



WEST DALY

Regional Council

AGENDA

ORDINARY COUNCIL MEETING

Friday 26 September 2025

10:00 am

Held at the West Daly Regional Council Chambers
WINNELLIE NT

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

Contact governance@westdaly.nt.gov.au
or phone: 08 7922 6403 for more information.

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



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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 ABSENT

ELECTED MEMBERS

- Councillor John Wilson – Tyemirri Ward
- Councillor Gabriel Martin – Nganmarriyanga Ward
- Councillor Terry Sams – Thamarrurr/Pindi Pindi Ward
- Councillor Mark Tunmuck-Smith - Thamarrurr/Pindi Pindi Ward
- Councillor Cyril Ninnal – Thamarrurr/Pindi Pindi Ward
- Councillor Basil Dumoo – Thamarrurr/Pindi Pindi Ward

OFFICERS

- John Thomas – Chief Executive Officer
- Karen Parry – Director of Corporate Services
- Timothy Hema – Director of Service Delivery
- Alston George – Acting People and Culture Manager
- Ashlee Fuller – Acting Executive Manager

3 DISCLOSURES OF INTEREST

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

4 CONFIRMATION OF MINUTES

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 4.1

REPORT TITLE Ordinary Council Meeting held on 29 July 2025

PREPARED BY Shoshana Hill (Governance Officer)



PURPOSE

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

BACKGROUND

The minutes of the Ordinary Council Meeting held on 29 July 2025 are provided for confirmation. The minutes were reviewed for accuracy and completeness. Elected Members are invited to suggest amendments or raise questions regarding the content of the minutes.

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 Strategic Plan 2024-2027:

FOCUS AREA 1: A Strong Council

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

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council confirm the minutes of the Ordinary Council Meeting held on 29 July 2025 as a true and accurate record of the meeting.

ATTACHMENTS

1. Ordinary Council Meeting - 29 July 2025 - Minutes unconfirmed (1) [4.1.1 - 6 pages]



MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT Council Chambers Winnellie NT
ON Tuesday 29 July 2025
AT 10:00 am

The meeting commenced at 10:27.

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2 PRESENT APOLOGY AND ABSENT

ELECTED MEMBERS	POSITION	PRESENT	APOLOGY	ABSENT
John Wilson	Mayor	x		
Terry Sams	Deputy Mayor	x		
Mark Tunmuck-Smith	Councillor	x		

STAFF IN ATTENDANCE

John Thomas
Karen Parry

Alston George
Shoshana Hill

POSITION

Chief Executive Officer
Director of Corporate Services
Acting People and Culture Manager
Governance Officer

VISITORS IN ATTENDANCE

Annunciata Wilson
Karl Lukanovic

REPRESENTING

Member of Public
Member of Public

APOLOGY ACCEPTANCE

Resolution: **COCM-2025/23**

1. That the members present achieve quorum.

Moved: *Mayor John Wilson*

Seconded: *Councillor Mark Tunmuck-Smith*

Carried 3 / 0

3 DISCLOSURES OF INTEREST

Councillor Mark Tunmuck-Smith declared an interest in Confidential item no 9.2.3 - Interest Accrued on overdue Rates.

8 GENERAL BUSINESS

Elected Members brought forward the General Business to allow guests to speak.

Karl Lukanovic and Annunciata Wilson were invited by the Elected Members to talk during the General Business section of the Agenda.

Election: Elected Members and guests discussed the importance of the upcoming Local Government General election and all agreed the community needs strong leadership from their elected members.

Community Social Issues: members present, and guests discussed the Social Issues that have been impacting the Community, guests placed particular emphasis on issues related to alcohol/other contraband and vandalism of council equipment. There was consensus that there needs to be more engagement between Council and Local Police about alcohol issues fueling Safety Concerns.

Cultural Meetings: Members present and guests discussed that clan groups should come together to talk about Anti-Social behavior. Members agreed that when the new Council is elected, Members and Council will hold a workshop to consider creating structured committees that focus on "Healthy Families" and "On Country Training" (including Local Trade Programs).

Alston George left the meeting at 10:56.

Karl Lukanovic and Annunciata Wilson left the meeting at 11:01.

The meeting took a break @11:01 and recommenced at 11:14

4 CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting held on 26 June 2025

Resolution: **COCM-2025/24**

1. That the Council confirm the minutes of the Ordinary Council Meeting held on 26 June 2025 as a true and accurate record of the meeting.

Moved: *Councillor Terry Sams*

Seconded: *Councillor Mark Tunmuck-Smith*

Carried 3 / 0

5 REPORTS FOR DECISION

5.1 Finance report for month ending 30 June 2025

Resolution: **COCM-2025/25**

1. That the Council receives and approves the Finance Report dated 30 June 2025.

Moved: *Councillor Mark Tunmuck-Smith*

Seconded: *Councillor Terry Sams*

Carried 3 / 0

Action: Finance to include the breakdown of who owes monies to Council in the Finance report.

6 LOCAL AUTHORITY REPORTS

6.1 Minutes of the Wadeye Local Authority meeting held on 16 July 2025

Resolution: **COCM-2025/26**

1. That Council receives and notes the minutes from the Wadeye Local Authority meeting held on 16 July 2025; and
2. Proposes the following project priorities for 2025-26 be documented for the Wadeye Local Authority area:
 - a. Community Events
 - b. Consideration of Cemetery Location
3. That the Council approves the following recommendations
 - a. That the Wadeye Local Authority revoke the contribution to Orange Sky for \$10,000 due to another community stakeholder providing this service; and that the funds be redirected to overspent projects.
 - b. That the Local Authority commits a further \$65,000 to the Walkway / Stairs towards 100-man camp.
 - c. The Local Authority commits \$50,000 to animal management programs in the Wadeye region.
 - d. That the Local Authority commits \$260,000 towards the operational requirements for the Wadeye Swimming Pool.
 - e. That the Mathape Fence – Cemetery underspend of \$1888 be redirected to projects which encountered overspends.

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

Carried 3 / 0

Action: Investigate comments that there is no fencing/shed around the Peppienarti Burial Site.

Action: Request new sign showing Wadeye Local Authority proudly support the Wadeye Pool.

7 CORRESPONDENCE

7.1 Correspondence Report

Resolution: **COCM-2025/27**

1. That Council notes and accepts the correspondence.

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

Carried 3 / 0

9 CONFIDENTIAL ITEMS

The meeting moved to closed session at 11:46.

MOVE TO CONFIDENTIAL SESSION

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

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

9.1 CONFIRMATION OF CONFIDENTIAL MINUTES

9.1.1 Confidential session of the Ordinary Council Meeting held on 26 June 2025

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.*

Regulation 51(1)(c)(ii) - *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)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

9.2 CONFIDENTIAL REPORTS FOR DECISION

9.2.1 Ratification of the Common Seal - Services Australia 2025-26 Host Contract

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.

9.2.2 Ratification of the Common Seal - 2025-26 Homelands HMES Agreement

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.

9.2.3 Waiver of Interest Accrued on overdue Rates

Regulation 51(1)(b) - 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)(b). It contains information about the personal circumstances of a resident or ratepayer.

9.2.4 Debt Write off

Regulation 51(1)(b) - 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)(b). It contains information about the personal circumstances of a resident or ratepayer.

9.2.5 Notification of application for general restricted area by the Northern Territory Government

Regulation 51(1)(b) - 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)(b). It contains information about the personal circumstances of a resident or ratepayer.

9.3 CONFIDENTIAL CORRESPONDENCE

9.3.1 Confidential Correspondence Report

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.

The meeting returned to open session at 12:33

10 MEETING CLOSE

The meeting closed at 12:33

This page and the preceding 5 pages are the unconfirmed minutes of the Ordinary Council Meeting held on 29th July 2025.

UNCONFIRMED

5 CEO REPORT

REPORT

ITEM NUMBER	5.1
REPORT TITLE	CEO Report
PREPARED BY	John Thomas, Chief Executive Officer



PURPOSE

To provide an overview of key activities and updates from the Chief Executive Officer since the last ordinary council meeting.

KEY UPDATES

- **2025 Local Government Election**

It is with great pleasure to report today to our newly elected Council for the next four year Council term. Welcome both returning and newly elected representatives. We look forward to working together to deliver positive outcomes for communities.

- **Senior Staff Updates**

Section 171 of the Local Government Act 2019 requires that the CEO notifies the council of changes of senior staff. Relevant updates in accordance with the legislation are noted:
Timothy Hema joined Council on 1 September 2025 as our new Director of Service Delivery.

- **Sport and Recreation in Peppimenarti and Palumpa**

We are pleased to share that our new structured sport and recreation program started in August in both Peppimenarti and Palumpa. The response has been positive, with 20 – 30 young people joining each session. We are recruiting a Team Leader, and Sports and Recreation Officers across all three communities and look forward to developing the program further.

- **Airport Road, Wadeye**

The project is a new sealed road designed to improve safety, access, and connectivity for the community. The works involved in this road are pavement construction, drainage upgrades, and signage to ensure the road meets current standards and supports reliable year-round transport. We are pleased to confirm the project is nearing completion, with the line markings and spraying of grass remaining.

STATUTORY ENVIRONMENT

Local Government Act 2019

IMPACT FOR COUNCIL

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

STRATEGIC ALIGNMENT

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

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

RECOMMENDATION

1. That the Council receive and note the CEO Report for September.

ATTACHMENTS

Nil

6 REPORTS FOR DECISION

REPORT

ITEM NUMBER 6.1

REPORT TITLE Appointment of Principal Member

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to appoint the principal member in accordance with the *Local Government Act 2019* ("the Act").

BACKGROUND

As per Section 61 (2) of the Act, the council must, at the first meeting of a council after the general election, appoint one of its members to be the principal member.

NOMINATION PROCESS

Elected members are invited to nominate eligible candidates for the position. Following the receipt of all nominations, the Council will undertake a secret ballot to determine the successful candidate.

STATUTORY ENVIRONMENT

Local Government Act 2019 Section 61 (2)

IMPACT FOR COUNCIL

The Council is committed to fulfilling its responsibilities in accordance with the Act. The process to appoint the principal member following a general election is crucial for maintaining governance stability and serving the community effectively.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That *[enter name]* be nominated as candidate for the role of principal member.
2. That *[enter name]* be nominated as candidate for the role of principal member.
3. That the Council appoints *[enter name]* as the principal member of the West Daly Regional Council for the remainder of the term in accordance with Section 61 of the *Local Government Act 2019*.

ATTACHMENTS

Nil

REPORT

ITEM NUMBER 6.2

REPORT TITLE Appointment of Deputy Principal Member

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to appoint the deputy principal member in accordance with the *Local Government Act 2019* ("the Act").

BACKGROUND

As per Section 61 (3) of the Act, following the general election, the council may appoint one of its members to be the deputy principal member of the council.

NOMINATION PROCESS

Elected members are invited to nominate eligible candidates for the position. Following the receipt of all nominations, the Council will undertake a secret ballot to determine the successful candidate.

STATUTORY ENVIRONMENT

Local Government Act 2019 Section 61 (3)

IMPACT FOR COUNCIL

The Council is committed to fulfilling its responsibilities in accordance with the Act. The process to appoint the deputy principal member following a general election is crucial for maintaining governance stability and serving the community effectively.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That *[enter name]* be nominated as candidate for the role of deputy principal member.
2. That *[enter name]* be nominated as candidate for the role of deputy principal member.
3. That the Council appoints *[enter name]* as the deputy principal member of the West Daly Regional Council for the remainder of the term in accordance with Section 61 of the *Local Government Act 2019*.

ATTACHMENTS

Nil

REPORT

ITEM NUMBER 6.3
REPORT TITLE Appointment Finance Committee
PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to appoint 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.

MEMBERSHIP

The Committee consists of the persons appointed, by resolution, by the council to be members of the Committee:

- Mayor (Chair)
- Deputy Mayor
- Appointed Elected Member

STATUTORY ENVIRONMENT

Local Government Act 2019

Local Government Regulations

IMPACT FOR COUNCIL

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

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

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council appoints the following Finance Committee:
[Mayor, Elected Member]
[Deputy Mayor, Elected Member]
[Councillor, Elected Member]

ATTACHMENTS

Nil

REPORT

ITEM NUMBER 6.4

REPORT TITLE Appointment Audit and Risk Management Committee

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to appoint the Audit and Risk Management Committee.

BACKGROUND

The Audit and Risk Management Committee is responsible providing independent assurance and assistance to Council and the Chief Executive Officer on:

- The Council's risk, control and compliance frameworks.
- The agency's external accountability and responsibility as prescribed in the *Local Government Act*.
- Monitor strategic and operational risk management and the adequacy of the internal control policies, practices, and procedures established to identify risk.
- Provide a summary of the key issues arising from each meeting of the committee.
- Report annually and make recommendations directly to Council.

MEMBERSHIP

The Committee consists of the persons appointed, by resolution, by the council to be members of the Committee:

- Mayor (Chair)
- Deputy Mayor
- Appointed Elected Member

STATUTORY ENVIRONMENT

Local Government Act 2019

Local Government Regulations

IMPACT FOR COUNCIL

Audit and Risk Management Committee is essential for monitoring Council's risk, control and compliance frameworks.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council appoints the following Audit and Risk Management Committee:

[Mayor, Elected Member]

[Deputy Mayor, Elected Member]

[Councillor, Elected Member]

ATTACHMENTS

Nil

REPORT

ITEM NUMBER 6.5

REPORT TITLE Appointment Local Authorities

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to confirm the membership of West Daly Regional Council Local Authorities.

BACKGROUND

The Council has three Local Authorities – Wadeye, Nganmarriyanga and Peppimenarti. The guideline for the operation of the Local Authorities is set by the *Local Government Act 2019*.

Each Local Authority must have at least one member of the Council appointed by the Council, and Community members are appointed by the Council. The Local Authorities are scheduled to meet four times per year.

Wadeye	Palumpa	Peppimenarti
Steven Pultchen	Amy Nurburup	Karl Lukonavic
Ken James	Moses Wodidj	Henry Wilson
Mark Ninnal	Warren Wodidj	Annunciata Wilson
Timothy Dumoo	John Paul Wodidj	Leaya Smith
Cyril Ninnal	Jeff Wodidj	Nathan Wilson
Basil Parmbuk	Alex Jacky	Anastasia Wilson
Margaret Perdjert	Sandra Jacky	Paula Parry
Anne Marie Nudjulu	Rodger Rodidj	Eric Burrows
Gregory Munar	Jack Wodidj	Brendon Lemon
Damien Tunmuck-Smith	Jimmy Murielle	
	Lorraine Keringbo	
	Mary Wodidj	

STATUTORY ENVIRONMENT

Local Government Act 2019 Section 76

IMPACT FOR COUNCIL

Local Authorities are the "voice" of the community and together make recommendations to Council based on the Regional Plan that is the 'wish list' for your area. Council strives to support the retention of cultural identity at the local community level and the governance structure ensures that Council receives timely and relevant information on issues affecting community members.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council appoint *[Elected Member]* as member of the *Wadeye Local Authority*.
2. That the Council appoint *[Elected Member]* as a member of the *Nganmarriyanga Local Authority*.
3. That the Council appoint *[Elected Member]* as a member of the *Peppimenarti Local Authority*.

ATTACHMENTS

Nil

REPORT

ITEM NUMBER	6.6
REPORT TITLE	Monthly Financial Report
PREPARED BY	Muhammad Waqas (A/Finance Manager)



PURPOSE

To provide the Council with the Financial Management Report for the period ended 31st Aug 2025

BACKGROUND

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

- (1)
 - 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
 - the most recently adopted annual budget; and
 - details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.
- (2)
 - details of all cash and investments held by the Council (including money held in trust); and • the closing cash at bank balance split between tied and untied funds; and
 - a statement on trade debtors and a general indication of the age of the debts owed to the Council; and
 - a statement on trade creditors and a general indication of the age of the debts owed by the Council; and
 - a statement in relation to Council's payment and reporting obligations for GST, fringe benefits tax, PAYG withholding tax, superannuation and insurance; and
 - other information required by the Council.
- (3)
 - a certification, in writing, by the CEO to the Council that, to the best of the CEO's knowledge, information, and belief:
 - the internal controls implemented by the Council are appropriate; The Council's financial report best reflects the financial affairs of the Council Tax, Superannuation, and Insurance
 - PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly and are up to date
 - Business Activity Statements are lodged with the ATO. The council typically receives GST refunds.
 - Insurance - Council has in place insurance arrangements for the 2025-26 financial year and has coverage. 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.
 - The 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 the Council must receive the Financial Report.

