



WEST ARNHEM REGIONAL COUNCIL AGENDA

**MINJILANG LOCAL AUTHORITY
MONDAY, 25 MARCH 2024**



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Minjilang on Monday 25 March 2024 at 10:00 am.

Andrew Walsh
Chief Executive Officer

Code of Conduct: The Local Government Act 2019

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

1. *Honesty and Integrity:* A member must act honestly and with integrity in performing official functions.
2. *Care and diligence:* A member must act with reasonable care and diligence in performing official functions.
3. *Courtesy:* A member must act with courtesy towards other members, council staff, electors and members of the public.
4. *Prohibition on bullying:* A member must not bully another person in the course of performing official functions.
5. *Conduct towards Council staff:* A member must not direct, reprimand, or interfere in the management of, council staff.
6. *Respect for cultural diversity and culture:* A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
7. *Conflict of interest:* A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
8. *Respect for confidences:* A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
9. *Gifts:* Members must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.'
10. *Accountability:* A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
11. *Interests of municipality, region or shire to be paramount:* A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
12. *Training:* A member must undertake relevant training in good faith.

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Acknowledgement of Country

West Arnhem Regional Council acknowledges the First Nations Custodians, and the many Language and Family groups who are Managers and Caretakers to each of their Traditional homelands and Waters across the West Arnhem Region Wards.

West Arnhem Regional Council pays its respects and acknowledges Elders, past, present and rising.

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority record, any apologies, and requests for leave of absence received from Authority members for the meeting held on 25 March 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted Member's apologies and/or requests for leave of absence for the Local Authority meeting held on 25 March 2024.

COMMENT

Local Authorities can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by the Local Authority will be recorded as absent without notice.

LEGISLATION AND POLICY

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

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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 Council and Local Authorities

Excellence in governance, consultation administration and representation

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	3.2
Title:	Absent without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority record, any absences without notice received from Authority members for the meeting held on 25 March 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted Member's absences without notice for the Local Authority meeting held on 25 March 2024.

LEGISLATION AND POLICY

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

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

Agenda papers are presented for acceptance at the Minjilang Local Authority meeting held on 25 March 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 25 March 2024.

LEGISLATION AND POLICY

Section 92(1) *Local Government Act 2019*.

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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 Council and Local Authorities

Excellence in governance, consultation administration and representation

Goal 6.5 Planning and Reporting

Robust planning and reporting that supports Council's decision-making processes

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

Local Authority Members are required to disclose an interest in a matter under consideration at the 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 meeting as soon as possible after the matter is raised.
- 2) In the case of a matter raised in a general debate or by any means other than the printed agenda of the Council meeting, disclosure as soon as possible after the matter is raised.

Under disclosure, the Member must abide by the decision of the Local Authority on whether they shall remain in the Chambers and/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 them to leave the Chambers.

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY received the declarations of interest as listed for the Minjilang Local Authority meeting held on 25 March 2024.

LEGISLATION AND POLICY

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

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

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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 6.4 Risk Management

The monitoring and minimisation of risks associated with the operations of Council.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	6.1
Title:	Confirmation of Local Authority Meeting Minutes
Author:	Ben Heaslip, Information Advisor

SUMMARY

Unconfirmed minutes from the 15 September 2023 Minjilang Local Authority meeting are submitted to the Local Authority for confirmation that the minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT THE LOCAL AUTHORITY adopted the minutes of the 15 September 2023 Minjilang Local Authority as a true and correct record.

LEGISLATION AND POLICY

Sections 101(4) and 101(5) of the *Local Government Act 2019*.

Clause 13.1 *Guideline 1: Local Authorities 2021*.

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. 2023.09.15 Minjilang Local Authority Minutes - Unconfirmed [6.1.1 - 5 pages]



Minutes of the West Arnhem Regional Council a Local Authority Meeting
Friday, 15 September 2023 At 10:00 am
Minjilang Conference Room

Chairperson David Makings declared the meeting open at 11:01am, welcomed all in attendance and did an Acknowledgement of Country.

APPOINTED MEMBERS PRESENT

Member	Shane Wauchope
Member	Clint Wauchope
Member	David Makings
Member	Charles Yirrawala

ELECTED MEMBERS PRESENT

Deputy Mayor	Elizabeth Williams
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STAFF PRESENT

Chief Executive Officer (acting)	Jessie Schaecken
Chief Corporate Officer	Deirdre OSullivan (via video conference)
Governance and Risk Advisor (acting)	Jasmine Mortimore
Governance and Risk Advisor (acting)	Ben Heaslip
Minjilang Council Services Manager	Cathy Makings
General Manager Technical Services (acting)	Clem Beard (via video conference)
Finance Manager	James Stockdale (via video conference)
Waste and Resource Coordinator	Sara Fitzgerald
Work Officer	Kenneth Ogden
Works Assistant	Corey Bukulatjpi

GUEST PRESENT

Member of Arafura	Manuel Brown
Member of Arafura Liaison Officer	Patrick Heenan
Department of Chief Minister and Cabinet	Phoenix Brown (via video conference)
Department of Chief Minister and Cabinet	Linda Weatherhead

West Arnhem Regional Council - 1 - Minjilang Local Authority Meeting
Friday, 15 September 2023

Department of Chief Minister and Cabinet	Doreen Alusa
Department of Chief Minister and Cabinet	Hugh King
Department of Chief Minister and Cabinet	Jacob Leonard
Department of Chief Minister and Cabinet	Melena Mathie

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Committee considered Apologies and Leave of Absence.

MIN160/2023 RESOLVED:
On the motion of Mr S Wauchope
Seconded Mr C Wauchope
That the Minjilang Local Authority received and noted member's apologies from Mayor Matthew Ryan, Matthew Nagarlbin, Audrey Lee, Henry Guwiyul for the meeting held on 15 September 2023.

CARRIED

ABSENT WITHOUT NOTICE

4.1 ABSENT WITHOUT NOTICE

The Committee considered Absent Without Notice.

MIN161/2023 RESOLVED:
On the motion of Mr C Wauchope
Seconded Mr Yirrawala
That the Minjilang Local Authority received and noted member's NIL absences without notice for the meeting held on 15 September 2023.

CARRIED

ACCEPTANCE OF AGENDA

5.1 ACCEPTANCE OF AGENDA

The Committee considered Acceptance of Agenda.

MIN162/2023 RESOLVED:
On the motion of Mr C Wauchope
Seconded Mr Yirrawala
That the agenda for the Minjilang Local Authority meeting of 15 September 2023 as circulated be accepted.

CARRIED

DECLARATION OF INTEREST OF MEMBERS OR STAFF

6.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF

The Committee considered Disclosure of Interest of Members or Staff.

MIN163/2023 RESOLVED:
On the motion of Mr S Wauchope
Seconded Mr Yirrawala
That Minjilang Local Authority received and recorded declarations of interest for the meeting held on 15 September 2023.

CARRIED

CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 11 MAY 2023

West Arnhem Regional Council

- 2 -

Minjilang Local Authority Meeting
Friday, 15 September 2023

The Committee considered Confirmation of Previous Local Authority Meeting Minutes - 11 May 2023.

