



WEST DALY

Regional Council

AGENDA

ORDINARY COUNCIL MEETING

Thursday 29 August 2024

10:00 am

Held at the West Daly Regional Council Darwin Office
1/4 Albatross Street, WINNELLIE NT

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

For more information, contact governance@westdaly.nt.gov.au
or phone: 08 7922 6403

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The West Daly Regional Council advises that anyone who has any application lodged with the West Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the West Daly Regional Council in respect of the application.

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 Peter Cumaiyi - Thamarrurr/Pindi Pindi Ward
- Councillor John Wilson – Tyemirri Ward
- Council Mark Tunmuck-Smith - Thamarrurr/Pindi Pindi Ward
- Councillor Terry Sams – Nganmariyanga Ward

OFFICERS

- Mr John Thomas – Chief Executive Officer
- Mr Ben Campion – Chief Operations Officer
- Mr David Glover – Executive Director, Corporate Services
- Mr Tinos Rushwaya – Finance Manager
- Mr Alston George – People & Culture Business Partner
- Mrs Michelle Griffin – Executive Officer

3 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Are there any members present who wish to declare a conflict of 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 26 June 2024

PREPARED BY Michelle Griffin (Executive Officer)

PURPOSE

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

BACKGROUND

The minutes of the Ordinary Council Meeting held on 26 June 2024 are provided for confirmation. Elected members are requested to review the minutes for accuracy and completeness.

STATUTORY ENVIRONMENT

Local Government Act 2019 sections 101 and 102.

IMPACT FOR COUNCIL

Ensuring accountability, transparency and compliance.

STRATEGIC ALIGNMENT

This report is aligned to the West Daly Regional Plan 2024-25.

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 the Council confirm the minutes of the Ordinary Council Meeting held on 26 June 2024 as a true and accurate record of the meeting.

Attachments

1. 20240626 OCM MIN unconfirmed [4.1.1 - 6 pages]



MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT Wadeye
ON Wednesday 26 June 2024
AT 10:45 am

At 10:30am the meeting was postponed to 10:45am.

The meeting opened at 10:45am.

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	Location
Ralph Narburup	Mayor	✓		Darwin
Wilfred Harris	Deputy Mayor	✓		Darwin
Mark Tunmuck-Smith	Councillor		A	
John Wilson	Councillor		A	
Terry Sams	Councillor	✓		Wadeye
Peter Cumaiji	Councillor	✓		Wadeye

2.1 Present, Apology and Leave of Absence
<p>Resolution: OCM-2024/58</p> <p>1. That Council accepts the apologies from Cr Mark Tunmuck-Smith and Cr John Wilson.</p> <p>Moved: <i>Deputy Mayor Wilfred Harris</i> Seconded: <i>Mayor Ralph Narburup</i></p> <p style="text-align: right;">Carried 4 / 0</p>

STAFF	POSITION
- John Thomas	Chief Executive Officer
- Ben Campion	Chief Operations Officer (incoming)
- Lemaki Curulala	A/Chief Operations Officer (outgoing)
- David Glover Executive	Executive Director, Corporate Services
- Dorothea Janczewska	People and Culture Manager
- Michelle Griffin	Executive Officer to the CEO (minutes secretary)

3 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

There were no declarations of interest at this meeting.

4 CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting held on 30 May 2024
Resolution: OCM-2024/59
<p>1. That the Council confirm the minutes of the Ordinary Council Meeting held on 30 May 2024 as a true and accurate record of the meeting.</p>
Moved: <i>Deputy Mayor Wilfred Harris</i> Seconded: <i>Councillor Peter Cumaiyi</i>
Carried 4 / 0

5 REPORTS FOR DECISION

5.1 Finance Report for the period ending 31 May 2024
Resolution: OCM-2024/60
<p>1. That Council receives and approves the report entitled 'Financial Report for the period ended 31 May 2024'.</p>
Moved: <i>Deputy Mayor Wilfred Harris</i> Seconded: <i>Councillor Terry Sams</i>
Carried 4 / 0

Document tabled: CEO Certification of the Assessment Record.

5.2 2024-25 Regional Plan and Budget
Resolution: OCM-2024/61
<p>1. That Council receives and accepts the tabled document CEO Certification of the Assessments record.</p>
Moved: <i>Deputy Mayor Wilfred Harris</i> Seconded: <i>Councillor Peter Cumaiyi</i>
Carried 4 / 0

5.2 2024-25 Regional Plan and Budget

Resolution: **OCM-2024/62**

1. That Council notes that no submissions were received from the public regarding the contents of the West Daly Regional Council Regional Plan 2024-25.
2. That Council receive and note the late submission received by the Sustainability and Compliance Team at the Department of the Chief Minister and Cabinet.
3. That Council approves and adopts the West Daly Regional Council – Regional Plan 2024-25 and all contents contained therein in accordance with section 35(1) of the *Local Government Act 2019* and its statutory instruments including:
 - a. Declared Rates in accordance with sections 237 and 238 of the Act;
 - b. Schedule of fees and charges;
 - c. Budget for Financial Year 2024-2025 in accordance with section 203 of the Act.
4. That Council authorises the Chief Executive Officer to submit the approved and adopted version of the West Daly Regional Council’s Regional Plan 2024-25 to the Minister for Local Government.

Moved: *Councillor Terry Sams*
Seconded: *Councillor Peter Cumaiyi*

Carried 4 / 0

5.3 Policy Repeal - Corporate Services

Resolution: **OCM-2024/63**

1. That Council approves the rescinding of:
 - a. FIN01 Accounting Business Systems
 - b. FIN04 Chart of Accounts
 - c. FIN05 Cost Allocation
 - d. FIN13 Introduction to Accounting Policy
 - e. FIN17 Procurement
 - f. FIN20 Receipt and Banking Monies
 - g. FIN21 Tendering Process
 - h. FIN24 Public Benefit Concession for Commercial Rates Policy

Moved: *Councillor Terry Sams*
Seconded: *Councillor Peter Cumaiyi*

Carried 4 / 0

5.4 Policy Approval - Corporate Services

Resolution: **OCM-2024/64**

1. That Council approves the review to the following policy:
 - a. FIN14 Investments

Moved: *Deputy Mayor Wilfred Harris*
Seconded: *Councillor Terry Sams*

Carried 4 / 0

6 REPORTS FOR INFORMATION

6.1 People and Culture Report

Resolution: **OCM-2024/65**

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

Moved: *Deputy Mayor Wilfred Harris*
Seconded: *Mayor Ralph Narburup*

Carried 4 / 0

6.2 Policy Review - People and Culture

Resolution: **OCM-2024/66**

1. That Council acknowledges that the Chief Executive Officer is responsible for overseeing the Council's operational policies relating to staff.
2. That the Council receives and notes the review of the following operational policies:
 - PC14 Study Leave and Assistance Policy
 - PC16 Technology and Social Media Usage Policy

Moved: *Deputy Mayor Wilfred Harris*
Seconded: *Mayor Ralph Narburup*

Carried 4 / 0

6.3 Policy Review - Work, Health and Safety

Resolution: **OCM-2024/67**

1. That Council acknowledges that the Chief Executive Officer is responsible for overseeing the Council's operational policies, which include the policies pertaining to Work, Health and Safety.
2. That the Council receives and notes the review of the following operational policies:
 - WHS05 Work Health and Safety
 - WHS06 Communicable Diseases

Moved: *Councillor Terry Sams*
Seconded: *Councillor Peter Cumaiyi*

Carried 4 / 0

6.4 Service Delivery Report

Resolution: **OCM-2024/68**

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

Moved: *Councillor Terry Sams*
Seconded: *Deputy Mayor Wilfred Harris*

Carried 4 / 0

7 CORRESPONDENCE

7.1 Correspondence Report	
Resolution: OCM-2024/69	
1. That Council receives and notes the correspondence.	
Moved: <i>Deputy Mayor Wilfred Harris</i>	Carried 4 / 0
Seconded: <i>Councillor Terry Sams</i>	

8 GENERAL BUSINESS

There was no general business.

*The meeting adjourned for lunch at 12:21pm.
The meeting resumed at 1:09pm.*

8.9.1 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: <i>Mayor Ralph Narburup</i> Seconded: <i>Councillor Terry Sams</i>

The meeting moved to closed session at 1:32pm.

9 CONFIDENTIAL ITEMS

9.1 Confirmation of Confidential Minutes

9.1.1 Confidential session of the Ordinary Council Meeting held on 30 May 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.*

9.2 Confidential Reports for Decision

9.2.1 Elected Member Superannuation

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.*

9.2.2 Disposal of Assets

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.

9.2.3 Ratification of the Common Seal document - Extension of Project Schedule – Capital Works Grants Jobs Land and Economy Programme – Aboriginal Benefit Account Homelands (4-GUBUDQF)

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.

9.2.4 Ratification of the Common Seal document - Deed of Variation - Community Night Patrol (4-IQJTZGN)

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.

9.2.5 National General Assembly Local Government and 2024 Australian Council of Local Government

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 NEXT MEETING

The next meeting of Ordinary Council will be held on 29 August 2024.

11 MEETING CLOSE

11.1 Meeting close

That Council close the meeting of Ordinary Council.

Moved: *Councillor Terry Sams*

Seconded: *Deputy Mayor Wilfred Harris*

The meeting closed at 1:53pm.

This page and the preceding five (5) pages are the unconfirmed minutes of the Ordinary Council Meeting held on 26 June 2024.

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 4.2
REPORT TITLE Special Council Meeting held on 1 August 2024
PREPARED BY Michelle Griffin (Executive Officer)



PURPOSE

This report's purpose is for the Council to confirm the minutes of the Special Council Meeting held on 1 August as a true and accurate record of the meeting.

BACKGROUND

The minutes of the Special Council Meeting held on 1 August 2024 are provided for confirmation. Elected Members are requested to review the minutes for accuracy and completeness.

STATUTORY ENVIRONMENT

Local Government Act 2019 sections 101 and 102.

IMPACT FOR COUNCIL

Ensuring accountability, transparency and compliance.

STRATEGIC ALIGNMENT

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

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 the Council confirm the minutes of the Special Council Meeting held on 1 August 2024 as a true and accurate record of the meeting.

Attachments

1. SCM MIN 20240801 unconfirmed [4.2.1 - 2 pages]



MINUTES OF THE SPECIAL COUNCIL MEETING
HELD AT Darwin (Darwin Innovation Hub)
ON Thursday 1 August 2024
AT 10:00 am

The meeting opened at 10:27am

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The 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	Location
Ralph Naburup	Mayor		Apology	-
Wilfred Harris	Deputy Mayor	✓		Microsoft Teams
Mark Tunmuck-Smith	Councillor	✓		Phone dial in
John Wilson	Councillor	✓		Darwin
Terry Sams	Councillor	✓		Darwin
Peter Cumaiyi	Councillor	✓		Darwin

Staff

- John Thomas
- Tinos Rushwaya
- Michelle Griffin

Position

- Chief Executive Officer
- Finance Manager
- Executive Officer to the CEO (minutes secretary)

3 DISCLOSURE OF INTEREST - COUNCILLORS AND STAFF

Councillor Terry Sams declared a conflict of interest against confidential item 5.1.1
Ratification of the Common Seal - Gravel Pitt Fossil Road Section 19.

5 CONFIDENTIAL ITEMS

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

The meeting moved to closed session at 10:30am.

5.1 CONFIDENTIAL REPORTS FOR DECISION

5.1.1 Ratification of the Common Seal - Gravel Pitt Fossil Road Section 19

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.*

5.1.2 Wadeye Community Club - Notice of application for grant of liquor licence

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.*

The meeting returned to open session at 10:46am.

6 MEETING CLOSE

6.1 Meeting Close

That the Special Council meeting be closed at 10:48am.

Moved: *Councillor Terry Sams*
Seconded: *Councillor Mark Tunmuck-Smith*

The meeting closed at 10:48am.

