



## MEETING OF COUNCIL

**WEDNESDAY 25 AUGUST 2021**

10:00am

Held at the West Daly Regional Council - Wadeye

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

Agenda available by the 19 August 2021 please contact Tracey Bradley on <mailto:info@westdaly.nt.gov.au> or phone: 08 89779800

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# AGENDA

## West Daly Regional Council Meeting

10:00am

### WEST DALY REGIONAL COUNCIL - WADEYE

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#### Present

- Members
- Staff
- Guest

#### Apologies & Absences

#### Disclosure of Interests

#### Confirmation of Minutes

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#### Business Arising from Previous Minutes

#### Call for Items of General Business

#### Reports to Council

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10	Murinbata Tribal Development - New Store and Recreation Club .....	75
11	Capital Works Schedule - 4-G4AY7T0 - Manthathpe Walkway Bridge .....	79
12	2021 AMRRIC Veterinary Health Program - Wadeye .....	80
13	NLC Homelands Funding offer .....	94
14	LGANT - Call for Nominations - Elected Member Service Awards .....	95
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#### Correspondence Incoming & Outgoing

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#### General Business

#### Questions from the Public

#### Confidential – Closed Meeting



MINUTES OF THE COUNCIL MEETING HELD  
3/4 ALBATROSS STREET WINNELLIE NT 0820 ON  
THURSDAY, 22 JULY 2021 AT 11.13AM

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**PRESENT**

Mayor John Wilson  
Deputy Terry Sams (via phone)  
Councillor Wally Minjin  
Councillor Tunmuck-Smith

*Staff*

Matthew Eastham  
Peter Holt  
James Cartwright  
Tracey Bradley

**APOLOGIES AND LEAVE OF ABSENCE**

Councillor Mark Martin  
Councillor Ralph Narburup

**DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF**

There were no declarations of interest at this Council Meeting.

Due to being able to have Deputy Mayor Terry Sams on the phone for a limited time only, the CEO spoke about the conduct of the meeting and how it will be convened.

All general reports are to be carried over to next meeting. Items of importance for the OCM and Regional Plan in accordance with the Act will be discussed and actioned.

All reports are to be read and will be carried over to next meeting.

**CONFIRMATION OF MINUTES**

**Minutes of the Council Meeting held on 24 June 2021**

052/2021 **Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

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

**CALL FOR ITEMS OF GENERAL BUSINESS**

NIL

**MAYORAL REPORT**

Nil

**CEO REPORT**

**REPORTS**

**1) CEO Report**

**Motion:**

- 1. That Council notes the CEO report.**

**This report was adjourned until the next meeting.**

**2) Deputy CE Report**

**This report was adjourned until the next meeting.**

**3) Financial Report - June 2021**

*053/2021* **Motion:**

- 1. That Council receives and notes the Financial Report for June 2021 (unaudited).**

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

**4) Council Budget 2021-22**

*054/2021* **Motion:**

**As discussion in meeting and recommendation:**

- 1. That Council receives and adopts the Council Budget and as part of the Regional Plan 2021-22 with a cash top up of \$614K from cash reserve to present a balanced budget (operating) to Council.**
- 2. Depreciation expenses of \$800K remain unfunded.**
- 3. Council to seek further support from NTG for a balanced budget without top up from cash reserve.**

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

**5) Council Fees & Charges FY 2021/22**

*055/2021* **Motion:**

- 1. That Council receives and adopts the Schedule of Fees and Charges for the FY2021/22 and as part of Regional Plan 2021/22.**

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

**6) Rates Declaration 2021/22**

*056/2021* **Motion:**

- 1. That the Council receives and adopts the Rates Declaration 2021/22 and as part of Regional Plan 2021-22.**

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

**7) Elected Member Allowance 2021-22**

*057/2021* **Motion:**

- 1. This agenda item for Elected members Allowance to be part of the Regional Plan 2021/ 22.**

Moved: Cr. Sams  
Seconded: Cr. Minjin  
Resolution: Unanimously

**8) Local Authority Allowance 2021-22**

*058/2021* **Motion:**

- 1. This agenda item for Local Authority Allowance will be part of Regional Plan 2021/22.**

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

**9) NLC Homelands Funding offer**

**Motion:**

- 1. That Council note the offer of ABA funding for Wudapuli, Nama & Papangala Homelands from the Northern Land Council.**

**This report was adjourned until the next meeting**

**10) 2021/2022 Services Australia (Centrelink) Host Contract**

**Motion:**

- 1. That Council notes the new Host Contract for financial year 2021-22 to provide Agent and Access Point Services.**

**This report was adjourned until the next meeting**

**11) Approval of West Daly Regional Council - Regional Plan 2021-22**

*059/2021* **Motion:**

- 1. That Council adopts the West Daly Regional Council – Regional Plan 2021-22.**

Moved: Cr. Sams

Seconded: Cr. Tunmuck-Smith

Resolution: Unanimously

**12) Capital Works Schedule - 4-G4AY7T0 - Manthathpe Walkway Bridge**

**Motion:**

- 1. That Council receives and notes the updates regarding the Manthathpe Walkway Bridge project.**

**This report was adjourned until the next meeting**

**13) Local Government Election 2021**

*060/2021* **Motion:**

- 1. That Council note the progress update regarding the 2021**

**Local Government Election.**

Moved: Cr. Minjin  
Seconded: Cr. Sams  
Resolution: Unanimously

**14) 2021 AMRRIC Veterinary Health Program - Wadeye**

**Motion:**

- 1. That Council notes the work being undertaken by AMRRIC and the positive outcomes for the West Daly Region.**

**This report was adjourned until the next meeting**

**15) LGANT - Call for Nominations - Elected Member Service Awards**

**Motion:**

- 1. That Council ..... for the LGANT Elected Member Service Awards.**

**This report was adjourned until the next meeting**

**16) Peppimenarti Community Service Managers Report**

**Motion:**

- 1. That the Council buys 2 Kubota mowers in preparation to assist with work load before the wet season comes.**
- 2. That the Council receives and notes the Community Services Manager's report**

**This report was adjourned until the next meeting**

**17) Community Service Managers report, Wadeye**

**Motion:**

- 1. That Council receives and notes the Community Services Manager's report for Wadeye.**

**This report was adjourned until the next meeting**

**COMMUNITY REPORTS**

**18) Community Services Manager Report For Palumpa**

**Motion:**

**That Local Authority receives and notes the Community Services Manager's report for Nganmarriyanga.**

**This report was adjourned until the next meeting**

**CORRESPONDENCE IN & OUT**

**19) Correspondence Report - May/June/July 2021**

**Motion:**

- 1. That Council accept the correspondence**

**This report was adjourned until the next meeting**

**GENERAL BUSINESS**

Nil

**The meeting closed at 11.29AM**

This page and the preceding pages are the minutes of the meeting of Council held on Thursday, 22 July 2021 and confirmed on Wednesday, 25 August 2021.





## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 1

**Prepared by**                    **Matthew Eastham, CEO**

#### **CEO Report**

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#### **Purpose**

**To update Council on matters related to governance and management.**

#### **Background**

Regional plan 2021/22 adopted and sent to the Minister.

Budget and Fees 2021/22 approved and adopted by Council.

Annual Report commenced with collation of information and tracking of outcomes related to the Regional Plan 2020/21.

2020/21 Financial Statement Audit has commenced with Deloitte.

Special OCM to be planned for approval and adoption of the Annual Report in early November. Financial Statement Audit to be approved prior to the Annual Report.

Governance Map for WDRC has commenced including updated TOR's for the committee's. The Governance Map will be presented to OCM in September.

The Audit and Risk Management Committee will be scheduled for September.

Key Executive positions commenced:

- Chief Operations Officer – Mr Andrew Everingham
- Chief Performance and Capability Officer – Ms Nikki Johnston
- Chief Financial Officer – Mr James Cartwright

WDRC staff positions as per verbal update.

The WDRC Enterprise Agreement 2021 has been lodged with the Fair Work Commission.

Planning has commenced for the new Council. First Council meeting to be held on the 22 September 2021.

Elected Member Training is scheduled for the 5-6 October. This is a clash with the scheduled Local Authority Meetings that will need to be reprogrammed.

Local Government Elections have been disrupted due to the COVID lockdown. Movement of staff and resources has been required to support elections. No nomination was received for Nganmarriyanga.

Priorities include LG Elections, EA, risk management, audit of accounts, implementation of organisational structure, on boarding new staff, LA, planning, and office relocation.

### **Impact for Council**

Information purposes only.

### **Recommendation**

- 1. That Council notes the CEO report.**

### **Attachments**

## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 2

Prepared by **Peter Holt, Mr**

#### **Deputy CEO Report**

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##### **Purpose**

To provide an update on progress of community and operational matters of council services.

##### **Background**

##### **Community Night Patrol**

The Community Night Patrol Manager has been terminated from the position with the Community Night Patrol and an assessment is being conducted on the best approach to managing the CNP service in future. The safety of our staff has been a concern and we are aiming to reengage with team members to better support their work.

In Palumpa, a successful recruitment of a Team Leader is now complete. Both Peppimenarti and Wadeye night patrol teams have had poor attendance over the last two months due to ongoing fighting and family feuding and it is apparent that some higher level mediation is required for the council to safely operate its services.

##### **Community Safety**

The Department of Chief Minister and Cabinet had convened a series of meetings to discuss the ongoing security and community safety issues in Peppimenarti. These meetings were attended by senior bureaucrats for Families, Housing and Communities, Health, and NT Police among others and WDRC. Serious concern continues regarding the safety of individual staff members for in Peppimenarti and Wadeye and the time it took for police to respond to flare ups in the community.

With regard to community safety, the WDRC is keen to finalise the MoU with the NT Police to ensure that our mutual responsibilities and communications protocols are clearly articulated and that we can maintain a safe working environment for our staff at all times.

##### **Roads update**

Murin commenced work on the Peppimenarti road shoulders on July 26 and will mobilise the bitumen plant to Wadeye to undertake the Airport road sealing after that work is complete. Maintenance grading has been completed on the Woodycupildiya and Emu Point roads.

A consultant is visiting this week to assess the flood damage and assist in the preparation of the claim for reconstruction under the Disaster Recovery

Funding Arrangements. The Emu Point, Merrepen and Peppimenarti access road projects are eligible for funding under the DRFA and submissions will be prepared for the rectification of the works done in 2020 which suffered significant damage.

The tender for the Wadeye Road Shoulders and Auxiliary Works which closed on June 14 did not receive any response and Council is now considering reopening the tender. Murin is also working on the new Manthathpe subdivision for DIPL and they have been recently approved to become a contractor under Local Buy. This will allow Council to seek approval for the Wadeye road shoulders work to also be completed this dry season.

### **Regional Road Committee**

WDRRC has met with the Minister for Infrastructure and the Chief Minister regarding the lack of coordination between the NTG and local government in our region. As noted previously, most regions have active Regional Road Committees which were mandated by government but this is not occurring in the Arafura Region. To date no response has been received from either agency to our letter requesting reinstatement of the Committee.

### **Local Buy**

WDRRC is now registered with Local Buy and the system is operational. WDRRC has used the Local Buy system in seeking quotes for the purchase of a new ride-on mower for the Nganmariyanga community. The quotation received from Local Buy was 10% less than the best available quote from other providers and WDRRC will continue to explore opportunities for purchasing through Local Buy.

### **Homelands**

As of this date, the WDRRC has still received no written advice with regard to funding for the new financial year but has received confirmation of carry over funds from 2019-20 for the Homelands Jobs Program.

WDRRC has also received confirmation of the scope of works from NIAA for the Homelands Solar project for Old Mission, Namarluk and Fossil Head. A solar energy specialist who visited the three locations in June to determine their power requirements has now provided full quotations for the solar upgrades and replacement of hot water systems and generators. If funding is released we expect to have these works well underway in September and completed before the onset of the wet season.

### **Enterprise Bargaining Agreement**

West Daly Regional Council has completed the negotiation and bargaining phase of the Enterprise Agreement negotiations and held information sessions for all available staff in late July. WDRRC has worked with the United Workers Union and Employee Representatives over the last two months on the Agreement and council workforce has voted to accept the council's offer on Tuesday July 27. The new agreement will be backdated to commence from the July 8 pay period and run for a period of three years to June 2024 now approval of the Fair Work Commission has been granted.

### **Waste Management**

WDRC has now responded to all requests for information regarding the Licence for the Wadeye waste facility and is awaiting the final sign off by the Environmental Protection Authority.

Tonkin P/L has provided their final report on the possible sites for the relocation of the Wadeye waste facility and the establishment of a waste transfer station on the old rifle range site. At a meeting with Tonkin on 19 August it was agreed that an Ecological and Heritage Assessment should be conducted before any further development or design works take place.

WDRC will seek support from Councillors in approaching Kardu Diminin and, if acceptable to the Traditional Owners, will seek a Section 19 lease or licence on the area. An application is currently being prepared for a lease/licence. This issue will only become more critical as Wadeye population grows and environmental protection standards are more actively enforced.

### **Tenancy Management Tender**

WDRC has submitted a tender for the provision of tenancy management services for the Department of Families, Housing and Communities in the communities of Peppimenarti and Nganmariyanga and the homelands of Wudapuli and Nama. The contract, if the council's bid is successful, will be for a period of 21 months and will provide for the employment of Community Housing officers in the two communities. The program will also deliver a Living Skills program for tenants and provide council an opportunity to better monitor housing maintenance works.

### **Wadeye Swimming Pool**

Council has received no advice to date on the submission to Building Better Regions for the Wadeye pool.

### **2021 Local Government Election**

The council election will be held in the communities and homelands (Emu Point, Namarluk, Woodycupildiya, Wudapuli and Nama) this week and in Wadeye Tuesday, Wednesday and Thursday now this week due to a deferral after the Darwin lockdown.

### **Wadeye Aerodrome**

In June 2021, DIPL successfully secured Regional Airstrips Upgrade Program funding to deliver works at Wadeye Aerodrome including upgrades to the perimeter security fence to reduce the risk of future breaches of the airstrip fence. DIPL are currently working to obtain the required approvals and tender advertisement is envisaged in the final quarter of 2021.

In addition, the funding will deliver a full reseal of the airport runway, taxiway and apron, including line marking and are anticipated to be delivered prior to the upcoming wet season.

The works will be co-funded between the Northern Territory and Australian Governments. The department will contact all key stakeholders before commencing works on-site to ensure minimal impact on the current day to day operations at the aerodrome.

### **Impact for Council**

For information purposes.

**Recommendation**

1. That Council note the Deputy CEO report.

**Attachments**

There are no attachments for this report.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 3

Prepared by **James Cartwright, Chief Financial Officer**

#### **Financial Report - July 2021**

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##### **Summary:**

To provide Council with the Financial Management Reports for the period ended 31 July 2021.









##### **Background:**

The Local Government (Accounting) Regulations 2008, Part 8, Section 18, state that the Financial Reports to Council must set out and include the following:

- (1)(a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
- (1)(b) the forecast income and expenditure for the whole of the financial year.
- (2)(a) details of all cash and investments held by the council (including money held in trust); and
- (2)(b) a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and
- (2)(c) other information required by the council.

##### **Financial Overview:**

The financial report for the period shows that WDRC has met its financial obligations for the period. Net operating results, before internal allocation, for the period ended 31 July 2021 is \$200K.

<b>Revenue</b> <b>\$ 1.0M</b> 	<b>Current Ratio</b> <b>1.36</b> 	<b>Cash at Bank</b> <b>\$ 7.8M</b> 
<b>Expenditures</b> <b>\$ 0.8M</b> 	<b>Unspent Tied Funds</b> <b>\$ 3.5M</b> <small>(including commitments of \$625K)</small> 	<b>Net Current Assets</b> <b>\$ 2.8M</b> 
<b>Operating Result</b> <b>\$ 200K</b> 	<b>Local Authority</b> <b>\$ 600K</b> 	<b>New Assets</b> <b>\$ 53K</b> 

The income by reporting group report shows that Council has received more than the expected income for the year. Rates are not yet issued, estimate is end of August 2021 and there is also a timing difference in the receipt of grants for the period.



Overall expenditure is under the original budget, mainly due to committed expenses yet to be billed by supplier(s). Employee costs is under budget by \$90K as staff retention, like in the areas of Community Patrol, continues to pose a challenge to the Council. Materials and contracts is also under budget by \$155K as projects like COVID-19-related project services and most outstation activities have not yet commenced and/or billed by supplier.

	Jul-21	Jun-21	Variance	
<b>Current Assets</b>				
Cash in Bank	7,880,272	7,696,867	183,405	Increased
Receivable	346,619	301,490	45,129	Increased
<b>Current Liabilities</b>				
Staff Liability	253,157	254,357	(1,200)	Decreased
Trade & Other Liability	1,584,045	1,518,049	65,996	Increased
Unspent Grants (tied fund)	2,914,107	4,022,956	(1,108,849)	Decreased
PO Commitment (tied fund)	625,752	10,752	615,000	Increased

WDRC has continued to maintain strong cash reserves as at 31 July 2021, holding \$7.8M in cash at bank and cash equivalents (Deposits). Receivables are actively collected while payables are paid on time. Unspent grants have been utilised at the end of last financial year while new commitments are being raised as grant funds are expected to be received for the new financial year.

Non Current Assets	Fair Value	Acc. Dep	Net Value
Road Infrastructures*	4,077,249	2,074,680	2,002,569
Plant & Equipment*	2,534,779	1,600,982	933,797
Structures	96,151	87,577	8,574
Furniture & Fittings	85,213	85,213	0
Motor Vehicle*	1,537,280	886,951	650,329
Site Improvements	116,891	32,513	84,378
Right-of-Use Asset	4,227,269	305,672	3,921,597
<b>Total</b>	<b>12,674,832</b>	<b>5,073,588</b>	<b>7,601,244</b>

Council have purchased a Prado during the period.

