



MEETING OF COUNCIL

THURSDAY, 30 NOVEMBER 2023

10:00 AM

Held at the West Daly Regional Council Chambers
WINNELLIE NT

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

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

info@westdaly.nt.gov.au

or phone: 08 7922 6403

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AGENDA

West Daly Regional Council Council Meeting

THURSDAY, 30 NOVEMBER 2023

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

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

PRESENT APOLOGY AND LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

- 1 Confirmation of Previous Minutes 5

BUSINESS ARISING FROM PREVIOUS MINUTES

ACCEPTANCE OF AGENDA

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

REPORTS

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CORRESPONDENCE IN AND OUT

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GENERAL BUSINESS

CONFIDENTIAL

- 10 CEO Recruitment RFQ

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) (a) of the Local Government (General) Regulations 2021. It contains the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered.; AND information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual (Confidential).

- 11 Final Compliance Report

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(iii) (d) (e) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.; AND information subject to an obligation of confidentiality at law, or in equity.; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Confidential).

- 12 Deed of Termination for Duplicate Housing, Municipal and Essential Services

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

- 13 Proposed Appointment of Interim CEO

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(a) of the Local Government (General) Regulations 2021. 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 (Confidential Employment Information).

- 14 Confirmation of Previous Minutes

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) of the Local Government (General) Regulations 2021. It contains the public may be

excluded while business of a kind prescribed by regulation as confidential business is being considered. (Confidential Minutes).

- 15 Deed of Variation FY 2023-2025 for Safety and Wellbeing Programme

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

- 16 Peppimenarti Swimming Pool Closure Outcome

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) of the Local Government (General) Regulations 2021. It contains the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered. (Confidential Internal Business).

- 17 Confirmation of Special Council Meeting Minutes

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) (c)(i) (a) of the Local Government (General) Regulations 2021. It contains the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered.; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.; AND information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual (Confidential).



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 1

Prepared by **Caitlyn Moulds, Corporates Services Officer**

Confirmation of Previous Minutes

Purpose

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

Background

The Ordinary Council meeting of Elected Members held on the **5 October 2023** are provided for your decision as a true record of the meeting.

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

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

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

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

Statutory Environment

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

Impact for Council

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

Strategic Alignment

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

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

Recommendation

- 1. That Council approve the Ordinary Council Meeting Minutes of 5 October 2023 as a true and correct record of the meeting.**

Attachments

- [1](#) Unconfirmed Minutes Ordinary Council Meeting 5 October 2023



MINUTES OF THE COUNCIL MEETING
HELD IN THE WEST DALY REGIONAL COUNCIL CHAMBERS
WINNELLIE NT
ON THURSDAY, 5 OCTOBER 2023
AT 10:00 AM

Meeting Postponements

Meeting scheduled to be held on the 27 September was postponed as quorum was not achieved.

Meeting time was postponed to 11:30 am.

Meeting formally postponed to 2 October at 10:00 am.

Meeting scheduled to be held on the 2 October was postponed as quorum was not achieved.

Meeting time was postponed to 11:30 am.

Meeting formally postponed to 3 October at 10:00 am.

Meeting scheduled to be held on the 3 October was postponed as quorum was not achieved.

Meeting formally postponed to 4 October at 10:00 am.

Meeting scheduled to be held on the 4 October was postponed as quorum was not achieved.

Meeting formally postponed to 5 October at 10:00 am.

MEETING OPENED

10:11 am

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.

PERSONS PRESENT AND APOLOGIES

Name	Title	Present	Apology	Absent
Ralph Narburp	Mayor			X It is noted that the Mayor is medically unwell.
Wilfred Harris	Deputy Mayor	X		
Mark Tunmuck-Smith	Councillor	X		
John Wilson	Councillor	X		
Terry Sams	Councillor		X	
Jake Clark	Councillor	X		

Name	Title	Present	Apology	Absent
Matthew Eastham	Chief Executive Officer	X		
Andrew Everingham	Chief Operations Officer	X		
David Glover	Executive Director Corporate Services	X		
Julianne Wylie	Executive Officer		X	
Caitlyn Moulds	Corporate Services Officer	X		

GUESTS

Chris Moore, Community Development Officer, Northern Territory Government.

LEAVE OF ABSENCE

Nil

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this Council Meeting.

CONFIRMATION OF PREVIOUS MINUTES

Confirmation of previous minutes

069/2023 **Motion:**

1. That Council approve the Ordinary Council Meeting Minutes of 27 July 2023 as a true and correct record of the meeting.

Moved: Cr. Clark

Seconded: Deputy. Harris
Resolution: Unanimously

MAYORAL REPORT

Nil

CEO REPORT

Nil

REPORTS

2) Finance Report - August 2023

Cr. Tunmuck-Smith queried how much the Wadeye Local Authority have. Executive Director Corporate Services David Glover took the question on notice.

070/2023 **Motion:**

- 1. That Council receives and approves the West Daly Regional Council Financial report for August 2023.**

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

3) Service Delivery

Cr. Jake Clark left the meeting, the time being 10:48 AM. Quorum not achieved and meeting stopped.

Cr. Jake Clark returned to the meeting, the time being 10:50 AM meeting commenced.

Cr. Clark noted his apology for the Manthathpe Walkway opening as there was a death in the family.

071/2023 **Motion:**

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

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

Deputy. Harris left the meeting, the time being 11:19 AM. Quorum not achieved and meeting stopped.

Deputy. Harris returned to the meeting, the time being 11:23 AM meeting commenced.

4) Local Authority Review Report and Implementation

Motion:

- 1. That Council note the attached reports, updates to guidelines**

and funding arrangements for Local Authorities.

072/2023 **Amendment:**

1. That Council note the attached reports, updates to guidelines and funding arrangements for Local Authorities.
2. That Linda Weatherhead from the Chief Ministers Office to be invited to the next Ordinary Council Meeting and Local Authority Meetings

Moved: Deputy. Harris
Seconded: Cr. Wilson
Resolution: Unanimously

5) **Local Authority Minutes and Recommendations**

Cr. Tunmuck-Smith left the meeting, the time being 11:38 AM. Quorum not achieved and meeting stopped.

Cr. Mark Tunmuck-Smith returned to the meeting, the time being 11:39 AM meeting commenced.

073/2023 **Motion:**

1. That Council notes the minutes of the Wadeye Local Authority meeting (provisional) 30 August 2023, the minutes of the Palumpa Local Authority meeting 17 August 2023 and the minutes of the Peppimenarti Local Authority meeting 18 August 2023.
2. The Council approves for the Wadeye Local Authority to commit to the following projects and to progress with expenditure not to exceed the following approved amounts:
 - a. Wadeye Main Street (strip) beautification to the value of \$120K
 - b. Installation of additional solar street lights across various sites to be determined in consultation with LA members to the value of \$60K
 - c. An additional playground for Wadeye – site to be determined – to the value of \$150K
 - d. Mature tree plantings to the value of \$20K
 - e. Animal management program to the value of \$30K
3. That Council approves the Palumpa Local Authority to commit to the following projects and to progress with expenditure not to exceed the following approved amounts:
 - a. Abandoned car removal program conducted by the WDRC for Palumpa supported to the value of \$10K
4. That Council approves for the dates of the Local Authority Meetings to be moved as proposed for November.

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

6) 2023-2024 Waste and Resource Management (WaRM) Grant Program

074/2023 **Motion:**

- 1. That Council acknowledges 2023-24 Waste and Resource Management Grant Program funding and approves the use of WaRM funding for the projects listed 1- 4**

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

7) Administrative Process - Update to existing signed Deed of Surrender for Northern Land Council.