This page and the preceding one (1) page are the unconfirmed minutes of the Special Council meeting held on 1 August 2024.

Mayor Narburup

5 REPORTS FOR DECISION

REPORT FOR DECISION

ITEM NUMBER 5.1

REPORT TITLE Finance Report for Period Ending 31 July 2024

PREPARED BY Tinos Rushwaya (Finance Manager)



PURPOSE

To provide the Council with the Financial Management Reports for the period ended 31 July 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 23rd July 2024 for the month ended 30 June 2024, and the GST refund was \$70K.

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

Insurance - Council has in place insurance arrangements for the 2023-24 financial year, and has coverage past this date into 2024-25. The period of cover for this report is 1 July 2024 to 31 July 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 or Grant Name	Total Budget for Project	Cash Received to 31 July 2024	Expenditure \$	Balance of Cash as at 31 July 2024
RM-220	AG - Local Roads and Community Infrastructure - Phase 1&2	767,089	148,020	221,851	-73,831
RM-243	AG - Local Roads and Community Infrastructure - Phase 3	804,014	402,007	404,278	-2,271
RM-257	AG - Local Roads and Community Infrastructure - Phase 4	633,893	380,336	9,870	370,466
SG-404	AG - Peppimenarti Softball Pitch and Football Oval	191,550	126,600	33,944	92,656
RM-811	AG - Roads to Recovery	2,010,035	794,237	19,245	774,992
SG-768	NIAA - ABA - Manthape Walkway Bridge	1,670,541	1,670,541	1,634,225	36,316
SG-238	NIAA - Peppimenarti Library Infrastructure Upgrade	516,831	516,831	474,177	42,654
SG-250	NLC - Diminin Cemetery Upgrade Project	223,648	82,162	197,998	-115,836
SG-235	NLC - Solar panel upgrade Papangala O/S	1,250	1,250	0	1,250
SG-765	NTG - AG - Ablution Blocks for Nganmariyanga, Peppimenarti and Wadeye	140,000	140,000	105,189	34,811
SG-247	NTG - CMC - DRFA Road Damage Flood Event Feb/Mar 2021	571,597	464,434	465,413	-979
	NTG - CMC - DRFA Road Damage 2022/23 and 2023/24	1,096,508	-159,677	465,413	-625,090
RM-719	NTG - CMC - FAA Roads	1,047,947	1,047,947	87,329	960,618

CZ-792	NTG - CMC - IPG 2022-23 - Removal of Abandoned Vehicles in Wadeye	112,500	112,500	20,091	92,409
LA-722	NTG - CMC - Local Authority	1,566,597	1,566,597	732,119	834,478
SG-792	NTG - CMC - Removal of Abandoned Vehicles in Wadeye	88,500	88,500	38,859	49,641
WM-794	NTG - CMC - Waste and Resource Management (WaRM)	119,300	119,300	72,966	46,334
SG-782	NTG - DTFHC - Capital Grant - Fossil Head Shelter Upgrades	126,144	126,144	82,776	43,368
SG-779	NTG - DTFHC - Emergency Infrastructure – Kudantiga	200,000	200,000	253558	-53,558
SG-784	NTG - DTFHC - Homelands Homelands Emergency Grant - Supply and install Machinery shed at Uminyuluk	86,450	86,450	11,276	75,174
SG-252	NTG - DTFHC - Homelands Capital - Housing works at Fossil Head	117,950	117,950	55,560	62,390
SG-253	NTG - DTFHC - Homelands Capital - Road works at Fossil Head	1,500,000	1,500,000	783,846	716,154
SG-787	NTG - DTFHC - Homelands Emergency Grant - Redcliff outstation shade structure and tank stand upgrades	150,462	150,462	96,380	54,082
SG-790	NTG - DTFHC - Homelands Emergency Grant - Supply and install Machinery shed and playground shade shelter at Merrepen	150,800	150,800	30,000	120,800
SG-789	NTG - DTFHC - Homelands Emergency Grant - Supply and install Machinery shed, shade table seating and fencing around Cemetery at Wudapuli -	165,519	165,519	104,822	60,697
OC-379	NTG - DTFHC - SPG MES Water Dosing Station	20,192	20,192	-	20,192
	TOTAL CORE SERVICES-TIED	14,079,317	10,019,102	6,401,186	3,617,917
OC-798	NTG - DTFHC - Housing Maintenance and Essential Services	1,163,954	1,163,954	991,954	172,000
SG-736	NTG- DIPL - Wadeye Township Bus Service Pilot Project	131,330	131,330	71,132	60,198

SG-231	NIAA - NAIDOC Event	69,159	69,159	46,481	22,678
LI-709	NTG - DTFHC - Library Fund	73,147	73,147	55,557	17,590
SG-780	NTG - CMC - Community Place for People 2022-2023 Wadeye Playground	370,400	370,400	359,273	11,127
CP-806	NIAA - Community Night Patrol	1,360,434	816,630	758,792	57,838
SG-830	Manthathpe Cemeteries	50,000	50,000	-	50,000
SG-840	Purchase of a Motor Grader – IP Grant	250,000	250,000	219,188	30,812
SG-839	Feasibility Study Peppi Community Hub	100,000	0	8,765	-8,765
NEW	AUS - CA - NIAA-Peppimenarti Library Upgrade Infrast-Stage 2	96,155	96,155	15,000	81,155
	TOTAL COMMUNITY SERVICES	3,664,579	3,020,775	2,526,142	494,633

TOTAL as at 30 June 2024	17,743,896	13,039,877	8,927,328	4,112,550
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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 2024-25:

Focus 1 - Strengthen our Organisation

1.2 Governance

Journey 1.2.3

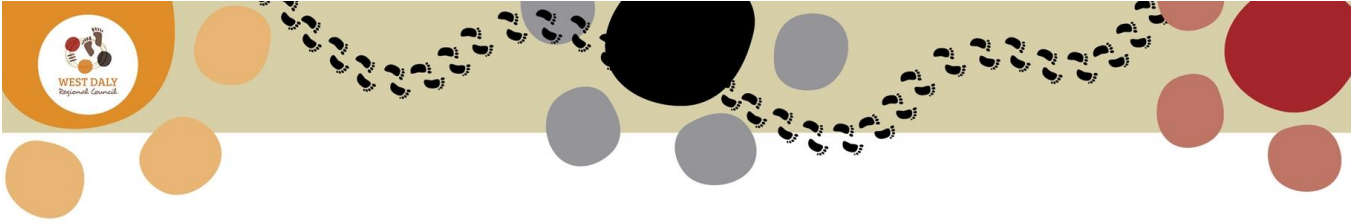
Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

1. That the Finance Committee receives and approves the report entitled 'Financial Report for the period ended 31 July 2024'.

Attachments

1. WDRC CEO Certification 31 JULY 2024 [5.1.1 - 1 page]
2. WDRC Financial Report OCM JULY 2024 [5.1.2 - 16 pages]



West Daly Regional Council

ABN 25 966 579 574

MONTHLY FINANCE REPORT for July 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 sixth day of August 2024

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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FINANCIAL MANAGEMENT REPORT

For the period ended 31 July 2024

Snapshot - Financial Report

Revenue \$1.80m 	Current Ratio 1.58 	Cash at Bank \$6.03m 
Expenditure \$0.851m <small>(excluding depreciation)</small> 	Unspent Tied Funds \$4.11m 	Net Current Assets \$2.65m 
Operating Result \$0.95m <small>(excluding depreciation)</small> 	Local Authority \$15k 	Capital Expenditure \$0m 

Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates		159,172	(159,172)	1,910,058	
Charges	0	104,855	(104,855)	1,258,263	
Fees and Charges	1,668	60,879	(59,210)	730,544	
Operating Grants and Subsidies	1,548,700	603,470	945,231	7,241,634	
Interest / Investment Income	3,879	24,583	(20,705)	295,000	
Commercial and Other Income	242,540	57,679	184,860	692,150	
TOTAL OPERATING INCOME	1,796,786	1,010,637	786,149	12,127,648	(1)
OPERATING EXPENDITURE					
Employee Expenses	258,453.30	591,203	332,749	7,094,433	
Operational & Other Expenses	474,869	176,510	(298,359)	2,118,115	
Elected Member Allowances	20,049	23,683	3,635	284,200	
Elected Member Expenses	0	3,200	3,200	38,400	
Council Committee & LA Allowances	2,253	1,333	(920)	16,000	
Council Committee & LA Expenses	872	667	(205)	8,000	
Interest Expenses	0	25,833	25,833	310,000	
Repair and Maintenance	80,299	34,458	(45,841)	413,500	
Materials and Contracts	14,627	15,000	373	180,000	
TOTAL OPERATING EXPENDITURE	851,422	871,887	20,465	10,462,648	(2)
OPERATING SURPLUS / DEFICIT	945,364	138,750	806,614	1,665,000	(3)
Depreciation, Amortisation and Impairment	0	112,500	112,500	1,350,000	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	945,364	26,250	919,114	315,000	