### **Cash at Bank and Short Term Deposits**

Cash at bank at the end of July 2021 was \$2.8M, while \$5.0M is deposited in short term deposit for higher interest rate.

Details of term deposits are as follows:

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$1,000,000.00	\$0.00	0.35%	4/01/2022
Fixed Term Deposit	\$1,000,000.00	\$0.00	0.30%	7/01/2022
Fixed Term Deposit	\$1,000,000.00	\$0.00	0.28%	22/11/2021
Fixed Term Deposit	\$1,000,000.00	\$0.00	0.29%	20/10/2021
Fixed Term Deposit	\$1,000,000.00	\$0.00	0.30%	28/09/2021

### Net Cash Position and Current Ratio

The current ratio identifies the Council's ability to meet short-term financial obligation. As at 31 July 2021, the Council has net cash position of \$2.8M and a current ratio of 1.36. Grants in advance and unspent tied grants are included in the calculation of current ratio because it represents money from grant bodies that requires to be returned if not fully utilised at end of grant period.

#### **Current Ratio - July 2021**

**1.36**

Current Assets		Current Liabilities	
Cash in Bank	7,880,272	Payables - Trades	157,703
Less: Grants to be refunded	0	Payables - Others	1,426,342
	<b>7,880,272</b>	Grants in advance	733,866
Receivable	304,718	Commitments	625,752
Prepayments	41,901		
Less:		Unspent Tied Grants	2,914,107
Staff Liability	253,157	(Agency & Core)	
	<b>7,973,734</b>		<b>5,857,770</b>

#### **Current Ratio - June 2021**

**1.23**

Current Assets		Current Liabilities	
Cash in Bank	7,696,867	Payables - Trades	166,917
Less: Grants to be refunded	0	Payables - Others	1,351,132
	<b>7,696,867</b>	Grants in advance	733,866
Receivable	293,183	Commitments	10,752
Prepayments	8,307		
Less:		Unspent Tied Grants	4,022,956
Staff Liability	254,357	(Agency & Core)	
	<b>7,744,000</b>		<b>6,285,623</b>

## Receivables

Total receivable amount at the month end of July 2021 is \$346K, out of which \$31K pertains to trade receivables.

<b>Receivable</b>	<b>Jul-21</b>	<b>Jun-21</b>
Receivables - P & R Rates	65,471	65,471
Receivables - Trade	31,418	15,861
Provision for Doubtful Debts	(1,208)	(1,208)
Accrued Income	3,780	3,423
Inventory	164,994	149,304
Receivables - Others	40,263	60,332
Prepayments	41,901	8,307
<b>Total</b>	<b>346,619</b>	<b>301,490</b>

## Trade Receivables Age Analysis

Total of \$25K or 82% of total outstanding trade receivable is over 30days, out of which \$19K pertains to ATO-BAS.

<b>Trade Debtor's Account - Age Analysis</b>	<b>Jul-21</b>	<b>Jun-21</b>
Unapplied (yet to reconcile)	(31,875)	(196)
Current	5,584	8,275
Over 30 days	50,431	6,259
Over 60 days	6,070	316
Over 90 days	1,208	1,207
<b>Total</b>	<b>31,418</b>	<b>15,861</b>

## Rates

Outstanding rates as at 31 July 2021 is \$65K, all of which pertain to prior year charges.

<b>Rate Payer</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>Total</b>
Kardu Diminin Corporation Ltd	0	107	3,049	3,156
Mutchirr Corporation Limited	0	52	1,959	2,011
Palngun Wurnangat Aboriginal Corporation	0	939	35,309	36,248
Peppimenarti Club Association	1,460	10,419	12,177	24,056
<b>Total</b>	<b>1,460</b>	<b>11,518</b>	<b>52,493</b>	<b>65,471</b>
	2.2%	17.6%	80.2%	100.0%

## Payables

As at end of July 2021, total payable amount outstanding is \$6.0M, the detailed breakdown listed below:

<b>Payables</b>	<b>Jul-21</b>	<b>Jun-21</b>
Payables - Employees (Leave Provision)	253,157	254,357
Payables - Trade	157,703	166,917
Accrued Expenses	1,323,146	1,243,583
Lease Liability	4,215,219	4,222,876
Payables - Unspent Grants	-	-
Payables - Others	103,196	107,549
<b>Total</b>	<b>6,052,421</b>	<b>5,995,282</b>

Non-Current Lease Liability - \$4.2M (Section 19 and other operating lease recognition due to AASB 16).

### Trade Payables Age Analysis

The table below compares aged analysis of current, over 30 days, 60 days and 90 days for the month of July 2021.

<b>Creditor's Account - Age Analysis</b>	<b>Jul-21</b>	<b>Jun-21</b>
Unapplied (yet to reconcile)	(5,294)	(3,536)
Current	142,511	169,325
Over 30 days	18,105	1,128
Over 60 days	2,381	-
Over 90 days	-	-
<b>Total</b>	<b>157,703</b>	<b>166,917</b>

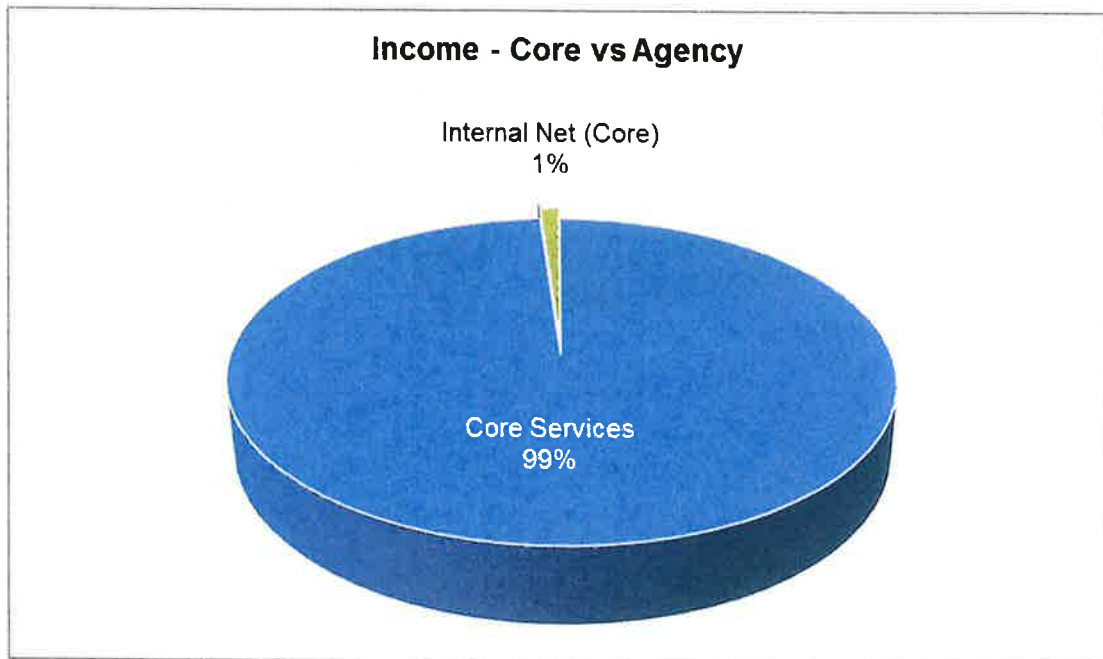
The following are outstanding payable balance over \$10,000 at the end of this month.

Account Number	Description	Long Description	Account
<a href="#">10376</a>	COUNCILBIZ	COUNCILBIZ	57,668.92
<a href="#">13261</a>	SOUTHERN WIRE	SOUTHERN WIRE INDUSTRIAL PTY LTD T/A TERRITORY WIRE FENCING	53,949.50
<a href="#">12172</a>	DJ AIR & ELECTR	DJ AIR & ELECTRICAL SERVICES PTY LTD	12,862.35

## Summary of Revenue & Expenditure

### Revenue

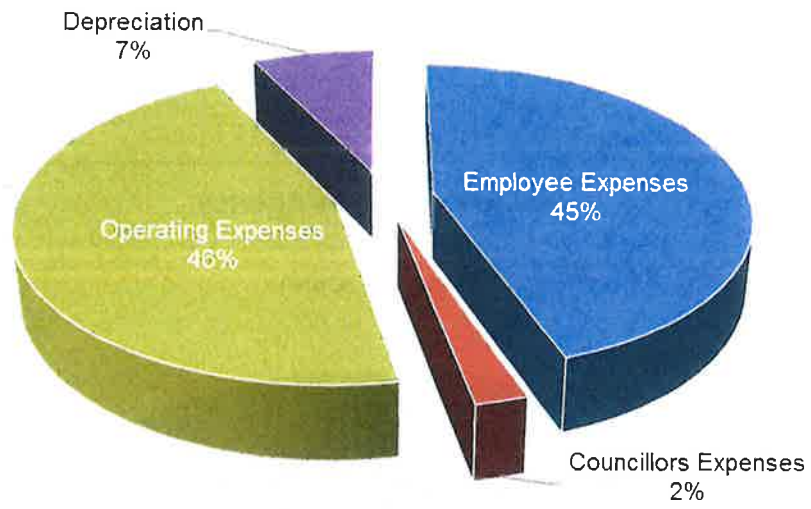
In total, Council received \$1.0M in revenue, all of which came from core services.



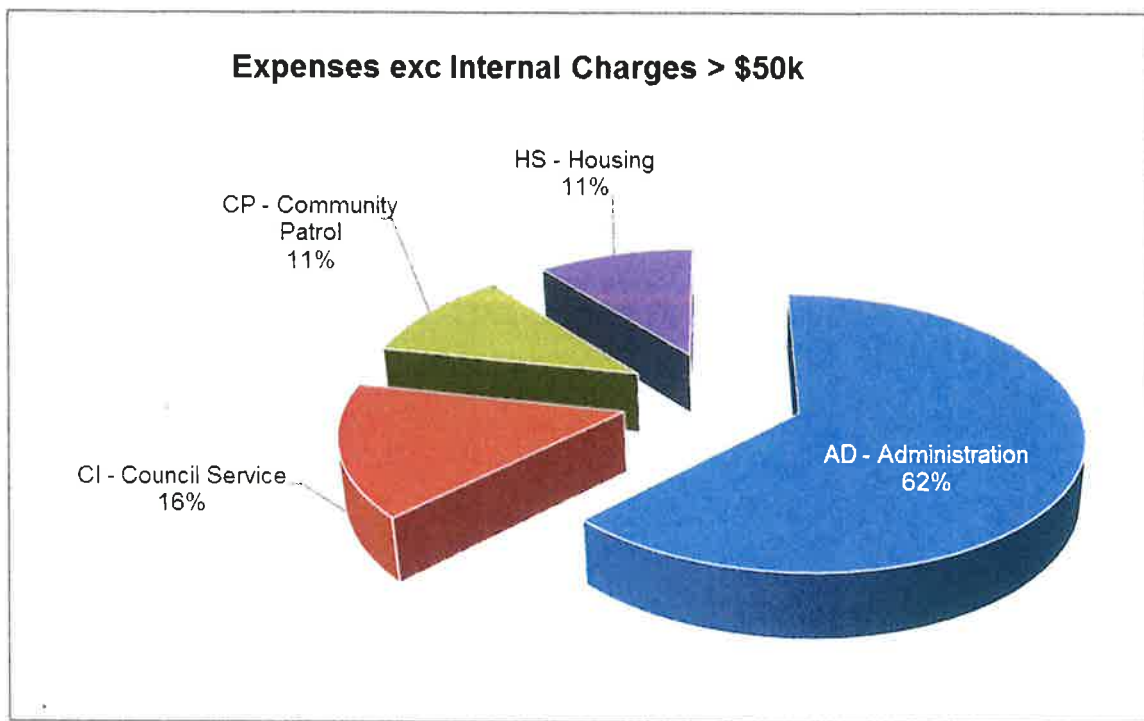
### Expenses

Council spent \$0.8M as at end of July 2021. Council spent \$360K for employees, \$18K for Councillors expenses, \$369K for operations and \$60K for unfunded depreciation expenses. Out of the total expenditure for the period, \$142K or 19% was from untied funds.

### Expenses



**Expenses by Program (excluding depreciation)**



**Internal Reallocation**

Program	Amount	Annual Budget	Progress
<b>Expenses</b>			
AD - Administration	(10,888)	84,776	(13%)
CA - Commercial Arrangement	(200)	175,680	(0%)
CI - Council Service	-	322,920	0%
CP - Community Patrol	-	120,720	0%
EM - Elected Members	-	34,560	0%
ES - Essential Services	-	32,160	0%
LI - Libraries	-	18,000	0%
SG - Special Purpose	-	22,860	0%
WM - Waste Management	-	173,520	0%
	(11,088)	985,196	
<b>Income</b>			
AF - Asset Management	-	(329,850)	0%
HS - Housing - Staff	-	(883,680)	0%
	-	(1,213,530)	
<b>Internal (Net)</b>	<b>(11,088)</b>	<b>(228,334)</b>	<b>5%</b>

## Local Authority

Location	Income 18/19	Income 19/20	Income 20/21	Income 21/22	Expenses	Commitment	Balance from FY19/20	Total Balance
300 - Nganmariyanga	62,270	46,976	(27,830)	0	(34,565)	(85,258)	(10,577)	(38,407)
400 - Peppimenarti	0	7,824	23,583	0	0	0	7,824	31,407
700 - Wadeye	360,221	374,089	(117,628)	0	0	(10,477)	723,833	606,205
<b>Total</b>	<b>422,491</b>	<b>428,889</b>	<b>(121,875)</b>	<b>0</b>	<b>(34,565)</b>	<b>(95,735)</b>	<b>721,080</b>	<b>599,205</b>

Commitment details are as follows:

Location	PO	Supplier	Description	Amount
300	8904	NT Shade and Canvas	Park equipment and shade structure	25,170
300	9277	Katherine AG	Commercial Zero Turn Mower	25,508
300	9387	Territory Solar Solutions	5x Green Frog solar street lights	34,580
700	8884	DJ Air & Electrical Services	Lot 576 - Repairs to ablution block	120
700	9097	DJ Air & Electrical Services	Council Office - Water bubbler	6,400
700	9392	Barnyard Trading	Fencing for Manthephe Cemetery	3,957
<b>Total</b>				<b>\$ 95,735</b>

## Outstations

Remediated Fund	Actual	Commitments	Total Actual	Annual Budget	Funds Available
<a href="#">767 - Solar Power Upq</a>	(290,310)	0	(290,310)	0	290,310
<a href="#">398 - Solar Upgrade</a>	(88,500)	88,500	0	0	
<a href="#">222 - Homelands Assis</a>	(21,074)	0	(21,074)	0	21,074
<a href="#">379 - Water Dosing St</a>	(20,192)	0	(20,192)	0	20,192
<a href="#">746 - Ablution Block</a>	(8,160)	0	(8,160)	0	8,160
<a href="#">745 - Uminyuluk Sewer</a>	(1,500)	0	(1,500)	0	1,500
<a href="#">762 - Mob Booster Sys</a>	(1,232)	0	(1,232)	0	1,232
<a href="#">747 - Grading of inte</a>	(776)	0	(776)	0	776
<a href="#">743 - Fossil Head Pow</a>	(666)	0	(666)	0	666
<a href="#">764 - Mulingi New Abl</a>	(525)	0	(525)	0	525
<a href="#">380 - Drill New Bore</a>	2,950	0	2,950	0	(2,950)
<a href="#">720 - NT Jobs Package</a>	104,151	0	104,151	0	(104,151)
	<b>(325,833)</b>	<b>88,500</b>	<b>(237,333)</b>	<b>0</b>	<b>237,333</b>



**704 - NTG - Municipal Essential Services Funding (MES)**

Code	Debit	Credit	Commitments	Balance	Location Name
310	483,091	546,837	18,693 -	45,053	Nama
320	566,616	616,644	15,198 -	34,830	Wudapuli
330	396,450	430,073	12,154 -	21,469	Nemarluk
340	362,088	379,517	- -	17,429	Merrepen
350	3,600	9,775	540 -	5,635	Papangala
410	187,511	205,642	10,444 -	7,687	Deleye
420	137,017	148,251	- -	11,234	Uminyuluk
430	132,003	147,318	- -	15,315	Mulingi
450	119,088	125,386	851 -	5,447	Perrederr
460	9,016	9,016	- -	-	Sabina
470	56,849	54,974	- -	1,875	Wudaduk
710	243,887	258,640	4,687 -	10,066	Fossil Head
720	195,863	201,910	4,732 -	1,315	Kuy
730	249,556	280,547	3,835 -	27,156	Old Mission
740	33,433	34,598	- -	1,165	Redcliffe
760	3,688	7,331	- -	3,643	Kudantiga
<b>Grand Total</b>	<b>3,179,756</b>	<b>3,456,459</b>	<b>71,134 -</b>	<b>205,569</b>	

