



MEETING OF WADEYE LOCAL AUTHORITY

THURSDAY, 11 NOVEMBER 2021

The Meeting of the Wadeye Local Authority will be held on
Thursday 11 November 2021 at 1000 hrs.

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AGENDA

West Daly Regional Council Meeting

10:00hrs 11 November 2021

WEST DALY REGIONAL COUNCIL REGIONAL OFFICE - WADEYE

Welcome and Meeting Arrangement

Attendance and Apologies

Confirmation of Minutes

Wadeye Local Authority - 12 August 2021 Provisional 3

Reports

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Questions from the Public without Notice

Next Meeting

8 December 2021 at 10:00am

Meeting Closed

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	Dept. of 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 – 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.

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

P020/2021

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

P012/2021

Motion:

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

Moved: Mark Ninnal
Seconded: Timothy Dumoo
Resolution: Unanimously

3) Finance Report

P013/2021

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

P014/2021 **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 (CSM) Wadeye

P015/2021 **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

P016/2021 **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

7) Ordinary Council Meeting Report (OCM)

P017/2021 **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

P018/2021

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.

Grandstand 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 2021-2022, and where possible obtain quotes for review at the next Local Authority, prioritisation and approval.

Local Authority discussed committing \$20 000 towards the AMRICC Animal Management at Wadeye.

Road upgrade requests to go through CSM. Road to Manthape to be reviewed for future funding. Implementation of correct signage.

P019/2021

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

P020/2021

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 sought advice from Local Authority members on the best way to obtain engagement in the CENSUS from community members..

NEXT MEETING

Date and time of next meeting 7th October 2021 – TBC

MEETING CLOSED

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.



WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 1

Prepared by Andrew Everingham, Chief Operations Officer

Chief Operations Officer

Purpose

To update the Local Authority on matters related to service delivery.

Background

Operations aim is to deliver quality services to Communities and Homelands by planning, developing, and implementing structured work programs.

The newly established Service Delivery Leadership Group (SDLG), with a membership of Community Service Managers, Homelands Coordinator, Community Night Patrol Manager and Chief Operations Officer, has been developed to ensure our delivery of services across the region are implemented in a coordinated, consistent and community-focused manner.

Targeted recruitment remains active across several areas of operations. This recruitment ensures appropriate levels of staff support and supervision are maintained.

Expansion of mechanical and trade services is currently under review.

A review of the operational structure is also underway to ensure Council service delivery efficiently and effectively meets community expectations and provides the structure for the growth and development of our people and services.

The safety of our community, people and assets remain a priority, with recent incidents of threats and damage highlighting the challenging and complex operating environment. Work Health and Safety (WHS) reviews are ongoing, and practical strategies developed to enhance our people's safety and protect council assets and equipment.

The development of a waste management strategy for the Council has commenced. External agencies will provide support to review our current practices and provide industry guidance to achieve sustainable practices.

Engineering assessments have been received for several areas of roads within the region. The immediate priority is repairing and upgrading flood-damaged floodway's at Emu Point, Merrepen and Peppimenarti. The report will also include future road works plans for the repair and maintenance of road networks across the region. Funding submissions are currently being finalised to support the delivery of these works.

Council was successful in obtaining additional Homeland funding. This will allow the establishment of a Homelands Maintenance Officer. The position will work under the direction of the Homelands Coordinator.

Discussions are continuing with Animal Management in Rural and Remote Indigenous Communities (AMIRRIC) to develop an animal management program across the region.

With the Wet season approaching, the focus is on the completion and finalisation of ongoing projects, maintenance and repairs of infrastructure and assets to ensure the Council can maintain continuity of service despite logistical challenges associated with the Monsoonal season.

Statutory Environment

Nil

Impact for Council

Reporting purposes only

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-22:

Focus 2 – Supporting our People	
2. Destination: Provision of a safe workplace	
Journey 4.1	Zero Tolerance for workplace harassment, bullying and discrimination
Focus 3 – Developing our assets	
2. Destination: Improved asset management practices	
Journey 2.5	Consolidate internal trade positions to improve our capability and capacity to maintain current assets
3. Destination: Improved road management	
Journey 3.1	Access road design expertise
4. Destination: Ongoing delivery of Homelands management and maintenance services	

Journey 4.3	Grow Homelands workforce
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Focus 4 – Growing Our Services	
<i>2. Destination: Trade services that support organisational sustainability and growth</i>	
Journey 2.4	Identify opportunities for sustainable growth of trades services
<i>3. Destination: Growing human services</i>	
Journey 3.4	Identify and seek partnership opportunities for new services
Journey 3.6	Seek opportunities to re-establishment of an animal management program
<i>6. Destination: Explore improved waste management strategy</i>	
Journey 6.1	In line with funding investigate waste management practices
Journey 6.2	Identify a location for a new waste management facility
Journey 6.3	Seek to improve waste collection services

Recommendation

- 1. That the Local Authority notes the Chief Operations Officer report.**

Attachments

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 2

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

Finance Report period ending 30 September 2021

Purpose

To provide the Local Authority with the Finance Report for the period ended 30 September 2021.

