



SUPPLEMENTARY

WEST ARNHEM REGIONAL COUNCIL

ORDINARY COUNCIL MEETING

AGENDA

WEDNESDAY, 18 JANUARY 2023



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers, Jabiru on Wednesday, 18 January 2023 at 9:00 am.

Paul Hockings
Chief Executive Officer

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	The information in this section of the agenda is classed as confidential under section 293(1) of the <i>Local Government Act 2019</i> and regulation 51 of the <i>Local Government (Administration) Regulations 2021</i>.	
15.5	Writing off debt	4
	The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Clause 51(e) of the Local Government (General) Regulations 2021. It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 JANUARY 2023

Agenda Reference:	9.2
Title:	Finance Report for the period ended 30 November 2022 - Supplementary
File Reference:	1054050
Author:	Andrew Shaw, Finance Manager; Corey White, Accountant

SUMMARY

The purpose of this report is to amend the “Finance Report for the period ended 30 November 2022” as the attachment titled “Monthly Financial Report Form – November” was incorrect and needs to be amended. The updated Monthly Financial Report Form has been attached to this report

BACKGROUND

Not Applicable

COMMENT

Not Applicable

STATUTORY ENVIRONMENT

Not Applicable

POLICY IMPLICATIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

Not Applicable

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council approve the Financial Management Report for the period ending 30 November 2022.

ATTACHMENTS

- 1 Monthly Financial Report Form - November FINAL.pdf

Table 1.1 Annual Budget Income and Expenditure

	Actuals YTD	Budget YTD	\$ Variance	Annual Budget FY22/23 \$
OPERATING INCOME				
Rates	1,011,712	998,941	12,771	2,397,458
Charges - Sewerage	304,686	304,686	-	731,247
Charges - Water	752,999	754,867	(1,868)	1,518,867
Charges - Waste	569,902	569,902	-	1,367,764
Fees and Charges	178,198	166,085	12,113	402,284
Operating Grants and Subsidies	9,284,408	9,189,286	95,122	17,461,733
Interest / Investment Income	67,784	68,989	(1,205)	215,089
Income allocation	2,635,358	2,491,886	143,472	5,924,417
Other income	241,332	241,123	210	280,401
Income Agency and Commercial Services	2,679,930	2,883,392	(203,462)	7,367,185
TOTAL OPERATING INCOME	17,726,308	17,669,156	57,153	37,666,444
OPERATING EXPENDITURE				
Employee Expenses	8,172,853	7,763,213	409,641	18,789,215
Materials and Contracts	2,052,090	2,922,316	(870,226)	7,585,017
Elected Member Allowances	136,824	134,685	2,139	315,144
Elected Member Expenses	-	-	-	14,900
Council Committee & LA Allowances	-	-	-	8,100
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-
Interest Expenses	-	-	-	-
Finance expenses	6,440	5,387	1,053	12,791
Travel, Freight and Accom Expenses	399,687	493,742	(94,055)	1,060,155
Fuel, utilities and communication	980,974	960,760	20,214	2,275,791
Other Expenses	1,881,537	1,946,931	(65,394)	5,495,481
TOTAL OPERATING EXPENDITURE	13,630,406	14,227,034	(596,628)	35,556,594
BUDGETED OPERATING SURPLUS / DEFICIT	4,095,902	3,442,121	653,781	2,109,850

Table 1.2 Annual Budget Operating Position

	Actuals YTD	Budget YTD	\$ Variance	Annual Budget FY22/23 \$
OPERATING SURPLUS / DEFICIT	4,095,902	3,442,121	653,781	2,109,850
Remove NON-CASH ITEMS				
Less Non-Cash Income	(2,635,358)	(2,491,886)	(143,472)	(5,924,417)
Add Back Non-Cash Expenses	2,635,358	2,523,177	112,180	5,924,417
TOTAL NON-CASH ITEMS	-	31,291	(31,291)	-
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(2,180,692)	(1,818,429)	(362,263)	(4,687,957)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	(4,167)	4,167	(10,000)
TOTAL ADDITIONAL OUTFLOWS	(2,180,692)	(1,822,595)	(358,097)	(4,697,957)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	-	-	171,810
Prior Year Carry Forward Tied Funding	1,087,544	1,079,118	8,427	1,087,544
Other inflow of Funds	-	50,000	(50,000)	120,000
Transfers from Reserves	1,278,071	1,278,071	-	1,208,753
TOTAL ADDITIONAL INFLOWS	2,365,616	2,407,189	(41,574)	2,588,107
NET BUDGETED OPERATING POSITION	4,280,825	4,058,006	222,819	-

**Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment**

CAPITAL EXPENDITURE **	Actuals YTD		Budget YTD		\$ Variance	Current Financial Year (Annual) Budget FY22/23 \$
Plant & Equipment	215,230	253,835	(38,605)	451,743		
Infrastructure	478,020	359,389	118,630	1,360,923		
Roads	814,112	1,007,014	(192,902)	1,998,681		
Buildings	274,833	173,294	101,538	436,167		
Furniture, Fittings and Office Equipment	90,078	-	90,078	110,444		
Vehicles	308,419	-	308,419	330,000		
TOTAL CAPITAL EXPENDITURE*	2,180,692	1,793,533	387,159	4,687,957		
TOTAL CAPITAL EXPENDITURE FUNDED BY: **						
Operating income (amount allocated to fund capital items)	38,605	38,605	-	38,605		
Capital Grants	2,173,104	2,339,771	(166,667)	(3,489,509)		
Transfers from Cash Reserves	937,324	689,543	247,781	(1,159,843)		
TOTAL CAPITAL EXPENDITURE FUNDING	3,149,033	3,067,919	81,114	(4,610,748)		