Profit and Loss 2024-25

Income Operational and Capital – Tied & Untied

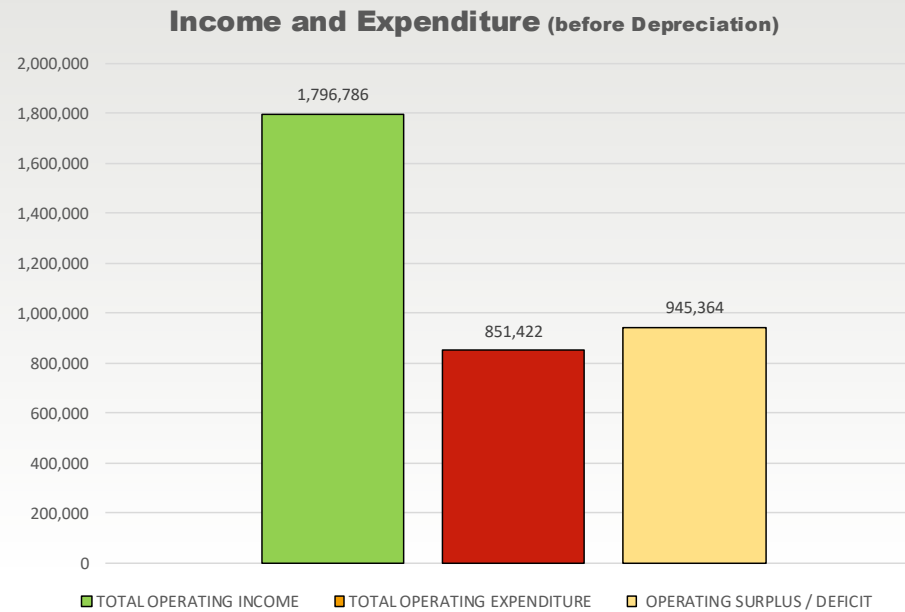
Account	Darwin / Regional			Nganmariyanga			Peppimenarti			Wadeye			Total	
	Income	YTD Budget	Budget	Income	YTD Budget	Budget	Income	YTD Budget	Budget	Income	YTD Budget	Budget	YTD Budget	Budget
Interest Received	-	24,583	295,000	-	-	-	-	-	-	3,879	-	-	24,907	298,879
Other Current Income	136,988	-	-	-	-	-	-	-	-	63,368	3,750	45,000	9,343	112,118
Expenditure Operational and Capital – Tied & Untied														
Total Income	136,988		295,000	399,150		1,304,019	400,398		1,265,195	860,239		9,263,434		14,773,488
Accommodation	-	417	5,000	-	83	1,000	1,540	83	1,000	1,488	750	9,000	1,662	19,945
Advertising	9,442	-	-	-	-	-	-	-	-	1,475	-	-	-	-
Audit and Risk Management Committee	-	667	8,000	-	-	-	-	-	-	-	-	-	667	8,000
Audit Expenses (external)	2,000	3,167	38,000	-	-	-	-	-	-	-	333	4,000	3,528	42,333
Catering - Council, Committees, Seminars	45	292	3,500	521	83	1,000	1,020	83	1,000	1,119	167	2,000	874	10,494
Cleaning Products and Contractors	289	667	8,000	-	83	1,000	-	83	1,000	-	583	7,000	1,479	17,750
Committee Sitting Fees	-	-	-	-	333	4,000	-	333	4,000	-	667	8,000	1,444	17,333
Conferences, Seminars and Ceremonies	-	208	2,500	-	-	-	-	-	-	-	-	-	208	2,500
Consulting Fees	-	2,500	30,000	951	-	-	-	-	-	-	833	10,000	3,482	41,785
Consumable Items	6,690	-	-	171	208	2,500	348	208	2,500	15,136	2,917	35,000	4,916	58,988
Counselling and Rehabilitation	-	83	1,000	-	83	1,000	-	83	1,000	-	167	2,000	444	5,333
Depreciation - ROU Assets	10,609	10,140	121,680	2,078	650	7,804	2,752	650	7,804	2,101	1,301	15,608	13,536	162,428
Employment Costs-Salaries Normal	71,465	130,474	1,565,682	19,540	35,675	428,099	44,890	63,699	764,383	138,687	240,403	2,884,832	515,491	6,185,890
Employment Costs-Salary On Costs	286	18,455	221,461	-	8,112	97,344	-	12,006	144,077	-	36,706	440,477	80,015	960,185
Employment Costs-Annual Leave	-	10,036	120,437	-	2,744	32,931	-	4,900	58,799	-	18,493	221,910	38,351	460,213
Employment Costs-Long Service Leave	-	333	4,000	-	250	3,000	-	250	3,000	-	750	9,000	1,688	20,250
Office Uniforms	1,629	83	1,000	-	167	2,000	40	167	2,000	300	417	5,000	924	11,090
Professional Development	-	417	5,000	-	42	500	-	42	500	-	167	2,000	688	8,250
Recruitment & Relocation	-	1,250	15,000	-	250	3,000	-	250	3,000	-	1,250	15,000	3,146	37,750
Screening and License Checks	-	17	200	-	33	400	-	33	400	-	167	2,000	269	3,233
Training	2,132	833	10,000	-	667	8,000	-	667	8,000	-	833	10,000	3,181	38,167
Travel Allowance - Meals and Incidentals	1,222	833	10,000	-	417	5,000	1,758	417	5,000	345	833	10,000	2,814	33,770
Freight Expenses	-	83	1,000	225	417	5,000	-	417	5,000	21,223	2,211	26,533	5,169	62,026
Fringe Benefits Tax	-	667	8,000	-	-	-	-	-	-	-	2,500	30,000	3,375	40,500
Fuel Diesel /ULP	974	583	7,000	2,189	833	10,000	8,452	833	10,000	65,757	3,333	40,000	12,366	148,397
Health and Safety Expenses	-	250	3,000	-	83	1,000	-	83	1,000	1,440	417	5,000	1,002	12,023
ICT Consultants / Service Providers	797	-	-	201	-	-	246	-	-	15,553	4,167	50,000	5,847	70,167
ICT Hardware < \$5,000	35	417	5,000	-	83	1,000	-	83	1,000	-	417	5,000	1,049	12,583
ICT Mobile/ Modem Telephone	-	416	4,990	-	272	3,264	-	300	3,604	-	1,419	17,030	2,573	30,880
ICT Phone/Fax/Internet	4,949	1,250	15,000	1,159	417	5,000	2,797	417	5,000	4,633	3,750	45,000	6,931	83,173
ICT Satellite Telephone	-	83	1,000	-	83	1,000	-	83	1,000	-	917	11,000	1,257	15,083
ICT Software	1,870	833	10,000	-	-	-	-	-	-	-	-	-	833	10,000
Insurance Premiums	-	2,083	25,000	-	2,083	25,000	-	2,083	25,000	-	52,083	625,000	63,021	756,250
Interest on Lease Liability	-	2,000	24,000	-	667	8,000	-	667	8,000	-	22,500	270,000	27,819	333,833
Legal Fees	-	1,667	20,000	-	-	-	-	-	-	-	-	-	1,667	20,000
Licenses and Registrations - MV & PE	-	83	1,000	284	339	4,073	786	138	1,657	3,789	2,747	32,964	3,981	47,778
Materials Furniture & Office Equipment	-	417	5,000	-	167	2,000	-	333	4,000	3,823	333	4,000	1,638	19,656
Materials Minor Assets < \$5,000	-	167	2,000	-	167	2,000	-	167	2,000	3,885	417	5,000	1,303	15,635
Office Amenities	575	833	10,000	-	83	1,000	-	83	1,000	345	167	2,000	1,223	14,679
Operating Leases MV, Plant & Equipment	747	-	-	-	500	6,000	-	500	6,000	1,397	1,000	12,000	2,283	27,397
Outsourced Services	17,445	3,333	40,000	-	-	-	-	-	-	-	-	-	3,333	40,000
Printing, Postage (stamps) & Stationery	287	1,167	14,000	69	167	2,000	803	167	2,000	343	250	3,000	1,843	22,112
Repairs & Maintenance Plant Vehicles	5	667	8,000	5,785	667	8,000	3,299	1,667	20,000	43,314	12,292	147,500	20,877	250,523
Subscriptions and Memberships	23,044	417	5,000	-	83	1,000	-	83	1,000	-	-	-	597	7,167

Utilities - Electricity	1,356	1,667	20,000	-	1,250	15,000	1,665	1,250	15,000	-	4,167	50,000	9,028	108,332
Total Expenditure	157,895	199,954	2,399,451	38,512	66,593	799,115	90,217	102,910	1,234,924	564,798	588,680	7,064,159	1,078,990	12,947,883
Surplus/Defecit	-	20,907.39		360,637.55			310,181.29			295,440.15				
<i>Income and Expenditure - Capital Works</i>														
	Darwin / Regional		437,662		Nganmarriyanga		Peppimenarti		Wadeye		Total			
Income														
Expenditure														
Capital-Staff House Renovations			0		0		0		40,000		40,000			
Capital-Vehicles			55,000		55,000		55,000		110,000		275,000			
Total			55,000		55,000		55,000		150,000		315,000			

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, but not yet spent.

Income and Expenditure (before Depreciation)



Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$
ASSETS	
Cash at Bank	6,033,831
Tied Funds	4,112,550
Untied Funds	1,921,281
Accounts Receivable	818,919
Trade Debtors	322,274
Rates & Charges Debtors	496,645
Other Current Assets	373,623
TOTAL CURRENT ASSETS	7,226,372
Right-of-Use Assets	6,212,892
Property, Plant and Equipment	13,925,864
TOTAL NON-CURRENT ASSETS	20,138,756
TOTAL ASSETS	27,365,128

BALANCE SHEET	YTD Actuals \$
LIABILITIES	
Accounts Payable	8,908
Current Provisions	397,864
Other Current Liabilities	4,164,160
TOTAL CURRENT LIABILITIES	4,570,933
Non-Current Provisions	27,268
Other Non-Current Liabilities	5,501,718
TOTAL NON-CURRENT LIABILITIES	5,528,986
TOTAL LIABILITIES	10,099,919
NET ASSETS	17,265,210
EQUITY	
Asset Revaluation Reserve	4,281,264
Accumulated Surplus	5,366,418
YTD Result + Interim PY Result Carried Forward	7,617,527
TOTAL EQUITY	17,265,210

WDRC Financial Management Report June 2024

Monthly Balance Sheet Report

Details of Cash and Investments Held

Cash and Investments Held	
11110 - Bank Operational	903,879
11130 - Bank High Inter	1,329,452
11210 - Petty Cash	500
12110 - Term Deposit	3,800,000
TOTAL CASH	6,033,831

Cash and Investments Held	
Tied Funds	4,112,550
Untied Funds	1,921,281
Cash at Bank	6,033,831

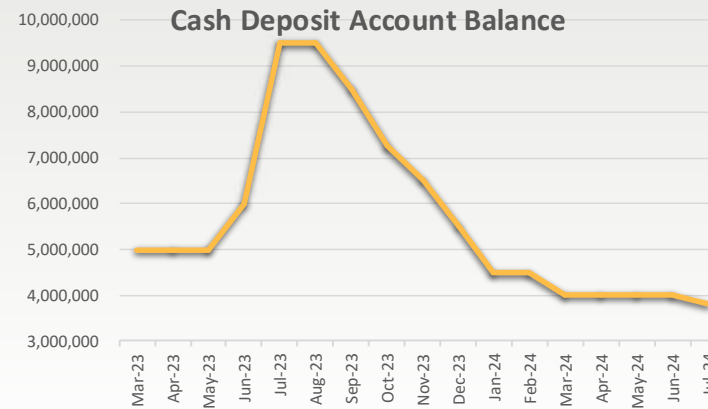
Tied and Untied Funds



Monthly Balance Sheet Report

Details of Cash and Investments Held

Product	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	500,000	4.76%	8/02/2024
Fixed Term Deposit	500,000	4.74%	8/14/2024
Fixed Term Deposit	500,000	4.81%	9/06/2024
Fixed Term Deposit	500,000	4.72%	9/22/2024
Fixed Term Deposit	500,000	4.74%	11/11/2024
Fixed Term Deposit	500,000	4.76%	7/10/2024
Fixed Term Deposit	300,000	4.81%	21/10/2024
Fixed Term Deposit	500,000	4.80%	28/10/2024
Total	\$3,800,000		

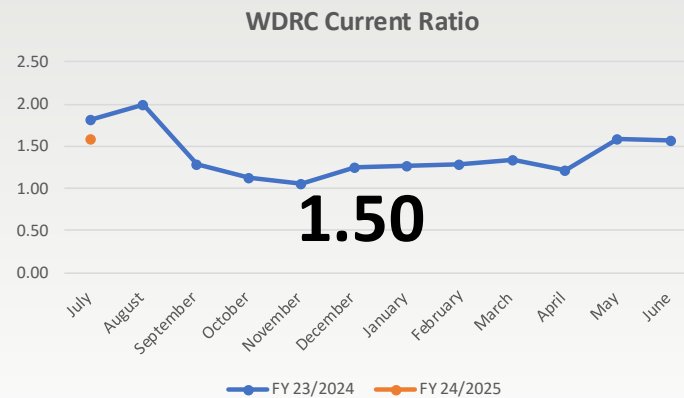


WDRC Financial Management Report June 2024

Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	6,033,831	Accounts Payable	8,908
Trade and Rates Debtors	818,919	Other Current Liabilities	449,474
Other Current Assets	373,623	Unspent Grants (Agency & Core)	4,112,550
	7,226,373		4,570,933



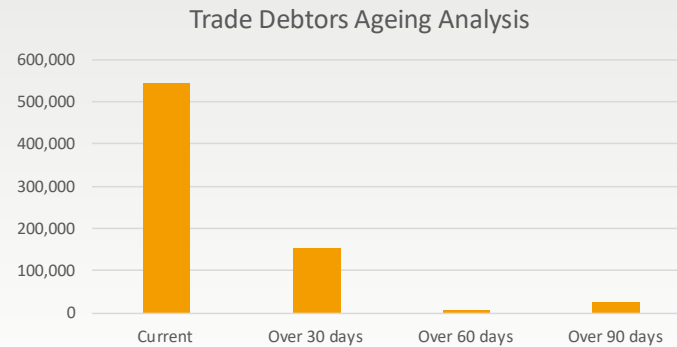
Current Ratio for FY2024/25

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											

Monthly Balance Sheet Report

Statement on Debts Owed to Council (Accounts Receivable)