**705 - NTG - Housing Maintenance Services (HMS)**

Code	Debit	Credit	Commitments	Balance	Location Name
310	11,639	10,465	39	1,213	Nama
320	64,709	68,009	39 -	3,261	Wudapuli
330	144,952	160,153	5,854 -	9,347	Nemarluk
340	153,942	156,011	8,867	6,798	Merrepen
350	3,839	4,140	39 -	262	Papangala
410	75,218	87,064	2,600 -	9,246	Deleye
415	28,175	28,175	- -	-	House 5 Deleye
420	58,780	63,157	- -	4,377	Uminyuluk
430	52,084	59,212	4,056 -	3,072	Mulingi
450	39,569	51,894	- -	12,325	Perrederr
460	3,648	3,715	- -	67	Sabina
470	20,251	20,251	- -	-	Wudaduk
710	94,725	104,697	5,919 -	4,053	Fossil Head
720	74,269	83,236	920 -	8,047	Kuy
730	80,899	89,798	1,706 -	7,193	Old Mission
740	19,519	14,503	39	5,055	Redcliffe
760	2,879	3,105	- -	226	Kudantiga
<b>Grand Total</b>	<b>929,097</b>	<b>1,007,585</b>	<b>30,078 -</b>	<b>48,410</b>	

## 725 - NTG - Homelands Extra Allowance (HEA)

Code	Debit	Credit	Commitments	Balance	Location Name
324	8,000	8,000	-	-	House 4 Wudapuli
330	3,358	3,358	-	-	Nemarluk
331	39,600	39,600	-	-	House 1 Nemarluk
332	23,300	23,600	-	300	House 2 Nemarluk
333	15,600	15,600	-	-	House 3 Nemarluk
334	29,200	29,200	-	-	House 4 Nemarluk
335	29,200	29,200	-	-	House 5 Nemarluk
336	39,600	39,600	-	-	House 6 Nemarluk
340	1,295	3,358	-	2,063	Merrepen
341	15,600	15,600	-	-	House 1 Merrepen
342	30,665	31,600	935	-	House 2 Merrepen
343	23,289	23,600	311	-	House 3 Merrepen
344	30,576	33,600	3,024	-	House 4 Merrepen
345	18,000	18,000	-	-	House 5 Merrepen
346	33,308	33,600	292	-	House 6 Merrepen
347	33,247	33,600	353	-	House 7 Merrepen
410	560	560	-	-	Deleye
412	18,000	18,000	-	-	House 2 Deleye
413	11,950	14,000	-	2,050	House 3 Deleye
414	39,600	39,600	-	-	House 4 Deleye
415	24,000	24,000	-	-	House 5 Deleye
420	1,119	1,119	-	-	Uminyuluk
421	39,332	39,600	-	268	House 1 Uminyuluk
422	39,600	39,600	-	-	House 2 Uminyuluk
430	1,120	1,120	-	-	Mulingi
431	39,600	39,600	-	-	House 1 Mulingi
432	39,600	39,600	-	-	House 2 Mulingi
451	8,000	8,000	-	-	House 1 Perrederr
454	11,700	14,000	-	2,300	House 4 Perrederr
456	13,700	14,000	-	300	House 6 Perrederr
458	8,000	8,000	-	-	House 8 Perrederr
471	8,000	8,000	-	-	House 1 Wudakuk
710	2,162	2,239	-	77	Fossil Head
711	15,600	15,600	-	-	House 1 Fossil Head
712	22,945	23,600	-	655	House 2 Fossil Head
713	27,567	29,600	-	2,033	House 3 Fossil Head
714	15,600	15,600	-	-	House 4 Fossil Head
720	1,119	1,119	-	-	Kuy
721	15,600	15,600	-	-	House 1 Kuy
725	8,000	8,000	-	-	House 5 Kuy
727	23,400	23,600	-	200	House 7 Kuy
730	224	1,119	-	895	Old Mission
731	24,000	24,000	-	-	House 1 Old Mission
732	31,771	31,600	-	171	House 2 Old Mission
734	39,557	39,600	-	43	House 4 Old Mission
741	13,149	14,000	-	851	House 1 Redcliffe
<b>Grand Total</b>	<b>918,413</b>	<b>935,192</b>	<b>4,915</b>	<b>11,864</b>	

25 Aug 2021

## Council Variance Analysis - Income

Fund Source/ Program	Program Description	Total Actual Income	Total Budgeted Income	Income Variance	% Variance	Explanation
<b>Council Funds - Tied</b>						
RM	Road Maintenance	0	500,000	(500,000)	-100.0%	Expected grants not yet received
SG	Special Purpose	0	24,803	(24,803)	-100.0%	No SPG grants received as of period end
	<i>Council funds tied sub-total</i>	<i>0</i>	<i>524,803</i>	<i>(524,803)</i>		
<b>Council Funds - Untied</b>						
AD	Administration	899,124	728,880	170,244	23.4%	- NT operational Subsidy FY2021/22 received was higher than budgeted (\$177K) - FAA General Purpose grant received in advance in FY2020/21 amounting to \$259K not yet rolled forward.
CA	Commercial Arrangement	102,896	88,023	14,873	16.9%	- CA203 Agency Income - Australia Post agent fees for June 2021 received lower than expected, due to closures - \$3K - CA206 Commercial Services - few VOQ accommodations booked for month straight +\$10K - CA201 Landing Fees - Wadeye and Nganmariyanga airport busier than expected +\$7K - CA201 Airport Period Contract - 6-monthly maintenance for Jun-Dec2020 was billed this month +\$29K
CI	Council Service	1,214	7,696	(6,482)	-84.2%	Income received pertains to insurance claim for damaged vehicle.
HS	Housing	1,519	1,577	(58)	-3.7%	Income from Council staff rent received as expected
PG	Parks and Gardens	0	902	(902)	-100.0%	
RM	Road Maintenance	0	244,792	(244,792)	-100.0%	Grants received in advance in FY2020/21 amounting to \$474,522 not yet rolled forward. No grant received for the year as of period end.
WM	Waste Management	0	259	(259)	-100.0%	
	<i>Council funds untied sub-total</i>	<i>1,004,753</i>	<i>1,072,129</i>	<i>(67,376)</i>		
	<b><i>Council funds sub-total</i></b>	<b><i>1,004,753</i></b>	<b><i>1,596,932</i></b>	<b><i>(592,179)</i></b>		
<b>Agency Funds - Tied</b>						
CP	Community Patrol	0	316,380	(316,380)	-100.0%	Timing of receipt of grant funding
CZ	Capital Purchase	0	973,444	(973,444)	-100.0%	
ES	Essential Services	0	247,899	(247,899)	-100.0%	
LA	Local Authorities	0	116,425	(116,425)	-100.0%	
LI	Libraries	0	24,954	(24,954)	-100.0%	
OC	Outstations	0	165,126	(165,126)	-100.0%	
	<i>Agency funds sub-total</i>	<i>0</i>	<i>1,844,227</i>	<i>(1,844,227)</i>		
<b>Total before Internals and Depreciation</b>		<b>1,004,753</b>	<b>3,441,160</b>	<b>(2,436,407)</b>		

## Council Variance Analysis - Expenses

Fund Source/ Program	Program Description	Total Actual Expenses	Total Budgeted Expenses	Expenses Variance	% Variance	
<b>Council Funds - Tied</b>						
RM	Road Maintenance	0	11,667	(11,667)	100.0%	Project yet to be billed
SG	Special Purpose	317	5,873	(5,556)	-94.6%	No SPG activities as at period end
	<i>Council funds tied sub-total</i>	<b>317</b>	<b>47,540</b>	<b>(47,223)</b>		
<b>Council Funds - Untied</b>						
AD	Administration	368,308	399,293	(30,985)	-7.8%	Expense incurred as expected; committed expenses amount to \$805K mainly relates to insurance premium (\$523K) and ICT services from CouncilBIZ (\$151K) not yet billed
AF	Asset Management	87,169	79,979	7,189	9.0%	Expense incurred as expected
AM	Animal Management	0	1,250	(1,250)	-100.0%	No SPG activities as at period end
CA	Commercial Arrangement	27,615	27,062	553	2.0%	Expense incurred as expected
CI	Council Service	91,119	106,643	(15,523)	-14.6%	Savings from salaries and wages
EM	Elected Members	18,113	23,627	(5,514)	-23.3%	
HS	Housing	62,093	14,907	47,186	316.5%	- Utilities for last quarter of FY2021/22 received and processed in July +\$25K - Building repairs and maintenance not yet reallocated to user (program/fund) +\$23K
PG	Parks and Gardens	4,736	11,206	(6,470)	-57.7%	
RM	Road Maintenance	5,393	17,880	(12,488)	-69.8%	Activities yet to commence and/or commitments yet to be billed by suppliers
WM	Waste Management	430	1,730	(1,300)	-75.2%	
WS	Work Health and Safety	0	2,500	(2,500)	-100.0%	
	<i>Council funds untied sub-total</i>	<b>664,976</b>	<b>686,078</b>	<b>(21,102)</b>		
	<b>Council funds sub-total</b>	<b>665,293</b>	<b>733,618</b>	<b>(68,325)</b>		
<b>Agency Funds - Tied</b>						
CP	Community Patrol	64,963	89,970	(25,008)	-27.8%	Savings from payroll; Committed expense of \$5K yet to be billed by supplier(s)
CZ	Capital Purchases	0	81,120	(81,120)	-100.0%	No activities as at period end
ES	Essential Services	8,376	16,606	(8,230)	-49.6%	Savings from payroll
LA	Local Authorities	34,565	38,808	(4,243)	-10.9%	Expense incurred as expected; committed expenses amount to \$25K mainly relate to park equipment and shade structure for Nganmariyanga not yet billed
LI	Libraries	3,115	6,400	(3,285)	-51.3%	Activities yet to commence
OC	Outstations	31,176	55,042	(23,866)	-43.4%	Activities yet to commence; committed expenses of \$11K for park setting yet to be billed by supplier(s)
	<i>Agency funds tied sub-total</i>	<b>142,195</b>	<b>287,947</b>	<b>(145,752)</b>		
<b>Agency Funds - Untied</b>						
LA	Local Authorities	961	1,525	(564)	-37.0%	Expense incurred as expected
	<i>Agency funds untied sub-total</i>	<b>961</b>	<b>1,525</b>	<b>(564)</b>		
	<b>Agency funds sub-total</b>	<b>143,156</b>	<b>289,472</b>	<b>(146,315)</b>		
<b>Total before Internals and Depreciation</b>		<b>808,450</b>	<b>1,023,090</b>	<b>(214,640)</b>	<b>-21.0%</b>	

## Income by Location

Location	Actual	Commitments	Total Actual	Annual Budget	Funds Available
<u>200 - Darwin Office</u>	(63)	0	(63)	0	63
<u>300 - Nganmamiyanga</u>	(31,998)	0	(31,998)	(820,524)	(788,526)
<u>400 - Peppimenarti</u>	(33,908)	0	(33,908)	(552,619)	(518,710)
<u>700 - Wadeye</u>	(938,784)	0	(938,784)	(9,688,726)	(8,749,942)
	<b>(1,004,753)</b>	<b>0</b>	<b>(1,004,753)</b>	<b>(11,061,869)</b>	<b>(10,057,116)</b>

## Expenses by Location

Location	Actual	Commitments	Total Actual	Annual Budget	Funds Available
<u>200 - Darwin Office</u>	71,672	80,651	152,322	1,851,925	1,699,603
<u>300 - Nganmamiyanga</u>	139,244	157,881	297,125	1,557,637	1,260,512
<u>400 - Peppimenarti</u>	96,896	166,288	263,184	1,526,724	1,263,540
<u>700 - Wadeye</u>	500,638	1,307,085	1,807,723	7,768,584	5,960,861
	<b>808,450</b>	<b>1,711,905</b>	<b>2,520,355</b>	<b>12,704,870</b>	<b>10,184,516</b>

### Recommendation

1. That Council receives and notes the Financial Report for July 2021.

### Attachments



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 4

Prepared by **James Cartwright, Chief Financial Officer**

#### **2021/2022 Services Australia (Centrelink) Host Contract**

##### **Purpose**

To present to Council the 2021/2022 Services Australia (Centrelink) Host Contract.

##### **Background**

The Australian Government as represented by Services Australia have renewed the current agreement for the West Daly Regional Council to provide Agent and Access Point Services at Peppimenarti and Palumpa.

##### **Impact for Council**

West Daly Regional Council will be paid \$176,831.29 ex gst for financial year 2021-22 as per Schedule of Contract Payments from Services Australia.

##### **Recommendation**

- 1. That Council notes the new Host Contract for financial year 2021-22 to provide Agent and Access Point Services.**

##### **Attachments**

- 1 2021/2022 Host Contract**



Australian Government  
Services Australia

## 2021/22 Host Contract

Dear Host,

Services Australia is pleased to provide you with a contract offer for the 2021/2022 contract period. Your contract documents are attached.

### What have we sent you?

In this email you will find:

- Invitation Pack made up of:
  - *Schedule 1 – Offer Signing Page* – which needs to be signed and returned to us,
  - *Schedule 2 – Details Schedule* – which sets out what services you are being contracted to provide on our behalf. You should review *Section 3 Details to Complete* and ensure that outdated or missing information is corrected and completed,
  - *Schedule 3 – Payment Schedule* – which tells you what and when you will be paid,
  - *Schedule 4 – Next Steps Checklist* - which tells you what you need to do and by when,
- Special conditions and additional clauses are also attached where they are applicable to your contract.

The Terms & Conditions have been updated with a very minor change relating to Pre-Engagement Packs. Your Zone Coordinator can explain this change to you. A copy of the new Terms & Conditions can be found in the Learning Portal.

### What do you need to do?

You should complete all tasks contained in the *Next Steps Checklist* which includes returning the signed contract document by 30 June 2021 via the Agent Portal.

If you have any questions about the contract process please contact your Zone Coordinator.

Regards

National Agent & Access Point Team

A handwritten signature in black ink, with a checkmark above it, indicating approval or completion.





Ref: ER16/10927  
13 May 2021

West Daly Regional Council  
3/4 Albatross Street  
WINNELLIF NT 0820

### National Agents & Access Points Program 2021-2022 invitation Pack

Dear Sir / Madam

We, Services Australia, are committed to improving access to, and the quality of, services to Customers in rural, regional and remote Australia. If we cannot provide Services directly, we act through Agents and Access Points.

We are pleased to invite you, West Daly Regional Council, to provide the Services listed in the table. The Service period is from 1 July 2021 to 30 June 2022 that is, for a [1 year] term. [Services Australia has 4, 1 year options to renew.] Our invitation to you is subject to us being satisfied with your completed documents and our checks.

The Invitation Pack consists of this Invitation Letter and:

- Schedule 1 – Offer Signing Page
- Schedule 2 – Details Schedule
- Schedule 3 – Payment Schedule
- Schedule 4 – Next Steps Checklist

Schedules 2 and 3 set out the Details Schedule and Payment Schedule to this Invitation Pack. This includes details about the Services we would like you to provide, and where, and what we propose to pay. Please check it carefully.

If you would like to provide these Services, please do the things listed in the Next Steps Checklist (Schedule 4). This includes:

- reading all the documents
- completing the information needed in the Details Schedule (Schedule 2)
- signing the Offer Signing Page (Schedule 1).

We must receive your completed documents by 30 June 2021. Signing the contract does not result in a binding contract and we can decide not to proceed, or to proceed on different terms.

When we receive your documents, we will check them and check any other matters we think are relevant.

If these checks are satisfactory and we want you to provide the Services, we will send you an Acceptance Letter. When we send that letter, then we have a legal Contract with you.

You can find more information about the Program at [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au).

A handwritten signature in black ink, with a small arrow pointing downwards from the top of the signature.





Australian Government  
Services Australia

For the meaning of a word, phrase or abbreviation, please read Part D (Meaning of Words) in the Terms and Conditions.

Please use the Zone Contact in the Details Schedule to contact us if you have any questions about the Contract or the Program.

You may also want to talk to a lawyer if you need advice about the legal arrangements.

Yours sincerely

National Agents & Access Points Team  
On behalf of the Commonwealth of Australia  
as represented by Services Australia  
Level 2, Naylor House  
191 Pulteney Street  
Adelaide SA 5000  
[naapt@servicesaustralia.gov.au](mailto:naapt@servicesaustralia.gov.au)

A handwritten signature in black ink, appearing to be the initials 'JD'.



Australian Government  
Services Australia

NAAP PROGRAM INFORMATION PACK

SCHEDULE 1 - OFFER SIGNING PAGE

**Please sign in the place appropriate for you and your organisation.**

By signing this Offer, you agree:

- that if we send you an Acceptance Letter, we will have a legally binding contract
- to provide the Services listed in the Details Schedule and T&Cs in the way we expect
- to comply with any Special Conditions
- that each of your first-time Host Contacts will promptly complete the Declaration of Confidentiality and return it to us before delivering Services
- for Agent Hosts, that each of your first-time Specified Personnel will promptly complete the Declaration of Confidentiality and the Pre-Engagement Pack documents and return them to us before delivering Services
- for Access Point Hosts, that each of your first-time Specified Personnel will promptly complete the Declaration of Confidentiality and return it to us before delivering Services
- you need to have a minimum of 2 (two) Specified Personnel
- you will have at least one Specified Personnel at the Site during Contract Hours.

By signing this Offer, you confirm that:

- you are authorised to sign this Offer on behalf of the Host
- the information in the Details Schedule is correct
- you have read this Information Pack including the T&Cs
- you have valid workers compensation insurance and public liability insurance certificates as required by the T&Cs.

