



WEST ARNHEM REGIONAL COUNCIL AGENDA

**WARRUWI LOCAL AUTHORITY
THURSDAY, 8 FEBRUARY 2024**



Microsoft Teams meeting

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WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Warruwi on Thursday 8 February 2024 at 10:00 am.

Jessie Schaecken
Acting 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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING.....	5
2	PERSONS PRESENT.....	6
3	APOLOGIES AND ABSENCES.....	6
3.1	Apologies and Leave of Absence.....	6
3.2	Absent without Notice.....	7
4	ACCEPTANCE OF AGENDA.....	8
4.1	Acceptance of Agenda.....	8
5	DECLARATION OF INTEREST OF MEMBERS OR STAFF.....	9
5.1	Disclosure of Interest of Members or Staff.....	9
6	CONFIRMATION OF PREVIOUS MINUTES.....	10
6.1	Confirmation of Local Authority Meeting Minutes.....	10
7	DEPUTATIONS AND PRESENTATIONS.....	15
7.1	Presentations and Visitors.....	15
8	ACTION REPORTS.....	16
8.1	Review of Action Items.....	16
8.2	Trailer Screen Options for Local Authority.....	24
8.3	Building Plans - Concept design - New Warruwi Office.....	28
8.4	Warruwi Ground Penetrating Radar.....	39
8.5	Solar Pump System - Warruwi Airport.....	42
8.6	Staff Local Authority Member Payments.....	44
9	RECEIVE AND NOTE REPORTS.....	46
9.1	CSM Operations Report on Current Council Services.....	46
9.2	Warruwi Airport Road Floodway Upgrades.....	53
9.3	2022-2023 Annual Report.....	56
9.4	Local Authority Membership.....	57
9.5	Finance Report to December 2023.....	59
10	LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE.....	75

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 8 FEBRUARY 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 Warruwi Local Authority record, any apologies, and requests for leave of absence received from Authority members for the meeting held on 8 February 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 8 February 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 8 FEBRUARY 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 Warruwi Local Authority record, any absences without notice received from Authority members for the meeting held on 8 February 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted Member's absences without notice for the Local Authority meeting held on 8 February 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*:

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 8 FEBRUARY 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 Warruwi Local Authority meeting held on 8 February 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Warruwi Local Authority meeting held on 8 February 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 8 FEBRUARY 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 Warruwi Local Authority meeting held on 8 February 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 8 FEBRUARY 2024

Agenda Reference:	6.1
Title:	Confirmation of Local Authority Meeting Minutes
Author:	Jessie Schaecken, Acting Chief Executive Officer

SUMMARY

Unconfirmed minutes from the Thursday 20 July 2023 Warruwi 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 Thursday 20 July 2023 Warruwi 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. 2023.07.20 warruwi local authority minutes unconfirmed [6.1.1 - 4 pages]



Minutes of the West Arnhem Regional Council a Local Authority Meeting
Thursday, 20 July 2023 at 10:00

Chairperson Jason Mayinaj declared the meeting open at 10:13 am, welcomed all in attendance and did an Acknowledgement of Country.

LOCAL AUTHORITY MEMBERS PRESENT

Chairperson	Jason Mayinaj
Member	Alfred Gawaraidji
Member	Eda Waianga
Member	Richard Nawirr

ELECTED MEMBERS PRESENT

Deputy Mayor	Elizabeth Williams
Councillor	James Marrawal

STAFF PRESENT

Acting Chief Executive Officer	Jessie Schaecken
Acting Chief Operating Officer	Fiona Ainsworth (via videoconference)
Chief Corporate Officer	Deirdre Osullivan (via videoconference)
Travel and EA the CEO and Mayor	Jasmine Mortimore
Acting General Manager Technical Services	Clem Beard (via videoconference)
Finance Manager	James Stockdale (via videoconference)
Coms and Public Relations Coordinator	Heidi Walton
Waste and Resource Coordinator	Sara Fitzgerald
Waruwi Council Services Manager	Matthew Griffiths

GUESTS PRESENT

Member of Arafura	Mr Manuel Brown MLA
WARC Staff	Geraldine Narul

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Committee considered Apologies and Leave of Absence.

WAR166/2023 RESOLVED:
On the motion of Mr Nawirr
Seconded Cr Marrawal
That the Warruwi Local Authority noted members' apologies for Phillips Wasaga, Mayor Matthew Ryan and Nicholas Hunter for the meeting held on 20 July 2023.

CARRIED

ABSENT WITHOUT NOTICE

4.1 ABSENT WITHOUT NOTICE

The Committee considered Absent Without Notice.

WAR167/2023 RESOLVED:
On the motion of Mr Gawaraidji
Seconded Mr Nawirr
That the Warruwi Local Authority noted member's absences without notice for the meeting held on 20 July 2023.

CARRIED

ACCEPTANCE OF AGENDA

6.1 ACCEPTANCE OF AGENDA

The Committee considered Acceptance of Agenda.

WAR168/2023 RESOLVED:
On the motion of Mr Waianga
Seconded Cr Marrawal
That the agenda for the Warruwi Local Authority meeting of 20 July 2023 as circulated be accepted.

CARRIED

DECLARATION OF INTEREST OF MEMBERS OR STAFF

7.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF

The Committee considered Disclosure of Interest of Members or Staff.