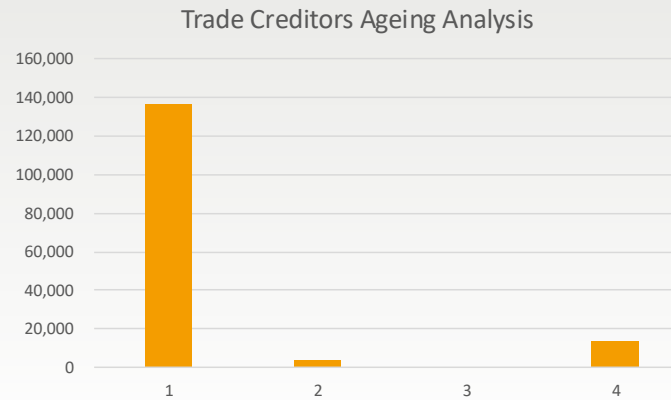
Trade Debtors Ageing Analysis	
Current	546,751
Over 30 days	151,011
Over 60 days	6,089.80
Over 90 days	23,872
Total	727,724



Monthly Balance Sheet Report

Statement on Debts Owed by Council (Accounts Payable)

Trade Creditors Ageing Analysis	
Current	295,865
Over 30 days	10,705
Over 60 days	125
Over 90 days	15,579
Total	322,274

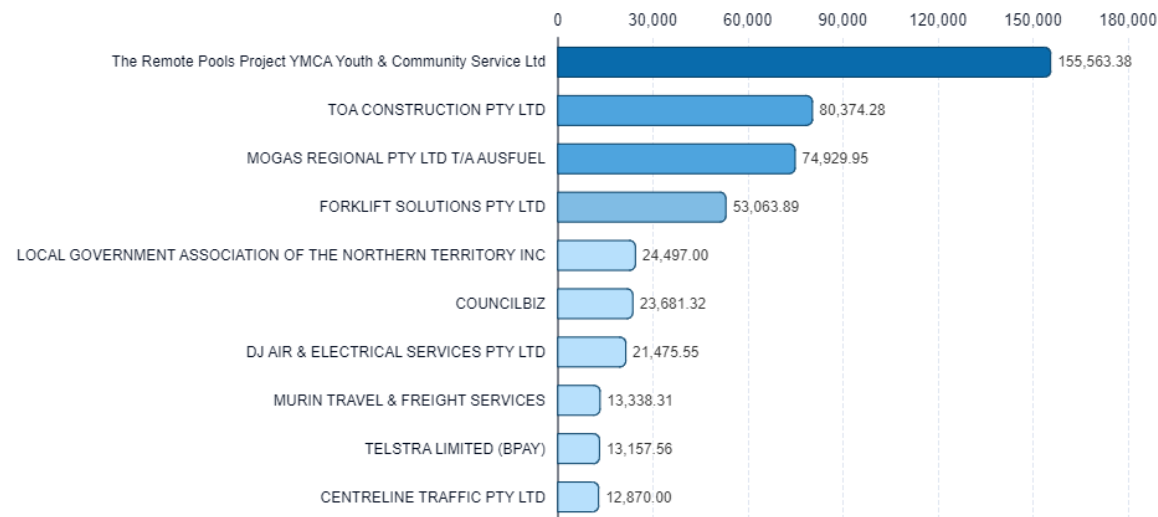


Monthly Balance Sheet Report

Highest 10 Contractor Payments/ Items paid in the month

Top 10 suppliers

Total for the period 1 July 2024 to 31 July 2024



Monthly Balance Sheet Report

Contractor Payments/ Items paid in the month

Top suppliers

West Daly Regional Council
For the period 1 July 2024 to 31 July 2024

CREDITOR NAME	SUM OF PAYMENT	CREDITOR NAME	SUM OF PAYMENT	CREDITOR NAME	SUM OF PAYMENT
The Remote Pools Project YMCA Y	155,563.38	THE BIG MOWER (NT) PTY LTD	4,979.70	SALARY PACKAGING AUSTRALIA PT	842.14
TOA CONSTRUCTION PTY LTD	80,374.28	PT AUTOMOTIVE REPAIRS	4,598.00	BOC LIMITED	717.97
MOGAS REGIONAL PTY LTD T/A AU	74,929.95	Tritek Services	4,092.00	CSE CROSSCOM	704.00
FORKLIFT SOLUTIONS PTY LTD	53,063.89	INLAND ELECTRICAL PTY LTD	3,792.80	PEPPIMENARTI STORE INDIGENOU	686.85
LOCAL GOVERNMENT ASSOCIATION	24,497.00	NEWS CORP AUSTRALIA	3,786.30	TERRITORY UNIFORMS	524.13
COUNCILBIZ	23,681.32	SBA OFFICE NATIONAL	3,272.67	HUDSON APARTMENTS HOTEL T/A	514.00
DJ AIR & ELECTRICAL SERVICES PTY	21,475.55	METCASH FOOD & GROCERY CONV	3,162.34	BUNNINGS GROUP LIMITED - COCC	510.64
MURIN TRAVEL & FREIGHT SERVIC	13,338.31	NT Housing	2,894.08	NT-IT PTY LTD T/A NT CONNECT	508.53
TELSTRA LIMITED (BPAY)	13,157.56	HD ENTERPRISES PTY. LIMITED T/A	2,350.00	DARWINCENTA PTY LIMITED T/A H	380.00
CENTRELINE TRAFFIC PTY LTD	12,870.00	NEXIA EDWARDS MARSHALL NT	2,200.00	COOLDRIVE DISTRIBUTION	367.47
RED APPOINTMENTS NT PTY LTD	12,721.50	EMPLOYMENT HERO PTY LTD	2,057.00	PIVOTEL SATELLITE PTY LTD	325.00
WEX AUSTRALIA PTY LTD (PUMA E)	12,657.24	TRANSMETRO CORPORATION-METI	1,810.80	AUSTRALIAN FUELLING SY TAMWO	298.10
Fortis Security Pty Ltd	11,669.90	TYRERIGHT DARWIN NORTH AUST	1,810.00	POWER AND WATER CORPORATIOI	279.88
DPW Contracting Pty Ltd T/A Darw	10,263.00	DEFEND FIRE SERVICES PTY LTD	1,721.50	NTFG PTY LTD T/A Cafe21	233.60
Trustee for the Essemy Unit Trust	8,902.33	TOPEND INVESTMENT HOLDINGS F	1,694.00	NT RECYCLING SOLUTIONS PTY LTD	230.89
POWER AND WATER	7,288.83	COLEMANS INK PTY LTD COLEMANS	1,622.50	CABCHARGE PAYMENTS PTY LTD	201.40
LEASE PLAN AUSTRALIA (Direct De	6,866.69	AIRPOWER (NT) PTY LTD	1,606.47	SITEMINDER LTD T/A LITTLE HOTEL	186.77
OTHER CREDITORS	6,828.26	FLEET PARTNERS PTY LTD (Direct D	1,536.82	CURBY'S NT PQty Ltd	167.20
SEEK LIMITED	6,600.00	BURSON AUTOMOTIVE PTY LTD	1,507.55	GREENSPACE FUTURE PTY LTD T/A	158.40
Marlu Transport Solutions Pty Ltc	6,424.01	POWER RETAIL CORPORATION T/A	1,491.24	FUJIFILM BUSINESS INNOVATION ,	148.50
C-Twelve NT	6,274.10	SPECTUR LIMITED T/A SOLARCAM	1,214.40	CLEANAWAY PTY LTD	87.30
SYDNEY TOOLS PTY LTD	6,132.50	BARNYARD TRADING	1,049.75	AUSTRALIA POST	9.87
THAMARRURR DEVELOPMENT COR	5,715.79	TRUE NORTH STRATEGIC COMMUN	968.00		
MOTOR VEHICLE REGISTRY NT (BP)	5,653.30	HASTINGS DEERING (AUSTRALIA) I	895.88	TOTAL	651,145.13

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

REPORT FOR DECISION

ITEM NUMBER 5.2

REPORT TITLE Delegations Manual

PREPARED BY Tinos Rushwaya (Finance Manager), David Glover (Executive Director of Corporate Services)



PURPOSE

This report serves as a recommendation for Council to approve and adopt a minor review of the Delegations Policy 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. The policy was fully reviewed in March 2024, however there are two minor changes to the policy within the finance area which requires this return to Council for approval once more.

The changes incorporated into this policy are:

- To recognise a change of position title of the Senior Accountant (SA) to now Finance Manager (FM) with no change to the positions delegations.
- To introduce the position of Business Support Officer (BSO) to the policy solely to permit the use of a corporate credit card by this position and set a monthly limit of \$5,000. This is to enable the BSO to largely support the Operations team area, being for credit card purchases where Council does not have a supplier or is of an urgent nature, and of a generally low value.

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
Finance Manager	FM
Executive Officer	EO
Community Manager	COM
Community Services Manager	CSM
Homelands Co-ordinator	HC
Business Support Officer	BSO

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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	\$5k credit card only

Council's delegation manual required this additional approval to ensure compliance with laws and to allow for 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 this minor 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 2024-25:

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, version 1.1.

Attachments

1. FI N 08 Delegation Policy 2024 08 29 [5.2.1 - 18 pages]



FIN08	DELEGATION POLICY
Approval Date:	29/08/2024
Council Decision Reference:	OCM-2024/xx
Policy Type:	Finance
Policy Custodian:	Executive Director, Corporate Services
Review Date:	29/08/2027
Version	1.1

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.

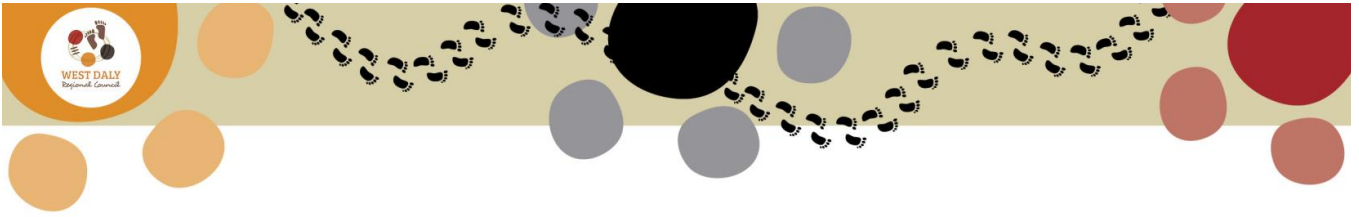
It is the responsibility of the officer or employee exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with those restrictions.

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.

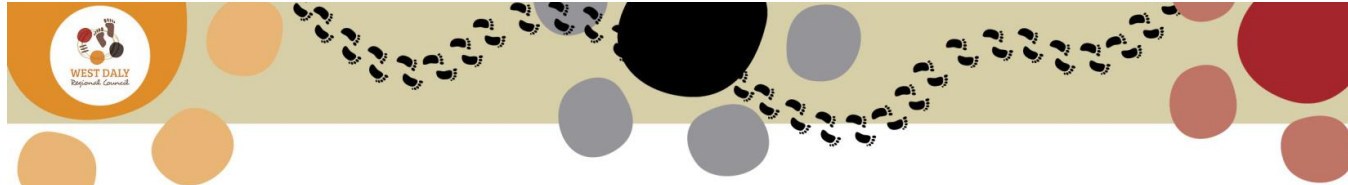
5. Associated Legislation

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
Finance Manager	FM
Executive Officer	EO
Community Manager	COM
Community Services Manager	CSM
Homelands Co-ordinator	HC
Business Support Officer	BSO



7. Delegation by Activity and Authority Level

Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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		✓	✓	✓								



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
		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 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		✓	✓	✓	✓							



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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		✓		✓								
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	✓											



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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		✓										
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	\$1m+	Up to \$1m	\$50k	\$50k	\$50k	\$20k	\$10k	\$5k	\$5k	\$5k	\$5k	\$5k credit card only



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
		any restrictions outlined in this document												
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 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)	✓											



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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	FM	EO	CSM	COM	HC	BSO
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		✓	✓	✓								



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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 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		✓										



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
		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	✓											
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		✓										



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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		✓	✓	✓	✓							
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		✓										