Background

As per Guideline 1 of the Local Government Act 2019, under section 14 Council is required to present:

For each local authority meeting (or provisional meeting, if applicable), the council must submit to the local authority a current financial report of actual results against the latest approved budget for the local authority area.

Comment

Details of Local Authority funding position:

Funding available 1 July 2021:	\$610,161.97
FY22 funding expected to be received:	\$383,200.00
Funding previously committed/expended	\$370,387.42
Total available funding:	\$622,974.55

Update on previously committed funds

Please see attached report Wadeye Action Items.

Impact for Council

Under Section 14 of Guideline 1 of the Local Government Act 2019, the Local Authority must receive the financial report.

Strategic Alignment

This report is aligned to the Wadeye Local Authority West Daly Regional Plan 2021-22:

Focus 1 – Enhancing our Organisations Culture	
3. Destination: Strengthening Local Authorities	
Journey 3.2	Provide financial reporting that supports local decision making
Journey 3.3	Improve governance and meeting support

Recommendation

- 1. That the Local Authority receives and notes the financial information provided by Council for period ending 30 September 2021.**

Attachments

- 1 Wadeye Action Items - November 2021

Action Items: Wadeye



LA Meeting Date 2 June 2020		OCM Approval	Commitment amount	Purchase amount	Comments	Amount expended	Amount remaining	Completion status
Purchase and installation of additional bollards		4/07/2019			Bollards have been purchased and will be installed by the end of November.	\$5,974	\$0	In progress
			\$20,000	\$5,974				
LA Meeting Date 29 October 2020		OCM Approval	Commitment amount	Purchase amount	Comments	Amount expended	Amount remaining	Completion status
Purchase a new community bus		11/11/2020						
			\$140,000	\$135,740		\$135,740	\$0	Completed
Construction of the swimming pool fence		11/11/2020						
			\$19,873	\$19,873		\$19,873	\$0	Completed
Upgrades to Wadeye Swimming Pool		11/11/2020						
			\$70,000	N/A				Funds committed
Crank top for the new pool fence		11/11/2020						
			\$50,000	\$21,860		\$21,860	\$0	Completed
Swimming pool ablation block refurbishment		11/11/2020						
			\$150,000	\$19,057		\$19,057	\$0	Completed
Purchase of bobcat broom and side broom attachment		11/11/2020						
			\$15,000	\$9,140		\$9,140	\$0	Completed
LA Meeting Date 9 December 2020		OCM Approval	Commitment amount	Purchase amount	Comments	Amount expended	Amount remaining	Completion status
Ongoing maintenance of Perdiert Street ablation block		16/12/2020						
			\$20,000	\$4,278		\$4,278	\$0	Completed
Purchase and installation of 4 community shaded seating structures		16/12/2020						
			\$30,000	\$19,580	Awaiting installation.	\$19,580	\$0	In progress
Replacement of the Wadeye welcome sign		16/12/2020						
			\$5,000	\$2,690		\$2,690	\$0	Completed
LA Meeting Date 10 March 2021		OCM Approval	Commitment amount	Purchase amount	Comments	Amount expended	Amount remaining	Completion status
Purchase three new zero turn mowers		24/03/2021						
			\$80,000	\$55,400		\$55,400	\$0	Completed
Contribution towards the purchase and installation of a cool water bubbler		10/03/2021						
			\$8,000	\$7,040		\$7,040	\$0	Completed
Installation of a cemetery fence at Manthaphe		29/04/2021			Materials have been purchased, \$4,353 awaiting installation.	\$4,353	\$0	In progress

Contribution towards the purchase of 700 personal water bottles	24/03/2021	\$1,600	\$1,684	\$1,684	\$0 Completed
Co-contribution to the replacement of the Wadeye swimming pool	24/03/2021	\$300,000	N/A	N/A	Funds committed

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 3

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

Community Service Managers Report, Wadeye

Purpose

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

Community Issues

The community bus was a target of vandalism a few weeks ago with a member of the public taking a baseball bat to the windscreen and rear window. The bus was taken off the road and repaired but. This came as a substantial cost to council.

Events and Activities

Wadeye community over the past month have seen the women's ceremony unfolding, we have not seen this ceremony for many years and I believe it has been great for the community to bring everyone together. In this period there has been very little fighting in the community.

Staffing

The staff attendance levels have been disrupted due to the ceremony, with night patrol doing very little through the night.

WDRC have employed several new civil labourers over the past month, hopefully we can find a few more to fill the void.

Community Night Patrol

CNP day shift have been great with the ladies turning up for work even after the ceremony night time events. The night shift will hopefully be back on track once the ceremony wraps up.

We have some mechanical issues with a few CNP vehicles, our mechanic has ordered the parts required and these issues will be fixed soon.

We are in the process of recruiting a new CNP manager for Wadeye and that person will oversee the CNP operations in Peppimenarti and Palumpa.

CNP have trialled working a Saturday and Sunday shift over the past few months and this has not had great results, we will be looking at drop the

Sunday night shift and start from Tuesday nights and go through to Saturday nights.

Core Services

Community rubbish is being collected, we have had issues over the past month with the bin trailers. We are still one bin trailer down so the collection in the community has been slow and will continue to be slow until we get them both back on the road.

