



WEST ARNHEM



REGIONAL COUNCIL



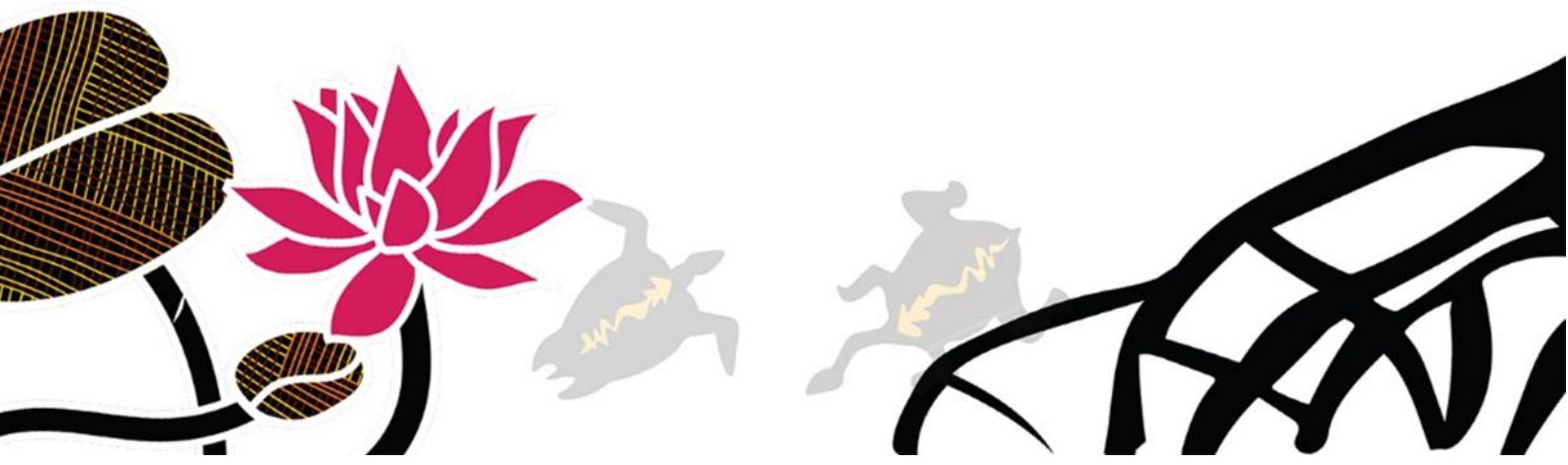
MINJILANG

WEST ARNHEM REGIONAL COUNCIL

LOCAL AUTHORITY MEETING

AGENDA

THURSDAY, 25 NOVEMBER 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, 25 November 2021 at 10:00 am.

Daniel Findley
Chief Executive Officer

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	
2	PERSONS PRESENT	
3	APOLOGIES	
3.1	Apologies and Leave of Absence	6
4	ABSENT WITHOUT NOTICE	
4.1	Absent Without Notice	7
5	ACCEPTANCE OF AGENDA	
5.1	Acceptance of Agenda	8
6	DECLARATION OF INTEREST OF MEMBERS OR STAFF	
6.1	Disclosure of Interest of Members or Staff	9
7	CONFIRMATION OF PREVIOUS MINUTES	
7.1	Confirmation of Previous Local Authority Meeting Minutes - 14 October 2021	10
7.2	Confirmation of Previous Local Authority Meeting Minutes - 10 June 2021.....	16
8	COUNCIL'S RESPONSES - LOCAL AUTHORITY ISSUES	
	<i>Nil</i>	
9	LOCAL AUTHORITY ACTION ITEMS	
9.1	Review of Local Authority Action Items	23
10	CSM REPORT ON REGIONAL COUNCIL SERVICES	
10.1	CSM Report on Current Regional Council Services	30
11	SERVICE DELIVERY	
	<i>Nil</i>	
12	REGIONAL COUNCIL SERVICE DELIVERY - COMPLAINTS	
	<i>Nil</i>	
13	FINANCE REPORT	
13.1	Financial Report to October 2021.....	35
14	VISITOR PRESENTATIONS	
	<i>Nil</i>	
15	GENERAL ITEMS	
15.1	Local Authority Funding	46
15.2	Minjilang Local Authority Summary of Projects.....	47
15.3	Minjilang Airport Shelter Upgrade.....	51
15.4	Minjilang Council Office Disabled Access Ramp and Toilet	54

