



WEST ARNHEM



REGIONAL COUNCIL



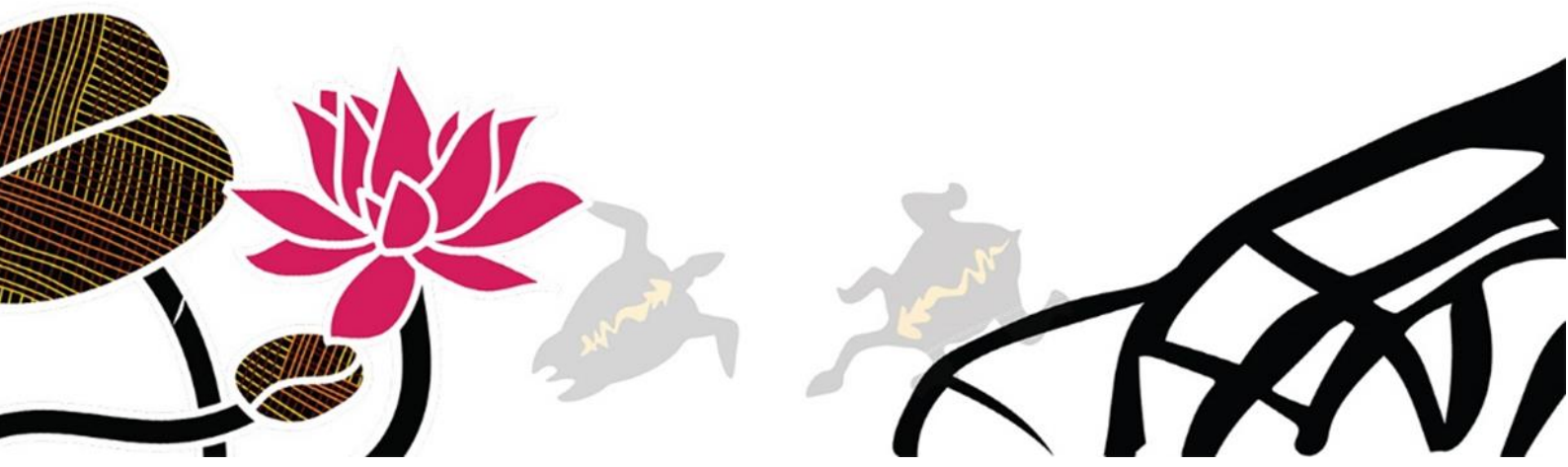
MINJILANG

WEST ARNHEM REGIONAL COUNCIL

LOCAL AUTHORITY MEETING

AGENDA

THURSDAY, 14 OCTOBER 2021



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Council Chambers, Minjilang on Thursday, 14 October 2021 at 9:00 am.

Daniel Findley
Chief Executive Officer

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The West Arnhem Regional Council acknowledges and respects the Traditional Owners past and present of the West Arnhem Region.

We also acknowledge the attachment and relationship of Aboriginal people to country.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	954080
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority's record, any apologies and requests for leave of absence received from Authority members for the meeting held on 14 October 2021.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Clauses 7.1(f) and 9 *Guideline 1: Local Authorities 2021*

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority notes members apologies and/or requests for leave of absence for the meeting held on 14 October 2021.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	954156
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority's record, any appointed members that are absent without notice for the meeting held on 14 October 2021.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Clauses 7.1(f) and 9 *Guideline 1: Local Authorities 2021*

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority notes members absences without notice for the meeting held on 14 October 2021.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	954157
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Minjilang Local Authority meeting of 14 October 2021.

BACKGROUND

Not applicable.

COMMENT

The Local Authority is encouraged to review the agenda and to accept or not accept the agenda.

STATUTORY ENVIRONMENT

Clause 11 of *Guideline 1: Local Authorities 2021* is relevant to this matter.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the agenda for the Minjilang Local Authority meeting of 14 October 2021 as circulated be accepted.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	954159
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Local Authority members are required to disclose an interest in a matter under consideration at a Local Authority meeting:

1. in the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Local Authority as soon as possible after the matter is raised;
2. in the case of a matter raised in general debate or by any means other than the printed agenda of the Local Authority as soon as possible after the matter is raised.

Under disclosure, the member must abide by the decision of the Local Authority on whether he/she shall remain in the meeting room or take part in the vote on the issue. The Local Authority may elect to allow the member to provide further and better particulars of the interest prior to requesting him/her to leave the meeting room.

Staff members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegated authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his/her delegated authority unless the Council expressly directs him/her to do so.

STATUTORY ENVIRONMENT

Sections 114 (Elected Members) *Local Government Act 2019*

Section 179 (staff members) *Local Government Act 2019*

Clause 11.1(a) *Guideline 1: Local Authorities 2021*

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority receives and records declarations of interest for the meeting held on 14 October 2021.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	7.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 10 June 2021
File Reference:	954163
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 10 June 2021 Minjilang Local Authority meeting are submitted to the Authority for confirmation that the minutes are a true and correct record of the meeting.

BACKGROUND

Not applicable.

COMMENT

The minutes as submitted and confirmation of the minutes must comply with section 101 of the *Local Government Act 2019*.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the minutes of the 10 June 2021 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2021.06.10 Minjilang Local Authority Minutes.pdf



Minutes of the West Arnhem Regional Council Local Authority Meeting
 Thursday, 10 June 2021 at 10:00 am
 Council Chambers, Minjilang

Chairperson Mathew Nagarlbin declared the meeting open at 10:05 am, welcomed all in attendance and acknowledged the Traditional Owners.

APPOINTED MEMBERS PRESENT

Chairperson	Mathew Nagarlbin
Member	Shane Wauchope
Member	Lachlan Nagegeyo
Member	Charles Yirrawala

ELECTED MEMBERS PRESENT

Mayor	Mathew Ryan
Deputy Mayor	Elizabeth Williams

STAFF PRESENT

Chief Executive Officer	Daniel Findley
Chief Corporate Officer	David Glover
Finance Manager	Andrew Shaw
Building and Civil Coordinator	Loukas Gikopoulos (videoconference)
Chief Operating Officer	Chris Kelly (videoconference)
Governance Coordinator	Doreen Alusa
Council Services Manager (Acting)	Margaret Allgood

VISITORS PRESENT

Department of Chief Minister	Colvin Crowe
Red Lily Health Board	Stephen Hayes
Top End Health Services	Christine Connors
Top End Health Services	Rhonda Powell
Top End Health Services	William Costigan
Top End Health Services	Elliot Debham

VISITORS PRESENT

Top End Health Services

Priscilla Muswibe

Australia Bureau of Statistics

Bruce-Lee King (teleconference)

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Local Authority considered apologies and leave of absence.

The Minjilang Local Authority noted members apologies from Councillors Phillip Wasaga, and James Marrawal, and Appointed Members Isobel Lami Lami and Jimmy Cooper for the meeting held on 10 June 2021.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered absences without notice.

The Minjilang Local Authority noted that there were no members absent without notice for the meeting held on 10 June 2021.

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Local Authority considered acceptance of the agenda.

**MIN121/2021 RESOLVED:
On the motion of Mayor Matthew Ryan
Seconded Mr Lachlan Nabegeyo**

The agenda for the Minjilang Local Authority meeting of 10 June 2021 as circulated was accepted.

CARRIED**DECLARATION OF INTEREST OF MEMBERS OR STAFF****6.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF**

The Local Authority considered the disclosure of interest of members or staff.

The Minjilang Local Authority received no declarations of interest for the meeting held on 10 June 2021.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 11 FEBRUARY 2021**

The Local Authority considered the confirmation of previous Local Authority meeting minutes for the meeting held on 11 February 2021.

MIN122/2021 RESOLVED:

**On the motion of Chairperson Matthew Nagarlbin
Seconded Mr Lachlan Nabegeyo**

The minutes of the 11 February 2021 Minjilang Local Authority meeting were adopted as a true and correct record of the meeting.

CARRIED**COUNCIL'S RESPONSES - LOCAL AUTHORITY ISSUES****8.1 COUNCIL'S RESPONSE TO LOCAL AUTHORITY ISSUES RAISED**

The Local Authority considered Council's response to Local Authority issues raised.

The Minjilang Local Authority noted the report.

LOCAL AUTHORITY ACTION ITEMS**9.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS**

The Local Authority reviewed the Local Authority action items list.

MIN123/2021 RESOLVED:

**On the motion of Mr Shane Wauchope
Seconded Mr Lachlan Nabegeyo**

The Minjilang Local Authority reviewed the action items list and approved to remove the following completed actions:

- **Elected Members Board of Recognition.**

CARRIED**CEO / CSM REPORT ON REGIONAL COUNCIL SERVICES****10.1 CEO/CSM REPORT ON CURRENT REGIONAL COUNCIL SERVICES**

The Local Authority considered the CSM report on current regional council services.