* Table 2.1 Total Capital Expenditure amounts are to equal Table 1.2 Capital Expenditure

** Additional lines can be added to Table 2.1 and lines can be split to provide more detail but not reduced or combined.

Table 2.2 Budget by Planned Major Capital Works

Class of Assets	By Major Capital Project*	Total Prior Year(s) Actuals \$	YTD Actuals \$	Total Actuals \$	Total Planned Budget \$	Expected Project Completion Date
Buildings	Upgrade Council Office Jabiru Stage 2	1,406	173,294	174,700.45	174,700	31/12/2022
Infrastructure	Oval Upgrade Manningrida	21,400	135,550	156,950.22	298,781	31/12/2022
Infrastructure	Manningrida Oval Resurfacing Ground	-	27	27.27	315,638	30/01/2023
Infrastructure	Manningrida Oval Footing for light pole	-	224,357	224,357.25	85,457	31/12/2022
Infrastructure	Construct 2 Half Basketball Courts- Manningrida	133,269	900	134,169.00	532,178	30/03/2023
Plant & Equipment	Towards purchase of Rubbish Compactor - Warruwi	-	162,000	162,000.00	162,000	31/07/2022
Roads	Kerb and Channel Airport to Workshop Road - Warruwi	154,682	93,743	248,424.73	308,210	31/12/2022
Roads	Roadworks Bagshaw Road Manningrida and Jabiru Drive Jabiru	-	344,000	344,000.00	345,153	30/11/2022
Roads	Upgrade Malala Rd - Manningrida - Black Spot Funding	1,592	540,142	541,733.63	501,592	30/06/2023
Roads	Upgrade Malala Rd - Manningrida	-	95,318	95,318.37	1,000,000	30/06/2023
	TOTAL	312,349	1,769,332	2,081,680.92	3,723,709	

*A council must, by resolution, adopt a minimum threshold as the basis for including budgeted major capital works projects in Table 3.1. (For example, Council resolved major capital works projects that are expected to cost more than \$150,000 in total.)

Nothing precludes a council from including capital works projects lower than the threshold value in Table 3.1 (for example, where a capital project is of significant public interest).

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 30 November 2022	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	7,290,985	
Untied Funds	1,873,347	
Accounts Receivable		
Trade Debtors	504,012	(2)
Rates & Charges Debtors	1,056,257	
ATO Receivables	130,269	(4)
Other Current Assets		
Inventory	160,961	
Prepayments	1,411,928	
TOTAL CURRENT ASSETS	12,427,759	
Non-Current Financial Assets	-	
Property, Plant and Equipment		
Acquisition of Assets	94,179,560	
Capital Expenditure	2,217,492	
TOTAL NON-CURRENT ASSETS	96,397,052	
TOTAL ASSETS	108,824,811	
LIABILITIES		
Accounts Payable	1,181,618	(3)
ATO & Payroll Liabilities	58,103	(4)
Current Provisions	2,007,378	
Accruals	2,598,218	
Other Current Liabilities	733,876	
TOTAL CURRENT LIABILITIES	6,579,193	
Non-Current Provisions	345,760	
Other Non-Current Liabilities	6,821,877	
TOTAL NON-CURRENT LIABILITIES	7,167,637	
TOTAL LIABILITIES	13,746,830	
NET ASSETS	95,077,981	
EQUITY		
Asset Revaluation Reserve	48,616,454	
Reserves	334,143	
Accumulated Surplus	43,339,655	
Equity Adjustments	(62,530)	
TOTAL EQUITY	92,227,722	

*The note reference can change depending on the amount of detail that Council would like to include in the report. However, the four notes identified are required as per Regulation 17 of the General Regulations.

Note 1. Details of Cash and Investments Held

Cash at Bank Operational General 035-302 133298	1,596,754	
Cash at Bank Community LPO Account 035-308 186614	103,287	
Cash at Bank Trust 2 DAWE RENT 6620	21,203	
Cash at Bank Trust 1 a/c 035308 146612	181,924	
Cash at Bank TCU #70000	1,275	
Cash on Hand General	4,747	
Investments	7,255,000	Further Breakdown of Investments held on page 11 of report
Traditional Credit Union - Shares	4	
Westpac Max-i Direct A/C No: 190 970	139	
Total	9,164,333	

Note 2. Statement of Trade Debtors

Example:

(Council can select timing of the age of trade debtors)	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total *
Trade Debtors		\$ 268,661	\$ 48,882	\$ 63,503	\$ 122,966	\$ 504,012

Note 3. Statement on Trade Creditors

Example:

(Council can select timing of the age of creditors)	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors		\$ 885,343	\$ 215,959	\$ 26,229	\$ 54,086	\$ 1,181,618
Other Creditors						\$ -
Total Accounts Payable	\$ -	\$ 885,343	\$ 215,959	\$ 26,229	\$ 54,086	\$ 1,181,618

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations**Reporting and payment obligations with the Australian Taxation Office**

The Council has the following reporting and payment obligations with the Australian Taxation Office:

Goods and Services Tax – Amounts are reported and remitted monthly;

PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and

Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12 month period ended 31 March required to be lodged each year.