15.5	Minjilang Airport Flushable Toilet.....	59
15.6	Local Authority Meeting Dates - 2022.....	63

16 NEXT MEETING

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 25 NOVEMBER 2021

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	975021
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 25 November 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 25 November 2021.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	975455
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 25 November 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 25 November 2021.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	975458
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Minjilang Local Authority meeting of 25 November 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 25 November 2021 as circulated be accepted.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	975460
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 25 November 2021.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	7.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 14 October 2021
File Reference:	975464
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 14 October 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 14 October 2021 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2021.10.14 Minjilang Local Authority Minutes.pdf



Minutes of the West Arnhem Regional Council Local Authority Meeting
 Thursday, 14 October 2021 at 9:00 am
 Council Chambers, Minjilang

Chairperson Mathew Nagarlbin declared the meeting open at 9:00 am, welcomed all in attendance and acknowledged the Traditional Owners.

APPOINTED MEMBERS PRESENT

Chairperson	Mathew Nagarlbin
Member	Shane Wauchope
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 (video conference)
Chief Operating Officer (Acting)	Jesse Evans
Governance and Risk Advisor	Doreen Alusa
Council Services Manager	Cathy Makings
Building and Civil Coordinator	Loukas Gikopoulos
Finance Manager	Andrew Shaw

VISITORS PRESENT

Regional Network and Department of Chief Minister and Cabinet	Colvin Crowe
Services Australia	Rachael Cortes (teleconference)
Services Australia	Karina Brink (teleconference)

Minute note: As a quorum was not achieved, this was a provisional meeting in accordance with clause 12.1 of *Guideline 1: Local Authorities 2021*.

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Local Authority considered a report on apologies and leave of absence.

The Minjilang Local Authority noted apologies from councillor Henry Guwiyul, and appointed members Lachlan Nagegeyo, Charles Yirrawala, Isobel Lami Lami and James Cooper for the meeting held on 14 October 2021.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered a report on absences without notice.

The Minjilang Local Authority noted that no members were absent without notice for the meeting held on 14 October 2021.

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Local Authority considered a report on acceptance of the agenda.

MIN128/2021 RESOLVED:
On the motion of Mayor Matthew Ryan
Seconded Mr Shane Wauchope

The agenda for the Minjilang Local Authority meeting of 14 October 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 a report on disclosure of interest of members or staff.

The Minjilang Local Authority received no declarations of interest for the meeting held on 14 October 2021.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 10 JUNE 2021**

The Local Authority considered previous minutes for the Local Authority Meeting Minutes - 10 June 2021.

As this was a provisional meeting, the minutes of the 10 June 2021 Minjilang Local Authority meeting could not be confirmed, and will be re-tabled during the next meeting scheduled to take place on 25 November 2021.

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 action items list.

The Minjilang Local Authority reviewed the action items list and noted the updates on ongoing projects.

CSM REPORT ON REGIONAL COUNCIL SERVICES**10.1 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 REPORTS**13.1 FINANCIAL REPORT TO AUGUST 2021**

The Local Authority considered the Financial Report to August 2021.

The Minjilang Local Authority noted and received the Financial Report for July to August 2021.

13.2 LOCAL AUTHORITY FUNDING

The Local Authority considered Local Authority funding.

MIN129/2021 RESOLVED:
On the motion of Mr Shane Wauchope
Seconded Mayor Matthew Ryan

The Minjilang Local Authority:

- Noted the report;
- Noted the attached project funding certification for Minjilang for the period ended 30 June 2021; and
- Recommended that \$13,729 of unutilised funds for the completed barbeque shelter project should be reallocated to projects yet to be advised.

CARRIED

VISITOR PRESENTATIONS**PRESENTATION - SERVICES AUSTRALIA**

The Local Authority considered a presentation by Services Australia.

RECOMMENDATION:
That the Minjilang Local Authority notes the presentation.

Minute note: Representatives from Services Australia left the meeting at 9:30 am.

GENERAL ITEMS**15.1 MINJILANG LOCAL AUTHORITY PROJECTS UPDATE**

The Local Authority considered a report on Minjilang Local Authority projects update.

The Local Authority noted the report.

15.2 MINJILANG AIRPORT SHELTER UPGRADE

The Local Authority considered a report on the Minjilang Airport shelter upgrade.