The Minjilang Local Authority noted the report.

FINANCE REPORT**13.1 FINANCIAL REPORT TO APRIL 2021**

The Local Authority considered the Financial Report to April 2021.

The Minjilang Local Authority noted and received the Financial Report for the ten months, July 2020 to April 2021.

13.2 CONSULTATION - COUNCIL DRAFT REGIONAL PLAN AND DRAFT BUDGET 2021-22

The Local Authority considered a report on the consultation of Council's Draft Regional Plan and Draft Budget 2021-2022.

The Minjilang Local Authority noted that the administration had conducted extensive public consultation on West Arnhem Regional Council's Plan and Budget for 2021-2022.

Minute note: Visitors from Red Lily Health Board and Top End Health Service joined the meeting at 10:52 am.

VISITOR PRESENTATIONS**14.1 PRESENTATION - AUSTRALIAN BUREAU OF STATISTICS (ABS) CENSUS**

The Local Authority considered a presentation about the 2021 ABS census.

The Minjilang Local Authority noted the presentation.

Minute note: Bruce-Lee King, the representative from ABS joined the meeting at 11:30 am and left at 11:53 am

Minute note: It was noted that the census will take place in two phases in Minjilang. Phase one will be conducted from 14th June to 2nd July 2021, and phase two will take place from 27th July to 20th August 2021.

14.2 PRESENTATION - TOP END HEALTH SERVICE AND RED LILY HEALTH

The Local Authority considered a presentation by Top End Health Service and Red Lily Health Board.

The Minjilang Local Authority noted the presentation.

Minute note: Representatives from Red Lily Health Board and Top End Health Service left the meeting at 11:43 am.

GENERAL ITEMS**15.1 LOCAL AUTHORITY FUNDING**

The Local Authority considered Local Authority Funding.

The Minjilang Local Authority noted the report.

15.2 MINJILANG AIRPORT ABLUTION BLOCK

The Local Authority considered a report about the Minjilang Airport Ablution Block.

The Local Authority discussed the report, and agreed that more time is needed to review the following recommendations:

- Commits the use of 2021-2022 future LA project funding for this project, and recommends that the administration tries to sources for additional funding for the supply and installation of the ablution block and construction of the paved area at an estimated cost of \$176,400.00;
- Requests Council to direct the administration to commence consultation with the NLC for a lease agreement and AAPA for land use clearance;
- Approves the location for the installation of the toilet; and
- Approves the Eco toilet design for certification.

The Local Authority also requested for scopes and budgets for the following items:

- Construction of separate male and female seating areas at the airport.
- Construction of separate male and female toilets at the airport.
- Construction of flushable toilets at the airport.

15.3 ANIMAL MANAGEMENT CONTROL

The Local Authority considered a report about the Animal Management Program.

MIN124/2021 RESOLVED:

**On the motion of Mr Shane Wauchope
Seconded Mayor Matthew Ryan**

The Local Authority:

- Noted the report; and
- Allocated \$2,940 of Local Authority funding towards the 2021/2022 Animal Management Program.

CARRIED

15.4 MINJILANG HONOUR BOARD

The Local Authority considered a report about the Minjilang Honour Board.

MIN125/2021 RESOLVED:

**On the motion of Mr Shane Wauchope
Seconded Chairperson Matthew Nagarbin**

The Local Authority:

- Received and noted the report;
- Confirmed that the names of Elected Members and dates in the attached document are accurate; and
- Requested Council to direct the administration to purchase and install the Minjilang Elected Members Board of Recognition based on the attached honour board mock up photo.

CARRIED

Minute note: Shane Wauchope will email the final list of the Elected Members Board to Chris Kelly.

15.5 MINJILANG WELCOME SIGN

The Local Authority considered a report about the Minjilang Welcome Sign.

MIN126/2021 RESOLVED:

**On the motion of Mr Lachlan Nabegeyo
Seconded Mayor Matthew Ryan**

The Local Authority

- Reviewed the concept designs for the welcome signs and agreed to the following options:
 - Option 1 - Sign to be constructed near the airport.
 - Option 2 - Sign to be put up at a community location.

CARRIED

15.6 SCOPE AND BUDGET FOR STREET LIGHTS

The Local Authority considered the scope and budget for street lights.

MIN127/2021 RESOLVED:

**On the motion of Mayor Matthew Ryan
Seconded Mr Charles Yirrawala**

The Local Authority:

- Received and noted the report;
- Discussed the use of project funding, and recommended the supply and installation of 6 x street lights at an estimated cost of \$39,421.88
- Confirmed the suggested locations for the solar lights as final.

CARRIED

NEXT MEETING

The next meeting is scheduled to take place on Thursday, 15 July 2021.

MEETING DECLARED CLOSED

Chairperson Mathew Nagarbin declared the meeting closed at 12:25 pm.

This page and the preceding pages are the minutes of the Minjilang Local Authority meeting held on Thursday, 10 June 2021.

Chairperson

Date Confirmed

West Arnhem Regional Council

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Minjilang Local Authority Meeting
Thursday, 10 June 2021

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	8.1
Title:	Council's Response to Local Authority Issues Raised
File Reference:	954170
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to present to the Minjilang Local Authority feedback from Ordinary Council meetings.

BACKGROUND

The CEO presented the minutes and motions from the Minjilang Local Authority meeting held on 10 June 2021 to the Council meeting held on 14 July 2021.

COMMENT

At the Ordinary Council meeting held on 14 July 2021, Council noted the report titled Minjilang Local Authority meeting held on 10 June 2021.

The Council passed the following resolution:

11.1 REPORT FOR THE MINJILANG LOCAL AUTHORITY MEETING HELD ON 10 JUNE 2021

The Council considered a report for the Minjilang Local Authority meeting held on 10 June 2021.

OCM59/2021 RESOLVED:

**On the motion of Mayor Matthew Ryan
Seconded Councillor James Marrawal**

- **Council noted the unconfirmed minutes of the Minjilang Local Authority meeting held on 10 June 2021 and approved:**
 - **The allocation of \$2,940 of Local Authority funding to the 2021/2022 Animal Management Program; and**
 - **The supply and installation of 6 x street lights at an estimated cost of \$39,421.88**

CARRIED

STATUTORY ENVIRONMENT

Sections 101(4), 101(5) and 101(6) of the *Local Government Act 2019* are relevant to this report.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to objectives in goal 1 and 2 in the *Regional Plan and Budget 2021-2022* as outlined below.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimization of risks associated with the operations of Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That the Minjilang Local Authority notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	9.1
Title:	Review of Local Authority Action Items
File Reference:	954176
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

To present to the Minjilang Local Authority an update on the action items list.

BACKGROUND

The Minjilang Local Authority members are encouraged to discuss the action items list.

COMMENT

The actions that the Local Authority resolves to occur are to be acted upon by the Chief Executive Officer and relevant staff. Delays or complications in complying with a decision may occur and this report enables Local Authority and staff to progressively acknowledge the completion of actions or provide reasons for actions that are not completed.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the objectives in goals 1 and 2 of the *Regional Plan and Budget 2021-2022* as outlined below:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.2	Enthusiastic participation in civic and community events.
Objective 1.3	Efficient and effective community service delivery.
Objective 1.4	Strong governance and leadership.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION	
<i>Systems and processes that support the effective and efficient use of financial and human resources.</i>	
Objective 2.1	An effective, efficient and accountable Regional Council.
Objective 2.4	Planning and reporting that informs Council's decision-making processes.
Objective 2.6	The minimization of risks associated with the operations of Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Minjilang Local Authority reviews the action items list and approves to remove any completed actions.