WAR169/2023 RESOLVED:
On the motion of Mr Gawaraidji
Seconded Mr Nawirr
That the Warruwi Local Authority received and recorded declarations of interest for the meeting held on 20 July 2023.

CARRIED

CONFIRMATION OF PREVIOUS MINUTES

8.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 18 MAY 2023

The Committee considered Confirmation of Previous Local Authority Meeting Minutes - 18 May 2023.

WAR170/2023 RESOLVED:
On the motion of Mr Nawirr
Seconded Mr Gawaraidji

That the minutes of the 18 May 2023 Warruwi Local Authority meeting are adopted as a true and correct record of the meeting.

CARRIED

CHIEF EXECUTIVE OFFICER'S REPORTS

Heimo Schober joined the meeting at 10:38 and left the meeting at 10:45.

Maryanne Walley joined the meeting at 10:46 and left at 11:00.

9.1 PRESENTATIONS AND VISITORS

The Committee considered Presentations and Visitors.

WAR171/2023 RESOLVED:

On the motion of Mr Nawirr

Seconded Mr Waianga

That Members noted the:

1. Presentation by Heimo Schober from Keep Australia Beautiful on the Tidy Towns Program and advised he will be in Warruwi on Friday 11 August 2023 and would like to meet with the Local Authority.

2. Presentation by Maryanne Walley from the Australian Electoral Commission and discussed offering education sessions for community members for the upcoming Referendum.

CARRIED

LOCAL AUTHORITY ACTION ITEMS

11.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS

The Committee considered Review of Local Authority Action Items.

WAR172/2023 RESOLVED:

On the motion of Cr Marrawal

Seconded Mr Waianga

That the Warruwi Local Authority reviewed the action items list and approved to remove any completed actions.

CARRIED

Meeting broke for lunch at 12:10 to 12:31.

CEO / CSM REPORT ON REGIONAL COUNCIL SERVICES

12.1 CSM OPERATIONS REPORT ON CURRENT COUNCIL SERVICES

The Committee considered CSM Operations Report on Current Council Services.

WAR173/2023 RESOLVED:

On the motion of Cr Marrawal

Seconded Mr Gawaraidji

That the Warruwi Local Authority received and noted the report entitled 'CSM Operations Report on Current Council Services'.

CARRIED

Manuel Brown left the meeting at 12:51.

FINANCE REPORT

15.1 FINANCIAL REPORT TO JUNE 2023

The Committee considered Financial Report to June 2023.

WAR174/2023 RESOLVED:

On the motion of Mr Nawirr

Seconded Mr Gawaraidji

That the Warruwi Local Authority noted and received the Financial Report for the year to date period, 1 July 2022 to 30 June 2023.

CARRIED

GENERAL ITEMS

17.1 WASTE AND RESOURCE MANAGEMENT REPORT

The Committee considered Waste and Resource Management Report.

WAR175/2023 RESOLVED:

On the motion of Mr Waianga

Seconded Mr Nawirr

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

CARRIED

17.2 LOCAL AUTHORITY MEMBERS QUESTIONS

The Committee considered Local Authority Members Questions.

WAR176/2023 RESOLVED:

On the motion of Chairperson Mayinaj

Seconded Mr Nawirr

That the Chairperson invited questions from Local Authority Members.

1. Members raised fixing the secondary barge landing (not a WARC asset).
2. Members raised the 2018 plans for new office to be built in Warruwi – admin to continue to investigate.
3. Members raised the potential LA project of projector screen for community.

CARRIED

NEXT MEETING

The Warruwi Local Authority will be held on 19 October 2023.

MEETING DECLARED CLOSED

Chairperson Mayinaj declared the meeting closed at 13:29.

This page and the preceding pages are the minutes of the confidential Ordinary Council meeting Warruwi Local Authority Meeting held on Thursday, 20 July 2023.

Chairperson

Date Confirmed

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 8 FEBRUARY 2024

Agenda Reference:	7.1
Title:	Presentations and Visitors
Author:	Jessie Schaecken, Acting Chief Executive Officer

SUMMARY

The purpose of this report is to provide Warruwi 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. New Local Authority Guidelines by Department of the Chief Minister and Cabinet.
2. Maintenance on the Barge Landing by Department of Infrastructure, Planning and Logistics.
3. Community Development Programs (CDP) 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.

Warruwi Local Authority Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
New Local Authority Guidelines	Linda Weatherhead	Department of the Chief Minister and Cabinet	Acting CEO Jessie Schaecken
Barge Landing Maintenance Work	Enda Dooley	Department Infrastructure Planning and Logistics	Clem Beard, General Manager Technical Services
Community Development Programs	NIAA CDP Representatives	National Indigenous Australians Agency	WARC Elected Members

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 8 FEBRUARY 2024

Agenda Reference:	8.1
Title:	Review of Action Items
Author:	Jessie Schaecken, Acting Chief Executive Officer

SUMMARY

This report is submitted for Warruwi 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. Warruwi LA Action Items - In Progress [8.1.1 - 7 pages]