MIN130/2021 RESOLVED:
On the motion of Mr Shane Wauchope
Seconded Mayor Matthew Ryan

The Local Authority:

- Reviewed the project proposal for the Minjilang Airport shelter upgrade, and recommended that it should be presented at the next Local Authority meeting scheduled to take place on 25 November 2021; and
- Recommended that the administration should hold a community information day on 24 November 2021 to get feedback about the proposal for the project.

CARRIED

15.3 MINJILANG COUNCIL OFFICE DISABLED ACCESS RAMP AND TOILET

The Local Authority considered report for the Minjilang Council office disabled access ramp and toilet.

MIN131/2021 RESOLVED:
On the motion of Mr Shane Wauchope
Seconded Mayor Matthew Ryan

The Local Authority:

- Reviewed the proposal to construct a disabled access ramp and toilet, and recommended that it should be presented at the next Local Authority meeting scheduled to take place on 25 November 2021; and
- Recommended that the administration should hold a community information day on 24 November 2021 to get feedback about the proposal for the project.

CARRIED**15.4 MINJILANG AIRPORT FLUSHABLE TOILET**

The Local Authority considered a report on the Minjilang Airport flushable toilet.

MIN132/2021 RESOLVED:
On the motion of Mr Shane Wauchope
Seconded Mayor Matthew Ryan

The Local Authority:

- Reviewed the proposal to construct flushable toilets at the Minjilang Airport, and recommended that it should be presented at the next Local Authority meeting scheduled to take place on 25 November 2021; and
- Recommended that the administration should hold a community information day on 24 November 2021 to get feedback about the proposal for the project.

CARRIED**NEXT MEETING**

The next meeting will be held on Thursday, 25 November 2021.

MEETING DECLARED CLOSED

Chairperson Mathew Nagarlbin declared the meeting closed at 10:25 am.

This page and the preceding pages are the minutes of the Minjilang Local Authority meeting held on Thursday, 14 October 2021.

 Chairperson

West Arnhem Regional Council

 Date Confirmed

 Minjilang Local Authority Meeting
 Thursday, 14 October 2021

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	7.2
Title:	Confirmation of Previous Local Authority Meeting Minutes - 10 June 2021
File Reference:	977929
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

BACKGROUND

The minutes of the 10 June 2021 meeting were presented at the 14 October Minjilang Local Authority meeting but could not be confirmed, as it was a provisional meeting. Clause 12.4 of *Guideline 1: Local Authorities 2021* states that a provisional meeting of a Local Authority can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.

COMMENT

The minutes as submitted and confirmation of the minutes must comply with section 101 of the *Local Government Act 2019* and clause 12.4 of the *Guideline 1: Local Authorities 2021*.

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

APPOINTED MEMBERS PRESENT

Chairperson	Mathew Nagarbin
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

West Arnhem Regional Council

Date Confirmed

Minjilang Local Authority Meeting
Thursday, 10 June 2021

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	9.1
Title:	Review of Local Authority Action Items
File Reference:	975468
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	<p>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)</p>	In progress	<p>License has been sought from NLC for Lot221/A</p> <p>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.</p> <p>Update: 05 February 2021 The NLC has confirmed that consultations in Minjilang will restart in 2021.</p> <p>Update: 07 June 2021 The administration contacted the NLC on 7 June 2021 and is waiting on the NLC to confirm consultation dates.</p> <p>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.</p> <p>Update: 01 October 2021 NLC are reviewing the current agreements for the waste facilities. Update and advise on consultation dates expected by November 2021.</p> <p>Update: 16 November 2021 NLC have advised consultation dates have been delayed due to the COVID situation. New dates still to be confirmed.</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 RECYCLING SERVICES Council considered the Minjilang Local Authority's recommendation for the administration to provide a scope and budget for recycling services.	In progress	<p>Update: 01 October 2020 A report providing options for recycling services is included in the agenda.</p> <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> <p>Update: 16 November 2021 The administration is waiting for SeaSwift to provide transportation options of recycling from the community.</p>	Technical Services/ CSM
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>	Technical Services/ CSM/ Office of CEO

