

MEETING OF WADEYE LOCAL AUTHORITY

WEDNESDAY, 8 DECEMBER 2021

at 10:00 AM.

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AGENDA

West Daly Regional Council Meeting

8 DECEMBER 2021 AT 10:00AM

WEST DALY REGIONAL COUNCIL CHAMBERS, WADEYE NT

We	elcome	
Atte	endance and Apologies	
Coı	nfirmation of Minutes	
	Wadeye Local Authority - 11 November 2021	3
We	est Daly Shire Council Code of Conduct (Meeting Rules)	
Rep	ports	
1	Local Authority Member Attendance Records	8
2	Certification of 2020-21 Local Authority Project Funding	11
3	Letter of Offer 2021-22 Local Authority Project Funding	12
4	Service Delivery update for Wadeye community	17
5	Community Service Managers Report, Wadeye	20
6	CEO Report - Wadeye Local Authority	22
Qu	estions from the Public without notice	
Ne	xt Meeting	
	Invitation for Deputations/Guest Speakers at next meeting	
	Date and time of next meeting	
Me	eting Close	



MINUTES OF THE WADEYE LOCAL AUTHORITY MEETING HELD IN THE WADEYE COUNCIL CHAMBERS ON THURSDAY 11 NOVEMBER 2021 AT 1000 AM

WELCOME AND MEETING ARRANGEMENTS

Opened meeting 10:05am

Acting Mayor Wilfred Harris informed the gathering that due to the apology from Leon Melpi, Local Authority Chairperson, he will chair the meeting.

Members

Ken James Local Authority member
 Timothy Dumoo Local Authority member

3. Cyril Ninal Local Authority member arrived at 10:24am4. Mark Ninnal Local Authority member arrived late at 10:24am

Councillors

5. Wilfred Harris Acting Mayor6. Ralph Narburup Councillor7. Jake Clark Councillor

Apologies

8. Leon Melpi Local Authority Chairperson9. Damien Tunmuck Local Authority member

10. Mark Tunmuck-Smith Councillor

Staff

Matthew Eastham Chief Executive Officer
Andrew Everingham Chief Operations Officer

Martin Cook Community Night Patrol Manager

Absent

Community attendee's

Steven Pultchen, Alfred Thardim, Gregory Munar, Margaret Perdjert, Anne Marie Nudjulu, Basil Parmbuk, Lionel Dulla

CONFIRMATION OF MINUTES

Minutes of the Wadeye Local Authority Meeting held on 12 August 2021

029/2021

Discussion regarding the minutes were held over as there was no quorum to confirm the minutes.

With the late arrival of a Local Authority member Cyril Ninal a quorum was established, the minutes could be confirmed by those in attendance at the meeting.

Motion:

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

Moved: Timothy Dumoo Seconded: Ken James Resolution: Unanimously

REPORTS

1) Chief Operations Officer

030/2021

The Chief Operations Officer spoke to his report.

Questions were asked by the public who were attending and the Chief Operations Officer and Council Services Manager answered.

Motion:

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

Moved: Ken James Seconded: Cr. Clark Resolution: Unanimously

2) Finance Report period ending 30 September 2021

031/2021

Chief Financial Officer spoke to his report and clarified the figures in the table.

There were no questions asked about the funding or actions items.

Motion:

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

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

3) Community Service Managers Report, Wadeye

032/2021

The Community Service Manager spoke to his report regarding community issues, events and activities, staffing, Community Night Patrol, Core Services, Projects and Aerodrome.

Questions were asked from a member of the public and discussion occurred.

Motion:

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

Moved: Ken James Seconded: Cr. Clark Resolution: Unanimously

4) Wadeye Rubbish Compactor

033/2021

The Chief Operations Officer spoke to his report and the need for a garbage compactor truck.

Motion:

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

Moved: Ken James Seconded: Cr. Clark Resolution: Unanimously

5) Community Projects

034/2021

The Chief Operations Officer spoke to his report and informed the Local Authority needs to spend some money on the projects from the Regional Plan or other projects that would benefit the community.

There was discussion in the meeting about what was needed in the community.

Motion:

1. The Wadeye Local Authority identified the following projects from the Regional Plan that should progress to Council for approval for the definition and planning stage:

Community Safety:

- Up to 30K for Solar Street Lights at the Main Park
- Up to 10K for a security upgrade to the Wadeye Community Bus

Community Enhancements:

- Up to 30K for shade shelters at the Wadeye Church
- Up to 65K for a new playground at the Main Park

The following are related to WDRC Regional Plan pathway to embracing our community's culture and recognising their needs. Focus 4 Growing our services with the destination 5; investment in planning and coordination of community projects:

- Up to 10K for a community event through the Wadeye subcommittee
- Up to 20K for Bollards at the Main Park

Moved: Cyril Ninnal Seconded: Cr. Clark Resolution: Unanimously

Due to sorry business the meeting closed 10:59am

The following motions are held over until next meeting on 8 December 2021.