075/2023 **Motion:**

- 1. That Council approves the use of the common seal to sign the existing Deed of Surrender for Lot 75, Peppimenarti and Lot 487, Wadeye with the Northern Land Council.**

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

8) LGANT 2022-23 Member Value Proposition Report

Cr. Tunmuck-Smith left the meeting, the time being 11:52 AM. Quorum not achieved and meeting stopped.

Cr. Tunmuck-Smith returned to the meeting, the time being 11:52 AM meeting commenced.

076/2023 **Motion:**

- 1. That Council note the LGANT 2023-24 Member Value Proposition report.**

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

9) Chief Executive Officer Report

Cr. Tunmuck-Smith left the meeting, the time being 12:01 PM. Quorum not achieved and meeting stopped.

Cr. Tunmuck-Smith returned to the meeting, the time being 12:07 PM

meeting commenced.

It is noted that the following elected members would like to attend the LGANT conference pending commitments.

John Smith
Mark Tunmuck-Smith
Deputy Wilfred Harris
Jake Clark

077/202
3

Motion:

- 1. That Council notes and accepts the CEO report and acknowledges the invitation for Councillors to ask questions of the CEO regarding the report and other matters of interest.**

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

10) Elected Member meeting Agendas

065/2023

Motion:

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

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

CORRESPONDENCE IN & OUT**11) Remuneration Tribunal Letter to Elected Members**066/2023 **Motion:**

- 1. That Council notes and accepts the correspondence from the Remuneration Tribunal.**

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

12) Incorporation of the Cox-Daly and Marrakai-Douglas Unincorporated Areas067/2023 **Motion:**

- 1. That Council notes the correspondence received from the NT Government regarding the incorporation of the Cox-Daly and Marrakai-Douglas Daly unincorporated areas.**

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

13) Correspondence Report068/2023 **Motion:**

- 1. That Council notes and accepts the correspondence report for the period July-Sept 2023.**

Moved: Deputy. Harris
 Seconded: Cr. Wilson
 Resolution: Unanimously

GENERAL BUSINESS**1 MEMBERS PRESENT DISCUSSIONS**

069/202
 3 That the discussion noted in the members present area of the minutes be moved to confidential.

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

2 ADDITIONAL MEETING ALLOWANCE

070/2023 That council approve the Meeting Training and Information Session held 26 September 2023 for extra meeting allowance.

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

DECISION TO MOVE TO CLOSED SESSION

RECOMMENDATION:

The open portion of the meeting was closed at 12:26 pm.

Moved: Deputy. Harris
 Seconded: Cr. Wilson
 Resolution: Unanimously

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the *Local Government Act* as the items lists come within the following provisions:-

- 14 **Confirmation of previous confidential minutes** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Confidential matters).*
- 15 **Wadeye Pool Management** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person. (Commerical in Confidence).*
- 16 **Council progress toward replacement Enterprise Resource Planning (ERP) Software** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(4) of the Local Government (General) Regulations 2021. It contains information of auditing nature and is to be conducted in private..*
- 17 **Titian Plant Hire - Procurement** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person. (Commerical prejudice).*
- 18 **Deleye Homeland - Removal From Program** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(b) of the Local Government (General) Regulations 2021. It contains information about the personal circumstances of a resident or ratepayer (Homelands Residents).*
- 19 **Budget Variance - Administration Revenue and Capital Expenditure.** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person. (Commercial in confidence.).*

- 20 Update the Current Grant Situation to the Council** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Grants update).*
- 21 Letter of Variation for Housing, Municipal and Essential Services FY 2023-2025** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) (c)(iv) of the Local Government (General) Regulations 2021. It contains the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered.; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person. (Commercial Agreement).*
- 22 Aerodrome Inspection and Maintenance contract** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person. (Commercial in confidence).*
- 23 Waste and Resource Management Certificate for FY 2022-2023** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Financials included).*
- 24 Local Authority Funding Certification** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Financial included).*
- 25 Funding Agreement FY 2023-2025 for Safety and Wellbeing Programme** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(s99(2) of the Local Government (General) Regulations 2021. It contains the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered. (Financials included).*
- 26 Local Government Funding Levels 2023-2024** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest. (Financials).*
- 27 Updated: CEO Annual Leave** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(a) of the Local Government (General) Regulations 2021. 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 (Employment in confidence).*

This page and the preceding pages are the Minutes of the Meeting of Council held on Monday, 2 October 2023 and are to be confirmed on the Thursday, 30 November 2023.

Mayor Ralph Narbarup



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 2

Prepared by **Lemaki Curulala, Technical Services Manager**

Capital Projects Update

Purpose

The purpose of this report is to update Council on the delivery of the Capital Projects.

Background

Council has over \$10 million of capital projects this financial year. This includes a broad range of assets renewals along with major capital projects.

Discussion

The following major capital projects are completed:

- Wadeye Community Pool \$3.7 million
- Manthathpe Pedestrian Bridge \$1.4 million

Updates on the following capital projects currently under construction are included as attachment to this report:

- Fossil Head Road Works
- Local Road & Community Infrastructure Program
- Roads to Recovery Program
- Peppimenarti Ablution Facilities
- Peppimenarti Oval Irrigation
- Vehicle Removal Program

Strategic Alignment

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

Focus 3 - Developing our Community	
3.2 Improved Infrastructure	
Journey 3.2.2	Develop West Daly Regional Council community infrastructure plans and identify priority works

Recommendation

- 1. THAT Council receive and note the update on the delivery of the capital projects.**

Attachments

- [1](#) 2023-24 Capital Works Program - November Update

2023-24 Capital Works Program				
Project Code	Project Name	Project Description	Project Schedule	Project Status
SG-768	Manthathpe Pedestrian Bridge	New pedestrian bridge to be constructed over Sandfly Creek to provide access for Manthathpe resident into town.	Sep-2022 to Jul-2023	Completed
CZ-210	Waste Management Facilities Upgrade	Upgrade works to Wadeye, Peppimenarti and Palumpa landfills including sorting of history waste, managing current waste, compliance with the NT EPA abatement notice.	Jun-2022 to Jul-2023	Completed
SG-239	Wadeye Pool Refurbishment	Wadeye Pool Refurbishment	May-2023 to Nov-2023	Completed
SG-248	Fossil Head Structures	Fossil Head Structures - Additional works	Jul-2023 to Nov-2023	Completed
RM-220	LRCI Phase 1 & 2	LRCI Phase 1 & 2 program works	Jul-2023 to Nov-2023	Completed
RM-811	Roads to Recovery program works	Roads works upgrade on Perdjert Street from end of seal to Airport Access Road	Apr-2024 to Jun-2024	Planning phase
SG-765	Ablution Facilities Peppimenarti	Ablution facilities Peppi	Sep-2023 to Jun-2024	Planning phase
SG-404	Peppimenarti oval irrigation	Peppi oval irrigation	Sep-2023 to Jun-2024	Planning phase
RM-243	LRCI Phase 3	LRCI Phase 3 program works	Nov-2023 to Jun-2024	Works in progress
SG-253	Fossil Head Access Road Works	Road works on including construction of floodways and gravel resheeting at various locations.	Sep-2023 to Jun-2024	Works in progress
SG-792 CZ-792	Vehicle Removal Project	Removal of 300 vehicles from internal roads and properties in Wadeye.	Sep-2023 to Mar-2024	Works in progress



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 3

Prepared by **Lemaki Curulala, Technical Services Manager**

Homelands Project Update

Purpose

The purpose of this report is to update Council on the delivery of the Homelands Projects.

Background

Council was successful in securing over \$1 million in funding for Homelands infrastructure projects this financial year. This includes a broad range of new infrastructure across nine Homelands.