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<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> <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> <p>Update: 15 November 2021 The solar lights have been manufactured and are in Darwin. Expected delivery to Minjilang is 17/11/2021. Installation of the lights is scheduled for 30th November</p>	
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	INSTALLATION OF WELCOME SIGN AND STREET NAMES Council approved the allocation of Local Authority funding for: <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. 	Completed	<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>	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<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. Installation to be completed by WARC workforce.</p> <p>Update 15 November 2021 This project has been completed</p>	
05.11.2020	OCM173/2020 On the motion of Deputy Mayor Anna Egerton Seconded Councillor James Marrawal	<p>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:</p> <ul style="list-style-type: none"> ○ The upgrading of the airport shelter. 	In progress	<p>Update: 01 October 2020 A report providing the scope and budget for this item is included in the agenda.</p> <p>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.</p> <p>Update: 7 June 2021 A scope for this project will be included in the agenda for the next meeting scheduled for July 15 2021.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at this LA meeting</p>	Technical Services/ CSM/ Office of CEO
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	<p>AIRPORT UPGRADE Council directed the administration to write to DIPL, 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.</p>			

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
16.12.2020	OCM197/2020 On the motion of Councillor James Marawal Seconded Councillor Otto Dann	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: <ul style="list-style-type: none"> • A disability ramp at the Council office in Minjilang. • A public toilet that caters for the disabled. 	In Progress	<p>Update: 01 October 2021 A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update: 15 November 2021 A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update: 04 February 2021 The technical services team is sourcing for quotes and will prepare a report for the next Local Authority meeting.</p> <p>Update: 06 June 2021 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.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at the next LA meeting</p> <p>Update 01 October 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 15 November 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p>	Technical Services/ CSM

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	10.1
Title:	CSM Report on Current Regional Council Services
File Reference:	977314
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
10/11/2021



Service Delivery

1. Attendance rates

1.1. Staff Attendance

The WARC Minjilang Council department has averaged 62% attendance for the past 2 month, with all required works still being completed in the community.

- Staff currently away for Sorry Business
- It is anticipated that staff movements will likely occur with the introduction of NTG COVID-19 legislation. CSM planning to ensure all positions and services are covered.

Total number of vacancies	4
---------------------------	---

2. Administration Services

2.1. Administration

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

- Half day closed on Monday 1st November 2021, due to sorry business.

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.

Post totals	301 kg
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2.3. Centrelink

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

- Monthly stats reports submitted on time.
- Liaising with Centrelink to replace the computer in the Centrelink room.

2.4. Cleaning

Scheduled Cleaning of council assets have been completed as follows:

- Council Office – once a week – total of 8 occasions.
- Playground Amenities – once a week – total of 8 occasions.
- Public Toilets – once every week – total of 8 occasions.
- Visitor Accommodation – rooms cleaned as required.

2.5. Visitor Accommodation

Total number of current visitor accommodation available is 10, and bookings can be made through Little Hotelier.

- Accommodation bookings are averaging 70% capacity.

3. Wellbeing Services

3.1. Sport & Recreation

The Sport & Recreation Staff attendance has improved over the last 8 weeks.

- Junior Basketball Competition has started and the Grand Final to occur on Friday 17th November 2021, with awards and prizes to be presented.
- Basketball NT to visit in the near future.
- Tennis NT planning to visit on 4 separate occasions during the coming months.
- Friday Night Discos to be held twice month, commencing Friday 12th Nov 2021.
- Senior Basketball Competition to commence in the New Year.

Attendance totals	1520
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3.2. Early Learning

The Minjilang Crèche operates Monday to Friday, 8:00am to 2:30pm.

- Daily attendances of 3- 6 children.
- Crèche closure occurred from Wednesday 6th October 2021 – Friday 8th October 2021, due to staff illnesses.

Attendance totals	72
-------------------	----

3.3. Aged Care

Provision of support for 6 clients with the possibility of more clients to come.

- Personal care, household tasks and daily meals provided.
- In the past month, 3 clients have gone to Darwin for medical check-ups and it is expected that 2 clients may not return.

Total meals provided	120
----------------------	-----

3.4. Night Patrol

WARC Night patrol services are provided from Monday to Friday between 9pm and 3am.

- With alleged alcohol in the community, staff have been working hard to keep the peace and up prevent unrest and fighting occurring.

4. Community Works

4.1. Parks and Open Space

The community is clean and tidy.

- Wet season preparations completed.
- Playground is now operational and tidy.

4.2. Roads

Road inspections conducted and repairs are scheduled to occur before wet season.

- Fortnightly road maintenance occurring to reduce corrugations.

4.3. Waste

The landfill site is opened to the public, with no disruption to service.

- Kerbside pickups occurred on schedule, weekly on Mondays and Thursdays – total of 14 times.
- Hard rubbish is collected every 2 weeks – total 7 times.