A IF YOU ARE SIGNING FOR A GOVERNMENT BODY, OR AN ASSOCIATION OR ORGANISATION	
Executed by West Daly Regional Council, ABN 25 966 579 574 by its duly authorised representative:	
<u>MATTHEW EASTHAM</u> (Please Print Name)	<u>[Signature]</u> 29/6/21 (Signature) (Date)
<u>CHIEF EXECUTIVE OFFICER</u> Title/Authorised Position	
In the presence of:	
<u>Annette Plowman</u> Witness (Print Name)	<u>[Signature]</u> 29/6/21 (Signature) (Date)
<u>Darwin, NT</u> Address	

*[Handwritten mark]*



**Australian Government**  
Services Australia

B IF YOU ARE AN INDIVIDUAL (NATURAL PERSON) OR SOLE TRADER	
Executed by West Daly Regional Council, ABN 25 966 579 574:	
_____ (Please Print Name)	_____ (Signature) _____ (Date)
In the presence of:	
_____ Witness (Print Name)	_____ (Signature) _____ (Date)
_____ Address	

C IF YOU ARE SIGNING FOR A COMPANY (WITH MORE THAN 1 DIRECTOR)	
Executed by West Daly Regional Council, ABN 25 966 579 574 in accordance with section 127 (1) of the Corporations Act 2001 (Cth):	
_____ (Please Print Name)	_____ (Signature) _____ (Date)
Position: Director or Company Secretary (cross out whichever position does not apply)	
_____ (Please Print Name)	_____ (Signature) _____ (Date)
Position: Director or Company Secretary (cross out whichever position does not apply)	



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Services Australia

D IF YOU ARE SIGNING FOR A COMPANY, AND ARE THE SOLE DIRECTOR AND SOLE COMPANY SECRETARY	
Executed by West Daly Regional Council, ABN 25 966 579 574 in accordance with section 127 (1) of the Corporations Act 2001 (Cth):	
_____ (Please Print Name)	_____ (Signature) _____ (Date)
Position: Sole Director and Company Secretary	
In the presence of:	
_____ Witness (Print Name)	_____ (Signature) _____ (Date)
_____ Address	



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NAAP PROGRAM INFORMATION PACK  
SCHEDULE 2 - DETAILS SCHEDULE

1 SERVICES

1.1 Agent Services

If we appoint you as an Agent Host, you will play an important community role. You will help us deliver services and programs to our Customers. For example:

- providing access to a telephone, an internet-enabled computer, fax machine and printer/ photocopier for government business
- providing face-to-face help and on-site support
- providing information about our products, forms and services
- assisting customers to lodge claim forms and documents
- confirming identity documents
- responding to Customer enquiries and providing assistance, guidance and referrals as detailed in the training

1.2 Access Point Services

If we appoint you as an Access Point Host, you will also play an important community role. The Services you will provide include:

- providing access to a telephone, an internet-enabled computer, fax machine and printer/ photocopier for government business
- confirming identity documents

1.3 Comparing Agent and Access Point Services

Services Available	With an Agent	At an Access Point
Face-to-face help	✓	Not available
Get help to set up and access digital services	✓	Not available
Ask questions and get a referral	✓	Not available
Access to a telephone, an internet-enabled computer and printer and photocopier	✓	✓
Get brochures and fact sheets	✓	✓
Call us using the phone provided	✓	✓
Use the phone claiming service	✓	✓
Get reply paid Medicare envelopes	✓	✓
Scan and upload claim forms and documents	✓	✓
Copy and certify identity documents	✓	✓



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#### 1.4 **Complying with our Terms & Conditions**

If we appoint you, you must provide the Services in accordance with our Terms and Conditions. If you are an Agent Host you must comply with the Agent provisions. If you are an Access Point Host, you must comply with the Access Point provisions. We may also ask you to perform other or different Services. We must be reasonable. If you agree we will give you the information you need.

#### 1.5 **Services at more than one Site**

If you provide Services at more than one Site, this Contract applies to each Site separately. There may be different conditions between Sites. For example, for one Site you may be an Agent Host. For another Site, you may be an Access Point Host. The Details and Payments Schedules specify which Services you are providing at which Site.

### 2 **PAYMENT**

#### 2.1 **General – applies to Agent Hosts and Access Point Hosts**

- You will be paid according to the Payments Schedule / Tax Invoice (in schedule 3).
- The Contract Price is the GST inclusive amount.
- If you are not registered for GST, the Contract Price will be the amount specified in the Contract. That is, we will **not** pay you the GST.
- Payment and repayment can be for part weeks or part days

#### 2.2 **Agent Host specific**

- The Contract Price is calculated for the Contract Hours, on the Business Days, in the Contract Weeks. This is specified in the Details and Payment Schedules. If you notify us that this could change, and we agree to the change, we will send you a contract variation.
- The Contract Price will be paid monthly. This is specified in the Details and Payment Schedules
- Payment for the Contract starts from when the Services begin. We will adjust the first or last payments if needed.

#### 2.3 **Access Point Host specific**

- You will be paid to have our Equipment operating at the Access Point.
- The Contract Price will be paid monthly. This is specified in the Details and Payment Schedules.
- Payment for the Contract starts from when the Services begin. We will adjust the first or last payments if needed

A handwritten signature in black ink, appearing to be 'S. J.', located in the bottom right corner of the page.





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3 DETAILS TO COMPLETE

Please check all details are correct (and, where relevant, confirm in the tick box) and all blank fields are completed. If changes are needed please:

- (a) cross out incorrect information
- (b) clearly write the correction
- (c) initial the correction.

Note: We can accept or reject any changes.

Service	Weekly Hours	Site	Zone
Agent	30	Peppimenarti	Northern Australia
Agent	35	Nganmariyanga	Northern Australia

Item	Host Details		Tick box if details are correct
1	Name of Host	West Daly Regional Council	<input checked="" type="checkbox"/>
2	Email Address	grants@westdaly.nt.gov.au / <del>CEO@WESTDALY.NT.GOV.AU</del> <del>steve.horton@westdaly.nt.gov.au</del> MATTHEW.EASTHAM@WESTDALY.NT.GOV.AU	<input checked="" type="checkbox"/>
3	ABN	25 966 579 574	<input checked="" type="checkbox"/>
4	GST Status	Registered	<input checked="" type="checkbox"/>
5	Address	3/4 Albatross Street WINNELLIE NT 0820	<input checked="" type="checkbox"/>
6	How many employees does your organisation have?	67	
7	Is your organisation at least 50 per cent Indigenous owned?	Yes / No Elected Members are Indigenous	
Contract Details			
8	Start Date	1 July 2021	<input checked="" type="checkbox"/>
9	End Date	30 June 2022	<input checked="" type="checkbox"/>
10	Term	1 year	<input checked="" type="checkbox"/>
11	Options	We (Services Australia) have 4 x 1 year options to renew	<input checked="" type="checkbox"/>
12	Review Period	We will conduct a review every 6 months	<input checked="" type="checkbox"/>
Host and Site Contacts			
13	Host Contact	<del>Steve Horton</del> MATTHEW EASTHAM	<input checked="" type="checkbox"/>
14	Host Contact Phone Number	(08) 7922 6403 08 7922 6400	<input checked="" type="checkbox"/>
15	After Hours Emergency Phone	(04) 7582 0775 0437 6688 35	<input checked="" type="checkbox"/>
Specified Personnel			
16	Required Number of Specified Personnel	At least 2 for each Site At least 1 available at each Site during Contract Hours	<input checked="" type="checkbox"/>
17	Name		
Training Due Date			



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18	for Agent Services	All learning is due 90 days from when the training is assigned.	✓
19	for Access Point Services	All learning is due 90 days from when the training is assigned.	✓
Services Australia's Zone Contact Details			
20	Zone Contact Email Address	NAUS.AGENTPROGRAMME@servicesaustralia.gov.au	✓
21	Zone Contact Phone Number	(08) 8958 9460	✓

By ticking this box, you confirm that the details completed by you in this part 3 (Details to Complete) are complete and accurate





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Site Details			
Site	Address	Host Contact & Phone	Specified Personnel
Peppimenarti	Lot 16 Peppimenarti Community, Peppimenarti NT 0822	Steve Horton 0475 820 775	Steve Horton <i>MATHEW EASTMAN</i>
			Miriam Byrnes
			Malcolm Wilson <i>[Signature]</i>
		Chris Kassman	Damian Blair
		Contract Hours	
		Mon:	8:00am to 12:00pm 1:00pm to 4:00pm
		Tue:	8:00am to 12:00pm 1:00pm to 4:00pm
		Wed:	8:00am to 12:00pm 1:00pm to 4:00pm
		Thu:	8:00am to 12:00pm 1:00pm to 4:00pm
		Fri:	8:00am to 12:00pm 1:00pm to 4:00pm
Ngammarryanga	Lot 108 Palumpa Community, Palumpa NT 0822	Site Contact & Phone 0474 224 475	Damian Blair <i>JOHN HARLEY</i>



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NAAP PROGRAM INFORMATION PACK  
SCHEDULE 3 - PAYMENT SCHEDULE

AGENT PAYMENT FORM

**Schedule of Contract Payments between Services Australia and West Daly Regional Council**

Date: **01 July 2021**

West Daly Regional Council  
ABN: 25 966 579 574  
3/4 Albatross Street  
WINNELLIE NT 0820

Services Australia  
ABN: 90 794 605 008  
Level 2, 191 Pulteney Street  
ADELAIDE SA 5000

**Schedule of Payments:**

Date payable (or as soon as possible after the Contract takes effect)		GST Exclusive	GST	Total GST Inclusive
Payment 1	15 July 2021	\$14,735.94	\$1,473.59	\$16,209.54
Payment 2	15 August 2021	\$14,735.94	\$1,473.59	\$16,209.54
Payment 3	15 September 2021	\$14,735.94	\$1,473.59	\$16,209.54
Payment 4	15 October 2021	\$14,735.94	\$1,473.59	\$16,209.54
Payment 5	15 November 2021	\$14,735.94	\$1,473.59	\$16,209.54
Payment 6	15 December 2021	\$14,735.94	\$1,473.59	\$16,209.54
Payment 7	15 January 2022	\$14,735.94	\$1,473.59	\$16,209.54
Payment 8	15 February 2022	\$14,735.94	\$1,473.59	\$16,209.54
Payment 9	15 March 2022	\$14,735.94	\$1,473.59	\$16,209.54
Payment 10	15 April 2022	\$14,735.94	\$1,473.59	\$16,209.54
Payment 11	15 May 2022	\$14,735.94	\$1,473.59	\$16,209.54
Payment 12	15 June 2022	\$14,735.94	\$1,473.59	\$16,209.54
<b>Total Contract</b>		<b>\$176,831.29</b>	<b>\$17,683.13</b>	<b>\$194,514.42</b>

**NOTE:**

FOR SERVICES AUSTRALIA OFFICE USE ONLY

Cost Centre: 1100152

Vendor Number: 1040637

G/L Code: 47312



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NAAP PROGRAM INFORMATION PACK  
SCHEDULE 4 - NEXT STEPS CHECKLIST

Number	Item	Done?
1	<b>Read</b> the Terms and Conditions ( <b>T&amp;Cs</b> ) that are relevant to you. If you are an Agent Host you must comply with Agent provisions. If you are an Access Point Host, you must comply with Access Point provisions.	✓
2	<b>Fill in or update</b> any information required in the Details Schedule (e.g. for the Host Contact, Site Contact and Specified Personnel).	✓
3	<b>Check</b> all the information at point 3 of Schedule 2 and <b>make changes</b> by the 30 June 2021	✓
4	<b>Sign and Date</b> the Offer Signing Page. Check whether you are signing for yourself or a company, partnership, association or other business.	✓
5	<b>Sign</b> in front of a witness (unless 2 directors are signing) and <b>ask</b> the witness to sign.	✓
6	<b>Submit</b> the following to us via <b>OOM</b> (our Organisational Online Mail) by the 30 June 2021: Attn: Northern Australia <ul style="list-style-type: none"> <li>• the signed Offer Signing Page</li> <li>• the completed Details Schedule</li> </ul>	✓
7	Before they can provide Services, Host Contacts and Specified Personnel must <b>read, sign and return</b> the Declaration of Confidentiality and the Pre-Engagement Pack as required by the T&Cs and Details Schedule.	✓
<p>You can find more information about the Program (and links to the documents) at <a href="http://www.servicesaustralia.gov.au">www.servicesaustralia.gov.au</a>.</p>		



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 5

Prepared by Tracey Bradley, Executive Assistant to CEO/Mayor

#### Local Authority Minutes and Recommendations

##### **Purpose**

As per Local Authority Guideline 1, Section 13 a Regional Council must consider the minutes of the Local Authority Meetings.

Council must also consider and approve any recommendations made by the Local Authority and Council's decision regarding recommendations is to be reported back to the Local Authority at its next meeting.

##### **Background**

Attached are the Local Authority Minutes for:

- 1) Nganmariyanga
- 2) Peppimenarti
- 3) Wadeye

##### **Impact for Council**

Compliance with legislation and guidelines.

##### **Recommendation**

- 1. That Council receives and notes the minutes from the following Local Authority Meetings:**

Nganmariyanga	02 June 2021	
Nganmariyanga	19 July 2021	Special Meeting
Nganmariyanga	11 August 2021	Provisional Meeting
Peppimenarti	01 June 2021	
Wadeye	06 June 2021	
Wadeye	12 August 2021	Provisional Meeting

**That the Council approves the following recommendations:**

**Nganmariyanga 2 June 2021**

1. Supply & Install 5 x GFS-200 30W / 5610lm 4K CCT LED Street Light \$38,473.73.

LA Motion:

That the Local Authority recommends to Council that the amount of \$38,473.73 be approved for the supply and install of 5 x Solar street lights.

2. Purchase 1 x Kabota ZD1221RL-72R-AU COMMERCIAL ZERO TURN MOWER \$31,969.21.

LA Motion:

That the Local Authority recommends to Council that the amount of \$31,969.21 be approved for purchase of 1 x Kabota ZD1221RL-72R-AU COMMERCIAL ZERO TURN MOWERS.

**Nganmariyanga 19 July 2021 (Special Meeting)**

1. Contribution of \$21,787.51 towards the purchase of Hastings Deering Caterpillar 428 Backhoe.

LA Motion:

Noted the report and allocated from Local Authority funding \$21,787.51 towards the purchase of a Hastings Deering Caterpillar 428 Backhoe.

**Peppimenarti 1 June 2021**

1. Expend up to the amount of \$4056 towards the purchase of Street Sweeper.

LA Motion:

That the Local Authority expend up to the amount of \$4056 of Local Authority funds to purchase a street sweeper.  
Acquittal and other documentation to be produced at the next LA meeting.

**Wadeye 12 August 2021 (Provisional)**

1. Expend up to the amount of \$15,000 fence around cemetery at Nilinh

LA Motion:

That the Local Authority approve expenditure of up to \$15000 for the Nilinh cemetery fence.

2. Approve \$20,000 for the Animal Management program with AMMRIC.

**LA Motion**

That the Local Authority approve expenditure of \$20000 for an animal management program to be conducted by AMMRIC.

**Attachments**

- 1 Palumpa Local Authority 2021-06-02 [345] Minutes.DOCX
- 2 Palumpa Local Authority 2021-07-19 [359] Minutes.DOCX
- 3 Palumpa Local Authority 2021-08-11 [371] Minutes.DOCX
- 4 Peppimenarti Local Authority 2021-06-01 [344] Minutes.DOCX
- 5 Wadeye Local Authority 2021-06-16 [346] Minutes.DOCX



**MINUTES OF THE MEETING HELD IN THE NGANMARRIYANGA  
MEETING ROOM ON WEDNESDAY, 2 JUNE 2021 AT 10:30 AM**

Chairperson Amy Narburup declared the meeting open at 11:07am and welcomed all in attendance.

**ATTENDANCE AND APOLOGIES**

***Attendance***

Chairperson	Amy Narburup
Local Authority Member	Moses Wodiddj
Local Authority Member	Jimmy Murielle
Local Authority Member	Rodger Wodiddj
Local Authority Member	Lorraine Kerringbo
	Mary Wodiddj
Mayor	John Wilson
Councillor	Ralph Narburup
WDRC Staff	Matthew Eastham
WDRC Staff	Peter Holt
WDRC Staff	Helen Bodhi
WDRC Staff	John Harpley
WDRC Staff	Tracey Bradley

***Apologies***

Local Authority Member	Alex Jacky
Local Authority Member	Sandra Jacky
Local Authority Member	Jack Wodiddj

**CONFIRMATION OF MINUTES**

**Minutes of the Palumpa Local Authority Meeting held on 9 March 2021**

**Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

Moved:	Rodger Wodiddj
Seconded:	Jimmy Murielle
Resolution:	Unanimously

**REPORTS**

**1) CEO Report**

**Motion:**

**1. That the Local Authority notes the CEO report.**

Moved:	Jimmy Murielle
--------	----------------

Seconded: Moses Wodiddj  
Resolution: Unanimously

## 2) Deputy CE Report

### Motion:

**That the Local Authority notes the Deputy CEO Report.**

Moved: Jimmy Murielle  
Seconded: Rodger Wodiddj  
Resolution: Unanimously

## 3) Finance Report - April 2021

Finance report presented by Matthew Eastham on behalf of Finance.  
Future finance reports will be restructured and will have a focus on costings  
Spending and balance on specific projects.

Total amount available to Local Authority @ 2/6/21 \$85,000, and another  
\$56,700 will be transferred in the new financial year.

### Motion:

- 1. That the Local Authority receives and notes the financial information provided by Council for period ending April 2021.**

Moved: Jimmy Murielle  
Seconded: Lorraine Kerringbo  
Resolution: Unanimously

## 4) Community Services Manager Report For Nganmarriyanga

### NOTED:

In the previous LA meeting minutes

7.1. That the LA requests a detailed drawing of the Shade Structure.

8.1. That the LA recommends to Council that the amount of \$28,000 be approved for playground equipment and the shade structure.

### Motion:

- 1. That Local Authority receives and notes the Community Services Manager's report for Nganmarriyanga.**

Moved: Lorraine Kerringbo  
Seconded: Jimmy Murielle  
Resolution: Unanimously

### NOTED:



At the next LA meeting the Community Services Manager to give a paper on what works are done by WDRC and an Asset list of Council Equipment.