Discussion

The new infrastructure projects are shown on the table below.

Homelands	Project
Papangala	Solar skid and fencing around solar skid & generator
Uminyuluk	Machinery shed
Kuy	Large shade structure & concrete floor
Kudantiga	Security improvements to housing
Old Mission	Large shade structure & concrete floor
Redcliff	Large shade structure, water tank, table & seating
Nama	Shade table & seating on concrete slab
Wudapuli	Machinery shed, shade table & seating, cemetery fencing
Merrepen	Machinery shed
Merrepen	Solar battery upgrade

Council's Homelands staff and contractors performed well and completed most of the projects. The remaining projects are the construction of the machinery sheds which are scheduled to be constructed by June 2024.

Below are some photos of Homelands projects completed to date.

Papangala Solar Skid & Fencing



Merrepen Solar Battery Upgrade



Kudantiga Security Improvements



Old Mission Shade Structure



Kuy Shade Structure



Redcliff Shade Structure



Strategic Alignment

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

Focus 3 - Developing our Community	
3.3 Homelands	
Journey 3.3.2	Deliver Homeland Service Delivery plans

Recommendation

- 1. THAT Council receive and note the update on the Homelands projects**

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 4

Prepared by **Lemaki Curulala, Acting Chief Operating Officer**

Service Delivery

Purpose

The purpose of this report is to inform the Council on matters relating to Service Delivery.

Background

The focus and overall aim of the service delivery arm of the Council remain to deliver quality services to Communities and Homelands through planning, development and implementation of structured work programs.

Operations Staff

Wadeye: Additional staff have been recruited for Wadeye Civil, providing essential support for Council's core services. However, the need for an administration officer to assist the operations and Homelands team remains.

Nganmarriyanga: Vacancies persist in the Civil Supervisor and Office Admin positions, adding pressure to the Community Services Manager.

Peppimenarti: Recruitment efforts are underway to address vacancies in the civil team, with a focus on attracting local workers.

Other Vacancies: Critical positions, including Asset & Infrastructure Manager, Homelands Maintenance Officer, Civil Supervisors (x2), and CSP Manager, are currently vacant.

Council Facilities Break-ins

Over the past few months, there have been unfortunate incidents of break-ins at various Council facilities, including the council office, civil yards, and CSP office across all three communities. Security improvements are in progress, and a comprehensive security patrol program is being explored to mitigate further risks.

Wadeye Community Pool

The Wadeye Pool officially opened on Thursday 23rd November 2023, Kardu Diminin dancers gave a traditional dance and Traditional Owner Margaret Pultchen giving the welcome greeting to country. The ceremony was presided over by Member for Daly Dheran Young and Chief Minister Natasha Fyles. For the Wadeye community, the occasion marked a significant milestone for the Wadeye community.



Homelands Projects

Please refer to the Homelands Projects Update Report for detailed information on ongoing projects in the Homelands.

Major Project & Capital Works

Please refer to the Capital Project Update report for a comprehensive overview of major projects and capital works.

The senior management team appreciate the dedication and hard work of our staff both in Darwin and specifically in our communities. We assure the Council that steps are being taken to address vacancies and enhance security measures with our council buildings and facilities. The successful opening of the Wadeye Pool is a testament to the collaborative efforts of the Council and the broader community.

Statutory Environment

Nil.

Impact for Council

For reporting purpose only.

Strategic Alignment

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

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

Recommendation

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

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 5

Prepared by David Glover, Executive Director Corporate Services; Tinos Rushwaya, Senior Accountant

Finance Report - October 2023

Purpose

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

Background

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

- (a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
- (b) the most recently adopted annual budget; and
- (c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.

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

Statutory Environment

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

Impact for Council

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

Strategic Alignment


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

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

Recommendation

- 1. That Council receives and approves the West Daly Regional Council Financial report for October 2023.**

Attachments

- [1](#)  WDRC Finance Report October 2023



FINANCIAL MANAGEMENT REPORT

For the period ended 31 October 2023

Certification by the Council CEO

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


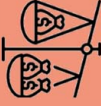









To the best of the CEO's knowledge, information and belief:
(1) the internal controls implemented by the council are appropriate; and
(2) the monthly reports best reflects the financial affairs of the council.

Andrew Everingham
A/CEO

Date: _____

Snapshot - Financial Report

Revenue \$6.996 M 	Current Ratio 1.12 	Cash at Bank \$8.506 M 
Expenditures \$5.942 M 	Unspent Tied Funds \$7.9 M 	Net Current Assets -\$1.060 M 
Operating Result \$1.054 M <small>(including tied grants)</small> 	Local Authority \$1.067 M 	Capital Expenditures \$5.283 M 

WDRC Financial Management Report October 2023

Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates	542,676	542,135	541	1,626,405	(1)
Charges	380,896	366,231	14,665	1,098,692	
Fees and Charges	49,584	28,507	21,077	85,520	
Operating Grants and Subsidies	5,349,967	3,485,571	1,864,397	10,456,712	
Interest / Investment Income	184,709	91,980	92,729	275,940	
Commercial and Other Income	489,036	682,508	(193,473)	2,047,524	
TOTAL OPERATING INCOME	6,996,868	5,196,931	1,799,937	15,590,793	
OPERATING EXPENDITURE					
Employee Expenses	2,167,692	2,200,125	32,433	6,600,375	
Operational & Other Expenses	2,035,243	1,140,485	(894,758)	3,421,454	
Elected Member Allowances	88,049	85,705	(2,344)	257,115	
Elected Member Expenses	28,611	14,407	(14,203)	43,222	
Council Committee & LA Allowances	4,800	6,156	1,356	18,467	
Council Committee & LA Expenses	8,676	4,284	(4,392)	12,853	
Interest Expenses	12,044	74,871	62,827	224,613	
Repair and Maintenance	600,272	334,046	(266,227)	1,002,137	
Materials and Contracts	349,851	814,730	464,879	2,444,189	
TOTAL OPERATING EXPENDITURE	5,295,238	4,674,808	(620,430)	14,024,424	(2)
OPERATING SURPLUS / DEFICIT	1,701,630	522,123	1,179,507	1,566,368	(3)
Depreciation, Amortisation and Impairment	647,563	451,401	(196,163)	1,354,202	(4)
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	1,054,066	70,722	983,344	212,166	

WDRC Financial Management Report October 2023

Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank	8,506,415	
Tied Funds	7,979,009	(5)
Unfied Funds	527,406	
Accounts Receivable	2,979,805	
Trade Debtors	123,545	
Rates & Charges Debtors	2,856,259	
Other Current Assets	123,073	
TOTAL CURRENT ASSETS	11,609,292	
Right-of-Use Assets	5,220,313	
Property, Plant and Equipment	14,410,106	
Other Non-current Assets	0	
TOTAL NON-CURRENT ASSETS	19,630,419	(6)
TOTAL ASSETS	31,239,711	

BALANCE SHEET	YTD Actuals \$	Note Reference
LIABILITIES		
Accounts Payable	1,602,800	
ATO & Payroll Liabilities	66,076	
Current Provisions	463,924	
Accruals	0	
Other Current Liabilities	8,261,814	
TOTAL CURRENT LIABILITIES	10,394,613	
Non-Current Provisions	27,268	
Other Non-Current Liabilities	5,422,818	
TOTAL NON-CURRENT LIABILITIES	5,450,086	
TOTAL LIABILITIES	15,844,699	
NET ASSETS	15,395,012	
EQUITY		
Asset Revaluation Reserve	4,281,263	
Accumulated Surplus	7,877,916	
YTD Result + Interim PY Result Carried Forward	3,234,837	
TOTAL EQUITY	15,395,012	