We will be continuing the Cyclone clean up once we get our skid steer back from Peppimenarti. Once this is back I will be informing the community that we will be conducting a hard rubbish collection. This will probably start in November.

WDRC civil crew have been repairing several pot holes that have been popping up, installing of bollards and repairing damage done to the fences around the main oval and softball oval.

Road shoulder repairs around the community went to tender on local buy unfortunately we had no response. We have spoken to a contractor about the works and they said that they would look into pricing some of the works.

Projects

The Perdjert Street to the airport entrance road upgrade works should be recommencing soon with the contractor completing works in Peppimenarti.

Shade shelters for Manthathpe and Nilinh have been completed.

The four shaded seatings will be installed throughout the community along with the three BBQ pits soon.

The fencing material has arrived for the Manthathpe fence. This works will be done after the WDRC carpenters have completed the homelands works.

Aerodrome

The Port Keats aerodrome is undergoing a surface reseal and repaint. This works is being done at night from 6pm to 6am and will be completed in approximately ten days.

Recommendation

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

Attachments

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 4

Prepared by Andrew Everingham, Chief Operations Officer

Wadeye Rubbish Compactor

Purpose

To seek Wadeye Local Authority approval to support the co-contribution of up to \$50,000 towards the purchase of a side load garbage compactor truck.

Background

Council remains committed to improving waste management services across the region.

Council has received a total of \$238,600 via the receipt of two Waste and Resource Management Grant (WaRM) program funding allocations.

Council has identified that purchasing a new garbage compactor truck will guarantee long-term benefits to sustainable core service delivery within the region and ultimately provide a healthier community.

Council currently operates waste collection services in Wadeye via the use of two dedicated waste collection trailers. The use of these trailers presents several issues for the council, including:

- Increased Work Health and Safety risks to Council staff due to manual handling, direct exposure to waste products, and the elements (wet season, extreme heat and humidity).
- Inefficient mechanism to collect large volumes of waste encountered. That results in significant time associated by Council staff with the collection of waste.
- Increased volumes of waste ending up in landfill
- The requirement of multiple Council staff to maintain current waste collection services is inefficient and laborious.

While improving waste management and litter reduction services, the new garbage compactor truck would increase the efficiency and capacity to deliver services in a shorter timeframe. The new machinery would also provide employment and training opportunities in waste management and general Council operations.

Council has obtained several quotes from suppliers of the required specification garbage compactor truck, with the average price factoring in delivery and fit-out cost of approximately \$285,000.

Council will be contributing \$238,600 in WaRM funding towards the purchase of a Side Load Garbage Compactor Truck and is seeking Local Authority support via a co-contribution of up to \$50,000 to secure the purchase of a new Garbage Compactor Truck.

Statutory Environment

1. *Local Government Act 2019*
2. Guidelines 1 : Local Authorities 2021

Impact for Council

Nil

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-22

Focus 4 – Growing Our Services	
3. Destination: Explore improved waste management strategy	
Destination 6.1	In line with funding investigate waste management practices
Destination 6.2	Identify a location for a new waste management facility
Destination 6.3	Seek to improve waste collection services

Recommendation

1. **That the Wadeye Local Authority approve the amount of up to \$50,000 towards the purchase of a garbage compactor truck.**

Attachments

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 5

Prepared by **Andrew Everingham, Chief Operations Officer**

Community Projects

Purpose

To seek approval from the Wadeye Local Authority to utilise Local Authority funds, to progress a number of projects to the Definition and Planning stage.

Background

The Wadeye Local Authority currently has \$623,361.97 remaining in unspent funds, with additional funding to be received shortly. These funds need to be allocated to community projects and initiatives that aim to build stronger communities and build quality community infrastructure to facilitate community activity and integration.

In alignment with the Regional Plan 2021-2022 Wadeye Local Authority, the following projects are presented to the Local Authority for review and approval:

Community Safety	Community Enhancements	Strategic Projects
a) Footpaths	b) BMX track	c) Laundry services
d) Wheelchair access	e) Improved community park-lighting and shade areas	f) Sporting oval Manthatpe
g) Community signage	h) *Swimming Pool-awaiting grant outcome	i) Basketball court
j) Airport signage	k) Bins placed around community	l) Road upgrades
m) Manthatpe bridge	n) Tree planting and main street enhancements	o) Sporting hub
p) Solar lighting	q) Shade structures at the Church	
	r) Public toilets at	

	the main oval	
	s) Playgrounds	
	t) Animal management	

Quotes will be sourced for the approved projects as part of the Definition and Planning stage. These will be presented to the Local Authority along with concept and timelines.

Statutory Environment

1. *Local Government Act 2019*
2. Guideline 1 : Local Authorities 2021

Impact for Council

Nil

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-2022 as outlined in the Wadeye Local Authority, Community Safety, Community Enhancements and Strategic Projects.

Recommendation

1. **That the Wadeye Local Authority has identified the following projects.....to progress to the Definition and Planning stage.**

Attachments

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 6

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

Letter of Offer 2021-22 Local Authority Project Funding

Purpose

To present to the Local Authority the funding offered as part of 2021-22 Local Authority Project Funding, for noting.