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
20 July 2023	WAR176/2023 Members raised fixing the secondary barge landing (not a WARC asset).	July 2023 - Clem Beard Administration sent DIPL an invitation to attend next meeting 14/12/2023. February 2024 - Clem Beard Ed Smelt - DIPL Project Director Transport Planning has been invited to this meeting – Presentation from DIPL is scheduled for 11.30am at LA Meeting.	Technical Services	In Progress
20 July 2023	WAR176/2023 2018 building plans for the new Warruwi office.	February 2024 - Clem Beard An updated Technical Services report is included in this agenda for consideration by Local Authority members on concept planning.	Technical Services	In Progress
20 July 2023	WAR176/2023 Potential LA project of a community projector screen.	February 2024 - Clem Beard An updated Technical Services report is included in this agenda for consideration by Local Authority members on procurement options for multiple applications for community use.	Technical Services	In Progress
18 May 2023	WAR163/2023 1) Consideration to LA member drive to increase membership (6-12 members), inviting younger people to attend 2) Election of new chairperson to be put up to the next LA Meeting.	Members are encouraged to consider community members for membership to the LA. Invite them to attend the LA meeting and/or apply. 30 October 2023 - Matt Griffiths CSM Warruwi Successful LA membership drive with Geraldine Narul and William Wurlurli to join as of November LA meeting. 01 February 2024 – Jasmine Mortimore Report in Warruwi LA to consider new members (total of 3 vacancies) 08 February 2024 – Matt Griffiths William WURLURLI and Geraldine NARUL have acceptance letters.	Governance and Risk Advisor	Ongoing
18 May 2023	WAR163/2023	Update: 17.07.2023 – Jasmine Mortimore Mr Manuel Brown MLA in Warruwi from 17-20.07.2023 and is attending Warruwi Information Session on 19/07/23, invitation sent to attend Local Authority meeting also.	Travel and EA to CEO and Mayor	In Progress

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
	Sea link ferry between Warruwi and Minjilang – invite MLA Manuel Brown to LA meeting	Update 25.07.2023 – Jasmine Mortimore Advocated to Mr Manuel Brown MLA for a Sea Link Ferry between Warruwi – Minjilang and potentially Maningrida. Awaiting further outcome. 02 February 2024 – Matt Griffiths Nil further or contract to Warruwi from MLA member.		
18 May 2023	WAR163/2023 CSM noted Installation of a pump and tank to improve pressure at airport	13 July 2023 – Clem Beard Installation of pump will require power connected to Airport Shelter. No current NLC lease agreements in place for any works to be undertaken at airports for connection of services. 30 October 2023 – Matt Griffiths CSM Warruwi Some in kind work by PWC contactors and Stedmans constructions have improved the facility and water flow. However a tank will still need to be assessed. February 2024 - Clem Beard An updated Technical Services report is included in this agenda for consideration by Local Authority members on procurement options and solutions for community use including pump and tank storage.	Technical Services	In progress
18 May 2023	WAR163/2023 Mechanic starts on 29 May (located in Jabiru) and 40% of his time will be spent in Warruwi for WARC vehicles only at this stage. LA are requesting a permanent community mechanic be available for community vehicles.	13 July 2023 – Fiona Ainsworth Said mechanic has since resigned and replacement commences first week of August. The initial travel schedule is yet to be finalised however in the interim, a contractor has visited site with our existing Jabiru mechanic, conducted a survey of required stock and they will return mid-August to complete identified repairs and maintenance. Investigations continue to determine an option for a full time community mechanic however securing a mechanic is significantly challenging, with current recruitment yielding nil in twelve months. Additionally accommodation is exceptionally limited at Warruwi. February – Fiona Ainsworth	COO/FLEET	In progress

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
		<p>Recruitment interviews for listed position commence w/c 01/02/2024 Interviews underway for four applicants on 02/02/2024 Urgent works are being covered by contractors or Council's Gunbalanya based mechanic. Recruitment to all trades positions including mechanics is very difficult with over 12,000 mechanic vacancies on SEEK as of 02/02/2024.</p>		
18 May 2023	WAR158/2023 Funeral trailer – not appropriate – Community Stakeholder meetings to be set up for further discussion on funeral vehicle.	<p>Update 14 July 2023 – Matt Griffiths Following up with Red Lily Clinic Manger to determine best way forward and use of vehicle for same. Update 25.07.2023 – Jasmine Mortimore After further discussion in the LA meeting, it was agreed that the funeral vehicle is a whole community project not just WARC / LA project. Acting CEO Jessie Schaecken to liaise with CSM and other stakeholder to hold a community meeting regarding this issue. February 2024 - Matt Griffiths As matter whole of WARC and not Warruwi, request to LA to remove from action items</p>	CEO	In progress
18 May 2023	WAR158/2023 Crocodile Management – NPWS training for staff	<p>Update 14 July 2023 – Matt Griffiths Awaiting NLC and Rangers to take further with anticipated arrival of Ranger Croc traps and training for WARC/NLC/Yagbani and Ranger Staff.</p> <p>30 October 2023 – Matt Griffiths CSM Warruwi Meeting with lead ranger on Island during visit from Darwin. A legal and WHS review has deemed the rangers at this time to undertake Croc traps and handling too high a risk. This is still being addressed via the Rangers and updates as they occur. Corporate licence for firearms should be in place mid to early 2024. February 2024 Matt Griffiths Nil further from NLC but aware WHS concerns from NLC dominate lack of action. Councillor James and CSM had meeting in January re multiple croc</p>	CSM	In progress