MIN164/2023 RESOLVED:
On the motion of Mr C Wauchope
Seconded Mr Yirrawala
That the minutes of the 11 May 2023 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

CARRIED

LOCAL AUTHORITY ACTION ITEMS

9.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS

The Committee considered Review of Local Authority Action Items.

MIN165/2023 RESOLVED:
On the motion of Mr Yirrawala
Seconded Mr S Wauchope
That the Minjilang Local Authority reviewed the action items list and approved to remove any completed actions.

CARRIED

CEO / CSM REPORT ON REGIONAL COUNCIL SERVICES

10.1 CSM OPERATIONS REPORT ON CURRENT COUNCIL SERVICES

The Committee considered CSM Operations Report on Current Council Services.

MIN166/2023 RESOLVED:
On the motion of Mr C Wauchope
Seconded Mr Yirrawala
That the Minjilang Local Authority received and noted the report entitled '*CSM Operations Report on Current Council Services*'.

CARRIED

FINANCE REPORT

13.1 FINANCIAL REPORT TO AUGUST 2023

The Committee considered Financial Report to August 2023.

MIN167/2023 RESOLVED:
On the motion of Mr Yirrawala
Seconded Mr S Wauchope
That the Minjilang Local Authority received and noted the report entitled '*Financial Report to August 2023*'.

CARRIED

VISITOR PRESENTATIONS

14.1 PRESENTATIONS AND VISITORS

The Committee considered Presentations and Visitors.

MIN168/2023 RESOLVED:
On the motion of Mr Yirrawala
Seconded Mr S Wauchope
That Members noted the:
Presentation by Heimo Schober from Keep Australia Beautiful and supported as the Local Authority for the Tidy Towns program to be implemented.

Presentation by the Department on the NT Burial and Cremations Act and Draft Guidelines to the management of human remains. Members provided feedback on backyard burial sections and the cultural aspect on community and council staff.
Presentation by Linda Weatherhead on the Local Authority Review and Noted the LA Review Final Report, Guideline and Implementation Plan.
Presentation by Manual Brown MLA updating Minjilang LA on 10 houses being built in community & the transparency for the Minjilang housing reference group, charter and ferry services in West Arnhem. Members raised Minjilang priority projects such as the airport upgrades, access road from airport to township, a women's shelter and the concerns with Fly Tiwi price increase.

CARRIED

Meeting broke for lunch at 13:25 and recommenced at 14:19

GENERAL ITEMS

15.1 TRAILER SCREEN OPTIONS FOR LOCAL AUTHORITY

The Committee considered Trailer Screen Options for Local Authority.

MIN169/2023 RESOLVED:

On the motion of Mr C Wauchope

Seconded Mr Yirrawala

That the Minjilang Local Authority:

1. Received and noted report entitled '*Trailer Screen Options for Local Authority*'; and
2. bring report to back to next Minjilang Local Authority for further discussion.

CARRIED

15.2 SUPPLY AND INSTALL GENERAL PURPOSE POWER OUTLET AND WATER BUBBLER TO BASKETBALL COURTS FOR COMMUNITY USE

The Committee considered Supply and Install General Purpose Power Outlet and Water Bubbler to Basketball Courts for Community use.

MIN170/2023 RESOLVED:

On the motion of Mr S Wauchope

Seconded Mr Yirrawala

That the Minjilang Local Authority:

1. Received and noted report entitled '*Supply and Install General Purpose Power Outlet and Water Bubbler to Basketball Courts for Community use*'
2. Reviewed this project and approved future funding \$29,150 from Minjilang Local Authority Project Funding.

CARRIED

15.3 WASTE AND RESOURCE MANAGEMENT REPORT

The Committee considered Waste and Resource Management Report.

MIN171/2023 RESOLVED:

On the motion of Mr C Wauchope

Seconded Mr Yirrawala

That the Minjilang Local Authority received and noted report entitled '*Waste and Resource Management Report*'.

CARRIED

15.4 MINJILANG LOCAL AUTHORITY MEMBERSHIP

The Committee considered Minjilang Local Authority Membership.

MIN172/2023 RESOLVED:
On the motion of Mr C Wauchope
Seconded Mr Yirrawala
That the Chairperson invited discussions around encouraging new members to apply and expanding the overall membership of the Minjilang Local Authority.

CARRIED

15.5 LOCAL AUTHORITY MEMBERS QUESTIONS

The Committee considered Local Authority Members Questions.

MIN173/2023 RESOLVED:
On the motion of Mr Yirrawala
Seconded Mr C Wauchope
That the Chairperson invited questions from Local Authority Members.
It was discussed that the Governance and Risk Advisor will reach out a week before each meeting to enquire about LA member questions ahead of the meeting.

CARRIED

NEXT MEETING

The next Minjilang Local Authority will be held on 12 October 2023

MEETING DECLARED CLOSED

Chairperson David Makings declared the meeting closed at 14:50

Chairperson

Date Confirmed

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	7.1
Title:	Review of Action Items
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

This report is submitted for Minjilang Local Authority to review and discuss the progress on outstanding action items from meetings.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Review of Action Items*; and
2. Reviewed the outstanding action items and gave approval for completed items to be removed from the register.

BACKGROUND

Action items arise out of resolutions of the Local Authority or questions asked by Members. The attached register provides the current status of the action items as provided by the administration. The administration recommends items as complete but it is for the Local Authority to determine whether the item remains active or is complete and can be removed.

COMMENT

The actions that Local Authority resolves to occur are to be acted upon by the administration. This report enables Local Authority to progressively discuss and acknowledge the status of items.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Minjilang LA Action Items List In Progress [7.1.1 - 6 pages]

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
15.09.2023	MIN 172/2023	LOCAL AUTHORITY QUESTIONS	In progress	Governance and Risk Advisor will reach out a week before each meeting to enquire about LA member questions.	GRA
11.05 2023	MIN156/2023 MIN169/2023	Request Administration look at options for LED mobile screens and bring a report to the next local authority meeting.	In Progress	<p>3 September 2023 An updated report including indicative costings has been included in this meeting for discussion.</p> <p>MIN169/2023 – 15 September 2023 The Authority requests that the 'Trailer Screen Options for Local Authority' report is brought back to next Meeting for further discussion – the Report is included in the agenda.</p> <p>13 March 2024 As requested an updated report including indicative costings has been included in this meeting for discussion and consideration for community use.</p>	Technical Services
09.02.2023		CRECHE ROOF	In progress	<p>Updated 02 May 2023 Engineering and design expected to be completed 100% by the 15th May. Next Step is to source QS report to confirm funding required to complete works to upgrade facility.</p> <p>Updated 3 July 2023 – Clem Beard QS Services visited site Thursday 29/06/2023 to inspect roof and compile an internal condition report. At time of writing awaiting QS to provide estimates for remediation works funded by the external provider estimated at \$172,000.00.</p> <p>Updated 6 November 2023 – Clem Beard Grant approval received \$286,080.00. Tender is presently released with a closing date of Monday 27/11/2023. Site visit with potential contractors tentative scheduled for Thursday 09/11/2023. Works scheduled to commence April/May 2024</p>	Technical Services