As at the date of this report, all reporting and payment obligations had been met up to 31 Oct 2022.

Superannuation

Employees are paid superannuation contributions in accordance with the superannuation legislative framework. Superannuation contributions are paid to either an employee's choice of complying fund or the Council's default fund, which is currently Statewide Super.

Commencing 1 July 2022 the minimum Superannuation Guarantee Charge increased from 10.0 to 10.5 per cent. Most full-time employees of the Council receive a 12.5 per cent overall superannuation contribution as part of their agreed remuneration package.

Superannuation payments are due to be remitted on the 28th of the month following the previous quarter. However, the Council elects to remit superannuation accrued on a monthly basis in line with its Single Touch Payroll process. All superannuation contributions that had accrued up to 30 November 2022 have been remitted to employees' respective superannuation funds as at the date of this report.

The Corporate Services (financial) division of the Council is not presently aware of any late and outstanding superannuation obligations due to current or former employees.

Insurance

Details of the Council's current insurance arrangements for the 2022-23 financial year are as follows. Period of cover is for the financial year 1 July 2022 to 30 June 2023.

	FY2022-23		Date paid
	Annual Premium Amount \$ excl GST	Quarterly Premium cum. Total \$	
Corporate Travel	\$ 8,325		29/07/2022
Councillors & Officers Liability w Employment Practices Liability	\$ 15,632		12/08/2022
Industrial Special Risks - Property	\$ 699,926		9/09/2022
Motor Vehicle	\$ 96,990		26/08/2022
Personal Accident	\$ 502		29/07/2022
Public Liability Business Pack - (Australia Post-Maningrida, Gunbalanya and Jabiru Licensed Post Offices)	\$ 1,252		29/07/2022
Public Liability / Professional Indemnity	\$ 83,096		9/09/2022
Workers' Compensation ReturntoWorkSA ends 30.6.23	\$ 1,119		30/09/2022
Workers' Compensation (paid in 4 instalments) - 1st instalment:		\$ 118,034	26/08/2022
Workers' Compensation (paid in 4 instalments) - 2nd instalment:		\$ 118,034	9/09/2022
Public Sector Service Fee (paid in 4 instalments) - 1st instalment		\$ 11,824	12/08/2022
Public Sector Service Fee (paid in 4 instalments) - 2nd instalment		\$ 11,824	9/09/2022
	\$ 906,842	\$ 259,716	

Table 4. Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Example:

Cardholder Name: Paul Hockings

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
04/12/2022	\$28.00	Westpac	Card Fee
Total			

Table 5 Local Authority Area Budget (PAGE 1 of 2)

This table only applies to regional local government councils.

LOCAL AUTHORITY BUDGETS FOR THE YTD as at 30 November 2022	Unallocated Budget*			Gunbalanya			Jabiru		
	Actuals YTD	Budget YTD	\$ Variance	Actuals YTD	Budget YTD	\$ Variance	Actuals YTD	Budget YTD	\$ Variance
OPERATING INCOME									
Rates	7,410	7,410	-	132,643	132,643	-	570,404	557,620	12,784
Charges - Sewerage	-	-	-	-	-	-	304,686	304,686	-
Charges - Water	-	-	-	-	-	-	752,999	754,867	(1,868)
Charges - Waste	-	-	-	136,360	136,360	-	120,676	120,676	-
Fees and Charges	19,295	11,292	8,003	9,195	7,139	2,056	130,090	119,748	10,342
Operating Grants and Subsidies	5,989,314	5,959,169	30,145	1,157,578	1,240,050	(82,472)	130,242	135,021	(4,779)
Interest / Investment Income	67,784	68,089	(1,205)	-	-	-	-	-	-
Income allocation	2,402,050	2,239,337	162,713	129,372	135,386	(6,014)	24,279	67,679	(43,400)
Other Income	160,803	160,890	(87)	18,805	21,619	(2,814)	24,388	27,364	(2,976)
Income Agency and Commercial Services	44,993	76,250	(31,257)	672,703	796,721	(118,018)	729,109	716,794	12,315
TOTAL OPERATING INCOME	8,691,649	8,523,337	168,312	2,256,656	2,483,918	(207,262)	2,786,873	2,834,455	(47,582)
OPERATING EXPENDITURE									
Employee Expenses	3,283,950	3,197,385	86,565	1,113,319	978,722	134,597	1,649,688	1,500,410	149,278
Materials and Contracts	424,139	742,687	(318,548)	409,291	681,997	(252,706)	568,321	564,525	3,796
Elected Member Allowances	135,434	134,185	1,249	1,390	500	890	-	-	-
Elected Member Expenses	-	-	-	-	-	-	-	-	-
Council Committee & LA Allowances	(2,793)	(2,874)	81	-	-	-	-	-	-
Council Committee & LA Expenses	-	-	-	-	-	-	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-	-	-	-	-	-
Interest Expenses	-	-	-	-	-	-	-	-	-
Finance expenses	2,850	2,083	767	1,479	1,000	479	798	746	52
Travel, Freight and Accom Expenses	125,079	177,621	(52,542)	44,842	58,843	(14,001)	26,491	34,432	(7,941)
Fuel, utilities and communication	172,104	191,973	(19,869)	148,507	157,724	(9,217)	256,216	233,140	23,076
Other Expenses	658,366	680,670	(22,304)	345,788	428,578	(80,790)	294,076	298,332	(4,256)
TOTAL OPERATING EXPENDITURE	4,799,129	5,123,730	(324,601)	2,084,616	2,305,364	(230,748)	2,795,590	2,631,585	164,005
BUDGETED OPERATING SURPLUS / DEFICIT	3,892,520	3,399,607	492,913	172,040	158,554	13,486	(8,717)	202,870	(211,587)

*Unallocated budget would likely include council headquarter costs and other balances not directly related to the LA areas.

