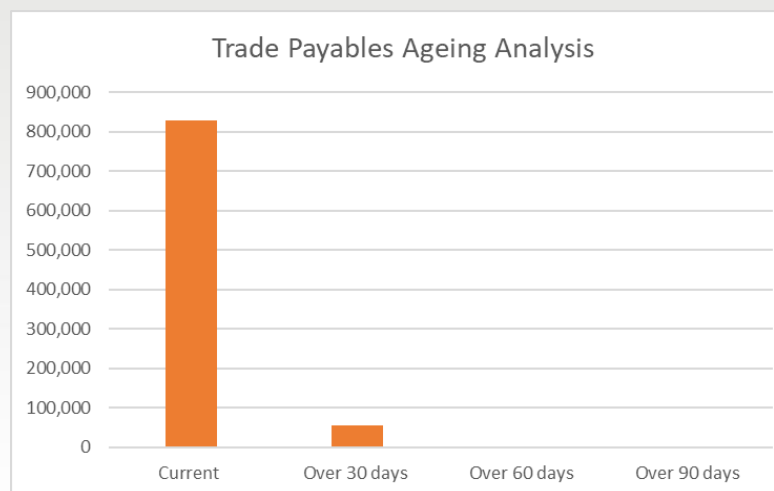
PERIOD	July	August	September	October	November	December	January	February	March	April	May	June
FY 23/2024	1.82	1.99	1.28	1.12	1.06	1.25	1.26	1.29	1.33	1.21	1.59	1.57
FY 24/2025	1.58	1.30	1.56	1.45								

## Monthly Balance Sheet Report

### *Statement on Debts Owed by Council (Accounts Payable)*

#### Trade Payables Ageing Analysis

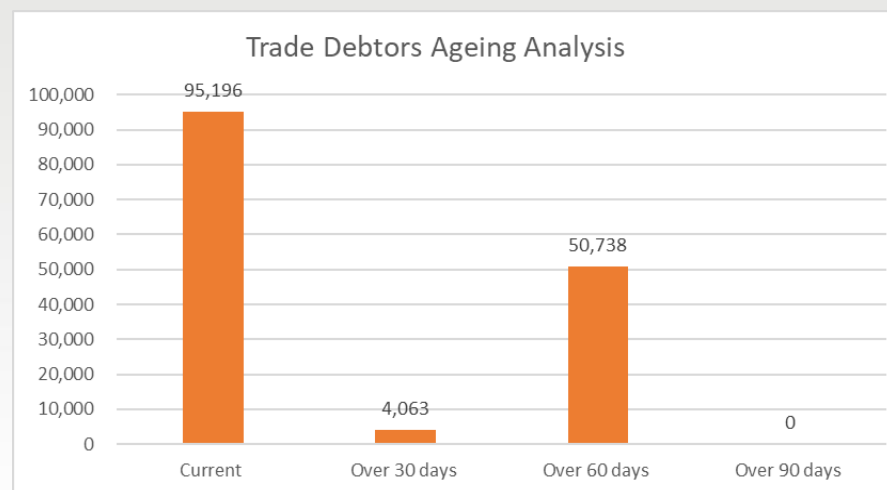
Current	828,493
Over 30 days	54,235
Over 60 days	1,379
Over 90 days	0
<b>Total</b>	<b>884,106</b>



## Monthly Balance Sheet Report

### Statement on Debts Owed to Council (Accounts Receivable)

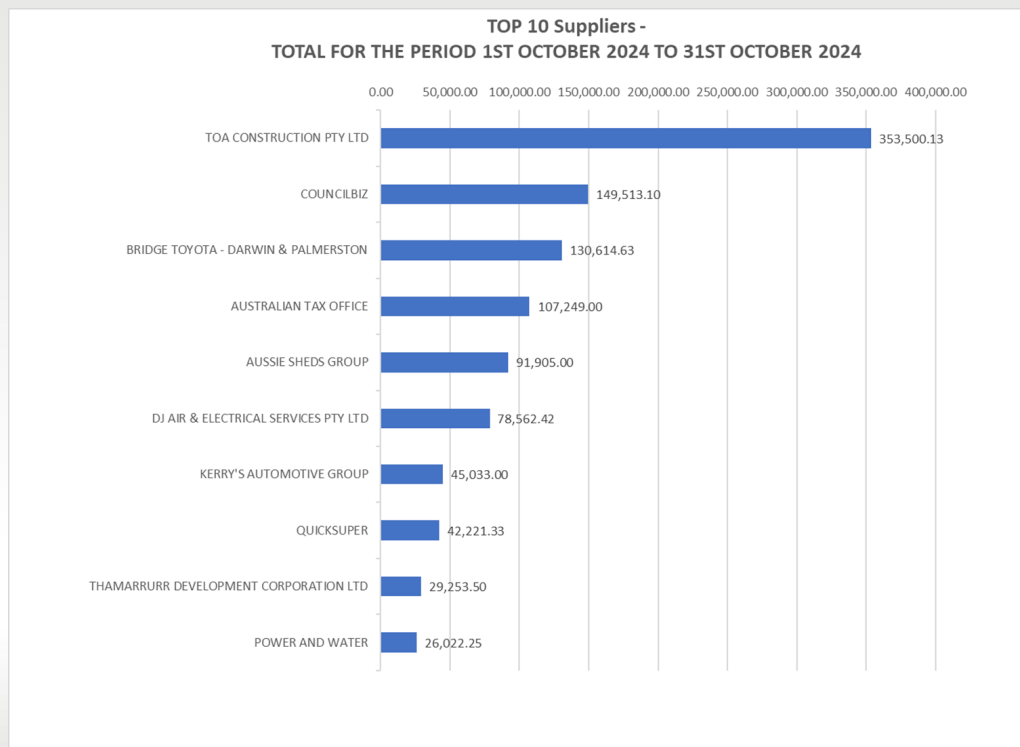
Trade Debtors Ageing Analysis	
Current	95,196
Over 30 days	4,063
Over 60 days	50,738
Over 90 days	0
<b>Total</b>	<b>149,997</b>