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Updated 12 March 2024 – Clem Beard Grant approval received \$286,080.00. Tender has been awarded to Stedman Constructions and ‘Scope of Works’ has been discussed with Stedman. Completion of disabled carpark will a variation as sufficient funds available for additional works. Building materials expected to arrive late April. Works scheduled to commence April/May 2024</p>	
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: 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. 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: 28 January 2022 NLC have advised that consultation dates have been delayed due to COVID-19 restrictions. The administration is following up on the confirmation of new consultation dates.</p> <p>Update: 02 August 2022 NLC have advised waste disposal sites are on hold to get some uniformity across the board on lease terms.</p> <p>Update 6 November – Clem Beard WARC Waste and Resource Coordinator is continuing to work with the NLC to secure Land Use Agreements for all waste site across the region.</p> <p>Update 23 January – Clem Beard</p>	Technical Services/ CSM

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				Feedback from NLC, awaiting agreements signed with EARC and will replicate agreements across the WARC region. Update 15 March 2024 – Sara Fitzgerald Meeting Held with Environmental Health Officers From NT Department of Health to inspect Landfill/ Pig Situation. Dept Health support our application for lease to enable fencing of the Landfill due to spread of disease from Pigs scavenging landfill. They will provide supporting letter to NLC and try and offer some sway in the decision in order to make process faster.	
05.11.2020	OCM173/2020	SCOPE AND BUDGET FOR AIRPORT SHELTER UPGRADE Council considered Minjilang Local Authority's recommendation for the administration to provide scope and budget for upgrading of airport shelter.	In progress	Update: 01 October 2020 A report providing the scope and budget for this item is included in the agenda. Update: 05 February 2021 The administration is preparing a proposal that will be submitted to the Building Better Regions Fund (BBRF) program in March 2021. June 2021 to August 2022 The Administration prepared reports for LA meetings.	Grants/ Technical Services/ CSM
16.12.2020	OCM197/2020	AIRPORT SHELTER 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.		Update 06 October 2022 Directive to request for funding from DIPL: DIPL advised they have no ownership/lease in place for facilities at the airport. DIPL's responsibilities are inside the airport and airport apron only. No Land Use Agreements are in place for the facilities or airport waiting area, and DIPL have no interest in seeking any Land Use Agreements in this part of the airports across the region. The administration will consult with the Local Authority on the way forward at this meeting.	
10.08.2022	OCM78/2022	Council directed the administration: <ul style="list-style-type: none"> To send letters to other stakeholders in Minjilang, and request them to co-contribute to the cost of the Minjilang Airport shelter upgrade. 		With regards to the directive to send letters to other stakeholders in Minjilang, and request them to co-contribute to the cost of the airport shelters, the Chief Operating Officer will provide a verbal update at the meeting. With regards to the	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
		<ul style="list-style-type: none"> To try and seek additional funding for the Minjilang Airport shelter upgrade at an estimated cost of \$91,000 		<p>directive to seek \$91,000 for the airport shelter upgrade, ongoing conversations with are being held with Technical Services at an Executive level regarding the lease for the land the shelter occupies. No further updates at this stage.</p> <p>Update 21 January 2023 The grants team is seeking funding opportunities for this project.</p> <p>Update 02 May 2023 The administration has lodged an expression of Interest (EOI) with the NLC to allocate/LUA the area outside the Airport Apron to upgrade and maintain facilities management by WARC. ALPA CDP have constructed a concrete path to the waiting area and the CSM has requested if CDP can facilitate repairs to Waiting Area Structure Roof as a CDP project to assist all users of Airport facilities.</p> <p>Updated 14 August 2023 WARC have procured the materials to complete works and will coordinate works to be completed in conjunction with Minjilang CDEP when local labour becomes available and participants return from cultural absence.</p> <p>Update 24 October 2023 – Cathy Makings WARC Minjilang team have removed the roof of the shelter. Spoke to CDP Jack who advised they have been waiting 2 months for the metal primer to arrive. WARC Team are arranging to reorder the primer and awaiting on quotes from Darwin paint stores. Once the CDP do the painting of the steel the team will install the roof.</p> <p>Update 03 November 2023 – Cathy Makings Paint arrived 01/11/23 Advised CDP if they could paint the beams so WARC staff can reinstall the roof.</p> <p>Update 29 November 2023 – Cathy Makings</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Waiting for CDP to complete painting of the beams</p> <p>Update 9 January 2023 – Cathy Makings CDP have resumed their work after Christmas break. CSM to contact manager to find out when work will resume.</p> <p>Update 8 March 2024 – Cathy Makings No further update due to bad weather</p>	
16.12.2020	OCM197/2020	<p>MINJILANG COUNCIL OFFICE DISABILITY RAMP AND TOILET Council directed the administration to provide a scope and budget for the following propjets in anticipation of future Local Authority funding:</p> <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: 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 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> <p>Update 28 January 2022 The administration has prepared a report that will be presented at the LA meeting.</p> <p>Update 02 August 2022: The administration has prepared a report that will be resubmitted at the LA meeting for discussion.</p> <p>Update: 03 October 2022 The administration will provide further details and measurements for the redesign of building. Once the design is finalised for ramp and existing office modifications the Concept</p>	Grants/Technical Services/CSM
10.08.2022	OCM78/2022	<p>Council:</p> <ul style="list-style-type: none"> • Approved the allocation of \$25,000 from Minjilang Local Authority funding to meet the costs for the architectural and structural drawings for the Minjilang Council office disabled access ramp and toilet; and • Directed the administration to try and seek additional funding for the construction of the Minjilang Council office disabled access ramp and toilet at an estimated cost of \$586,900.00 			

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Design will be sent to QS Services to establish a budget for project proposal.</p> <p>Update 28 April 2023 The grants team is seeking funding opportunities for this project. QS Services have provided cost estimates for the project of \$586,900.00 for Minjilang Office renovations to meet compliance for disabled access.</p> <p>Updated 4 September 2023 – Leeane Johansson The grants team in conjunction with Technical Services are applying for two (2) stage funding through the ‘Growing Regions Program – 1’ per below. Expression of Interest: <ul style="list-style-type: none"> ➤ Opening date 05/07/2023 ➤ Closing date 01/08/2023 Full Application: <ul style="list-style-type: none"> ➤ Opening date 01/11/2023 ➤ Closing date 12/12/2023 </p> <p>Updated 11 November 2023 – Leeane Johansson Awaiting outcome of EOI application – timeframes for stage 2 (full application) have been extended. Full Application: <ul style="list-style-type: none"> ➤ Opening date 27/11/2023 ➤ Closing date 15/01/2024 </p> <p>Updated 18 January 2024 – Leeane Johansson Full application submitted 15/01/24 – awaiting outcome</p> <p>Updated 15 March 2024 – Leeane Johansson Application is submitted and awaiting outcomes.</p>	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	7.2
Title:	Finance Report for the period ended 29 February 2024
Author:	Corey White, Accountant