- 6) Letter of Offer 2021-22 Local Authority Project Funding
 - Motion:
 - 1. That the Local Authority notes the attached letter of offer.
- 7) Certification of 2020-21 Local Authority Project Funding
 - **Motion:**
 - 1. That the Local Authority approves the attached certification.
- 8) Ordinary Council Meeting Report
 - **Motion:**
 - 1. That the Local Authority notes and accepts the OCM Minutes Report.
- 9) Local Authority Member Attendance Records

Motion:

- 1. That the Local Authority receives and notes the attendance records update.
- 10) CEO Report

Motion:

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

NEXT MEETING

8 December 2021 at 1000hrs

THIS PAGE AND THE PRECEEDING PAGES ARE
THE MINUTES OF THE Meeting of Wadeye Local Authority
HELD ON Thursday, 11 November 2021
AND WILL BE CONFIRMED Wednesday, 8 December 2021.



FOR THE WADEYE LOCAL AUTHORITY OF 08 DECEMBER 2021

Report for Agenda Item No 1

Prepared by Sharon Binns, Governance & Quality Assurance Officer

Local Authority Member Attendance Records

Purpose

Provide Local Authority members with an update of attendance records for information purposes.

Background

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

The Council passed resolution 001/2021 on 29 September 2021 accepting a motion to approve the appointment of Elected Members to each of the Local Authorities in their respective Wards.

For a meeting to proceed, a quorum must be present which is 50% + 1; therefore with 14 members a quorum is 8 people.

If a quorum is not present for the local authority meeting, but there is one third of the total members present (equalling 5 people) then a meeting can still go ahead, but the local authority does not have the powers or functions that council may have delegated to them.

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

- a. Resign in writing;
- b. They are absent for two consecutive meetings without an apology;
- c. Finish their four year term;
- d. Are convicted of a serious offence or are sent to prison; or
- e. Are dismissed by Council.

Statutory Environment

1. Local Government Act 2019

i. Section 78 - Functions of Local Authority;

ii. Section 79 - Limits on functions of local authority.

2. Ministerial Guideline 1: Local Authorities 2021

Recommendation

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

Attachments

1 Wadeye Local Authority membership

LOCAL AUTHORITY ATTENDANCE REPORT FOR RECORDS

WADEYE LOCAL AUTHORITY		13 October 2021 (Meeting not held due to not enough people)	11 November 2021 (Reschedule d Meeting)	8 December 2021	9 February 2022	6 April 2022	ТВА
	NAME	Attendance					
Cou	incillors						
1	Ralph Narburup	Absent	Yes				
2	Jake Clark	Apology	Yes				
3	Tunmuck-Smith	Yes	Absent				
			Community me	embers		,	
4	Leon Melpi (Chairperson)	Yes	Apology				
5	Damien Tunmuck	Absent	Apology				
6	Ken James	Apology	Yes				
7	Mark Ninnal	Absent	Apology				
8	Timothy Dumoo	Yes	Yes				
9	Cyril Ninal	Absent	Yes				
10	Basil Parmbuk	Vacancy	Vacancy				
11	Margaret Perdjert	Vacancy	Vacancy				
12	Anne Marie Nudjulu	Vacancy	Vacancy				
13	Gregory Munar	Vacancy	Vacancy				
14	Steven Pultchen	Vacancy	Vacancy				



FOR THE WADEYE LOCAL AUTHORITY OF 08 DECEMBER 2021

Report for Agenda Item No 2

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



FOR THE WADEYE LOCAL AUTHORITY OF 08 DECEMBER 2021

Report for Agenda Item No 3

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				
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 notes the attached letter of offer for the 2021-22 Local Authority Project Funding.

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

T0889998573

File reference HCD2017/01929~203

18 October 2021

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

Page 1 nt.gov.au



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 CFO / /2021 / /2021

Page 1 nt.gov.au

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	ed (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
Page 1	nt.gov.au



FOR THE WADEYE LOCAL AUTHORITY OF 08 DECEMBER 2021

Report for Agenda Item No 4

Prepared by Andrew Everingham, Chief Operations Officer

Service Delivery update for Wadeye community

Purpose

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

Background

Under the Chief Operations Officer (COO) direction, Operations are continuing to review our approach to service delivery across the region. Our goal is to deliver quality services to Communities and Homelands through planning, development and implementing structured work programs.

Governance

The Service Delivery Committee (SDC) is holding its first meeting on 14th December. The SDC forms part of the Councils governance framework tasked with the monitoring and reviewing all areas of operational service delivery within the West Daly Region.