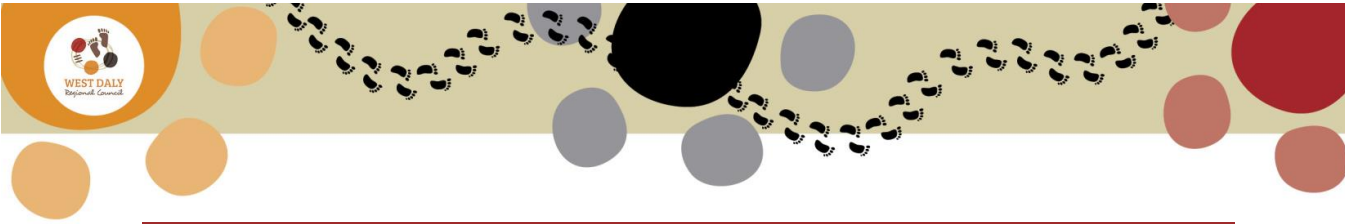
Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
		excess of entitlements and cashing out leave												
People and Culture	Leave	Approve staff Long Service Leave	CEO	✓										
People and Culture	Leave	Approve staff Leave Without Pay (under 2 days) including LWOP for study 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		✓										
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	✓										



Area	Function	Activity	Council	CEO	COO	EDCS	PCM	TSM	FM	EO	CSM	COM	HC	BSO
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	FM	EO	CSM	COM	HC	BSO
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:

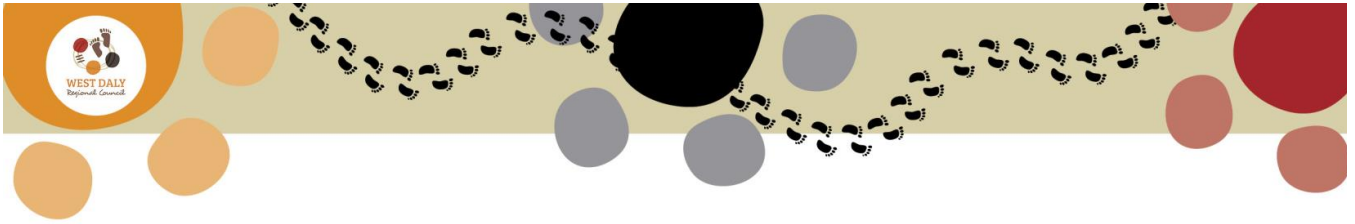
Term	Definition
Council	The collective group of members elected to serve the community in accordance with the Local Government Act and Regulations (as amended) and acting within that role.
Committee	A formally constituted committee under the Section 26 of the <i>Local Government Act 2019</i> .
Local 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



Review History		
Date	Review details	Action/Resolution/Document ID
29 September 2021	Council noted further development of the Policy will occur involving a review of Council employee's delegations	29 September 2021 - 089/2021/ ID: 24840
27 March 2024	Review due on 27 March 2027	27 March 2024 - OCM-2024/26
29 August 2024	Review due on 29 August 2027	29 August 2024 – OCM-2024/xx

Signature of Endorsement:	
Position:	Chief Executive Officer

REPORT FOR DECISION

ITEM NUMBER 5.3

REPORT TITLE Seeking Nominations for Elected Member Long Service Awards

PREPARED BY Michelle Griffin (Executive Officer)



PURPOSE

The purpose of this report is to seek nominations for the Elected Member Long Service Awards. These awards recognise and honor the dedication and service of council members who have demonstrated long-term commitment to our community.

BACKGROUND

Nominees should meet the following criteria:

- Current and former elected members who have completed 10, 15, 20, 25 and 30+ years of service.
- Service does not need to be continuous and includes elected members on community government councils prior to 2008.

IMPACT FOR COUNCIL

Recognising the long-term service of our elected members is essential for celebrating their dedication and inspiring continued commitment to public service.

STRATEGIC ALIGNMENT

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

Focus Area 1 – A Strong Council

Leadership

3. Promote targeted professional development for Elected Members

RECOMMENDATION

1. That the Council review and consider nominations for long service.

Attachments

1. 2024 Nomination Form Elected Member Service Award [5.3.1 - 3 pages]

LOCAL GOVERNMENT ASSOCIATION OF THE
NORTHERN TERRITORY

2024 NOMINATIONS

ELECTED MEMBER LONG SERVICE AWARDS



Introduction

LGANT is committed to recognising and awarding long-term contributions of elected members to the local government sector and their communities. Long Service Awards will be presented to elected members in recognition of having served 10, 15, 20, 25 or 30+ years for any NT local government body.

Guidelines

Eligibility

Current and former elected members who have completed 10, 15, 20, 25 and 30+ years of service.

Service does not need to be continuous and includes elected members on community government councils prior to 2008.

Nominations

Elected members can be nominated by their council by submitting the Elected Members Long Service Award form below.

The form must be certified to be correct by the council Chief Executive Officer to which the applicant is or was elected. In the event the applicant served on another council not previously affiliated with the current one, the council Chief Executive Officer should seek written confirmation from an appropriate source prior to certifying the information on this form.

Nature and Presentation of the Award

The award will be in the form of a lapel pin detailing the length of service and will be presented at the November LGANT conference each year.

Applications

Completed application forms can be emailed to info@lgant.asn.au

Applications close: **Tuesday 01 October 2024**

P (08) 8944 9697

A 21 Parap Rd, Parap NT 0820

We are local. We connect.

E info@lgant.asn.au

PO Box 2075, Parap NT 0804

W lgant.asn.au

ABN: 35 662 805 503

LOCAL GOVERNMENT ASSOCIATION OF THE
NORTHERN TERRITORY

2024 NOMINATION FORM

ELECTED MEMBER LONG SERVICE AWARDS



Applicant's Name: Click or tap here to enter text.

The Elected Member Long Service Awards are open to current and former elected members who have served 10, 15, 20, 25 or 30+ years for any Northern Territory local government body.

Please tick which award is sought:

- Elected Member Service Award – 10 years
- Elected Member Service Award – 15 years
- Elected Member Service Award – 20 years
- Elected Member Service Award – 25 years
- Elected Member Service Award – 30+ years

Length of service

Please indicate the length of service as an elected member. If service has not been continuous indicate the previous periods of service. If it has been for more than one council (including community government councils prior to 2008), please specify each council to the relevant period.

	Name of council	Month/year commenced	Month/year concluded
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

If more space is required, please provide the information on a separate piece of paper and have it certified by your CEO.

Biography

Please provide a short applicant biography to be used for promotional purposes.

Click or tap here to enter text.

**LOCAL GOVERNMENT ASSOCIATION OF THE
NORTHERN TERRITORY**

2024 NOMINATION FORM

ELECTED MEMBER LONG SERVICE AWARDS



Certification

This form must be certified to be correct by the council Chief Executive Officer to which the applicant is or was elected. In the event the applicant has served another council not previously affiliated with the current one, the council Chief Executive Officer should seek written confirmation from an appropriate source prior to certifying the information on this form.

Signature: _____

(Chief Executive Officer)

Date: Click or tap to enter a date.