SUMMARY

This Finance Report for the year to date period 1 July 2023 to 29 February 2024, the first eight months of the 2023-24 financial year, is prepared for the Minjilang Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Finance Report for the period ended 29 February 2024*; and
2. Received and noted the attachment entitled *2022 – 2023 Local Authority Project Funding Certification Minjilang DOS*

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 29 February 2024. 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 Services 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 - Minjilang

as at 28 Feb 2024

Description	MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	39,896	40,467	(571)	(1%)	60,700	66%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	41,896	41,896	-	-	62,844	67%
Income Council Fees and Charges	9,400	13,667	(4,266)	(31%)	20,500	46%
Income Operating Grants	635,139	637,033	(1,894)	(0%)	815,650	78%
Income Allocation	45,928	75,446	(29,518)	(39%)	111,336	41%
Other Income	20,705	18,791	1,915	10%	21,124	98%
Income Agency and Commercial Services	519,303	562,880	(43,576)	(8%)	844,320	62%
Total Operational Revenue	1,312,268	1,390,179	(77,911)	(6%)	1,936,474	68%
Operational Expenditure						
Employee Expenses	946,148	1,072,955	(126,807)	(12%)	1,579,019	60%
Contract and Material Expenses	151,356	344,843	(193,487)	(56%)	475,411	32%
Finance Expenses	709	980	(271)	(28%)	1,470	48%
Travel, Freight and Accom Expenses	76,233	135,293	(59,060)	(44%)	192,732	40%
Fuel, Utilities & Communication	220,921	230,933	(10,012)	(4%)	344,809	64%
Other Expenses	171,140	236,855	(65,715)	(28%)	563,058	30%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	1,350	4,050	(2,700)	(67%)	5,400	25%
Council Committee & LA Expenses	105	105	-	-	105	100%
Total Operational Expenditure	1,567,962	2,026,015	(458,053)	(23%)	3,162,004	50%
Total Operational Surplus / (Deficit)	(255,694)	(635,836)	380,142	60%	(1,225,530)	21%

Annual Budget Operating Position - Minjilang

as at 28 Feb 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(255,694)	(635,836)	380,142	60%	(1,225,530)	21%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(45,928)	(75,446)	29,518	39%	(111,336)	41%
Add Back Non-Cash Expenses	307,169	407,505	(100,336)	(25%)	591,793	52%
Total Non-Cash Items	261,241	332,060	(70,819)	(21%)	480,457	54%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(47,355)	(75,807)	28,452	38%	(75,807)	62%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	(47,355)	(75,807)	28,452	38%	(75,807)	62%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	37,806	35,479	2,327	7%	35,479	100%+
Total Additional Inflows	37,806	35,479	2,327	7%	35,479	100%+
Net Budgeted Operating Position	(4,002)	(344,104)	340,102	99%	(785,401)	1%

LEGISLATION AND POLICY

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

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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 6.1 Financial Management

Provision of strong financial management and leadership which ensures long term sustainability and growth.

ATTACHMENTS

1. Graphical Financial Presentation Minjilang - February 2024 [**7.2.1** - 9 pages]
2. 2022 - 2023 Local Authority Project Funding Certification Minjilang DOS [**7.2.2** - 2 pages]
3. NTG Local Government Funding Advice 2023-24 [**7.2.3** - 3 pages]



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 29th February 2024**

Actual v Budget – Operational – July 2023 to February 2024



Actuals v Budget - Minjilang

as at 28 Feb 2024

Description	MINJILANG					Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%			
Operational Revenue							
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Actual v Budget – Operational – July 2023 to February 2024



Annual Budget Operating Position - Minjilang

as at 28 Feb 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
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Transfers from Reserves	37,806	35,479	2,327	7%	35,479	100%+
Total Additional Inflows	37,806	35,479	2,327	7%	35,479	100% +
Net Budgeted Operating Position	(4,002)	(344,104)	340,102	99%	(785,401)	1%

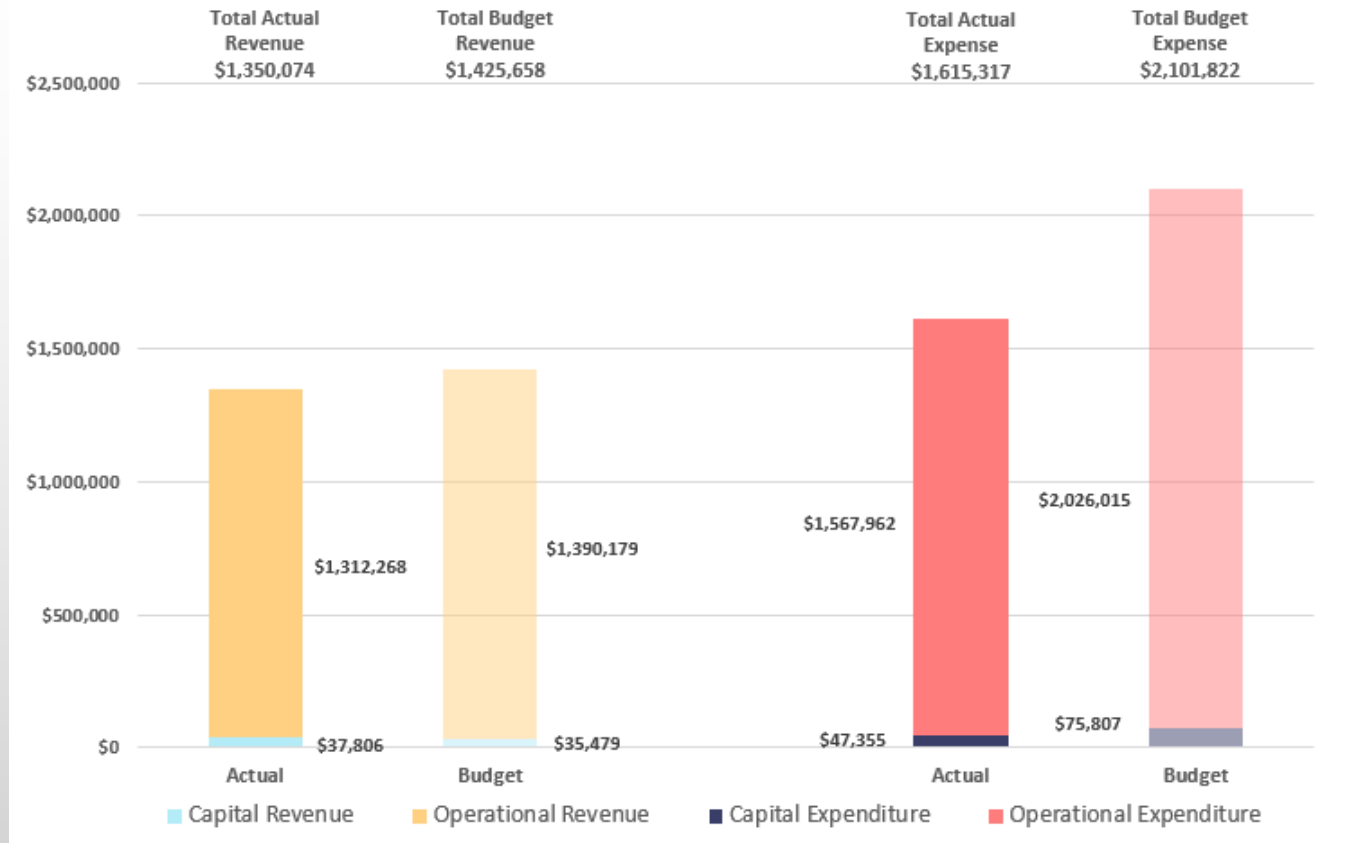
Legend:

- Unfavourable variance over \$75,000
- Unfavourable variance under \$75,000
- Favourable variance
- ! Variance over \$300,000





Actual v Budget – Minjilang – July 2023 to February 2024



Council Funded Projects – July 2023 to February 2024



No capital reserve funded projects are currently active



Grant Funding – Local Authority Projects – Available Funds - July 2023 to February 2024



Grant Funding - Local Authority Projects	Funding Amount	Funding Year	Funds Received	Funds not yet Received	Allocated	Balance as at 29.02.2024
Local Authority Projects Funding	36,900	FY 21/22	36,900	-	(36,900)	-
Local Authority Projects Funding	36,900	FY 22/23	36,900	-	(11,289)	25,611
TOTAL FUNDING	73,800	-	73,800	-	(48,189)	25,611

LAP - funding available 23/24	36,900	FY 23/24	-	36,900	-	36,900
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Add funds available from Projects completed under budget	7,114
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Total available for Allocation	69,625
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Grant Funding – Local Authority Projects – July 2023 to February 2024



Grant Funding - Local Authority Projects - Active Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2023-24	Commitments	Available Funds as at 29.02.2024	Status
LAP - Animal Management Program 2024	3,366	FY 23/24	3,366	-	-	(3,060)	306	Next scheduled visit June 3rd - 7th 2024
LAP - Supply and Install General Purpose Power Outlet and Water Bubbler	29,150	FY 23/24	29,150	-	(2,959)	(12,622)	13,569	Works completed awaiting to solve the issue of no water pressure. Expected be completed EOM.
TOTAL LOCAL AUTHORITY PROJECTS	32,516		32,516	-	(2,959)	(15,682)	13,875	

Grant Funding - Local Authority Projects - Completed Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2023-24	Commitments	Available Funds as at 29.02.2024	Status
LAP - Speed Bump - Minjilang	23,815	FY 22/23	23,815	(12,221)	(4,480)	-	7,114	Completed
TOTAL LOCAL AUTHORITY PROJECTS	23,815	-	23,815	(12,221)	(4,480)	-	7,114	



Grant Funding – Community Projects – July 2023 to February 2024



Grant Funding - Community Projects	Approved Income Budget	Year of Budget Approval	Carried Forward Cash Balances	Cash received to date (incl. Carried Forward)	Total Cash Received	Expenditure to date 2023-24	Commitments to Date	Available Funds as at 29.02.2024
Commonwealth Home Support Program (CHSP)	-	FY 22/23	-	-	-	(10,336)	(3,000)	-
Night Patrol	-	FY 22/23	-	-	-	(190,502)	(227)	-
Remote Sport Program	-	FY 22/23	-	-	-	(13,435)	-	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 22/23	-	-	-	(2,430)	-	-
Manage Crèche	721,904	FY 23/24	208,830	15,890	224,719	(97,077)	(157,999)	-
Australia Day Grant	-	FY 23/24	-	1,000	1,000	(977)	-	23
NAIDOC Week Activity	-	FY 22/23	-	-	-	(1,128)	-	-
Celebrating Aboriginal Culture (Australia Day)	1,250	FY 22/23	1,250	-	1,250	-	-	1,250
Sports and Recreation	-	FY 23/24	-	-	-	(46,431)	(433)	-
TOTAL COMMUNITY PROJECTS	723,154	-	210,080	16,890	226,969	(362,317)	(161,659)	1,273



New Assets or Additions to Existing Assets – February 2024



LED Screen – Minjilang Office

Minjilang

Asset no. 700013

\$37,887



West Arnhem Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Minjilang Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

LAPF Grant 2022-2023	\$36,900.00
Other income/carried forward balance from 2021-2022	\$36,900.00
Other income/carried forward balance from 2020- 2021	\$36,900.00
Other income/carried forward balance from 2019- 2020	\$20,530.80
Total Income	\$131,230.80
Total Expenditure	\$61,510.78
Surplus	\$69,720.02

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes No
- the LAPF funding guidelines; Yes No
- the *Local Government Act and the Local Government (Accounting) Regulation*; and Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No

Certification report prepared by Imran Shajib 28/08/2023

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

Council's ordinary council meeting and local authority meeting.

Yes No

Laid before the Council at a meeting to be held on 20/09/2023 Copy of minutes attached (TBA).

Laid before the LA at a meeting to be held on 25/03/2024 Copy of minutes attached (TBA).

CEO or



CFO.....

.....31.../.....08.../20_23_

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes No

Balance of funds to be spent \$ _____

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

CERTIFICATION ACCEPTED

Yes No

Comments

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

Omor Sharif – Grants and Rates Officer _____

...../...../20__

Donna Hadfield – Manager Grants Program _____

...../...../20__



Department of
**THE CHIEF MINISTER AND
CABINET**

Chief Executive Officer
Level 14 NT House
22 Mitchell Street Darwin NT 0800

Postal address
GPO Box 4396
Darwin NT 0801

E frank.daly@nt.gov.au

T 08 8999 6490

File reference
LGR2016/00013

Ms Jessie Schaeken
A/Chief Executive Officer
West Arnhem Regional Council
PO Box 721
JABIRU NT 0886

Dear Ms Schaeken

Re: Local Government funding levels – 2023-24

I am pleased to formally advise the West Arnhem Regional Council (Council) of the 2023-24 local government funding levels for the following programs:

- NT Operational Subsidy - to assist with the provision of local government services;
- Indigenous Jobs Development Funding - assistance to help offset the cost of employing Aboriginal staff within your council;
- Local Authority Project Funding - to provide local authorities the financial capacity to undertake priority community projects; and
- Waste and Resource Management Program – providing support to assist with addressing issues specific to waste and resource management.

Attachment A provides details of the approved funding allocations and approximate release dates of each of the above programs.

Indigenous Jobs Development Funding (IJDF)

Council's notional allocation under the Indigenous Jobs Development Funding (IJDF) has been fixed for three years i.e. 2021-22, 2022-23 and 2023-24. Pending a review of the allocation methodology during 2023-24, revised allocations will take effect from 2024-25. IJDF payments will be released in quarterly instalments retrospectively once the related quarter's report is received by the local government grants team.

A funding offer with IJDF grant conditions is attached for your consideration and signature. Please return the completed acceptance form to the Local Government grants team at lg.grants@nt.gov.au as soon as practical.