ATTACHMENTS

- 1 Minjilang LA Action Items List - In Progress.pdf

Minjilang Local Authority Action Item List – In Progress

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
31.03.2015	10.3.3	EXPANSION OF THE RUBBISH DUMP That the Local Authority recommends that Council work on plotting the expansion of the rubbish dump with Northern Land Council (NLC)	In progress	License has been sought from NLC for Lot221/A Update: 07 October 2020 The administration met with NLC lawyers on 28 September 2020, and was advised that NLC consultations in Minjilang will recommence in 2021. Update: 05 February 2021 The NLC has confirmed that consultations in Minjilang will restart in 2021. Update: 07 June 2021 The administration contacted the NLC on 7 June 2021 and is waiting on the NLC to confirm consultation dates. Update 11 August 2021 The Quantity Surveyor report has been completed and the administration is reviewing the cost estimate report to determine outcome. The NLC have been engaged to explore the extension of the existing Lot size to provide sustainable waste management in the future and we await outcome. Update 01 October 2021 NLC are reviewing the current agreements for the waste facilities. Update and advise on consultation dates expected by November 2021.	Technical Services/ CSM
05.11.2020	OCM173/2020 On the motion of Deputy Mayor Anna Egerton	SCOPE AND BUDGET FOR RECYCLING SERVICES Council considered the Minjilang Local Authority's recommendation for the administration to provide a	In progress	Update: 01 October 2020 A report providing options for recycling services is included in the agenda.	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
	Seconded Councillor James Marrawal	scope and budget for recycling services.		<p>Update: 05 February 2021 The administration is working closely with the Local Government Association of the Northern Territory (LGANT), which is currently developing a program for waste management for West Arnhem communities. Updates on recycling services will be forwarded to LA members as soon as they are received from LGANT.</p> <p>Update: 06 June 2021 Local Members to discuss the recycling services program at the next LA meeting.</p> <p>Update: 4 October 2021 Administration is liaising with Seaswift for transportation options of recycling from the community. The Quantity Surveyor report has been completed and the administration is reviewing the cost estimate report to determine outcome. Updates will be provided as determined.</p>	
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	FUNDING AND INSTALLATION OF STREET LIGHTS Council approved the allocation of \$ 30,804.15 of Local Authority funding as part of the funding for the installation of street lights at an estimated cost of \$70,261.88, and directed the administration to source for additional funding for the project.	In progress	<p>Update: 05 February 2021 The administration is trying to source for additional funding for this project.</p> <p>Update: 02 June 2021 A report has been prepared for the scope and budget for this meeting held on 10 June 2021</p> <p>Update 14 July 2021 Additional funding has been approved for the supply and installation of 6 x solar lights. Location for the installation has been approved by LA members. The administration is waiting on quotes to be received in order to raise a PO</p>	Technical Services/ CSM/ Office of CEO

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update 11 August 2021 A purchase order for the supply of the solar lights has been raised. The solar lights expected to be manufactured by 17th September and delivered to Darwin before being transported to Minjilang for installation.</p> <p>Update 01 October 2021 The completion date of manufacturing the solar lights has been delayed due to Covid 19 impact. Expected completion and delivery of lights to Darwin is 12 October 2021.</p>	
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	<p>INSTALLATION OF WELCOME SIGN AND STREET NAMES Council approved the allocation of Local Authority funding for:</p> <ul style="list-style-type: none"> The installation of a speed bump near the shop at an estimated cost of \$ 12,536.54.000. Council approved the allocation of Local Authority funding for putting up a big welcome sign in Minjilang at an estimated cost of \$ 8,072.32. 	In progress	<p>Update: 03 February 2021</p> <ul style="list-style-type: none"> The technical services team will commence works on these projects in February 2021. The technical services team is sourcing for quotes for the installation of street names, and will present a report at the next Local Authority meeting. <p>Update: 02 June 2021 A report has been prepared for 'Welcome Sign' design options to be presented at this meeting held on 10 June 2021</p> <p>The administration has raised a PO for the procurement for the 'Welcome to Minjilang' sign. Expected completion to be at the end of July</p> <p>Update 11 August 2021 Due to Covid 19 impacts there has been a delay with the manufacturing of the 'Welcome signs'. Expected to be completed by the end of August 2021.</p> <p>Update 01 October 2021 The 'Welcome' signs have been completed and delivered to Minjilang.</p>	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
05.11.2020	OCM173/2020 On the motion of Deputy Mayor Anna Egerton Seconded Councillor James Marrawal	SCOPE AND BUDGET FOR AIRPORT SHELTER UPGRADE Council considered the Minjilang Local Authority's recommendation for the administration to provide a scope and budget for: ○ The upgrading of the airport shelter.	In progress	Update: 01 October 2020 A report providing the scope and budget for this item is included in the agenda. Update: 05 February 2021 The administration is preparing a proposal that will be submitted to the Building Better Regions Fund (BBRF) program in March 2021. The BBRF is an Australian government infrastructure scheme that provides funding for projects in regional and remote areas. Update: 7 June 2021 A scope for this project will be included in the agenda for the next meeting scheduled for July 15 2021. Update 11 August 2021 A report has been prepared by the administration and will be presented at this LA meeting Update 01 October 2021 A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.	Technical Services/ CSM/ Office of CEO
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	AIRPORT UPGRADE Council directed the administration to write to DIP, and request the Department to divert \$ 39,515.00 of Local Authority funds to Council controlled projects to meet the cost of upgrading the airport shelter in Minjilang.	In Progress	Update: 04 February 2021 The technical services team is sourcing for quotes and will prepare a report for the next Local Authority meeting. Update: 06 June 2021	Technical Services/ CSM
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal	DISABILITY RAMP AND TOILET Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding:	In Progress		

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
	Seconded Councillor Dann Otto	<ul style="list-style-type: none"> • A disability ramp at the Council office in Minjilang. • A public toilet that caters for the disabled. 		The administration is working with the building certifier and architect to design a disabled ramp and convert the current toilets to a compliant disabled toilet to provide a scope of work and cost estimate. Update 11 August 2021 A report has been prepared by the administration and will be presented at the next LA meeting Update 01 October 2021 A report has been prepared by the administration and will be presented at the LA meeting.	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	10.1
Title:	CSM Report on Current Regional Council Services
File Reference:	966262
Author:	Chris Kelly, Chief Operating Officer

SUMMARY

This report will present the Minjilang Local Authority with an update on matters relating to current regional council services provided in the community, as prepared and presented by Council Services Manager (CSM) Cathy Makings.

BACKGROUND

All issues/ matters raised are to be discussed by Authority members, as detailed in the attached report.

COMMENT

The following report has been prepared by CSM Cathy Makings.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION

That the Authority notes the report.

ATTACHMENTS

- 1 CSM Report - LA Minjilang.pdf

Local Authority report

Minjilang
23/09/2021



Service Delivery

1. Attendance rates

1.1. Staff Attendance

The Minjilang Council department has averaged 53% attendance for the past 10 weeks. Staff currently away due to sorry business and 3 staff members are working in communities they are visiting. All required works have been completed in the community.

2. Administration Services

2.1. Administration

The Minjilang Council administration office was open from 8:30am to 4:30pm on each business day during the report period except for the below periods:

2.2. Post Office

Post Office services are provided by Minjilang Council administration staff during normal business hours. Mail was received, sorted and dispatched each business day.

- There has been a slow volume of mail coming through especially letters.

Post totals	427 kg
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2.3. Centrelink

The Minjilang Centrelink Office operates between 8:30am to 4:30pm each business day.

- WARC are currently awaiting response from Centrelink regarding a replacement computer for the Centrelink office.

2.4. Cleaning

Due to non-attendance from outdoor staff during this reporting period, collection of weekly garbage has been the main priority.

2.5. Visitor Accommodation

Total number of current visitor accommodation available is 8, and bookings can be made through Little Hotelier.

- Accommodation is fully booked most of the time

3. Wellbeing Services

3.1. Sport & Recreation

Sport & Recreation Staff attendance has been deficient impacting on the services provided.

- Daily programs include basketball and gymnastics.

- Wayne Glenn from SoundED spent a week working with the youth, to create a new video about Minjilang. Premier viewing to occur during NAIDOC Week celebrations.
- Simone Namarnyilk has returned to Gunbalanya, and we wish her well.
- School holiday program initiated with activities and afternoon tea.
- Community BBQ and disco was held on 01/07/21 for Territory Day, which was a great success.

Attendance totals	1791
-------------------	------

3.2. Early Learning

The Minjilang Crèche operated Monday to Friday, 8:00am to 2:30pm. Daily attendances of 3- 6 children.

- Congratulations to Belina Jackson and to Audrey Lee who have completed their Diploma of Early Childhood Education and Cert III Early Childhood Education and Carer.
- Audrey Lee has been assisting the Warruwi Crèche while she is there for sorry business.

Attendance totals	236
-------------------	-----

3.3. Aged Care

WARC provided support for 5 clients with the possibility that support will be available for more clients.

- Daily meals that are currently being prepared by the ALPA Store.
- Personal care / household tasks
- Sport & Rec kitchen has been upgraded and home cooked meals to clients can now be provided, as well as morning teas and craft days.
- A new commercial washing machine and dryer has been purchased and installed.

Total meals provided	339
----------------------	-----

3.4. Night Patrol

Night patrol services were provided on 68 of the 108 available nights between 9pm and 3am.

- Night Patrol have been kept busy during the past months with several unrests and fighting due to illegal alcohol in the community.

4. Community Works

4.1. Parks and Open Space

Generally the community is clean.

- Preparation is under way for the beginning of the wet season.
- Trees have been planted at the entrance to the community.

4.2. Roads

No major issues.