Background

The Department of Local Government, Housing and Community Development has offered the amount of \$383,200 to the Wadeye Local Authority for the 2021-22 financial year. This letter was presented to the October Finance Committee where it was approved for acceptance by Council.

Statutory Environment

Nil.

Impact for Council

For information purposes only.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-22:

Focus 1 – Enhancing our Organisations Culture	
<i>1. Destination: Reviewed Vision and Values</i>	
Journey 1.1	Consultation with Council, Local Authority and all staff
<i>4. Destination: Strengthened Governance</i>	
Journey 4.4	Improved reporting and accountability processes

Recommendation

1. That the Local Authority notes the attached letter of offer.

Attachments

1 Letter of Offer - Local Authority Funding



Department of
**THE CHIEF MINISTER AND
CABINET**

Level 1 RCG Centre
47 Mitchell Street Darwin NT 0800

Postal address
GPO Box 4621
Darwin NT 0801

E lg.grants@nt.gov.au

T 08 8999 8573

18 October 2021

File reference HCD2017/01929~203

Mr Matthew Eastham
Chief Executive Officer
West Daly Regional Council
PO Box 36294
WINNELLIE NT 0801

Dear Mr Eastham

RE: Local Authority Project Funding - 2021-22

Following receipt and review of the West Daly Regional Council's Local Authority Project Funding (LAPF) Certifications as at 30 June 2021, I am pleased to offer the actual amount payable under the LAPF program to your Council for 2021-22 as follows:

Community	Amount
Nganmarriyanga	\$56 700
Peppimenarti	\$25 800
Wadeye	\$383 200
Total	\$465 700

Although this funding has been paid to council, use of funds is contingent on the funding being accepted on the conditions outlined in the attached acceptance form. The acceptance form is to be completed and returned to lg.grants@nt.gov.au as soon as is practical.

All local government funding must be expended in accordance with the *Local Government Act 2019*, the *Local Government (General) Regulations 2021*, Guidelines and the Northern Territory Government Buy Local Policy.

If you have any queries regarding the use of funds, please contact Ms Sandra Schmidt, Regional Executive Director, Top End Region on 8999 5430.

If you have any questions regarding the grants administration, please contact Ms Donna Hadfield, Manager Grants Program on 8999 8820 or by email at lg.grants@nt.gov.au

Yours sincerely

MAREE DE LACEY
Executive Director
Local Government and Regional Development



Department of
THE CHIEF MINISTER AND
CABINET

West Daly Regional Council

Manager Grants Program
Local Government and Regional Development
Department of the Chief Minister and Cabinet
GPO Box 4621
DARWIN NT 0801

Dear Madam

RE: ACCEPTANCE OF LOCAL AUTHORITY PROJECT FUNDING (LAPF) FOR 2021-22

On behalf of the West Daly Regional Council the offer of LAPF totalling \$465 700 is accepted under the following terms and conditions.

- (a) Comply with all the conditions of the LAPF funding guidelines.
- (b) Manage and expend the LAPF in accordance with the *Local Government Act 2019*, and the *Local Government (General) Regulations 2021*.
- (c) Purchase goods/services funded under this agreement on the requirements of the Northern Territory Government's Buy Local policy, unless it can be proven, through a competitive process that there is no suitable Territory enterprise able to supply the good or service.
- (d) Place the LAPF in a **trust account**, according to details in GrantsNT until such time it is to be expended.
- (e) Only use the LAPF for local authority prioritised community projects in the following communities;
 - \$56 700 Nganmarriyanga
 - \$25 800 Peppimenarti
 - \$383 200 Wadeye
- (f) Absorb any costs above \$465 700.
- (g) Expend the funds allocated to each local authority on project/s in that area.
- (h) No transferal of funds between communities.
- (i) Fully expend the LAPF within two years of receipt of the funding otherwise failure to do so may result in the Department of the Chief Minister and Cabinet withholding any future payments of LAPF funding or request for unspent funding to be repaid.
- (j) Submit the LAPF annual certification as issued (copy attached) to the Department of the Chief Minister and Cabinet for the year ending 30 June each year by 31 August each year.
- (k) Lay the certification before a council meeting and provide a copy of the council minutes.

Yours faithfully

CEO

/ /2021

CFO

/ /2021

LOCAL AUTHORITY PROJECT FUNDING

Certification of 2021/22 - West Daly Regional Council

Local Authority: XYZ Local Authority

Income and expenditure for the period ending 30 June 2022

LAPF Grant 2021-22	\$ _____
Other income/carried forward balance from 2020-21	\$ _____
Other income/carried forward balance from 2019-20	\$ _____
Total Income	\$ _____
Total Expenditure	\$ _____
Surplus/ (Deficit)	\$ _____

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes ☐ No ☐
- the LAPF funding guidelines; Yes ☐ No ☐
- the *Local Government Act 2019* and the *Local Government (General) Regulations 2021* Yes ☐ No ☐
- the Northern Territory Government's Buy Local policy Yes ☐ No ☐

Certification report prepared by...../...../20__

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting. Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

CEO or CFO/...../20__

Departmental use only

Grant amount correct: Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

Certification accepted Yes ☐ No ☐

Comments

Omor Sharif – Grants and Rates Officer/...../20__

Donna Hadfield – Manager Grants Program/...../20__

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 7

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

Certification of 2020-21 Local Authority Project Funding

Purpose

To present to the Local Authority certification of 2020-21 Local Authority Project Funding, for approval as a reporting requirement by the Department of Local Government, Housing and Community Development.