Local Authority Project Funding (LAPF)

The amounts detailed for the LAPF program are the notional funding allocations for each local authority. In accordance with the grant funding conditions, expenditure certifications of council LAPF expenditure for 30 June 2023 was due on 31 August 2023. If Council has any unspent LAPF balances older than 2 years that has not been formally committed, then payment of the

2023-24 allocation may be withheld, or related funds requested to be repaid unless there are extenuating circumstances that are beyond the Council's control that has prevented a project from progressing. Council must seek approval in writing from the Department of the Chief Minister and Cabinet (Department) for an extension to carryover and expend any LAPF funding that is over 2 years old.

A funding offer will be made once 30 June 2023 expenditure certification has been received and assessed by the Local Government grants team.

Waste and Resource Management (WaRM)

The 2023-24 WaRM program allocation to your council is based on the same level of funding offered in prior years under this program. Council's acquittal of WaRM funding for 30 June 2023 was due on 31 August 2023. If Council has any unspent WaRM balances older than 2 years that has not been formally committed, then payment of the 2023-24 allocation may be withheld, or related funds requested to be repaid unless there are extenuating circumstances that are beyond the Council's control that has prevented a project from progressing. Council must seek approval in writing from the Department for an extension to carryover and expend WaRM funding that is over 2 years old.

A funding offer with WaRM grant conditions is attached for your consideration and signature. Please return the completed acceptance form to the local government grants team at lg.grants@nt.gov.au as soon as practical.

Please note, for the certifications and acquittals mentioned above, 'unspent funds' are all amounts that have not been formally committed either by way of a tender contract or accepted quote/s to a project. Funds simply held against a project that is yet to be commenced and has no contractual agreement in place are not considered to be formally committed. If your council has already received an extension approval for any of the grant programs mentioned in this letter then another extension approval is not required.

It is a mandatory requirement for all local government funding to be expended in accordance with the *Local Government Act 2019*, the *Local Government (General) Regulations 2021*, Guidelines and the Northern Territory Government's Buy Local Policy.

Grant funding guidelines and other relevant information is available online at <https://cmc.nt.gov.au/supporting-government/local-government/local-government-funding>

If you have any questions regarding the offers made in this letter please make initial contact with Mr David Boustead A/Regional Executive Director, Top End Region on 08 8999 5236. If you have any questions regarding the grants administration please contact Ms Celia Hill, Manager Grants Program on 8999 8820 or by email at lg.grants@nt.gov.au.

Yours sincerely


DR FRANK DALY

12 SEPTEMBER 2023

West Arnhem Regional Council

APPROVED ALLOCATIONS 2023-24

NT Operational Subsidy

Total Funding	1 st Payment	2 nd Payment
\$3,843,000	\$1,775,000	\$2,068,000
Approximate Release Date	15/08/2023	16/01/2024

Indigenous Jobs Development *

Total Funding	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
\$794,000	\$198,500	\$198,500	\$198,500	\$198,500
Approximate Release Date	15/09/2023	17/10/2023	16/01/2024	17/04/2024

* Quarterly amounts released will depend on receipt of quarterly reports and actual expenditure

Local Authority Project Funding

Community	Allocation
Gunbalanya	159 700
Maningrida	371 200
Minjilang	36 900
Warruwi	58 700
Total	\$ 626 500

Waste and Resource Management

Total Funding
\$148,800

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	7.3
Title:	Trailer Screen Options for Local Authority
Author:	Clem Beard Acting General Manager Technical Services

SUMMARY

This report is to provide the Warruwi Local Authority with an indicative cost estimate to purchase a trailer screen for an outdoor movie theatre and community messaging for community use.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled cost estimate to purchase a trailer screen and
2. Approve / Do not approve;
 - (a) Option 1: \$100,000.00 circa
 - (b) Option 2: No Generator or BluRay Player - \$90,000.00 circa
 - (c) Option 3: Smaller Screen, Single Axle, limited features \$55,000.00 circa
3. Request Administration to seek and apply for external Grant funding for option 1.

BACKGROUND

The Administration were requested at the previous meeting to explore the option of a potential LA (Local Authority) project to investigate the opportunity of purchasing a community projector screen for various number of applications for the Community of Warruwi.

COMMENT

The administration sought indicative quotes from Dreamtech Media to ascertain if a trailer screen would be available to purchase within the annual budget for the Local Authority.

Option 1: Top tier, fully featured LED screen system

- 3.84m x 2m LED screen P6
- Hydraulic lifting ram to lift screen 1.5m in the air
- Electric levelling jacks
- 120 deg turning capacity for screen
- Rechargeable trailer battery
- High quality, loud sound system
- Wireless mic
- On board computer with scoreboard software
- Blu-ray player
- VAST set top box
- VAST satellite dish with accessories
- Generator OR 'house power'
- Yamaha 6.3KVA inverter generator
- Spare parts
- **Circa \$100,000.00.** Fully built and configured.
- Stock ex. Darwin



Option 2: Mid-tier, mid featured LED screen system – No Generator or BluRay Player.

- 3.84m x 2m LED screen P6
- Hydraulic lifting ram to lift screen 1.5m in the air
- Electric levelling jacks
- 120deg turning capacity for screen
- Rechargeable trailer battery
- High quality, loud sound system
- Wireless mic
- On board computer with scoreboard software
- VAST set top box
- VAST satellite dish with accessories
- Powered from 'house power' only
- Spare parts
- **Circa \$90,000.00.** Fully built and configured.
- Stock ex. Darwin



Option 3: Low tier, LED screen system

- 2.8m x 1.5m LED screen P6
- Single axle trailer
- Fixed mast
- Wind down levelling jacks
- Speaker on stand for deployment when in use
- Deployable rack case with vision controller
- HDMI input for laptop
- Powered from 'house power' only
- Cable package included
- Spare parts
- **Circa \$55,000.00.** Fully built and configured
- Stock ex. Darwin



LEGISLATION AND POLICY

Local Government purchase policy applies to this acquisition.

FINANCIAL IMPLICATIONS

Local Authority has delegated approval to commit funds, however the cost of the screen should be considered as the annual funding allocation is limited to \$58,700.00

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritize the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.

Goal 1.3 Communication

Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council.

Goal 1.4 Community Events

Deliver cultural, civic and sporting events which engage and unite the community.

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 affects them.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	7.4
Title:	Minjilang New Cemetery Works
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

This report is to inform the Local Authority on the progress of the New Minjilang Cemetery

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Minjilang New Cemetery Works*; and
2. Approve / Do not approve naming of the cemetery Minjilang Community Cemetery.

BACKGROUND

As the new cemetery site was approved a grant opportunity became available through the Department of Chief Minister and Cabinet to help facilitate enacting the Cemeteries and Burials Act 2022. West Arnhem Regional Council has been successful in gaining \$50,000 funding towards Fencing of the new Minjilang Cemetery

COMMENT

Works will commence as soon as we have received funds from the Department of Chief Minister and Cabinet to make the cemetery operational as soon as possible. WARC are requesting that the Local Authority approve the naming of the Cemetery as Minjilang Community Cemetery or suggest an alternative name that reflects the community's wishes.