4.3. Waste

The landfill site has been managed well by staff who keep it clean.

- Kerbside pickups occurred on schedule on Mondays and Thursday of each week – total of 16 times.

- Hard rubbish is collected every 2 weeks – total 5 times.
- Staff have begun to make the landfill site more presentable with filling in the current pit and preparing a new replacement pit.

Total amount of waste removed from landfill	0kg
---	-----

4.4. Plant and equipment

- All plant and equipment working fine.

5. Essential Services

5.1. Power

- Nil interruptions.
- 2 genset services conducted.
- 22/05/21 – Scheduled power outage.

5.2. Water

- Water samples conducted as per scheduled review. All returned positive readings.
- Bore pumps (hours and volumes) readings taken on 50 occasions.

5.3. Sewage

- Sewer lift pumps (hours and volumes) readings taken on 54 occasions.
- Pond gates scraped on 8 occasions.

5.4. Airfield

68 Daily inspections were undertaken by the ARO. No significant issues were noted. The works crew:

- Slashed the runway shoulders and fence perimeter on 1 occasion.
- No interruption to services.

6. Trade Services

6.1. Scheduled Servicing

- Mechanic from Jabiru serviced vehicles between 09/08/21 – 13/08/21
- Advance Sporting arrived to mark the basketball courts.

6.2. Unplanned Maintenance

- Electrician – Flash One Energy Solutions has been out to repair vandalism damage to the office.

7. Community

7.1. Local Authority projects

- **Current** – LA funded trees have been planted at the entrance of the community, playground and fruit trees in the Community Care garden. Upgrading of the outdoor basketball court has now been completed with laying of new surface outstanding. The children are enjoying their nightly games.
- **Future** – LA funded welcome sign, pathway solar lights and fencing around the council office to keep animals at bay.

7.2. Other projects

- **Opportunities** – Airport Shelter.
- **Current** – Road works and mowing currently under way.
- **Future** – Adjusted fencing around community cemetery and WARC elected members board of recognition.

7.3. Community meetings and events

- Community NAIDOC Week celebrations held on Friday 09/07/21 was a huge success, with about 100 community members attending. The launch of the Minjilang Music Video, held the same day with the video launched onto YouTube. It view it on <https://youtu.be/rEqDs3Rp5GU>.
- Father's Day Community Breakfast held on Sunday 5th September. Fathers were presented with bacon and eggs and a box of chocolates.



- WARC assisted with the clinic to hold a community COVID-19 vaccinations on Friday 30/07/21.

Total amount of meetings and events attended by the CSM	6
---	---

7.4. Community key focus areas

- Illegal home brewing still happening in the community.
- Local government election 2021 completed with the election of Henry Guwiyul representing Minjilang. Congratulations Henry.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	13.1
Title:	Financial Report to August 2021
File Reference:	946313
Author:	Michael Connell, Finance Officer; Andrew Shaw, Finance Manager

SUMMARY

This Financial Report for the year to date period 1 July to 31 August 2021, two months of the financial year, is prepared for the Minjilang Local Authority.

BACKGROUND

This Financial Reports include the following attachment:

- Graphical Finance Presentation

The report is to be read in conjunction with the graphical presentation attachment.

COMMENT

The Local Authority members are encouraged to discuss the Finance Report for the period ended 31 August 2021. The report covers all of the activities within the Minjilang Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Service activities. Additionally, there are some projects that are funded from Council's own money.

A summary of the total Minjilang income and expenditure is shown below.



Actuals v Budget by Reporting Group

as at 31 Aug 2021

Description	TOTAL MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	17,662	17,662	-	-	105,974	17%
62 - Income Council Fees and Charges	3,307	2,167	1,140	53%	13,000	25%
63 - Income Operating Grants	186,635	80,400	106,235	100%+	482,400	39%
65 - Income Allocation	15,615	26,433	(10,819)	(41%)	158,600	10%
66 - Other Income	1,865	1,100	765	70%	6,600	28%
67 - Income Agency and Commercial Services	141,301	152,019	(10,717)	(7%)	912,111	15%
Total Operational Revenue	366,385	279,781	86,604	31%	1,678,685	22%
Operational Expenditure						
71 - Employee Expenses	261,432	325,101	(63,669)	(20%)	1,949,558	13%
72 - Contract and Material Expenses	54,059	63,569	(9,510)	(15%)	382,014	14%
73 - Finance Expenses	370	333	37	11%	2,000	19%
74 - Travel, Freight and Accom Expenses	25,788	24,964	824	3%	149,782	17%
76 - Fuel, Utilities & Communication	48,794	46,049	2,745	6%	276,292	18%
79 - Other Expenses	70,423	74,001	(3,578)	(5%)	393,778	18%
Total Operational Expenditure	460,867	534,017	(73,150)	(14%)	3,153,423	15%
Total Operational Surplus / (Deficit)	(94,482)	(254,236)	159,754	63%	(1,474,737)	6%
Capital Income						
68 - Income Capital Grants and Contributions	185,882	90,000	95,882	100%+	90,000	100%+
Total Capital Income	185,882	90,000	95,882	100%+	90,000	100%+
Capital Expense						
33 - Capital Expenditure	26,800	90,000	(63,200)	(70%)	90,000	30%
Total Capital Expense	26,800	90,000	(63,200)	(70%)	90,000	30%
Total Capital Surplus / (Deficit)	159,082	-	159,082	100%	-	100%
Net Surplus / (Deficit)	64,600	(254,236)	318,836	100%+	(1,474,737)	0%

STATUTORY ENVIRONMENT

Section 17 of the *Local Government (General) Regulations 2021* outlines the requirements for financial reporting to Council.

POLICY IMPLICATIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to goal 2 as outlined in the *Regional Plan and Budget 2021-2022*.

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

Systems and processes that support the effective and efficient use of financial and human resources.

Objective 2.1

An effective, efficient and accountable Regional Council.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Minjilang Local Authority notes and receives the Financial Report for the year to date period, July to August 2021.

ATTACHMENTS

- 1 Graphical Finance Presentation Minjilang - Aug 2021.pdf



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 31st August 2021.**

Actual v Budget – Operational – July to August 2021

Actuals v Budget by Reporting Group as at 31 Aug 2021

Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Operational Revenue				
61 - Income Rates and Charges	17,662	17,662	-	-
62 - Income Council Fees and Charges	3,307	2,167	1,140	53%
63 - Income Operating Grants	186,635	80,400	106,235	100%+
65 - Income Allocation	15,615	26,433	(10,819)	(41%)
66 - Other Income	1,865	1,100	765	70%
67 - Income Agency and Commercial Services	141,301	152,019	(10,717)	(7%)
Total Operational Revenue	366,385	279,781	86,604	31%
Operational Expenditure				
71 - Employee Expenses	261,432	325,101	(63,669)	(20%)
72 - Contract and Material Expenses	54,059	63,569	(9,510)	(15%)
73 - Finance Expenses	370	333	37	11%
74 - Travel, Freight and Accom Expenses	25,788	24,964	824	3%
76 - Fuel, Utilities & Communication	48,794	46,049	2,745	6%
79 - Other Expenses	70,423	74,001	(3,578)	(5%)
Total Operational Expenditure	460,867	534,017	(73,150)	(14%)
Total Operational Surplus / (Deficit)	(94,482)	(254,236)	159,754	63%
				(1,474,737)
				6%







Actual v Budget – Capital – July to August 2021

Actuals v Budget by Reporting Group as at 31 Aug 2021

Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Capital Income				
68 - Income Capital Grants and Contributions	185,882	90,000	95,882	100%+
Total Capital Income	185,882	90,000	95,882	100%+
Capital Expense				
33 - Capital Expenditure	26,800	90,000	(63,200)	(70%)
Total Capital Expense	26,800	90,000	(63,200)	(70%)
Total Capital Surplus / (Deficit)	159,082	-	159,082	100%
Annual Budget				
				100%+
				100%+
				30%
				30%
				100%