Variance Analysis

Income/Expense or Balance Sheet Item	Note Ref	Comments
Total Operating Income	(1)	Rates, Charges and Untied funding adjusted to reflect actual earnings for the Period. Grants over budget
Expense	(2)	Operating Expenses tracking over Budget at this time
Operating Surplus	(3)	Revenue amounts driving Operating result. That will even out over the year
Depreciation and Asset Costs	(4)	Depreciation higher than Budget due to revised Asset Values now recognised in Balance Sheet
Tied Funds	(5)	Unspent Grant Liability for tied funding programs
Non-current Assets	(6)	Non-current Assets will vary materially from prior year due to asset revaluation
Equity	(7)	2023 Result is still subject to change through the Audit process. Interim figures provided

Monthly Balance Sheet Report Details of Cash and Investments Held

Cash and Investments Held	Oct-23
11110 - Bank Operational	822,793
11130 - Bank High Inter	433,207
11210 - Petty Cash	415
12110 - Term Deposit	7,250,000
TOTAL CASH	8,506,415

Cash and Investments Held	Oct-23
Tied Funds	7,979,009
United Funds	527,406
Cash at Bank	8,506,415

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$750,000	\$0	4.96%	10/11/2023
Fixed Term Deposit	\$500,000	\$0	5.01%	24/11/2023
Fixed Term Deposit	\$1,000,000	\$0	5.10%	27/12/2023
Fixed Term Deposit	\$500,000	\$0	5.17%	3/01/2024
Fixed Term Deposit	\$500,000	\$0	5.22%	30/01/2024
Fixed Term Deposit	\$1,000,000	\$0	5.26%	29/02/2024
Fixed Term Deposit	\$1,000,000	\$0	5.19%	15/03/2024
Fixed Term Deposit	\$1,000,000	\$0	5.21%	2/04/2024
Fixed Term Deposit	\$500,000	\$0	5.04%	16/04/2024
Fixed Term Deposit	\$500,000	\$0	5.00%	30/04/2024
	\$7,250,000			

Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	8,506,415	Accounts Payable	1,602,800
Trade and Rates Debtors	2,979,805	Other Current Liabilities	529,999
Other Current Assets	123,073	Unspent Grants (Agency & Core)	8,261,814
	11,609,292		10,394,613

Current Ratio for FY2023/24

PERIOD	July	August	September	October	November	December	January	February	March	April	May	June
FY 22/2023	1.50	1.72	2.07	1.77	1.63	1.41	1.57	1.82	1.46	1.27	1.24	1.12
FY 23/2024	1.82	1.99	1.28	1.12								

1.12

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

Trade Debtors Ageing Analysis	
Current	14,120
Over 30 days	23,219
Over 60 days	13,237
Over 90 days	72,969
Total	123,545

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

Trade Creditors Ageing Analysis	
Current	1,306,579
Over 30 days	77,190
Over 60 days	114,090
Over 90 days	88,843
Total	1,586,702

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

Supplier	Territory	Interstate
M & J Builders	1,181,325	
Jardine Lloyd Thompson Pty Ltd	758,005	
TOA Construction	425,055	
Forklift Solutions	266,530	
Inland Electrical	136,164	
CouncilBIZ	97,103	
DJ Air & Electrical	72,308	
Power & Water	45,506	
Quicksuper		40,926
Airpower	37,286	
Total	3,019,282	40,926

WDRC Financial Management Report October 2023

Financial Report for each Local Authority Area

	Regional Office/Unallocated Darwin 200			LA1 Ngamarrinyanga 300		
	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME						
Rates	0	0	0	38,022	42,741	(4,720)
Charges	0	0	0	34,429	36,559	(2,129)
Fees and Charges	0	0	0	7,452	429	7,023
Operating Grants and Subsidies	0	230	(230)	466,951	574,818	(107,867)
Interest / Investment Income	0	0	0	0	0	0
Commercial and Other Income	42,191	478	41,713	65,901	142,205	(76,304)
TOTAL OPERATING INCOME	42,191	708	41,483	612,755	796,752	(183,997)
OPERATING EXPENDITURE						
Employee Expenses	697,373	566,094	(131,278)	150,789	304,965	154,176
Operational & Other Expenses	335,083	122,004	(213,078)	129,784	157,520	27,736
Elected Member Allowances	1,155	0	(1,155)	6,844	5,237	(1,607)
Elected Member Expenses	0	0	0	253	573	321
Council Committee & LA Allowances	0	0	0	2,250	3,073	823
Council Committee & LA Expenses	725	847	122	153	590	438
Interest Expenses	0	0	0	0	0	49,881
Repair and Maintenance	2275	49	(2,226)	92,387	49,881	158,741
Materials and Contracts	191	23,641	23,450	73,586	251,128	(80,957)
Internal Charges	0	303,412	303,412	47,521	-7,370	54,891
TOTAL OPERATING EXPENDITURE	1,036,801	1,016,047	(20,754)	503,566	765,597	262,031
OPERATING SURPLUS / DEFICIT	(994,610)	(1,015,339)	20,729	109,189	31,155	78,034
Depreciation, Amortisation and Impairment		(30,126)	(30,126)			0
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	(994,610)	(985,213)	50,855	109,189	31,155	78,034

WDRC Financial Management Report October 2023

Income and Expense Statement - Actual v Budget

	LA2 Peppimenarti 400			LA3 Wadeye 700			TOTAL		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME									
Rates	44,901	47,864	(2,962)	459,753	451,530	8,224	542,676	542,135	541
Charges	39,781	29,443	10,338	306,686	300,229	6,457	380,896	366,231	14,665
Fees and Charges	1,135	6,804	(5,668)	40,996	21,274	19,722	49,584	28,507	21,077
Operating Grants and Subsidies	325,907	399,557	(73,650)	4,557,109	2,510,965	2,046,143	5,349,967	3,485,571	1,864,396
Interest / Investment Income	0	0	0	184,709	91,980	92,729	184,709	91,980	92,729
Commercial and Other Income	54,702	142,051	(87,349)	326,242	397,775	(71,533)	489,036	682,508	(193,473)
TOTAL OPERATING INCOME	466,427	625,718	(159,291)	5,875,494	3,773,753	2,101,741	6,996,868	5,196,931	1,799,936
OPERATING EXPENDITURE									
Employee Expenses	246,626	283,835	37,209	1,072,905	1,045,231	(27,674)	2,167,692	2,200,125	32,433
Operational & Other Expenses	135,993	127,134	(8,859)	1,434,384	733,827	(700,557)	2,035,243	1,140,485	(894,758)
Elected Member Allowances	10,078	17,668	7,590	69,972	62,800	(7,172)	88,049	85,705	(2,344)
Elected Member Expenses	7,204	2,134	(5,070)	21,154	11,699	(9,455)	28,611	14,407	(14,203)
Council Committee & LA Allowances	1,350	1,081	(269)	1,200	2,002	802	4,800	6,156	1,356
Council Committee & LA Expenses	3,642	608	(3,034)	4,157	2,239	(1,917)	8,676	4,284	(4,392)
Interest Expenses		0	0	12,044	74,871	62,827	12,044	74,871	62,827
Repair and Maintenance	117,718	48,929	(68,789)	387,892	235,187	(152,706)	600,272	334,046	(266,227)
Materials and Contracts	157,559	69,803	(87,756)	118,515	470,158	351,643	349,851	814,730	464,879
Internal Charges	36,450	-7,168	(43,618)	-83971.2	-288,873	(204,902)	0	0	0
TOTAL OPERATING EXPENDITURE	716,621	544,025	(172,596)	3,038,250	2,349,139	(689,111)	5,295,238	4,674,808	(620,430)
OPERATING SURPLUS / DEFICIT	(250,194)	81,693	(331,887)	2,837,244	1,424,614	1,412,630	1,701,630	522,123	1,179,507
Depreciation, Amortisation and Impairment	1,766		(1,766)	645,797	481,527	(164,271)	647,563	451,401	0
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	(251,960)	81,693	(333,653)	2,191,447	943,088	1,412,630	1,054,066	70,722	1,179,507

WDRC Financial Management Report October 2023

Member and CEO Council Credit Card Transactions

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

Cardholder Name M Eastham

Transaction Date	Amount	Supplier's Name	Reasons for the Transaction
18/10/2023	\$18	ARLO	ARLO 408-638-3750IRL
5/10/2023	\$16	NEWS LIMITED	NEWS LIMITED SURRY HILLS
TOTAL	\$34		

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 6

Prepared by **Dorothea Janczewska, People and Culture Manager**

Recruitment, Selection, and Onboarding Policy

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(a) (s99(2) of the Local Government (General) Regulations 2021. 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; AND the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered. (Confidential).