Background

Approving certification of funds ensures compliance to reporting requirements of the funding agency.

Statutory Environment

Nil

Impact for Council

For information purposes only

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-22:

Focus 1 – Enhancing our Organisations Culture

1. Destination: Reviewed Vision and Values

Journey 1.1

Consultation with Council, Local Authority and all staff

4. Destination: Strengthened Governance

Journey 4.4

Improved reporting and accountability processes

Recommendation

- 1. That the Local Authority approves the attached certification.**

Attachments

- 1 Certification of 2020-21 Local Authority Project Funding**



WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 8

Prepared by Tracey Bradley, Executive Assistant to CEO/Mayor

Ordinary Council Meeting Report

Purpose

To inform Local Authority Members of Council's decision regarding Local Authority recommendations.

Background

Local Government Act 2019 Chapter 6, Part 6.3 101 (4) (5) (6) states that Council must consider any items raised by each local authority meeting and that Council's response must be communicated back to the local authority.

No items have been raised by the Local Authority for actioning at the Ordinary Council Meeting 29 September 2021.

Impact for Council

Compliance with Legislation and guideline requirements.

Recommendation

1. That the Local Authority notes and accepts the OCM Minutes Report.

Attachments

- 1 Ordinary Council 2021-09-29 [387] Minutes.DOCX

MINUTES OF THE COUNCIL MEETING HELD IN WADEYE ON
WEDNESDAY 29 SEPTEMBER 2021 AT 09:12AM

PRESENT

Joe Parry
Wilfred Harris
Ralph Narburup
Jake Clark
Mark Tunmuck-Smith

Staff

Matthew Eastham
Andrew Everingham
Nicole Johnston
James Cartwright
Chris Kassman

Guests

Steven Wenzel NIAA
Georgia Eagleton NT Government

APOLOGIES AND LEAVE OF ABSENCE

Nil apologies

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no disclosures of interest at this Council Meeting.

CONFIRMATION OF MINUTES

Minutes of the Ordinary Council Meeting held on 25 August 2021

079/2021 Motion

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

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

Outstanding Action Items from Council Meeting held on 25 August 2021.

1. Paper to be developed for the next meeting re ways in which outstanding rates can be recovered. James Cartwright advised that this has not been done but a document will be developed for next OCM.
2. That Council would like a briefing by Murinbata Tribal Development (MTD) at an OCM with the date YBC. Meeting to be arranged by EA CEO/Mayor.

Presentation being given at OCM 29 September 2021.

3. EA to CEO/Mayor to investigate the length of time of Elected Members Councillors Minjin, Martin and Narburup have served in Council and complete nomination forms if eligible. Nil Councillors were eligible for nominations.

CALL FOR ITEMS OF GENERAL BUSINESS

NIL

1) Apologies and Leave of Absence

080/2021 Motion

- 1. That Council receives and approves Elected Member apologies and/or requests for a leave of absence for the Ordinary Council meeting held on 29 September 2021.**

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

2) Absent Without Notice / Permission

081/2021 Motion

- 1. That Council records that no Councillor was absent without permission for the Ordinary Council meeting held on 29 September 2021.**

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

3) Swearing in of Elected Members

082/2021 Motion

- 1. That each Elected Member cites their declaration and signs their Swearing in Certificate.**

All Councillors read the Oath and were presented with Swearing in Certificate. Photos of each Councillor were taken.

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

4) Acceptance of Agenda**083/2021 Motion**

- 1. That the agenda papers for the Ordinary Council meeting held on 29 September 2021 as circulated, be received for consideration at the meeting.**

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

5) Ballot for the Position of Mayor**084/2021 Motion**

- 1. That Council approves of the rules and procedures as noted in this paper.**
- 2. That Council notes the election results and that Joseph Parry is appointed to the position of Mayor of the West Daly Regional Council for the term of office, and will cease at the conclusion of the next Northern Territory Local Government Election.**
- 3. That Council directs the administration to inform the following organisations of the result of the ballot for the Mayor:**
 - 1. The Northern Territory Electoral Commission**
 - 2. All relevant government departments in the Northern Territory**
 - 3. West Daly Regional Council staff**
 - 4. The Local Government Association of the Northern Territory.**
- 4. That Council directs the administration to update the Council's website and media outlets.**
- 5. Directs the administration to destroy the ballot papers for the election of the Mayor.**

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

6) Ballot for the Position of Deputy Mayor**085/2021 Motion**

- 1. That Council approves of the rules and procedures as noted in this paper.**
- 2. That Council notes the election results and that Wilfred Harris is**

appointed to the position of Deputy Mayor of the West Daly Regional Council for the term of office, and will cease at the conclusion of the next Northern Territory Local Government Election.