6 REPORTS FOR INFORMATION

REPORT FOR INFORMATION

ITEM NUMBER 6.1

REPORT TITLE People and Culture

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

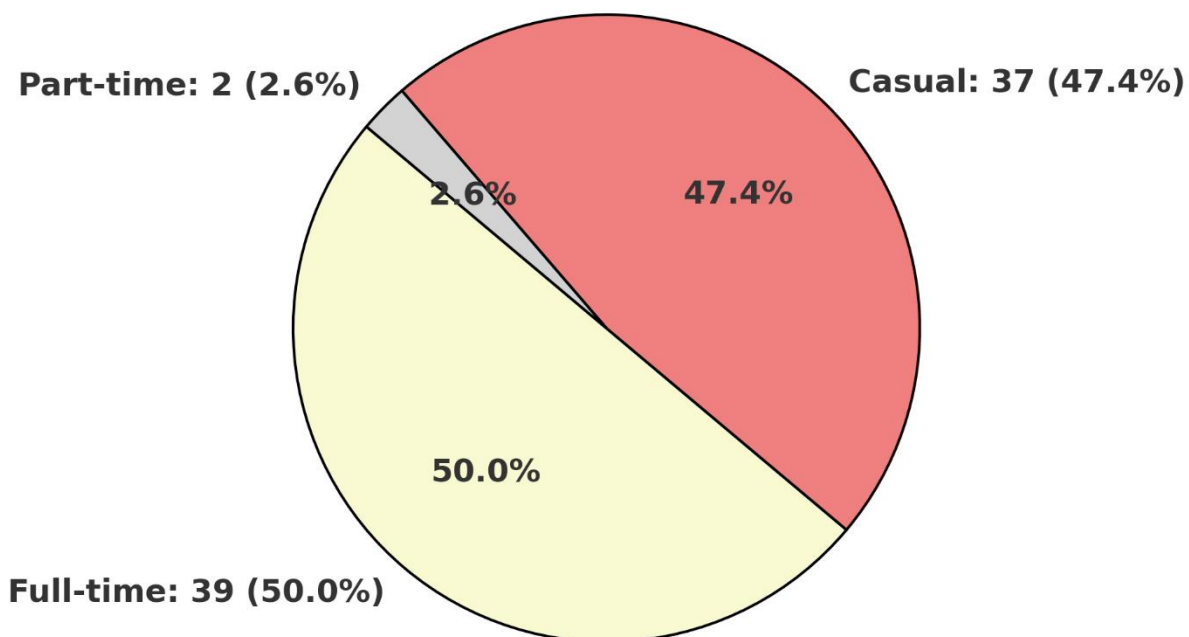
Workforce Composition

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

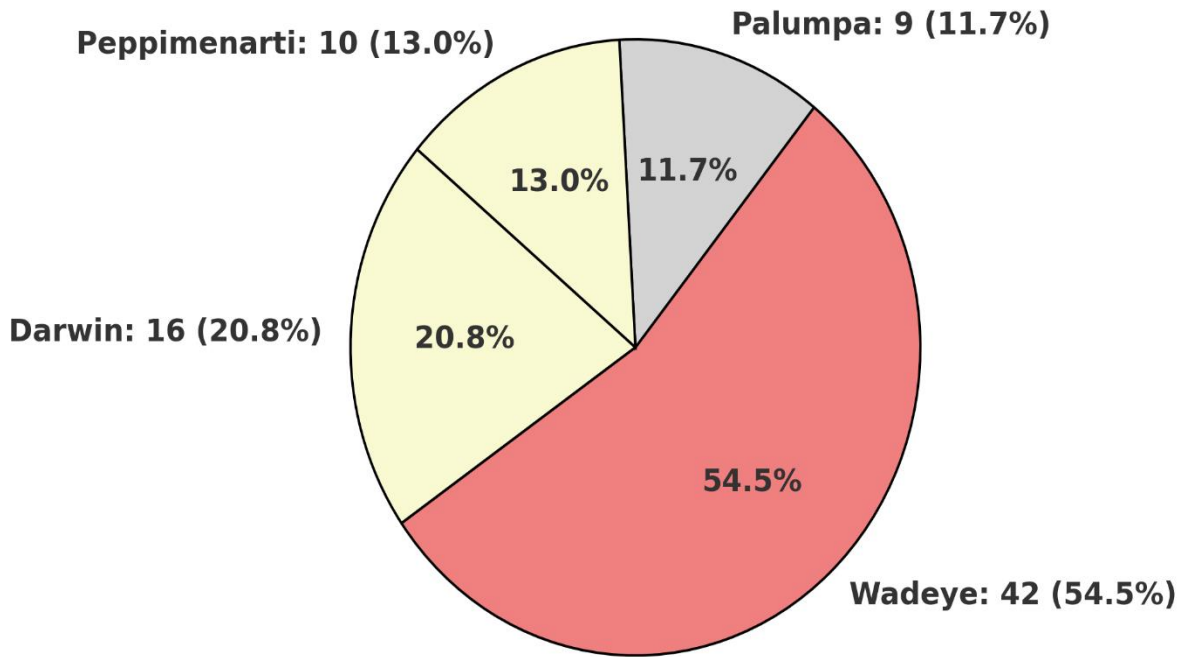
Total employees: 77

Figure 1: Workforce snapshot

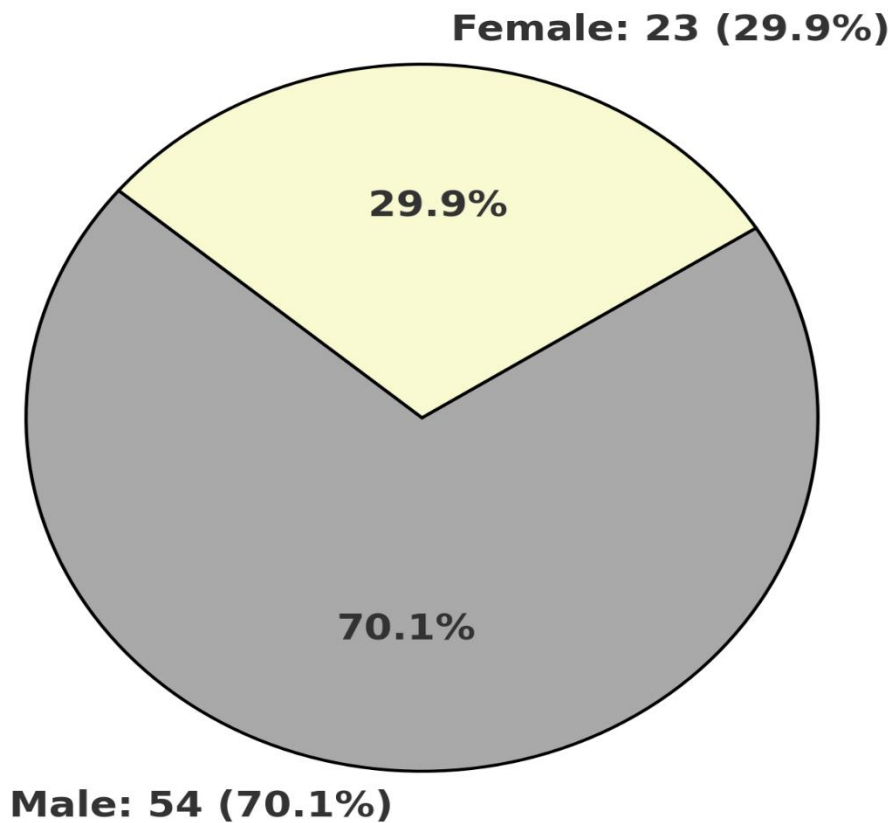
1. Employment Type Distribution



3. Total Employees by Location



2. Gender Distribution



Pay Point Advancement – July Review Completed

- The Council conducted its annual review of pay point increases in June.
- These reviews were carried out in accordance with the West Daly Enterprise Agreement 2021.
- Approximately 12 employees had their pay point increased.
- This initiative supported career development, incentivised performance, and acknowledged the contributions and achievements of Council staff.
- It ensured fair and structured salary progression.

Recruitment

- There has been significant increase in recruitment activities and efforts from June to August.
- In August, there are 12 roles vacant.
- In July and August we have placed new 11 employees.
- This indicates a proactive approach in managing recruitment and filling essential positions.

Figure 2. Current vacancies and location

Name	Location
Civil Services Labourers	Wadeye
Cleaner	Wadeye
Community Safety Operations Officer	Wadeye
Community Safety Patrol Officer	Wadeye
Administration Officer - Wadeye	Wadeye
Centrelink Officer	Peppimenarti
Community Safety Patrol Officer	Peppimenarti
Civil Services Labourers	Peppimenarti
Administration Officer - Palumpa	Palumpa
Community Safety Patrol Officer	Palumpa
Civil Services Supervisor	Palumpa
Civil Services Labourers	Palumpa
Governance Officer	Darwin

Staffing Update Since Last Ordinary Council Meeting in June:

- In July and August, 11 new employees were successfully placed, reflecting HR's proactive recruitment efforts.
- While 12 roles remain vacant, the progress made demonstrates a strong commitment to building a robust team, positioning the Council for continued success.

Figure 3. Roles filled since the last Ordinary Council Meeting in June:

Name	Location
Community Safety Patrol Officer	Wadeye
Community Safety Patrol Officer	Wadeye
Community Safety Patrol Officer	Wadeye
Community Safety Patrol Officer	Wadeye
Community Safety Patrol Officer	Palumpa
Community Safety Patrol Officer	Palumpa
Homelands Program Coordinator	Homelands
Civil Works and Infrastructure Manager	Darwin
Project Manager	Darwin
People and Culture Officer	Darwin
People and Culture Business Partner	Darwin

Enterprise Agreement Negotiations Update:

- Negotiations for the new West Daly Enterprise Agreement 2024 are in full swing.
- We have a Bargaining Representative Group consisting of nine employees, which is a very good size for this process.
- The group includes representatives from both the Communities and Darwin, ensuring diversity in the discussions.
- We have already held meetings on the 1st and 8th of August, with the next meeting planned for the 6th of September.
- Our goal is to finalise the negotiations by the end of September, with employee voting set to begin in early October.

Leadership and Development Training Session:

- A Leadership and Development Training Session was delivered on 24th July in Darwin for all key Community middle management and supervisory roles.
- The training was provided by Essemy Organisation, with Steven Ball, a consultant specialising in coaching middle managers in local government, leading the session.
- The session had a 95% attendance rate, with employees from communities travelling to Darwin to participate.
- As part of ongoing development initiatives, participants are receiving one-on-one coaching sessions with Steven, where they can discuss their growth and development. This is recognised as a beneficial initiative.
- Participants provided positive feedback, noting that they learned better communication skills and enjoyed the training.
- The training is considered important for both employee development and the Council, marking it as a significant step towards fostering professional growth.

Qualifications Records Audit - ICAC's recommendation :

- West Daly Regional Council is initiating a comprehensive audit of personnel records following the ICAC's Operation Pacific findings, focusing on verifying the qualifications of public officers to ensure compliance and integrity.
- The audit aims to ensure the integrity and accuracy of personnel records, comply with the Local Government Act 2019, mitigate risks identified by the ICAC, and enhance HR processes using the Employment Hero system.
- The audit is being conducted in four phases: Planning (September 2024), Audit Execution (October 2024), Review and Reporting (October 2024), and Submission of the Final Report (November 2024).
- The Council recognises risks such as unverified qualifications, fraud, misrepresentation, and systemic issues that could undermine operational effectiveness and public trust if not addressed.
- The audit is expected to deliver comprehensive verification of qualifications, identification of discrepancies, improved HR processes, enhanced functionality with Employment Hero, and full compliance with legislative requirements.

Staff Lunch and Team Bonding Initiative:

- Given the recent influx of new starters and employees, along with multiple staff members visiting from Communities to Darwin for meetings and negotiations, a staff lunch was organised on 2 August 2024 in Darwin Golf Club.
- The lunch provided an excellent opportunity for team bonding, allowing everyone to unwind and get to know each other better.
- This event was particularly valuable for fostering stronger connections among employees from different offices and locations, enhancing collaboration and teamwork.



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 Strategic Plan 2024-27:

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 August 2024.**

Attachments

Nil

REPORT FOR INFORMATION

ITEM NUMBER 6.2
REPORT TITLE Service Delivery Report
PREPARED BY Ben Campion (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 committed to quality service provision to Communities and Homelands. Our focus is on planning, developing, and implementing structured work programs to achieve this goal.

COMMUNITY SERVICES

Community Safety Patrol (CSP) Team operates across Wadeye, Palumpa, and Peppimenarti

Staffing Changes and Recruitment

- An Operations Coordinator is currently being advertised. Applications have been received and interviews scheduled.
- New Patrol Officers: Seven new CSP officers have been recruited across the three communities:
 - Wadeye: 5 recruited – 1 day shift, 4 night shift staff
 - Palumpa: 2 recruited – 2 night shift staff,
 - Peppimenarti: 1 interview completed

Positive feedback has been received from Palumpa Community now the Safety Patrol back in action after a period of short staff.



Officers next to the freshly painted CSP Building



Palumpa New Officers and Wadeye New

CSP Staff Training

- August 2024: Peace Talk Workshop
- September 2024: De-escalation & Occupational Violence Prevention Workshop

Facility Upgrades

- The Wadeye CSP building was given a fresh new look with black paint and the Men's Shed will be adding a design over the next period.
- Palumpa and Peppimenarti CSP Offices: Quotes have been received to renovate the offices. Next steps are to determine appropriate funding.

COUNCIL CORE SERVICES

Over the period the three communities have been busy with core services including road maintenance, verge and yard works, and open spaces. The dry season weather allows the teams to commence the road grading and other infrastructure works that are important for maintaining the functionality and safety of our communities.



Pothole Repairs



Civil Crew – Yard Clear Up and Green Waste

WASTE MANAGEMENT

The civil team managed the regular rubbish collection and hard rubbish pick-up. These efforts are important for ensuring a clean and healthy environment for our communities.

The civil team assisted in removing abandoned vehicle. More than 200 vehicles have been removed from Wadeye and 30 vehicles removed in Palumpa to improve community safety.



Vehicle Removal - Palumpa

CIVIL OPERATIONS STAFF

The following positions are available and are being advertised:

- Administration Officer – Wadeye & Palumpa
- Civil Services Labourer – Wadeye, Palumpa and Peppimenarti
- Civil Supervisor – Palumpa and Peppimenarti
- Team Leader Waste Services - Wadeye

Staff Training and Development

The Machinery Training and Mental Health training went ahead in the three communities in July. The Civil Team is progressing well in their training for machines including Loader, Grader, Skid-steer and Excavator.

Civil Staff Training Schedule

Training Type	Location	Dates
Machinery Training Part 2	All communities	September 2024
Small Engine and Chain Saw Training	All communities	October 2024

Future training courses for MR and HR Licenses and 4WD training are in discussions with the relevant providers for later in the year.



Machinery Training Civil Team Wadeye

MAJOR PROJECTS AND CAPITAL WORKS

Wadeye Internal Roads

Road rehabilitation works continue in Wadeye as per schedule. Shoulder repairs and filling speed hump holes were the focus on the internal roads for driver safety. The new speed humps in Wadeye will be installed in August and September.



Shoulder repair works Perdjert Street and Speed Hump fill

Woodycupaldiya Access road

The Nganmariyanga (Palumpa) and Peppimenarti civil team completed rehabilitation works on the Woodycupaldiya Access road. Following the wet season there were some deep cut sections that required significant repairs to allow access for community and service providers.



Woodycupaldiya Access Road – Prior to works and Final grading

New Playgrounds

Five new playgrounds were installed across Wadeye for one of the Local Authority initiatives. The playgrounds are being well used with many children gathering at the new equipment.



New Playground at Chicken Oval

IMPACT FOR COUNCIL

For reporting purpose only.

STRATEGIC ALIGNMENT

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

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 2 – Strong safe and healthy people	
Safety	
11.	Enhance public safety in our communities
21.	Enhance and provide reliable road access to West Daly communities

Recommendation

- 1. That the Council receive and note the Service Delivery Report.**

Attachments

Nil

7 REPORTS OF LOCAL AUTHORITY

LOCAL AUTHORITY REPORTS

ITEM NUMBER	7.1
REPORT TITLE	Wadeye Local Authority Provisional Meeting held on 6 August 2024
PREPARED BY	Michelle Griffin (Executive Officer)



PURPOSE

To provide the elected members with the minutes of the Wadeye Local Authority Provisional Meeting held on 6 August 2024 for information and recommendations as required.

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	Provisional

The Wadeye Local Authority met four times during the 2023-24 financial year, meeting the requirement of minimum number of meetings.