Purpose

The purpose of this report is to present the Council with the updated PC09 Recruitment, Selection, and Onboarding Policy that has been modified to adhere to the requirements outlined in Sections 172, 173, and 174 of the Local Government Act 2019.

Background

Policy Review: Aligning Recruitment with *Local Government Act 2019*.

Upon receiving recommendations from the Compliance Report, the People and Culture Manager, alongside the Acting Chief Executive Officer, undertook a comprehensive assessment of the PC09 Recruitment, Selection, and Onboarding Policy. The primary aim was to ensure alignment with the stipulations set forth in the Local Government Act 2019 (NT), with a specific emphasis on sections 172, 173, and 174. The extensive review process has conclusively affirmed that the revised policy now adheres fully to the regulatory framework outlined in the Local Government Act 2019 (NT).

The effective duration of the PC09 Recruitment, Selection, and Onboarding Policy spans four years, extending until November 2027. This duration remains subject to any further essential revisions identified and subsequently implemented by the Council during this period.

Statutory Environment

The recommendations put forth in this report concerning the all PC09 Recruitment, Selection, and Onboarding Policy align with the detailed provisions in Sections 172, 173, and 174 of the Local Government Act 2019.

Impact for Council

Compliance with Sections 172, 173, and 174 of the Local Government Act 2019 ensures adherence to legal and procedural norms, reinforcing the Council's commitment to transparent and fair recruitment practices.

Strategic Alignment

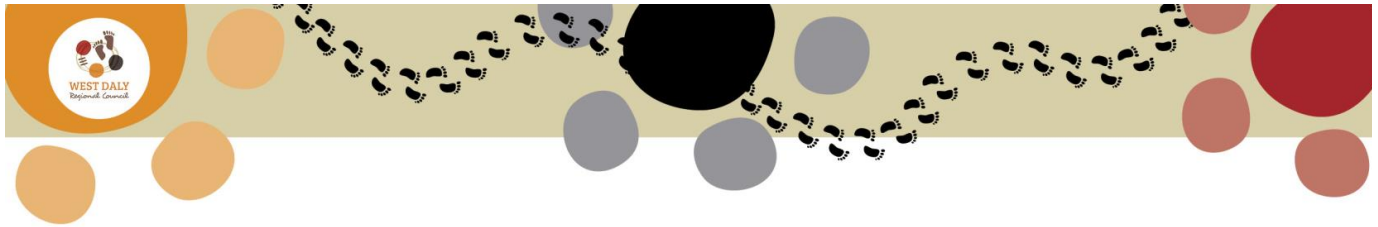
This report is aligned to the West Daly Regional Plan 2022-23:

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

Recommendation
1. That Council has received and noted the PC09 Recruitment, Selection, and Onboarding Policy.

Attachments

- 1 [↓](#) PC09 Recruitment Selection Onboarding Policy



PC09	Recruitment, Selection and Onboarding Policy
Approval Date:	November 2023
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	November 2027
Version (Revision Number):	3

Purpose

This policy defines the mechanisms and processes that the West Daly Regional Council has in place for recruitment, selection and onboarding with West Daly Regional Council's (Council) obligations under section 172, 173 and 174 of the *Local Government Act 2019 (NT)*.

This Policy is consistent with the principles of Council's *Human Resource Management Policy* specified in section 172 of the *Local Government Act 2019 (NT)*.

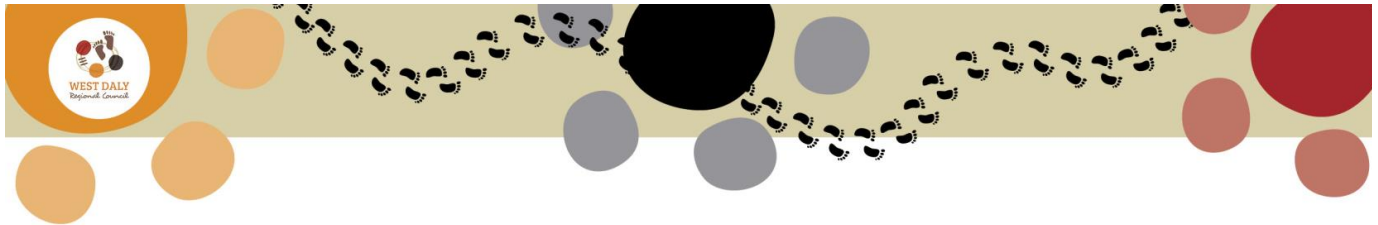
Scope

This Recruitment, Selection and Onboarding Policy (Policy) and associated procedures apply to all employees and the recruitment activity undertaken within Council, with the exception of the Chief Executive Officer (CEO) position.

Policy Statement

1. Policy Principles

- 1.1 This policy establishes the parameters to achieve Council's purpose and vision through employing and retaining the most suitable applicants for all vacant positions.
- 1.2 The aim of this Policy is to ensure that Council recruits and retains the best possible employees for all vacancies, and that all new employees begin their employment with West Daly Regional Council with a positive and supportive experience of the workplace and as they transition into the organisation.
- 1.3 The Council is an equal employment opportunity employer committed to ensuring that all employees and applicants for employment have equal access to available recruitment opportunities, free from discrimination.
- 1.4 The Council's selection processes for appointment or promotion shall adhere to the following principles:
 - a) Merit-based selection: All appointments and promotions within the council shall be based solely on merit, taking into account qualifications, skills, experience, and performance.



- b) Fair and equitable procedures: The selection procedures must be fair and equitable, ensuring equal opportunities for all eligible candidates, free from bias or discrimination.

1.5 The Council acknowledges the importance of staff development and commits to providing reasonable access to training, development programs, and opportunities for advancement and promotion to enhance the skills and capabilities of its workforce.

1.6 The Council is dedicated to treating its staff fairly and consistently. No staff member shall be subjected to arbitrary or capricious decisions, ensuring fairness in all employment-related matters.

1.7 The Council shall establish and maintain suitable processes for addressing and resolving employment-related grievances promptly and impartially, providing a platform for staff to address concerns in a fair and confidential manners per the Grievance Resolution Policy.

1.8 The Council is committed to providing a safe and healthy work environment for all staff, adhering to relevant health and safety standards to ensure the well-being of employees.