STRATEGIC ALIGNMENT

This report is aligned to the West Daly Strategic Plan 2025-2028:

FOCUS AREA 1: A Strong Council

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

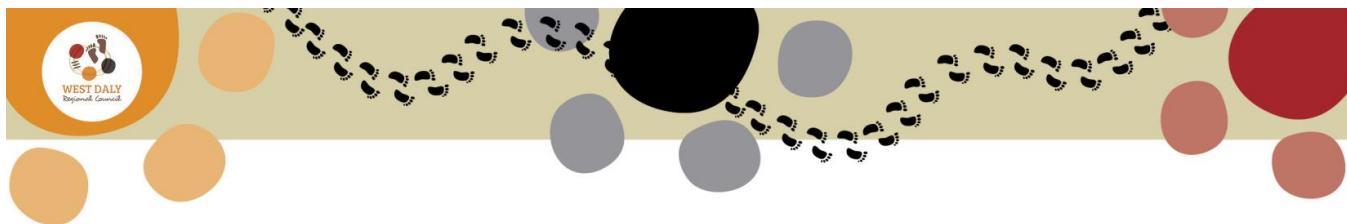
Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

- 1. That the Council receives and approves the Finance Report dated 31st Aug 2025.**

ATTACHMENTS

1. WDRC CEO Certification September [6.6.1 - 1 page]
2. WDRC Financial Report OCM AUG 25 (1) [6.6.2 - 11 pages]



West Daly Regional Council

ABN 25 966 579 574

MONTHLY FINANCE REPORT for September 2025

CEO CERTIFICATION

To the elected members,

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 18 September 2025

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 31st Aug'2025

Income and Expense Statement – Actual v Budget

Profit and Loss-Operational	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates	323,325	330,546	- 7,221	1,983,275	
Charges	202,385	206,905	- 4,520	1,241,430	
Waste dump fees Fees	689	121,757	- 121,068	730,544	
Operating Grants and Subsidies	1,897,272	1,206,939	690,333	7,241,634	
Interest / Investment Income	13,052	49,167	- 36,115	295,000	
Commercial and Other Income	357,942	115,358	242,583	692,150	
TOTAL OPERATING INCOME	2,794,665	2,030,672	763,993	12,184,032	(1)
OPERATING EXPENDITURE					
Employee Expenses	911,312	1,182,406	271,093	7,094,433	
Operational / Capital & Other Expenses	1,313,683	404,686	- 908,997	2,428,115	
Elected Member Allowances	2,365	47,367	45,002	284,200	
Elected Member Expenses	301	6,400	6,099	38,400	
Council Committee & LA Allowances	2,400	2,667	267	16,000	
Council Committee & LA Expenses	20,562	1,333	- 19,228	8,000	
Interest Expense	-	51,667	51,667	310,000	
Repair and Maintenance	115,640	68,917	- 46,723	413,500	
Materials and Contracts	112,071	30,000	- 82,071	180,000	
TOTAL OPERATING EXPENDITURE	2,478,333	1,795,441	- 682,891	10,772,648	(2)
OPERATING SURPLUS / DEFICIT	316,332	235,231	81,102	1,411,384	(3)
Depreciation, Amortisation and Impairment	141,212	225,000	83,788	1,350,000	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	175,120	10,231	164,890	61,384	

Profit and Loss by Location

	Nganmarriyanga				Peppimenarti				Wadeye			
	YTD Actuals \$	YTD Budget \$	YTD Variance	Annual Budget \$	YTD Actuals \$	YTD Budget \$	YTD Variance	Annual Budget \$	YTD Actuals \$	YTD Budget \$	YTD Variance	Annual Budget \$
OPERATING INCOME												
Rates	25,866	26,444	(577)	158,662	25,866	26,444	(578)	158,664	271,593	277,658	(6,066)	1,665,951
Charges	20,336	20,493	(157)	122,959	20,045	20,790	(745)	124,741	162,004	165,622	(3,618)	993,731
Fees and Charges	169	29,784	(29,615)	178,704	170	30,032	(29,862)	180,192	351	61,941	(61,591)	371,648
Operating Grants and Subsidies	210,080	133,641	76,439	801,847	202,009	128,507	73,502	771,043	1,485,183	944,791	540,392	5,668,744
Interest / Investment Income	-	-	0	-	-	-	0	-	-	-	0	-
Commercial and Other Income	24,021	7,742	16,280	46,450	10,705	3,450	7,255	20,700	323,215	104,167	219,049	625,000
TOTAL OPERATING INCOME	280,472	218,104	62,368	1,304,020	258,796	209,223	49,573	1,265,195	2,242,346	1,554,179	688,167	9,263,434
OPERATING EXPENDITURE												
Employee Expenses	91,131	95,962	4,831	575,774	101,777	164,110	62,333	984,659	343,033	598,537	255,503	3,591,220
Operational & Other Expenses	105,095	32,973	(72,122)	197,837	116,923	35,127	(81,796)	210,761	898,153	304,588	(593,565)	1,827,527
Elected Member Allowances	47	3,683	3,636	22,100	432	3,683	3,252	22,100	1,454	40,000	38,546	240,000
Elected Member Expenses	57	600	543	3,600	166	600	434	3,600	78	5,200	5,122	31,200
Council Committee & LA Allowances	192	667	475	4,000	2,207	667	(1,540)	4,000	-	1,333	1,333	8,000
Council Committee & LA Expenses	-	-	0		3,506	-	(3,506)		-	-	0	
Interest Expenses	-	1,333	1,333	8,000	-	1,333	1,333	8,000	-	45,000	45,000	270,000
Repair and Maintenance	13,877	13,667	(210)	82,000	29,534	19,917	(9,617)	119,500	72,107	34,000	(38,107)	204,000
Materials and Contracts	30,259	6,667	(23,593)	40,000	17,901	6,667	(11,234)	40,000	64,383	13,333	(51,049)	80,000
Depreciation	16,945	27,000	10,055	162,000	16,945	27,000	10,055	162,000	49,424	78,750	29,326	472,500
TOTAL OPERATING EXPENDITURE	257,604	182,552	75,052	1,095,311	289,390	259,103	30,286	1,554,620	1,428,633	1,120,741	(337,217)	6,724,447
OPERATING SURPLUS / DEFICIT	22,868	35,552	(12,683)	208,709	(30,594)	(49,880)	19,286	(127,425)	813,713	433,438	380,275	3,019,487

Profit and Loss by Location

	Darwin / Regional				Total all locations			
	YTD Actuals \$	YTD Budget \$	YTD Variance	Annual Budget \$	YTD Actuals \$	YTD Budget \$	YTD Variance	Annual Budget \$
OPERATING INCOME								
Rates	0	-	0	0	323,325	330,546	(7,221)	1,983,275
Charges	0	-	0	0	202,385	206,905	(4,520)	1,241,430
Fees and Charges	0	-	0	0	689	121,757	(121,068)	730,544
Operating Grants and Subsidies	0	-	0	0	1,897,272	1,206,939	690,333	7,241,634
Interest / Investment Income	13,052	49,167	(36,115)	295,000	13,052	49,167	(36,115)	295,000
Commercial and Other Income	0	-	0	0	357,942	115,358	242,583	692,150
TOTAL OPERATING INCOME	13,052	49,167	(36,115)	295,000	2,794,665	2,030,672	763,993	12,184,033
OPERATING EXPENDITURE								
Employee Expenses	375,370	323,797	(51,574)	1,942,781	911,312	1,182,406	271,093	7,094,433
Operational & Other Expenses	193,512	57,332	(136,180)	343,990	1,313,683	404,686	(908,997)	2,428,115
Elected Member Allowances	431	-	(431)	0	2,365	47,367	45,002	284,200
Elected Member Expenses	0	-	(0)	-	301	6,400	6,099	38,400
Council Committee & LA Allowances	1	-	(1)	-	2,400	2,667	267	16,000
Council Committee & LA Expenses	17,056	1,333	(15,722)	8,000	20,562	1,333	(19,228)	8,000
Interest Expenses	0	4,000	4,000	24,000	-	51,667	51,667	310,000
Repair and Maintenance	123	1,333	1,211	8,000	115,640	68,917	(46,723)	413,500
Materials and Contracts	(472)	3,333	3,805	20,000	112,071	30,000	(82,071)	180,000
Depreciation	57,897	90,000	(32,103)	540,000	141,212	225,000	83,788	1,350,000
TOTAL OPERATING EXPENDITURE	643,919	481,129	162,790	2,886,771	2,619,545	2,020,441	(599,103)	12,122,648
OPERATING SURPLUS / DEFICIT	(630,867)	(431,962)	(198,905)	(2,051,771)	175,120	10,231	164,890	61,385

Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$
ASSETS	
Cash at Bank	3,208,282
Tied Funds	1,864,337
Untied Funds	375,482
Accounts Receivable	4,352,588
Trade Debtors	296,791
Rates & Charges Debtors	4,055,797
Other Current Assets	1,470,047
TOTAL CURRENT ASSETS	9,030,918
Right-of-Use Assets	6,100,299
Property, Plant and Equipment	15,218,983
TOTAL NON-CURRENT ASSETS	21,319,282
TOTAL ASSETS	30,350,200

BALANCE SHEET	YTD Actuals \$
LIABILITIES	
Accounts Payable	2,232,029
Current Provisions	6,058,559
Other Current Liabilities	1,380,804
TOTAL CURRENT LIABILITIES	9,671,392
Non-Current Provisions	23,335
Other Non-Current Liabilities	5,278,375
TOTAL NON-CURRENT LIABILITIES	5,301,710
TOTAL LIABILITIES	14,973,102
NET ASSETS	15,377,098
EQUITY	
Asset Revaluation Reserve	3,280,995
Accumulated Surplus	5,936,566
Retained Earnings	6,159,537
TOTAL EQUITY	15,377,098

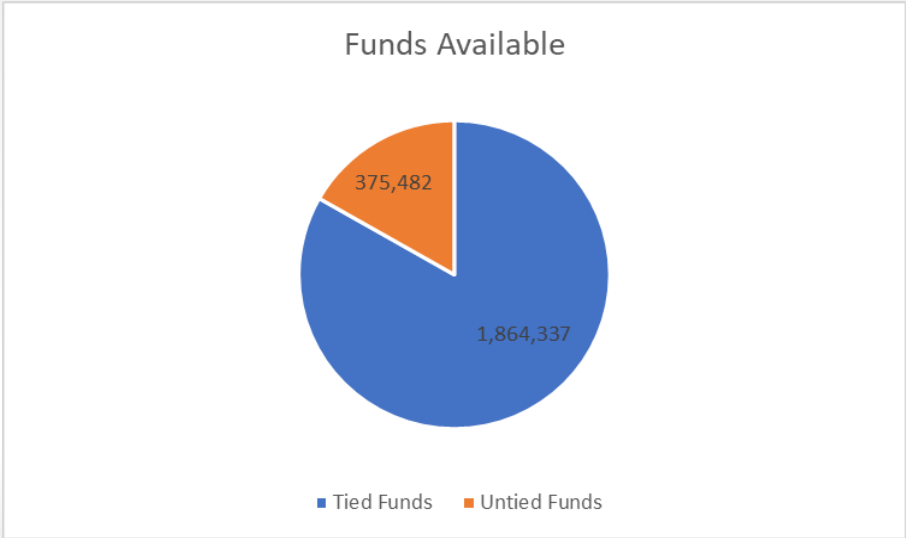
Monthly Balance Sheet Report

Details of Cash and Investments Held

Cash and Investments Held	
11110 - Bank Operational	707,798
11210 - Petty Cash	500
12110 - Term Deposit	2,499,985
TOTAL CASH	3,208,282

Cash and Investments Held	
Tied Funds	1,864,337
Untied Funds	375,482

Product	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	500,000	4.19%	16-Oct-25
Fixed Term Deposit	1,500,000	3.98%	29-Dec-25
Fixed Term Deposit	500,000	4.05%	23-Dec-25
Total	\$2,500,000		



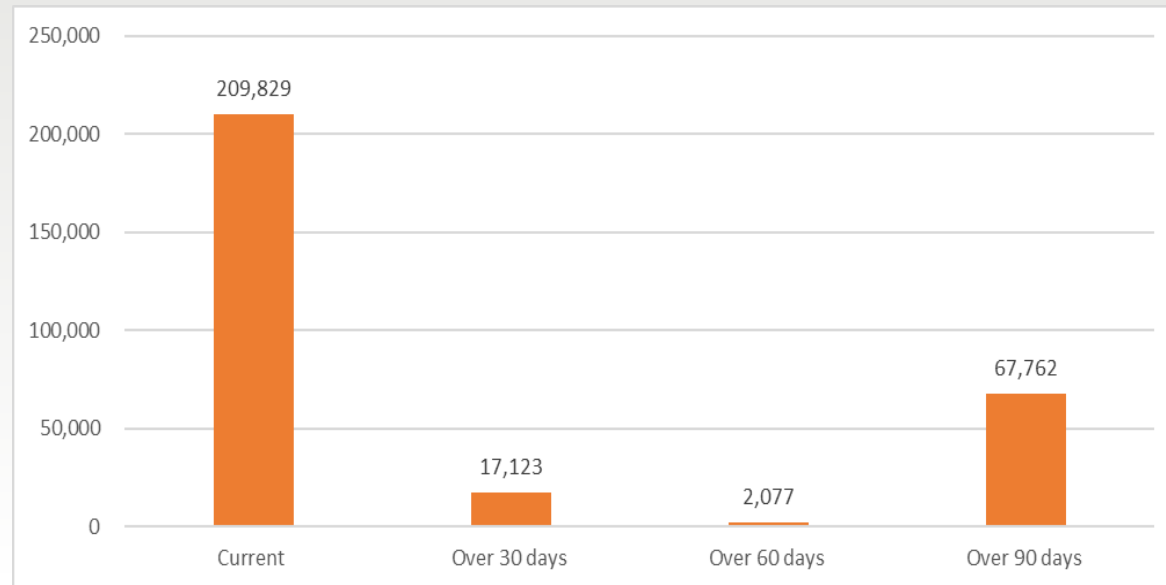
Monthly Balance Sheet Report

Statement on Debts Owed to Council (*Accounts Receivable Excluding Rates*)

Trade Debtors Ageing Analysis

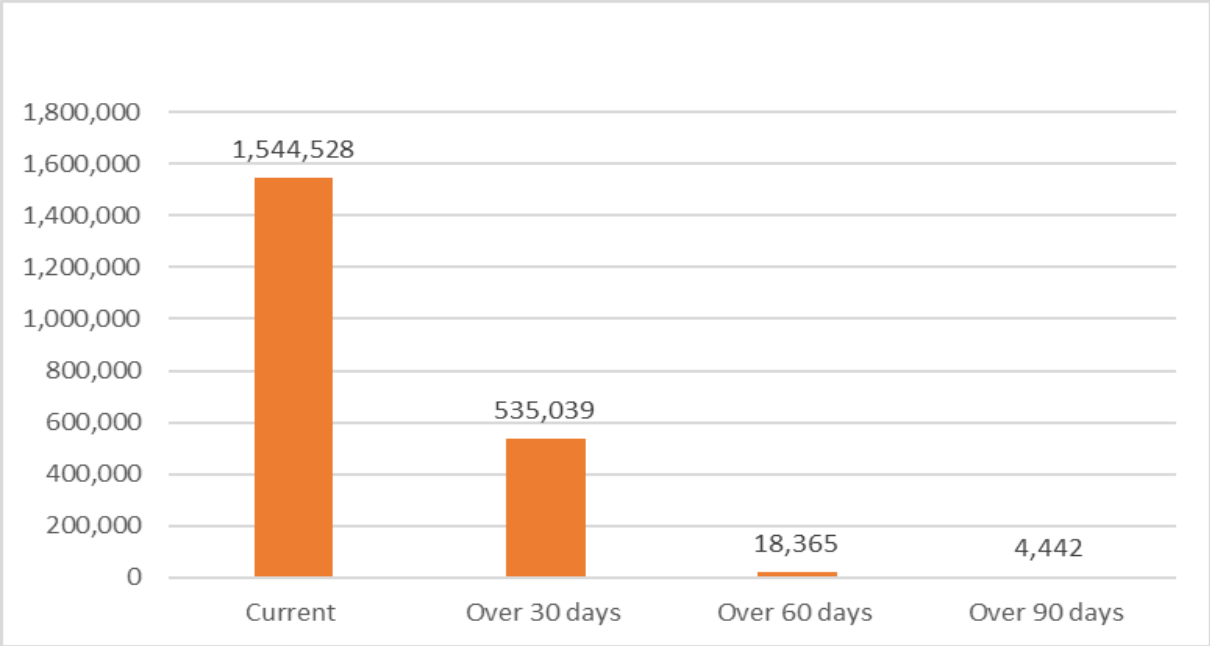
Current	209,829
Over 30 days	17,123
Over 60 days	2,077
Over 90 days	67,762

Total	296,791
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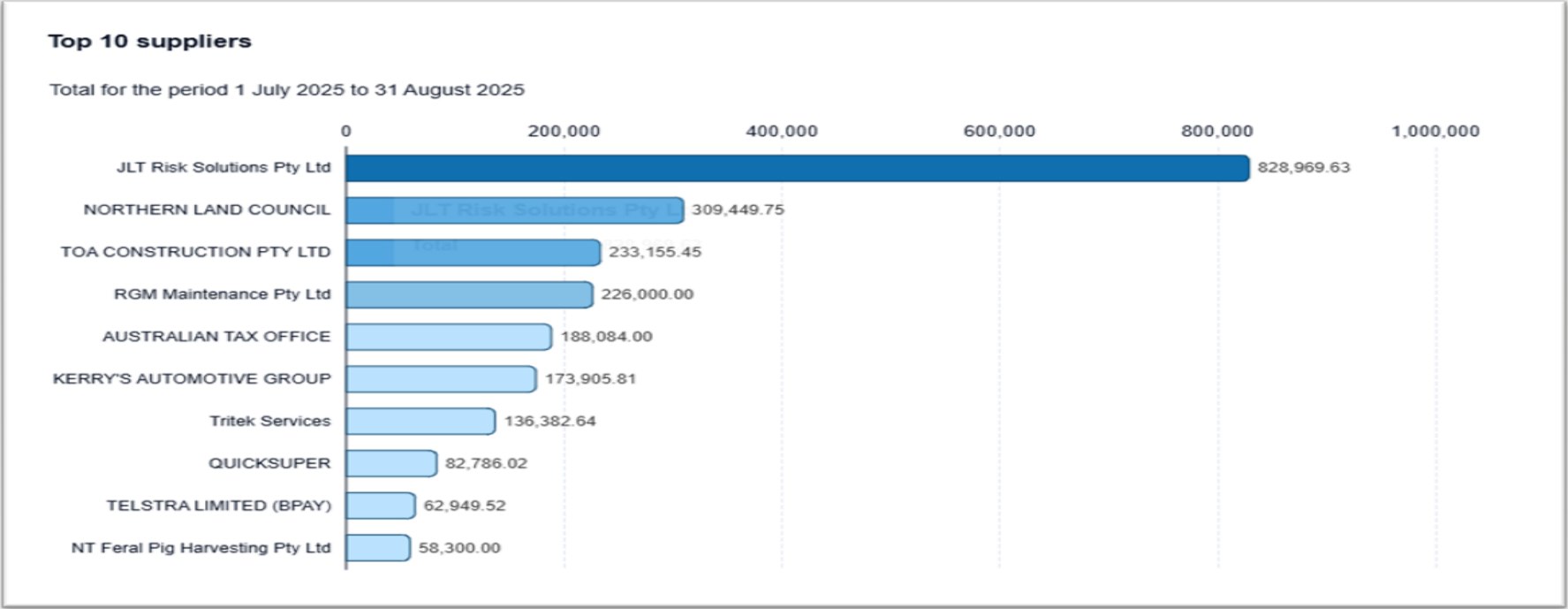
Monthly Balance Sheet Report
Statement on Debts Owed by Council (Accounts Payable)