STATUTORY ENVIRONMENT

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

STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-2027:

Focus Area 1 – A Strong Council	
Governance	
1.	Strengthen governance by meeting or exceeding compliance mandates and requirements.
Focus Area 3 – Developing Council for community	
Infrastructure	
18.	Complete allocated Local Authority projects each year

RECOMMENDATION

1. That the Council receives and notes the minutes of the Wadeye Local Authority Provisional Meeting held on 6 August 2024
2. That the Council approves resolution *WLA-2024/12* -
 - a. That the beautification project be re-visited using the 2024-25 funding.
 - b. That Council investigate the following project ideas and report back at the next meeting:

- i. **Bin stands (to stop the bins from getting knocked over by animals)**
 - ii. **Walkway at the church**
 - iii. **Fence around the cemetery at church**
 - iv. **Safety bollards for deterring dangerous driving**
 - v. **Comprehensive veterinary program**
3. **The Council approves resolution WLA-2024/13 that Council take part in the tidy towns competition and contribute towards a prize incentive to encourage participation.**

Attachments

1. WLA MIN 20240806 unconfirmed [7.1.1 - 4 pages]



**MINUTES OF THE PROVISIONAL
 WADEYE LOCAL AUTHORITY MEETING
 HELD AT WADEYE
 ON Tuesday 6 August 2024
 AT 2:00 pm**

The meeting commenced at 3:13pm.

1 ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS

The 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

LOCAL AUTHORITY MEMBERS

Name	Present	Apology	Absent
Ralph Naburup		Apology	
Wilfred Harris		Apology	
Mark Tunmuck-Smith		Apology	
Steven Pulchen (Chairperson)			Absent
Damien Tunmuck		Apology	
Ken James		Apology	
Mark Ninnal	x		
Timothy Dummo			Absent
Cyril Ninnal	x		
Basil Parmbuk	x		
Margaret Perdjert	x		
Anne Marie Nudjulu			Absent
Gregory Munar			Absent

Note: provisional meeting

Staff	Position
- John Thomas	Chief Executive Officer
- Ben Campion	Chief Operations Officer
- David Glover Executive	Executive Director, Corporate Services (Teams)
- Tinos Rushwaya	Senior Accountant (Teams)
- Michelle Griffin	Executive Officer to the CEO (minutes secretary)

GUESTS:

- Allan Girdler, Regional Director West Daly - Department of the Chief Minister and Cabinet
- Birrigan Young, Member for Daly
- Anna Egerton and David Brabham - Northern Territory Electoral Commission

3 CONFLICT OF INTEREST DECLARATION

There were no declarations of interest at this meeting.

4 VISITOR PRESENTATIONS

4.1 Northern Territory Electoral Commission - 2024 Territory Election
Resolution: <i>WLA-2024/7</i>
1. That the Local Authority receive and note the presentation by the Northern Territory Electoral Commission regarding the 2024 Territory Election.
Moved: <i>LA Member - Mark Ninnal</i> Seconded: <i>LA Member - Basil Parmbuk</i>
Carried 4 / 0

4.2 Dheran Young, Member for Daly
Resolution: <i>WLA-2024/8</i>
1. That the Local Authority receive and note the address by Dheran Young, Member for Daly.
Moved: <i>LA Member - Mark Ninnal</i> Seconded: <i>LA Member - Cyril Ninnal</i>
Carried 4 / 0

5 CONFIRMATION OF MINUTES

Only one member present was present at the meeting held on 19 March 2024. Therefore, the minutes will be presented at the next meeting for confirmation.

6 REPORTS

6.1 Finance and Project Report
Resolution: WLA-2024/9
<ol style="list-style-type: none">1. That the Local Authority receives and notes the financial information provided for the Wadeye Local Authority Projects for the period ending 30 June 2024.2. That the Local Authority notes that any surplus funds from completed future programs will be used to offset the remaining \$5,053 overallocation of funds.
Moved: <i>LA Member - Cyril Ninnal</i> Seconded: <i>LA Member - Basil Parmbuk</i>
Carried 4 / 0
6.2 Council Services Manager Report
Resolution: WLA-2024/10
<ol style="list-style-type: none">1. That the Wadeye Local Authority receive and noted the Council Services Manager report.
Moved: <i>LA Member - Mark Ninnal</i> Seconded: <i>LA Member - Cyril Ninnal</i>
Carried 4 / 0
6.3 Chief Operations Officer Report
Resolution: WLA-2024/11
<ol style="list-style-type: none">1. That the Wadeye Local Authority receives and notes the report.2. That the Local Authority recommend the following locations for solar lights:<ol style="list-style-type: none">a. at the bridge, next to the main oval (near BBQ area), 2 x lights at all three cemetery locations, 2 x lights at public areas (near where the snakes and buffaloes are spotted), next to the church.
Moved: <i>LA Member - Margaret Perdjert</i> Seconded: <i>LA Member - Cyril Ninnal</i>
Carried 4 / 0
6.3 Chief Operations Officer Report
Resolution: WLA-2024/12
<ol style="list-style-type: none">1. The Wadeye Local Authority requests that the beautification project be re-visited using the 2024-25 funding.2. The Local Authority would like to Council to investigate the following project ideas and report back at the next meeting<ol style="list-style-type: none">a. Bin stands (to stop the bins from getting knocked over by animals)b. Walkway at the churchc. Fence around the cemetery at churchd. Safety bollards for deterring dangerous driving (near Cyril's house)e. Comprehensive veterinary program
Moved: <i>LA Member - Margaret Perdjert</i> Seconded: <i>LA Member - Cyril Ninnal</i>
Carried 4 / 0

6.3 Chief Operations Officer Report

Resolution: **WLA-2024/13**

- 1. The Wadeye Local Authority recommends that Council take part in the tidy towns competition and contribute towards a prize incentive to encourage participation**

Moved: *LA Member - Margaret Perdjert*

Seconded: *LA Member - Cyril Ninnal*

Carried 4 / 0

6.4 Final 2024-27 Strategic Plan and 2024-25 Regional Plan

Resolution: **WLA-2024/14**

- 1. That the Wadeye Local Authority receive and note the final Council approved copies of the 2024-27 Strategic Plan and 2024-25 Regional Plan.**

Moved: *LA Member - Margaret Perdjert*

Seconded: *LA Member - Cyril Ninnal*

Carried 4 / 0

7 GENERAL BUSINESS

Nil

8 NEXT MEETING

The next meeting of the Wadeye Local Authority will be announced soon.

9 MEETING CLOSE

The meeting closed at 4:55pm.

This page and the preceding three (3) pages are the unconfirmed minutes of the Wadeye Local Authority meeting held on Tuesday, 6 August 2024.

Chairperson

LOCAL AUTHORITY REPORTS

ITEM NUMBER 7.2

REPORT TITLE Nganmariyanga (Palumpa) Local Authority
Provisional Meeting held on 7 August 2024

PREPARED BY Michelle Griffin (Executive Officer)



PURPOSE

To provide the elected members with the minutes of the Nganmariyanga (Palumpa) Local Authority Provisional Meeting held on 7 August 2024 for information and recommendations as required.

2023-24 PALUMPA LA MEETING STATUS UPDATE

Meeting 1	Meeting 2	Meeting 3	Meeting 4
17 August 2023	19 October 2023	23 November 2024	16 May 2024
Quorum	Cancelled	Cancelled	Quorum

STATUTORY ENVIRONMENT

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

STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-2027:

Focus Area 1 – A Strong Council	
Governance	
1.	Strengthen governance by meeting or exceeding compliance mandates and requirements.
Focus Area 3 – Developing Council for community	
Infrastructure	
18.	Complete allocated Local Authority projects each year

RECOMMENDATION

1. That the Council receives and notes the minutes of the Nganmariyanga (Palumpa) Local Authority Provisional Meeting held on 7 August 2024
2. That Council notes and supports the priorities raised by members of the Palumpa Local Authority regarding urgent removal of abandoned vehicles from community

Attachments

1. NLA MIN 20240807 unconfirmed [7.2.1 - 5 pages]



**MINUTES OF THE PROVISIONAL
 NGANMARRIYANGA (PALUMPA) LOCAL AUTHORITY
 HELD AT PALUMPA
 ON Wednesday 7 August 2024
 AT 10:00 am**

The meeting opened at 11:08am.

Jack Wodidj was nominated as Chairperson for the meeting.

1 ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS

The 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

Local Authority Members

Name	Title	Present	Apology	Absent
Ralph Naburup	Mayor		Apology	
Wilfred Harris	Deputy Mayor		Apology	
Terry Sams	Councillor		Apology	
Amy Narburup	Member		Apology	
Alec Jacky	Member	x		
Sandra Jacky	Member	x		
Lorraine Kerringbo	Member	x		
Jimmy John Murielle	Member			x
Moses Wodidj	Member	x		
Jack Wodidj	Member	x		
Jeff Wodidj	Member			x

John Paul Wodidj	Member			x
Mary Wodidj	Member	x		
Roger Wodidj	Member			x
Warren Wodidj	Member			x

Note: provisional meeting

Staff

- John Thomas
- Ben Campion
- David Glover Executive
- Tinos Rushwaya
- Michelle Griffin

Position

- Chief Executive Officer
- Chief Operations Officer
- Executive Director, Corporate Services (Teams)
- Finance Manager (Teams)
- Executive Officer to the CEO (minutes secretary)

Visitors:

- Northern Territory Electoral Commission
- Charlotte Amor, Thamurrurr Development Corporation
- Jeremy Amor
- Danielle Cairns, School Principal
- Paul Bithelli

3 CONFLICT OF INTEREST DECLARATION

There were no declarations of interest at this meeting.

4 VISITOR PRESENTATIONS

4.1 Northern Territory Electoral Commission - 2024 Territory Election	
Resolution: <i>NLA-2024/7</i>	
<p>1. That the Local Authority receive and note the presentation by the Northern Territory Electoral Commission regarding the 2024 Territory Election.</p>	
Moved: <i>LA Member - Moses Wodidj</i>	
Seconded: <i>LA Member - Mary Wodidj</i>	Carried 6 / 0

5 CONFIRMATION OF MINUTES

5.1 Palumpa Local Authority Meeting held on 16 May 2024

Resolution: **NLA-2024/8**

1. That the Nganmariyanga (Palumpa) Local Authority confirm the minutes of the Palumpa Local Authority Meeting held on 16 May 2024 as a true and accurate record of the meeting.

Moved: *LA Member - Sandra Jacky*

Seconded: *LA Member - Lorraine Kerringbo* Carried 6 / 0

6 REPORTS

6.1 Council Services Manager Report

Resolution: **NLA-2024/9**

1. That the Palumpa Local Authority receives and notes the Community Services Manager's Report.

Moved: *LA Member - Moses Wodidj*

Seconded: *LA Member - Lorraine Kerringbo*

Carried 6 / 0

6.2 Chief Operations Officer Report

Resolution: **NLA-2024/10**

1. That the Nganmariyanga (Palumpa) Local Authority receives and notes the report.
2. That the Local Authority will commit additional funding towards the splash-pad and the amount will be determined at a meeting where quorum is achieved.

Moved: *LA Member - Lorraine Kerringbo*

Seconded: *LA Member - Moses Wodidj*

Carried 6 / 0

6.3 Finance and Project Report

Resolution: **NLA-2024/11**

1. That the Local Authority receives and notes the financial information provided for Palumpa for the period ending 30 June 2024.

Moved: *LA Member - Jack Wodidj*

Seconded: *LA Member - Alex Jacky*

Carried 6 / 0

6.4 Final 2024-27 Strategic Plan and 2024-25 Regional Plan

Resolution: *NLA-2024/12*

1. That the Wadeye Local Authority receive and note the final Council approved copies of the 2024-27 Strategic Plan and 2024-25 Regional Plan.

Moved: *LA Member - Mary Wodidj*

Seconded: *LA Member - Sandra Jacky* Carried 6 / 0

7 GENERAL BUSINESS

CAR REMOVAL

There are several burnt out cars around the community. Members expressed concern about community safety. The Council is prioritising the removal of cars as a matter of urgency.

ACTION: Operations to proceed with car removal program and report back to the local authority at the next meeting.