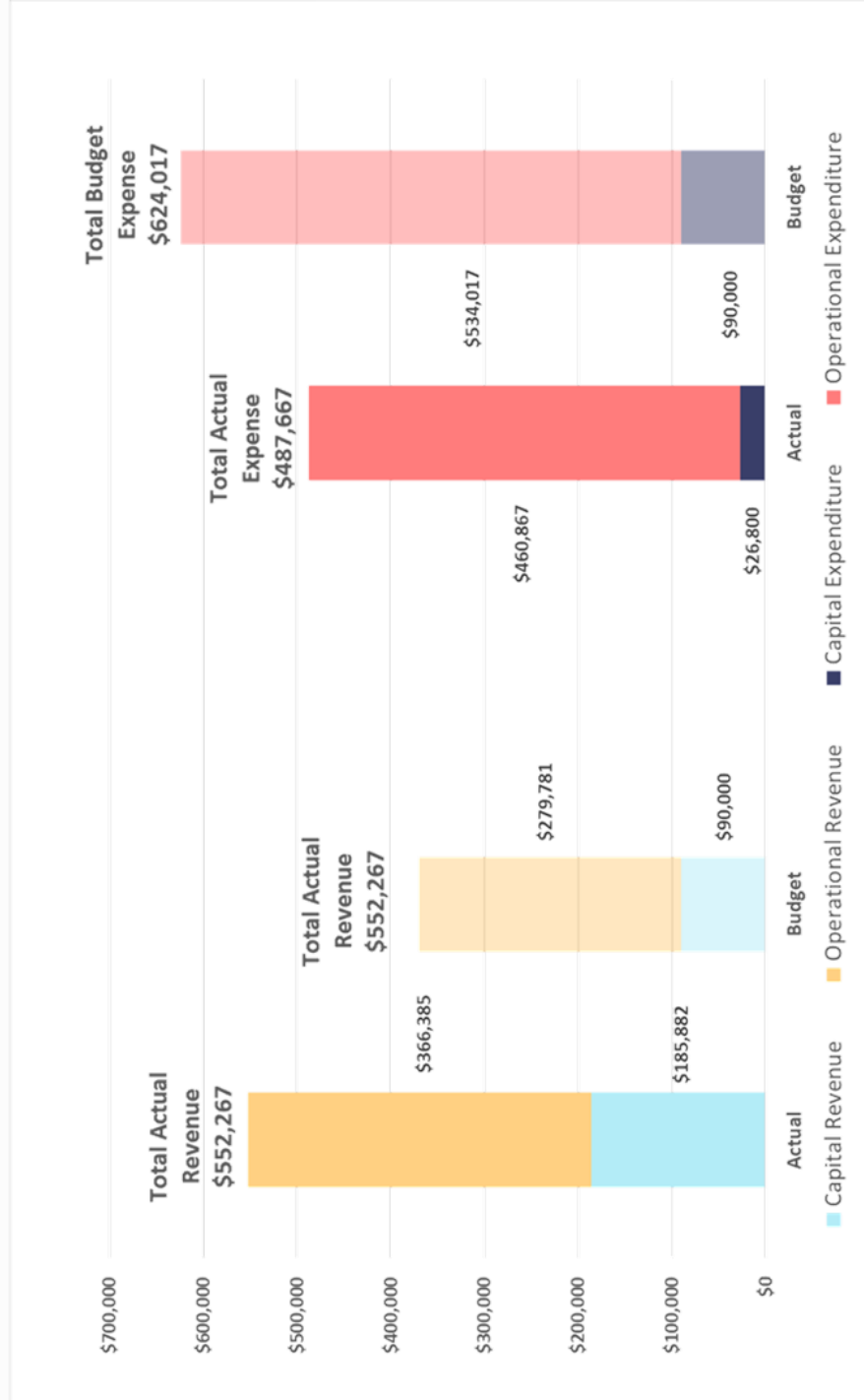
Legend:

-  Unfavourable variance over \$25,000
-  Unfavourable variance under \$25,000
-  Favourable variance
-  Variance over \$300,000





Actual v Budget – Minjilang – July to August 2021



Council Funded Projects – July to August 2021

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.08.2021
5230.04 - Upgrade Bathroom/Ceiling Staff House Lot 235 - COMPLETED	39,340	FY 20/21	-	(39,340)	-	0
5231.04 - Upgrade Bathroom/Toilet Staff House Lot 234 - COMPLETED	9,722	FY 20/21	-	(9,722)	-	0
5232.04 - Replace External Cladding 100A - COMPLETED	11,618	FY 20/21	-	(11,618)	-	0
5260.04 - Purchase Side by Side Buggy - COMPLETED	30,644	FY 20/21	-	(30,644)	-	0
5187.04 - Council Contribution - Basketball Court Upgrade	147,000	FY 20/21	-	(139,972)	(7,028)	0
5188.04 - Replace veranda handrails and balustrade - Council Office	36,071	FY 19/20	(16,291)	-	-	19,780
5200.04 - Fencing for New Cemetery	30,000	FY 20/21	-	-	-	30,000
5263.04 - Purchase Hilux 4x2 Dual Cab	50,801	FY 20/21	-	(49,749)	-	1,052
5264.04 - Purchase Commercial Washer and Dryer	20,000	FY 20/21	-	(6,919)	(423)	12,658
5269.04 - Replace Kitchen Staff House Lot 234	15,968	FY 20/21	-	(14,993)	-	975
Capital Reserve Balance	391,164		(16,291)	(302,957)	(7,451)	64,467



Grant Funding – Local Authority Projects – July to August 2021

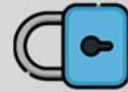
Grant Funding - Local Authority Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2021-22	Cash Balance as at 31.08.2021
Local Authority Projects (LAP) 2020-21 Project Funding \$36,900 - not yet allocated (**Note: funds received on 04 June 2021)	36,900	FY 20/21	36,900	-	-	36,900
LAP - Shrubs and Trees for Playground	5,000	FY 19/20	5,000	(4,224)	-	776
LAP - Bin Surround	3,000	FY 19/20	3,000	(2,781)	-	219
LAP - Public BBQ and Shelter COMPLETED	78,075	FY 19/20	78,075	(64,346)	-	13,729
LAP - Elected Members Board of Recognition	2,068	FY 20/21	2,068	-	-	2,068
LAP - Speed Bump near Shop	12,537	FY 20/21	12,537	-	-	12,537
LAP - Welcome Sign	8,072	FY 20/21	8,072	-	-	8,072
LAP - Solar Lights	70,258	FY 20/21	70,258	-	-	70,258
LAP - Animal Management Program	2,940	FY 20/21	2,940	-	-	2,940
TOTAL LOCAL AUTHORITY PROJECTS	218,850	-	218,850	(71,351)	-	147,500

Available to spend



Grant Funding – Community Projects – July to August 2021

Grant Funding - Community Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure Prior years	Expenditure to date 2021-22	Cash Balance as at 31.08.2021
Local Roads and Community Infrastructure Program	-	FY 20/21	-	(181)	-	-
Upgrade Minjilang Basketball Court	146,026	FY 19/20	97,811	-	(19,772)	78,039
Commonwealth Home Support Program (CHSP)	6,000	FY 19/20	1,610	-	(11,249)	-
NT Jobs Package - Aged Care	-	FY 19/20	-	-	(3,975)	-
Night Patrol	-	FY 19/20	-	-	(20,609)	-
Safety and Wellbeing - Sport and Recreation	-	FY 19/20	-	-	(36,549)	-
Remote Sport Program	-	FY 19/20	-	-	-	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 19/20	-	-	-	-
Manage Crèche	445,500	FY 19/20	179,218	-	(101,456)	77,761
Australia Day Grant	-	FY 20/21	-	-	-	-
Night Patrol Covid-19 Booster Program	-	FY 20/21	-	-	(40,059)	-
TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	-	FY 20/21	-	-	(4,308)	-
TOTAL COMMUNITY PROJECTS	597,526		278,639	(181)	(237,977)	155,800





Asset Additions– August 2021

- No new Assets were commissioned during August 2021.



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	13.2
Title:	Local Authority Funding
File Reference:	946460
Author:	Michelle Hillman, Manager Business Development

SUMMARY

Project funding is provided each year from the Department of Local Government, Housing and Community Development for Minjilang Local Authority. This report provides an update on the status of this funding.

BACKGROUND

The Minjilang Local Authority is allocated funding each financial year by the Department of Local Government, Housing and Community Development for projects of local importance as identified by the Local Authority membership.

Unspent funds as 31 August 2021: \$110,599

Unallocated funds as at 30 June 2021: \$13,729

2020-21 LAPF Grant, received on 4 June 2021: \$36,900

Funding from previous years has been allocated to complete the projects detailed in the table below. These projects have been endorsed by Council and works have commenced on some.

Minjilang	
Project	Allocated Funding balance as at 31 August 2021
Shrubs and trees for playground	\$776
Bin surrounds	\$219
Elected Members Board of Recognition	\$2,068
Speed bump near shop	\$12,537
Welcome sign	\$8,072
Solar lights	\$70,258
	\$13,729*
Public BBQ and Shelter	
Animal Management Program	\$2,940
TOTAL	\$110,599

***NOTE:** The approved budget for the Public BBQ and Shelter was \$78,075.

This project is now completed with total expenditure of \$64,346 – leaving a surplus of funds in hand of \$13,729.