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
		sighting and matter referred to A/CEO. Then sent to A/COO for action. Night Patrol to document on tasking sheets nightly croc sightings (numbers).		
18 May 2023	WAR158/2023 Wild horse management – provide letter from Mayor to NLC requesting NT Parks and wildlife, Dept. of agriculture and Fisheries, Australian Quarantine Services and Rangers to provide a collaborative approach to the matter. Discuss recent studies and the introduction of new DNA into horse population for immediate risk management to reduce numbers.	<p>Update 17.07.2023 – Jasmine Mortimore Letter currently being drafted</p> <p>Update 25.07.2023 – Jasmine Mortimore Members requested that letter be consulted with TOs before being sent.</p> <p>30 October 2023 – Matt Griffiths CSM Warruwi In September NLC had experts and Rangers do a rough count via Helicopter. CSM still to receive official numbers but less horses than expected. Of note, believed to be over a thousand goats on North Goulburn Island. CSM to get official report from Rangers in due course. 3 – 5 horses have been put down by CSM and/or Yagbani Since September.</p> <p>February 2024 – Matt Griffiths Matter to be put to T/Os for approval via letter.</p>	Travel and EA to CEO and Mayor	In progress
10 August 2022	<p>Warruwi Animal Management Program OCM74/2022 The Council approved a total of approximately \$15,170.15 from future Warruwi Local Authority funding for the next 3 years towards the animal management program as per the breakdown below:</p> <ul style="list-style-type: none"> ○ \$4,718.70 from 2022-2023 Warruwi Local Authority funding. 	<p>Update 12 October 2022 Vet services for next year have been put out for tender for the next 12 months.</p> <p>Update 08 February 2023 Vet Services tender for 2023 has been awarded to The Ark Animal Hospital for the WARC region.</p> <p>Intended visits will be publicised throughout the community on communication platforms prior to arrival to inform community members.</p> <p>Warruwi community is scheduled to receive (2) two proposed annual visits:</p> <ul style="list-style-type: none"> • 5 vet days in July • 5 vet days in September 	Technical Services	In progress

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
	<ul style="list-style-type: none"> ○ \$5,049.01 from 2023-2024 Warruwi Local Authority funding. ○ \$5,402.15 from 2024-2025 Warruwi Local Authority funding. 	<p>Updated 15 May 2023 The vet visit has been confirmed and scheduled to be onsite in the community from the 02/07/2023 to 05/07/2023 providing veterinary services to the community.</p> <p>Update 06 July 2023 The vets six (6) arrived Sunday 02/07/2023 and departed Friday 07/07/2023. Awaiting reports from Ark Hospital on data from recent visit.</p> <p>January 2024 - Clem Beard The 2024 Tender was awarded to the University of Melbourne with the Dr Liz Tudor leading the role who has a long history of Veterinary services for Warruwi Community over an extended period of time. Proposed services for 2024 – Warruwi community</p> <ul style="list-style-type: none"> ➤ 4 vet days in April (1 vet x 1 support staff) ➤ 12 vet days in July (3 vets x 2 support staff) 		
22 September 2021	<p>Solar Lights - Warruwi OCM87/2021 On the motion of Councillor James Marrawal Seconded Deputy Mayor Elizabeth Williams Council: Approved the installation of solar lights in various locations in Warruwi at an estimated cost of \$55,000</p>	<p>Update 08 October 2021</p> <ul style="list-style-type: none"> • The Council has raised a purchase order for the supply of 12 x solar lights and 2 x poles. Production of the solar lights has commenced and expected completion and delivery by mid-December 2021. <p>Update 04 February 2022</p> <ul style="list-style-type: none"> • The solar lights have been delivered to Warruwi. The CSM has advised that the installation of the lights to be completed by the end of April 2022. <p>Update 09 May 2022</p> <ul style="list-style-type: none"> • The CSM to arrange plant and material to install the solar lights. CSM to provide further update for procurement. <p>Update 13 July 2022</p> <ul style="list-style-type: none"> • The CSM is making arrangements for local contractor Stedman's Constructions to install lights in nominated locations. <p>Update 08 February 2023</p>	CSM/ Technical Services	Completed

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
		<ul style="list-style-type: none"> Next set of lights to be installed have locations and existing poles are already in place Awaiting Stedman’s Constructions for the instillation of the lights on arrival of a scissor lift/boom. Expected mid to late February. Stedman’s behind with some non-urgent jobs currently. Will allow maintenance and instillation of lights (able to check timings of lights operation). <p>Updated 15 May 2023</p> <ul style="list-style-type: none"> Six poles and spikes have been ordered from Leadsun Australia to complete works – expecting delivery End of May. Construction/installation can commence early June to complete prior to EOY. <p>Updated 05 July 2023</p> <ul style="list-style-type: none"> Six poles and spikes have been delivered from Leadsun Australia to complete works. Stedman Constructions supplying quote to complete works. Purchase Order raised and expecting project to be finalised by end of July. <ul style="list-style-type: none"> 30 October 2023 – Matt Griffiths CSM Warruwi Lights installed and operational in Township and more remote locations such as Barge Landings, Bottle Rock and School boat ramp locations. This OCM may be now closed if LA happy matter is complete. Matt Griffiths – Feb 2024. As above – matter complete. 		
22 September 2021	Warruwi Crèche – Shade and Seating OCM87/2021 On the motion of Councillor James Marrawal	<p>Update 08 October 2021</p> <ul style="list-style-type: none"> A cost estimate for the proposed project has been prepared and provided in the ‘Future Projects’ report which will be presented at the next LA meeting <p>Update 22 March 2022</p>	Grants	In progress