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

4.4. Plant and equipment

- All plant working OK

5. Essential Services

The Essential Services Officer (ESO) currently on leave until Monday 18 April 2022. A Relief ESO has been employed to cover this position for the duration.

5.1. Power

- Nil interruptions to service, and Diesel deliveries occurred as usual.
- All maintenance, servicing and repairs completed.
- All inspections and reporting completed.

5.2. Water

- Daily bore field reads conducted, and weekly water samples taken.
- Repairs carried out on water leaks.
- There was a call out for low water tank levels. The town's water flow was adjusted.

5.3. Sewage

- Sewer pump pulled and cleaned with the low level pump out.
- Sewer pond wells cleaned.
- Monthly sewer samples taken.

5.4. Airfield

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

- Slashed the runway shoulders and fence perimeter on 1 occasion.
- There was no interruption to the above services.

6. Trade Services

6.1. Scheduled Servicing

- Mechanic – Mechanic Jabiru carried out repairs and maintenance work in the community from 25th – 29th October 2021.
- Other – Roads Works Officer Jabiru schedule to contact road works in community from 15th – 19th November 2021.

6.2. Unplanned Maintenance

- Nil.

7. Community

7.1. Local Authority projects

- **Current**
 - Welcome to Minjilang signs have been erected.
 - The honor board has been installed in conference room.
- **Future (planning)**
 - Pathway solar lights.
 - Disable ramp, toilets and shower at the council office.
 - Facilities upgrade options at the Minjilang Airport.



7.2. Other projects

- **Opportunities** – Outdoor cinema including seating, at the rear of the council office.
- **Current** – Road works and mowing currently under way.
- **Future** – Veterinarian programmed visit scheduled for March 2022.

7.3. Community meetings and events

- Special mention, Red Lily Health official opening on Thursday 14th October 2021.



Total number of meetings and events attended by the CSM	8
---------------------------------------------------------	---

7.4. Community key focus areas

- Police presence in community, which is shared with Warruwi community.
- Illegal home brewing still happening in the community.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	13.1
Title:	Financial Report to October 2021
File Reference:	977358
Author:	Michael Connell, Finance Officer; Andrew Shaw, Finance Manager

SUMMARY

This Financial Report for the year to date period 1 July to 31 October 2021, four months of the 2021-22 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 October 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 Oct 2021

Description	TOTAL MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	28,118	35,325	(7,206)	(20%)	105,974	27%
62 - Income Council Fees and Charges	5,443	4,333	1,110	26%	13,000	42%
63 - Income Operating Grants	267,035	160,800	106,235	66%	482,400	55%
65 - Income Allocation	27,743	52,867	(25,124)	(48%)	158,600	17%
66 - Other Income	2,938	2,200	738	34%	6,600	45%
67 - Income Agency and Commercial Services	289,938	304,037	(14,100)	(5%)	912,111	32%
Total Operational Revenue	621,215	559,562	61,653	11%	1,678,685	37%
Operational Expenditure						
71 - Employee Expenses	508,972	649,993	(141,020)	(22%)	1,949,558	26%
72 - Contract and Material Expenses	85,089	127,138	(42,049)	(33%)	382,014	22%
73 - Finance Expenses	468	667	(198)	(30%)	2,000	23%
74 - Travel, Freight and Accom Expenses	36,619	49,927	(13,308)	(27%)	149,782	24%
76 - Fuel, Utilities & Communication	89,067	92,097	(3,031)	(3%)	276,292	32%
79 - Other Expenses	128,809	137,957	(9,147)	(7%)	393,778	33%
Total Operational Expenditure	849,025	1,057,778	(208,753)	(20%)	3,153,423	27%
Total Operational Surplus / (Deficit)	(227,810)	(498,217)	270,406	54%	(1,474,737)	15%
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	30,855	90,000	(59,145)	(66%)	90,000	34%
Total Capital Expense	30,855	90,000	(59,145)	(66%)	90,000	34%
Total Capital Surplus / (Deficit)	155,027	-	155,027	100%	-	100%
Net Surplus / (Deficit)	(72,783)	(498,217)	425,433	85%	(1,474,737)	5%

STATUTORY ENVIRONMENT

Clause 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

Not applicable.