**Total annual budget line item amounts are to equal the Table 1.1 amounts under the equivalent headings.

Table 5 Local Authority Area Budget (PAGE 2 of 2)
 This table only applies to regional local government councils.

	Manningridge \$			Minjilang \$			Warriwool \$			Total		
	Actuals YTD	Budget YTD	\$ Variance	Actuals YTD	Budget YTD	\$ Variance	Actuals YTD	Budget YTD	\$ Variance	Actuals YTD	Budget YTD	\$ Variance
LOCAL AUTHORITY BUDGETS												
FOR THE YTD as at 30 November 2022												
OPERATING INCOME												
Rates	289,795	289,795	-	23,645	23,645	-	37,815	37,828	[13]	1,011,712	998,941	12,771
Charges - Sewerage	-	-	-	-	-	-	-	-	-	304,686	304,686	[0]
Charges - Water	-	-	-	-	-	-	-	-	-	752,999	754,867	[1,868]
Charges - Waste	252,146	252,146	-	24,476	24,476	-	36,244	36,244	-	569,902	569,902	[0]
Fees and Charges	16,920	21,400	[4,480]	818	3,333	[2,515]	1,880	3,173	[1,293]	178,198	166,085	12,113
Operating Grants and Subsidies	1,322,804	1,156,137	166,667	358,795	373,234	[14,439]	325,675	325,675	-	9,284,408	9,189,286	95,122
Interest / Investment Income	-	-	-	-	-	-	-	-	-	67,784	68,989	[1,205]
Income allocation	33,747	11,767	21,980	31,587	32,100	[513]	14,323	5,417	8,906	2,635,358	2,491,886	143,472
Other income	33,017	26,250	6,767	2,818	2,917	[99]	1,501	2,083	[582]	241,332	241,123	210
Income Agency and Commercial Services	519,580	515,725	3,855	385,737	388,693	[2,956]	327,808	355,409	[27,601]	2,679,930	2,883,392	[203,462]
TOTAL OPERATING INCOME	2,419,009	2,223,420	194,589	827,876	858,198	[30,322]	745,246	765,829	[20,583]	17,726,308	17,669,156	57,152
OPERATING EXPENDITURE												
Employee Expenses	774,429	793,145	(18,716)	531,200	523,754	7,446	820,267	769,797	50,470	8,172,853	7,763,213	409,641
Materials and Contracts	469,479	557,935	(88,456)	68,313	189,200	(120,887)	92,547	185,922	(93,425)	2,052,090	2,922,316	(870,226)
Elected Member Allowances	-	-	-	-	-	-	-	-	-	136,824	134,685	2,139
Council Committee & LA Allowances	1,762	1,458	304	290	333	(43)	741	1,003	(342)	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-	-	-	-	-	-	-	-	-
Interest Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Finance expenses	597	750	(153)	564	708	(144)	152	100	52	6,440	5,387	1,053
Travel, Freight and Accom Expenses	95,747	89,511	6,236	49,725	68,899	(19,174)	57,803	64,436	(6,633)	399,687	493,742	(94,055)
Fuel, utilities and communication	186,087	169,098	17,079	133,631	119,576	14,055	84,429	89,339	(4,910)	980,978	960,760	20,218
Other Expenses	210,287	216,628	(6,341)	185,183	158,554	26,629	187,837	166,169	21,668	1,945,931	1,945,931	(65,394)
TOTAL OPERATING EXPENDITURE	1,788,388	1,828,435	(90,047)	968,906	1,061,024	(92,118)	1,243,776	1,276,896	(33,120)	13,630,406	14,227,034	(596,628)
BUDGETED OPERATING SURPLUS / DEFICIT	679,621	394,985	284,636	(141,030)	(202,826)	61,794	(498,530)	(511,067)	12,337	4,095,902	3,442,121	653,781

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 18 JANUARY 2023

Agenda Reference:	9.3
Title:	Organisational Growth Unit Report
File Reference:	1054062
Author:	Peter Ryan, A/ Director of Organisational Growth

SUMMARY

The purpose of this report is to inform Council about the progress of achievement of the strategic goals within the Organisational Growth unit for the period since the last Ordinary Council Meeting. The Organisational Growth unit is focused on growing human and financial resource capacity and upholding adherence to quality and compliant service delivery.

BACKGROUND

To provide Council with an update on matters relating to the activities and outcomes of the Organisational Growth unit including:

Business Development (Grants, Commercial Contracts, Tenders, Housing); People and Capability (Human Resources, Recruitment, Learning and Development, Work Health and Safety); and Community Support (Community Engagement, Community Care, Quality and Compliance).