Warruwi Local Authority Action Item List – In Progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
13 April 2022	<p>Seconded Deputy Mayor Elizabeth Williams Directed the administration to prepare a scope and budget for a new shade and additional seating near the Warruwi crèche OCM28/2022</p> <p>Council directed the administration to try and seek funding for the upgrade of the shade structure near the crèche and health centre at an estimated cost of \$ 70, 400.</p>	<ul style="list-style-type: none"> A cost estimate for the proposed project has been prepared and provided in the 'Future Projects' report which will be presented at the LA meeting on 31 March 2022. <p>Update 09 May 2022</p> <ul style="list-style-type: none"> The grants team is currently investigating funding options for this project and will provide an updated report on this progress during the next meeting. <p>Update 13 July 2022</p> <ul style="list-style-type: none"> The Grants team is still in the process of investigating specific funding options for this project with grants writer, Susan Wright. <p>Update: 30/09/2022 – Sarah Will</p> <ul style="list-style-type: none"> The grants team applied for a Community Benefit Fund Grant on 19 August 2022 and were advised by the Department to withdraw the Application from the current round and reapply in January 2023. <p>Update: 9 May 2023 – Bryony Stracey</p> <ul style="list-style-type: none"> Resubmitted the community benefit fund grant application 09/03/23. Notification grant was unsuccessful 09/05/2023 Will continue to seek funding. <p>Update: 17.07.2023 – Bryony Stracey</p> <ul style="list-style-type: none"> Grants still investigating funding. <p>Update: 08.11.2023 – Bryony Stracey</p> <ul style="list-style-type: none"> Grants still investigating funding. <p>Update: 02.02.2024 – Bryony Stracey</p> <ul style="list-style-type: none"> Grants still investigating funding. 		

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 8 FEBRUARY 2024

Agenda Reference:	8.2
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 Trailer Screen Options for Local Authority; and
2. Approved/Did not approve ...
 - Option 1 - Top tier, fully featured LED screen system Circa \$100,000
 - Option 2 - Mid-tier, mid featured LED screen system – No Generator or BluRay Player. Circa \$90,000.00
 - Option 3 - Low tier, LED screen system Circa \$55,000.00
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 Minjilang.

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 \$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 8 February 2024

Agenda Reference:	8.3
Title:	Design and Concept Plan – New Warruwi Council Office
Author:	Clem Beard, Acting General Manager Technical Serices

SUMMARY

This report is to present a conceptual design and a cost estimate for the proposed Council Office redevelopment on Lot 53 Warruwi to the Warruwi Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and note the report entitled Design and Concept Plan – New Warruwi Council Office
2. Discuss the use of project funding and recommends the allocation of Local Authority funding to supply a concept design and cost allocation at an estimated cost of **\$13,805.00**

BACKGROUND

The administration has developed a conceptual design for the proposed Council Office. The design focuses on the current office space layout requirements and a requirement for future growth if additional positions/activities are available. Community services including Centrelink, TCU and Postal Services are encompassed in the attached plan.

The current Council office is dilapidated and needs major rectification work to keep it functional. The Council office was constructed pre-cyclone building code and the building material contains asbestos.

Upgrading the Council office will require significant funding to comply with the current building code and standards. The Council office and the office space is limited and cannot accommodate all Council staff and other essential service providers in the one area.

The attached preliminary concept is based on a prefabricated modular system which includes eight (8) building units, stairs and a full-length verandah, however for longevity and fit for purpose the structure will be built in Besser Block due to Lot 53 situated directly beside the Arafura Sea with continual salt ingress for proposed building.

The overall dimension of the office building and verandah plan is 331 m2.

COMMENT

Quantity Survey Reports are determined from approved structural and architectural drawings, approved site servicing plans, and building certification. The NLC and AAPA fees will be calculated once EOI applications are lodged. The pricing in the table above for NLC and AAPA has been estimated from past submissions.

Further costs to demolish the existing building and dispose of the asbestos will need to be considered before the new Council Office is constructed on Lot 53. Preliminary costs include:

- Demolish existing building including disposal and removal of asbestos- \$295,000
- Supply and installation of new 1200mm chainmesh fence- \$75,000

Attached concept floor plan indicates the layout and office configuration. This can be modified to meet the specific requirements of the Council.

The preliminary office building layout includes:

- Boardroom
- Kitchen with crib room
- Councilor's office
- Male and female toilets
- Disabled toilet
- Storeroom
- Communication room
- Office area for support staff
- Senior Works Officer office
- Community Service Manager office
- Traditional Credit Union office
- Centrelink office
- Waiting room for the general public and community members

The building design and specifications includes:

- Full length compliant disabled ramp and stairs
- Split system air conditioner
- Commercial vinyl flooring
- Ceiling fans
- Fluorescent lights
- Crimsafe security screens
- Trimdek roof sheets
- Custom orb external wall cladding

The administration recommends the Warruwi Council Office to be constructed in structural blockwork based on the following details:

- Savings and the whole of life costs (more economical)
- Longevity (expected life 50 years)
- Modifications or extensions easier to scope
- Blockwork more suited to the environment (cyclones and coastal conditions)
- More secure, less damages

Temporary office location during the building period will also need to be sourced and costing considered.