1.9 Elimination of Discrimination

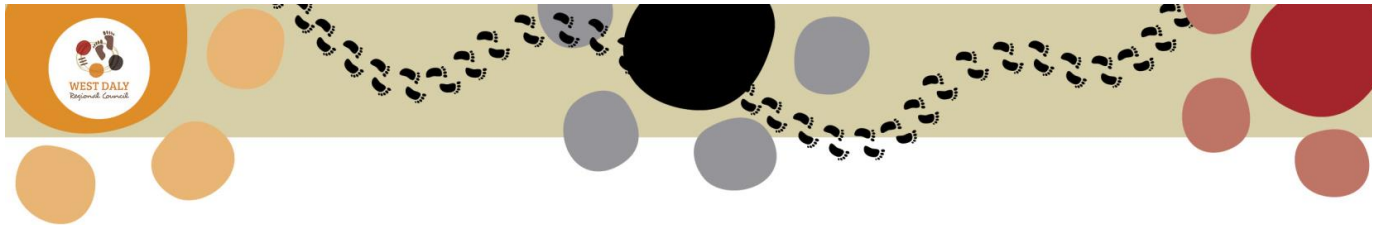
- a) The Council strictly prohibits any form of discrimination in employment practices:
- b) There shall be no discrimination against any member or potential member of the Council's staff based on sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age, or any other ground protected by law.
- c) Additionally, the Council prohibits any form of unreasonable or otherwise unjustifiable discrimination against its staff, fostering an inclusive and respectful workplace environment for all.

2. Principles of Recruitment

2.1 Council is committed to a fair, equitable and transparent recruitment and selection process that:

- a) Is thorough, consistent and efficient.
- b) Demonstrates equal opportunities, by being fair, transparent and based on merit at all stages of the recruitment and selection process.
- c) Ensures applicants have access to information about the role and the Council, and provides clear guidance in respect of suitable qualifications, experience and the application process.
- d) Respects individuals, including their right to privacy and confidentiality.
- e) Promotes diversity, including by encouraging and valuing self-identified Aboriginal and Torres Strait Islander applicants, differently abled applicants, and applicants from diverse cultural and linguistic backgrounds.
- f) Complies with all relevant legislative requirements including the *Local Government Act 2019*, the *Anti-Discrimination Act 1992*, and the principles of Equal Employment Opportunity.

2.2 Council's recruitment and selection procedures and processes will be consistent with and reflect the intent of this Policy.



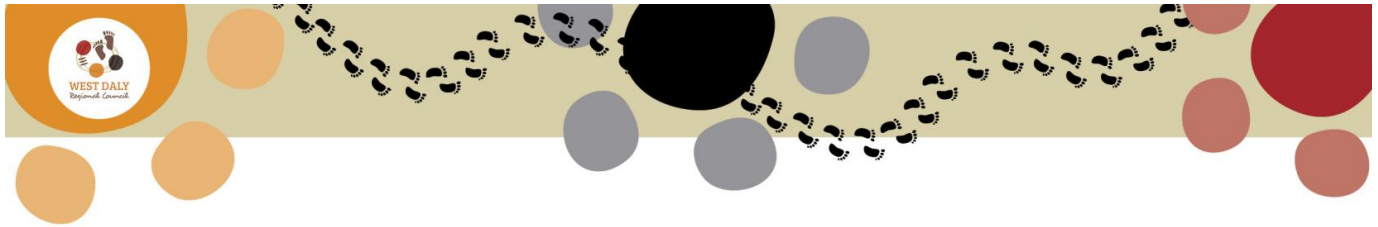
- 2.3 The successful applicant will be required to sign a Letter of Offer accepting the terms and conditions of employment (either Enterprise Agreement or Common Law contract) before commencing their employment with Council.
- 2.4 The successful applicant will be required to undertake a Criminal History Check. In the event that a candidate has a criminal history, the offer of employment may be withdrawn dependent on the nature of the charge and relativity to the position.
- 2.5 When a role becomes vacant, automatic replacement of the position should not be assumed as the vacancy provides an opportunity for Council's resourcing requirements to be reviewed.
- 2.6 Council will be ensuring that all employee benefits and entitlements are accessible and administered in a consistent manner.
- 2.7 Recruitment agencies may be engaged to carry out specific recruitment assignments, with the approval of the Chief Executive Officer and according to the procurement process.
- 2.8 Council encourages the development of its employees. Where vacancies are advertised externally, they may be simultaneously advertised internally.
- 2.9 Council encourages the development of trainees and apprentices and will create trainee or apprenticeship opportunities where appropriate to those persons appropriately identified for such traineeships and apprenticeships.

3. Recruitment & Selection

- 3.1 Prior to proceeding to recruit, a Request to Recruit Form must be completed and submitted to the People and Culture team for review and approval by the delegated responsible Executive.
- 3.2 Within budget and delegations, the CEO can approve new roles, however, replacement roles can be authorised by a divisional manager.
- 3.3 All recruitment processes will be based on a merit-based philosophy comprising the following:
 - a) Identify job (replacement role or potential rescore of role);
 - b) Approval to recruit;
 - c) People & Culture develop and launch advertisement;
 - d) Pre-interview screening;
 - e) Behavioural interview process;
 - f) Approval to appoint;
 - g) Referee and probity checks; and
 - h) Letter of offer.

4. Conflict of Interest

- 4.1 The recruiting manager and selection panel members involved in the recruitment and selection processes must declare any real or perceived conflict of interest prior to the commencement of the recruitment or selection process. The Chairperson of the panel



(usually held by the recruiting manager) is responsible for ensuring that all selection panel members do not have any Conflict of Interest and that the Conflict of Interest forms are provided to the People and Culture team.

4.2 The Chairperson or selection panel member may elect or be directed to not to partake in the recruitment or selection process where a conflict of interest has been declared.

4.3 Conflicts of Interest must be declared in writing in accordance with Council's Conflict of Interest Policy.

4.4 A conflict of interest may include;

- a) a personal friendship or relationship with the candidate either in or outside the workplace;
- b) a previous work history or employment relationship at any time prior to the process;
- c) knowledge of the candidate through relatives or friends;
- d) interaction with the candidate in a social setting such as school affiliations, sporting clubs etc. and/or;
- e) instances where the applicant is a member of the panel member's immediate or extended family.

5. Probity Checks

5.1 Council's recruitment processes include a range of probity checks which will be determined by the nature of the position, and included in the job advertisement and/or position description supplied to applicants.

5.2 Probity checks may include:

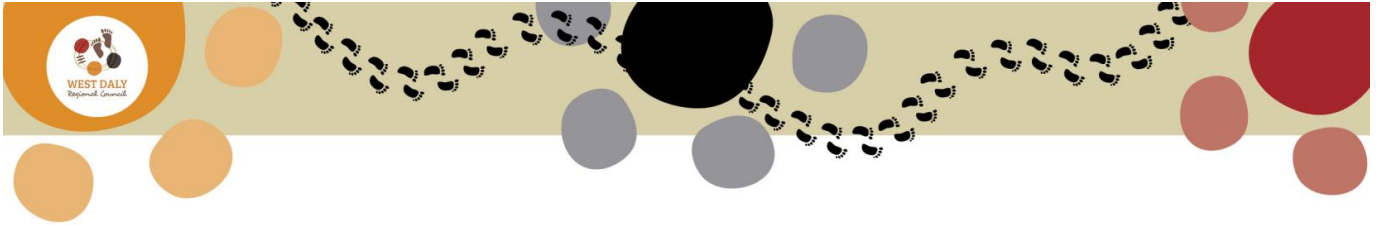
- a) All Council employees who will be working with children or vulnerable people, will be subject to a Working with Children Clearance notice (OCHRE Card).
- b) A National Police Check will be conducted for all potential employees as applicable.
- c) Manager must ensure that applicants have the necessary qualifications and registrations to undertake the role.
- d) Reference checks will be undertaken for all potential new employees, and will be conducted in compliance with privacy legislation.
- e) All information obtained through reference checks, a Criminal History Check, and a Working with Children Clearance notice, will be handled in accordance with Council's *Privacy Policy* and privacy legislation.