3. That Council directs the administration to inform the following organisations of the result of the ballot for the Deputy Mayor:
 1. The Northern Territory Electoral Commission
 2. All relevant government departments in the Northern Territory
 3. West Daly Regional Council staff
 4. The Local Government Association of the Northern Territory.
4. That Council directs the administration to update the Council's website and media outlets.
5. Directs the administration to destroy the ballot papers for the election of the Deputy Mayor.

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

Steve Wenzel (NIAA) left the meeting at 9.44am.

7) Overview - Responsibilities of Council

086/2021 Motion

1. That Council notes the information contained in the reported titled:
Overview – Responsibilities of Council

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

8) Policy Approval

087/2021 Motion

:

1. That Council approves the follow polices:
 1. EM02 Code of Conduct
 2. EM03 Conflict of Interest
 3. EM04 Scheduling and Conduct of Meetings
 4. EM05 Elected Member Allowances
 5. EM06 Elected Members Gifts and Benefits
 6. EM07 Mayors Work Entitlements

Moved: Cr. Clark

Seconded: Cr. Narburup
Resolution: Unanimously

9) Casting Vote Policy

088/2021 Motion

- 1. That Council approves the West Daly Regional Council EM01 Casting Vote Policy.**

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

Georgia Eagleton from Dept. of Chief Minister and Cabinet left the meeting at 10.10am

Meeting suspended at 10.10am

Meeting recommenced at 10.25am

10) Delegation Policy of Council

089/2021 Motion

- 1. That Council approves the Delegation of its powers and functions to the CEO as outlined in the attached Delegations Policy - FIN08, in accordance with sections 40, 41, and 183 of the *Local Government Act 2019*. The Council notes the CEO's delegation to Council employees as outlined in the attached Delegation Policy.**
- 2. That Council notes further development of the Delegations Policy – FIN08, will occur involving a review of Council employee's delegations.**

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

11) Code of Conduct - Elected Members

090/2021 Motion:

- 1. That Council receives, discusses and notes the information contained in the report: Code of Conduct – Elected Members – EM02.**

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

12) Chief Executive Officer Report*091/2021 Motion:*

1. That Council asks questions of the Chief Executive Officer and notes the Chief Executive Officer report.

Moved: Cr. Clark

Seconded: Cr. Tunmuck-Smith

Resolution: Unanimously

13) Overview - Responsibilities of the Chief Executive Officer*092/2021 Motion:*

1. That Council are encouraged to ask questions of the Chief Executive Officer and seek guidance as required.
2. That Council notes the information within the report titled: Overview – Responsibilities of the Chief Executive Officer.

Moved: Cr. Harris

Seconded: Cr. Clark

Resolution: Unanimously

14) Nomination of Deputy Chief Executive Officer*093/2021 Motion:*

1. That Council notes the appointment of the Deputy CEO (COO)
2. That Council notes that the Deputy CEO (COO) is nominated to act as the CEO during absences of the CEO.

Moved: Cr. Harris

Seconded: Cr. Tunmuck-Smith

Resolution: Unanimously

15) West Daly Regional Council Governance Framework*094/2021 Motion:*

1. That Council notes, accepts and approves the West Daly Regional Council Governance Framework relating to Committees of Council.
2. The Council approves the Terms of Reference for the following Committees as per the West Daly Regional Council Governance Framework:
 1. Audit and Risk Management Committee

2. Finance Committee of Council

- 3. That Council notes the West Daly Regional Council Governance Framework and those relating to Council Chief Executive Officer Committees.**
- 3. That Council notes the Terms of Reference for the following Council Chief Executive Officer Committees:**
 - 1. Executive Committee**
 - 2. Workplace Health and Safety Committee**
 - 3. Service Delivery Committee**
 - 4. Projects & Procurement Committee**

NOTE: Terms of Reference for the Projects & Procurement Committee were not included in the agenda pack. They were hand delivered to Elected Members within the meeting and discussed.

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

16) Attendance of Elected Members at Council Meetings**095/2021 Motion:**

- 1. That Council receives the information within this report and that Council is encouraged to note and discuss the report titled: Attendance of Elected Members at Council meetings.**

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

17) Council Meeting Schedule & Proposed Meeting Dates for 2021-2022**096/2021 Motion:**

- 1. That Council receives and accepts the upcoming meeting dates.**

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

18) Elected Member Allowances 2021-2022**097/2021 Motion:**

- 1. That Council notes the follow allowances that have been approved for the**

financial year 2021-22:

	Mayor	Deputy Mayor	Councillor
Base Allowance	75,116.61	27,776.12	13,509.96
Electoral Allowance	19,771.29	4,943.73	4,943.73
Total Base & Electoral Allowance	94,887.90	32,719.85	18,453.69
Professional Development Allowance	3,753.17	3,753.17	3,753.17
Extra Meeting Allowance (max)	-	-	9,006.64
Others Allowance	3,753.17	3,753.17	12,759.81
Total Claimable	98,641.07	36,473.02	31,213.50

The maximum daily rate to act in the place of the Mayor

	Daily Rate
Acting Principal Member (max - 90 days)	261.34
Maximum claimable - \$23,520.60	