RECOMMENDATION:

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

ATTACHMENTS

- 1 Graphical Finance Presentation Minjilang - Oct 2021 final.pdf



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

Actual v Budget – Operational – July to October 2021



Actuals v Budget by Reporting Group

as at 31 Oct 2021

Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Operational Revenue				
61 - Income Rates and Charges	28,118	35,325	(7,206)	(20%)
62 - Income Council Fees and Charges	5,443	4,333	1,110	26%
63 - Income Operating Grants	267,035	160,800	106,235	66%
65 - Income Allocation	27,743	52,867	(25,124)	(48%)
66 - Other Income	2,938	2,200	738	34%
67 - Income Agency and Commercial Services	289,938	304,037	(14,100)	(5%)
Total Operational Revenue	621,215	559,562	61,653	11%
Operational Expenditure				
71 - Employee Expenses	508,972	649,993	(141,020)	(22%)
72 - Contract and Material Expenses	85,089	127,138	(42,049)	(33%)
73 - Finance Expenses	468	667	(198)	(30%)
74 - Travel, Freight and Accom Expenses	36,619	49,927	(13,308)	(27%)
76 - Fuel, Utilities & Communication	89,067	92,097	(3,031)	(3%)
79 - Other Expenses	128,809	137,957	(9,147)	(7%)
Total Operational Expenditure	849,025	1,057,778	(208,753)	(20%)
Total Operational Surplus / (Deficit)	(227,810)	(498,217)	270,406	54%







Actual v Budget – Capital – July to October 2021

Actuals v Budget by Reporting Group as at 31 Oct 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	30,855	90,000	(59,145)	(66%)
Total Capital Expense	30,855	90,000	(59,145)	(66%)
Total Capital Surplus / (Deficit)	155,027	-	155,027	100%

Legend:

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





Actual v Budget – Minjilang – July to October 2021



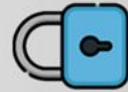
Council Funded Projects – July to October 2021

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 31.10.2021
5187.04 - Council Contribution - Basketball Court Upgrade	147,000	FY 20/21	-	(139,972)	(7,028)	-
5188.04 - Replace veranda handrails and balustrade	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	299,840		(16,291)	(211,633)	(7,451)	64,465



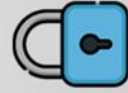
Grant Funding – Local Authority Projects – July to October 2021

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 31.10.2021
Local Authority Projects (LAP) 2021-22 Expected Project Funding \$36,900 - not yet allocated	36,900	FY 21/22	-	-	-	-
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 - Elected Members Board of Recognition	2,068	FY 20/21	2,068	-	(2,076)	(8)
LAP - Speed Bump near Shop	12,537	FY 20/21	12,537	-	-	12,537
LAP - Welcome Sign	8,072	FY 20/21	8,072	-	(1,474)	6,598
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	140,775	-	103,875	(7,004)	(3,550)	93,321



Grant Funding – Community Projects – July to October 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 31.10.2021
Local Roads and Community Infrastructure Program	-	FY 21/22	-	(181)	-	-
Upgrade Minjilang Basketball Court	146,026	FY 21/22	15,411	-	(23,828)	-
Commonwealth Home Support Program (CHSP)	6,000	FY 21/22	3,622	-	(16,043)	-
NT Jobs Package - Aged Care	-	FY 21/22	-	-	(5,265)	-
Night Patrol	-	FY 21/22	-	-	(38,213)	-
Safety and Wellbeing - Sport and Recreation	-	FY 21/22	-	-	(49,892)	-
Remote Sport Program	-	FY 21/22	-	-	-	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 21/22	-	-	-	-
Manage Crèche	445,500	FY 21/22	179,218	-	(153,116)	26,101
Australia Day Grant	-	FY 21/22	-	-	-	-
Night Patrol Covid-19 Booster Program	-	FY 21/22	-	-	(74,594)	-
TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	-	FY 21/22	-	-	(10,149)	-
TOTAL COMMUNITY PROJECTS	597,526		198,251	(181)	(371,100)	26,101





New Assets or Additions to Existing Assets – October 2021

- No new Assets were commissioned during October 2021 (as at deadline for Minjilang Local Authority agenda papers).



WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	15.1
Title:	Local Authority Funding
File Reference:	977424
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.

Allocated funds as 31 October 2021: \$93,321

Unallocated funds as at 31 October 2021: \$8,267

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

Minjilang	
Project	Allocated Funding balance as at 31 October 2021
Shrubs and trees for playground	\$776
Bin surrounds	\$219
Elected Members Board of Recognition	-\$8
Speed bump near shop	\$12,537
Welcome sign	\$6,598
Solar lights	\$70,258
Animal Management Program	\$2,940
TOTAL	\$93,321

The 2021-22 funding, which is anticipated to be received (exact amount unknown but likely to be the same/similar as 2020-21) in December 2021.