Approval was received by Council (OCM 15/2021) to reallocate these funds, which at the time was projected to be \$19,179. However, following this approval and the processing of all invoices for the BBQ Shelter project, the final underspend for re-allocation is actually \$13,729.

COMMENT

2020-21 funding of \$36,900, received on 4 June 2021, will need to be fully expended within two years of receipt by 4 June 2023.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Minjilang Local Authority notes the report, and recommends that \$13,729 of unutilised funds for the completed barbeque shelter project is reallocated to projects yet to be advised.

ATTACHMENTS

- 1 Local Authority Project Funding Certification Minjilang 30 June 2021.pdf

West Arnhem Regional Council

CERTIFICATION OF 2020-2021 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Minjilang Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2021

LAPF Grant 2020 - 21	\$36,900.00
Previous acquittal balance	\$71,725.41
Total Income	\$108,625.41
Total Expenditure	\$3,487.77
Surplus / (Deficit) as at 30 JUNE 2021	\$105,137.64

The following projects, utilising the surplus quoted above, have been committed for Minjilang Local Authority funding.

Minjilang	
Project	Committed Funding
Shrubs and Trees for Playground	\$776.46
Elected Members Board of Recognition	\$2,068.00
Speed bump near ALPA Store	\$12,536.54
Welcome Sign	\$8,072.32
BBQ Shelter	\$13,728.97
Bin surrounds	\$219.42
Solar Lights	\$30,835.93
TOTAL	\$68,237.64

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 and the Local Government (Accounting) Regulation; and* Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No

Certification report prepared by Brooke Meredith 30/08/2021

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 (to be held on) 13/10/2021 Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) 14/10/2021 Copy of minutes attached (TBA).

CEO or CFO

P. Findley

.....28./10/2021

DEPARTMENTAL USE ONLY

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

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__

Department of the Chief Minister and Cabinet - optional

<Date Month Year> | Version X - optional

Page 2 of 2

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 10 JUNE 2021

Agenda Reference:	14.1
Title:	Presentation – Services Australia
File Reference:	970267
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide the Minjilang Local Authority with a list of presentations to be made by representatives of various entities and organisations.

BACKGROUND

At various times, presentations are made so that issues relating to the Minjilang community can be raised and information shared.

COMMENT

Rachael Cortes from Services Australia (formerly known as Centrelink) will be making a presentation at today's meeting. The presentation will focus on how Services Australia can help to enhance the provision of vulnerable people in West Arnhem communities.

STRATEGIC IMPLICATIONS

The presentation will provide community members with information that is aligned to goal 1 in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT

Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.

Objective 1.1	Communication that engages the community.
Objective 1.3	Efficient and effective community service delivery.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That the Minjilang Local Authority notes the presentation.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	15.1
Title:	Minjilang Local Authority Projects Update
File Reference:	956063
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

The purpose of this report is to provide the Minjilang Local Authority with a progress update of the current Local Authority projects in the community.

BACKGROUND

The Minjilang Local Authority is allocated funding each financial year by the Department of Local Government, Housing and Community Development for projects of local importance as identified by the Local Authority membership.

The below projects have been approved by the Local Authority and are in progress.

COMMENT

The following is an overview of the current status of the Local Authority projects.

Project	Project Description	Anticipated completion
Minjilang Elected Members Honour Board	Supply Elected Members Board of Recognition. The honour board has been manufactured and delivered to Minjilang.	Projected completed. CSM to advise on installation
Welcome to Minjilang signs	Supply and install two (2) 'Welcome to Minjilang' signs with artwork at the Airport and the Township entrance. The signs have been manufactured and delivered to Minjilang.	Projected completed. CSM to advise on installation
Solar street lights	For the supply and installation of 6 x pathway solar lights. Solar lights are currently in production. Expected to be delivered to Darwin on the 12 th October and transported to Minjilang	Delivery date to Minjilang is expected 25 th October
Animal Management Program	For the delivery of a Community Veterinary Animal Management Program. The administration has re-released a tender for public invitation due to no submissions	Tender closes Friday 8 th October for assessment. Expected to be awarded by 15 th October

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the objectives in goals 3 of the *Regional Plan and Budget 2021-2022* as outlined below:

GOAL 3 LOCAL INFRASTRUCTURE	
<i>Well maintained and enhanced built and natural environment.</i>	
Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That the Local Authority notes the report.

ATTACHMENTS

There are no attachments for this report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	15.2
Title:	Minjilang Airport Shelter Upgrade
File Reference:	968921
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

To provide the Minjilang Local Authority a proposal to upgrade the airport shelter

BACKGROUND

The Minjilang Local Authority has requested the administration to scope and budget the upgrade of the existing airport shelter.

The airport shelter was constructed 30 years ago and has not had any repairs or upgrades.

The shelter is used by locals and visitors as a waiting area for departures and arrivals.

COMMENT

The shelter structure will require minor works to be a practical waiting area to accommodate departures and arrivals.

The upgrade will include:

- Roofing
- Purlins
- Gutters
- Downpipes
- Painting
- Seating
- Stairs and handrails
- Concrete path

Due to cultural sensitivity, the administration is taking into account that a separate seating area for males and females is required. This will entail the construction of a solid half high wall in the middle of the airport shelter.

Below table includes scope of works and cost breakdown

ITEMS	DESCRIPTION	AMOUNT
Establishment costs	Contractor expenses- flights and accommodation	\$15,000
Demolition	Roof, gutters, downpipes, seating, stairs	\$6,000
Construction	Roof structure- purlins, sheets, downpipes, gutters, high solid wall, seating, steps and handrails	\$27,000
Painting	All steel work, downpipes, decking, seating	\$18,000
Concrete	1.5 mtr path around the shelter	\$12,000
Barge costs	Plant and material	\$10,000
Total estimated cost		\$88,000

Note: West Arnhem Regional Council does not have a lease agreement with NLC or DIPL for a license to maintain the airport facilities.

Maintenance requests are issued by DIPL to WARC to carry out maintenance works to the airstrip.

Attached are mock up photos and the floor layout which indicates the extent of the proposed works.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the objectives in goals 3 of the *Regional Plan and Budget 2021-2022* as outlined below:

GOAL 3 LOCAL INFRASTRUCTURE	
<i>Well maintained and enhanced built and natural environment.</i>	
Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

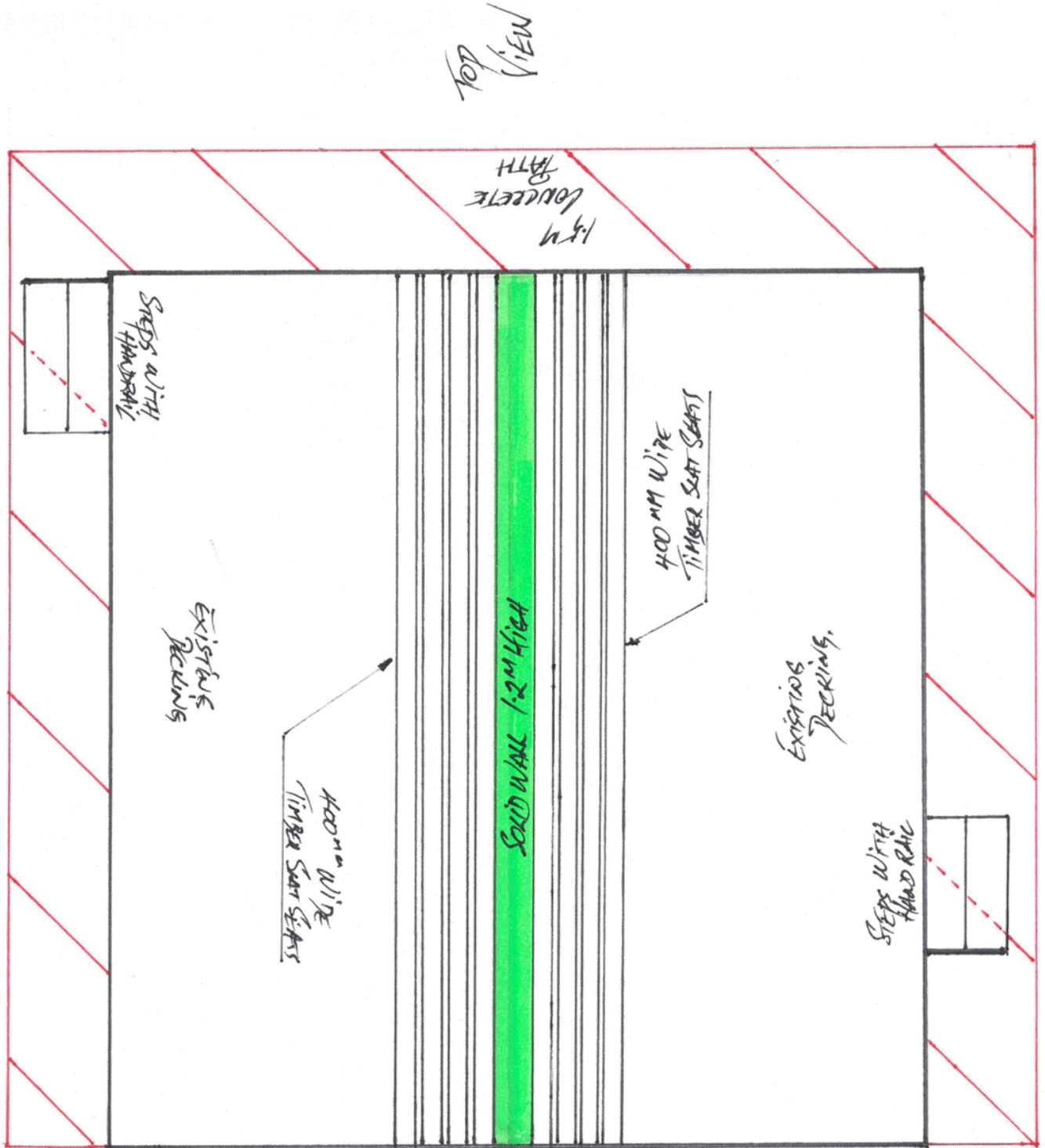
That the Local Authority:

- **Notes the report;**
- **Reviews this project and recommends whether it should be prioritized over other projects discussed during this meeting; and**
- **Directs the administration to try and seek additional funding for the Minjilang Airport upgrade at an estimated cost of \$88,000.**

ATTACHMENTS

- 1 airport shelter.pdf
- 2 floor layout.pdf





WARRUWI
AIRPORT
BUILDING.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	15.3
Title:	Minjilang Council Office Disabled Access Ramp and Toilet
File Reference:	969011
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

The purpose of this report is to provide to the Minjilang Local Authority a proposal to scope and budget to install a disabled access ramp to the Council office and construct a disabled toilet.

BACKGROUND

OCM197/2020 Council has directed the administration to provide a scope and budget in anticipation of future Local Authority funding to provide for a disabled access ramp to the Council office and a disabled toilet for public use.

COMMENT

DISABLED RAMP

The administration has prepared a scope and cost estimate to construct a disabled ramp based on initial site inspection and the guidelines of the Building Code of Australia (BCA)

The disabled ramp will be constructed at the board room end of the Council building as it provides safe access and complies with the BCA and Australian Standards requirements for a disabled ramp.

Key design requirements for a compliant and certified disabled ramp

- Meets the minimum grade requirement 1:14
- Has a continuous path of travel from the Council entrance to the ramp.
- The ramp will feature handrails to both sides at the appropriate height
- Landing areas with tactile indicators to be installed at the bottom and top of the ramp.
- An estimated cost has been prepared for the supply, certification/ permits, structural and installation of the ramp.

The below cost breakdown is based on the above assumptions. Actual construction costs to be determined based on approved design drawings and documentation

QUANTITY	SCOPE OF WORKS	COSTINGS
1	Structural design drawings	\$3,000
1	Supply and install new disabled ramp	\$50,000
2	Construct concrete landings	\$5,000
2	Supply and install handrails	\$25,000
3	Supply and install tactile flooring	\$2,000
3	Supply and install ramps and rails to entry doors	\$4,500
1	Building certification/ permits	\$7,000
	Total cost estimate	\$96,500

Note: The building certifier will undertake a preliminary site inspection and confirm the exact scope requirements to determine whether the Council office will need to be upgraded as part of the disabled ramp compliance.

DISABLED TOILET

The administration has prepared a scope and cost estimate to construct a compliant disabled toilet at the Minjilang Council building.

The scope involves modifying and changing one of the shower rooms in each of the male and females to a disabled toilet. This will entail new wall partition, door, handrails, toilets and hand basins.

The administration has determined the existing shower/ toilets at the Minjilang Office as the most practical and cost effective location and solution rather than a stand-alone toilet block. This will ensure the construction costs are minor and the disabled toilet is accessed directly in line with the disabled ramp.

Key benefits of modifying the existing toilet to a disabled toilet

- No new electrical or plumbing services are required
- No site servicing plans or PWC approvals are required
- No additional footpath or access ramp required
- No new building construction is required
- NLC approvals or AAPA clearances is not required
- No structural drawings required

The below cost breakdown is based on the above assumptions. Actual construction costs to be determined based on approved design drawings and documentation

QUANTITY	SCOPE OF WORKS	COSTINGS
1	Supply design drawings	\$3,000
1	Supply and install new male disabled toilet	\$30,000
1	Supply and install new female disabled toilet	\$30,000
2	Supply and install ramps to entry doors	\$4,500
1	Building certification/ permits	\$7,000
	Total cost estimate	\$80,000

Total construction costs for the disabled ramp and disabled toilet projects is \$176,500

Note: An initial outlay of \$25k is required for the ramp and toilet certified drawings.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the objectives in goals 3 of the *Regional Plan and Budget 2021-2022* as outlined below:

GOAL 3 LOCAL INFRASTRUCTURE	
<i>Well maintained and enhanced built and natural environment.</i>	
Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements

VOTING REQUIREMENTS

Simple majority

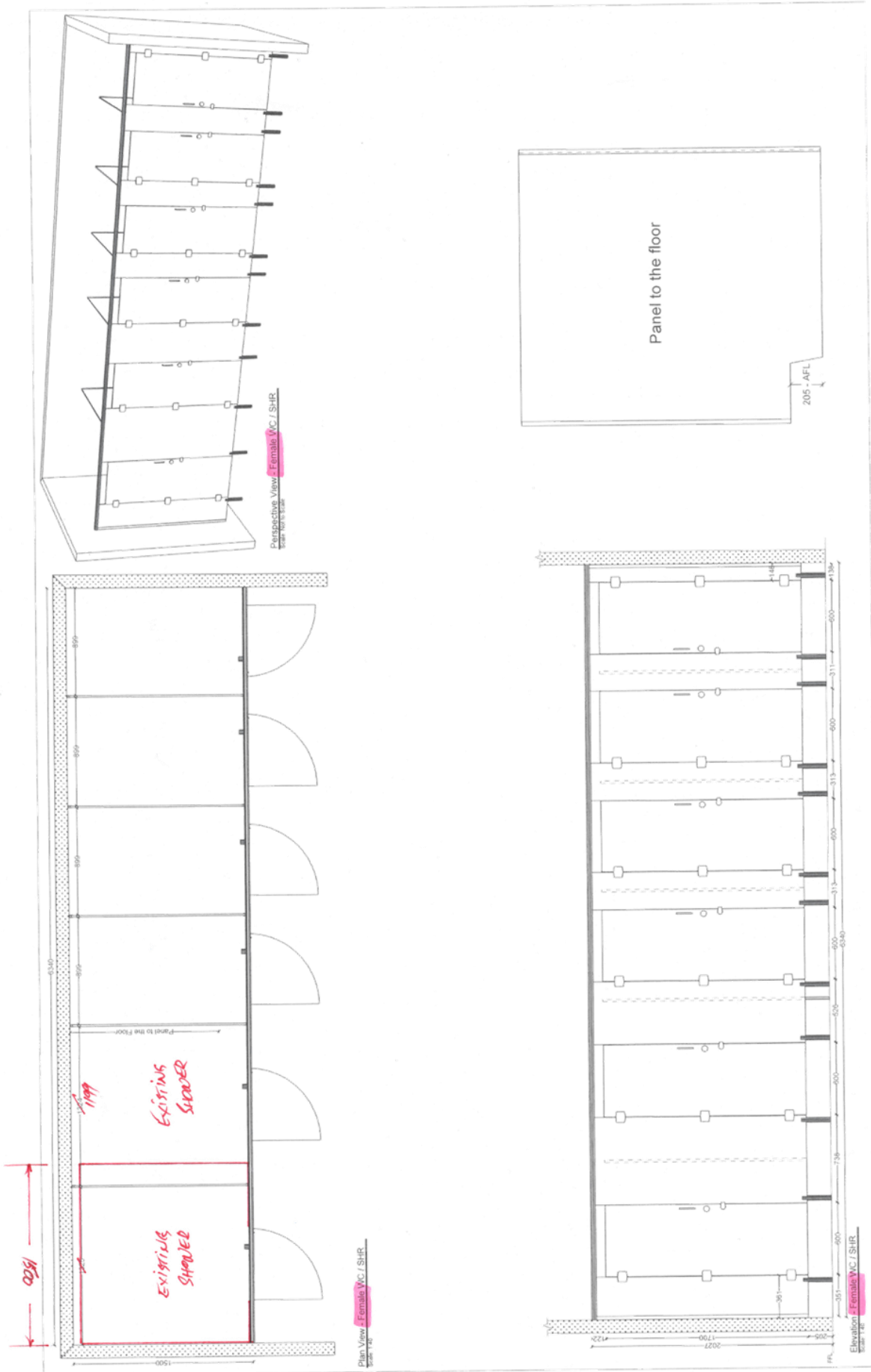
RECOMMENDATION:

That the Local Authority:

- **Notes the report;**
- **Reviews this project and recommends whether it should be prioritized over other projects discussed during this meeting;**
- **Directs the administration to try and seek additional funding for this project at an estimated cost of \$176,500; and**
- **Considers the allocation of \$25,000 of future Local Authority funding to meet costs for the architectural and structural drawings for this project.**

ATTACHMENTS

- 1 Bathroom floor layout.pdf**
- 2 disabled toilet shower modification.pdf**
- 3 example of disabled ramp.pdf**
- 4 Minjilang Council proposed disabled ramp.pdf**











WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 14 OCTOBER 2021

Agenda Reference:	15.4
Title:	Minjilang Airport Flushable Toilet
File Reference:	956920
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

The purpose of this report is to provide to the Minjilang Local Authority a proposal to scope and budget to upgrade the airport facilities by constructing a flushable toilet.