## Monthly Balance Sheet Report

### *Highest 10 Contractor Payments/ Items paid in the month*



## Top suppliers

For the period 1 October 2024 to 31 October 2024

CREDITOR PAYMENTS - October			PAYMENT		PAYMENT
TOA CONSTRUCTION PTY LTD	353,500.13	Trustee for the Essemy Unit Trust T/A Essemy RELKAD PTY LTD T/A L&S SUSPENSION AND OFFROAD T/A L&S SUSPENSION AND OFFROAD	4,537.50	UNITED VOICE NT BRANCH (LHMU) (LIQUOR HOSPITALITY & MISCELLANEOUS UNION NT)	931
COUNCILBIZ	149,513.10		4,408.25	BTC PARTS AND ACCESSORIES PTY LTD	795.72
BRIDGE TOYOTA - DARWIN & PALMERSTON	130,614.63	TRUE NORTH STRATEGIC COMMUNICATION PTY LTD	4,349.95	CSE CROSSCOM	704
AUSTRALIAN TAX OFFICE	107,249.00	AIRPOWER (NT) PTY LTD	4,147.28	NT-IT PTY LTD T/A NT CONNECT	676.57
AUSSIE SHEDS GROUP	91,905.00	NT MOTORCYCLE CENTRE PTY LTD	4,076.05	THE BIG MOWER (NT) PTY LTD	661.1
DJ AIR & ELECTRICAL SERVICES PTY LTD	78,562.42	ADOBE SYSTEM SOFTWARE (CREDIT CARD)	3,869.91	VOYAGER TRAILERS PTY LTD	600
KERRY'S AUTOMOTIVE GROUP	45,033.00	RED APPOINTMENTS NT PTY LTD	3,649.14	SBA OFFICE NATIONAL	503.27
		METCASH FOOD & GROCERY CONVENIENCE DIVISION PTY LIMITED T/A INDEPENDENT GROCERS DARWIN			
QUICKSUPER	42,221.33		3,523.07	NTFG PTY LTD T/A Cafe21	393
THAMARRURR DEVELOPMENT CORPORATION LTD	29,253.50	TERRITORY HOUSING RENT	3,374.00	NT POLICE FIRE AND EMERGENCY SERVICES	336
POWER AND WATER	26,022.25	BUNNINGS GROUP LIMITED - COCONUT GROVE	3,052.94	Services Australia- Child Support	323.58
Davidson Workplace Solutions Pty Ltd	25,501.79	CEVA LOGISTICS (CREDIT CARD)	2,839.08	DEFEND FIRE SERVICES PTY LTD	267.85
Other Creditors	21134.38	SALARY PACKAGING AUSTRALIA PTY LIMITED	2,480.58	EMPLOYEE ASSISTANCE SERVICE NT INC	262.84
NEXIA EDWARDS MARSHALL NT	21,315.28	READYCUT (NT) PTY LTD	2,414.40	XERO AUSTRALIA PTY LTD (Direct Debit)	245.00
				MERCURE DARWIN AIRPORT RESORT DARWIN AIRPORT RESORT OPERATING COMPANY PTY LTD	232.90
HASTINGS DEERING (AUSTRALIA) LTD	19,372.57	JACANA ENERGY (BPAY)	2,143.02		
BURSON AUTOMOTIVE PTY LTD	19,278.22	TRIPLE A HOSES PTY LTD.	2,132.73	SITEMINDER LTD T/A LITTLE HOTELLIER	186.77
Tritek Services	17,138.00	EMPLOYMENT HERO PTY LTD	2,057.00	SIMON GEORGE & SONS PTY LTD	166.07
				GREENSPACE FUTURE PTY LTD T/A GREENTHEMES	
Mills Oakley	17,025.80	MOGAS REGIONAL PTY LTD T/A AUSFUEL	1,815.00	INDOOR PLANT HIRE	158.4
				FWJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	148.5
Motor Vehicle Registry NT	14,079.50	WSP AUSTRALIA PTY LTD	1,718.75		
Mobile Diesel Mainenance	12,540.00	TOTAL TOOLS DARWIN	1,682.70	PEPPIMENARTI STORE INDIGENOUS CORP.	119.94
Caltex Starcard as WEX AUSTRALIA PTY LTD (PUMA ENERGY)	12,386.12	WINNELLIE HYDRAULICS	1,622.91	VIVA WATER PTY LTD T/A NT WATER FILTERS	110
Fortis Security Pty Ltd	11,669.90	AIRPORT LIGHTING SPECIALISTS PTY LTD	1,597.75	CLEANAWAY PTY LTD	87.3
TSM CONSULTING PTY LTD	9,900.00	FLEET PARTNERS PTY LTD (Direct Debit)	1,536.82	NT RECYCLING SOLUTIONS PTY LTD	75.86
HEATH MOTOR GROUP PTY LTD	9,366.53	FORKLIFT SOLUTIONS PTY LTD	1,474.06	DOROTHEA JANCZEWSKA	72.61
		TRANSMETRO CORPORATION-METRO ADVANCE			
TNG MECHANICAL & TYRES	8,914.11	APART T/A METRO ADVANCE APARTMENTS DARWIN	1,041.00	AHRI LTD MELBOURNE VIC	70
MURIN TRAVEL & FREIGHT SERVICES	7,865.48	RDO EQUIPMENT	1,004.89	CABCHARGE PAYMENTS PTY LTD	25.53
TJM DARWIN	7,402.00	CYCLONE CITY CLEANERS	966.52		
INLAND ELECTRICAL PTY LTD	6,534.00	TTNT PTY LIMITED T/A TYRE TRADERS NT	960.87		
				TOTAL	1,371,928.02

# Member and CEO Council Credit Card Transactions

<i>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.</i>			
Cardholder Name:		CEO Does not hold a Council Credit Card	
Transaction Date	Amount	Supplier's Name	Reasons for the Transaction
NOT APPLICABLE			
TOTAL	\$0		

## 7 REPORTS FOR INFORMATION

### REPORT FOR INFORMATION

ITEM NUMBER 7.1

REPORT TITLE Representation Review Request

PREPARED BY Michelle Griffin (Executive Manager)



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#### PURPOSE

This report addresses the request from Councillors to investigate the process for reviewing the boundary and ward structure of the West Daly Regional Council.

#### BACKGROUND

In 2022, Local Government Representation Review Committee ('the Committee') conducted a review of representation of the Northern Territory's local government councils.

- In March 2022, the Committee invited formal submissions from Councils.
- On 6 June 2022 West Daly Regional Council responded with a submission (correspondence attached).

The Committee determined in its Local Government Representation Reviews Final Report 2022 ('the Report') not to change existing ward boundaries or recommend changes to representation in West Daly Regional Council.

#### Current Request

Councillors have requested a review of the current ward boundaries to ensure they continue to meet the needs of our community effectively.

#### Future Opportunities

Following the 2022 review findings, the next opportunity to submit requests for changes to representation will occur after the next Local Government election in 2025 in accordance with Section 30 (1)(a) of the *Local Government Act 2019* which states:

- (1) Before making a determination under section 28, the committee must:*  
*(a) invite written submissions from the council for the local government area and the public no later than 10 months after the election day for a general election for the council.*

#### STATUTORY ENVIRONMENT

*Local Government Act 2019*

#### IMPACT FOR COUNCIL

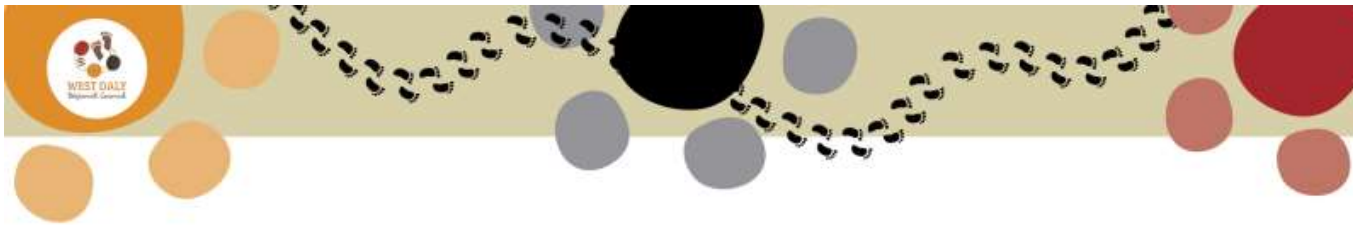
Reviewing and potentially altering the Council's ward boundaries can have significant implications for the Council. If changes were to be approved and implemented, it would increase costs associated with elected members and the implementation of the changes. It is vital that the Council carefully weighs the financial implications against potential benefits to ensure the Council can continue to manage its resources effectively.

**RECOMMENDATION**

1. That the Council receive and note the report titled 'Representation Review Request'; and
2. That Council acknowledge the next opportunity to provide a submission will be following the next local government election in 2025.