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 continues to discuss the use of Local Authority project funding to allocate all available funding.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	15.2
Title:	Minjilang Local Authority Summary of Projects
File Reference:	977445
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 a summary 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 date
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 delivered and installed. Attached photo of recent installed signs	Projected completed.
Solar street lights	For the supply and installation of 6 x pathway solar lights. Solar lights are in Darwin and expected to be delivered to Minjilang by the Wednesday 17 th	Installation date is scheduled for the 30 th November
Animal Management Program	For the delivery of a Community Veterinary Animal Management Program. The administration has awarded the tender/service to Aboriginal Community Veterinary Services. The service will deliver community dog health program for a one year period. Animals to include are dogs, cats and any other domesticated animals belonging to the community and is free to all people living in the community.	Minjilang vet service to commence in March 2022

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

As per the allocated budget for each project.

STRATEGIC IMPLICATIONS

This report is aligned to objectives in goal 3 as outlined in the *Regional Plan and Budget 2021-2022* as follows:

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 3.2	Safe and reliable roads, footpaths and street lighting.
Objective 3.3	Attractive parks, gardens, streetscapes and open spaces.
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.

ATTACHMENTS

- 1 airport installation.jpg
- 2 township installation.jpg





WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	15.3
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
- Full length separation wall

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 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, Full length wall, seating, steps and handrails	\$30,000
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		\$91,000

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 at this time.

POLICY IMPLICATIONS

Not applicable

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; and**
- **Requests Council to direct the administration to try and seek additional funding for the Minjilang Airport upgrade at an estimated cost of \$91,000.**

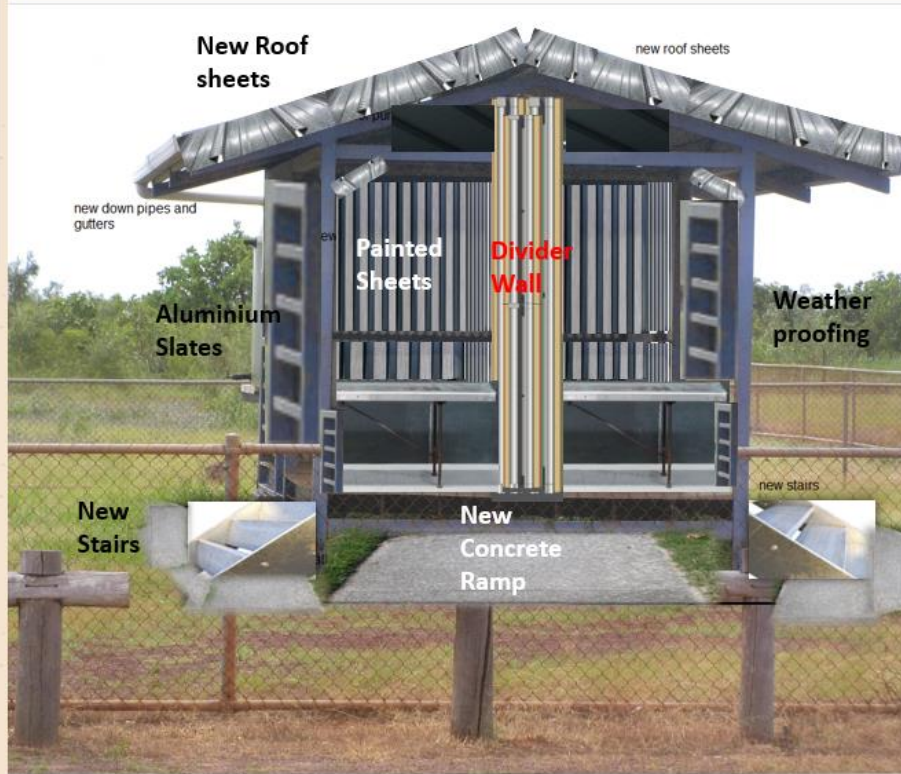
ATTACHMENTS

- 1 airport shelter.png

Proposed Airport Shelter Upgrade

The upgrade will include:

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



Total estimated cost: \$ 91000

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	15.4
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

As per OCM197/2020, Council 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 disable 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.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

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;**
- **Requests Council to direct 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 disabled ramp.png
- 2 disabled toilets.png

Proposed Disabled Access Ramp

Disable Ramp:
Access to council office building



Total Cost Estimate = \$ 96500

Proposed Disable Toilets

The total estimated cost for 1 Male and 1 Female disabled toilets = \$ 80000.