Moved: Cr. Narburup

Seconded: Cr. Tunmuck-Smith

Resolution: Unanimously

19) Annual Return of Interests - Elected Members**098/2021 Motion:**

- 1. That Council receives and understands Elected Members obligations in relation to Annual Return of Interests.**
- 2. That all Elected Members fill in the attached Declaration of Interest form.**

Moved: Cr. Narburup

Seconded: Cr. Harris

Resolution: Unanimously

20) Financial Report - July 2021**099/2021 Motion:**

- 1. That Council receives and notes the Financial Report for August 2021.**

Moved: Cr. Harris

Seconded: Cr. Clark

Resolution: Unanimously

21) Council Fees & Charges*100/2021 Motion:*

- 1. That Council receives and approves the updated Schedule of Fees and Charges for the FY2021/22.**

Moved: Cr. Narburup

Seconded: Cr. Tunmuck-Smith

Resolution: Unanimously

22) Grants Acquittal Summary for FY 2020-21*101/2021 Motion:*

- 1. That Council accepts and acknowledges all grants acquitted for Financial Year 2020-21.**

Moved: Cr. Harris

Seconded: Cr. Clark

Resolution: Unanimously

23) Certification of Special Community Assistance and Local Employment (SCALE) 2019-20*102/2021 Motion:*

- 1. That Council acknowledges and accepts certification of the Special Community Assistance and Local Employment (SCALE) project.**

Moved: Cr. Harris

Seconded: Cr. Narburup

Resolution: Unanimously

Meeting suspended at 12.12pm.**Meeting reconvened at 12.47pm**

Cr Mark Tunmuck-Smith left the meeting at 12:48 PM

24) Certification of 2020-21 Local Authority Project Funding*103/2021 Motion:*

- 1. That Council approves the attached certification.**

Moved: Cr. Harris

Seconded: Cr. Narburup

Resolution: Unanimously

25) Local Authority Minutes and Recommendations

104/2021 Motion:

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

Peppimenarti – 3 September 2021

2. That the Council notes and approves the following recommendations:

Peppimenarti – 3 September 2021

1. Contribution of 35% (up to \$12,250) towards the purchase of a Kubota 4WD Mower

LA Motion:

That the Local Authority recommends to Council that the Local Authority - Peppimenarti contribute 35% (up to \$12,250) towards the purchase of a Kubota 4WD Mower, if Council can find further funding from other sources to pay the balance of costs.

Moved: Cr. Harris

Seconded: Cr. Narburup

Resolution: Unanimously

26) Chief Operations Officer Report

105/2021 Motion:

1. That Council notes the Chief Operations Officer report.

Moved: Cr. Narburup

Seconded: Cr. Harris

Resolution: Unanimously

27) Chief Performance and Capability Report

106/2021 Motion:

1. That Council notes the information contained in the report titled – Chief Performance and Capability.

Moved: Cr. Harris

Seconded: Cr. Clark

Resolution: Unanimously

28) Elected Member Training

107/2021 Motion:

1. That Council notes and approves the information within this report and confirms the attendance of all elected member at the two day LGANT Symposium on 5 & 6 October 2021.

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

29) Audit and Risk Management Committee Membership: Appointment of Elected Members, Continuation of appointed Independent Chair, and Advertising of Vacant Independent Member position

108/2021 Motion:

1. That Council appoints three Elected Members to the Audit & Risk Management Committee for a period of 2 years.

Recommendation

That Council recommend that Deputy Mayor Wilfred Harris & Councillor Narburup be appointed to the Audit & Risk Management Committee for two years.

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

109/2021 Motion:

2. That Council approves the ongoing appointment of Cathryn Hutton as the Chairperson of the Audit & Risk Management Committee for the duration of this Council's term in office (4 years).
3. Council approves the commencement of the appointment of an independent/ external member to the Audit & Risk Management Committee for the duration of this Council's term in office (4 years).

Council notes and approves the attached Terms of Reference for Audit & Risk Management Committee

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

30) Finance Committee of Council: Appointment of Elected Members

110/2021 Motion:

- 1. That Council appoints the Mayor, Deputy Mayor and Councillor Clark to the Finance Committee of Council.**
- 2. Council notes and approves the attached Terms of Reference for the Finance Committee of Council.**

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

31) Local Authority Membership: Appointment of Elected Members and Nominations for Vacancies

111/2021 Motion:

- 1. That Council notes and receives the report.**
- 2. That Council nominates and approves the appointment of Elected Members to each of the Local Authorities in their respective Wards.**
- 3. Approves the commencement of the nominations process for appointed Local Authority member vacancies.**

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

32) Nominations for Casual Vacancies Local Government Association of Northern Territory (LGANT) Executive

112/2021 Motion:

- 1. That Council nominate the following Elected Member Deputy Mayor Harris to the LGANT Executive Board.**

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

This agenda item was held over until after Confidential Meeting, when representatives from MTD will be present.

This item agenda was discussed at 14:21pm

33) Murinbata Tribal Development - New Store and Recreation Club

113/2021 Motion:

- 1. That Council notes the update on the Murinbata Tribal Development (MTD) proposal for a new Shop and Recreation Club at Wadeye.**

CEO welcomed the representatives of MTD.