**ATTACHMENTS**

1. 20220606-OUTGOING-2022-Representation-Review-WDRC [7.1.1 - 5 pages]
2. Pages-from-the-2022-Representation-Report [7.1.2 - 3 pages]



**6 June 2022**

Representative Review Committee  
GPO Box 2419  
DARWIN NT 0801

Email: [secretariat.ntec@nt.gov.au](mailto:secretariat.ntec@nt.gov.au)

**To whom it may concern**

**2022 Northern Territory Local Government Representation Review**

The West Daly Regional Council appreciates the opportunity to make a submission to the 2022 Local Government Representation Review conducted under the *Local Government Act 2021* (The Act). We understand the aim of the Representation Review is to ensure fair and adequate representation of the electors within our council area.

**BACKGROUND**

As part of the Local Government reforms in the Northern Territory, the West Daly Regional Council came into existence on 01 July 2014 through the de-amalgamation of the Victoria Daly Shire Council into the Victoria Daly Regional Council and West Daly Regional Council.

At the time, the Minister for Local Government and Regions determined in the Northern Territory Government Gazette No. S45 at clause 7 the number of Elected Members for the West Daly region.<sup>1</sup>

The fundamental role of Council is to represent the interests of their region. In being elected, councillors are individually and collectively bound to carry out the functions and exercise the statutory responsibilities and principles of local government.

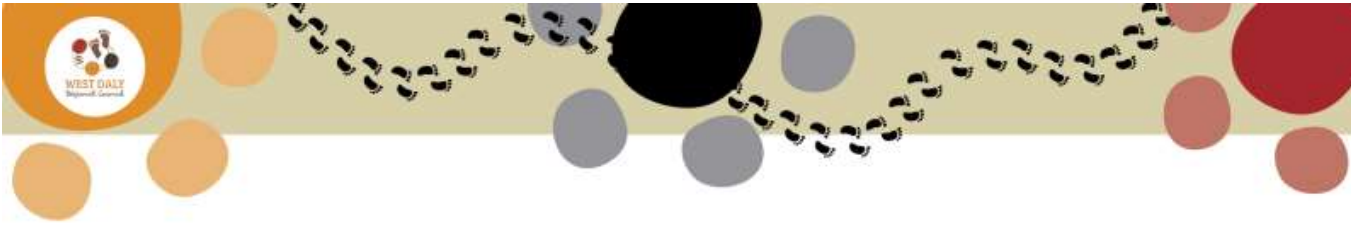
Councillors contribute considerable time and effort to their Council activities regardless of the size and remoteness of the region they represent. The workload expected of councillors bears no relationship to the number of ratepayers on the books.

Councillor responsibilities continue to become increasingly complex with more accountability and a higher level of professionalism expected during recent challenging and difficult times such as with COVID-19 restrictions, food security and community unrest. Furthermore the West Daly region has numerous Homeland and

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<sup>1</sup> The number of members to be elected for a ward of the West Daly Region is determined to be:

- (a) for the Nganmarriyanga ward - 1;
- (b) for the Thamarrurr/Pindi Pindi ward – 4;
- (c) for the Tyemirri ward - 1.



Outstations that require representation. These are geographically located over a vast area.

This submission has been prepared having regard to the provisions of the *Local Government Act 2019* (NT) Part 3.2.

In accordance with the assessment criteria, factors to be considered when deciding upon a change in council representation, matters such as physical and topographical features of the local government area are not applicable in this submission.

**Factors that are relevant include:**

- Community of interests in the local government area including economic, social and regional interests;
- Types of communication and travel in the local government area with issues arising out of remoteness;
- Trend of population changes in the local government area;
- The density of population in the local government area;
- Ratio of councillors to electors.

**CURRENT SITUATION**

**Community of interests in the local government area including economic, social and regional interests.**

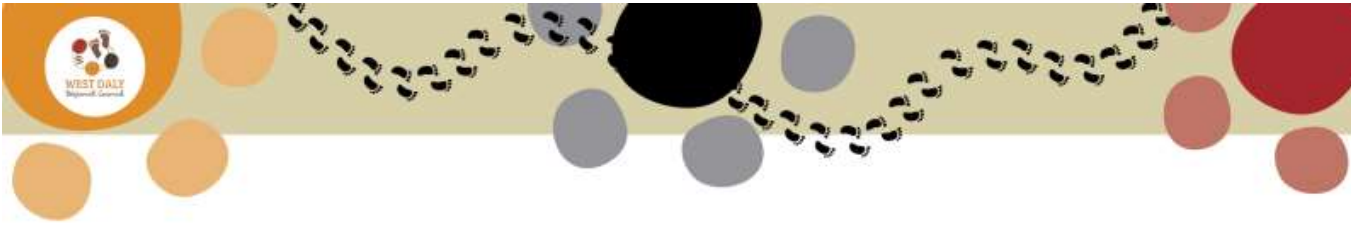
The term 'community of interest' has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community, and similarities in the economic activities. This is strained in the West Daly region as it is ranked low in the socio-economic index (ABS Census 2016) which is indicative that many households have low income or paying low rent.

Revenue raised from rates collection is an extremely small proportion of the total budget, due to the low number of rateable properties and valuations. Income is supplemented by the securing of government grants.

**Types of communication and travel in the local government area with issues arising out of remoteness.**

West Daly Regional Council comprises of 6 Councillors with 4 representing Thamarrurr/Pindi Pindi Ward (1,571 electors), 1 representing Nganmarriyanga Ward (208 electors) and 1 representing the Peppimenarti Ward (89 electors). The Mayor and Deputy Mayor are elected by the Councillors.

The role of Mayor, and to a lesser extent, Deputy Mayor is more demanding and comes with a greater workload and more responsibility than the role of Councillor. This is reflected in the level of allowance they receive.



It is challenging for effective engagement and communication to take place in community due to the instability of the telecommunications network and power grid failing on numerous occasions over many years. An all-weather, all year-round sealed road network will be vital for the communities of Wadeye, Nganmarriyanga (Palumpa) and Peppimenarti. A sealed network encourages economic development and allows community members to improve their quality of life via travel to sporting and cultural events, as well as allowing for the efficient transport of goods and the provision of services to the region.

### **Trend of population changes in the local government area**

The Estimated Resident Population has increased from 2014 to 2021 by 177 with an estimated current population of 3,764 people. There are 332 households with children and overall, 23.8% of total households with children were couple with young children, and 6.0% were couples with older children.<sup>2</sup>

There is an expectation of reasonable population growth in the foreseeable future across the Council Wards and Homelands, primarily because an undertaking given by the Labour government to immediately spend \$100 million on urgent housing and infrastructure on the NT's homelands. This will include improvements to water, power and community facilities, as well as housing upgrades, extensions, and new builds.<sup>3</sup>

This promise gives hope for our region with the potential of the redevelopment of existing sites, residential development and infill development planned. The extent and timing of any of this future development (and resultant increase in elector numbers) is difficult to determine at this time.

Regardless, the anticipated increase in the future population will likely result in an increase in elector numbers, higher elector ratios and potentially greater workloads for the Elected Members.