- No new electrical or plumbing services are required.
- No site servicing plans or PWC approvals required.
- Modify one female shower to a compliant disabled toilet.
- Modify one male shower to a compliant disabled toilet.



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	15.5
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 on 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**
- **Requests Council to direct the administration to try and seek additional funding for the construction of a flushable toilet at the Minjilang airport at an estimated cost of \$295,000.**

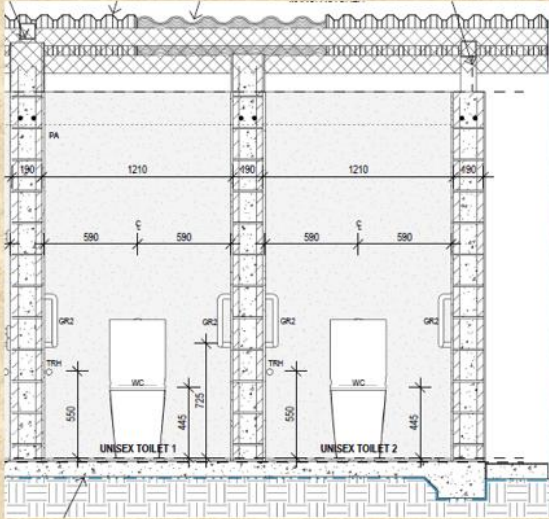
ATTACHMENTS

- 1 flushable toilet.png

Proposed Flushable Toilets (Airport)

Proposed Image

The total estimated cost for the proposed airport flushable toilets = \$ 295,000



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2021

Agenda Reference:	15.6
Title:	Local Authority Meeting Dates - 2022
File Reference:	975470
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to inform the Local Authority about the scheduled meeting dates for 2022.

BACKGROUND

Meetings are an integral component of Council's governance framework. It is through meetings that elected members, appointed members, representatives from various government agencies and non-governmental organizations, and members of the public participate in discussions and debates on various issues. Through its meetings, Council ensures that:

1. The needs and wishes of the community are raised and addressed.
2. There is transparency about decisions that are made in the public interest.
3. The development and management of community assets, resources and infrastructure, as well as the delivery of services is monitored and improved.

To meet legislative and regulatory requirements, Council must:

1. Hold a minimum of four meetings for each Local Authority each year.
2. Provide the public with information about the meeting dates, times and locations.

COMMENT

Meetings for the Minjilang Local Authority are scheduled to take place every three months as per the table below.

Minjilang LA Meetings 10 th February 2022 12 th May 2022 14 th July 2022 13 th October 2022

Please refer to the attachment for more details.

STATUTORY ENVIRONMENT

Section 90(3)(b) of the *Local Government Act 2019*.
Clauses 50 and 103 of the *Local Government (General) Regulations 2021*.
Clause 8.1 *Guideline 1: Local Authorities 2021*.

POLICY IMPLICATIONS

Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members)
Policy is relevant to this report.

FINANCIAL IMPLICATIONS

Provisions for meeting expenses are included in Council's annual budget

STRATEGIC IMPLICATIONS

In conducting its meetings, Council is mindful of the performance objectives contained in the *Regional Plan and Budget 2021-2022* as follows:

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 minimisation of risks associated with the operations of Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That the Local Authority notes the 2022 meeting dates.

ATTACHMENTS

- 1 WARC 2022 Calendar.pdf



WEST ARNHEM REGIONAL COUNCIL 2022 CALENDAR

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

January

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Ordinary Council Workshop and Meeting	Special Finance Meeting	Local Authority Meeting	Risk Management and Audit Committee Meeting	Northern Territory Public Holiday
<p>Minjilang LA Meetings 10th February 2022 12th May 2022 14th July 2022 13th October 2022</p>	<p>Warruwi LA Meetings 17th February 2022 19th May 2022 21st July 2022 20th October 2022</p>	<p>Gunbalanya LA Meetings 24th February 2022 26th May 2022 28th July 2022 27th October 2022</p>	<p>Maningrida LA Meetings 3rd March 2022 2nd June 2022 4th August 2022 3rd November 2022</p>	

WEST ARNHEM REGIONAL COUNCIL
FOR THE MINJILANG LOCAL AUTHORITY MEETING
25 NOVEMBER 2021