5) **Supply & Install 5 x GFS-200 30W / 5610lm 4K CCT LED Street Light**

**Motion:**

**That the Local Authority recommends to Council that the amount of \$38,473.73 be approved for the supply and install of 5 x Solar street lights**

Moved: Jimmy Murielle  
Seconded: Rodger Wodiddj  
Resolution: Unanimously

6) **Purchase 1 x Kabota ZD1221RL-72R-AU COMMERCIAL ZERO TURN MOWER**

**Motion:**

1. **That the Local Authority recommends to Council that the amount of \$31,969.21 be approved for purchase of 1 x Kabota ZD1221RL-72R-AU COMMERCIAL ZERO TURN MOWERS.**

Moved: Jimmy Murielle  
Seconded: Rodger Wodiddj  
Resolution: Unanimously

7) **Regional Plan 2021/22**

**It was discussed of increasing number of meetings per year.**

It was decided that there would be three categories for work to be done in the community:

1. **Community Safety**
  - Signage
  - Lighting
  - Bollards
  - Pathways/footpaths
  - Fencing
2. **Community Enhancements**
  - BMX Track
  - Splash Pad
  - Community seating & shade
  - Shade Areas at Oval
  - Seating areas at Oval
  - Drainage
  - Animal Management
3. **Strategic Projects**
  - Sporting Hub
  - Community Basketball Court

Local Authority and Community Service Manager to develop a community map/plan so future allocation of projects can be done.

**Motion:**

1. **That the Local Authority notes the Draft Regional Plan 2021/22 and the input provided by Local Authority members at this meeting.**

Moved: Jimmy Murielle  
Seconded: Moses Wodiddj  
Resolution: Unanimously

**General Business**

Local Authority nomination received for Mary Wodiddj.

Moved: Jimmy Murielle  
Seconded: Lorraine Kerringbo  
Resolution: Unanimously

***Meeting Schedule***

A proposal to be put forward at the next meeting that LA meetings to be held every two months.

**NEXT MEETING**

11 August 2021 at 10.00am

**MEETING CLOSE**

The meeting closed at 12:48pm.

THIS PAGE AND THE PRECEEDING \*\* PAGES ARE THE MINUTES OF THE Meeting of Palumpa Local Authority HELD ON Wednesday, 2 June 2021 AND CONFIRMED Wednesday, 11 August 2021.



MINUTES OF THE MEETING HELD IN THE MEETING ROOM  
COUNCIL OFFICE ON MONDAY, 19 JULY 2021 AT 12.15PM

**WELCOME AND MEETING ARRANGEMENTS**

Welcome by Chairperson Amy Narburup

**ATTENDANCE AND APOLOGIES**

***Attendance***

Local Authority Chairperson	Amy Narburup
Local Authority Member	Moses Wodidj
Local Authority Member	Warren Wodidj
Local Authority Member	Rodger Wodidj
Local Authority Member	Jack Wodidj
Local Authority Member	Mary Wodidj

***Community Member*** Priscilla

***WDRC Council Members***

John Wilson	Mayor
Ralph Narburup	Councillor

***Staff***

Matthew Eastham	CEO
James Cartwright	CFO
Peter Holt	Deputy CEO
John Harpley	CSM Palumpa
Tracey Bradley	Assistant to CEO & Mayor

***Apologies***

Local Authority Member	Alex Jacky
Local Authority Member	Sandra Jacky
Local Authority Member	Jimmy Murielle
Local Authority Member	Lorraine Keringbo
Local Authority Member	John Paul Wodidj
Local Authority Member	Jeff Wodidj

**CONFIRMATION OF MINUTES**

**Minutes of the Palumpa Local Authority Meeting held on 2 June 2021**

**Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

**Moved: Warren Wodidj**

**Seconded: Jack Wodidj**

**REPORTS****1) CEO Report****Motion:**

- 1. That the Palumpa Local Authority notes the update provided by the CEO.**

Moved: Warren Wodidj

Seconded: Rodger Wodidj

**2) Finance Report - June 2021****Motion:**

- 1. The Palumpa Local Authority noted and received the financial report provided by Council for period ending June 2021.**

Moved: Ralph Narburup

Seconded: Moses Wodidj

**3) Backhoe Proposal for Palumpa****Motion:**

Noted the report and allocated \$27,930 from future Local Authority funding to the Animal management program.

- 1. Noted the report and allocated from Local Authority funding \$21, 787.51 towards the purchase of a Hastings Deering Caterpillar 428 Backhoe.**

Moved: Moses Wodidj

Seconded: Jack Wodidj

**Any Other Business**

Discussion held re mowing of lawns inside community house, and who is responsible. John Harpley, CSM is to provide a mud map of the community boundaries responsibilities for certain activities and work in the community.

Invitation to be offered to Territory Housing to attend the next Local Authority Meeting to be held on 11 August 2021.

Invitation to be offered to TDC to next Local Authority Meeting, 11 August 2021 to discuss CDP.

**NEXT MEETING: 11 August 2021 @ 10.00am**

**MEETING CLOSED**

The meeting closed at 12.55pm.

This page and the preceding pages are the minutes of the Palumpa Local Authority meeting held on Thursday, 19 July 2021. Meeting of Palumpa Local Authority held Monday, 19 July 2021 and to be confirmed on Wednesday 11 August 2021.



MINUTES OF THE PROVISIONAL MEETING HELD IN THE  
NGANMARRIYANGA MEETING ROOM ON WEDNESDAY 11  
AUGUST 2021 AT 11.00 AM

**WELCOME AND MEETING ARRANGEMENTS**

**Attendance**

Moses Wodidj	Local Authority Member
Jimmy John Murielle	Local Authority Member
Roger Wodidj	Local Authority Member
Lorraine Keringbo	Local Authority Member
Jack Wodidj	Local Authority Member
Warren Wodidj	Local Authority Member
Sandra Jacky	Local Authority Member

**Staff**

Matthew Eastham	Chief Executive Officer
Peter Holt	Deputy Chief Executive Officer
Andrew Everingham	Chief Operations Officer
James Cartwright	Chief Financial Officer
Nicole Johnston	Chief Performance & Capability Officer
Tracey Bradley	Executive Assistant to CEO/Mayor

**Apologies**

Amy Narburup	Local Authority Chairperson
Mary Wodidj	Local Authority Member
John Wilson	Mayor
Ralph Narburup	Councillor

**Guests**

Josef Kurlda	Chief Minister & Cabinet - Housing
George Timson	Dept of Infrastructure, Planning & Logistics
Melissa Crow	Dept of Infrastructure, Planning & Logistics
Brett Gilmore	Dept of Infrastructure, Planning & Logistics
Colvin Crowe	Chief Minister & Cabinet

Scott McIntyre                      Thamarrurr Development Corporation

Jess Murray                          Menzies School of Health Research  
Amelia McCullough                Menzies School of Health Research

**CEO – Meeting Arrangements**

CEO Matthew Eastham spoke with the Local Authority in relation to having a quorum for a full meeting of Local Authority. Due to members now being unavailable the meeting will be moved to a Provisional Meeting of Local Authority.

Due to the absence of the Local Authority Chair, all Local Authority members unanimously agreed that Roger Wodidj would be Acting Chairperson for this meeting.

It was agreed by all present that presentations by Guest speakers would proceed.

### **CONFIRMATION OF MINUTES**

***\*\*Due to this meeting being a Provisional Meeting of Local Authority the confirmation of minutes will be held over until the next Local Authority meeting scheduled for the 06 October 2021***

**Minutes of the Palumpa Local Authority Meeting held on 2 June 2021**

**Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

**Minutes of the Palumpa Local Authority Meeting held on 19 July 2021**

**Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

### **PRESENTATIONS**

1. Presentation was provided by Dept. Chief Minister & Cabinet – Housing and Dept.of Infrastructure, Planning & Logistics regarding the housing at Palumpa. This presentation was provided due to a number of questions being raised by the Local Authority in relation to housing as noted in previous Minutes.
2. Presentation was provided by Thamarrurr Development Corporation. This presentation was provided due to a number of questions being raised by the Local Authority in relation to the CDP program in Palumpa. The CDP program in Palumpa is currently not operating.
3. Presentation was provided by the Menzies School of Health Research in relation to the Health Hearing Program and the development of people within Community to undertake ear checks.

### **REPORTS**

**1) CEO Report**

**011/2021 Motion:**

- 1. That the Local Authority acknowledges the opportunity to discuss matters with the CEO and notes the information discussed with the CEO.**

Moved: Cr. Wodidj  
Seconded: Cr. Keringbo  
Resolution: Unanimously

**2) Ordinary Council Meeting Report****012/2021 Motion:**

- 1. That the Local Authority notes and accepts the OCM report.**

Moved: Cr. Wodidj  
Seconded: Cr. Wodidj  
Resolution: Unanimously

**3) Deputy CE Report****013/2021 Motion:**

- 1. That the Local Authority note the Deputy CE report.**

**Peter introduced Andrew Everingham as the new Chief Operations Officer.**

Moved: Cr. Jacky  
Seconded: Cr. Keringbo  
Resolution: Unanimously

**4) Finance Report - July 2021****014/2021 Motion:**

- 1. That the Local Authority receives and notes the financial information provided by Council for period ending July 2021.**

A more in depth finance report will be given at the next LA Meeting.

Moved: Cr. Wodidj  
Seconded: Cr. Wodidj  
Resolution: Unanimously

**5) Community Services Manager Report For Palumpa****015/2021 Motion:**

- 1. That the Local Authority discuss with the CSM and advise the preferred day for rubbish collection.**
- 2. That the Local Authority note the CSM report.**

**NOTE:** John will seek feedback from community members re what day they would like rubbish collection.



**NOTE:** CSM John to obtain quotes on a 6x4 or 6x6 shed for cemetery and bring back to local authority next meeting for approval.

Quotes to be obtained for water at cemetery

Playground Equipment – delay in supply and components

John gave an overview of what the WDRC core service responsibilities are for Palumpa.

*Minutes from Local Authority 11 February 2020*

**7) Supply and Installation of Shade Structure and Seating at the Cemetery**

LA members stated concern over people climbing onto the roof of the shade structure.

Plans including protective barriers to be presented to LA at its next meeting

**0168 Recommendation**

/202

0

1. **That the Local Authority requests a detailed drawing of the Shade Structure to LA members.**

Moved: John Paul Wodidj  
 Seconded: Jimmy Murielle  
 Resolution: Unanimously

Moved: Cr. Wodidj  
 Seconded: Cr. Keringbo  
 Resolution: Unanimously

**6) Timings of Local Authority Meeting**

**017/2021 Motion:**

1. **That the Local Authority approves to the OCM that meetings of Local Authority be held once every two months.**

**NOTE:** This is a provisional decision to be approved at the next local Authority meeting.

Moved: Cr. Jacky  
 Seconded: Cr. Wodidj  
 Resolution: Unanimously

**7) Local Authority Members Attendance Records**

**018/2021 Motion:**

1. **That the Local Authority receives and notes the attendance records update.**

**Training will be provided to Local Authority members in the near future so we are better governed.**

Moved: Cr. Wodidj  
Seconded: Cr. Wodidj  
Resolution: Unanimously

**QUESTIONS FROM LOCAL AUTHORITY**

Nil

**QUESTIONS FROM THE PUBLIC**

Nil

**INVITATION FOR GUEST SPEAKERS**

Nil

**GENERAL BUSINESS**

Bi-Election for the ward of Nganmariyanga.

**NEXT MEETING**

Tentative 6 October 2021 – TBC due to Elected Member Training

**MEETING CLOSED**

The meeting closed at 2.42pm.

This page and the preceding pages are the minutes of the Provisional Meeting of Palumpa Local Authority held Wednesday 11 August 2021 and confirmed Wednesday 6 October 2021.



MINUTES OF THE PEPPIMENARTI LOCAL AUTHORITY HELD IN  
THE PEPPIMENARTI MEETING ROOM ON TUESDAY, 1 JUNE  
2021 AT 10:21 AM

**WELCOME AND MEETING ARRANGEMENTS**

Welcome by Chairperson Karl Lukonavic

**ATTENDANCE AND APOLOGIES**

***Attendance***

Karl Lukonavic	Chairperson
Henry Wilson	LA Member
Annunciata Wilson	LA Member
Kim Phipat	Clinic
Leaya Smith	LA Member
Nathan Wilson	LA Member
John Wilson	Mayor WDRC
Matthew Eastham	WDRC
Peter Holt	WDRC
Chris Kassman	WDRC
Helen Bodhi	WDRC
Tracey Bradley	WDRC

***Apologies***

Joanne Keir	Clinic
Anastasia Wilson	LA member
Terry Sams	Councillor WDRC

**CONFIRMATION OF MINUTES**

**Minutes of the Peppimenarti Local Authority Meeting held on 8 March 2021**

001/2021 **Motion:**

**As there was no meeting held on 8 March 2021, due to a lack of quorum, no minutes were presented.**

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

**REPORTS**

1) **CEO Report**

002/2021 **Motion:**

**1. That the Local Authority notes the CEO report.**

Moved: Cr. Wilson

Seconded: Leaya Smith  
Resolution: Unanimously

**2) Deputy CE Report**

003/2021 **Motion:**

**1. That the Local Authority notes the Deputy CEO Report.**

Moved: Annunciata Wilson  
Seconded: Leaya Smith  
Resolution: Unanimously

**3) Finance Report - April 2021**

004/2021 **Motion:**

**1. That the Local Authority receives and notes the financial information provided by Council for period ending April 2021.**

Moved: Henry Wilson  
Seconded: Nathan Wilson  
Resolution: Unanimously

NOTED:

- a) That the LA members requested that the Finance Report needs to be reformatted with larger font.
- b) CEO explained that the information listed is for information to LA members
- c) CEO asked the LA members what they would like to see in the Financial reports. **Answer:** How much we have to spend, how much did we spend, and how much is left over on each project.

**4) Community Services Manager's Report**

005/2021 Chris spoke to his report. He has received positive response from the community.

- More signage is required re restrictions in the community.
- Looking at employing more staff due to recent resignations.
- Library to be opened up before the end of the year but further negotiations to be held with NT Libraries.
- Discussion to be held re building behind council office. New quotes to be sourced.

**Motion:**

**1. That Local Authority receives and notes the Community Services Manager's report.**

Moved: Annunciata Wilson  
Seconded: Leaya Smith  
Resolution: Unanimously

**5) Regional Plan 2021/22**

006/2021 **It was discussed of increasing number of meetings per year.**

Currently, the Peppimenarti LA has \$50,000 to spend.

It was decided that there would be three categories for work to be done in the community:

- 1. Community Safety**
  - Signage
  - Lighting
  - Bollards
  - Pathways/footpaths
- 2. Community Enhancements**
  - Basketball Shade
  - Playground Shade
  - Playground matting
  - Animal Management
  - Car parking
  - Renovation of playground
- 3. Strategic Projects**
  - Safe House
  - Men's Shed
  - Childcare Centre

Local Authority and Community Service Manager to develop a community map/plan so future allocation of projects can be done.

**Motion:**

- 1. That the Local Authority notes the Draft Regional Plan 2021/22 and the input provided by Local Authority members at this meeting.**

Moved: Annunciata Wilson  
Seconded: Henry Wilson  
Resolution: Unanimously

**6) General Business**

**Motion:**

**That the LA Peppimenarti expend up to the amount of \$4056 of Local authority funds to purchase a street sweeper.**

**Acquittal and other documentation to be produced at the next LA meetings.**

Moved: Annunciata Wilson  
Seconded: Nathan Wilson  
Resolution: Unanimous

Matt Eastham proposed that LA meetings be held every two months. This to be proposed for approval at the next LA meeting.

**NEXT MEETING**

10 August 2021 at 10am

**MEETING CLOSE**

The meeting closed at 11.40am

THIS PAGE AND THE PRECEEDING \*\* PAGES ARE THE MINUTES OF THE Peppimenarti Local Authority HELD ON Tuesday, 1 June 2021 AND CONFIRMED Tuesday, 10 August 2021.



MINUTES OF THE MEETING HELD IN THE COUNCIL OFFICE,  
WADEYE ON WEDNESDAY, 16 JUNE 2021 AT 10.00AM

**WELCOME AND MEETING ARRANGEMENTS**

Meeting commenced at 10.45am

**ATTENDANCE AND APOLOGIES**

***Attendance***

Local Authority Member	Cyril Ninnal
Local Authority Member	Ken James
Local Authority Member	Timothy Dumoo
Local Authority Member	Mark Ninnal
Local Authority Member	Damien Tunmuck
Councillor	Mark Tunmuck-Smith
Councillor	Wally Minjin
Councillor	Ralph Narburup
CEO	Matthew Eastham
CNP Manager	Helen Bodhi
Executive Assistant	Tracey Bradley

***Apologies***

Chairperson	Leon Melpi
Local Authority Member	Wilfred Harris
Community Services Manager	Troy Pollard
Deputy CEO	Peter Holt
Deputy Mayor	Terry Sams
Senior Financial Consultant	Ramesh Pudasaini
Mayor	John Wilson

**CONFIRMATION OF MINUTES**

**Minutes of the Wadeye Local Authority Meeting held on 10 March 2021**

**Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

Moved: Cr. Minjin

Seconded: Cr. Ninnal

Resolution: Unanimously

**REPORTS****1) CEO Report****Motion:**

- 1. That the Local Authority notes the CEO report as presented by the CEO, Matthew Eastham.**

Moved: Cr. Tunmuck-Smith

Seconded: Cr. Ninnal

Resolution: Unanimously

**2) Deputy CEO Report****Motion:**

- 1. That the Local Authority notes the Deputy CEO report.**

Moved: Ken James

Seconded: Cr. Narburup

Resolution: Unanimously

**3) Finance Report - February 2021****Motion:**

- 1. That the local authority receives and notes financial information provided by Council for period ending November 2020.**

Moved: Cr. Minjin

Seconded: Cr. Tunmuck

Resolution: Unanimously

**4) Community Service Managers Report, Wadeye****Motion:**

- 1. That Local Authority receives and notes the Community Services Manager's report for Wadeye.**

**NOTED:** Waste Management report to be sent to LA members. Consultation to be done with Traditional Owners.

Moved: Cr. Minjin

Seconded: Cr. Ninnal



Resolution: Unanimously

**5) Regional Plan 2021/22**

**Motion:**

- 1. That the Local Authority notes the Draft Regional Plan 2021/22 and the input provided by Local Authority members at this meeting.**

Moved: Cr. Minjin

Seconded: Cr. Tunmuck-Smith

Resolution: Unanimously

**GUEST SPEAKERS**

Attendance from Ken Graham & Rikke Viese from the Census team, Australian Bureau of Statistics attended the meeting at 11.26am. They gave an overview of the Census work that will be carried out in Wadeye community in August 2021.