### **The density of population in the local government area.**

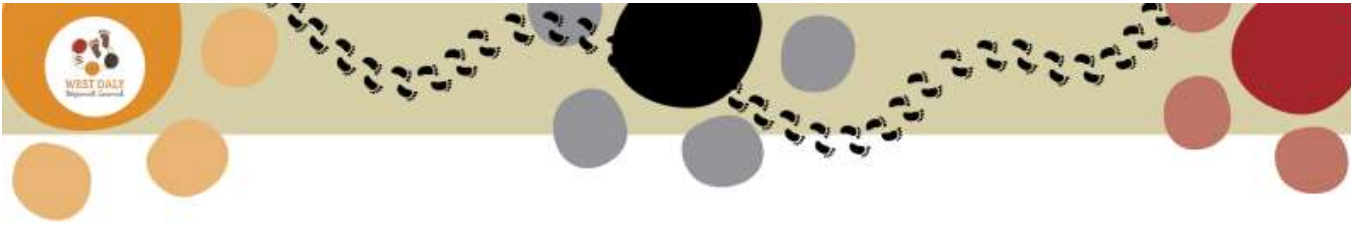
Underlying problems include overcrowded housing, poor health conditions, and the need for more support in education are real issues for the West Daly region. Council cannot address these problems alone, and change will not happen overnight. That is why Council is further supporting relationships to better understand our challenges and future opportunities. We will approach these issues in partnership with our regional stakeholders and government departments.

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<sup>2</sup> [Households with children | RDA Northern Territory | Community profile \(id.com.au\)](#)

<sup>3</sup> [Restoring Funding for Homelands and Improving Remote Housing | Policies | Australian Labor Party \(alp.org.au\)](#)





Council believes children are our future but we need to provide a safe place for them to flourish and grow into citizens with prospects. This can only happen through positive change, with improved housing and infrastructure with government assistance.

### **ADVANTAGES AND DISADVANTAGES OF AN INCREASE IN THE NUMBER OF ELECTED MEMBERS**

The **advantages** of an increase in the number of Elected Members include the following:

- A greater number of elected members may result in a decreased workload on each Councillor increasing effectiveness.
- Diversity of interests around Council table and less dominance in Council by an interest group, clan or family group.
- An increase in opportunities for community participation in Council's affairs with a greater number of Elected Members to contact.
- The decision-making process may be more effective and efficient if the number of Councillors is increased.
- Consultation with the community may be achieved through a variety of means in addition to individuals and groups contacting their local Elected Member.
- A greater number of Elected Members are more readily identifiable within the community.
- Councillors can become role models within their community.
- Training and skills opportunities.

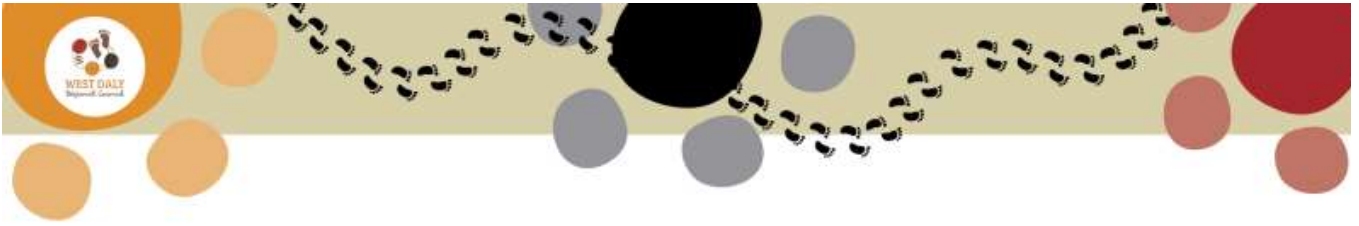
The **disadvantages** of an increase in the number of elected members may include the following:

- The increase of cost maintaining Elected Members.

### **Ratio of Councillors to electors**

When determining the appropriate number of councillors to provide fair and adequate representation, Council was mindful that:

- Sufficient Elected Members must be available to manage the affairs of Council,
- The Elected Members workloads should not become excessive,
- There is an appropriate level of elector representation,
- A diversity in members skill sets, experience, expertise, opinions and backgrounds is maintained to ensure robust discussion amongst Elected Members, and
- Adequate lines of communication must exist between the community and council.



West Daly Regional Council Elected Members have a representative ratio of 1:332. There is a diverse range of Councillor/elector ratios across the Top End, reflecting the sparsely populated remote areas and the highly populated urban areas. The structure of the Council's operations will provide some input into the number of Councillors needed to service the West Daly region.

## **CONCLUSION**

As the third tier of government, local government through West Daly Regional Council is responsible for ensuring local communities run as smoothly and efficiently as possible, with constituents able to access the services and programs they need to live safe and healthy lives. It would be virtually impossible for state and federal governments to provide these essential services to individual communities. That's why local infrastructure and services are best delivered locally with oversight of our Elected Members.

Our Council have arguably the biggest impact on people's day to day lives. Council believes that it is important to increase the quality and level of representation by adding to the number of councillors to represent the community. For the reasons addressed earlier, Council is confident that its future composition will provide the optimum number of Elected Members required to manage the affairs of Council if it was increased in number.

Yours sincerely,

Matthew Eastham ASM  
Chief Executive Officer

## 2022 Local Government Representation Reviews

Final report

### West Daly Regional Council

#### Current representation



This map is available on the NTEC's [webpage](#).



#### Size, structure and representation

3 wards  
One mayor, elected by the councillors  
6 ordinary members  
348 electors per ordinary member  
14,070 km<sup>2</sup>

#### Population

2,973 (2021 ABS census)  
3,166 (2016 ABS census)  
0.2 persons per km<sup>2</sup>

#### Enrolment

2,089 (November 2022)  
1,796 (August 2017)

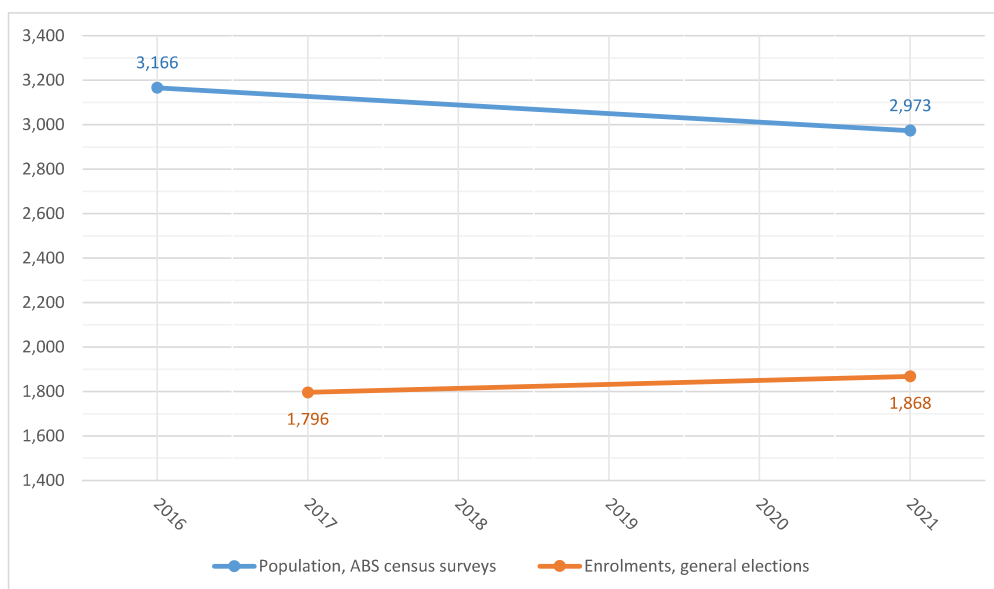
## 2022 Local Government Representation Reviews

Final report

**Table 17: West Daly Regional Council enrolment and representation**

Ward	Electors as at 4 November 2022	Council members	Electors per member
Nganmarriyanga	236	1	236
Thamarrurr / Pindi Pindi	1,746	4	437
Tyemirri	107	1	107
<b>Total / Average</b>	<b>2,089</b>	<b>6</b>	<b>348</b>

**Graph 12: West Daly Regional Council population and enrolment trends**



West Daly Regional Council has 6 ordinary members with a mayor elected by the council.