Trade Payables Ageing Analysis		
	Current	1,544,528
	Over 30 days	535,039
	Over 60 days	18,365
	Over 90 days	4,442
	Total	2,102,374



Monthly Balance Sheet Report

Highest 10 Contractor Payments



Top 50 suppliers

West Daly Regional Council For the period 1st July 2025 to 31st Aug'2025

Contact	Payment	Contact	Payment	Contact	Payment	Contact	Payment	Contact	Payment
JLT Risk Solutions Pty Ltd	828,969.63	PKF Merit Pty Ltd	16,428.50	RateLogic	4,620.00	EMPLOYMENT HERO PTY LTD	2,156.00	Dipraj Yadav	1,336.57
NORTHERN LAND COUNCIL	309,449.75	I & J (NT) PTY LTD T/A PRIORITY PEST C	14,709.20	METCASH FOOD & GROCERY CON	4,124.15	CHARLIE BLISS CREATIVE/CHARLIE I	1,980.00	PACIFIC MANPOWER SOLUTIONS	1,250.88
TOA CONSTRUCTION PTY LTD	233,155.45	Harbour Software Pty Ltd	14,414.40	SLUMBERCORP AUSTRALASIA	4,017.20	Karen Parry	1,904.00	UNITED VOICE NT BRANCH (LHMU) (LIQUOR	1,163.00
RGM Maintenance Pty Ltd	226,000.00	RARESTEP, INC DBA FLEETIO (Internatic	13,821.85	SITZLER PTY LTD	3,631.61	AIRPORT LIGHTING SPECIALISTS PT	1,820.50	RDO EQUIPMENT	1,131.75
AUSTRALIAN TAX OFFICE	188,084.00	Train Safe NT PTY.LTD.	10,994.00	Paul Turner	3,626.25	AUSFUEL	1,815.00	CYCLONE CITY CLEANERS	1,128.43
KERRY'S AUTOMOTIVE GROUP	173,905.81	FORKLIFT SOLUTIONS PTY LTD	10,626.00	TRADE BUILDING SUPPLIES NT PT	3,610.59	KWIKLEEN PTY LTD T/A WINDSCREE	1,735.00	ASPEN LIVING VILLAGES PTY LTD T/A DARWII	1,072.00
Tritek Services	136,382.64	CAPTOVATE PTY LTD	10,175.00	SEWWANDI ABEYRATNE	3,500.25	DLK Security Pty Ltd T/A DARWIN LOCI	1,729.50	TERRY SAMS	1,012.50
QUICKSUPER	82,786.02	POWER AND WATER	9,888.29	TRANSMETRO CORPORATION-MET	3,132.00	SALARY PACKAGING AUSTRALIA PTY	1,684.28	EMPLOYEE ASSISTANCE SERVICE NT INC	999.09
TELSTRA LIMITED (BPAY)	62,949.52	COUNCILBIZ	9,156.64	MURIN TRAVEL & FREIGHT SERVIC	3,052.00	ASHLEE FULLER	1,634.25	COOLAMON CREATIVE/G FRY & S.J FRY	915.20
NT Feral Pig Harvesting Pty Ltd	58,300.00	Caltex Starcard as WEX AUSTRALIA PTY I	8,694.49	SBA OFFICE NATIONAL	2,907.07	READYCUT (NT) PTY LTD	1,604.22	GAME AUTOMOTIVE P/L T/A BRIDGESTONE SI	898.00
CENTRELINE TRAFFIC PTY LTD	51,084.00	TERRITORY HOUSING RENT	7,061.00	TTNT PTY LIMITED T/A TYRE TRADE	2,879.13	TT DARWIN PTY LTD T/A TOTAL TOOL	1,556.25	AIRPOWER (NT) PTY LTD	708.56
DJ AIR & ELECTRICAL SERVICES PTY LTD	38,499.02	MOTOR VEHICLE REGISTRY NT (BPAY)	6,718.20	JACANA ENERGY (BPAY)	2,865.10	BOC LIMITED	1,551.08	PIVOTEL SATELLITE PTY LTD- BPAY	650.00
GENSO PTY LTD	32,274.70	FULTON HOGAN	6,446.00	SafeDNS, Inc. (Credit Card)	2,778.05	FLEET PARTNERS PTY LTD (Direct Dr	1,536.82	MERCURE DARWIN AIRPORT RESORT DARV	646.00
Mills Oakley	27,688.32	MURIN ASSOCIATION-CIVIL	6,018.06	DARWINCENTA PTY LIMITED T/A H/	2,679.00	Nitesh Thapa	1,500.00	LOCAL GOVERNMENT NSW	550.00
Fortis Security Pty Ltd	25,567.14	TRUE NORTH STRATEGIC COMMUNICA	5,293.75	SEEK LIMITED	2,556.40	MARK TUNMUCK-SMITH	1,438.80	JOHN WILSON	513.20
THAMARRURR DEVELOPMENT CORPORATIO	19,874.03	Sarah Davidson	4,947.33	CJD EQUIPMENT PTY LTD	2,550.33	CSE CROSSCOM	1,408.00	SITEMINDER LTD T/A LITTLE HOTELLIER	395.96
HIGH CALIBRE SPORTS PTY LTD	17,875.08	THE BIG MOWER (NT) PTY LTD	4,736.66	HARVEY NORMAN FURNITURE DAF	2,186.00	NT-IT PTY LTD T/A NT CONNECT	1,352.64	Total	2,776,555.50

Member and CEO Council Credit Card Transactions

<i>Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.</i>			
Cardholder Name:		John Thomas	
Transaction Date	Amount	Supplier's Name	Reasons for the Transaction
NOT APPLICABLE			
TOTAL	\$0		

REPORT

ITEM NUMBER 6.7

REPORT TITLE Policy Approval: Casting Vote Policy

PREPARED BY Shoshana Hill (Governance Officer)



PURPOSE

The purpose of this report is to recommend that Council approve the reviewed Casting Vote Policy (Elected Members) (GOV01) Version 3.0 to ensure clarity for the Chairperson and strengthen governance procedures, to ensure full compliance with the *Local Government Act 2019*.

BACKGROUND

In accordance with the *Local Government Act 2019 Section 95 (6)(a)* the Casting Vote Policy is required to be adopted by resolution in the first meeting of council following the general election and cannot be changes for the remainder of the Term of Council.

The Casting Vote Policy outlines the circumstances under which the Chairperson of a Council Meeting may exercise a second, deciding vote to resolve a deadlock in decision-making.

Key improvements in Version 3.0 of the Casting Vote Policy include:

- The addition of a 'Compulsory Voting' clause, mandating that all members present must exercise their vote, preventing abstentions that could circumvent a deadlocked decision.
- Explicit clarification that a casting vote cannot be used unless votes are equal.
- A defined requirement for the policy to be adopted at the first meeting following a General Election.
- Updated definitions and an expanded review history for better governance and record-keeping.
- Update the formatting of the Policy to align with internal standards.

STATUTORY ENVIRONMENT

Local Government Act 2019 Section 95(1)

Local Government Act 2019 Section 95(5)

Local Government Act 2019 Section 95 (6)(a)

IMPACT FOR COUNCIL

Approval of this policy fulfills a mandatory statutory obligation for the new Council. It provides clarity for the Chairperson by mandating compulsory voting and defining the precise use of a casting vote. This strengthens governance by ensuring transparent and legally compliant decision making procedures for the Council's term.

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 for Elected Members and Council*

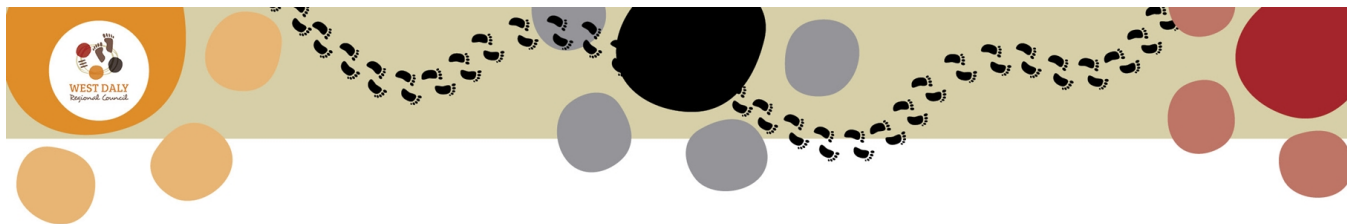
Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That Council approves the revised Casting Vote Policy (Elected Members) (GOV01) Version 3.0 as attached.
2. That Council acknowledges that this policy, pursuant to the *Local Government Act*, is adopted for the term of the present Council and will lapse at the conclusion of the next General Election.

ATTACHMENTS

1. GOV01 Casting Vote policy Elected Members [6.7.1 - 3 pages]



CASTING VOTE (ELECTED MEMBERS) POLICY GOV01

Policy Title:	Casting Vote Policy (Elected Members)		
Policy Type:	Governance		
Policy Custodian:	Chief Executive Officer		
Records Number:	XXX	Version:	3.0
Approval Date:	XX	Next Review Date:	01/09/2029

Purpose

The purpose of this policy is to allow the chairperson of a council meeting to cast a second vote (casting vote) on a question arising for decision at a council meeting in the event of an equality of votes. This policy provides direction to the chairperson in determining decisions where votes are equal.

Scope

This policy establishes the use of a casting vote by the Chairperson of Council and applies to all meetings of the West Daly Regional Council during the term of the present Council.

This policy will lapse at the conclusion of the next General Election for the Council.

Policy Statement

1. Policy Principles

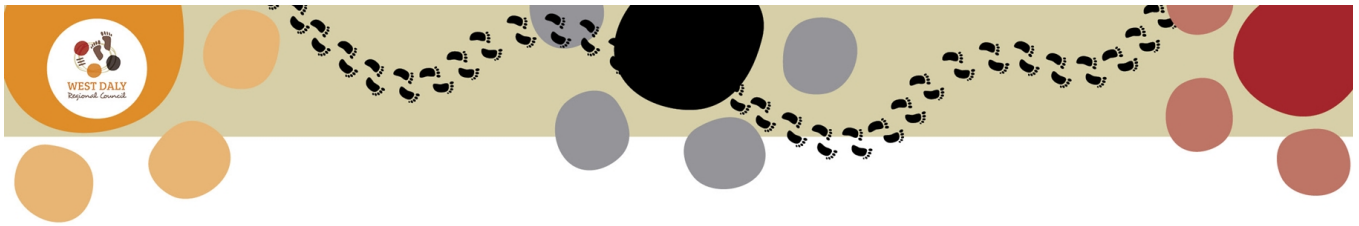
- 1.1. Council is committed to enacting good governance through clarity of roles and responsibilities, including in the exercising of decision making.
- 1.2. Council effectiveness is supported through appropriate structures and processes that are compliant with the requirements of the Local Government Act.

2. Compulsory voting

- 2.1. In accordance with s95(5) of the Local Government Act 2019 each member present at a meeting has and must exercise one vote on a question arising for decision at the meeting.

3. Requirement for a Casting Vote

- 3.1. Pursuant to the Local Government Act, the Chair of a Council Meeting must exercise a casting vote in the event of an equality of votes.



3.2. In accordance with the Local Government Act, a casting vote is to be exercised by the Chairperson when there are equal votes on a question arising for decision at a Council meeting. During such an occurrence, the casting vote will determine the vote. The Chairperson must exercise the casting vote either in favour or against the motion.

3.3. If there are unequal votes, the chairperson cannot exercise a casting vote.

4. Policy Application

4.1. Pursuant to the Local Government Act, this policy can only be adopted in the first meeting of the council following a General Election.

4.2. Pursuant to the Local Government Act, this policy cannot be altered or revoked for the term of the present Council.

4.3. This policy lapses at the end of the conclusion of the next general election.

5. Responsibilities

5.1. It is the responsibility of the Chairperson of a Council Meeting to understand the circumstances under which a casting vote applies and to exercise that duty.

References

Local Government Act 2019 Section 95(1), Section 95(5), Section 95(6)

Definitions

In the context of this policy the following definitions apply:

A **casting vote** means a second vote cast by the Chairperson where there is an equal number of votes for and against a motion. The casting vote is cast by the Chairperson to break the tie.

A **General Election** means an election for a local government council, which is a periodic general election, held on the fourth Saturday in August every four years, as mandated by law.

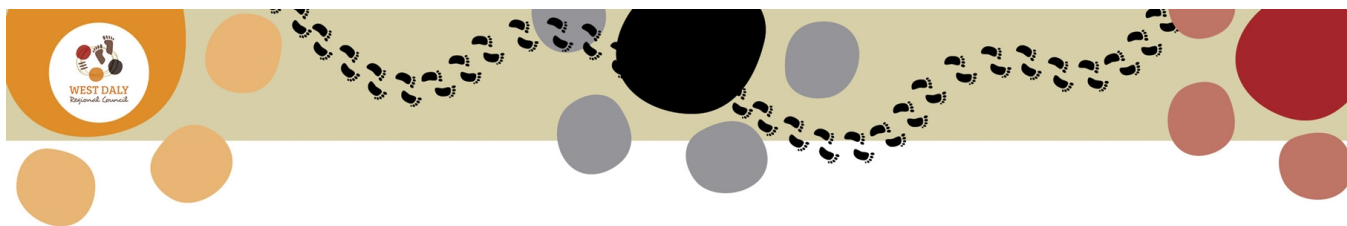
The **Chairperson** of a Council Meeting is:

- the Mayor if present; or
- the Deputy Mayor in the absence of the Mayor; or
- in the absence of the Mayor and Deputy Mayor, the Acting Mayor; or
- in the absence of the Mayor, Deputy Mayor and an Acting Mayor, a Member chosen by resolution by the Members present at the meeting to chair the meeting.

Related Documents

Conduct of Council Meetings (Elected, Local Authority and Council Committee) Policy.

For more information, contact the Policy Custodian.



Review History				
Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	17/03/2022	GOV01	Casting Vote Policy (Elected Members)	030/2022
3.0	[XXX]	GOV01	Casting Vote Policy (Elected Members)	[XXX]

Endorsement	
Signature:	
Date:	
Name and Position:	John Thomas, Chief Executive Officer

REPORT

ITEM NUMBER 6.8

REPORT TITLE Policy Approval: Rates Concession Policy

PREPARED BY Shoshana Hill (Governance Officer)



PURPOSE

The purpose of this report is to recommend that Council approve the reviewed Rates Concession Policy (GOV18) Version 2.0 to ensure the transparent application of rate concessions, strengthen internal processes and streamline operations while ensuring compliance with the Local Government Act 2019 and applicable regulations.

BACKGROUND

The Rates Concessions Policy provides a transparent and consistent framework for managing applications for financial relief or correction of rates anomalies from ratepayers. The policy also covers Public Benefit Concessions. A review of Policy GOV18 Version 1.0 has been undertaken to streamline internal processes, decrease administrative burdens and to provide greater clarity for both applicants and staff.

Key improvements and amendments in Version 2.0 of the Rates Concessions Policy include:

- An increase to the CEOs financial delegation to make decisions on Rates Concessions applications, which has been benchmarked against other regional councils practices. The new financial delegations ensure that processes remain compliant but remove unnecessary burden on Council Agendas.
- The introduction of a formal 'Application for Rates Concession' form (Annex 1) to standardise requests and ensure all necessary information is collected upfront and prior to review.
- A requirement to pause the accrual of interest on overdue rates from the date an application is received and while assessment is pending, providing fairer treatment to applicants.
- Clearer structuring of the policy, with new dedicated sections for the Application Process and Financial Hardship, improving readability and guidance.
- Clarification that the financial threshold for concessions is applied to a single rates notice on a case-by-case basis and not cumulatively.
- Updated policy custodian to the Chief Executive Officer to align with delegation changes.
- Update the formatting of the Policy to align with internal standards.
- The next review date of the policy has been reduced (next review due next year) to allow for review and improvement about the operational streamlining.

STATUTORY ENVIRONMENT

Local Government Act 2019

Local Government (General) Regulations 2021

IMPACT FOR COUNCIL

Approval of the policy updates provides clearer guidelines for staff and transparency for ratepayers regarding eligibility and the application processes. The increased delegation will free up Council agenda time for more strategic items while maintaining appropriate oversight for significant concessions.

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 for Elected Members and Council*

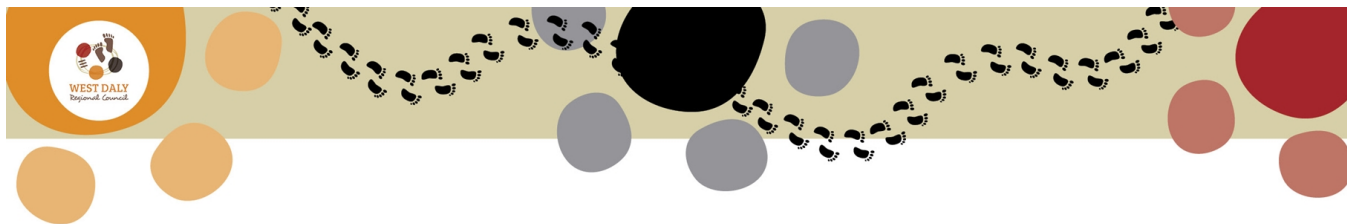
Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council approves the revised Rates Concessions Policy (GOV18) Version 2.0 as attached.