COMMENT

1. BUSINESS DEVELOPMENT

1.1. Grant and Tender submissions/income generating activity during the period:

- 1.1.1. Total number of Grants submitted: 0
- 1.1.2. Total dollar value of Grants submitted: 0
- 1.1.3. Total number of Tenders/Commercial Proposals submitted: 1
 - Power & Water Tender
- 1.1.4. Total dollar value of Tenders/Commercial Proposals submitted: \$6M

1.2. Grants and Tenders confirmed as successful during the period:

- 1.2.1 Total number of successful Grants awarded: 3
 - Jabiru Safe & Healthy Youth Project: \$20,000
 - Internal Women's Day Library Event, Jabiru: \$3000
 - Jabiru Children's Christmas Part 2023: \$5000
- 1.2.2 Total dollar value of successful Grants awarded: \$28,000
- 1.2.3 Total number of successful Tenders/Commercial Proposals awarded: 0
- 2.2.1 Total dollar value of successful Tenders/Commercial Proposals awarded

2. PEOPLE & CAPABILITY

People and Capability Strategy 2021-24 Goals	Current Status	Progress Notes
Indigenous Employment Levels By June 2024, 65% of WARC staff are Indigenous and represented at all levels of employment.	58%	Compared to 55.79% at 30 June 2021. Review of WARC's recruitment processes being undertaken over coming months.
Indigenous Workforce Support By 30 June 2024, 100% of Indigenous staff receive tailored workplace support and guidance.	Not due yet.	Working on plans to introduce an Indigenous Employment Support Service and identify resource to develop a mentoring program for Indigenous staff.
Staff Turnover Annual organic (non-terminated) staff turnover reduces to 25% by 30 June 2024.	54%	Compared to 41.56% as of 30 June 2021.
Learning and Development Employees identify annual Learning and Development goals and all staff complete at least one Learning and Development activity per year.	YTD: 10% staff. No Addition due to Xmas break and vacation by L&D Coordinator	Since the initial Annual Success Plan was rolled out, it was identified that staff in levels 1, 2 and 3 were to complete a separate Performance Appraisal form and process. Most Line Managers and Supervisors in Minjilang, Maningrida and Waruwi have completed the new Performance Appraisals. Gunbalanya has not yet completed and currently working on Jabiru, however the overall response has been positive.
Cultural Awareness Training Cultural Awareness Training delivered during induction to all new starters.	37% (as of 29/11/2022). No figures for this month due to hold on recruitment over Xmas break	Total current enrolments: 113 Completed: 42 In progress: 15 Not yet started: 56
Metrics Concerning Aboriginal & Torres Strait Islanders employed by WARC in graphic format is attached to this report		

COMMUNITY SUPPORT

Community Care Staff Now have access rights to the NDIS portal thus removing previous concerns in this area. This will streamline processes and ensure compliance.

Community care staff are focusing on improvements by way of increasing service delivery for Aged Care & NDIS to increase both the service and income streams to Council.

The NDIS Audit scheduled for January this year has been postponed until 5 November 2023.

OTHER MATTERS

- Community Visits by Community staff carried out in December 2022 and were very productive in building the network and identifying issues on the ground with the locals
- Community staff have arranged to hold monthly meetings with Wellbeing Coordinator to identify programs and event opportunities across the region

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Council projects and programs are heavily dependent on grant funding and it is therefore vital that Council is updated on the status of grants.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to goals in Pillars 1, 2 and 3 as outlined in the *Regional Plan and Budget 2022-2023*.

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING	
<i>Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.</i>	
Goal 1.1	Community Engagement Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.
Goal 1.2	Economic Partnerships Secure increased income opportunities (grants and commercial) that create employment and/or improve community life.
Goal 1.4	Community Events Deliver cultural, civic and sporting events which engage and unite the community.
Goal 1.5	Cultural Awareness Training Develop increased understanding and observation of cultural protocols.
Goal 1.6	Youth Engagement Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them.

PILLAR 2 INCREASED LOCAL INDIGENOUS EMPLOYMENT	
<i>We are committed to investing in and supporting local Indigenous employment.</i>	
<i>We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.</i>	
Goal 2.1	Indigenous Employment Framework Create Council Indigenous employment framework including tailored pathways to employment.

PILLAR 3 SAFETY AND WELLBEING

As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.

Goal 3.1	Cultural Safety Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan.
Goal 3.2	Health and Safety Staff and public safety is achieved via planning, education and training.
Goal 3.3	Training and Development Deliver training and development which is effective and culturally appropriate, engaging and increases future employment opportunities and pathways.
Goal 3.4	Community Service Delivery Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That Council receive and note the report on the activity and progress made by the Organisational Growth unit in pursuit of the strategic goals.

ATTACHMENTS

- 1 People Capability Report Dec 2022.pdf



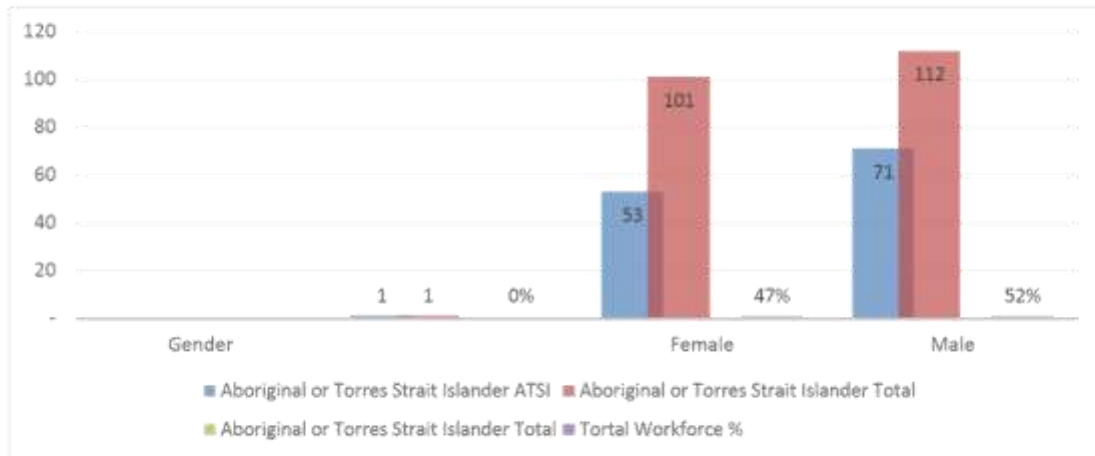
People and Capability Quarterly Report October to December 2022