A detailed map of this local government council is available on the reviews [webpage](#).

Previously, the area comprising West Daly Regional Council were part of the Victoria Daly Shire Council. This council was split into 2 separate local government areas before the 2017 general elections.

Regional councils such as West Daly typically have a smaller population over a large geographic area. According to the ABS census data the population has decreased by 6.1% from 3,166 in 2016 to 2,973 in 2021. Geographically, West Daly is one of the smallest regional councils in the NT.

Enrolment in West Daly Regional Council has increased by 16% since the 2017 general elections and as at 4 November 2022, there are 2,089 electors.

The information guide identified the following areas of focus for this council:

- *Tyemirri ward has small enrolment numbers*
- *Emu Point homeland has links with Peppimenarti community, but they are in different wards.*

West Daly Regional Council provided a submission arguing that the number of members should be increased but did not specify how many would be appropriate. Neither did it describe how the

## 2022 Local Government Representation Reviews

### *Final report*

members should be distributed. This submission is available on the reviews [webpage](#). The committee agreed that 6 members is appropriate given the number of discrete communities and geography of the region.

The average number of electors per member is 348, with some disparity between wards, particularly Thamarrurr / Pindi Pindi Ward with 437 electors per member and Tyemirri Ward with 107. The number of members allocated to each ward also varies, with Thamarrurr / Pindi Pindi Ward having 4 while the remaining wards have one each. Thamarrurr / Pindi Pindi Ward has been allocated more members due to the fact it has significantly more electors.

These ward boundaries were established with the creation of the council and ensure the smaller communities of Peppimenarti and Nganmarriyanga each have representation on council. The committee agreed that this was important and fair, despite the disparity in elector to member ratios.

### **Determinations and recommendations**

The committee determined not to change existing ward boundaries or recommend changes to representation in West Daly Regional Council.



## REPORT FOR INFORMATION

**ITEM NUMBER** 7.2

**REPORT TITLE** Capital Projects Works and Infrastructure Report

**PREPARED BY** Dorothea Janczewska (Director People, Safety and Projects)



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### PURPOSE

The primary objective is to provide the Council with comprehensive updates on various aspects related to infrastructure and capital works within the West Daly Regional Council. This includes a detailed overview of project progress, challenges, and upcoming milestones to support informed decision-making and strategic planning for the region's development.

### BACKGROUND

#### Fossil Head Road Project

The Fossil Head Road Project, funded by the Northern Territory Government, is progressing well and nearing completion. The project involves floodways, drainage systems, and grading over a 40km stretch to improve accessibility for the Fossil Head community.

After initial delays due to wet weather and resource mobilisation challenges, significant progress has been made since September 2024, with final bitumen overlay expected to be completed by 26th November 2024.

#### Progress Overview:

1. Scope: Installation of floodways, drainage systems, and grading across 40km.
2. Current Status: Final stages underway with bitumen overlay.
3. Expected Completion: 26th November 2024.
4. Next Steps: Preparation of acquittal reports for the funding agency.

#### *1.Fossil Head Road as of 19th November 2024*





### Homelands Machinery Sheds

The Homelands Machinery Sheds project is part of the HHIP program and focuses on constructing sheds in Uminyuluk, Merrepen, and Wudapulli.

Foundation works, managed by Danger Dans Concreting, are progressing on schedule, with anticipated completion by late November 2024. Shed fabrication has been commissioned to Aussie Sheds Group, with installation planned once weather conditions permit.

#### Progress Overview:

5. Scope: Construction of three machinery sheds to support homeland operations.
6. Current Status: Foundation works nearing completion.
7. Anticipated Completion: Foundations by late November 2024, installation pending wet season.
8. Challenges: Timing and weather-related constraints.



## 2. Homelands Machinery Sheds



### Perdjert Street Airport Access Road

The Perdjert Street Airport Access Road project is set to commence following the completion of the Fossil Head Road Project. This project, funded by the Local Roads and Community Infrastructure (LRCI) program, aims to upgrade a 550m dirt road to improve airport accessibility and reduce maintenance costs.

#### Progress Overview:

- Scope: Upgrade of 550m dirt road to the airport.
- Current Status: Preparations underway; construction begins post-Fossil Head Road completion.
- Contractor: TOA Constructions Pty Ltd.
- Anticipated Benefits: Improved airport access and reduced maintenance requirements.

### Perdjert Street Upgrade (DIPL)

The Department of Infrastructure, Planning and Logistics (DIPL) is progressing with the 50% design stage for the Perdjert Street Upgrade. This includes a 2.05km realignment and a 75m



extension to the Bonaparte Gulf Access Road. The Council is assisting with land use and environmental clearance processes to facilitate project progress.

#### Progress Overview:

- Scope: Realignment and extension of Perdjert Street and Bonaparte Gulf Access Road.
- Current Status: 50% design stage completed.
- Council's Role: Supporting land use and environmental clearance.
- Anticipated Outcome: Enhanced connectivity and infrastructure for the region.

#### Staffing Updates

- New Employees:
  - A Project Manager was recently appointed to enhance project delivery capacity.
  - Two engineering interns joined in partnership with Charles Darwin University, supporting infrastructure projects under supervision.
  - Excitingly, with a newly appointed Homelands Program Manager will be joining the Council on 27th of November - more projects will start taking shape in our homelands and outstations soon
- Vacancies:
  - Civil Services Labourer positions remain vacant in Wadeye, Peppimenarti, and Palumpa.
  - Efforts are ongoing to fill key roles, including additional labourers and administrative support.

#### STATUTORY ENVIRONMENT

*Local Government Act 2019*

*Local Government (General) Regulations 2021*

#### IMPACT FOR COUNCIL

Report for Information

#### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Regional Plan 2024-2025:

Focus Area 2 – Strong safe and healthy people	
Safety	
21.	Enhance and provide reliable road access to West Daly communities

#### RECOMMENDATION

1. That the Council receives and notes The Capital Works and Infrastructure Projects Report for November 2024.

#### ATTACHMENTS

Nil

## REPORT FOR INFORMATION

ITEM NUMBER 7.3

REPORT TITLE People and Culture Report

PREPARED BY Dorothea Janczewska (Director People, Safety and Projects)



### 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

#### Workforce Statistics

The figures and graphs presented below offer a comprehensive snapshot of Council workforce composition, gender, location, total workforce as well as employment types.