**NEXT MEETING**

Next meeting to be held on August 2021.

**MEETING CLOSE**

The meeting closed at 12.20 pm.

THIS PAGE AND THE PRECEEDING \*\* PAGES ARE THE MINUTES OF THE Meeting of Wadeye Local Authority HELD ON Wednesday, 16 June 2021 AND CONFIRMED Thursday, 12 August 2021.

**WELCOME AND MEETING ARRANGEMENTS**

**Attendance**

Leon Melpi	Local Authority Chairperson
Timothy Dumoo	Local Authority Member
Mark Ninnal	Local Authority Member
Ken James	Local Authority Member
Cr. Wally Minjin	Councillor

**Staff**

Matthew Eastham	Chief Executive Officer
Peter Holt	Deputy Chief Executive Officer
Andrew Everingham	Chief Operations Officer
James Cartwright	Chief Financial Officer
Nicole Johnston	Chief Performance & Capability Officer
Tracey Bradley	Executive Assistant to CEO/Mayor

**Guests**

Colvin Crowe	Chief Minister & Cabinet
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**Apologies**

Cyril Ninnal	Local Authority Member
John Wilson	Mayor
Wilfred Harris	Local Authority Member
Terry Sams	Deputy Mayor
Mark Martin	Councillor

CEO Matthew Eastham spoke with the Local Authority in relation to having a quorum for a full meeting of Local Authority. Due to members now being unavailable the meeting will be moved to a Provisional Meeting of Local Authority.

**CONFIRMATION OF MINUTES**

***\*\*Due to this meeting being a Provisional Meeting of Local Authority the confirmation of minutes will be held over until the next Local Authority meeting scheduled for the 07 October 2021***

**Minutes of the Wadeye Local Authority Meeting held on 16 June 2021**

**Motion:**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

## REPORTS

### **1) CEO Report**

*011/2021* **Motion:**

- 1. That the Local Authority acknowledges the opportunity to discuss matters with the CEO and notes the information discussed with the CEO.**

Moved: Ken James  
Seconded: Mark Ninnal  
Resolution: Unanimously

### **2) Deputy CE Report**

*012/2021* **Motion:**

- 1. That the Local Authority note the Deputy CE report.**

Moved: Mark Ninnal  
Seconded: Timothy Dumoo  
Resolution: Unanimously

### **3) Finance Report**

*013/2021* **Motion:**

- 1. That the local authority receives and notes financial information provided by Council for period ending June 2020.**

Moved: Ken James  
Seconded: Mark Ninnal  
Resolution: Unanimously

### **4) Local Authority Member Attendance Records**

*014/2021* **Motion:**

- 1. That the Local Authority receives and notes the attendance records update.**

Moved: Cr. Ninnal  
Seconded: Cr. Minjin  
Resolution: Unanimously

### **5) Community Service Managers Report, Wadeye**

*015/2021* **Motion:**

- 1. That Local Authority receives and notes the Community Services Manager's report for Wadeye.**

Moved: Ken James  
Seconded: Timothy Dumoo  
Resolution: Unanimously

**6) Timings of Local Authority Meeting**

016/2021 **Motion:**

- 1. That the Local Authority approve meetings of Local Authority held once every two months.**

**NOTE:** This is a provisional decision to be approved at the next local Authority meeting.

Moved: Mark Ninnal  
Seconded: Ken James  
Resolution: Unanimously

**As per**

**7) Ordinary Council Meeting Report**

017/2021 **Motion:**

- 1. That the Local Authority notes and accepts the OCM Report.**

Moved: Timothy Dumoo  
Seconded: Leon Melpi  
Resolution: Unanimously

**8) Community-based projects for development**

018/2021 **Motion:**

That Local Authority review and discuss community-based projects for development, and Council note any changes.

**Discussion/Suggestion:**

Fence around cemetery at Nilinh – CSM to obtain quotes and table at the next Local Authority Meeting (to the maximum value of \$15 000)

An opportunity may arise to coordinate planting of trees and other activities with the OLSH School landscaper. CSM to follow up as part of normal business.

Grandstands at the main oval were discussed. CSM to seek quotes on grandstands that may be appropriate for the area. Suggestion from the Chair was to view the Velodrome at McMillans Road – it may be better to have dirt mounding rather than seated grandstands.

CSM to review Local Authority projects that were part of the Regional Plan and where possible obtain quotes for review at the next Local

Authority, prioritisation and approval.

Local Authority discussed committing \$20 000 towards an animal management at Wadeye.

Road upgrade requests to go thru CSM. Road to Manthape to be reviewed for future funding. Correct signage.

019/2021 **Motion**  
That the local authority approve expenditure of up to \$15 000 for the Nilinh cemetery fence.(Provisional Approval)

Mover: Cr. Minjin  
Seconded: Mark Ninnal  
Resolution: Unanimously

019/2021 **Motion**  
That the local authority approve expenditure of \$20 000 for an animal management program to be conducted by AMMRIC.(Provisional Approval)

Moved: Ken James  
Seconded: Timothy Dumoo  
Resolution: Unanimously

#### **QUESTIONS FROM THE LOCAL AUTHORITY**

Nil

#### **QUESTIONS FROM THE PUBLIC**

Nil

#### **GUEST SPEAKERS**

Members from the CENSUS team spoke about who to engage senior elders to asking community members to complete the census.

#### **NEXT MEETING**

Date and time of next meeting 7<sup>th</sup> October 2021 – to be confirmed

#### **MEETING CLOSED 12:34**

The meeting closed at 12:34pm.

This page and the preceding pages are the minutes of the meeting of Provisional Wadeye Local Authority held on Thursday 12 August 2021 and confirmed Thursday 7 October 2021.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 6

Prepared by **Nicole Johnston, Chief Performance & Capability Officer**

#### Chief Performance and Capabilities Officer Report

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##### **Purpose**

To update Council in regards to people, performance and capability matters.

##### **Background**

##### **COVID-19:**

- No West Daly Region Communities were directly affected by the recent lockdown in the Greater Darwin and Katherine region. Thank you to all across Council for their prompt responses to ensure the safety of everyone.
- The WDRC COVID-19 Operational Safety Plan V2 was released and came into effect during this most recent lockdown. This will remain in place for Council's use each time there is a COVID-19 threat in the NT, and will be updated every 6 months in line with the NT Chief Health Officers directive.

##### **Human Resources:**

- The West Daly Regional Council Enterprise Agreement 2021 has been approved by the Fair Work Commission, with effect as at 26 August 2021.
- A full Policy Framework review is currently underway, ensuring compliance with the new *Local Government Act 2019*.
- The Annual Performance Appraisal process is ongoing.
- WDRC Executive Team is now in place, having the opportunity to travel to all West Daly Communities over the last couple of weeks to meet staff, Local Authority members and others in Community. The Executive will continue to regularly visit, and look forward to fostering positive relationships with everyone across Council and community.
- There are a number of roles that are still being recruited for which will position Council well from a Management, Governance and Compliance perspective, and to give focus to Community Initiatives.

### **Health, Safety and Risk:**

- HS&R Officer commenced a Council wide Health and Safety and Workers Review on 3<sup>rd</sup> August, 2021. This has been separated into two stages:

Stage 1 – A full review of Councils current Health and Safety Policies and Procedures (WHS Management System)

Stage 2 – On the ground review of day to day work activities to be conducted by HS&R Officer in Community.

- Draft Health and Safety Terms of Reference (ToR) prepared and reviewed by the Executive Team. To be circulated to Council staff for review and comment, along with asking for 4 x workgroup based Health and Safety Committee Representatives to nominate as Committee membership. Implementation of the Health and Safety Committee is planned for the end of September, 2021

### **Impact for Council**

Information purposes only.

### **Recommendation**

1. **That Council receives and noted the Chief Performance and Capabilities Officer update.**

### **Attachments**

There are no attachments for this report.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 7

**Prepared by**                    **Troy Pollard, Community Services Manager, Wadeye**

**Community Service Managers Report, Wadeye**

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#### **Purpose**

The purpose of this report is to inform Council of council projects and services within the Wadeye community.

#### **Events and Activities**

The second Covid vaccine rollout in Wadeye will commence on the 23th of August this will run for 4 days, there were over 1000 people that received the first jab and If you missed it there will be another round at a later date.

On the 29th of August there will be a fireworks display down at the main oval AFLNT will try to organise a football match prior to the fireworks and Broadcasting is looking at putting on a band for the event.

#### **Community Issues**

There has been reports of alcohol being brought into the community and is impacting the WDRC workforce.

The Wadeye community Bus has attempted to be used as transport for people and their weapons wanting to participate in the fighting, the bus driver has refused to transport these passengers and has been abused by these individuals for refusing them.

#### **Community Night Patrol**

The CNP team have been very low with staffing this past month, a low amount of patrols have been carried out. I have had meetings with the staff and they are all wanting to come back to work the only issue is the unrest in the community.

We are in the process of recruiting a new CNP manager, the advertisement has closed and we will be reviewing the CV's

#### **Core Services**

Community rubbish is being collected.

We are starting to look at remediating the local tip, we will be stacking the dumped vehicles, looking at improving the dump face and undertaking a good clean-up of the site, I have a 20 ton excavator arriving soon to help with the clean-up.



We are also trying to gain a lease for a larger area about 13KM out of Wadeye for a transfer station to hold separated commercial, industry and recyclable waste. This site could be utilised by all communities in the West Daly region.

We are also looking at purchasing a new garbage compactor truck. We have submitted our request on local buy and we are now reviewing the options.

### **Projects**

I will be seeking quotes for works that the local authority has earmarked as projects in the regional plan. These quotes will be for works and infrastructure that they would like to see throughout the community.

The Perdjer Street to the airport entrance road upgrade will commence again shortly, the contractor is currently finishing off on works in Peppimenarti.

Shade shelters for Manthathpe and Nilinh are still not yet complete there has been a hold up with the materials from the supplier.

The four shaded seats are in community and they will be installed along with the three BBQ pits when the carpenters catch up on their current work load.

### **Aerodrome**

Service inspections and basic maintenance is continuing,

With all the fighting we have several incidents with large numbers of people crossing the airfield, they have cut access holes in the weld mesh fence, damaged a large area of chain wire mesh and kicked over several runway lights.

This is a huge concern for the council as we are responsible for the security of the aerodrome and we may be forced to shut down the airport if this continues.

DIPL has been approved for funding to resurface the runway and replace the fence around the aerodrome.

We have recently had the annual inspection of the aerodrome and there has been a few items that will need to be corrected, I will work through these items once I have consulted with AMS.

### **Recommendation**

- 1. That council receives and notes the Community Services Manager's report for Wadeye.**

### **Attachments**

There are no attachments for this report.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 8

Prepared by **John Harpley, Community Services Manager**

#### **Community Services Manager Report For Palumpa**

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##### **Purpose**

To inform the Council of council projects and services within the Palumpa Community

##### **Visitors**

Census Team will be in community to assist in collecting Census data throughout September. Exact dates to be set once lockdown is ended.

##### **Community Issues**

Large amounts of alcohol are still flowing into community, CNP has had cause to contact police nearly every shift to report drunken behaviour or alcohol fuelled fighting, police have attended in most cases and have committed to performing more check on incoming vehicles.

##### **Staffing**

1 long term civil team member has transferred to Peppimenarti, while it was sad to lose them in Palumpa they will be an asset to the Peppimenarti team. Attendance in both CNP and Civil has restricted our capabilities however the team members and team leaders have been doing a fantastic job to keep services happening. We are recruiting for both teams and hope to have them to full capacity soon.

##### **Projects**

Palumpa Airfield Fence a project funded by NT Government through DIPL has had its start date delayed due to accommodation options.

##### **Core/Infrastructure Services**

- **Public and Street Lighting**

5 x New Solar Street Lights ordered, lead time on these is approximately 21 days.

Street lighting currently in place is working, however its noted that a number of lights are dimming. We have requested that while the

contractor for the 5 new lights is in town they quote to inspect and repair if required.

Football field fencing: Works Completed.

- **Local Emergency Management**

Nothing to report

- **Maintenance Buildings and Fixed Assets**

Arborists in town this week to complete some works for School and WDRC has enlisted them to remove some dangerous trees from Lots 58a and Lot 43.

- **Cemetery Assistance**

Nothing to report

- **Swimming Pool**

No Pool in Palumpa

- **Animal Welfare and Control**

Mustering team in community, mustering cattle and buffalo, unknown completion date, WDRC is not connected with them.

- **Local Road Maintenance**

All unsealed roads passable, works to build them up in preparation for the wet will commence shortly.

All sealed roads around community have had pot holes filled in to the extent of the civil team's capabilities.

Week starting 23<sup>rd</sup> WDRC has enlisted specialist to inspect and scope local roads for future works and upgrades

- **Traffic Management on Local Roads**

LA project to install bollards on road sides to prevent vehicles driving on pedestrian areas & on parks and reserves has been completed.

However more bollards are needed and those installed have already begun being removed, these will be replaced when time and workforce permits.

- **Waste Management and Litter Control**

Some changes in this space from 2 days per week (Mondays and Fridays) we have commenced 1 day per week collection. I will report back to council as to the success of this over the next month.

- **Plant and Equipment**

Tractor Slasher returned from Darwin with suggestion fault had been cleared. Fault still remains and machine remains Un Serviceable.

Loader is operations with some minor issues. Quote has been sought for repairs and mechanic is to investigate hydraulic pressure issue. Once received orders will be raised.

Waiting on some parts for small engine equipment, none of these are preventing service delivery at this point.

- **Airport Maintenance**

Slashing / Mowing completed. All lighting working.

Current Fence is in poor repair however the new fence should be installed by end of September 2021.

- **Libraries and Culture**

No Library in Palumpa. However there is a NT Libraries Free WIFI connection available at the WDRC office it is operational.

**Recommendation**

1. **That Council note the CSM report for Palumpa.**

**Attachments**

There are no attachments for this report.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 9

Prepared by **Chris Kassman, Community Services Manager**

#### **Community Service Managers Report**

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##### **Purpose**

To inform the Council of council projects and services within the Peppimenarti Community

##### **Community Issues**

The recent unrest and the COVID 19 affected contractor ability to gain access and commence works on WDRC projects (Road edges, Ablution blocks). Since these restrictions have eased these works have been rescheduled and we are working with contractors to arrange accommodation for their staff to complete these works. With limited accommodation we are having to stage works causing delays however we are working closely with contactors and stakeholders such as DIPL to ensure all works are completed prior to the wet.

##### **Staffing**

Some challenges in attendance continue.  
Have employed another full time staff and in process of 3 extra.  
One for the night Patrol and two for the civil crew

##### **Projects**

- Football field prep: Works Completed
- For the Irrigation for the footy oval, have been a wait on the response from Power and Water for the permit to connect to the mains water.

##### **Core/Infrastructure Services**

The core service has been on going as business as usual.  
Bins been collected every week, Community has been kept clean, Airstrip is been mowed and inspection are on time

##### **Local Emergency Management**

Nothing to Report

### **Cemetery Assistance**

Not to report

### **Animal Welfare and Control**

Vets will be visiting the community in September

### **Local Road Maintenance**

Completed most unsealed roads to all homelands and excess roads exempt for the excess road to Prereder

### **Waste Management and Litter Control**

WDRC has operated the rubbish collection for community Tuesdays and Thursdays weekly for general rubbish, and the civil team also where possible perform clean-up of Community common areas such as parks and road sides.

Have put in place separation bays, dug pit for the general waste. Have Identified area for animal graves

### **Plant and Equipment**

Have two ride-on mowers in working order.  
Tractor for slashing is at work in community areas that needs slashing and the Airstrip.  
Grader is in a maintenance progress.  
Backhoe has been looked at for maintenance  
Loader needs repair at this stage

### **Airport Maintenance**

Inspections and basic maintenance is ongoing. Mowing and poisoning is continuing ongoing.

### **Impact for Council**

Information Purposes

### **Recommendation**

- 1. That Council take the CSM report**

### **Attachments**

There are no attachments for this report.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 10

Prepared by **Matthew Eastham, CEO**

#### **Murinbata Tribal Development - New Store and Recreation Club**

##### **Purpose**

To update Council on the Murinbata Tribal Development (MTD) proposal for a new store and recreation club at Wadeye.

To decide if Council would like a briefing from MTD on the proposal.

##### **Background**

An email has been received from Bill Ivory on behalf of the MTD relating to a proposal for a new store and recreational club. MTD has offered to conduct briefings in relation to the proposal.

Two documents are attached regarding S19 Lease proposals and community consultation.