The administration is recommending an interim office space to be set up on Lot 21 utilizing demountable prefabricated buildings to be converted to contractor accommodation once the new office is operational.

Proposed WARC Office Warruwi Community - Fee Proposal	
Product Item	Price
Provide blockwork construction from modular demountable design	\$ 6,050.00
Quality Services fee for cost estimates of proposed office building	\$ 6,500.00
Contingencies 10%	\$ 1,255.00
Total Indicative costs	\$ 13,805.00

LEGISLATION AND POLICY

Not applicable at this preliminary stage

FINANCIAL IMPLICATIONS

External Grant funding will be required to proceed with project

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in 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.

Goal 1.2 Economic Partnerships

Secure increased income opportunities (grants and commercial) that create employment and/or improve community life.

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 3.2 Health and Safety

Staff and public safety is achieved via planning, education and training.

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

1. Warruwi Council Office [8.3.1 - 8 pages]



SHEET SCHEDULE	
SHEET	TITLE
S00	SHEET SCHEDULE
S0.1	3D PRESENTATION
S0.2	3D PRESENTATION
S0.3	3D PRESENTATION
S01	FLOOR PLAN
S02	ELEVATIONS

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				NP	GW		DRAWING NUMBER:	SHEET:	ISSUE:	REVISION:
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	A	25/10/19	NP	ISSUED FOR REVIEW	RH		RH			
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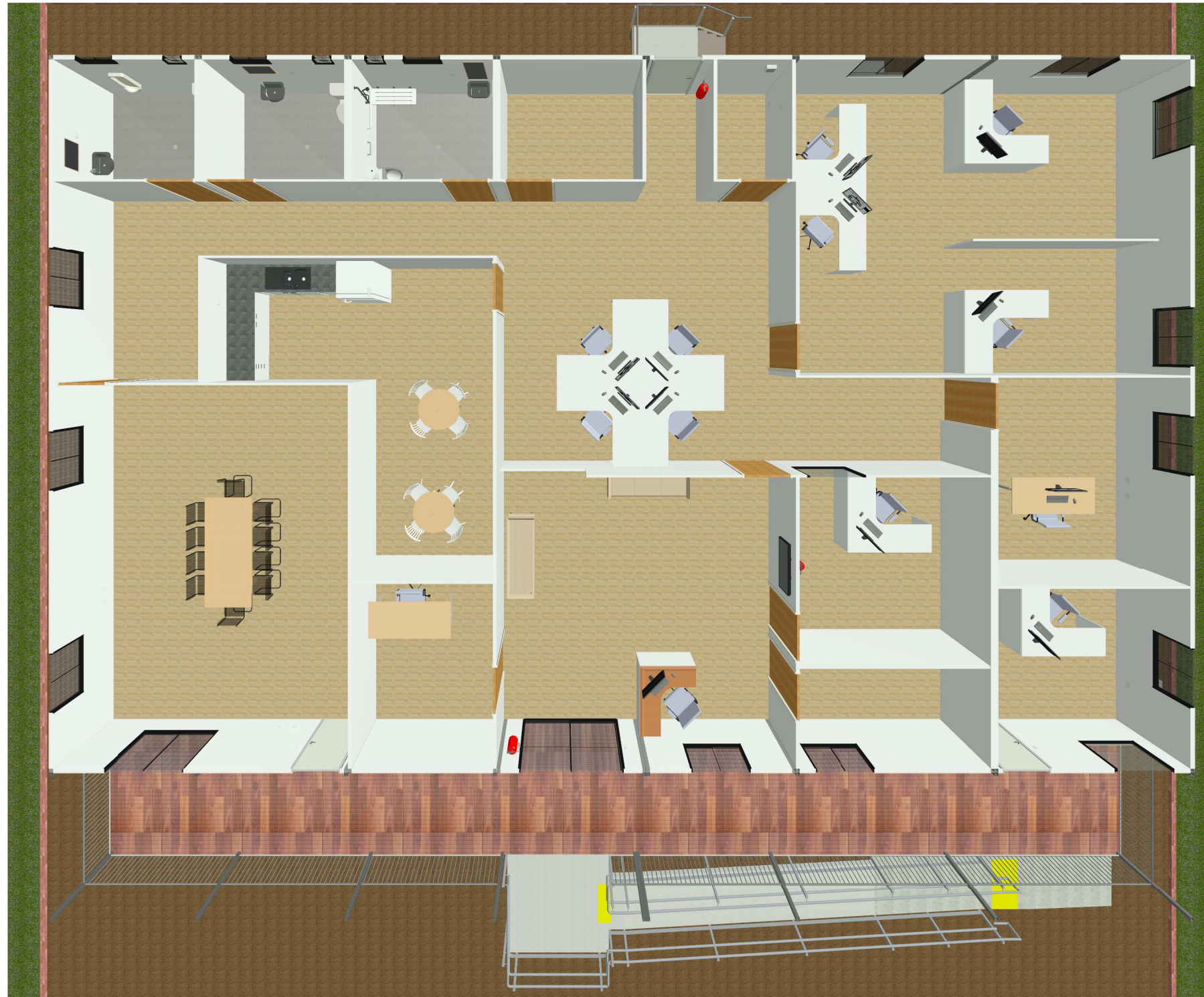
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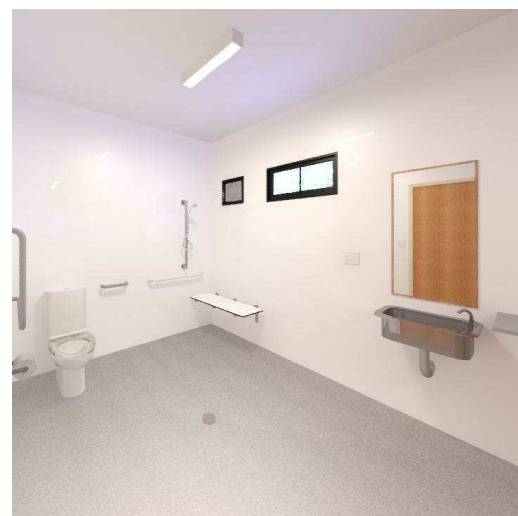
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KITCHEN