SPLASH PAD

Thamurrurr Development Corporation (TDC) is applying for a grant for splash pad. The council has already been accepted for a splash pad funding, however the funds are insufficient to cover the costs of recycling water options. There is an opportunity for Council and TDC to combine funds for a more substantial project outcome.

MEMBER REQUEST TO CLOSE BACK ROAD

Member Moses Wodidj has requested that the back road be closed, and a fence be erected near the grave site. Moses will show Ben Campion after the meeting.

SERVICE DELIVERY MEETING

Throughout the meeting several questions were raised by non-members. Meeting protocols will be in place from the next meeting to ensure clear and transparent guidelines and expectations from all in attendance. This will include a specific meeting item where questions from the floor can be asked.

ACTION: Liaise with stakeholders in Palumpa to plan ongoing service delivery meetings.

8 NEXT MEETING

The next meeting will be announced soon.

9 MEETING CLOSE

The meeting closed at 12:55pm.

This page and the preceding four (4) pages are the unconfirmed minutes of the Nganmariyanga Local Authority meeting held on Wednesday, 7 August 2024.

Chairperson

unconfirmed

LOCAL AUTHORITY REPORTS

ITEM NUMBER 7.3

REPORT TITLE Peppimenarti Local Authority Provisional Meeting held on 8 August 2024

PREPARED BY Michelle Griffin (Executive Officer)



PURPOSE

To provide the elected members with the minutes of the Peppimenarti Local Authority Provisional Meeting held on 8 August 2024 for information and recommendations as required.

2023-24 PEPPIMENARTI LA MEETING STATUS UPDATE

Meeting 1	Meeting 2	Meeting 3	Meeting 4
18 August 2023	24 November 2023	23 February 2024	15 May 2024
Quorum	Provisional	Cancelled	Cancelled

STATUTORY ENVIRONMENT

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

STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-2027:

Focus Area 1 – A Strong Council	
Governance	
1.	Strengthen governance by meeting or exceeding compliance mandates and requirements.
Focus Area 3 – Developing Council for community	
Infrastructure	
18.	Complete allocated Local Authority projects each year

RECOMMENDATION

1. That the Council receives and notes the minutes of the Peppimenarti Local Authority Provisional Meeting held on 8 August 2024
2. That Council notes and supports the development of a Peppimenarti Community Plan driven by the Local Authority.
3. That the old Peppimenarti Council Building be demolished to ensure the safety of the community, and that the feature support poles be kept intact and gifted to Henry Wilson for restoration.

4. That the Council approves the following nominees become members of the Peppimenarti Local Authority
 - a. Brendan Lemon
 - b. Eric Burrows
 - c. Paula Parry

Attachments

1. PLA MIN 20240808 unconfirmed [7.3.1 - 5 pages]



WEST DALY
Regional Council

MINUTES OF THE PROVISIONAL
PEPPIMENARTI LOCAL AUTHORITY
HELD AT PALUMPA
ON Thursday 8 August 2024
AT 10:00 am

The meeting opened at 10:28am.

1 ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS

The 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

Name	Present	Apology	Absent
Cr. John Wilson	x		
Karl Lukonavic (Chairperson)	x		
Henry Wilson	x		
Annunciata Wilson		x	
Leaya Smith		x	
Nathan Wilson	x		
Anastasia Wilson		x	
Mayor Ralph Narburup		x	

Note: provisional meeting

Staff

- John Thomas	Chief Executive Officer
- David Glover Executive	Executive Director, Corporate Services (Teams)
- Tinos Rushwaya	Finance Manager (Teams)
- Michelle Griffin	Executive Officer to the CEO (minutes secretary)
- Dom Kafley	Technical Services Manager
- Ammar Bashir	Project Officer

Guests

- Dheran Young, Member for Daly
- Michelle and David, Northern Territory Electoral Commission

3 CONFLICT OF INTEREST DECLARATION

There were no declarations of interest at this meeting.

4 VISITOR PRESENTATIONS

4.1 Northern Territory Electoral Commission - 2024 Territory Election

Resolution: **PLA-2024/0**

1. That the Local Authority receive and note the presentation by the Northern Territory Electoral Commission regarding the 2024 Territory Election.

Moved: *Councillor John Wilson*

Seconded: *LA Member - Nathan Wilson*

Carried 4 / 0

4.2 Dheran Young, Member for Daly

Resolution: **PLA-2024/1**

1. That the Local Authority receive and note the address by Dheran Young, Member for Daly.

Moved: *LA Member - Henry Wilson*

Seconded: *Councillor John Wilson*

Carried 4 / 0

5 CONFIRMATION OF MINUTES

5.1 Peppimenarti Local Authority Meeting Held on 24 November 2023

Resolution: **PLA-2024/2**

1. That the Peppimenarti Local Authority confirm the minutes of the Peppimenarti Local Authority Meeting Held on 24 November 2023 as a true and accurate record of the meeting.

Moved: *LA Member - Nathan Wilson*

Seconded: *LA Member - Henry Wilson*

Carried 4 / 0

6 REPORTS

6.1 Council Services Manager Report

Resolution: **PLA-2024/3**

1. That the Peppimenarti Local Authority receives and notes the Community Services Manager's Report.

Moved: *LA Member - Henry Wilson*

Seconded: *LA Member - Nathan Wilson*

Carried 4 / 0

6.1 Council Services Manager Report	
Resolution: PLA-2024/4	
<ol style="list-style-type: none"> 1. That a sign be erected to redirect people away from an area of significance for the community. 	
Moved: <i>LA Member - Henry Wilson</i>	
Seconded: <i>LA Member - Nathan Wilson</i>	Carried 4 / 0

*Details of the sign to be discussed with member Henry Wilson.

6.2 Chief Operations Officer Report	
Resolution: PLA-2024/5	
<ol style="list-style-type: none"> 1. That the Peppimenarti Local Authority receives and notes the report. 2. That a Peppimenarti Community Plan be developed and driven by the Local Authority. 	
Moved: <i>LA Member - Henry Wilson</i>	
Seconded: <i>LA Member - Nathan Wilson</i>	Carried 4 / 0

6.2 Chief Operations Officer Report	
Resolution: PLA-2024/6	
<ol style="list-style-type: none"> 1. That the old Council Building in Peppimenarti be demolished as a matter of priority for the safety of the community; and 2. That the feature support poles be kept intact, and gifted to Henry Wilson to restore. 	
Moved: <i>LA Member - Henry Wilson</i>	
Seconded: <i>LA Member - Nathan Wilson</i>	Carried 4 / 0

6.3 Nominations Received	
Resolution: PLA-2024/7	
<ol style="list-style-type: none"> 1. That the Peppimenarti Local Authority receives the nominations for Brendan Lemon, Eric Burrows and Paula Parry; and recommend that Council endorse the nominations at the August Ordinary Council Meeting. 	
Moved: <i>LA Member - Nathan Wilson</i>	
Seconded: <i>LA Member - Karl Lukonavic</i>	Carried 4 / 0

6.4 Finance and Project Report

Resolution: **PLA-2024/8**

1. That the Local Authority receives and notes the financial information provided for Peppimenarti for the period ending 30 June 2024.

Moved: *Councillor John Wilson*

Seconded: *LA Member - Nathan Wilson*

Carried 4 / 0

6.5 Final 2024-27 Strategic Plan and 2024-25 Regional Plan

Resolution: **PLA-2024/9**

1. That the Wadeye Local Authority receive and note the final Council approved copies of the 2024-27 Strategic Plan and 2024-25 Regional Plan.

Moved: *LA Member - Karl Lukonavic*

Seconded: *Councillor John Wilson*

Carried 4 / 0

7 GENERAL BUSINESS

BURNT OUT CARS

Cr Wilson has requested that Council collect burnt out cars from the sewerage road towards the waste facility.

FIRE BREAKS

Cr Wilson has requested that all fire breaks be blocked off so they cannot be used by vehicles.

POWER WATER

Investigate ongoing Power Water issue (unpaid bill from Victoria Daly and West Daly de-amalgamation).

DIRT MOUNDS

Investigate dirt mounds near the football oval and whether they can be relocated somewhere out of sight.

ANIMAL MANAGEMENT

The Local Authority would like to plan for ongoing animal management for the community.

8 NEXT MEETING

The next meeting of the Peppimenarti Local Authority will be announced soon.

9 MEETING CLOSE

The meeting closed at 12:43pm

This page and the preceding four (4) pages are the unconfirmed minutes of the Peppimenarti Local Authority meeting held on Thursday, 8 August 2024.

Chairperson

unconfirmed

8 REPORTS OF COMMITTEE

COMMITTEE REPORTS

ITEM NUMBER	8.1
REPORT TITLE	Seeking Nominations for the Finance Committee
PREPARED BY	Michelle Griffin (Executive Officer)



PURPOSE

The purpose of this report is to seek nominations for membership on the Finance Committee.

BACKGROUND

The Finance Committee is responsible for reviewing and making recommendations on the council's budget, financial policies, and financial performance. The committee ensures that the council's financial resources are managed effectively and transparently. Currently, there are three vacancies on the committee that need to be filled to ensure its continued effectiveness.

STATUTORY ENVIRONMENT

Local Government Act 2019 – Part 5.2 Council committees

IMPACT FOR COUNCIL

Filling the vacancies on the Finance Committee is essential for maintaining robust financial oversight and ensuring the council's financial health.

STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2024-2027:

Focus Area 1 – A Strong Council	
<i>Governance</i>	
1.	Strengthen governance by meeting or exceeding compliance mandates and requirements.
<i>Planning</i>	
5.	Increase reserve funds to improve the financial sustainability of Council

RECOMMENDATION

It is recommended that the Council:

1. Call for three nominations for the Finance Committee

Attachments

Nil

9 CORRESPONDENCE

CORRESPONDENCE

ITEM NUMBER	9.1
REPORT TITLE	Correspondence Report
PREPARED BY	Michelle Griffin (Executive Officer)



PURPOSE

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

INCOMING CORRESPONDENCE

Name	Path
20240613-INCOMING-INVITATION-TO-EXTEND-AERODROMES-Inspections-and-maintenane.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/INCOMING
20240621-INCOMING-2023-24-Community-Places-for-People-Grant-Splash-Pads.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/INCOMING
20240625-INCOMING-ICAC-Qualifications-Audit.docx	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/INCOMING
20240814-INCOMING-Guardware-Australia.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/INCOMING
20240822-INCOMING-Wadeye-Public-Hearing.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/INCOMING

OUTGOING CORRESPONDENCE

Name	Path
20240606-OUTGOING-Section-335-Local-Government-Act-2019.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING
20240626-OUTGOING-Election-Committments-Finocchiario.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING
20240626-OUTGOING-Election-Committments-Lawler.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING
20240628-OUTGOING-CMC-LG-Unit-2024-25-Regional-Plan.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING
20240628-OUTGOING-Election-Commitments-Community-Bus-Scrymgour.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING
20240628-OUTGOING-WDRC-2024-25-Regional-Plan-Paech.pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING
20240717-OUTGOING-Personnel-Records-of-Public-Officers (CONFIDENTIAL).pdf	sites/12.OFFICEOFTHECEO-GDrive/Shared Documents/Correspondence/2024/OUTGOING

STATUTORY ENVIRONMENT

Section 94 of the *Local Government Act 2019*.

RECOMMENDATION

1. That Council receives and notes the correspondence.

Attachments Nil

10 GENERAL BUSINESS

11 CONFIDENTIAL ITEMS

11.1 CONFIRMATION OF CONFIDENTIAL MINUTES

11.1.1 Confidential session of the Ordinary Council Meeting held on 26 June 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.

11.1.2 Confidential session of the Special Council Meeting held on 1 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.

11.2 CONFIDENTIAL REPORTS FOR DECISION

11.2.1 Elected Member Superannuation

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.

11.2.2 Exit from CouncilBIZ

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

12 NEXT MEETING

13 MEETING CLOSE