ATTACHMENTS

1. GOV18 Rate Concessions Policy 1 [6.8.1 - 6 pages]



RATES CONCESSIONS POLICY GOV18

Policy Title:	Rates Concessions Policy		
Policy Type:	Governance		
Policy Custodian:	Chief Executive Officer		
Records Number:	XXX	Version:	2.0
Approval Date:	XX	Next Review Date:	01/08/2026

Purpose

This policy sets out a process for Council to manage and consider rate concessions, that is transparent, accessible, impartial, compassionate, and consistent, and that reflects the best interest of the whole community.

Scope

This policy applies to ratepayers, the Council, Chief Executive Officer (CEO), Chief Financial Officer, and delegated Council staff. This policy details the criteria and circumstances at which rates concessions may be granted. However, this policy does not guarantee that a concession will be granted. The level of concession, if granted will be determined by WDRC on a case-by-case basis.

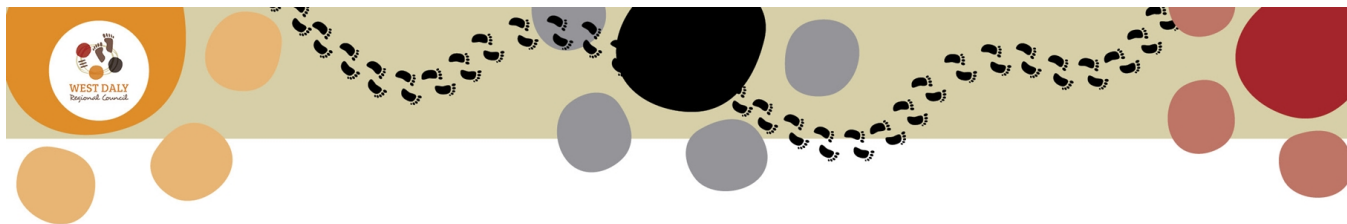
Policy Statement

1. Policy Principles

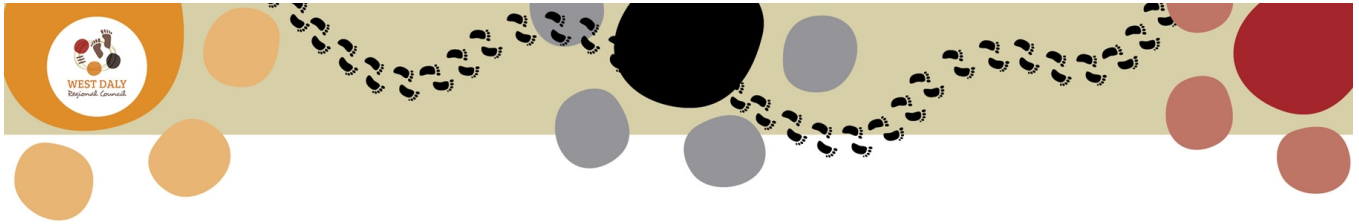
- 1.1. The policy objective is to make clear to all WDRC ratepayers and relevant WDRC employees, the circumstances under which a rates concession may be granted, in line with the legislative requirements.
- 1.2. Council's rates concessions provisions will reflect the best interests of the whole community and be compassionate, transparent, accessible, impartial, and consistently applied.
- 1.3. The rates concession process will be accessible for a range of different rate payers (e.g., information will be made available in plain English, and take into the account the needs of applicants who may require assistance).
- 1.4. Confidentiality will be applied with all information provided treated as strictly confidential. All information pertaining to ratepayers will be stored securely.

2. Rates Concessions

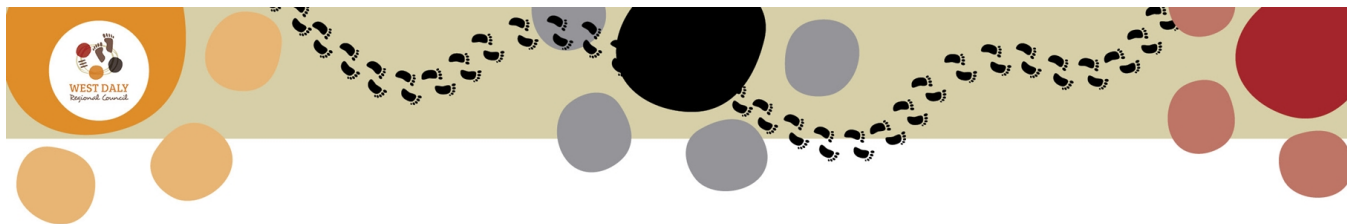
- 2.1. In accordance with the legislative requirements, Council may provide rate concessions for the following three reasons:
 - a) To assist ratepayers experiencing financial hardship;



- b) To correct rate anomalies; or
 - c) For public benefit.
- 2.2.** A rate concession can be a deferral of the whole or part of rates amount owing, or a waiver of the whole or part of rates amount owing.
- 2.3.** In accordance with section 251 of the Local Government Act 2019 (the Act) a rate concession cannot exceed the term of the Council.
- 3. Application**
 - 3.1.** Anyone who wishes to apply for a rates concession under this policy will need to fill out the Application for Rates Concession Form attached to this policy and provide evidence where required to support their application.
 - 3.2.** Applications for rate concessions should include how the applicant satisfies one of the reasons contained in 2.1 of this policy for rates concession.
 - 3.3.** Applications for Rates Concessions are to be sent to CEO@westdaly.nt.gov.au.
- 4. Financial Hardship**
 - 4.1.** The Council may grant rate concessions to those demonstrating financial hardship.
 - 4.2.** The Council may postpone some or all of a rate payer's rates and charges, although rates and charges will continue to be levied subject to compliance with the following conditions:
 - 4.2.1.** An application in writing must be submitted to the CEO by the ratepayer or the ratepayer's representative.
 - 4.2.2.** The CEO will determine the application outcome, so long as it is within the financial delegation at 4.3
 - 4.2.3.** Financial hardship applications may include entering into an appropriate payment plan as part of the process, which may include specific conditions if granting the rates concession.
 - 4.2.4.** Council may require evidence from an independent financial counsellor, whose assessment is that a person will suffer financial hardship if the rate concession is not granted.
 - 4.2.5.** A postponement may be on a fixed or on an ongoing basis until the property is disposed of, or sold.
 - 4.3.** The CEO or delegate shall determine amounts less than \$20,000. The Council will consider a confidential report and determine amounts greater than \$20,000.
- 5. Waiver of Rates, Charges or Fees (Conditions)**
 - 5.1.** The Council may provide a rate concession by waiving some or all of the rates.
 - 5.2.** The Council may provide a rate concession unconditionally or on conditions that are determined by Council. If the ratepayer fails to comply with a condition, then council may, by notice to the ratepayer, withdraw the concession and require the ratepayer to pay an amount on or before a date specified in the notice, so as to neutralise any benefit to the ratepayer of the rate concession.
 - 5.3.** Applications for waiving rates and charges shall be submitted in writing to the CEO.
 - 5.4.** At the time the application is made, any interest being accrued will be paused from the application date to allow time for an assessment to be made.
 - 5.5.** There are four levels of rates concession that may be granted by WDRC.
 - 5.5.1.** Payment of rates in instalments



- 5.5.2. Deferment of rate payment
 - 5.5.3. Partial waiver of certain rates
 - 5.5.4. Full waiver of the requirement to pay rates
- 5.6. The CEO or delegate shall determine amounts less than \$20,000. The Council will consider a confidential report and determine amounts greater than \$20,000.
- 5.7. Rate concessions may be contingent upon the ratepayer entering into an appropriate payment plan as part of the process, which may include specific conditions if granting the rates concession.
- 5.8. Any waiver shall be a one-off waiver in response to circumstances presented at the time.
- 6. Correction of Anomalies**
 - 6.1. The Council may grant a rate concession to a ratepayer, or ratepayers of a particular category, in order to correct anomalies in the operation of the rating system.
 - 6.2. The Council may grant a rate concession on the Council's own initiative or on application by an affected ratepayer.
 - 6.3. A written application by the affected ratepayer or the ratepayer's representative outlining the anomaly shall be submitted to the CEO.
 - 6.4. The CEO or delegate shall determine amounts less than \$20,000. The Council will consider a confidential report and determine amounts greater than \$20,000.
 - 6.5. Each correction would be with respect to a single Rates Notice, and the threshold would be applied on a case-by-case basis and not cumulatively.
- 7. Public Benefit Concessions**
 - 7.1. The Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
 - 7.1.1. Securing the proper development of its area.
 - 7.1.2. Preserving buildings or places of historical interest.
 - 7.1.3. Protecting the environment.
 - 7.1.4. Encouraging cultural activities.
 - 7.1.5. Promoting community health or welfare.
 - 7.1.6. Encouraging agriculture.
 - 7.1.7. Providing recreation or amusement for the public.
 - 7.2. An application for a rate concession requires a written submission to the CEO, and shall be presented to Council for consideration via a Business Paper in the confidential section of the agenda. Exclusions are:
 - 7.2.1. Sporting and community groups cannot apply for a rates concession on a property that caters for gambling.
 - 7.2.2. Government agencies.
 - 7.3. Community groups must provide, with their application, a copy of their most recent audited financial statements and their Constitution. The Constitution must clearly state prohibitions on any member of the organisation making a private profit or gain, either from ongoing operations or as a result of distributions of assets if the organisation is wound up.
 - 7.4. To be considered for rate concessions, Sport and Recreation Community Groups must provide substantial benefit - at least two of the following criteria must be met:
 - 7.4.1. The facility is regularly used for junior development.
 - 7.4.2. The facility is regularly used by members of the public other than members of the organisations at no charge.



7.4.3. Where unrestricted / free access is not possible due to the type of facility, the organisation must provide 'pay as you play' type activities.

7.4.4. Where unrestricted or un-supervised access is not possible to the facility due to the type of facility, organisations must demonstrate other methods of encouraging the community through open days, and come and try events, etc.

7.5. Sport and Recreation Community Groups are considered for rates concessions in three different categories:

7.5.1. Category 1: Organisations that undertake sporting or recreational activities and rely on player fees and community fundraising only can apply for up to 100% rates concession.

7.5.2. Category 2: Not for Profit organisations that undertake sporting or recreational activities and do not hold a liquor license can apply for up to 75% rates concessions.

7.5.3. Category 3: Not for Profit organisations that undertake sporting or recreational activities that hold a liquor license can apply for up to 50% rates concession.

8. Remission of Interest Accrued on Overdue Rates

8.1. The Council charges interest on a daily basis on overdue rates.

8.1.1. At the time the application is made, any interest being accrued will be paused from the application date, to allow time for an assessment to be made.

8.2. The Council will consider applications from ratepayers for remission of interest in situations of proven financial hardship, or to correct rate anomalies.

8.3. The Council may require Ratepayers enter into a viable payment agreement and maintain it over the agreed time.

8.3.1. The payment agreement shall not result in a debt growing larger.

8.4. The CEO or delegate shall determine amounts less than \$20,000. The Council will consider a confidential report and determine amounts greater than \$20,000.

9. Recordkeeping

9.1. The CEO (or delegate) will keep a rates record, which will include any rates concessions granted.

References

Local Government Act 2019 (NT)

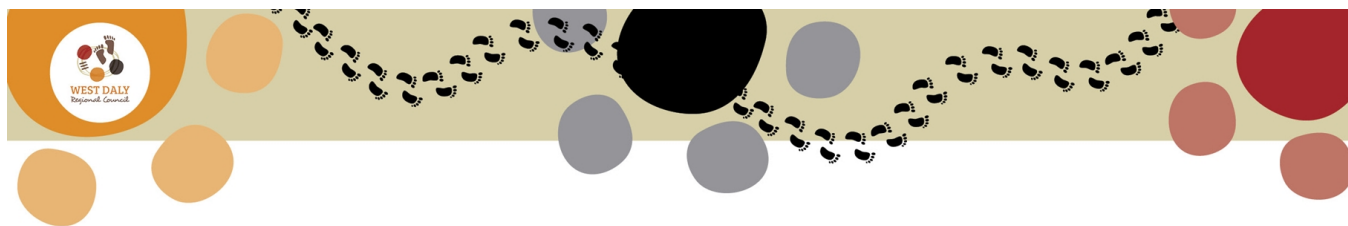
Local Government (General) Regulations 2021 (NT)

Australian Accounting Standards

Definitions

In the context of this policy the following definitions apply:

Interest on Unpaid Rates and Charges means an extra amount is owed to the Council if property rates and charges are overdue.



Rates are a tax on the land that provides income for Council. Rates are charged to property owners based on the Unimproved Capital Value (UCV) of their properties.

Rates Concession means that the Council waives some or all of a requirement to pay rates. It can also mean the Council postpones a rate payer's obligation to pay some or all of the rates.

Relevant Interest Rate means the percentage interest that the Council uses if rates and charges are overdue.

Remission of Interest means that the Council waives some or all of the interest owed to the Council.

Waiver (and waiving) means that the Council writes off some or all of a debt owed to the Council.

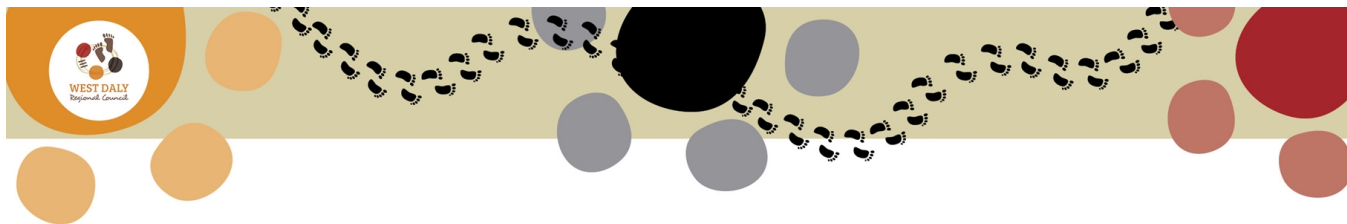
Related Documents

Application for Rates Concession Form (Annex 1)

For more information, contact the Policy Custodian.

Review History				
Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
1.0	23/06/2022	GOV18	Rates Concessions Policy	057/2022
2.0	xxx	GOV18	Rates Concessions Policy	xxx

Endorsement	
Signature:	
Date:	xxx
Name and Position:	John Thomas, Chief Executive Officer



Annex 1:

Application for Rates Concession form

Name:		Address:	
Phone - Home	Business	Mobile	
Business/Organisation name:			
1. Which category of rates concession are you applying for please tick): a. Financial Hardship ☐ (please see question 2) b. Public benefit ☐ (please see question 3) c. Correction of Anomaly ☐ (please only answer questions 4, 5 and 6)			
2. Financial Assessment ? (only answer if you ticked 1a) a. I am willing to enter into a Financial Management Plan? Yes ☐ No ☐			
3. What public benefit does your organisation provide? (only answer if you ticked 1b) a. Encouraging cultural activities ☐ b. Preserving places or buildings of historical interest ☐ c. Protecting the environment ☐ d. Promoting community health or welfare ☐			
4. Are the premises used for a commercial purpose? Yes ☐ No ☐			
4. Please attach evidence of how you meet the criteria for a rates concession and any other supporting documentation (e.g. constitution, financial statements, evidence of financial hardship from an independent financial counsellor where necessary).			
6. Please provide any further information that you feel Council should take into account when considering your application for a rates concession.			
Name:			
Signed:		Date:	
(Please note this application and all evidence provided will remain confidential to the Council and relevant employees).			

REPORT

ITEM NUMBER 6.9

REPORT TITLE Policy Approval: Local Authorities Policy

PREPARED BY Shoshana Hill (Governance Officer)



PURPOSE

The purpose of this report is to recommend that Council approve the reviewed Local Authorities Policy (GOV30) Version 5.0 to ensure the policy reflects current operational practices, incorporates references to associated guidelines, and strengthens governance procedures for Local Authorities.

BACKGROUND

The Local Authorities Policy (GOV30) establishes the framework for the formation and operation of Local Authorities within the West Daly Region. Version 5.0 of the policy has been reviewed to ensure full alignment with the *Local Government Act 2019* and its associated Guideline 1 made by the Minister for Local Government.

Key improvements in Version 5.0 include:

- The policy now formally identifies the three Local Authority areas as: (Wadeye) Thamarrurr/Pindi Pindi, (Palumpa) Nganmarriyanga and (Peppimenarti) Tyemirri.
- A new, clear procedure has been added for the Council to determine the number of members for each Local Authority by resolution at its first meeting following a General Election.
- A new clause explicitly permits Council employees to be members, provided they declare any conflicts of interest, resolving previous ambiguity.
- The process for paying member allowances has been significantly clarified, specifying payment into nominated accounts within two working days and noting that the amount will be set annually in the Council Regional Plan.
- The policy now formally references and aligns with "associated Guideline 1" in its Purpose and Membership sections.
- Definitions for "General Election" and other terms have been added for precision.
- The policy has been updated to align with current internal standards, including the addition of a Review History table.

STATUTORY ENVIRONMENT

Local Government Act 2019
Guideline 1: Local Authorities

IMPACT FOR COUNCIL

Adoption of this reviewed policy ensures Council's governance frameworks are current, robust, and transparent. The clarifications reduce operational ambiguity for staff and Local Authority members, particularly regarding membership eligibility and financial procedures.

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 for Elected Members and Council*

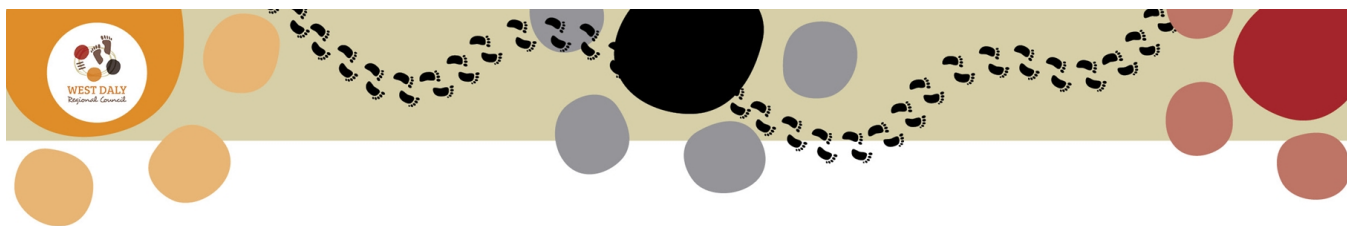
Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council approves the reviewed Local Authorities Policy (GOV30) Version 5.0 as attached.