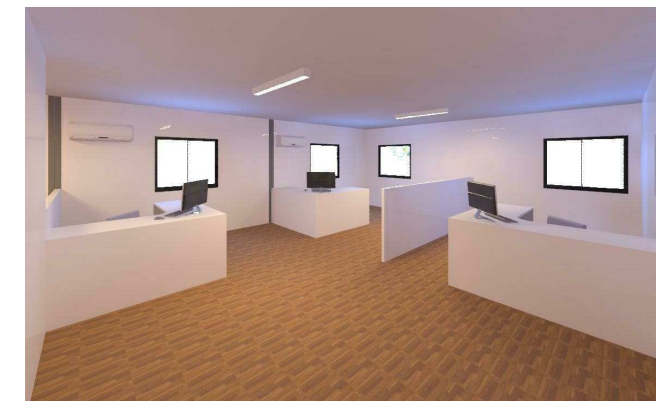
OFFICE AREA



ACCESSIBLE TOILET



WAITING ROOM



OFFICE AREA

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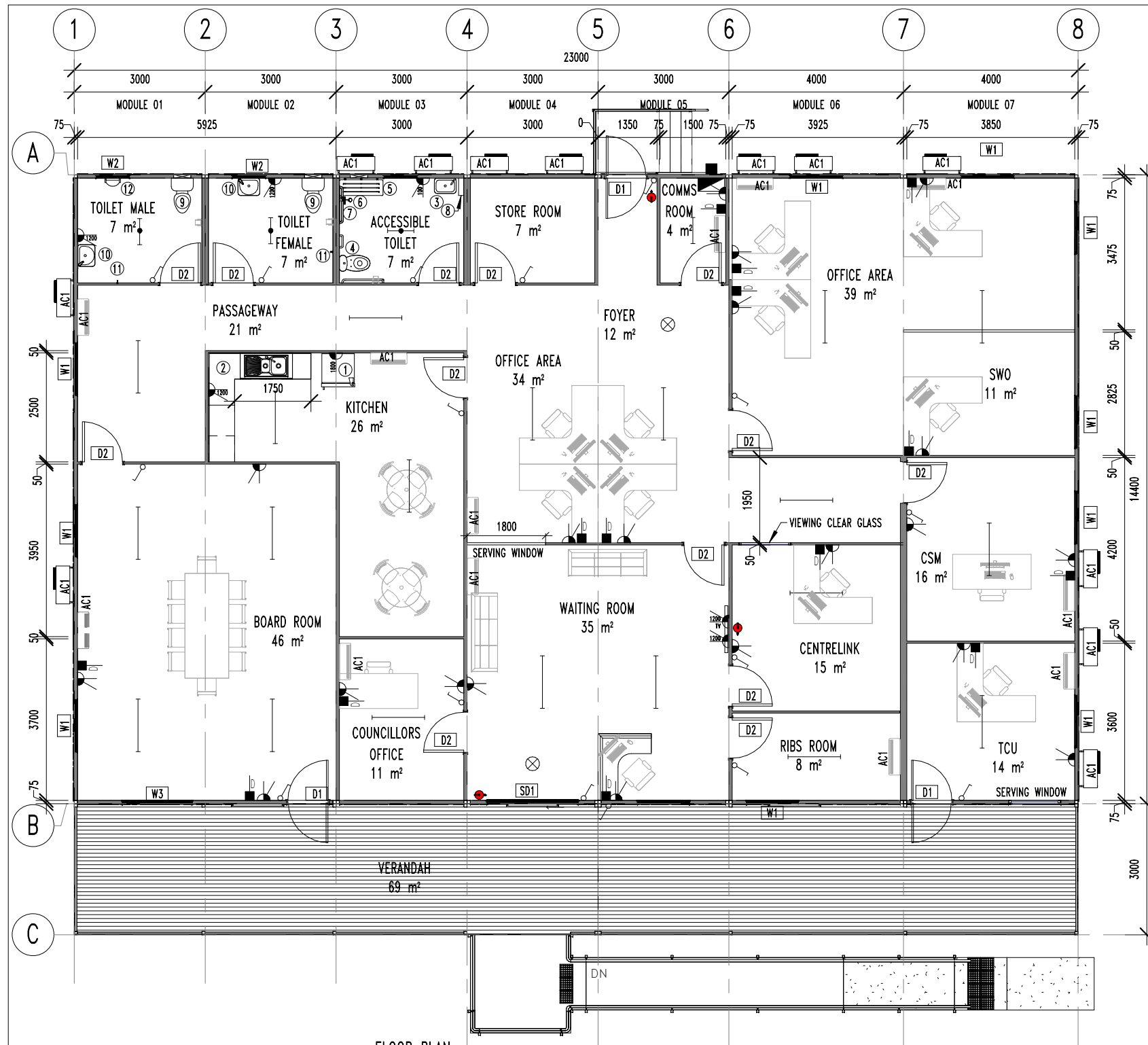
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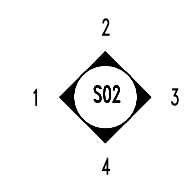
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1 FLOOR PLAN
1 : 100