***“The Murinbata Tribal Development (MTD) Board and members have for several years been discussing and planning for the development of a new store in Wadeye. MTD has also been examining the possibility of developing a recreational club.***

***There has been a substantial amount of discussion and preliminary planning associated with both projects and this continues.***

***Projects such as these require endorsement and approval from a range of authorities including the Northern Land Council, Planning Authority, Liquor Commission and others. Negotiations continue to proceed with these agencies.***

***MTD is now in a position to be able provide more informative briefings and concept drawings for stakeholders and interested parties, and as part of the consultation process for both projects, we would like to offer your organisation an opportunity to provide input, ideas, and feedback. We welcome any suggestions you may have.***

***We can do separate briefings in Wadeye or Darwin depending on the situation.***

***The briefings will be provided by Andrew Clark, CEO-MTD, board members and myself."***

### **Impact for Council**

For information only – invitation to MTD - briefing on the MTD proposal for a new shop and recreational club at Wadeye.


### **Recommendation**

- 1. That Council notes the update on the MTD proposal for a new shop and recreation club at Wadeye.**
- 2. That Council *would / would not* like a briefing by MTD at an OCM with the date TBC. Meeting to be arranged by EA CEO/Mayor.**

### **Attachments**

- 1 Proposal - Notification to Affected Groups - S19**
- 2 S19 - Proposal Notification to Affect Groups - Shop**




 <p>Northern Land Council</p>	<h2 style="text-align: center;">NOTICE TO AFFECTED COMMUNITY &amp; GROUPS</h2>
<p><b>NOTICE FOR GROUPS:</b></p>	<p>Community of Wadeye, Palumpa, Peppimenarti and Affected Aboriginal Groups and Surrounding Outstations</p>

**Reason for notice:** In June 2021, the NLC will start talking to Traditional Owners to seek a decision to make an agreement to enter into a lease to operate a Social Club. The purpose of the Social Club is to create a safe and controlled environment for the sale and consumption of alcohol within Wadeye community. The proposed lease area is adjacent to the supermarket. Proposed area shaded in Blue in the below map snip.



**Point of Contact:** If you have any questions or you wish to express your views to the NLC, please contact Jeffery Yoelu on 08 8920 5262 or by email at [jeffery.yoelu@nlc.org.au](mailto:jeffery.yoelu@nlc.org.au) by no later than 30 July 2021.

 <p>Northern Land Council</p>	<h2 style="text-align: center;">NOTICE TO AFFECTED COMMUNITY &amp; GROUPS</h2>
<p><b>NOTICE FOR GROUPS:</b></p>	<p>Community of Wadeye and Affected Aboriginal Groups</p>

**Reason for notice:** In June 2021, the NLC will commence talking to Traditional Owners to seek a decision to make an agreement to enter into a lease to develop and operate a New Supermarket. The proposed lease area is adjacent to the Chicken Oval along Nilinh Drive. Proposed area shaded in Green in the below map snip.



**Point of Contact:** If you have any questions or you wish to express your views to the NLC, please contact Jeffery Yoelu on 08 8920 5262 or by email at [jeffery.yoelu@nlc.org.au](mailto:jeffery.yoelu@nlc.org.au) by no later than 30 July 2021.



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 11

Prepared by **Emma Stevenson, Grants Coordinator**

#### **Capital Works Schedule - 4-G4AY7T0 - Manthathpe Walkway Bridge**

##### **Purpose**

To provide Council with an update on the Manthathpe Walkway Bridge project.

##### **Background**

On 20 February 2020, Council submitted a funding application to Commonwealth (NIAA) to support the construction of a walkway bridge in Manthathpe. The construction of this bridge will increase resident access to facilities and essential services.

The project has been approved for funding by the NIAA in June 2021. Council are currently reviewing the proposed project schedule and will provide comments and feedback to the NIAA.

##### **Impact for Council**

For information purposes only

##### **Recommendation**

**1. That Council receives and notes the updates regarding the Manthathpe Walkway Bridge project.**

##### **Attachments**



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 12

Prepared by **Matthew Eastham, CEO**

#### **2021 AMRRIC Veterinary Health Program - Wadeye**

##### **Purpose**

To provide an update on the 2021 Animal Management in Rural and Remote Indigenous Communities Veterinary Health Program that was run in Wadeye June 2021.

##### **Background**

AMRRIC (Animal Management in Rural and Remote Indigenous Communities) in collaboration with Thamarrurr Development Corporation (TDC) Healthy Homes and West Daly Regional Council (WDRC) provided an animal health program in Wadeye from Monday 7th to Thursday 10th June 2021.

June 2021 program involved the surgical desexing and anti-parasitic treatment of dogs and cats.

The outcomes were rewarding with:

- 28 dogs and 23 cats desexed
- Parasite treatments for intestinal worms, ticks, mange mites and lice offered to all animals sighted, with more than 150 doses administered
- Clinical monitoring undertaken for signs of *Ehrlichia canis*
- Continued strengthening of the relationships with Wadeye community residents and the animal health team

Animal health programs in Wadeye appear to be positively influencing the health and welfare of the animal populations in community, however regular ongoing veterinary services are imperative to continue this trend. It is recommended by AMRRIC that future programs consist of veterinary visits twice yearly. If funding allows, up to four visits per year would be beneficial to the population and likely welcomed by community residents.

AMRRIC are working on future planning for animal health programs across the West Daly Region in collaboration with WDRC and TDC.

Council has allocated a small budget for animal health programs with a view to commence working with AMRRIC in a WDRC supported program. The WDRC Regional Plan 2021-22 refers to Animal Management Programs and Local Authorities throughout the West Daly Region have noted these programs as a priority for funding.

**The Wadeye Local Authority made a provisional commitment of \$20 000 towards an animal management program with AMRRIC. This provisional commitment will be presented at OCM and approved at the next Wadeye Local Authority.**

The West Daly Region Veterinary and Education Report – Wadeye is attached.

### **Impact for Council**

Council to review budget allocation and commence discussions with AMRRIC regarding future animal health programs across the West Daly Region

### **Recommendation**

- 1. That Council notes the work being undertaken by AMRRIC and the positive outcomes for the West Daly Region.**

### **Attachments**

- 1 AMRRIC Wadeye Program Final Report**



# WEST DALY REGIONAL COUNCIL

## Veterinary and Education Report - Wadey

### Companion Animal Veterinary & Education Program June 2021

Contact:

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## VETERINARY

### Overview

AMRRIC (Animal Management in Rural and Remote Indigenous Communities) in collaboration with Thamarrurr Development Corporation (TDC) Healthy Homes and West Daly Regional Council (WDRC) provided an animal health program in Wadey from Monday 7<sup>th</sup> to Thursday 10<sup>th</sup> June 2021.

June 2021 program involved the surgical desexing and anti-parasitic treatment of dogs and cats.

The outcomes were rewarding with:

- 28 dogs and 23 cats desexed
- Parasite treatments for intestinal worms, ticks, mange mites and lice offered to all animals sighted, with more than 150 doses administered
- Clinical monitoring undertaken for signs of *Ehrlichia canis*
- Continued strengthening of the relationships with Wadey community residents and the animal health team

### Summary of recommendations

- Ongoing bi-annual animal health programs are recommended to assist the control of dog and cat numbers and improve their health and welfare
- Reduce parasitic disease burdens and potential spread of the life-threatening and notifiable tick-borne disease in dogs, *Ehrlichia canis* through more effective and ongoing antiparasitic treatments and affordable options for community access to these products, locally
- Specific focus on collaborative engagement and education to cat owners regarding the risk cats present to local wildlife, their prolific breeding capacity, and overall impacts
- Identifying local Indigenous community members to champion the animal health program, strengthening the community engagement and decision making to create a sustainable, community led program
- Collaboration with all stakeholders to raise awareness of the vet program prior to and during the visit





### Background

AMRRIC has been involved in animal management within Wadey community since 2018, providing an intermittent veterinary program when able to secure funding support. The 2021 visit was funded in part by WDRC and TDC and supplemented with contributions from AMRRIC. In previous veterinary programs, the Thamarrurr Rangers have been helpful in community engagement and facilitating census data collection; however, interest in the animal health program has waned in recent times.

Services offered during the veterinary visit included: surgical desexing (spay/neuter), health and welfare checks, antiparasitic medications for dogs and cats. Data from each visit was collated to be supplied in reports to each of the funding partners and any other relevant stakeholders following the programs conclusion. This data can be used to map changes in the animal population over time following subsequent targeted animal health programs.



*Image 1: AMRRIC volunteer vet Dr Simone Armstrong supporting one of the canine patients in his recovery from a desexing operation. AMRRIC, 2021.*

### The Community

Wadey is located in the West Daly region of the Northern Territory, 403km from Darwin. The road is impassable during wet weather conditions, hence, the veterinary team can only viably visit Wadey during dry months. The veterinary team worked from TDC's Healthy Homes building and visited all parts of Wadey community including Mathathpe and Nilinh.

### Veterinary Service Team

The team of four included:

- Dr Chelsea Smart – AMRRIC Program Manager – Operational Delivery and veterinarian
- Katrina Doody – AMRRIC Project Officer and veterinary nurse
- Michelle Hayes – AMRRIC Community Education Officer and veterinary nurse
- Dr Simone Armstrong – AMRRIC volunteer veterinarian



### Veterinary Services

Companion animal population management and parasite control were the main objectives of this veterinary program. Community members were offered the following services for their animals:

- surgical desexing for dogs and cats, both male and female. The many benefits of desexing include:
  - population control; reducing unwanted litters
  - reduced instances of many behavioural conditions, including territorial aggression, inappropriate urination/markings and fighting in male animals, general roaming, and unwanted sexual behaviours
  - prevention of many reproductive illnesses including testicular tumours and prostate disease, uterine infections, and mammary tumours
  - improvement in an animal's overall health and wellbeing
- animal welfare focused treatment, to alleviate injury and illness
- anti-parasitic treatments - offered to all dogs and cats during door-to-door visits and administered to all animals receiving surgery

### Animal Health Status

AMRRIC have been remotely supporting the TDC Healthy Homes team over the last 6 months to treat dogs in Wadey for internal and external parasites using Ivermectin, a broad-spectrum antiparasitic treatment. The use of Ivermectin in dogs is off-label, meaning that its supply must be overseen by a veterinarian. AMRRIC have developed a simple training program for appropriate staff members and completed this training with the TDC Healthy Homes team via Zoom during the wet months of early 2021 when roads were closed. AMRRIC were also able to donate a quantity of Nexgard®, an antiparasitic treatment that is highly effective against ticks, in collaboration with PETstock® stores and manufacturer Boehringer Ingelheim®. These measures were essential for the response to the tick-borne disease ehrlichiosis, which was detected in Wadey during the previous AMRRIC veterinary program July 2020.

### Ehrlichiosis

Ehrlichiosis is a tick-borne disease which affects dogs and is caused by the bacteria *Ehrlichia canis*. It was unknown in Australia prior to May 2020 and is thus being monitored by authorities as a 'notifiable disease'. The bacteria are spread by brown dog ticks and these ticks were observed in high numbers during this visit. Dogs with Ehrlichiosis tend to progress through several phases of disease;



initially they may be lethargic, feverish, have cloudy eyes, go off their food and become very thin. If not treated, dogs can succumb due to various complications. You can find more information [here](#) on AMRRIC's website.

Ehrlichiosis is diagnosed by blood testing through the Department of Primary Industries and Resources in the Northern Territory. Blood collected from surgical patients by AMRRIC in both July 2020 and June 2021 has tested positive for ehrlichiosis – indicating that the disease has a strong hold in the community. AMRRIC will continue to monitor dogs for this disease in future programs and take blood samples from any suspect cases.

Unfortunately, the surveillance efforts being undertaken in the NT suggest that this disease is now widespread and reports from other many remote communities suggest this spread is resulting in significant increase in sickness and even fatalities for many dogs and adds potential complications to the surgical procedures being provided during these programs.

It is also important to note that while dogs cannot directly spread the disease to people, there is a potential risk that if a person is bitten by a brown dog tick that is carrying the bacteria, they too could become unwell, developing symptoms such as fever, muscle aches and lethargy.

Ongoing and accessible antiparasitic treatment options are essential for the control of this disease. For more info, please visit our [Tick Prevention Advice](#) section on our website.



*Image 2: An example of a recent AMRRIC school educational lesson about Ehrlichiosis. AMRRIC, 2021.*

## Education

Informal education through door-to-door conversations is currently undertaken during the veterinary program in Wadey. In addition, AMRRIC aim to deliver school-based and community-based education programs during each of their veterinary programs. Education resources and programs aim to share knowledge and help people make informed decisions regarding the health of their animals, themselves, and their community.

With a strong emphasis on responsible pet ownership, AMRRIC have a range of lessons and resources focusing on animal health and wellbeing, animal empathy, care, feelings, safety and feral cats and their impacts. Please see Education section of this report for more details.



Outcomes

The team provided a four-day program during which:

- The veterinary team desexed a total of 28 dogs and 23 cats
- 1 dog was treated for a chronic, non-healing eye condition by humane surgical removal of that eye (enucleation)
- 1 dog was treated for a chronic, non-union fracture of a forelimb, by humane surgical removal of that limb (limb amputation)
- Animals were treated for problems including mange and tick infestations and all seen were treated for internal and external parasites
- Ivermectin, a broad-spectrum anti-parasitic treatment, was administered to approximately 150 animals during the program
- 4 animals were vaccinated, at Owner’s own cost; these funds will be used to support ongoing regular veterinary visits to Wadey
- 3 donations to the program were collected from community residents; these funds will be used to support ongoing regular veterinary visits to Wadey

	Female Dog	Male Dog	Female Cat	Male Cat	Total
<b>Desexing</b>	15	13	12	11	51
<b>Other surgery</b>	1x enucleation, 1x limb amputation				2

**Table 1.0** Wadey 2021 Desexing and Surgery numbers



*Image 3: "Biscuit" the dog whose right forelimb was amputated due to a chronic, non-union fracture. He made a wonderful recovery. AMRRIC, 2021.*



### Recommendations

Animal health programs in Wadey appear to be positively influencing the health and welfare of the animal populations in community, however regular ongoing veterinary services are imperative to continue this trend. It is recommended that future programs consist of veterinary visits twice yearly. If funding allows, up to four visits per year would be beneficial to the population and likely welcomed by community residents.

With the increasing population of cats in Wadey of particular concern, it is recommended that cats become a focus in upcoming veterinary programs, recognising that they add many complexities due to their very elusive nature. AMRRIC have developed cat specific education resources used as part of our education programs which are available for use during future visits.

Continuing education relating to cats, dog safety, dog behaviour and goals for animal health and management are of ongoing importance. The team carries out on the ground, informal education during door-to-door visits, allowing this information to filter through the community. Recognising the vital role of school education, the continued engagement with Our Lady of the Sacred Heart Thamarrurr School would likely greatly strengthen the service delivery and community engagement of the animal health program. AMRRIC and our education team would be happy to provide further information and resources for the school, for teachers to use during lessons and would be available to discuss potential AMRRIC education program delivery.

Keeping in mind the importance of community engagement and decision making, supporting local community members who are willing to champion the cause of animal health and wellbeing is of priority and is crucial to the program's sustainability. This invaluable community knowledge and connection with other members of the community would enhance the program, facilitating clear and appropriate communication and allowing further informal community education. This role would allow the team to explain the veterinary services to be offered in local language where preferred and ensure informed consent from owners regarding the health outcomes of their animals. AMRRIC have already forged a great relationship with members of TDC's CDP workforce and assistance from these staffers is a great help. AMRRIC will also continue to attempt to engage the Thamarrurr Rangers in the animal health program.



*Image 4: AMRRIC Community Education Officer Michelle Hayes recovering one of the feline patients following her desexing surgery. AMRRIC, 2021.*





We would encourage TDC Healthy Homes, TDC Rangers and WDRC to work collaboratively to identify suitable candidates within your organisations or the wider community, interested in undertaking team liaison roles during these visits. Moving forward, training team liaisons to provide parasite treatments to dogs and cats and to undertake basic animal health education between these programs would be a very favourable outcome for the community. AMRRIC have appropriate educational resources available and are always happy to discuss potential training and upskilling opportunities.

Following a significant wet season, parasitic infestation, and skin disease, especially mange was prevalent and with ongoing concerns regarding prevention of Ehrlichiosis through effective tick preventative products, AMRRIC recommends widespread and regular distribution of antiparasitics within the communities. Our comprehensive advice regarding antiparasitics can be found [here](#). We are also available to discuss tailored antiparasitic programs for your organisations and can facilitate affordable and where possible discounted, product supply. AMRRIC will continue to support TDC's Healthy Homes team in administering antiparasitic treatments to dogs in Wadeye.



Image 5: A dog in Wadeye with a chronic skin condition, likely caused by mites/mange. The dog was treated with antiparasitics. AMRRIC, 2021.

Our [Tick Sickness animation](#) is a freely accessible resource for your organisations and the greater community. We would encourage you to share freely and if you have active involvement via social media, AMRRIC also has a post on our Facebook page, [here](#) which you can simply share. Educational posters developed as part of our Ehrlichiosis campaign can also be found on our [website](#).

AMRRIC are dedicated to continuing the animal health and education programs in Wadeye and hope that we can expand the program to include regular, targeted animal health programs in the coming years.



## EDUCATION

AMRRIC aims to run an education program alongside each of their veterinary programs in community. AMRRIC education programs aim to share knowledge and help people make informed decisions regarding the health of their animals, themselves and their community. By running these programs concurrently and consistently, this promotes the greatest health outcomes for the community.