6. Relocation Assistance

6.1 The Council may provide relocation support in line with Council's Relocation Policy.

6.2 Housing may be provided to employees within the West Daly Region in line with the Staff Housing Policy.

6.3 The Chief Executive Officer (CEO) has discretionary authority to determine what level of assistance for relocation will be provided in special circumstance.



7. Onboarding

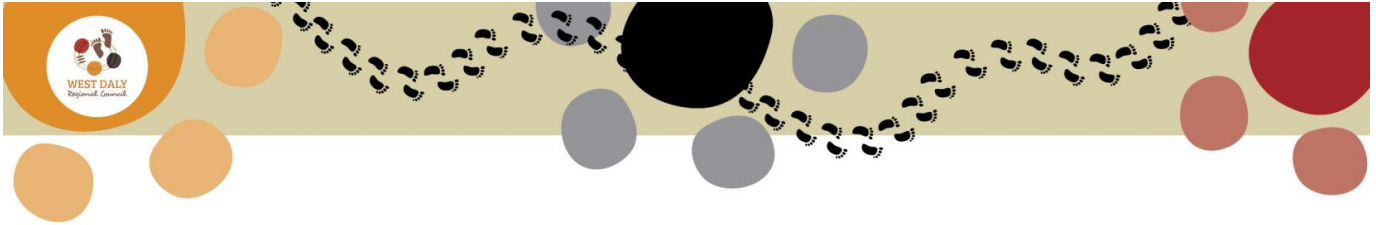
- 7.1 All new employees will receive formal onboarding process, which will be facilitated by the People & Culture team and overseen by the employee's direct manager.
- 7.2 While onboarding content may vary according to the job/role and community/location, all induction packages will include the following:
- Introduction to the Council's vision, purpose, values, strategic plan, culture, policies and procedures.
 - Information about Council's *Enterprise Agreement* and/or employment terms and conditions.
 - An overview of the specific requirements of the position, including expectations, expected behaviours, legal requirements, and reporting relationships in the job role.
 - An orientation to the workplace, to provide new employees with opportunities to meet other employees and clear information about supervision, contact points, and available support.
 - Work, Health and Safety familiarisation with safety equipment and procedures, arrangements for first aid, evacuation procedures, assembly points and other relevant information.
 - Any additional mandatory training or orientation that is linked to the specific job role.
 - Relevant additional components for employees in management and supervisory roles.

8. Probationary Period

- 8.1 All permanent employees will complete a six months probationary period known as "probation".
- 8.2 Probation provides Council with the opportunity to determine whether a new employee meets the standards required for continued employment with Council, including competency to undertake required tasks. Probation also provides the employee with the opportunity to assess their suitability for their role within Council.
- 8.3 Prior to the end of the probation period, a probationary period review must be conducted by the employee's immediate manager using the Probationary Period Review Form. The aim of the review will be to provide feedback to the new employee about their work performance and conduct.
- 8.4 The manager will confirm successful completion or otherwise of the employee's probationary period.

9. Responsibilities

- 9.1 The People and Culture Manager is responsible for:
- Ensuring Council's recruitment and selection procedures and processes are consistent with and reflect the intent of this policy.
 - Supporting the recruiting manager to apply Council's recruitment and selection procedures and processes.



- c) Providing management with tools to assist with induction training and recruitment (e.g. induction checklist), and the probation period review.
- d) Providing the recruiting manager with timeframes for completing the onboarding and probation review processes.
- e) Collecting and storing all relevant documentation.

9.2 The recruiting manager is responsible for:

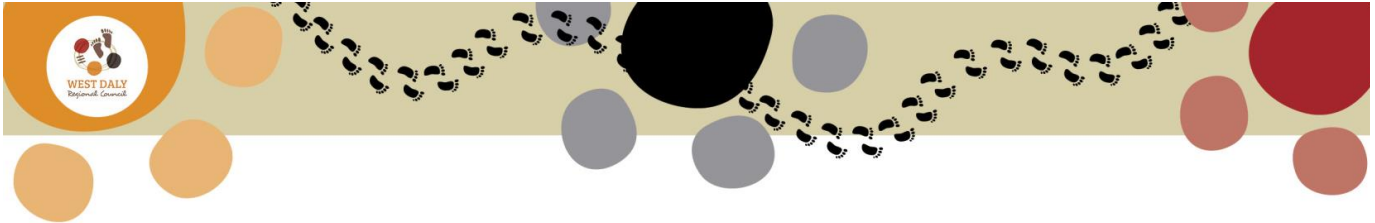
- a) Following Council's recruitment and selection procedures and processes, and complying with all legislative requirements for the recruitment and onboarding processes.
- b) Ensuring that employee possess all required licences, qualifications and certificates and provide them to People and Culture for filing and storage.
- c) Informing potential new employees of the requirements for probity and reference checks during recruitment.
- d) Participating in the onboarding process, including tailoring to include any role specific information, mandatory training requirements and location specifics.
- e) Ensuring that the onboarding and probation review processes are completed within the relevant timeframes, and that all relevant documentation is completed and sent to People & Culture.
- f) Conducting and completing the site induction of new employees within the timeframes specified in the onboarding checklist, and submitting the completed checklist to People & Culture.
- g) Monitoring the performance of new employees during probation, and conducting monthly performance reviews during the probationary period.
- h) Completing the probation review with the employee before the end of the probation period.
- i) Submitting the completed Probationary Period Review Form to People & Culture.
- j) In consultation with People & Culture, advising the employee of the outcome of the probationary period review in writing.

9.3 Employees are responsible for:

- a) Participating in the onboarding and site induction, reading all documentation issued, and signing any relevant documentation.
- b) Actively participating in training and development if necessary.
- c) Participating in the monthly and final probation reviews.
- d) Any breach of this policy, may result in disciplinary action up to and including termination of employment.

10. Policy Custodian

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



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

References

- *Anti-discrimination Act 1992 (NT)*
- *Information Act 2002 (NT)*
- *Age Discrimination Act 2004*
- *Sex Discrimination Act 1984*
- Privacy Information Principles
- *Local Government Act (NT) 2019*
- *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*
- Conflict of Interest Policy
- Staff Housing Policy
- Human Resource Management Policy
- Relocation Assistance Policy

Definitions

In the context of this policy the following definitions apply:

Discrimination means direct or indirect discrimination on the basis of an attribute protected by relevant anti-discrimination laws.

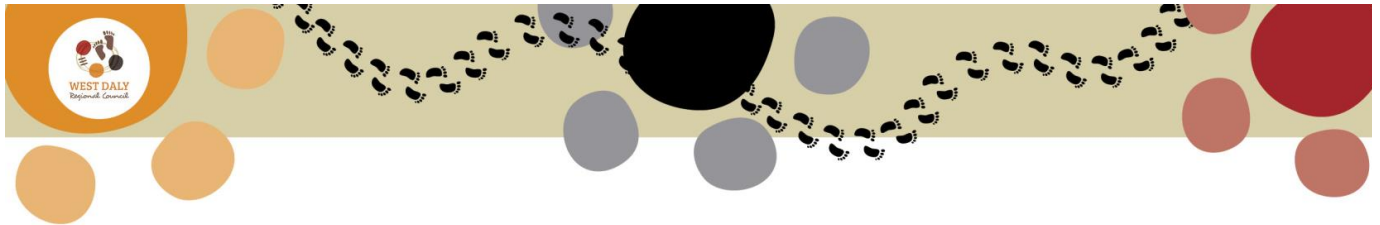
Direct discrimination occurs when a person treats or proposes to treat another person with a protected attribute unfavourably because of that protected attribute.