Manager People & Capability – Peter Ryan

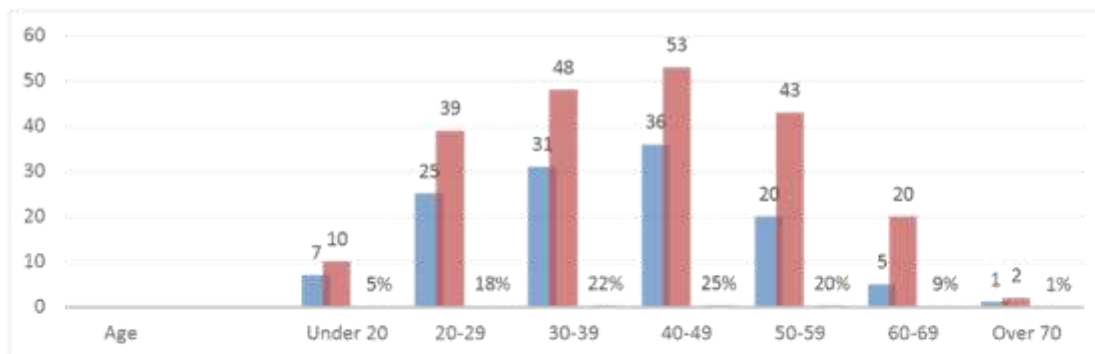
Workforce Report

Total Employees as at 01.01.2023: 214
Staff turnover – Previous 12 months: 54%
Current percentage of ATSI Staff: 58%