ATTACHMENTS

1. GOV30 Local Authorities (1) [6.9.1 - 6 pages]



LOCAL AUTHORITIES POLICY GOV30

Policy Title:	GOV30 Local Authorities		
Policy Type:	Governance		
Policy Custodian:	Chief Executive Officer		
Records Number:	XXX	Version:	5
Approval Date:	XX	Next Review Date:	01/08/2029

Purpose

Local Authorities are established under the *NT Local Government Act 2019* to assist West Daly Regional Council (WDRC) to achieve effective integration and involvement of local communities in the system of local government, to ensure that the community has a strong voice and is actively engaged in their local community affairs.

This policy has been developed to ensure that Local Authorities are run in accordance with the provisions of the *Local Government Act* (Act) and associated Guideline 1.

Scope

This policy applies to all West Daly Regional Councils Local Authorities. This Policy includes areas, delegations, functions, membership and roles and responsibilities of Local Authorities.

Local Authority Areas – The three Local Authorities areas are: (Wadeye) Thamarrurr/Pindi Pindi, (Palumpa) Nganmarriyanga and (Peppimenarti) Tyemirri.

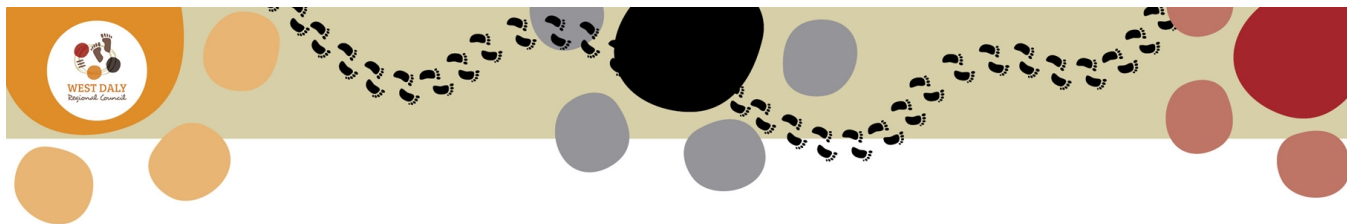
Policy Statement

1. Policy Principles

1.1. The Local Authority established within the boundaries of the West Daly region shall:

- 1.1.1. Advise West Daly Regional Council (WDRC) on service delivery plans including infrastructure requires for communities and associated Homelands, or local region or wards, and to contribute to the development of Councils Regional Plan and Regional Management Plans.
- 1.1.2. Be actively supported by Council to ensure opportunities exist for residents to meaningfully engage in local government processes.
- 1.1.3. Alert and advise WDRC on new and emerging issues within the scope of WDRC activity.

GOV30- LOCAL AUTHORITIES POLICY



- 1.1.4. Provide advice on specific Council, community and social projects that impact on community or region.
- 1.1.5. Advise and support the WDRC staff on local implementation of the Regional Plan, particularly in the area of cross-cultural best practice in the governance and service delivery.
- 1.1.6. Respond to identified community needs, if appropriate, by participating and organising activities such as community events, youth, community safety, housing and community planning and infrastructure development.

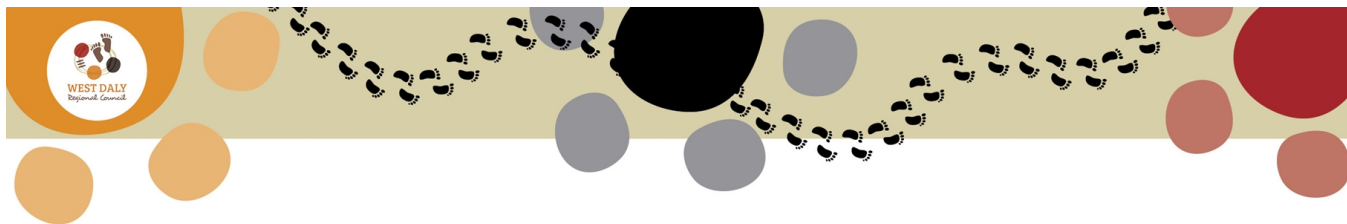
Principles

2. Roles and functions of a Local Authority

- 2.1. The Local Authority shall be a voluntary group that provides advice and recommendation to WDRC on their communities' issues. Recommendations made at Local Authority meetings are not 'final' decisions as Council needs to decide on all issues or requests from all communities.
- 2.2. The function of a Local Authority include:
 - a) To involve local communities on issues related to local government.
 - b) Advocate and provide a voice for their community
 - c) To ensure that local communities are given an opportunity to express their opinions on questions affecting local government.
 - d) To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
 - e) To take the views of local communities back to Council and act as advocates on their behalf.
 - f) To take Council information and decisions back to the community.
 - g) To contribute to the development of the relevant Regional Management plan and the relevant Regional Plan

3. Membership

- 3.1. The size of the Local Authority should reflect the community size and structure representing key groups in the community.
- 3.2. The membership of the Local Authority will include community members, the Mayor and Deputy Mayor and Ward Councillors, for their respective wards.
- 3.3. In accordance with Guideline 1, the number of community members that a Local Authority should have is a minimum of six (6) and up to a maximum of fourteen (14).
- 3.4. During the initial meeting of Council, following a General Election, the Council will pass a resolution to determine the number of Local Authority Members for each Local Authority.
- 3.5. Vacancies will be determined based on that number.
- 3.6. Where a vacancy exists, the CEO will call for nominations as soon as practicable.
- 3.7. Call for nominations will be advertised throughout the local community and on Councils website.
- 3.8. Nominations will remain open for at least 21 days.



- 3.9. People nominated for Local Authority membership are to be approved by the Council at the next Ordinary Council meeting after nominations have closed.

4. Period of membership

- 4.1. Local Authority members will be appointed for the term of Council being four (4) years. Following a General Election. Once the new Council is elected, Council will fix the number of members for the Local Authority.
- 4.2. The previous members will be eligible for default reappointment and will be confirmed in the first meeting of Council following a General Election.

5. Eligibility for membership

- 5.1. Community residents over 18 years of age who live in the ward, for the majority of the time, can nominate or be nominated for the Local Authority membership.
- 5.2. Employees of WDRC are permitted to be members, however, must declare a conflict of interest.
- 5.3. To become a Local Authority member, the candidate needs to fill in a Local Authority nomination form. Nomination forms are available from the Community Service Manager (CSM). The completed nomination form can be handed directly to the CSM or tended at the next Local Authority meeting.
- 5.4. The CSM will submit the Nomination Form to the Governance Officer.
- 5.5. The Governance Officer will submit the nomination form to Council to deliberate on at the Ordinary Meeting of the Council. Council will have the final say on Local Authority membership.
- 5.6. Council will have the final say on Local Authority membership and appointments will be made by way of resolution on the basis that there is a vacancy to be filled.

6. Membership termination

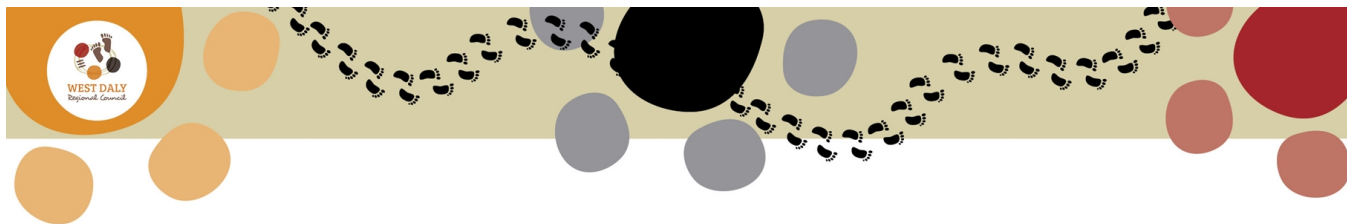
- 6.1. Local Authority members stop being members if they:
 - 6.1.1. Resign in writing (written resignations are handed to the CSM);
 - 6.1.2. Do not attend two (2) consecutive meetings without an apology;
 - 6.1.3. Breach the Code of Conduct
 - 6.1.4. Convicted of a serious offence or are sent to prison (Council can use its discretion)

7. No Proxies

- 7.1. A member of a Local Authority may not be represented by a proxy (substitute person) during a meeting or provisional meeting.

8. Local Authority meetings

- 8.1. The following points cover the running of Local Authority meetings.
- 8.2. A Local Authority:
 - 8.2.1. Shall hold a minimum of four (4) and a maximum of six (6) meetings per year;
 - 8.2.2. Shall elect a permanent chairperson at the first meeting of the Local Authority following a General Election
 - 8.2.3. The quorum for a Local Authority meeting will be half of the membership plus one of the nominated members;



- 8.2.4. Supported by the staff of WDRC who will provide the Local Authority secretariat and act as advisor to the chairperson and membership but will not run the meeting;
- 8.2.5. Are advertised through meeting notices with draft agendas provided at least three (3) days before the meeting;
- 8.2.6. Follow and adopt the draft agenda suggested by Council or CEO.

9. When reporting to and from the Local Authority

- 9.1. Local Authority members will advise on strategic, not operational matters. Operational matters are the responsibility of the CEO and Council employees.
- 9.2. The Council discusses both the Local Authority reports and the management responses and decides on action;
- 9.3. The Mayor, Deputy Mayor and Ward Councillors will report to Local Authorities on Council decisions and take the views of the Local Authority to Council;
- 9.4. Local Authority report to their community about their advice to Council and take community views to Council.
- 9.5. Each new Local Authority will receive training at its first meeting on roles and responsibilities, meeting procedures, council responsibilities and separation of powers.
- 9.6. Anyone wishing to make a deputation to a Local Authority must seek permission from the Local Authority chairperson in writing at least 14 days prior to the meeting.

10. Provisional meeting where quorum not present

In the event that a quorum is not present for a meeting, but the majority of appointed member are present, the members that are in attendance may hold a provisional meeting.

- a) During a provisional meeting, all agenda items may be discussed and minutes must be kept.
- b) Members at the provisional meeting may, by majority vote, make recommendations to the Council, including Local Authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, that than a Local Authority.
- c) A provisional meeting may not approved the minutes of a Local Authority meeting, but Local Authority may approve the minutes of a provisional meeting.
- d) A provisional meeting does not have the powers or functions which a Council may have delegated to a Local Authority.

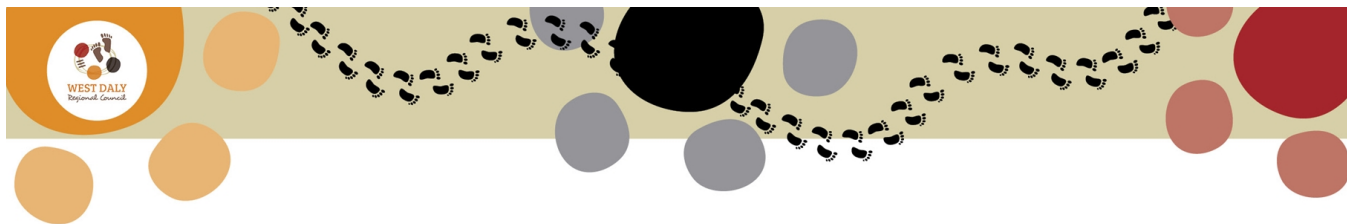
11. Administrative support and secretariat

- 11.1. Local Authority meetings are convened by the CEO, the Governance Officer is responsible for coordinating the Local Authority meetings.
- 11.2. Relevant CSM's or staff under the CSM will provide administration support as required for creating and distributing agendas, recording minutes and organising meeting venue.
- 11.3. The Governance Officer will be a central depository and will be responsible for keeping records of Local Authority member's details, agenda, minutes and attendance.

12. Community meetings

- 12.1. Community meetings can be called at any time.

GOV30- LOCAL AUTHORITIES POLICY



- 12.2. Community meetings are different from Local Authority meetings and these types of meetings will determine their own procedures.
- 12.3. Decisions made at these meetings may be used to advise the Local Authority.

13. Local Authority member allowances

- 13.1. Appointed Member's allowances will be transferred by WDRC into the member's nominated bank account by two working days after the meeting or approved LA business has taken place (note that banking processing times mean it may not reach the member's bank until a later date).
- 13.2. Local Authority member allowance is a sum of money provided to the Local Authority member when they attend a Local Authority meeting or provisional Local Authority meeting. The appointed Members allowance will be set out annual in the Council Regional Plan.
- 13.3. West Daly Regional Council will provide Local Authority member allowance to the member in a manner that adheres to the Local Government Act and subordinate legislation.
- 13.4. WDRC staff attending a Local Authority meeting, as a Local Authority member within that staff members normal hours of work, will not be paid a Local Authority member allowance. If a meeting is held outside the staff members normal hours of work, that staff member, who is a Local Authority member, will be entitled to the Local Authority member allowance.
- 13.5. Elected Members and Council staff are not entitled to a sitting fee for attending a Local Authority meeting or provisional meeting.

Terminology and references

Appointed member - means a local authority member who has been appointed.

Member – includes appointed members and non-appointed members.

Non-appointed member – means a person who is a local authority member by virtue.

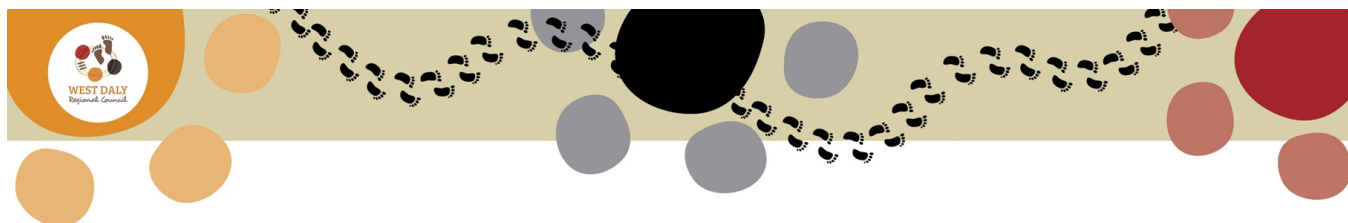
General Election - means an election for a local government council, which is a periodic general election, held on the fourth Saturday in August every four years, as mandated by law.

Provisional meeting – means, at the time and place set for a local authority meeting when a quorum has not been established, a majority of appointed members are present being one third of membership.

References

Local Government Act 2019

Guideline 1: Local Authorities



Review History				
Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
4.0	30/01/2019	GOV30	Local Authorities	013/2021
5.0	XXX	GOV30	Local Authorities	[XX]

Endorsement	
Signature:	
Date:	XXX
Name and Position:	John Thomas, Chief Executive Officer

GOV30- LOCAL AUTHORITIES POLICY

REPORT

ITEM NUMBER	6.10
REPORT TITLE	Policy Approval: Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy
PREPARED BY	Shoshana Hill (Governance Officer)



PURPOSE

The purpose of this report is to recommend that Council approve the reviewed Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy (GOV03) Version 3.0 to ensure robust governance, enhance understanding of the process for Elected Members, and full compliance with the *Local Government Act 2019*.

BACKGROUND

The Conflict of Interest Policy is a critical policy to ensure good governance is adhered to and that Elected Members and appointed members of committees and Local Authorities are declaring their interests effectively. Regular review of this policy is essential to maintain its effectiveness and legal compliance.

Key improvements and clarifications in Version 3.0 of the Conflict of Interest Policy include:

- Updated to reflect detailed provisions aligning with the *Local Government Act 2019*, including specific submission deadlines and a new clause stating that a return submitted after 31 March satisfies the requirement for that year.
- A new section has been added that clearly defines scenarios that are not considered a conflict of interest (e.g., an interest shared with the general public, or one that is remote or insignificant).
- Updated the publication requirements to state that both the Annual Return of Interests register and the Register of Declared Conflicts will be published on Council's website.
- Reformatted to align with current internal standards and improved readability.

STATUTORY ENVIRONMENT

Local Government Act 2019 (NT) s.110 - s.111; s.114 - s.117

Local Government (General) Regulations 2021 (NT) r.54 (h); r.56 - r.58

IMPACT FOR COUNCIL

Approval of this policy ensures Council continues to meet its statutory obligations and demonstrates a strong commitment to transparent and ethical governance. This strengthens public confidence in the decision making processes of the Council, Local Authorities, and Committees.

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 for Elected Members and Council

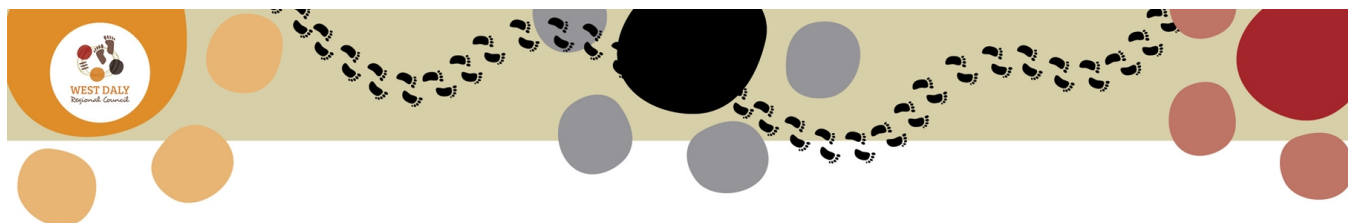
Governance 2. Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs

RECOMMENDATION

1. That the Council approves the revised Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy (GOV03) version 3.0 as attached.