- The workforce comprises 37 casual and 43 full-time employees, ensuring both flexibility and stability.
- Total 81 employees:

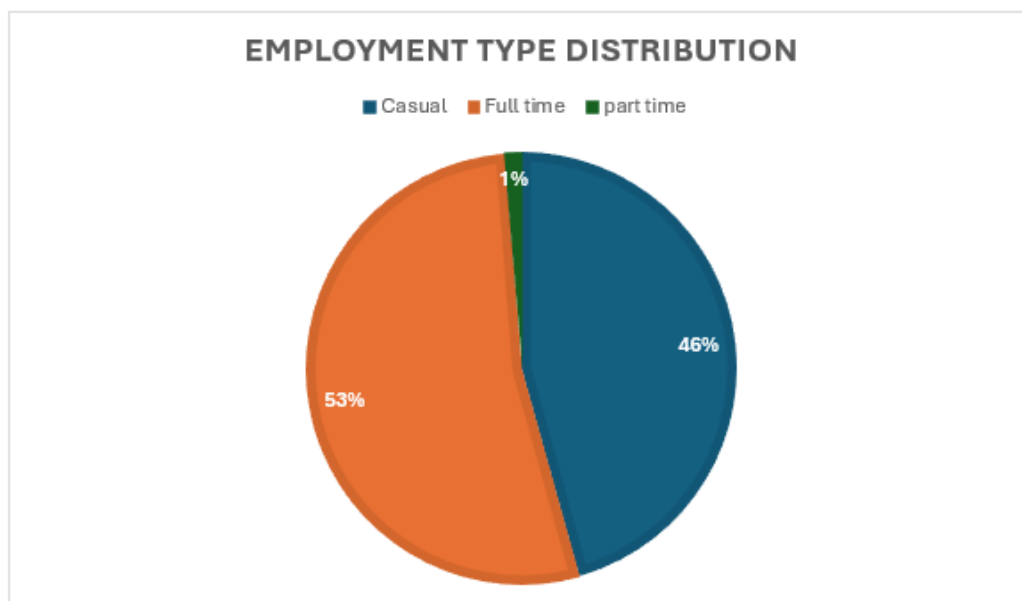
Figure 1: Workforce snapshot

Casual = 37

Full-time = 43

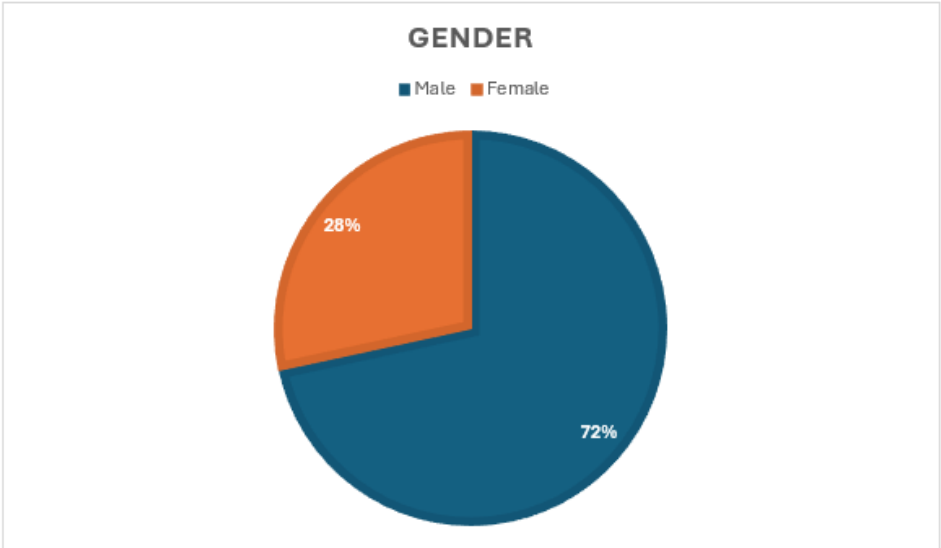
Part-time = 1

Total = 81



The workforce includes 58 males and 23 females, reflecting a 2,5:1 gender ratio.

Male = 58  
Female = 23  
Total = 81



The largest group of employees is based in Wadeye (48), followed by 13 in Darwin, supporting operations.

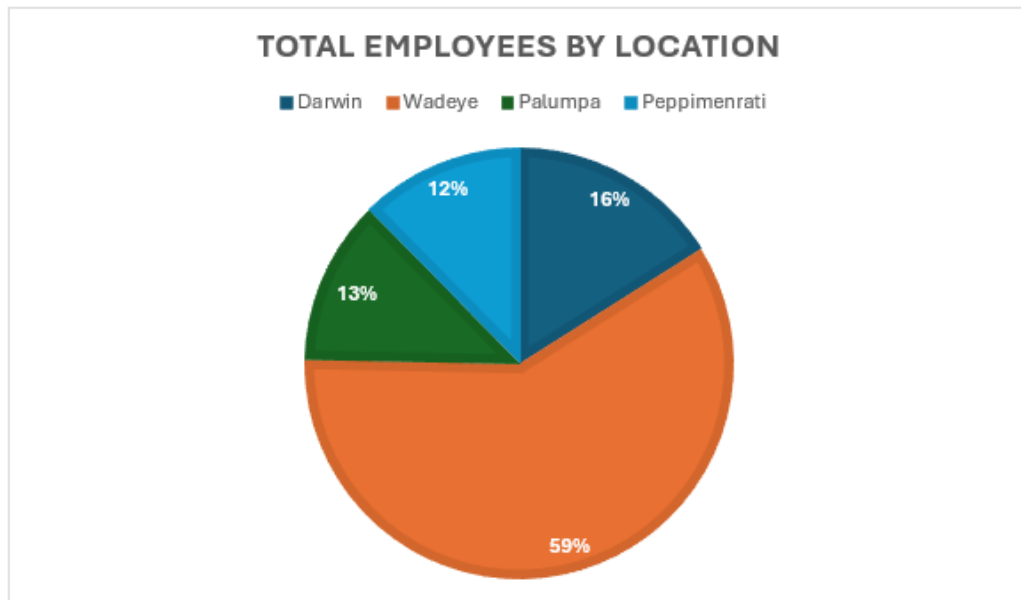
Darwin = 13

Palumpa = 10

Peppimenarti = 10

Wadeye = 48

Total = 81



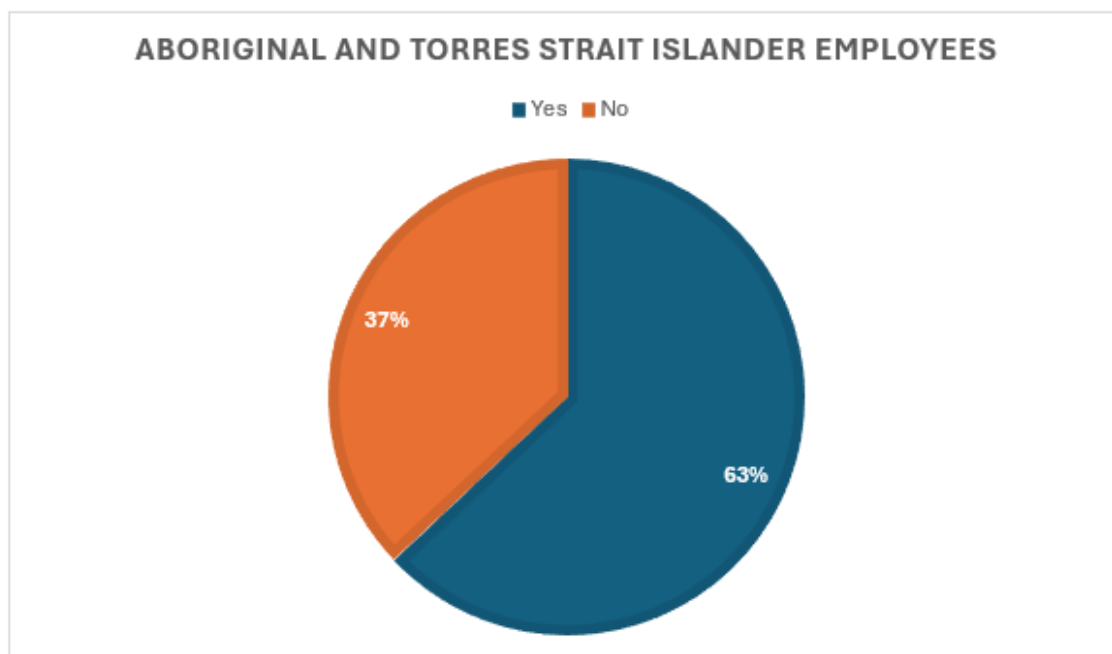
Aboriginal and Torres Strait Islander employees represent 63% of the workforce, with 51 identifying as Indigenous.