Gender – Including ATSI representation

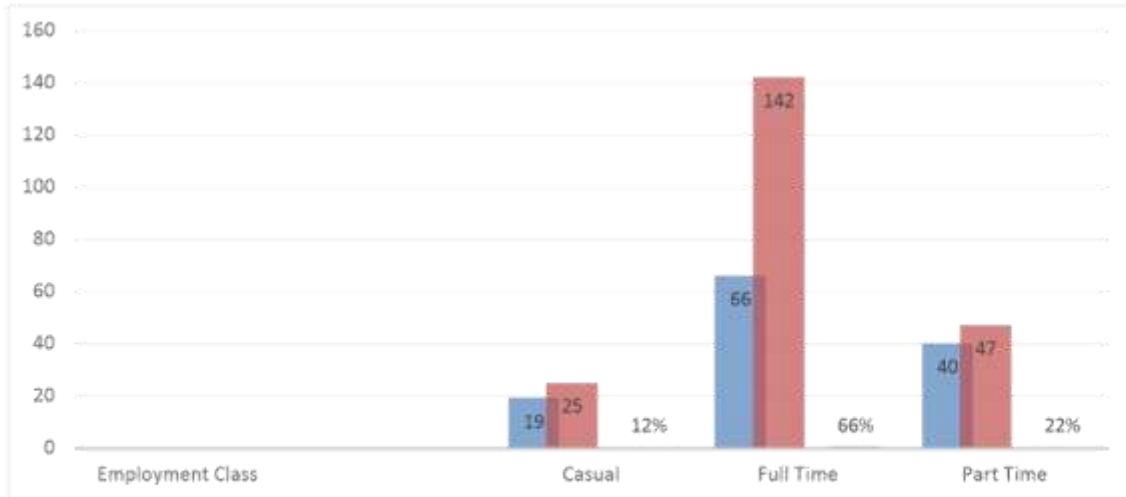


Age – Including ATSI representation

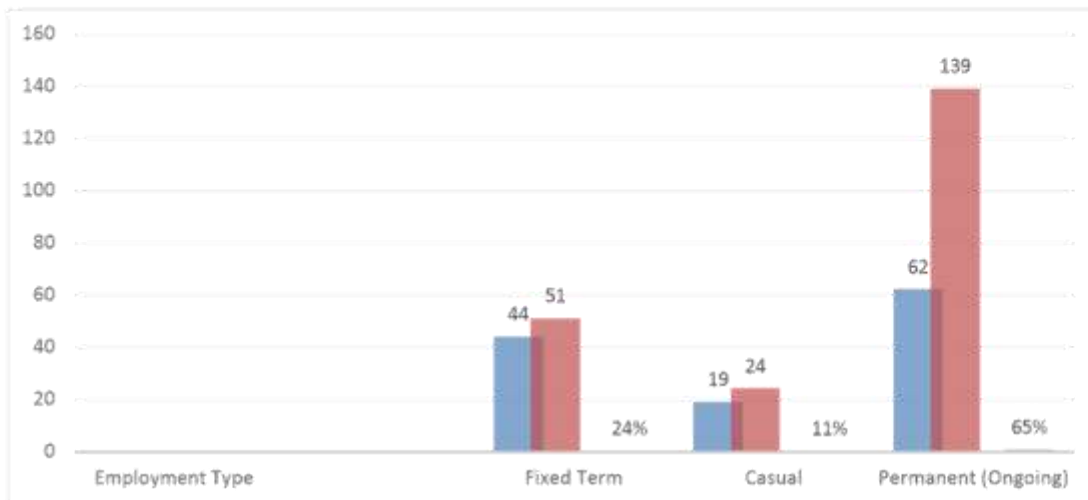




Employment Class – Including ATSI representation



Employment Type – Including ATSI representation





Recruitment Report

Recruitment	Number
Number of Roles Advertised	26
Number of Roles filled	25
Number of Aboriginal Staff employed in last quarter	13

Learning and Development Report

Data not available due to staff absence.

WHS and Workers Compensation

Workers Compensation Claims	Number
Total Open	0
Opened in period	0
Closed Claims	1



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 18 JANUARY 2023

Agenda Reference:	12.4
Title:	Northern Territory Government Review of Local Authorities
File Reference:	1054033
Author:	Brooke Darmanin, Executive Manager Advocacy and Strategy

SUMMARY

The purpose of this report is to provide a summary of feedback received from each of the West Arnhem Regional Council Local Authorities (LA's) to the Northern Territory Government (NTG) Review of Local Authorities so that Council may consider the feedback, apply the recommendations of its choosing within its delegation and provide any additional commentary to the formal submission to the NTG which is being made on its behalf.

BACKGROUND

Local authorities (LAs) were established in 2014 under section 53B of the former *Local Government Act 2008* (the 2008 Act). LAs were established as a response to concerns from communities that the transition from the former community government councils to regional councils led to a loss of communities' voices in the planning and delivery of council programs and services in their community.

The inclusion of LAs in the structure of regional councils is intended to ensure communities have a say in their regional councils' planning, prioritisation, funding and delivery of services and infrastructure for their community; and the provision of information and feedback to communities about the councils' decisions and activities in that community. The ultimate goal is effective, responsive council services for remote communities.

In 2021, before the commencement of the 2019 Act, the Department of the Chief Minister and Cabinet (CM&C) started a desktop review (Review 1) of how well regional councils and LAs were meeting the intent of the 2008 Act and Guideline 8. The aim of Review 1 was to identify good practice across the NT as well as areas that could be further strengthened, and to determine what actions could be considered to better support the delivery of the intent of LAs given their expanded roles under the 2019 Act. Review 1 focused on the 66 LAs established across the Northern Territory for the period 1 July 2019 to 30 June 2020.

Review 1 was informed by the information available on regional councils' websites, information held and observations made by CM&C and some feedback and insights provided by regional councils. The findings and draft recommendations were provided to councils and other stakeholders in early 2022 for comment.

The Review 1 report acknowledged limitations associated with any desktop process. However it provided a platform for more discussion with councils, LA members and others, resulting in the direction outlined in this report.

Review 1 confirmed that there is noticeable diversity in the functioning of LAs and the way councils work with them, with some LAs engaging strongly with their communities and working with their councils to deliver on community priorities and aspirations, and some others struggling to meet or attain quorum to enable recommendations to be made about community priorities. Some LAs, with their councils' support, consider broader matters than council business, acting as a forum and conduit

for community engagement in matters including local, Territory and Commonwealth government priorities.

In addition, feedback from councils and LA members has indicated that some of the requirements placed on them by the NT Government, or interpretations of these requirements, are impeding their ability to achieve their core functions.

Feedback on Review 1 included the following:

Role of LAs:

- a need for greater recognition, promotion and celebration of the strengths of the LA model and more sharing of examples of LAs and their councils successfully achieving the intent of the Act;
- the need for CM&C, councils and LAs to have a clear and common understanding of the definition and scope of their core functions and requirements;

Flexibility:

- the need for flexibility in how LAs and their councils deliver on the core functions (or choose to move beyond the core) to respond to differences between communities, their aspirations and the capacity of LAs;
- providing for flexibility for those communities, LAs and councils who want to have more integrated engagement, not just on local government matters. For example, some communities would like to see a single body coordinating community input into local government and NT Government (or broader) planning, services and prioritisation; while others have indicated a preference that LA members continue to focus on local government and other groups are established or continue to provide input into NT Government and broader matters;
- recognition that some LAs are well established with consistent membership who deliver well-regarded outcomes for their communities and council, and others are less established; and that, over time, LAs may cycle through these stages. This impacts on the levels of support needed from councils for their LAs and the level of autonomy LAs may have, and needs to be accommodated in expectations set by CM&C and required of councils;

Decision making:

- LAs should have as much influence and decision-making power as is appropriate to their stage of development and the delegations of the council; for example, some councils have already delegated decision making in the use of LA Project Funding (LAPF) to their LA, and some have delegated decision making over other community funding. The council is the decision-maker about the level of delegation relevant for their LA/s;

LA Members:

- a need for greater role clarity, capacity building and support for LA members and LA chairs;
- the need to revisit whether proxies should be permitted for LA members;

Administration:

- CM&C should remove any administrative requirements that detract from the ability of the LA and council to deliver on their core function. This needs to be balanced with good governance and accountable administrative process, reflecting that LAs are involved in the use of public resources and should be respected in their communities as informed, well governed and responsive structures;
- performance reporting should be focused on the intended outcome; ie the demonstration by councils of the engagement of communities through their LAs, and of the council's responsiveness to the advice, input and advocacy of their LA, including through the delivery of agreed community priorities;
- LAs should be able to set their own agendas and conduct their own meetings, while recognising the role of councils in managing administration, building capacity and responding to the varying levels of experience and capacity of members;

Resourcing/support:

- some LAs and their councils continue to see benefit in having CM&C representatives at meetings at least occasionally, to coordinate responses to questions from community and LAs about NT Government matters, as well as to support engagement with other NT Government agencies;
- LAPF is a valuable resource for LAs and their councils to respond to community priorities. However, some councils struggle to spend these funds in the required time frames. The support role of CM&C is important in helping councils to address any barriers to the timely expenditure of funding on community priorities as determined by the LA and council;
- Accessible information should be provided to enable communities to understand how priorities for the use of LAPF are determined, and where they are spent;
- A need for a review of the LAPF guidelines to ensure their alignment with the core intent of the LAs;
- Any changes to the LA model should avoid requiring additional council resourcing. For example, where communities and their LAs want to have a broader role than council matters, there may need to be negotiation of partnering with NTG or others to share costs.

As a result of feedback and further discussions, the focus of the Review 1 report changed considerably into the 2nd report review. This 2nd report emphasises the intent of the legislative framework for LAs and provides a principles-based direction for how this intent will be strengthened across the diverse councils of regional NT.

This review does not anticipate a change in the 2019 Act in relation to the role of LAs; LAs will remain part of their regional council structure, and continue to be subject to the control and direction of their relevant regional council

COMMENT

In response to the above mentioned second review of Local Authorities, Council held an additional meeting in January 2023 with each Local Authority across the Region in order to garner feedback for Council's consideration and inform Council's submission to the Review.

This report provides a summary of the themes which emerged throughout the consultations and a series of recommendations based on these.

Council's formal submission to the Department will provide greater detail of each of the Local Authorities feedback.

Summary of Local Authority Feedback

1. Greater flexibility regarding the guidelines was unanimously requested across the region with a particular focus on changing the restrictions of Local Authority grant funding to allow for the purchase of fleet.
2. More meetings were also requested across the board, however there were considerable variations between each LA as to the frequency required and format of proposed additional meetings with some groups requesting a meeting prior to an Ordinary Council Meeting (OCM) with an informal LA catch up following the OCM. Others wanted to increase the number of meetings and invite stakeholders to attend every 2nd meeting. Some wished to increase the number of meetings and use the additional meeting to hold joint heads of agencies meetings.
3. All LA's expressed the firm feedback of a feeling of frustration with protracted delays in getting projects off the ground and to the point of completion.
4. Each LA expressed the view that there has been communication breakdowns between Council and the LA. This was partly attributed to Council holding bi-monthly meetings which further exacerbated delays in the uptake and completion of LA projects and in communication regarding the status of the projects coming back to the groups. The overall view right across the region was that improving communication with LA membership should be considered a high priority for Council. A wide variety of suggestions as to how this might be achieved was received and will be

detailed in the formal submission to the Department and circulated to Council and each executive of Council including the CEO for consideration once the submission has been finalised.

5. Instituting a Policy which allowed for the use of proxies was unanimously supported with some groups expressing the view that using proxies improved understanding of council and LA's in community and "built the bench" by way of succession planning opportunities.
6. Each group was asked if translators would be beneficial and there was limited uptake of this suggestion with LA's suggesting that while the membership did not require a translator, stakeholder meetings/community meetings may require translators on a needs basis

STATUTORY ENVIRONMENT

Northern Territory Local Government Act 2019

POLICY IMPLICATIONS

West Arnhem Regional Council Policies:

1. Allowances and Expenses (Elected Local Authority and Council Committee Members) Policy 20210601
2. Local Authority Appointments Resignations and Terminations Policy

FINANCIAL IMPLICATIONS

Dependant on the feedback received from the Local Authorities and the overall outcome of the Northern Territory Review of Local Authorities there may be financial implications for Council, noting these would be considered in detail once able to be determined and quantified

STRATEGIC IMPLICATIONS

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING	
Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.	
Goal 1.1	<p>Community Engagement Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life</p>
PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	<p>Council and Local Authorities Excellence in governance, consultation administration and representation</p>
Goal 6.5	<p>Planning and Reporting Robust planning and reporting that supports Council's decision-making processes</p>

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION:

That Council;

1. receive and note the report on the Northern Territory Government Review of Local Authorities,
2. consider the feedback and recommendations received from each of West Arnhem Regional Council Local Authorities,
3. approve the delegation to each Local Authority to commit and spend funds up to the value of their annual grant funding allocation,
4. direct the administration to create a place in each Local Authority Agenda which details the code of conduct, number and names of elected members, appointed members including the chair, the number of members required to reach a quorum and the number of members necessary to hold a provisional meeting,
5. direct the administration to invite Linda Weatherhead Director Policy & Projects, Local Government, Chief Minister and Cabinet to conduct code of conduct and governance training for each Local Authority on the day prior to the upcoming February 2023 round of Local Authority meetings,
6. support the findings from each Local Authority consultation that communication between Council and the Local Authorities requires improvement and;
7. direct the administration to work with each Local Authority and their respective Council Services Manager to improve communication

ATTACHMENTS

There are no attachments for this report.