ATTACHMENTS

1. GOV03 Conflict of Interest **[6.10.1 - 5 pages]**



CONFLICT OF INTEREST (ELECTED MEMBER, LOCAL AUTHORITY AND COUNCIL COMMITTEE) POLICY GOV03

Policy Title:	Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy		
Policy Type:	Governance		
Policy Custodian:	Chief Executive Officer		
Records Number:	XXX	Version:	3.0
Approval Date:	XX	Next Review Date:	01/08/2029

Purpose

This policy sets out West Daly Regional Council's approach to the identification, disclosure, and management of conflicts of interest by our Elected Members, Local Authority and Council Committee Members.

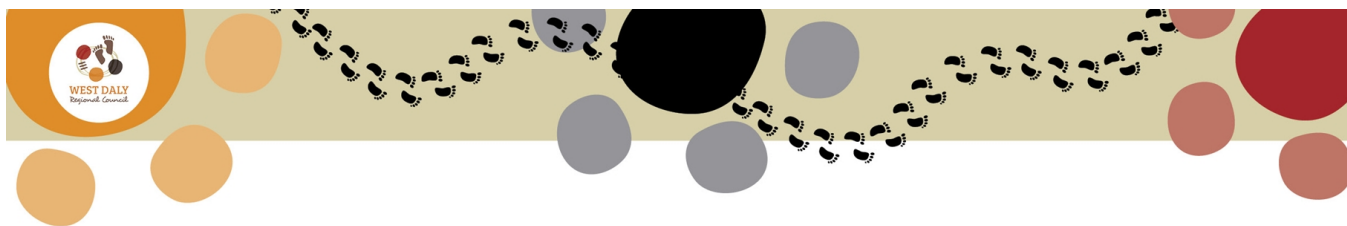
Scope

This policy applies to Elected Members (Councillors), the principal member and deputy principal member (the Mayor and Deputy Mayor), appointed members (Local Authority Members and Council Committee Members) and Council staff with responsibility for implementing this policy.

Policy Statement

1. Policy Principles

- 1.1. WDRC is committed to supporting Elected Members, Local Authority Members and Council Committee Members (Members) to perform their duties in a fair and unbiased way.
- 1.2. The public is entitled to have confidence in the integrity of their public officials, and to know that a Member's personal interests do not conflict with their public duties.
- 1.3. WDRC is committed to ensuring that appropriate procedures and processes are in place to assist Members to act impartially and in accordance with the public interest at all times.
- 1.4. WDRC aims to cultivate a workplace culture that encourages and supports identification and disclosure of conflicts of interest.
- 1.5. WDRC will continue to work with Members and Executive Staff to identify the types of conflicts of interest that may occur, and to devise processes and procedures to minimise the occurrence of conflicts and manage those conflicts that do occur.



2. Responsibility of Elected Members, Local Authority Members and Council Committee Members

- 2.1.** All Members have a responsibility to place the public interest above their personal or private interests when carrying out their official duties.
- 2.2.** Members can achieve this by:
 - a)** Always abiding by the *Code of Conduct (Elected Member, Local Authority and Council Committee)* when undertaking their official duties.
 - b)** Always avoiding situations that may give rise to a conflict of interest (whether actual or perceived) when undertaking their official duties.
 - c)** Proactively identifying and declaring any conflicts of interest, including any actual, potential, or perceived conflicts of interest, when required to do so.
- 2.3.** It is the Member's responsibility to identify and disclose any conflict of interest, including actual, perceived, or potential conflicts of interest, when required to do so.

3. Support and Training for Elected Members

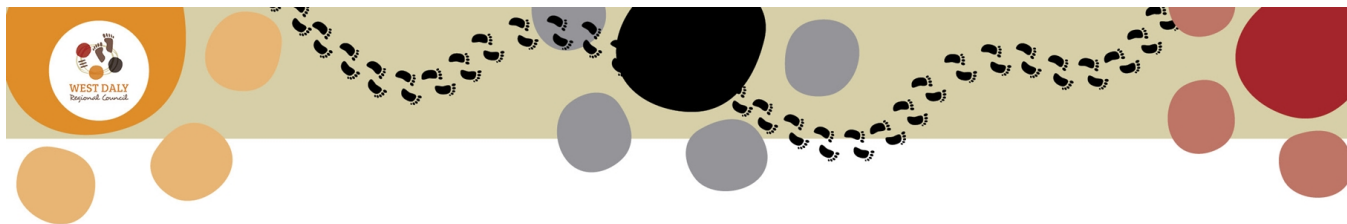
- 3.1.** Council will work collaboratively with our Elected Members and Executive Staff to develop and implement tools, resources and training to help identify conflicts of interest. These resources should identify areas of risk and the kinds of conflicts that are likely to occur for our Elected Members.
- 3.2.** Elected Members will also receive training regarding their responsibilities to identify, disclose and manage conflicts of interest, including as part of their induction training.
- 3.3.** Elected Members are encouraged to speak up and seek advice if they have questions or any doubt as to whether they have a conflict of interest. Elected Members can discuss their concerns with their peers (e.g. the Mayor or another Elected Member), or with the Chief Executive Officer (CEO). In some circumstances, Elected Members may also choose to obtain their own independent legal advice (at their own cost).
- 3.4.** Regardless of any advice the Elected Member may receive, ultimately the Elected Member is accountable for deciding whether they have a conflict of interest, and where relevant, for making a disclosure of that interest.

4. Annual Return of Interest

- 4.1.** In accordance with section 110 of the Act: A council member must submit an annual return to the CEO, containing the details prescribed by regulation (an annual return of interests): within 60 days of the council member's election; and by no later than 30 September each year for the duration of the council member's membership.
- 4.2.** However, if a member has submitted an annual return of interests after 31 March in a calendar year, the member is not required to submit another return before 30 September in that year.
- 4.3.** The annual return must be submitted in the prescribed form using the Annual Returns of Interests Council Members form.
- 4.4.** The CEO will keep an *Annual return of Interest (Elected Member)*.
- 4.5.** A copy of the register will be published on Council's website.

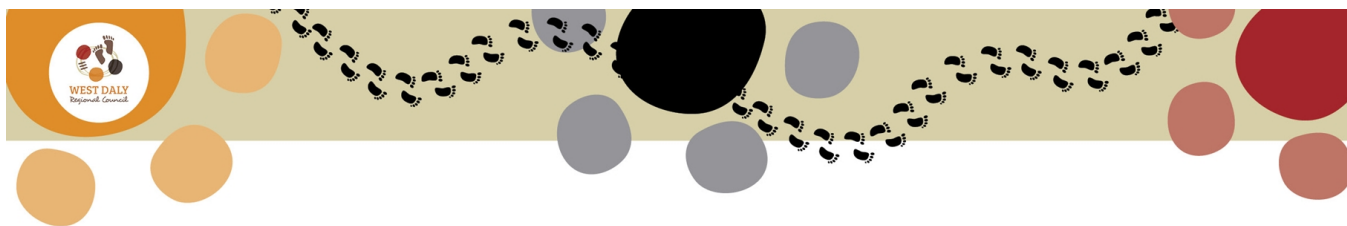
5. Disclosure of Conflict of Interest by a Member

- 5.1.** In accordance with the legislative requirements and good governance practice, as soon as practicable after a Member becomes aware of a conflict of interest in a matter that



has arisen or is about to arise before a Council, a Council Committee or Local Authority, the Member must disclose the interest that gives rise to the conflict:

- a) At the relevant meeting of the Audit Committee, Council, Council Committee or Local Authority; and
 - b) To the CEO.
- 5.2. The CEO must record the disclosure in the *Register of Declared Conflicts (Elected Member, Local Authority and Council Committee)*.
 - 5.3. A copy of the register will be published on Council's website.
 - 5.4. Information on how Council will manage the mechanics of a disclosure within a Council, Council Committee or Local Authority meeting, is contained within the *Guideline and Procedure for Identifying, Disclosing and Managing a Conflict of Interest (Elected Member, Local Authority and Council Committee)*.
- 6. Conflict of interest exemptions:**
- 6.1. The following is not a conflict of interest:
 - 6.1.1. an interest that the member or associate shares in common with the general public or a substantial section of the public;
 - 6.1.2. an interest as an elector or ratepayer that the member or associate shares in common with other electors or ratepayers;
 - 6.1.3. an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.
- 7. Failure to Disclose**
- 7.1. A failure to disclose a real or perceived conflict of interest may be deemed a breach of the *Code of Conduct (Elected Member, Local Authority and Council Committee)*.
 - 7.2. The failure of an Elected Member to make a disclosure is in breach of their statutory obligations under the *Local Government Act 2019*. If an Elected Member is found to have committed an offence in relation to not disclosing an interest, they may be liable for penalty as per the penalties outlined in Section 115 of the Act.
- 8. Registering Declared Conflicts**
- 8.1. The CEO will keep a *Register of Declared Conflicts*
 - 8.2. The Register will set out the declared conflicts disclosed by Elected Members, in accordance with Section 116 of the Act.
 - 8.3. A copy of the registered conflicts of interest declared by Elected Members will be published on Council's website.
 - 8.4. Each entry of a disclosure listed on the register is to be kept for a period of three years after the conclusion of the next general election.
- 9. Responsibilities**
- 9.1. All Members are responsible for identifying and disclosing any conflict of interest, including any actual, perceived, or potential conflict of interest, when required to do so.
 - 9.2. All Elected Members must complete an *Annual Return of Interest* form within 60 days of their election, and by no later than 30 September each year for the duration of their membership. Unless 4.3 applies.
 - 9.3. The CEO is responsible for ensuring that appropriate training, resources and tools are available to Members to help them identify, disclose and manage conflicts of interest.



- 9.4. The Governance Officer is responsible for facilitating Elected Members completion of their *Annual Return of Interest* form.
- 9.5. The Governance Officer will assist Elected Members where required.
- 9.6. The Governance Officer is responsible for updating the Registers and publishing them on WDRCs website.

References

Local Government Act 2019 (NT) s.110 - s.111; s.114 - s.117

Local Government (General) Regulations 2021 (NT) r.54 (h); r.56 - r.58

Definitions

In the context of this policy the following definitions apply:

The Act means the Local Government Act.

Breach means an act of breaking or failing to observe a law, agreement, or code of conduct.

A **Conflict of Interest** means a potential, perceived or actual conflict between a Member's official duties and responsibilities in serving the public interest, and their own private interests. A conflict of interest can arise from avoiding personal losses, as well as gaining a personal advantage – whether financial or otherwise. This includes advantages to relatives, friends, and business associates.

Conflicts of interest can be pecuniary or non-pecuniary:

- a) A pecuniary interest involves an actual or potential financial gain or loss. It may result from the Member or related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not have to change hands for an interest to be pecuniary.
- b) A non-pecuniary interest does not have a financial component but may arise from personal or family relationships or involvement in sporting, social, community or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias a Member's judgment or decisions.

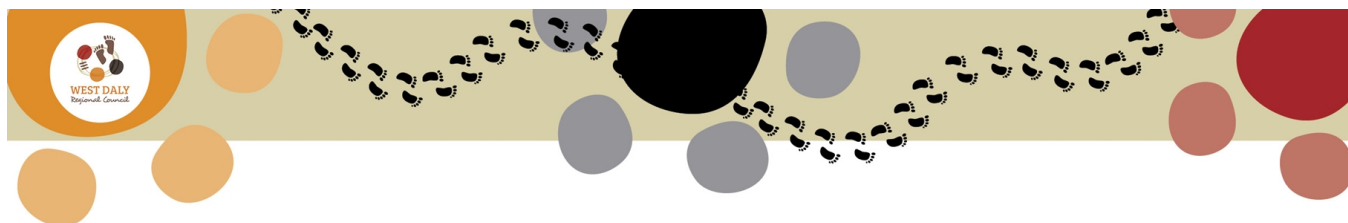
A conflict of interest may be actual, perceived, or potential:

- a) An actual conflict of interest exists where the actions of a Member, at the present time, could be influenced by the Member's private interests.
- b) A perceived conflict of interest arises where it appears that decisions that a Member makes in the course of undertaking their official duties may be influenced by the Member's private interests, whether or not this is in fact the case.
- c) If a Member is in a situation where their future decision making may be influenced by their private interests, the Member has a potential conflict of interest.

Disclosure is the act of releasing all relevant information to the Council that may influence a member's decision making.

Interest means anything that can have an impact on an individual or group. It includes anything that can bring a benefit or disadvantage to a member, or others an individual may wish to benefit or disadvantage.

Member means an Elected Member of Council, Local Authority or Committee Member.



Private interests are those personal, professional, or business interests that can benefit or disadvantage us as individuals. They also include the personal, professional, or business interests of individuals or groups we associate with, for example family members, friends, contractors, etc.

Public interest means the collective interest of the entire community, not the sum of individual interests nor the interest of a particular group.

Related Documents

Schedule 1 Code of Conduct

Breach of Code of Conduct (Elected Member, Local Authority and Council Committee) Policy

Gifts, Benefits and Hospitality (Elected Member) Policy

Breach of Code of Conduct complaint form

Induction and Training (Elected member, Local Authority and Council Committee) Policy

Annual Return of Interests Policy

Annual Return of Interests Register (Elected Member)

Register of Declared Conflicts

Annual Return of Interests form

For more information, contact the Policy Custodian.

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	17/03/2022	GOV03	Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy	030/2022
3.0	XXX	GOV03	Conflict of Interest (Elected Member, Local Authority and Council Committee) Policy	XXX

Endorsement

Signature:	
Date:	XXX
Name and Position:	John Thomas, Chief Executive Officer

REPORT

ITEM NUMBER 6.11

REPORT TITLE Policy Approval: Annual return of Interests policy

PREPARED BY Shoshana Hill (Governance Officer)



PURPOSE

The purpose of this report is to recommend that Council approve the reviewed Annual Return of Interests Policy (GOV14) Version 2.0 the policy updates are minor and allow for better integration between policies.

BACKGROUND

The Annual Return of Interests Policy is an important part of the Council's governance framework, which provides clear and detailed information to Elected Members, the CEO, and Senior Council Staff regarding what interests are required to be disclosed during the Annual Return of Interests Disclosure.

Key updates to the policy include:

- Explicitly citing the authority of Section 178 (1) (b) LGA 2019 and confirming the policy's scope includes Senior Council Staff.
- Updates to the policy to ensure it be read in conjunction with other related policies, including the Staff Conflict of Interest Policy (PC06) and the Conflict of Interest Policy for Elected Members (GOV03).
- Minor wording and section re-numbering updates.
- Update the formatting of the Policy to align with internal standards.

STATUTORY ENVIRONMENT

Local Government Act 2019 s.110 - s.111; s.114 - s.117

Local Government Act 2019 s.178 (1) (b)

Local Government (General) Regulations 106, 107

IMPACT FOR COUNCIL

Approval of this reviewed policy ensures the Council's governance documents and overall governance framework remain up to date and there is good integration between numerous policies.

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 for Elected Members and Council*

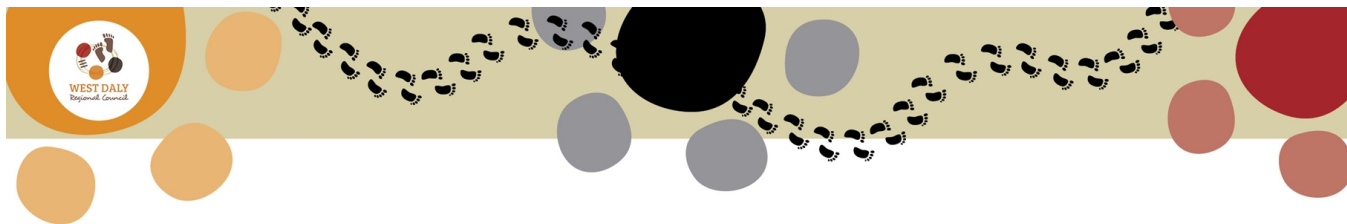
Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council approves the revised Annual Return of Interests Policy (GOV14) Version 2.0 as attached.

ATTACHMENTS

1. GOV14 Annual Return of interest policy [**6.11.1** - 4 pages]



ANNUAL RETURN OF INTERESTS POLICY GOV14

Policy Title:	Annual return of Interests policy		
Policy Type:	Governance		
Policy Custodian:	Chief Executive Officer		
Records Number:	XXX	Version:	2.0
Approval Date:	XX	Next Review Date:	01/08/2029

Purpose

This policy defines the interests that must be disclosed in the Annual Return of Interests, as required by the Local Government Act and Regulations to ensure transparency and accountability. The return retrospectively captures any changes or new interests since the last submission and must be filed within 14 days of starting employment and annually by September 30.

Scope

This policy applies to the Elected Member of Council, CEO and pursuant to Section 178 (1) (b) LGA 2019, Senior Council Staff must also complete an Annual Return of Interests. This policy should be read in conjunction with PC06 Staff Conflict of Interest Policy and GOV03 Conflict of Interest (Elected Member, Local Authority & Council Committee) Policy.

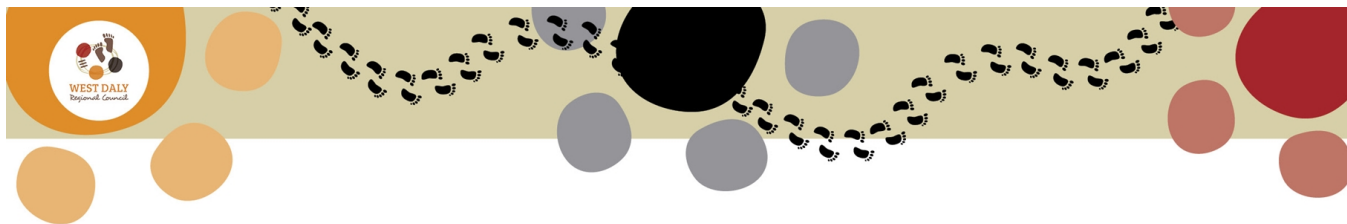
Policy Statement

1. Responsibility

- 1.1. Elected Members, the CEO and Senior Council Staff should at all times avoid situations in which private interest's clash or might reasonably be deemed to have the potential to clash, with their Council duties.
- 1.2. Elected Members, the CEO and Senior Council Staff should not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a direct or indirect interest or holds a position of influence or power in a business undertaking tendering for the work.