### Introduction

During the June 2021 Wadey Veterinary Program, AMRRIC made it's inaugural visit to the Our Lady of the Sacred Heart Thamarrurr School in Wadey. Scheduling and staffing needs meant that only one class in the school was able to be recipients of the program, however, the program was still an overall success. Students received education on the signs, symptoms, and prevention of the new tick-borne disease for Australia, Ehrlichiosis.

The knowledge transfer was evaluated by asking students the question "What is the *best* way to stop ticks on your dogs?". This question was posed prior to and after delivery of the educational material. The aim of the project was to establish an understanding amongst participants of anti-parasitic medication as the most effective and only way to prevent the occurrence and spread of tick-borne diseases.

### Methodology & Results

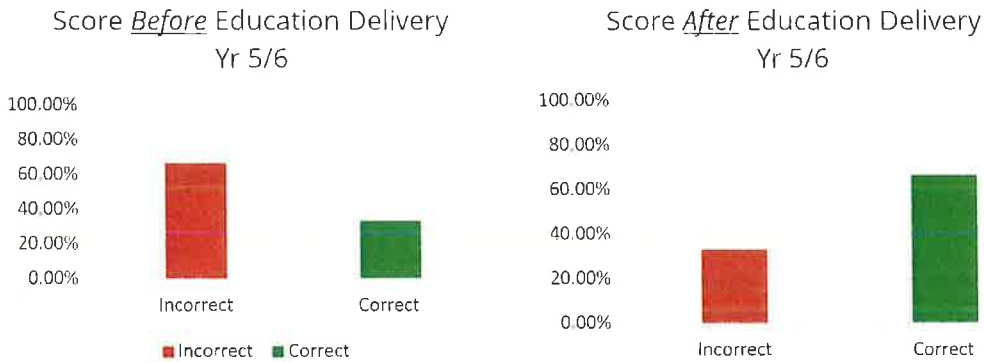
Students were separated into groups of the same size and asked the question "What is the *best* way to stop ticks on your dogs?". Students were then given time to collectively chose their answer out of three multiple choice answers (bath, food, or medicine). Once the answers were collected and recorded from each group, the lesson itself was delivered. Following the delivery of the lesson material, students were again separated into the same groups as they were initially. The same question with the same answer options was then posed again to students. Answers were collected and recorded from each group, and the analysis of the program was performed from this data.

Students improved considerably in their results from the beginning to the end of the lesson. Students improved by 33.33% in their acheivment of desired understandings, with two-thirds of the class selecting the correct answer by the end of the class. This is in comparison to only one-third of the class selecting the correct answer from the beginning. See below for results and figures.



Age group	% Correct at beginning	% Correct at end	Improvement
Year 5/6	33.33%	66.67%	33.34%

**Table 2.0** Trends for Our Lady of the Sacred Heart Thamarrurr College (Wadeye)



**Chart 1.0** Scores before and after education delivery (Wadeye)

**Conclusion**

The education program in Wadeye was a success which AMRRIC would love to repeat on a larger scale. Given the engagement and positive result of this small project, it is expected that the community would benefit from further and ongoing education programs, ideally run alongside the veterinary programs each year. Continued education would contribute greatly to the capacity building and knowledge retention of dealing with these animal health issues in community and meaningfully contribute to positive health outcomes for both the community and its animals.



## ACKNOWLEDGEMENTS

AMRRIC would like to thank:

- Thamarrurr Development Corporation for their ongoing, collaborative funding and for the accommodation provided during our stay at TDC village
- Lea Brady and Thomas Burgess of TDC for their wonderful on ground support without which the program truly would not be able to go ahead
- Matthew Eastham and West Daly Regional Council for their support in providing funding for this visit and their commitment to exploring ongoing funding and support opportunities in the coming year
- Our hard working and highly skilled veterinary volunteer Dr Simone Armstrong
- The community members in Wadey for welcoming us and ensuring the program was a success

We look forward to the continuation of a successful collaboration to ensure healthy, managed populations of companion animals in Wadey.



**Thamarrurr  
Development  
Corporation**





## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 13

Prepared by **Peter Holt, Mr**

#### **NLC Homelands Funding offer**

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##### **Purpose**

To advise that Northern Land Council has offered additional Aboriginal Benefit Account funding for the Wudapuli, Nama & Papangala Homelands.

##### **Background**

A new service agreement has been offered through the Northern Land Council to West Daly Regional Council for Wudapuli, Nama & Papangala Homelands. The funding offered is \$ 287,985.11 as part of the NT Indigenous Economic Stimulus program.

This funding will provide refrigerators and washing machines for Nama and Wudapuli and enhance the solar power system and provide a water tank and stand, additional solar street lighting, a shade structure and generator shed at Papangala.

##### **Impact for Council**

For information only.

##### **Recommendation**

- 1. That Council note the offer of ABA funding for Wudapuli, Nama & Papangala Homelands from the Northern Land Council.**

##### **Attachments**



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 14

Prepared by **Tracey Bradley, Executive Assistant to CEO/Mayor**

#### **LGANT - Call for Nominations - Elected Member Service Awards**

##### **Purpose**

Elected Members Service Award nominations

##### **Background**

LGANT is calling upon councils to provide nominations for Elected Members that have served 10, 15, 20, 25, 30+ years in Local Government and have not already received an award.

Attached are the guidelines regarding nomination process. Also attached is a nomination form which must be certified by the WDRC CEO.

Council are required to return nominations to LGANT no later than 25 September 2021.

##### **Impact for Council**

Council to determine which Elected Members are eligible for the Service Awards and provide nominations accordingly.

##### **Recommendation**

- 1. That Council ..... for the Elected Member Service Awards.**

##### **Attachments**

- 1 Elected Member Service Awards Guidelines**
- 2 Elected Member Services Awards Nomination Form**

## **ELECTED MEMBER SERVICE AWARDS GUIDELINES**

### **Introduction**

LGANT is committed to recognising and awarding long term contributions of elected members to the local government sector and their communities. Long Service Awards will be presented to elected members in recognition of having served 10, 15, 20, 25 or 30+ years for any Northern Territory local government body. This document outlines who is eligible for a Long Service Award, what the award is and how it will be presented.

### **Guidelines**

#### **Eligibility**

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

#### **Applications**

Elected members can be nominated by their council by submitting the elected members form which is available at [www.lgant.asn.au](http://www.lgant.asn.au).

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

Completed application forms can be emailed to [elaine.mcleod@lgant.asn.au](mailto:elaine.mcleod@lgant.asn.au) or posted to Elected Member Service Award, Local Government Association NT, PO Box 2017, Parap NT 0804. Applications need to be submitted by at least one month prior to the LGANT Annual General Meeting each November.

#### **Nature of the Award**

The award will be in the form of a certificate detailing the length of service.

#### **Award presentation**

The Elected Member Service Award will be presented at the November LGANT Annual General Meeting each year. Presentation of the Awards will be recorded in the minutes of the meeting and promoted via LGANT's communications.

### ELECTED MEMBER SERVICE AWARDS

**Applicant's name:** \_\_\_\_\_

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

Please tick which award is sought:

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

**Length of service**

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

	Name of council	Month/year elected	Month/year term concluded
1			
2			
3			
4			

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

**Biography**

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


**Certification**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Chief Executive Officer)

Completed application forms can be emailed to [elaine.mcleod@lgant.asn.au](mailto:elaine.mcleod@lgant.asn.au) or posted to Elected Member Service Award, Local Government Association NT, PO Box 2017, Parap NT 0804.

**Applications close: 24 September 2021**



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 15

Prepared by **Tracey Bradley, Executive Assistant to CEO/Mayor**

#### **Elected Members Attendance Records**

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##### **Purpose**

To advise Elected Members of their attendance records to date including unauthorised absences and accepted apologies.

##### **Background**

As per section 39 of the *Local Government Act*, a person ceases to hold office as a member of council if the person:

- (a) Dies; or
- (b) Is disqualified from office as a member of the council; or
- (c) Ceases to be enrolled as an elector in respect of a place of residence within the area; or
- (d) Is absent, without permission of the council, from 2 consecutive **ordinary** meetings of the council; or
- (e) Resigns by written notice of resignation given to the CEO; or
- (f) Is removed from office by the Minister under Part 7.5 (Removal from office on disciplinary grounds).

Council sets dates at the end of each year as a schedule of meetings to be held the following year. As sufficient notice is provided regarding dates, times and locations of each meeting it is expected that you attend at each.

There could be an occasion where you cannot attend, and should that be the case you must provide 24 hours' notice to the Mayor, the CEO, your Community Services Manager or myself, and the reasons why you cannot attend.

Where you are not able to attend in person, then you can request to do so through technological means, such as phone or video-conference. Attached is a copy of the Attendance Records.

##### **Recommendation**

- 1. That Council receives and notes the Elected Members Attendance Records.**

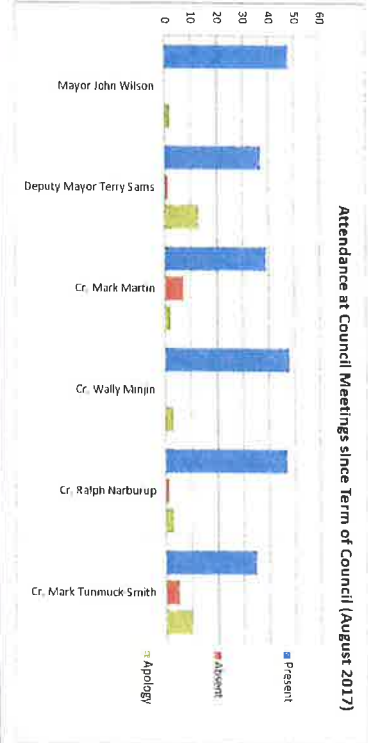
**Attachments**

- 1 Elected Members Attendance Record



COUNCILLOR'S ATTENDANCE REGISTER SINCE TERM OF COUNCIL AUGUST 2017

Councillor Name	Present	Absent	Apology
Mayor John Wilson	48	1	2
Deputy Mayor Terry Sams	37	7	13
Cr. Mark Martin	39	7	2
Cr. Wally Minjin	48	1	3
Cr. Ralph Narburud	47	1	3
Cr. Mark Tunmuck-Smith	35	5	10



Councillor Name	2017		2018		2019		2020		2021	
	Date	Attendance	Date	Attendance	Date	Attendance	Date	Attendance	Date	Attendance
Mayor John Wilson	24/01/2018	1	21/02/2018	1	28/03/2018	1	25/04/2018	1	13/05/2018	1
Deputy Mayor Terry Sams	24/01/2018	1	21/02/2018	1	28/03/2018	1	25/04/2018	1	13/05/2018	1
Cr. Mark Martin (By-Election 10/11/17)	24/01/2018	1	21/02/2018	1	28/03/2018	1	25/04/2018	1	13/05/2018	1
Cr. Wally Minjin	24/01/2018	1	21/02/2018	1	28/03/2018	1	25/04/2018	1	13/05/2018	1
Cr. Ralph Narburud	24/01/2018	1	21/02/2018	1	28/03/2018	1	25/04/2018	1	13/05/2018	1
Cr. Mark Tunmuck-Smith	24/01/2018	1	21/02/2018	1	28/03/2018	1	25/04/2018	1	13/05/2018	1
Cr. Andrew Brown (Resigned 13/9/18)										

Councillor Name	2018		2019		2020		2021	
	Date	Attendance	Date	Attendance	Date	Attendance	Date	Attendance
Mayor John Wilson	30/01/2019	1	31/03/2019	1	28/03/2019	1	20/03/2019	1
Deputy Mayor Terry Sams	30/01/2019	1	31/03/2019	1	28/03/2019	1	20/03/2019	1
Cr. Mark Martin (By-Election 10/11/17)	30/01/2019	1	31/03/2019	1	28/03/2019	1	20/03/2019	1
Cr. Wally Minjin	30/01/2019	1	31/03/2019	1	28/03/2019	1	20/03/2019	1
Cr. Ralph Narburud	30/01/2019	1	31/03/2019	1	28/03/2019	1	20/03/2019	1
Cr. Mark Tunmuck-Smith	30/01/2019	1	31/03/2019	1	28/03/2019	1	20/03/2019	1

Councillor Name	2020		2021	
	Date	Attendance	Date	Attendance
Mayor John Wilson	29/01/2020	1	29/01/2021	1
Deputy Mayor Terry Sams	29/01/2020	1	29/01/2021	1
Cr. Mark Martin (By-Election 10/11/17)	29/01/2020	1	29/01/2021	1
Cr. Wally Minjin	29/01/2020	1	29/01/2021	1
Cr. Ralph Narburud	29/01/2020	1	29/01/2021	1
Cr. Mark Tunmuck-Smith	29/01/2020	1	29/01/2021	1

Councillor Name	2021	
	Date	Attendance
Mayor John Wilson	24/01/2021	1
Deputy Mayor Terry Sams	24/01/2021	1
Cr. Mark Martin (By-Election 10/11/17)	24/01/2021	1
Cr. Wally Minjin	24/01/2021	1
Cr. Ralph Narburud	24/01/2021	1
Cr. Mark Tunmuck-Smith	24/01/2021	1



## WEST DALY REGIONAL COUNCIL

### FOR THE COUNCIL MEETING OF 25 AUGUST 2021

#### Report for Agenda Item No 16

Prepared by **Jasmine Reynolds, Administration Officer**

**May-Aug 2021**

#### 1. Correspondence Register – Incoming Mail OCM May/June/July/August 2021

Date	Addressed to	Correspondence from	Letter, Report, Email etc.	Title/Content	Date received / forwarded	Forwarded to
19/5/21	Matthew Eastham – CEO	Chansey Paech	<a href="#">Letter</a>	Waste and Resource Management Grant Program	25/5/21	Matthew E, Peter H, Kristine M.
31/5/21	Matthew Eastham – CEO	Dr David Ritchie/Chairman	<a href="#">Letter</a>	Early payment 2021-2 Northern Territory Financial assistance grant	3/6/21	Matthew E, Peter H,
15/6/21	Matthew Eastham – CEO	Gregory Turner Delegate of the Director of Commercial Passenger Transport	<a href="#">Letter</a>	Operation accreditation renewal application	21/6/21	Jasmine R
22/6/21	Matthew Eastham - CEO	Maree De Lacey Executive Director Local Government and Regional Development	<a href="#">Letter</a>	Rates on Social housing	5/7/21	Jasmine R
5/7/21	Matthew Eastham - CEO	Maree De Lacey – ED Local Government and Regional Development	<a href="#">Letter</a>	Local Government Schedule of Payments for the year ended June 30 2021	5/7/21	Matthew Eastham
6/7/21	Matthew Eastham - CEO	Donna Hadfield – Manager Grants Program	<a href="#">Letter</a>	Audit – Confirmation request	6/7/21	Matthew Eastham
NA	West Daly	Department of Home Affairs	<a href="#">Email</a>	Online citizenship ceremonies conducted by Local Government Councils	NA	Matthew Eastham
9/8/21	West Daly	JLT	<a href="#">Email</a>	Certificate of Currency	9/8/21	Matthew Eastham
12/8/21	Mayor	Angus Kirkwood First Assistant Secretary Citizenship Division Department of Home Affairs	<a href="#">Email</a>	A letter from First Assistant Secretary Kirkwood	12/8/21	Matthew Eastham
16/8/21	Matthew Eastham	Northern Territory Grants Commission	<a href="#">Email</a>	Northern Territory Grants Commission Allocations 2021-22	17/8/21	Matthew Eastham
19/8/21	Matthew Eastham	Bill Ivory On behalf of	<a href="#">Email</a>	Murinbata Tribal Development Pty. Ltd. -	19/8/21	Matthew Eastham

Date	Addressed to	Correspondence from	Letter, Report, Email etc.	Title/Content	Date received / forwarded	Forwarded to
19/5/21	Matthew Eastham – CEO	Chansey Paech	<a href="#">Letter</a>	Waste and Resource Management Grant Program	25/5/21	Matthew E, Peter H, Kristine M.
31/5/21	Matthew Eastham – CEO	Dr David Ritchie/Chairman	<a href="#">Letter</a>	Early payment 2021-2 Northern Territory Financial assistance grant	3/6/21	Matthew E, Peter H,
15/6/21	Matthew Eastham – CEO	Gregory Turner Delegate of the Director of Commercial Passenger Transport	<a href="#">Letter</a>	Operation accreditation renewal application	21/6/21	Jasmine R
22/6/21	Matthew Eastham - CEO	Maree De Lacey Executive Director Local Government and Regional Development	<a href="#">Letter</a>	Rates on Social housing	5/7/21	Jasmine R
		Murinbata Tribal Development Pty. Ltd.		Development of a New Store and a Recreation Club		

## 2. Correspondence Register – Outgoing Mail OCM May/June/July/August 2021

Date Sent	Addressed to	Address	Letter, Report, Email etc.	Title/Content	Sent from
12/7/21	Hon. Chansey Paech MLA	Minister.paech@nt.gov.au	<a href="#">Letter</a>	Meeting – West Daly Regional Council	Matthew Eastham
22.7.21	Brooke Rankmore	AMRRIC Ltd	<a href="#">Letter</a>	RE: Letter of Support for AMRRIC Northern Territory Animal Welfare Grant “West Daly region: Veterinary Services, Census and Community Education”.	Matthew Eastham
25/7/21	Hon. Chansey Paech MLA	Minister.paech@nt.gov.au	Letter	Meeting Request - Wadeye Community Safety	Matthew Eastham
27/7/21	Hon Michael Gunner MLA Chief Minister Department of Chief Minister	michael.gunner@nt.gov.au	Letter	West Daly Regional Council – Wadeye Safety Concerns / Service Delivery Impact	Matthew Eastham

### Recommendation

1. That Council accept the correspondence

### Attachments

There are no attachments for this report.