Bill Ivory, Andrew Clark MTD CEO, Steven Putschen, Senior Traditional Owner and Board Member of MTD and Kardu Alliance.

CEO introduced the new West Daly Regional Council Mayor Parry, Deputy Mayor Harris and Councillors. WDRC staff were introduced to the visitors.

At the next OCM this will be discussed, and correspondence will be sent to the representatives of MTD if required.

Moved: Cr. Harris

Seconded: Cr. Narburup

Resolution: Unanimously

34) LGANT Conference - 2021

114/2021 Motion:

- 1. That Council notes and approves the attendance of the Mayor and Deputy Mayor at the LGANT Conference and AGM in Alice Springs on 4 & 5 November 2021.**
- 2. Costs associated with travel and fees of the LGANT Conference and AGM to be met by the Elected Member Professional Development Allowance.**

Moved: Cr. Clark

Seconded: Cr. Narburup

Resolution: Unanimously

CORRESPONDENCE IN & OUT**35) Correspondence Report**

115/2021 Motion:

- 1. That Council receives and notes the items of incoming and outgoing correspondence.**

Moved: Cr. Narburup

Seconded: Cr. Harris

Resolution: Unanimously

Action Item

Nil

GENERAL BUSINESS

Nil

Elected Members Business without Notice

Nil

DECISION TO MOVE TO CLOSED SESSION @ 13:33hrs**RECOMMENDATION:**

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

- 36 Standard Form Works Agreement** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51 (ci) (ci) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*
- 37 Deed of Variation (no. 8) Municipal and Essential Services (MES), Housing Maintenance Services (HMS) and Homelands Jobs (HJ) Funding** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51 (d) (d) of the Local Government (General) Regulations 2021. It contains information subject to an obligation of confidentiality at law, or in equity; AND information subject to an obligation of confidentiality at law, or in equity.*
- 38 CEO Leave** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51 (a) (e) (a) (e) of the Local Government (General) Regulations 2021. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND information provided to the council on condition that it be kept confidential; AND information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND subject to subregulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

The meeting closed at 1455hrs

This page and the preceding pages are the UNCONFIRMED Minutes of the Ordinary council Meeting held on Wednesday 29 September 2021. These Minutes will be CONFIRMED at the next Ordinary Council Meeting.

WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 9

Prepared by Tracey Bradley, Executive Assistant to CEO/Mayor

Local Authority Member Attendance Records

Purpose

Provide Local Authority members with an update of their attendance records.

Background

Local Authorities are required to have a minimum of 6 and a maximum of 14 members.

Wadeye Local Authority has 10 members and 4 vacancies. Nomination forms are available from the Council Office and Council's CSM can assist potential members in completing a nomination form. Any nominations received, will be presented at the next Local Authority Meeting for LA Members to consider prior to recommendation to Council.

For a meeting to proceed, a quorum must be present.

If a quorum is not attained for a local authority meeting, but the number of members (appointed or elected) present is one third or more of the number of appointed members for the local authority, the members who are in attendance may hold a provisional meeting.

In the case of Wadeye - one third of members = 4.

It is important to note that Local Authority members stop being members if they:

- a. Resign in writing;
- b. Do not attend two consecutive meetings without an apology;
- c. Finish their four year term;
- d. Are convicted of a serious offence or are sent to prison;
- e. Are dismissed by Council.

Statutory Environment

1. *Local Government Act 2019*
2. Guideline 1: Local Authorities 2021

Below is a snap shot of attendance records for each current Local Authority:

NEW TERM

		13/10/21 (Meeting not held due to lack of quorum)	11/11/21 (Rescheduled Meeting)	8/12/21	9/2/22	6/4/21
	NAME					
1	Leon Melpi	1				
2	Damien Tunmuck	AB				
3	Ken James	AP				
4	Mark Ninnal	AB				
5	Timothy Dumoo	AB				
6	Cyril Ninal	AB				
7	Cr Narburup	AB				
8	Cr Jake Clark	AP				
9	Cr Tunmuck-Smith	1				
10	Deputy Mayor Wilfred Harris	AP				
11						
12						
13						
14						

Recommendation

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

Attachments



WEST DALY REGIONAL COUNCIL

FOR THE WADEYE LOCAL AUTHORITY OF 11 NOVEMBER 2021

Report for Agenda Item No 10

Prepared by **Matthew Eastham, CEO**

CEO Report

Purpose

The purpose of the Chief Executive Officers (CEO) report is to provide an opportunity for the Local Authority to ask the CEO questions relating to Council and for the CEO to provide a verbal update on matters of importance to the Local Authority.

Background

CEO to provide opportunity at the Local Authority for questions to be asked and for discussion around matters of importance to the Local Authority and Community.

Statutory Environment

1. *Local Government Act 2019*
2. *Guideline 1: Local Authorities 2021*

Impact for Local Authority

Information purposes only.

Strategic Alignment

This report aligns to all areas of the Wet Daly Regional Plan 2021-22.

Recommendation

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

Attachments