BACKGROUND

During the last Local Authority meeting held 10th June 2021, the administration presented an Eco toilet design to the Minjilang Local members to consider as a toilet option.

The Local Authority, made the decision for the administration to further explore the possibility of sourcing a flushable toilet system with separate male and female toilets.

COMMENT

The administration has sought a custom built toilet to be manufactured for the project in order to function as a conventional flushable toilet.

The design feature will consist of a septic tank set up combined with a solar pump system, connected to a bore pump and to the structural blockwork toilet.

The toilet block will have sewerage and water services connected and operate like a conventional toilet (flushable).

The solar product and septic tank is used on all off grid projects on remote sites that have no plumbing or electrical services.

The proposed ablution block will be constructed in blockwork and consist of separate male and female toilets fitted with wash basins.

Key design features include

- 3000ltr holding tank
- Pump out pit
- Absorption trench
- Solar septic pump
- Batteries
- 2000ltr water tank
- Pressure pump solar system

Ongoing maintenance - timeframe to be determined upon usage

- Sewerage pump out costs (from Darwin)
- Ongoing maintenance of equipment
- Water tanks to be refilled when empty

The expected timeframe from confirmation of order is 10 weeks.

The costs estimates provided by the administration is based on supplier technical data and designs that are suitable for the site conditions and similar systems in other remote regions.

Below table includes scope of works and cost breakdown for the septic tank/ solar system and the construction of a blockwork toilet.

STRUCTURAL ABLUTION BLOCK	DESCRIPTION	AMOUNT
1.0	Design and documentation	\$15,000
1.1	Site preparation	\$20,000
1.2	Water and sewerage plumbing connections	\$20,000
1.3	Water tank/ guttering and stand	\$20,000
1.4	Structural construction	\$80,000
1.5	Internal fit out	\$30,000
Total construction costs		\$185,000
SEPTIC TANK/ SOLAR SYSTEM		
2.0	Site preparation	\$15,000
2.1	Install plumbing and equipment	\$20,000
2.2	Install solar system for septic tank	\$15,000
2.3	Install solar system for water pressure pump	\$15,000
2.4	Install water tank and pressure pump	\$15,000
	Install septic tank system	\$20,000
2.5	Connect to blockwork plumbing	\$5,000
2.6	Commissioning	\$5,000
Total solar system costs		\$110,000
TOTAL ESTIMATED COSTS	Costs for blockwork toilet and solar system	\$295,000

TOTAL construction costs including certification is \$295,000

Note: NLC and AAPA fees have not been included in the actual construction costs. These will be determined once EOI applications have been lodged. The below prices have been determined from past submissions.

NLC consultation and approvals \$5,000
 AAPA clearance and certificates \$30,000

Attached toilet block floor layout and solar system.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

WARC purchasing policy

FINANCIAL IMPLICATIONS

Project funding is provided each year from the Department of Local Government, Housing and Community Development for Minjilang Local Authority

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the objectives in goals 3 of the *Regional Plan and Budget 2021-2022* as outlined below:

GOAL 3 LOCAL INFRASTRUCTURE	
<i>Well maintained and enhanced built and natural environment.</i>	
Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

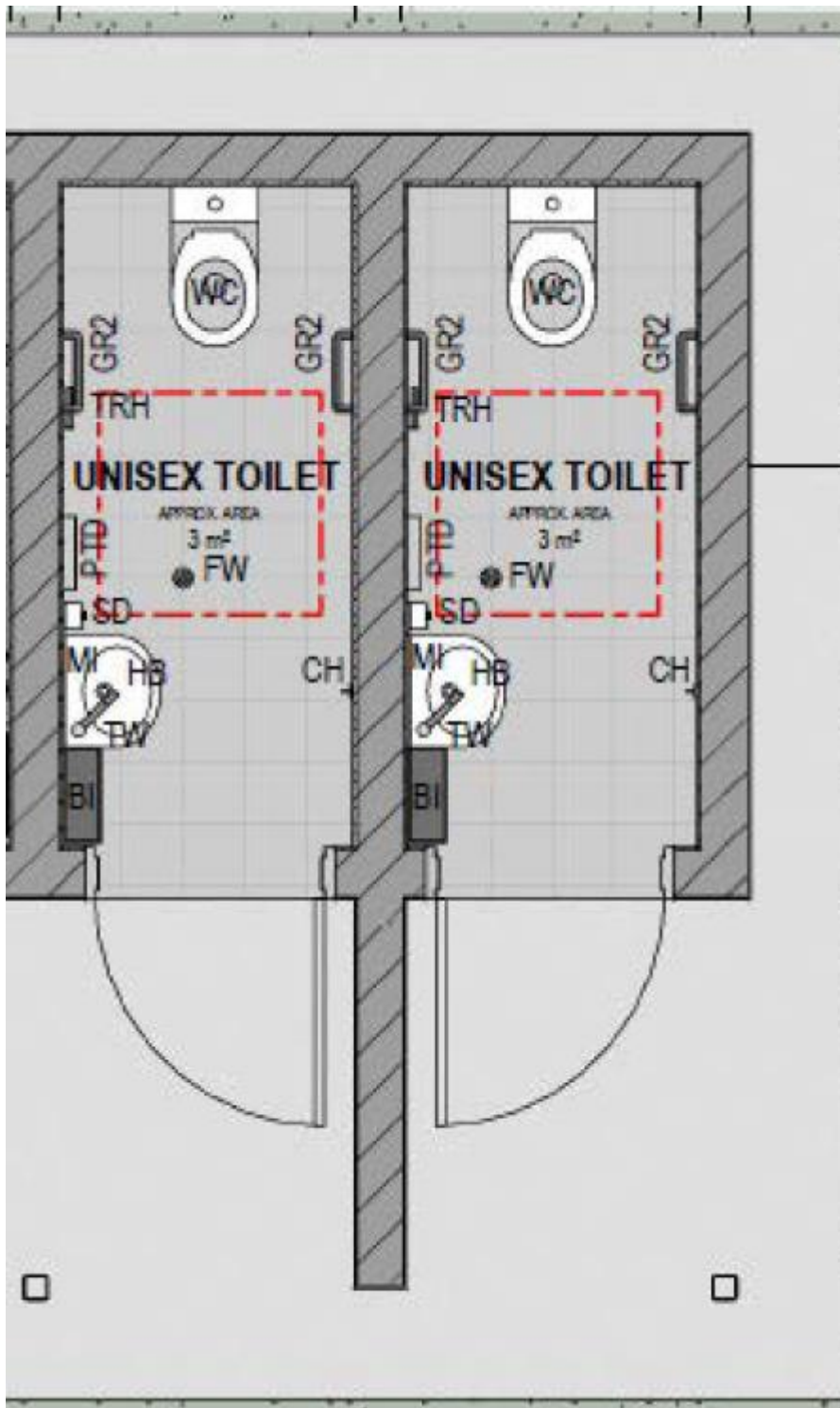
That the Local Authority:

- **Notes and the report;**
- **Reviews this project and recommends whether it should be prioritized over other projects discussed during this meeting; and**
- **Directs the administration to try and seek additional funding for the construction of a flushable toilet at the Minjilang airport at an estimated cost of \$330,000.**

ATTACHMENTS

- 1 Minjilang Airport Flushable Toilet.pdf
- 2 toilet floor plan.PNG





WEST ARNHEM REGIONAL COUNCIL
FOR THE MINJILANG LOCAL AUTHORITY MEETING

14 OCTOBER 2021