2. What information should be disclosed in Annual Returns?

- 2.1. The information you must disclose in Annual Returns relates to you personally. You do not have to disclose any information relating to your spouse, children or any other person.



- 2.2. The value, amount or extent of any asset, income, debt or disposition does not have to be disclosed.

3. Shareholding in a public or private company (including a holding company)

- 3.1. Notify any relevant interest in any shares (as defined in Corporations Act) including equitable as well as legal interest, whether held directly or indirectly, which enables a Member, the Member's spouse or dependants to exercise control over the right to vote or dispose of those shares
- 3.2. Where interests are held in a private holding company (i.e. a proprietary company formed for the purpose of investing in subsidiary companies) all such subsidiary companies, and any subsidiary companies held by those subsidiary companies, should be named.

4. Interest as owner of real estate

- 4.1. Real estate refers to land or things attached to land. For example, a house, shed or jetty. An interest includes, but is not limited to, a financial interest, a right to occupation, a right or power of attorney for someone who is elderly or if you hold shares in the property.
- 4.2. You do not however, need to disclose your interest in real property if you are the executor of a deceased estate or a trustee as part of your occupation or by way of security for a debt
- 4.3. You are required to disclose the street address or the particulars of title of each parcel of real property in which you had an interest and the nature of that interest.

5. Registered company directorship

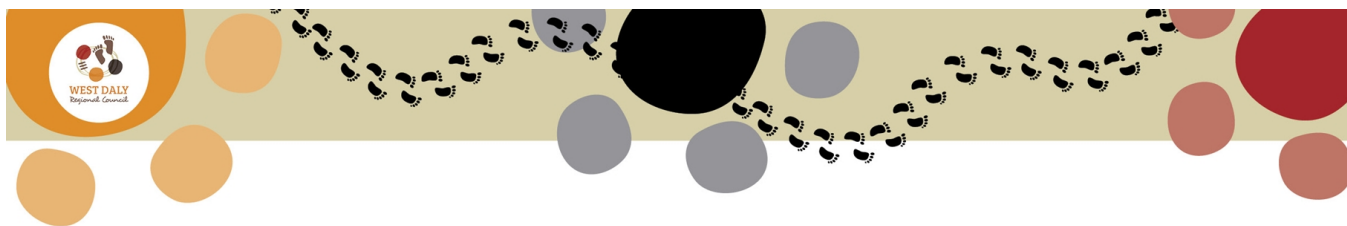
- 5.1. Company directors have duties under the Corporations Act 2001 (Cth). In making decisions for Council, Members may have a conflict if their decisions are to benefit the company in contractual relations.
- 5.2. You are required to indicate the name of the company and the activities conducted.

6. Interest in partnership

- 6.1. A partnership is defined as the relationship which exists between persons carrying on a business in common with a view to profit. It involves two or more people entering into a contractual agreement amongst themselves.
- 6.2. These details are required as Council procures goods and services from organisations outside of Council and if there is a partnership this needs to be declared.

7. Political membership

- 7.1. Wearing or displaying political material by a Member is generally inappropriate. It may give the impression that the Council endorses the political material or supports a particular government party.
- 7.2. In some circumstances, it may create doubts in the minds of clients as to whether their queries or applications will be handled impartially.
- 7.3. Members should take care when considering, or commenting on, political or social issues related to their local government role, to ensure it does not conflict with their official duties.



8. Membership in an organisation where an interest with the member's public duties could foreseeably arise or be seen to arise

- 8.1 A conflict occurs when a person's personal interests conflict with their responsibility to act in the best interests of the Council.
- 8.2 Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in.

9. Any other interest where an interest with public duties could foreseeably arise or be seen to arise

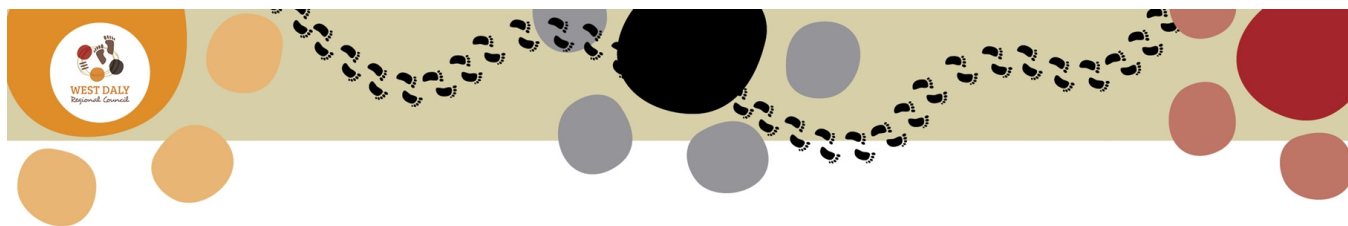
- 9.1. For a material interest, there must be a potential benefit or loss to the relevant person or someone who has a relationship with them.

Examples of relationships, include but are not limited to the following:

- a) family members;
 - b) employers;
 - c) business partners;
 - d) where the relevant person acted as a consultant, contractor or agent;
 - e) a beneficiary of a trust;
 - f) a person who gave a disclosable gift to the Member.
- 9.2. The benefit or loss can be direct or indirect, pecuniary or non-pecuniary.
 - 9.2.1. Pecuniary interests are interests that involve an actual or potential financial gain or loss. They may result from the Members or a related party owning property, holding shares or a position in a company bidding for Council work, accepting gifts or hospitality, or receiving income from a second job. Money does not need to actually change hands for an interest to be pecuniary.
 - 9.2.2. Non-pecuniary interests do not have a financial component but may arise from personal or family relationships or involvement in sporting, social or cultural activities. They include any factor which would predispose the Member towards favour or prejudice resulting from friendship, animosity or other personal involvement that could bias the Members judgement or decisions.

10. Any other substantial source of income

- 10.1 Where a reference is made to a disclosure concerning any income, it includes but is not limited to any income received from rental properties, employers, partnerships and interest accrued from corporate shares – even income derived from outside of the Northern Territory.
- 10.2 In an annual return you must disclose each source from which income was received any time during the return period (usually previous 12 months).
- 10.3 Income from a source that must be disclosed is income within the meaning of the Income Tax Assessment Act 1936 (Cth); that is, income you would disclose in an income tax return.



- 10.4 As a general rule of thumb, income over \$5,000 per annum might be notifiable but smaller amounts from sources which might, in the judgement of the Member, involve sensitivity or be capable of misunderstanding should be included.

References

Local Government (General) Regulations 106, 107.
Local Government Act 2019 (NT) s.110 - s.111; s.114 - s.117

Related Documents

Schedule 1 Code of Conduct
 Breach of Code of Conduct (Elected Member, Local Authority and Council Committee) Policy
 Conflict of Interest (Elected Member, Local Authority & Council Committee) Policy
 Gifts, Benefits and Hospitality (Elected Member) Policy
 Code of Conduct Employee
 Staff Conflict of Interest Policy
 Breach of Code of Conduct complaint form
 Annual Return of Interests Register (Elected Member)
 Register of Declared Conflicts
 Annual Return of Interests form
 For more information, contact the Policy Custodian.

Review History

Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
1.0	27 April 2023	GOV14	Annual return of Interests policy	NA
2.0	xxx	GOV14	Annual return of Interests policy	xxx

Endorsement

Signature:	
Date:	xxx
Name and Position:	John Thomas, Chief Executive Officer

REPORT

ITEM NUMBER 6.12

REPORT TITLE Supplementary Report: Invitation to attend Thamarrurr Homelands Committee

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to notify Council of the invitation to attend the Thamarrurr Development Committee.

BACKGROUND

The purpose of the Thamarrurr Homelands Committee (the Committee) is to meet regularly to discuss issues of importance to the Thamarrurr homelands and progress actions to support the goals and aspirations of the Thamarrurr homelands residents and leaders.

The Committee has three sub-groups (Lirrga, Tharnpa and Wangga sub-groups).

Thamarrurr Development Corporation and Murin Association are members and facilitators of the Committee.

On 13 August 2025, we received a formal invitation to participate in the Committee held on 27 August 2025. At this time, Council was operating in Caretaker period and was not able to contribute to the Committee.

On 27 August 2025, Thamarrurr Homelands Committee convened in Wadeye to discuss a range of matters relating to services, including:

- The 2025-26 Homelands Program Guidelines, including homelands eligibility, the process for establishing the number of eligible houses, the responsibilities of the providers.
- The funding awarded for 2025-26 to each service provider in relation to each Thamarrurr Homelands.
- The grant funding environment for access roads.

The Committee has expressed a strong desire for West Daly Regional Council to attend and present at the next meeting.

STATUTORY ENVIRONMENT

Local Government Act 2019 Section 40 (1) (2)

IMPACT FOR COUNCIL

Ensuring Council is appropriately sharing and receiving information on Council related services and contracts.

STRATEGIC ALIGNMENT

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

FOCUS AREA 4: Delivering on our promises

Working with others 29. Participate in Local Decision Making agreements

Working with others 30. Maximise the benefits, results and efficiency of Council partnerships

RECOMMENDATION

1. That the Council confirms its attendance at the next Thamarrurr Homelands Committee; and
2. That the Council appoints [*Employee or Officer*] to represent Council at the Thamarrurr Homelands Committee.

ATTACHMENTS

Nil

7 REPORTS FOR INFORMATION

REPORT

ITEM NUMBER	7.1
REPORT TITLE	Council Meeting Dates Report
PREPARED BY	Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to inform newly elected Council of the meeting calendar for the remainder of 2025, and report to Council on the proposed meeting calendar for 2026.

In accordance with Section 90 (1) of the *Local Government Act 2019*, the first ordinary meeting of a council to be held after a general election must set the schedule for the holding of ordinary meetings for the term of council.

The proposed schedule includes Local Authority Meetings, Finance Committee and Audit and Risk Management Committee meetings.

2025	MEETINGS AND LOCATIONS
• October	
14 th October 2025	Peppimenarti Local Authority
15 th October 2025	Wadeye Local Authority
16 th October 2025	Palumpa Local Authority
17 th October 2025	Ordinary Council Meeting
• November	
5 th November 2025	Audit and Risk Management Committee
27 th November 2025	Finance Committee
• December	
11 th December 2025	Ordinary Council Meeting

2026	MEETINGS AND LOCATIONS
• January	
29 th January 2026	Ordinary Council Meeting
• February	
26 th February 2026	Finance Committee
• March	
17 th March 2026	Peppimenarti Local Authority
18 th March 2026	Wadeye Local Authority
19 th March 2026	Palumpa Local Authority
26 th March 2026	Ordinary Council Meeting
• April	
30 th April 2026	Ordinary Council Meeting
• May	
7 th May 2026	Audit and Risk Management Committee
28 th May 2026	Ordinary Council Meeting
• June	
16 th June 2026	Peppimenarti Local Authority
17 th June 2026	Wadeye Local Authority

18 th June 2026	Palumpa Local Authority
25 th June 2026	Ordinary Council Meeting
• July	
30 th July 2026	Ordinary Council Meeting
• August	
27 th August 2026	Finance Committee
• September	
15 th September 2026	Peppimenarti Local Authority
16 th September 2026	Wadeye Local Authority
17 th September 2026	Palumpa Local Authority
24 th September 2026	Ordinary Council Meeting
• October	
29 th October 2026	Ordinary Council Meeting
• November	
5 th November 2026	Audit and Risk Management Committee
26 th November 2026	Ordinary Council Meeting
• December	
10 th December 2026	Ordinary Council Meeting

STATUTORY ENVIRONMENT

Local Government Act 2019

IMPACT FOR COUNCIL

Establishing the full meeting calendar in advance supports forward planning, travel and accommodation arrangements, timely agenda preparation, and ensures Council meets its legislative obligations.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council approves the proposed 2026 Meeting Schedule.

ATTACHMENTS

Nil

REPORT

ITEM NUMBER 7.2

REPORT TITLE NT Remuneration Tribunal - Member Allowances

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

The purpose of this report is to share correspondence received from the Remuneration Tribunal, and seek feedback from Council.

BACKGROUND

The Remuneration Tribunal is commencing its inquiry on Local Government Council and Local Authority members' allowances 2026, pursuant to sections 7B(1) and 7E(1) of the Assembly Members and Statutory Officers, *Remuneration and Other Entitlements Act 2006* with Councils.

If completed on or before 1 February 2026, the inquiry will lead to a determination that applies to members' allowances from 1 July 2026.

The Tribunal is accepting written submissions from Council for the inquiry by 17 October 2024, which should address any questions or issues Council would like to raise.

The Tribunal is offering an opportunity to share considerations to any unique circumstances relating to our region.

STATUTORY ENVIRONMENT

Remuneration and Other Entitlements Act 2006
Local Government Act 2019

IMPACT FOR COUNCIL

Communicating with the Tribunal provides Council with an opportunity to share unique circumstances that West Daly Regional Council face that effects remuneration.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council write to the Tribunal advising *[insert details]* before 17 October 2025.

ATTACHMENTS

1. NT Remuneration Tribunal Letters to CE Os for 2026 LGC and LA Inquiries 11919
[7.2.1 - 1 page]
2. report-determination-1-of-2025-allowances-for-members-local-government-councils
[7.2.2 - 10 pages]
3. report-determination-1-of-2025-allowances-for-members-local-government-authorities
[7.2.3 - 4 pages]



NORTHERN TERRITORY OF AUSTRALIA

REMUNERATION TRIBUNAL

**GPO BOX 4396
DARWIN NT 0801**

Telephone: (08) 8999 6539

Mr John Thomas
Chief Executive Officer
West Daly Regional Council

Ceo@westdaly.nt.gov.au john.thomas@westdaly.nt.gov.au

Dear Mr Thomas

The Remuneration Tribunal is commencing its inquiry on Local Government Council and Local Authority members' allowances 2026 pursuant to sections 7B(1) and 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* with Councils.

If completed on or before 1 February 2026, the inquiry will lead to a determination that applies to members' allowances from 1 July 2026. I attach to this letter copies of the latest versions of the Tribunal's Determinations.

The Tribunal is accepting written submissions from Councils for the inquiry by 17 October 2025, which should address only questions or issues that your Council would like to raise. Considerations should be made as to any unique circumstances relating to your Council which you may wish to advise the Tribunal. Individual Councillors may also like to provide their own submissions.

While the Tribunal would like to meet with Councils personally, this is not practicable; however the Tribunal will accommodate video conference calls.

It would be appreciated if you could place this letter on the Council's agenda for its next meeting for your Council to discuss its approach. It would also be appreciated for the CEO receiving this letter to provide it to the appointed Mayor of the Council.

Councils should contact the Tribunal's Secretariat via email NTRemunerationTribunal@nt.gov.au for any further queries or to arrange meetings with the Tribunal.

Yours sincerely,

Gary Higgins
Chair
Northern Territory Remuneration Tribunal
9 September 2025



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

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

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

REPORT ON DETERMINATION NO. 1 OF 2025

1. INTRODUCTION

On 30 July 2024, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

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

Under section 7B(7) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 6 September 2024, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 14 September 2024, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

Further correspondence invited Councils to arrange to meet with the Tribunal and two meetings were held with Councils.

The Tribunal received eight submissions from the following Councils as well as Local Government Association of the Northern Territory (LGANT):

- Three from the City of Darwin Council
- City of Palmerston Council
- Alice Springs Town Council
- Two from the Wagait Shire Council
- Coomalie Shire Council

2. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Tribunal received several submissions requesting an increase to Professional Development Allowance. It is noted that the Professional Development Allowance is all inclusive and can include travel and accommodation costs. The Tribunal is aware of significant cost increases for travel especially for Regional areas of the NT and has agreed to increase the Allowance to \$5000 per financial year.

3. COUNCILLOR'S ALLOWANCE

The Tribunal has increased all base allowances by 4% in recognition of movements in earnings within Australia as well as the Territory.

At the same time, the Tribunal has determined that Elected Councillors in Wagait and Belyuen Shire Councils will receive the same base allowance as Elected Councillors in Coomalie

4. MAYOR AND PRINCIPAL MEMBER ALLOWANCE

The Tribunal has determined that on the basis of equity, the three Shire Council Mayors should receive the same Total Mayor Allowance which has now been set at \$30 462.

The Tribunal has also increased the Mayoral Allowance by 4% to address relativities between Councillor and Mayoral Allowances.

5. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has kept the Allowance at a maximum of \$10 000, but has recognised some instances where the extra meeting allowance paid to a Councillor should not be applied to the cap.

The Tribunal has determined that where a Councillor is asked to represent the Mayor or Principal Member at an official Council function, an extra meeting allowance will apply, but it will not be included against the cap. Similarly, where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will apply, but it will not be included against the cap.

The Tribunal has also determined that where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT), an extra meeting allowance will apply, but it will not be included in the cap.

6. FUTURE INQUIRIES

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

The Tribunal believes that there are still some outstanding issues that need addressing and these would be enhanced by further Inquiries on an annual basis. .

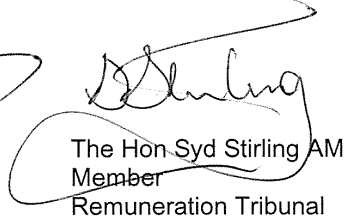
The Tribunal appreciates the feedback received from Councils.