Indirect discrimination occurs if a person unreasonably imposes, or proposes to impose, a requirement, condition or practice, that has the effect, or is likely to have the effect, of disadvantaging persons with a protected attribute.

Employee means all employees of West Daly regional Council, whether employed on a permanent, fixed term or casual basis and including volunteers, apprentices and trainees.

Equal employment opportunity means ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Onboarding means an organisational program developed to educate the new employee on how Council operates.



Site Induction means the processes for providing a new employee with the information they need to enable them to do their job well, and to be safe and comfortable in the workplace and in particular at their work site.


Mandatory training is compulsory training that is determined essential by an organisation for the safe and efficient delivery of services. This type of training is designed to reduce organisational risks and may also be a requirement of specific funding agreements, legislation, professional memberships, and/or standards.

Merit-based selection ensures that the most suitable person is employed for the position and that the process is fair and transparent.

Probationary period means the period of time defined as the “probationary period” in the employee’s Offer of Employment. This the first six months of employment, however the timeframe may be altered where appropriate.

Probity checks means conducting suitability checks on job applicants, such as verifying they have the right qualifications and registrations to undertake the role, conducting checks such as a Working with Children Clearance notice (OCHRE card), conducting a National Police Check.

For more information, contact the Policy Custodian

Signature of Endorsement:	
Name:	Andrew Everingham
Position:	A/Chief Executive Officer

WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 7

Prepared by **Andrew Everingham, Acting Chief Executive Officer**

Nomination of Deputy CEO

Purpose

THAT Council endorses and approves the nomination of the Chief Operations Officer, as the Deputy CEO for a period not exceeding two years.

Background

It is in the Council's best interests to have a nominated Deputy CEO. The Local Government Act provides the mechanism for a Deputy CEO to be appointed for up to two years. The Deputy CEO will ensure a clear delegation exists should the CEO take leave or be suddenly absent. To ensure the continuity of the CEO position and the Council's administration, it is recommended that the Council endorse and approve the Chief Operations Officer as the Deputy CEO for up to a period not exceeding two years.

The relevant section of the LG Act is referenced below:

165 CEO

(2) The CEO may, in writing, appoint a Deputy CEO for the period (not exceeding 2 years) specified in the appointment, and is eligible for reappointment.

(3) If the CEO is on leave:

(a) if there is a Deputy CEO who is available to act – the Deputy CEO acts as CEO; and

(b) if there is no Deputy CEO, or the Deputy CEO is absent or unavailable to act – a person nominated by the CEO to act in that situation acts as CEO.

(4) The CEO must notify the principal member of the council of a nomination made by the CEO under subsection (3)(b).

Statutory Environment

Local Government Act 2019

Impact for Council

For decision

Strategic Alignment

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

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

Recommendation

- 1. THAT Council endorses and approves the nomination of the Chief Operations Officer, as the Deputy CEO for a period not exceeding two years.**

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 8

Prepared by **Andrew Everingham, Acting Chief Executive Officer**

Acting CEO Report

Purpose

This report details organisational updates and the meetings attended by a/CEO Andrew Everingham from 12/10/23 to 24/11/23.

Background

- Wadeye Pool Grand Opening
- Wadeye Local Authority
- Peppimenarti Local Authority
- LGANT Convention
- Audit & Risk Committee Meeting
- Capital Projects & Procurement Meeting
- All Staff, All Teams meeting – Teams
- Strategic Grants Meeting - fortnightly
- Finance Committee Meeting
- EASA Employee assistance presentation and discussion
- CouncilBIZ Board Meeting
- Senior Leadership Team Meeting –weekly
- Pool Management Workshop
- Meeting A/Executive Director – Local Government, Territory Regional Growth, Department of the Chief Minister and Cabinet
- MinterEllison Meeting(s)
- Northern Region Emergency Committee (NREC) Meeting No. 2
- Procurement Services Meeting
- Executive Officer to Mayor & CEO panel and recruitment

- Special OCM
- Media Strategy - True North Strategic Communication

Statutory Environment

NIL

Impact for Council

For reporting purposes only.

Strategic Alignment

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

Focus 5 - Building our Region	
5.1 Major Projects	
Journey 5.1.3	Complete the Wadeye swimming pool replacement project

Recommendation
<p>1. That Council receives and notes the a/CEO report for the period 12/10/23 to 24/11/23.</p>

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE COUNCIL MEETING OF 30 NOVEMBER 2023

Report for Agenda Item No 9

Prepared by **Michelle Griffin, Executive Officer**

Correspondence Report

Purpose

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

Background

A list of the incoming and outgoing correspondence Council receives is reported on at each Ordinary Council Meeting to provide our Elected Members with an overview – and copies can be made available on request.

Statutory Environment

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

Impact for Council

To bring Council into line with best practice amongst Northern Territory Regional Councils.

Strategic Alignment

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

Focus 1 - Strengthen our Organisation

1.2 Governance

Journey 1.2.3

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

Recommendation

1. That Council notes and accepts the correspondence report for the period September to November 2023.

Attachments

- 1 [Correspondence Register](#)

Incoming Correspondence Register – November 2023				
Type	Date	Author	Recipient	Title/Content
INCOMING	2023-11-22	The Hon Catherine King MP Minister for Infrastructure, Transport, Regional Development and Local Government; and The Hon Kristy McCabe MP Minister for Regional Development Local Government and Territories	Mayor Ralph Narburup	Re: Roads to Recovery - Funding boost for local government roads.
INCOMING	2023-11-16	Casey Green tree Assistance Secretary Office of Northern Australia Department of Infrastructure, Transport, Regional Development, Communications and the Arts	Chief Executive Officer	Re: Stakeholder engagement for the refresh of the 'Our North, Our Future: White Paper on Developing Northern Australia'.
INCOMING	2023-11-16	Mr Russell Anderson Chairperson Northern Territory Grants Commission	Mayor Ralph Narburup	Re: Completion of the Northern Territory Grants Commission Annual Return
INCOMING	2023-11-09	Khoa (Ben) Nguyen Assisting – NT Remuneration Tribunal Cabinet Office and Secretariat Services Department of the Chief Minister and Cabinet	Mayor Ralph Narburup	Re: The Northern Territory Remuneration Tribunal's inquiries on Local Government Council and Local Authority members' allowances. The correspondence seeks confirmation that no written submission or meeting request from your Council's representatives or individual Councillors will be lodged to the Tribunal.

Incoming Correspondence Register – November 2023				
Type	Date	Author	Recipient	Title/Content
INCOMING	2023-10-26	Jo Smallacombe Executive Director Regional Development, Resilience and Place Department of the Chief Minister and Cabinet	West Daly Regional Council Via email: CEO@westdaly.nt.gov.au	Re: Northern Territory Food Security Program
INCOMING	2023-10-25	Michael Riches Independent Commissioner Against Corruption	Chief Executive Officer	RE: Australian Public Sector Anti-Corruption Conference – Darwin – July 2024
INCOMING	2023-10-23	Katrina Kendall Assistant Secretary Department of Infrastructure, Transport, Regional Development and the Arts	Chief Executive Officer	Priority Community Infrastructure Program (PCIP) Peppimenarti Community Hub Feasibility Study project
INCOMING	2023-09-20	Anna Malgorzewicz A/ Executive Director Local Government Department of the Chief Minister and Cabinet	Chief Executive Officer	Re: Disaster Recovery Funding Arrangements
Outgoing Correspondence Register – November 2023				
Type	Date	Author	Recipient	Title/Content