Planning

Since the commencement of the COO tenure, work has been progressing to understand if the current operational structure supports the goals of the Council. That is, to expand our services, provide quality services that meet community expectations, and create further employment and training opportunities for our people. As a result of this review, additional positions are being proposed to meet these strategic goals.

Workforce

Recruitment is continuing for several positions. We have experienced some challenges attracting suitably qualified candidates for some positions.

Work Health & Safety

Sustained unrest in Peppimenarti has significantly impacted the delivery of services while also impacting the safety and wellbeing of our people in this community.

Waste Management

The Wadeye rubbish compactor has been ordered and we are awaiting a delivery timeline. An Ecologist has been identified to complete an ecological survey for a potential Waste Transfer Station site near Wadeye.

Road Management

Road works and planning continues with the aim to improve the local road network and infrastructure across the region. Remedial works are underway for the failed culverts in Emu Point and Peppimenarti.

Homelands

Council recently facilitated several emergency works to the Emu Point Homeland in response to a request from the Northern Territory Government.

Pre-Wet season servicing and maintenance programs are currently underway.

Fleet and Assets

Council has received three new white fleet into operations which are dual cab Land Cruisers Ute's. These vehicles will provide increased safety and functionality across our operations.

Contracts

Additional Council Agent Centrelink services in Palumpa and Peppimenarti will commence on **15th December 2021**, supporting the temporary Cashless Debit Card management. The objective of the Cashless Debit Card is to ensure that welfare payments are spent in responsible and meaningful ways and reduce high levels of social harm.

Training and Development

Last week our three CSM's attended a two-day Supervisors Workshop in Darwin. The course was for leaders involved in the construction and maintenance of civil infrastructure. The course was hosted by the Institute of Public Works Engineering Austrasia (IPWEA) and aimed to build the technical understanding of our CSM's across the civil works area. The learnings and increased technical knowledge gained from the course will be applied to improved civil works programs across the regions.

Major Projects & Capital Works

The Hybrid Solar Upgrade project is 70% complete, and works are tracking well for completion within the month.

General

The focus of the operational area remains 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

Local Government Act s78 – Functions of local authority Guideline 1: Local Authorities

Impact for Council

Reporting purposes only

Recommendation

1. That Wadeye Local Authority receives and notes the Chief Operations Officer report.

Attachments



FOR THE WADEYE LOCAL AUTHORITY OF 08 DECEMBER 2021

Report for Agenda Item No 5

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.

Staffing

The staff attendance levels are very low at the moment and we are looking at employing more civil and CNP staff.

Community Night Patrol

The community Night Patrol has very low staff numbers due to council being forced to stand down several staff that were doing the wrong thing and breaching some of our policies.

The new CNP manager is now here and is implementing several changes to make WDRC compliant with the requirements from our funding body. He is now looking at filling the several positions of CNP team leader and CNP officers.

Core Services

Community rubbish is being collected, we are in the process of purchasing the new garbage compactor.

We are still in the process of remediating the local tip with stacking the dumped vehicles, burring a lot of the legacy waste, filling in the dump face and undertaking a good clean-up of the site. Once the clean-up has been completed we will implement bays for dumping of separated materials that can be transported back to Darwin.

Civil crews are still doing Cyclone clean up throughout the community and this will continuing for the next couple of months.

Now that the weather is becoming a little wetter you will see the civil crews mowing and whipper snipping road edges, parks and sporting fields along with this we will be spraying the weeds and grass in areas that we find difficult to gain access

Road Maintenance

Over the wet season we will see the roads start to deaerate with washouts and potholes, this happens every year. We will try to maintain as best as we can over the wet but some of these works will need to be carried out over the dry season.

Projects

The four shaded seats will be installed in the next few weeks along with the three BBQ pits, this will be done by the civil crew in a small training project showing the workers how to form up and concrete.

I have received quotes for the bollards and lights to be installed in the main park at lot 370 next to the WDRC Civil yard. I am still waiting for quotes for the children's play ground

The Wadeye Community bus is off the road for the moment as the driver is required to upgrade his licence

Aerodrome

Service inspections and basic maintenance is continuing,

Port Keats Aerodrome has been gifted certification, with this WDRC needs to comply with higher regulatory standards, we have sort guidance through AMS to help us become compliant.

Recommendation

1. That Local Authority receives the Community Services Manager's report for Wadeye.

Attachments

There are no attachments for this report.



FOR THE WADEYE LOCAL AUTHORITY OF 08 DECEMBER 2021

Report for Agenda Item No 6

Prepared by Matthew Eastham, CEO

CEO Report - Wadeye Local Authority

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
 - i. Section 78 Functions of Local Authority;
 - ii. Section 79 Limits on functions of local authority.
- 2. Ministerial Guideline 1: Local Authorities 2021

Impact for Local Authority

Information purposes only.

Strategic Alignment

This report aligns to all areas of the West 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