LEGISLATION AND POLICY

Local Government Act 2019
Cemeteries and Burials Act 2022

FINANCIAL IMPLICATIONS

nil

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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 Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

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 3.4 Community Service Delivery

Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members.

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	7.5
Title:	Purchase of Sea Container for Storage at Basketball Court - Minjilang
Author:	Clem Beard, Project Manager Technical Services

SUMMARY

This report is for the Minjilang Local Authority to consider the purchase of a Sea Container for storage at the Basketball Court – Lot 233.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Purchase of Sea Container for Storage at Basketball Court - Minjilang*; and
2. Approve / Do not approve the purchase of a Sea Container and Certification of \$33,671.00

BACKGROUND

The administration has received a request for security and storage at the Basketball Court for sporting equipment, tables, chairs, scoreboard, and audio equipment.

COMMENT

The administration has sourced some quotes and indicative pricing to provide this additional facility at the Basketball court as requested.

Sea Container - Storage - Basketball Court		
Item	Description	Amount
1	Sea Container 20FT	\$10,000.00
2	Concrete Blocks/Tie Downs	\$5,000.00
3	Barge Freight to Croker Island	\$7,500.00
4	Installation at Basketball Court	\$2,500.00
5	Certification	\$5,610.00
6	Contingency 10%	\$3,061.00
	Total amount	\$33,671.00

LEGISLATION AND POLICY

Local Government purchasing policy applies to this acquisition if approved.

FINANCIAL IMPLICATIONS

Minjilang Local Authority has delegated approval to commit funds from the annual funding allocation of \$58,700.00

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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 1.6 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

We are committed to investing in and supporting local Indigenous employment. We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.

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 3.4 Community Service Delivery

Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members.

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	8.1
Title:	Presentations and Visitors - National Indigenous Australians Agency
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide Minjilang Local Authority with a list of presentations to be made by various stakeholders of the West Arnhem Regional Council.

RECOMMENDATION

THAT THE LOCAL AUTHORITY noted the presentations on:

1. Update on Community Development Program by the National Indigenous Australians Agency.

BACKGROUND

At various times, the Authority requests that presentations be made so that issues can be raised and information shared.

COMMENT

The following visitors/presentations will be in attendance at today's meeting.

Minjilang Local Authority Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
Update on Community Development Program	Gill Jones – A/g Engagement Assistant Director	National Indigenous Australians Agency	West Arnhem Regional Council

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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 Community Engagement

Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 March 2024

Agenda Reference	10.1
Title:	CSM Operations Report on Current Council Services
Author:	Cathy Makings, CSM Minjilang

SUMMARY

This report will present the Local Authority with an update on council services provided in the Minjilang community for the period 02 November 2023 – 13 March 2024, as prepared and presented by Council Services Manager (CSM) Cathy Makings.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *CSM Operations Report on Current Council Services*.

BACKGROUND

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

COMMENT

1. Attendance Rates

1.1. Staff Attendance

The Minjilang Council department has averaged 58% attendance for the past four months which has impacted on the ability of Council to complete the required works in the community. Conversely, the Aged care team have been able to provide additional services to the community by investigating potential NDIS opportunities for the community.

- Senior Administration Officer undertook Acting CSM Warruwi 02 – 16 October 2023.
- Senior Works Officer attended RAP Workshop in Darwin 04 – 6 October 2023.
- Utilities Services Contact Operator (USCO) Gunbalanya provided coverage 06 – 16 October 2023, while USCO Minjilang on Personal Leave and 27 October 2023 – 02 November 2023, when Minjilang USCO resigned.
- Senior Administration Officer working in Jabiru Centrelink 07 – 17 November 2023.
- External contractor provided USCO coverage 01 – 21 November 2023 and USCO Maningrida covered 21 – 30 November 2023, while recruitment for permanent position was finalised.
- Relief USCO employed, first secondment to Minjilang commenced on 27 November 2023 and will remain until permanent USCO can be appointed.
- Senior Childcare Officer returned from Maternity Leave 14 December 2023 and currently providing administration support while staff are on leave.
- Works Officer undertook Acting Senior Works Officer 18 November 2023 – 02 January 2024.
- Team Leader Works undertook Acting Senior Works Officer 03 – 12 January 2024.
- Broadcasting Officer resigned, last day of employment was 18 January 2024 and recruitment is currently underway.
- Senior Administration Officer currently Acting Community Care Senior Project Officer 15 January 2024 - until further notice, and was in Jabiru 15 – 19 January 2024 for handover of duties.
- Senior Works Officer undertook Acting CSM Minjilang 14 February – 19 February 2024, and again on 23 February – 01 March 2024.
- Senior Childcare Officer last day with council 08 March 2024.

Currently recruiting for the following positions:

- Utilities Support Contract (USC) Operator commence on 01 February 2024.
- Utilities Support Contract (USC) Officer to be advertised.
- Youth, Sport and Recreation Team Leader to be advertised.
- Youth, Sport and Recreation Officer x 2 have been identified and awaiting employment documents to be completed. A third staff member to be transferred from Gunbalanya team to Minjilang team.
- Community Care Assistant to be advertised.
- Broadcasting Officer to be advertised
- Moving forward, we are working to create a casual pool that can move across the Community Care, Community Safety and Youth, Sport and Recreation.

Total number of vacancies	4
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2. Administration Services

2.1. Administration

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

- Mobile communications were down 30 October – 02 November 2023, during working hours. And again on 09 – 14 February 2024.
- Office closed for sorry business on 13 November 2023 and until 12:00pm 14 November 2023.

2.2. Post Office

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

- There has been a large volume of parcels recently, with residents seemingly making the most of online shopping.
- Police confiscated illegal alcohol coming through Australia Post 20 December 2023.

Total postage received	976kg
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2.3. Centrelink

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

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.
- Mobile communications were down 30 October – 02 November 2023, during working hours. And again on 09 – 14 February 2024.
- Office closed for sorry business on 13 November 2023 and until 12pm 14 November 2023.

2.4. Cleaning

Scheduled cleaning of council assets have been completed as follows:

- Council office – twice a week – total of 57 occasions.
- Playground amenities – once a week – total of 29 occasions
- Public toilets - twice a week – total of 57 occasions.
- Visitor Accommodation rooms cleaned as required – total 12 room cleans.

2.5. Visitor Accommodation

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

- 100A Room 1 is currently having air conditioning and power problems and waiting for electrician to look at it.

3. Wellbeing Services

3.1. Sport & Recreation

Youth, Sport and Recreation (YSR) activities has been having a low attendance rate during the reporting period, due to sorry business and people leaving the community for various reasons. Minimal staff have also added to the decline in YSR attendance.

- Skateboarding program held by Jack Dowden (external provider) on 22 – 24 November 2023.
- No school holiday program during December 2023 – January 2024, due to no YSR staff.
- YSR Officer Warruwi arrived in Minjilang on 19 January 2024, to assist with run activities.

Attendance totals	719
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3.2. Aged Care

The Council provided support for 4 Minjilang clients, Monday to Friday and is currently looking to increase support to a larger client number.