## Aboriginal & Torres Strait Islander Employees

Yes = 51

No = 30

Total = 81



### Recruitment:

- From September to November, recruitment activities have increased significantly, reflecting a proactive approach to filling essential roles.
- In November, 13 positions remain vacant across various locations, while 9 new employees were successfully placed.
- Key placements include roles such as Executive Manager, Team Leader – Waste Services, Homelands Program Manager, and Engineering Graduate Interns.
- Efforts continue to address vacancies in critical areas, ensuring organisational needs are met effectively.

### Vacant roles

Name	Location
Civil Services Labourer	Wadeye
Cleaner	Wadeye
Community Safety Patrol Officer	Peppimenarti
Civil Services Labourer	Peppimenarti
Administration Officer	Palumpa
Community Safety Patrol Officer	Palumpa
Civil Services Supervisor	Palumpa
Civil Services Labourer	Palumpa
Customer Relations Officer	Darwin

Business support officer	Darwin
Finance Officer	Darwin
Project Manager/ Senior Project Manager	Darwin
Administration Coordinator	Wadeye

Roles filled in October – November 2024

Name	Location
Team Leader – Waste Services	Wadeye
Homelands Program Manager	Wadeye
Administration Officer	Wadeye
Director of People, Safety and Projects	Darwin
Executive Manager	Darwin
Engineering Graduate Intern (X2)	Darwin
Project Manager	Darwin
Management Accountant	Darwin

### West Daly Regional Council Enterprise Agreement 2024

- The voting for the West Daly Regional Council Enterprise Agreement 2024 was held on 31 October and 1 November 2024.
- **Results:**
  - **88% of employees voted in favour of the agreement.**
  - **73% participation rate achieved**
- Next steps:
  - Awaiting formal approval from the Fair Work Commission.
  - Targeting to process back payments before Christmas 2024.
- Key takeaway:
  - The high participation rate reflects the strong commitment of staff to progress together as an organisation.

*Figure 3. Employees during the voting day*



### **Launch of the Employee Recognition Program**

The Employee Rewards and Recognition Program officially launched in November 2024. This new initiative is designed to celebrate outstanding contributions, foster a culture of appreciation, and enhance employee engagement and morale.

- Program Details:
  - The program recognises exceptional employees each month through the Employee of the Month Award in three categories: “Community Service”, “Service Excellence” and “Team Player”.
  - Awards are presented monthly, highlighting achievements across the organisation.
  - Recipients receive a certificate of recognition and a gift voucher as a token of appreciation.
- Launch Event:
  - The first Employee of the Month Award was presented on 25th November 2025, marking the official start of this program.

*Figure 4. Example of the Employee of the Month Certificate in the category “Service Excellence”*



### Engineer Interns Initiative

The West Daly Regional Council has introduced the **Engineer Interns Initiative** in partnership with Charles Darwin University (CDU). This new program aims to create a pipeline of junior talent while providing valuable training opportunities and enhancing the Council's project delivery capabilities.

- **Duration:** Interns will be with the Council for three months.
- **Supervision:** Interns will report to Dom Kafley, Civil Works and Infrastructure Manager.
- **Focus:** They will support project delivery while gaining hands-on experience in civil engineering tasks.
- **Goals:** The program is designed to foster junior talent, offer training opportunities, and boost the Council's profile as a forward-thinking organisation.

This initiative demonstrates the Council's commitment to workforce development and practical learning, ensuring a strong foundation for future talent in the region.

### STATUTORY ENVIRONMENT

*Local Government Act 2019*

*Local Government (General) Regulations 2021*

### IMPACT FOR COUNCIL

Report for Information

### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Regional Plan 2024-2025:



**Focus Area 3 – Developing Council for community****Employment**

- |     |  |
|-----|--|
| 23. | Boost workforce productivity and engagement    |
| 24. | Aim to be the employer of choice in our region |

**RECOMMENDATION**

1. That the Council receives and notes the People and Culture Report for November 2024.

**ATTACHMENTS**

Nil

## REPORT FOR INFORMATION

ITEM NUMBER 7.4

REPORT TITLE 2025 Meeting Calendar

PREPARED BY Ashlee Fuller (Governance & Communications Officer)



### PURPOSE

The purpose of this report is to inform the Council on the proposed meeting calendar for 2025.

2025	MEETINGS AND LOCATIONS
<b>• January</b>	
23 <sup>rd</sup> January 2025	Ordinary Council Meeting
<b>• February</b>	
27 <sup>th</sup> February 2025	Finance Committee
<b>• March</b>	
12 <sup>th</sup> March 2025	Peppimenarti Local Authority Meeting
13 <sup>th</sup> March 2025	Wadeye Local Authority Meeting
14 <sup>th</sup> March 2025	Nganmarriyanga Local Authority Meeting
27 <sup>th</sup> March 2025	Ordinary Council Meeting
<b>• April</b>	
24 <sup>th</sup> April 2025	Audit & Risk Management Committee
<b>• May</b>	
14 <sup>th</sup> May 2025	Peppimenarti Local Authority Meeting
15 <sup>th</sup> May 2025	Wadeye Local Authority Meeting
16 <sup>th</sup> May 2025	Nganmarriyanga Local Authority
29 <sup>th</sup> May 2025	Ordinary Council Meeting
<b>• June</b>	
26 <sup>th</sup> June 2025	Ordinary Council Meeting
<b>• July</b>	
31 <sup>st</sup> July 2025	Ordinary Council Meeting
<b>• August</b>	
6 <sup>th</sup> August 2025	Peppimenarti Local Authority Meeting
7 <sup>th</sup> August 2025	Wadeye Local Authority Meeting
8 <sup>th</sup> August 2025	Nganmarriyanga Local Authority
28 <sup>th</sup> August 2025	Finance Committee Meeting
<b>• September</b>	
25 <sup>th</sup> September 2025	Ordinary Council Meeting
<b>• October</b>	
8 <sup>th</sup> October 2025	Peppimenarti Local Authority
10 <sup>th</sup> October 2025	Wadeye Local Authority
11 <sup>th</sup> October 2025	Palumpa Local Authority
16 <sup>th</sup> October 2025	Audit and Risk Committee
23 <sup>rd</sup> October 2025	Ordinary Council Meeting
<b>• November</b>	
27 <sup>th</sup> November 2025	Ordinary Council Meeting
<b>• December</b>	
11 <sup>th</sup> December 2025	Finance Committee

## STRATEGIC ALIGNMENT

This report is aligned to the West Daly Regional Plan 2024-2025:

Focus Area 1 – A Strong Council	
Governance	
1.1	Strengthen governance by meeting or exceeding compliance mandates and requirements

## RECOMMENDATION

1. That the Council receives and notes the proposed meeting calendar for 2025.

## ATTACHMENTS

Nil

## CORRESPONDENCE REPORT

ITEM NUMBER 7.5

REPORT TITLE Correspondence

PREPARED BY Ashlee Fuller (Governance & Communications Officer)



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### PURPOSE

To provide the Council with a list of incoming and outgoing correspondence since the last Council meeting.