7. APPENDIX A

Appendix A provides details of the allowances.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon. Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

APPENDIX A to the Report

Comparison of Existing Allowances with New Allowances

Municipal and Regional Councils

ALLOWANCE COUNCIL	CURRENT	New from 1 July 2025
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Councillors

Darwin	\$31,775	\$33,046
Palmerston	\$24,600	\$25,584
Alice Springs	\$22,550	\$23,452
Litchfield	\$22,550	\$23,452
Katherine & Regional	\$20,500	\$21,320

Shire Councils

Councillors	Coomalie	\$7,175	\$7,462
	Belyuen	up to \$5,125	\$7,462
	Wagait	up to \$5,125	\$7,462

Mayor Allowance

Darwin	\$127,200	\$132,288
Palmerston	\$92,000	\$95,680
Alice Springs	\$89,000	\$92,560
Litchfield	\$83,000	\$86,320
Katherine & Regional	\$82,000	\$85,280

Total Mayoral Allowance

Darwin	\$158,975	\$165,334
Palmerston	\$116,600	\$121,264
Alice Springs	\$111,550	\$116,112
Litchfield	\$105,550	\$109,772
Katherine & Regional	\$102,000	\$106,600
Shire Councils	\$30,175	\$30,462

Deputy Mayor Total allowance

Darwin	\$55,575	\$56,846
Palmerston	\$41,800	\$42,784
Alice Springs	\$39,050	\$39,952
Litchfield	\$38,550	\$39,452
Katherine & Regional	\$36,500	\$37,320

Shire Councils

Mayor	Coomalie	\$30,175	\$30 462
	Belyuen to	up to \$25,125	\$30 462
	Wagait	up to \$25,125	\$30 462



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

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

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

DETERMINATION NO. 1 OF 2025

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

1. DEFINITIONS

Municipal Councils are the following:

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

Regional Councils are the following:

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

Shire Councils are the following:

- Belyuen;
- Coomalie; and
- Wagait.

New Councils: any other Councils newly constituted by the Minister for Local Government in 2025

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

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

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

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

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

Councillor is a member of a Local Council:

2. ALLOWANCES

The following annual allowances will apply from 1 July 2025 and will be paid fortnightly or monthly:

COUNCILLORS' ALLOWANCE

Darwin	\$33,046
Palmerston	\$25,584
Alice Springs	\$23,452
Litchfield	\$23,452
Other Municipal and Regional	\$21,320

Shire Councils

Coomalie	\$7,462
Belyuen	\$7,462
Wagait	\$7,462

DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

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

PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$132,288
Palmerston	\$95,680
Alice Springs	\$92,560
Litchfield	\$86,320
Other Municipal and Regional	\$85,280

Shire Councils

Coomalie	\$23,000
Belyuen	\$23,000
Wagait	\$23,000

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
 - Including, but not limited to:
 - donations;
 - organization sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

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

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

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

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

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

- 4.3 Where a Councillor receives extra meeting allowance to represent the Mayor or Principal member at an official Council function, that extra meeting allowance will not be applied to the cap. Where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will be paid, and that extra meeting allowance will not be applied to the cap.

- 4.4 Where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT) and receives an extra meeting allowance, that extra meeting allowance will not be applied to the cap.

5. PROFESSIONAL DEVELOPMENT ALLOWANCE

- 5.1. Professional Development Allowance is \$5000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members and Councillors.
- 5.2. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The Australian Institute of Company Directors' Courses should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory.
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

6. VEHICLE ALLOWANCE

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

6.5. The Vehicle Allowance Cap will not include:

- travel to and from Local Authorities Meetings within the Ward that the member represents;
- travel involved with Professional Development activities.

7. PROVISION OF MOTOR VEHICLE

7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.

7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:

- \$25,000 per year for Municipal Principal Members; or
- \$40,000 per year for Regional Principal Members.

7.3. The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

8. TRAVEL ALLOWANCE

8.1. Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

8.2. The applicable rates to be paid are found in Table 1 of [Taxation Determination TD 2024/3](#) or any subsequent Taxation Determination made in substitution of that Determination.

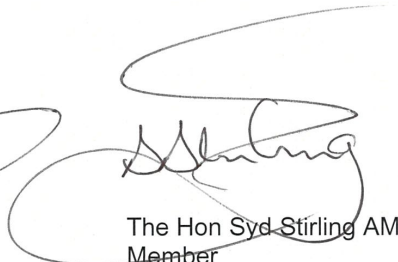
9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

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

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL AUTHORITIES**

REPORT ON DETERMINATION NO. 1 OF 2025

1. INTRODUCTION

On 30 July 2024, pursuant to section 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local authority.

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

Under section 7E(9) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 6 September 2024, individual letters were sent to each Local Government Councils inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 14 September 2024, an advertisement was placed in the NT News to announce the inquiry and invite submissions

In their submissions to the Remuneration Tribunal for the Local Government inquiry, some Councils did mention Local Authorities, but no major items were canvassed.

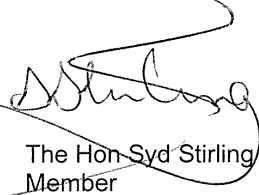
2. CURRENT SITUATION

There are Local Authorities within nine Regional Councils and the number of Local Authorities in these Councils range from three to thirteen. The allowance for members to attend meetings was increased in the 2023 Inquiry.

The Tribunal considers that the existing allowances are appropriate.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

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

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL AUTHORITIES**

DETERMINATION NO. 1 OF 2025

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

1. DEFINITIONS

Local Authority is defined in the *Local Government Act 2019* as established by a Council under section 76.

The Chair of a Local Authority is defined in the *Local Government Act 2019* as in section 98.

A Member of a Local Authority is defined in the *Local Government Act 2019* as a member of an audit committee, a council, a council committee of a local authority.

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

2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held for more than 4 hours	\$600

A Member of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

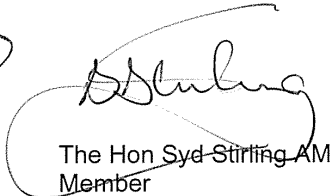
3. GENERAL

3.1. Pursuant to section 7E(9) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:

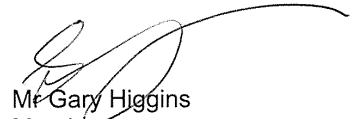
- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

8 LOCAL AUTHORITY REPORTS

LOCAL AUTHORITY REPORT

ITEM NUMBER 8.1

REPORT TITLE Minutes of the Nganmarriyanga (Palumpa)
Local Authority Meeting held on 19 August
2025



PREPARED BY Ashlee Fuller (Acting Executive Manager)

PURPOSE

To provide the elected members with the minutes of the Minutes of the Nganmarriyanga (Palumpa) Local Authority Meeting held on 19 August 2025 for information and recommendations as required.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

IMPACT FOR COUNCIL

Ensuring accountability, transparency and accountability.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council receive and note the minutes of the Minutes of the Nganmarriyanga (Palumpa) Local Authority Meeting held on 19 August 2025 and approves the recommendations.

ATTACHMENTS

1. Palumpa Local Authority - 19 August 2025 [8.1.1 - 5 pages]



MINUTES OF THE NGANMARRIYANGA (PALUMPA) LOCAL
AUTHORITY
HELD AT PALUMPA
ON Tuesday 19 August 2025
AT 11:00 am

The meeting opened at 11:01am.

1 ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS

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

2 PRESENT APOLOGY AND ABSENT

Name	Title	Present	Apology	Absent
Terry Sams	Councillor		x	
Amy Narburup	Member	x		
Alex 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		
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Note: provisional meeting

Staff	Position
Karen Parry	Director of Corporate Services
Ashlee Fuller	A/Executive Manager
Saad Afridi	Homelands Manager
Jarrold Kent	Carpenter
Chris Kassman	Community Services Manager

Visitors:

- Jacob Wodidj – Community Member
- Jody Wodidj – Community Member

3 CONFLICT OF INTEREST

There were no declarations of interest at this meeting.

4 CONFIRMATION OF MINUTES

4.1 Palumpa Local Authority Meeting held on 7 August 2024

Resolution: **NLA-2025/0**

1. That the Nganmarriyanga (Palumpa) Local Authority receive and note the minutes of the Palumpa Local Authority Meeting held on 7 August 2024.

Moved: *LA Member - Warren Wodidj*

Seconded: *LA Member - Jack Wodidj*

Carried 4 / 0

5 REPORTS

5.1 CEO Report

Resolution: **NLA-2025/1**

1. That the Palumpa Local Authority receive and note the CEO report.

Moved: *LA Member - Mary Wodidj*

Seconded: *LA Member - Amy Narburup*

Carried 4 / 0

5.2 Community Services Manager Report	
Resolution: NLA-2025/2	
That the Palumpa Local Authority receives and notes the CSM report.	
Moved: <i>LA Member - Amy Narburup</i> Seconded: <i>LA Member - Mary Wodidj</i>	Carried 4 / 0

Action: Civil Services Team to look into Potholes at Causeway.

Action: Infrastructure Team to look into Speed Bump installation, particularly at access road housing area.

Action: CSP to represent at Service Delivery Meetings and raise Safety Concerns.

Action: Council to organize pre-cyclone clean up.

Action: Housing Officer to notify community members when in Palumpa.

5.3 Finance Report	
Resolution: NLA-2025/3	
1. That the Palumpa Local Authority notes the Finance Report for the period July 2024 to June 2025. 2. That the Palumpa Local Authority acknowledges the following overspends: • LAP-5 LED Streetlights – \$11,876.27 • Cemetery Shed Structure – \$5,822.00 (carried forward from prior years) • Removal of Abandoned Cars – \$500.00 and recommends that these overspends, totaling \$18,198.27, be adjusted or recovered from unallocated funds. 3. That the Palumpa Local Authority recommends the LAP-Kubota Zero Turn Mower Project underspend of \$841 be redirected to projects which encountered overspends. 4. That the Palumpa Local Authority recommends the allocation of the remaining unallocated funds of \$62,743, to the following new project allocations: • \$20,000 – Street Shade Cloth in Bottom Camp • \$30,000 – AMRRIC Veterinary Program • \$12,743 – Repair existing Shade in Park.	
Moved: <i>LA Member - Jack Wodidj</i> Seconded: <i>LA Member - Warren Wodidj</i>	Carried 4 / 0

Question: Jack Wodidj asked if the installation of LED streetlights had been finalized, it was confirmed that this was complete.

5.4 Regional Plan 2025-26 consultation

Resolution: **NLA-2025/4**

1. That Palumpa Local Authority receives and notes the report; and
2. Proposes the following project priorities be included in the 2025-26 Regional Plan:
 - a. *Fencing around family cemetery*
 - b. *Speed bumps*
 - c. *Bollards on side roads to support safe driving*
 - d. *Playground*
 - e. *Programs to support young people*

Moved: *LA Member - Amy Narburup*

Seconded: *LA Member - Warren Wodidj*

Carried 4 / 0

5.5 Companion Animal Health Program Report & Ehrlichiosis Study

Resolution: **NLA-2025/5**

1. That the Palumpa Local Authority receive and note the Companion Animal Health Program Report for the program conducted in *August 2024* by Animal Management in Rural and Remote Indigenous Communities (AMRRIC); and
2. Endorse the request from Animal Management in Rural and Remote Indigenous Communities (AMRRIC) and Murdoch University to conduct Ehrlichiosis Research Study within the region with approval from companion pet owners.

Moved: *LA Member - Jack Wodidj*

Seconded: *LA Member - Amy Narburup*

Carried 4 / 0

5.6 Community Safety Report

Resolution: **NLA-2025/6**

1. That the Palumpa Local Authority receives and notes the Community Safety Report.

Moved: *LA Member - Jack Wodidj*

Seconded: *LA Member - Warren Wodidj*

Carried 4 / 0

Action: Include CSM Safety Action by representing at Service Delivery Meeting.

Action: CSP Coordinator to look into opening hours - noted that crimes occur after 12am.

6 GENERAL BUSINESS

None raised

7 NEXT MEETING

To be confirmed

8 MEETING CLOSE

The meeting closed at 12:28.

This page and the preceding 4 pages are the unconfirmed minutes of the Palumpa Local Authority Meeting held on 19th August 2025.

9 COMMITTEE REPORTS

COMMITTEE REPORT

ITEM NUMBER 9.1

REPORT TITLE Minutes of the Finance Committee held on 28th August 2025

PREPARED BY Shoshana Hill (Governance Officer)



PURPOSE

To provide the elected members with the minutes of the Minutes of the Finance Committee held on 28th August 2025 for information and recommendations as required.

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.

STATUTORY ENVIRONMENT

Local Government Act 2019

IMPACT FOR COUNCIL

Ensuring accountability, transparency and accountability.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That the Council receive and note the minutes of the Minutes of the Finance Committee held on 28th August 2025; and

ATTACHMENTS

1. Finance Committee Meeting - 28 August 2025 - Minutes unconfirmed (1) [9.1.1 - 3 pages]



MINUTES OF THE FINANCE COMMITTEE MEETING
HELD AT Council Chambers Winnellie NT
ON Thursday 28 August 2025
AT 10:00 am

The meeting opened at 10:07

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2 PRESENT APOLOGY AND ABSENT

ELECTED MEMBERS	POSITION	PRESENT	APOLOGY	ABSENT
John Wilson	Mayor		x	
Terry Sams	Deputy Mayor	x (Phone)		
Mark Tunmuck-Smith	Councillor	x (Phone)		

STAFF IN ATTENDANCE

John Thomas

Karen Parry

Muhammad Waqas (Teams)

Alston George

Ashlee Fuller

Shoshana Hill

POSITION

Chief Executive Officer

Director of Corporate Services

A/Finance Manager

A/People and Culture Manager

A/Executive Manager

Governance Officer

Chairperson:

In accordance with Council Casting Vote Policy the Chairperson for the meeting defaults to the Deputy Mayor in the absence of the Mayor.

Deputy Mayor Terry Sams chaired this Finance Committee Meeting.

3 DISCLOSURES OF INTEREST

There were no declarations of interest at this meeting

4 CONFIRMATION OF MINUTES

4.1 Finance Committee Meeting held on 12 December 2024

Resolution: **FC-2025/0**

1. That the Committee confirm the minutes of the Finance Committee Meeting held on 12 December 2024 as a true and accurate record of the meeting.

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

Carried 2 / 0

5 REPORTS FOR DECISION

5.1 Finance report for month ending 31 July 2025

Resolution: **FC-2025/1**

1. That the Council receives and approves the Finance Report dated 31st July 2025.

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

Carried 2 / 0

6 CONFIDENTIAL ITEMS

The meeting moved to confidential session at 10:18.

MOVE TO CONFIDENTIAL SESSION

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

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

6.1 Confirmation of Confidential Minutes

6.1.1 Confidential Session of the Finance Committee Meeting held on 12 December 2024

Regulation 51(1)(c)(ii) - 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)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

RETURN TO OPEN 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 Local Government (General) Regulations 2021 the meeting be re-opened to the public.
Moved: <i>Councillor Terry Sams</i> Seconded: <i>Councillor Mark Tunmuck-Smith</i>

The meeting returned to open session at 10:19

7 NEXT MEETING

The next Finance Committee Meeting is scheduled for 27 November 2025.

8 MEETING CLOSE

The meeting Closed at 10:20.

This page and the preceding 2 pages are the minutes of the Finance Committee held on 28th August 2025.

10 CORRESPONDENCE

CORRESPONDENCE

ITEM NUMBER 10.1

REPORT TITLE Correspondence Report

PREPARED BY Ashlee Fuller (Acting Executive Manager)



PURPOSE

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

INCOMING CORRESPONDENCE

DATE	RECEIVED FROM	REGARDING
28.07.2025	Local Government Association NT	Annual Membership Subscriptions
30.07.2025	Department Housing, Local Government and Community Development	CouncilBIZ Wind Up
30.07.2025	The Hon Kristy McBain MP	Reform Roundtable
31.07.2025	Department Housing, Local Government and Community Development	Audit Confirmation Request
04.08.2025	Thamarrurr Development Corporation	Lease Extension Lot 463 (Top Floor)
12.08.2025	Thamarrurr Homelands Committee	Invitation to attend meeting
25.08.2025	Northern Territory Grants Commission	Financial Assistance Grant Allocations 2025-26
02.09.2025	NTG Contract and Procurement Services	Notice of Amendment – Supply of Remote Tenancy Management Support Services
05.09.2025	Senator of the Hon Malarndirri McCarthy	Engagement for RJED
05.09.2025	NT Electoral Commission	2025 Local Government Elections

OUTGOING CORRESPONDENCE

DATE	ADDRESSED TO	REGARDING
14.07.2025	Thamarrurr Development Corporation	Blue Gum Gravel Pit
31.07.2025	Department Industry, Tourism & Trade	Application for General Restricted Area
01.08.2025	Thamarrurr Development Corporation	Lease Extension 34 Palumpa
01.08.2025	Thamarrurr Development Corporation	Lease Extension Lot 463 Wadeye (Bottom Floor)
01.08.2025	Thamarrurr Development Corporation	Lease Extension Lot 463 Wadeye (Top Floor)
05.08.2025	Thamarrurr Development Corporation	Lease Extension Lot 463 Wadeye (Top Floor)

14.08.2025	Department of People, Sport and Culture	Active Regional and Remote Communities Program - Variation
14.08.2025	Our Lady of the Sacred Heart	Mother Mary Statue Lighting
22.08.2025	Bowman Advisory	Thamarrurr Homelands Committee
29.08.2025	Thamarrurr Development Corporation	Lot 34 Palumpa – Upgrades to Building
01.09.2025	NLC Permits, Agreements & Compliance	Compliance on request for information – Section 19 Agreements
01.09.2025	NLC Permits, Agreements & Compliance	Section 19 ALRA Lease
02.09.2025	National Indigenous Australians Agency	Community Safety and Active Regional Remote Communities Program
15.09.2025	Animal Management in Rural and Remote Communities (AMRRIC)	Engage to deliver companion animal health program

STATUTORY ENVIRONMENT

Section 94 of the *Local Government Act 2019*.

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 for Elected Members and Council*

Governance 2. *Continually review and where possible improve delivery of Council services to be proactive, efficient and meet community needs*

RECOMMENDATION

1. That Council notes and accepts the correspondence.

ATTACHMENTS

Nil

11 GENERAL BUSINESS

12 NEXT MEETING

13 MEETING CLOSE