- Daily meals are prepared by Alpa Store and delivered by the administration team.
- Many of our clients including NDIS are still away for medical, funeral or personal reasons.
- An Aged Care client passed away on 21 February 2024, who was well respected by the community.
- We are currently seeking to increase staff levels in the Community Care space, to increase the number of services available to Aged Care recipients.

Total meals provided	352
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3.3. Night Patrol

Night patrol services were provided on 105 of the 147 available nights between 9pm and 3am.

- Home brewing and illegal alcohol into the community has escalated, subsequently increasing community fighting.
- Children have been breaking into the school almost nightly, so they have a safe and secure place to sleep.
- Night patrol staff have been doing extra hours over the weekends, to combat the fighting occurring in the community.
- Community Safety team members assisting with taking Aged Care clients out on country once a week. This initiative gives clients an opportunity collect ochres and suitable bark to teach the younger generation the art of painting.

3.4. Broadcasting

In conjunction with TEABBA, broadcasting services were provided on 0 of the 63 available days, between 12.00pm and 4:00 pm.

- Services were not provided due to the unavailability of staff.
- Broadcasting Officer resigned 18 January 2024 and recruitment is underway.

Total number of On-Air hours	0
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4. Community Works

4.1. Parks and Open Space

The community is generally clean and tidy.

- Emu bobs rubbish pick-up completed once to twice a week, as required.
- Mowing in the community is undertaken as required.
- Undertaking mowing of the Red Lily Clinic ground and staff housing, Police Station and Mamaruni School, providing sources of income to WARC.
- Hard rubbish collection occurring every 2 weeks.

4.2. Roads

Road repairs have commenced across the community.

- The grader is awaiting parts to be installed.

4.3. Waste

The landfill site is open to the public as there is no fencing to control access. As required the team clean the site and manage rubbish pits.

- Rubbish runs continue to operate 2 times per week – Mondays and Thursdays are the designated days, but this may vary on occasion due to staff shortages or public holidays.
- Hard rubbish collected twice per month, a total of 21 times.
- Pre-cyclone clean-up was held on 30 October 2023 and 10 January 2024.

4.4. Plant and equipment

- 2WD Isuzu Ute (Rego No: CA21TO) returned to Darwin, to be auctioned.
- One mower out of action, pending parts to arrive.
- New slasher arrived.
- Grader needs hydraulic ram seals installed by mechanics.
- Tipper needs a new clutch, waiting on parts.
- Isuzu works crew car is waiting for brake parts to arrive.

5. Essential Services

5.1. Power

- Nil interruptions
- GENSET services as scheduled
- Scheduled barge fuel deliveries of and transferred fuel to the power station as per schedule
- Quarterly reads as scheduled.
- Replaced power meters to multiple lots as per service requests
- Planned power outage 10:00am – 1:00pm, 28 December 2023.
- PowerWater Mechanical Technical Coordinators onsite 01 February 2024 to assess minor power stations issues.
- PowerWater Electrical Technical Coordinators onsite 01 February 2024, to cut back trees and audit distribution assets. Further audit to be undertaken in the near future.

5.2. Water

- Water samples conducted as per scheduled review. All returned positive readings.
- Bore pumps and sewer lift pumps (hours and volumes) readings taken as scheduled.
- Council is working with Stedman Constructions repairing water leaks around the community.
- Service requests completed for PowerWater.
- Monthly, quarterly, water and wastewater samples taken.

5.3. Sewerage

- Sewer lift pumps (hours and volumes) readings taken as per schedule.
- Pond gates scraped as per schedule.
- Monthly sewer samples taken as per schedule.

5.4. Airfield

- Daily inspections were undertaken by the ARO. No significant issues were noted.
- Medical Evacuations occurred 10:30pm 08 November 2023; 1:38am 09 November 2023; 7:30pm 13 November 2023; 9:50pm 21 November 2023; 9:50pm 06 January 2024; 1.00am 22 January 2024 and 12.54 am 03 February 2024.

6. Trade Services

6.1. Scheduled Servicing

- Mechanic: Visited 27 – 28 November 2023.
- Electrician: Visited 27 November 2023 – 01 December 2023

7. Community

7.1. Local Authority projects

- **Current**
 - Nil
- **Future**
 - Airport terminal upgrade – The Minjilang team have been working together with CDP in pouring concrete to make a pathway from the Airport entrance gate to the tarmac gate. When staff are available the shelter will be repaired.
 - A playground for smaller children to be added to the current playground.
 - Feasibility to install a water tap and electrical power point at the basketball court.

7.2. Other projects

- **Opportunities**
 - Disabled ramp and showers at council office.
- **Current**
 - Nil
- **Future**
 - Nil

7.3. Community meetings and events

- Fortnight Operations Meetings.
- Remote Early Childhood and Integrated Services – Crèche 02 November 2023.
- Cross Cultural Awareness Workshop – Via teams with Darwin staff 10 November 2023.
- Remote Area Group – Compliance Test and Tag 13 – 17 November 2023.
- Crèche inspection for repair tendering 15 November 2023.
- Skateboarding program held by Jack Dowden (external provider) on 22 – 24 November 2023.
- Care Flight Trauma Course 23 November 2023.
- Vet visit 27 November 2023 – 01 December 2023.
- Harbour Software Council Report Writing Training 04 December 2023.
- Community Engagement Officer, to support Youth, Sport & Recreation program 04 – 07 December 2023.
- Mamaruni School Presentation Day – 2 bikes donated by the Council Services Manager on behalf of West Arnhem Regional Council.
- Northern Regional Emergency Committee Meetings (Cyclone Jasper) 14 December 2023 and 15 December 2023.
- Police Visit 18 – 21 December 2023 and again 09 – 10 February 2024.
- Australia Day Minjilang Way 02 February 2024.
- Dept. of Chief Minister and Cabinet (Tim Keane) meeting with CSM on 05 February 2024, regarding Local Decision making in Minjilang.
- Community Allied Health Team visit 21 February 2024.
- NT Health visit, accompanied by WARC Waste and Resources Coordinator, regarding Minjilang Landfill site 28 February 2024.
- Red Lily CEO meeting 28 February 2024.

Total number of meetings and events attended by the CSM	43
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7.4. Community key focus areas

- Home brewing and illegal alcohol brought into the community has escalated.
- Petrol sniffing by children.

- Children have been breaking into the school almost nightly, so they have a safe and secure place to sleep.
- Domestic violence increasing, with no resources available in the community.

LEGISLATION AND POLICY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

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 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 MARCH 2024

Agenda Reference:	10.1
Title:	Local Authority Member Questions with or without Notice
Author:	Jessie Schaecken, Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members a forum in which to table items they wish to be debated.

Local Authority Members are encouraged to raise any issues they wish to discuss during the meeting.

RECOMMENDATION

THAT THE LOCAL AUTHORITY recorded for action the following questions from Members.

ATTACHMENTS

Nil

- 11 NEXT MEETING**
- 12 MEETING DECLARED CLOSED**