#### INCOMING CORRESPONDENCE

[2024-10-30-INCOMING-NADC Australia Day 2025 Community Events Grant.pdf](#)

[2024-10-29-INCOMING-NT Grants Commission Annual Return.pdf](#)

[2024-11-11-INCOMING- Mayor Wilson electing to receive motor vehicle allowance.pdf](#)

#### OUTGOING CORRESPONDENCE

[2024-11-05-OUTGOING-Application for General Restricted Area.pdf](#)

[2024-11-07-OUTGOING-TUNMUCK-SMITH, Mark](#)

[2024-11-15-OUTGOING-Letter-to-Hon-Stephen-Edgington-WDRC-Annual-Report-2023-24](#)

[2024-11-15-OUTGOING-Letter-to-the-Agency-Annual-Report-2023-24](#)

### STATUTORY ENVIRONMENT

Section 94 of the *Local Government Act 2019*.

#### RECOMMENDATION

1. That the Council receives and notes the correspondence report.

### ATTACHMENTS

Nil

## 8 REPORTS OF COMMITTEE

### COMMITTEE REPORTS

**ITEM NUMBER** 8.1

**REPORT TITLE** Audit and Risk Management Committee  
Meeting held on 12 November 2024

**PREPARED BY** Ashlee Fuller (Governance & Communications  
Officer)



#### PURPOSE

To provide Council with the minutes of the Audit and Risk Management Committee held on 12 November 2024

#### BACKGROUND

The Audit and Risk Management Committee has the following functions in relation to council:

- a. To monitor and review the integrity of the councils financial management
- b. To monitor and review internal controls;
- c. To make recommendations to the council about any matters the committee considers require the councils consideration as a result of the committees functions.

#### STATUTORY ENVIRONMENT

*Local Government Act ss 99(4); Part 5.3*

#### IMPACT FOR COUNCIL

The Audit and Risk Management Committee (ARMC) plays a pivotal role in enhancing the Council's governance, accountability, and overall performance. The ARMC provides objective oversight and assurance on the effectiveness of the Council's risk management, control, and governance processes.

#### STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-27:

##### Focus 1 – A Strong Council

##### Governance

1

Strengthen governance by meeting or exceeding compliance mandates and requirements for Elected Members and Council

#### RECOMMENDATION

1. That the Council receive and note the minutes of the Audit and Risk Management Committee Meeting held on 12 November 2024.

#### ATTACHMENTS

1. ARMC 20241112 MIN unconfirmed [8.1.1 - 4 pages]





**MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE  
MEETING  
HELD AT Council Chambers Winnellie NT  
ON Tuesday 12 November 2024  
AT 10:00 am**

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In accordance with Section 99(4) of the *Local Government Act 2019*, a meeting of an audit committee may be conducted in private.

*The meeting opened at 10:19am.*

**2 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.

**3 Present Apology and Leave  
Committee Members**

Name	Title	Present	Apology	Absent
Cathryn Hutton	Chairperson	x		
Wilfred Harris	Deputy Mayor		x	
Terry Sams	Councillor	x		

**Staff**

- John Thomas  
- David Glover Executive  
- Tinos Rushwaya  
- Ashlee Fuller  
- Michelle Griffin

**Position**

Chief Executive Officer  
Executive Director, Corporate Services  
Finance Manager  
Governance & Communications Officer (minute taker)  
Executive Officer to the CEO

**GUESTS:**

*Mr Noal Clifford, Nexia Management*

#### 4 Disclosures of Interest

There were no declarations of interest at this Meeting.

#### 5 Confirmation of Minutes

5.1 Audit and Risk Management Committee Meeting held on 23 April 2024
Resolution: <b>ARMC-2024/6</b>  <b>1. That the Committee confirms the minutes of the Audit and Risk Management Committee Meeting held on 23 April 2024 as a true and accurate record of the meeting.</b>  Moved: <i>Cathryn Hutton</i> Seconded: <i>Councillor Terry Sams</i> Carried 2 / 0

#### 6 Reports for Decision

6.1 Draft Annual Report 2023-2024 (excluding annual financial statement)
Resolution: <b>ARMC-2024/7</b>  <b>1. That the Audit and Risk Committee receives and notes the report titled 'Draft Annual Report 2023-24'.</b>  <b>2. That the Audit and Risk Committee endorse the draft report for presentation at the upcoming Council meeting, subject to any revisions based on the Committee's feedback.</b>  Moved: <i>Councillor Terry Sams</i> Seconded: <i>Cathryn Hutton</i> Carried 1 / 0

6.2 Finance Report for Period Ending 31st September 2024
Resolution: <b>ARMC-2024/8</b>  <b>1. That the Audit and Risk Management Committee receives and notes the Finance Report dated 30<sup>th</sup> September 2024.</b>  Moved: <i>Cathryn Hutton</i> Seconded: <i>Councillor Terry Sams</i> Carried 2 / 0

#### 7 Reports for Information

7.1 Budget for 2024-2025
Resolution: <b>ARMC-2024/9</b>



- 1. That the Audit and Risk Management Committee notes the Operating and Capital Budget for 2024-2025 as presented and approved by Council on 26 June 2024, in accordance with Section 203 (2) of the Local Government Act 2019.**

Moved: *Councillor Terry Sams*

Seconded: *Cathryn Hutton*

Carried 2 / 0

## **8 General Business**

Cathryn Hutton has resigned from the position of Chairperson for the Audit and Risk Management Committee.

## **9 Confidential Items**

### **9.0 Decision to move to Closed Session**

That pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

Moved: *Cathryn Hutton*

Seconded: *Councillor Terry Sams*

*The meeting moved to closed session at 10:57am.*

## **Confidential Audit and Risk Management Committee**

### **9.1 Confirmation of Confidential Minutes**

#### 9.1.1 Confirmation of Confidential Minutes

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

### **9.2 Confidential Reports for Information**

#### 9.2.1 Update on Policy Review

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

## **Confidential Supplementary Audit and Risk Management Committee**

### **9.1 Confidential Reports**

#### 9.1.1 Annual Financial Statement 2023 - 2024

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

9.1.2 Council progress with Movement from Councilbiz and replacement Enterprise Planning (ERP) Software

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

9.1.3 Confidential Action Items

Section 99(2) and (4) of the *local Government Act 2019* and *Regulation 51(1) of the Local Government (General) Regulation 2021* - It contain confidential information of auditing nature and may be conducted in private.

**10 Move Out of Confidential Session**

*The meeting returned from close session at 11:27am.*

**11 Next Meeting**

The next meeting of the Audit and Risk Management Committee will be advised at a further date.

**12 Meeting Close**

*The meeting closed at 11:27am.*

This page and the preceding 3 pages are the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 12 November 2024.

## **9 GENERAL BUSINESS**

## **10 CONFIDENTIAL ITEMS**

### **10.1 CONFIRMATION OF CONFIDENTIAL MINUTES**

#### **10.1.1 Confidential session of the Ordinary Council Meeting held on 31 October 2024**

*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.*

#### **10.1.2 Confidential session of the Special Council Meeting held on 13 November 2024**

*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.*

#### **10.1.3 Confidential session of the Audit and Risk Committee Meeting held on 12 November 2024**

Section 99(2) and (4) of the local Government Act 2019 and Regulation 51(1) of the Local Government (General) Regulation 2021 - It contain confidential information of auditing nature and may be conducted in private.

### **10.2 CONFIDENTIAL REPORTS FOR INFORMATION**

#### **10.2.1 Council progress with Movement from Councilbiz and replacement Enterprise Resource Planning (ERP) Software**

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

## **11 NEXT MEETING**

## **12 MEETING CLOSE**