ELEC/HYDRO/FURNISHING SCHEDULE			BUILDING INFORMATION	
Tag	Qty	Description	SERIAL NUMBER	DSXXXX
1	1	FRIDGE/ FREEZER (BY OTHERS)	CEILING HEIGHT	2700mm
2	1	4.2m KITCHEN BENCH-CABINETS-DOUBLE BOWL SINK AND FLICKMASTER TAP	BUILDING HEIGHT	3612mm + Footing
3	1	DISABLED COMPLIANT WASH BASIN WITH MIRROR	DESTINATION	TBA
4	1	DISABLED PAN & CISTERN + TOILET ROLL HOLDER	DESIGN WIND SPEED	Region C, I.L. 2
5	1	FOLDING SEAT (AS1428.1 COMPLAINT)	LIFTING CAPACITY	8.0t
6	1	DISABLED COMPLIANT SHOWER	DISTRIBUTED FLOOR LOAD	1.5 kPa, 2.0 kPa (Wet areas)
7	1	GRAB RAIL (AS1428.1 COMPLAINT)	CONCENTRATED FLOOR LOAD	1.8 kN
8	1	SHELF (AS1428.1 COMPLAINT)	FLOOR TYPE	17mm T&G CD Ply
9	2	PAN & CISTERN + TOILET ROLL HOLDER	EXTERNAL WALL	75mm Askin Panel
10	2	STAINLESS STEEL BASIN WITH SMALL MIRROR ABOVE	INTERNAL WALL	50mm Askin Panel
11	2	CLOTHES HOOK	CLADDING	Custom Orb. Cladding - TBA
12	1	SS URINAL	ROOF SHEETING	Trimdek Zincalume
AC1	12	2.5KW DAIKIN REVERSE CYCLE SPLIT SYSTEM AIRCONDITION INSTALLED AS PER ENGINEER'S SPECIFICATION	ROOF FLASHING	Jasper
			WALL FLASHING	TBA
			ROOF INSULATION	R3.2 Ethern
			ROOF PITCH	3 Degrees
			CEILING LINING	3mm Composite Panel
			VINYL TYPE	2mm Thick Commercial Vinyl
			VINYL COLOR	Timberline - TBA
			WET AREA VINYL TYPE	2mm Thick Commercial Vinyl
			WET AREA VINYL COLOR	Cappuccino



SYMBOL/LEGEND	
	SWITCHED OUTLET 10A DOUBLE MOUNTING HEIGHT AS INDICATED 300mm ABOVE FFL UNLESS NOTED
	SINGLE LIGHT SWITCH
	SWITCHED OUTLET 10A SINGLE MOUNTING HEIGHT AS INDICATED 300mm ABOVE FFL UNLESS NOTED
	EXHAUST FAN
	OYSTER LIGHT
	HARD WIRED SMOKE DETECTOR
	TV POINT MOUNTING HEIGHT AS INDICATED 300mm ABOVE FFL UNLESS NOTED
	TV EXTERNAL JUNCTION BOX FOR AERIAL CONNECTION
	EXTERNAL WEATHERPROOF DOUBLE SOCKET OUTLET MOUNTING HEIGHT AS INDICATED 300mm ABOVE FFL UNLESS NOTED
	FIRE EXTINGUISHER
	DISTRIBUTION BOARD
	DISTRIBUTION BOARD EXTERNAL POINT OF ATTACHMENT
	POINT OF ENTRY OF WATER
	EXTERNAL BUNKER LIGHT
	EXTERNAL FLUORESCENT LIGHT 6 SENSOR LIGHTS
	ISOLATOR
	CEILING FAN
	2x36W FLUORESCENT LIGHT FITTING C/W DIFFUSER
	EXIT LIGHT

DOOR/WINDOW SCHEDULE					
Tag	Qty	Height	Width	Item	Details
D1	3	2040	920	EXTERNAL DOOR	PANEL DOOR , POWDER COATED ALUMINIUM FRAME , 3x100mm HINGE,EXTERNAL HINGE ALUMINIUM POWDER COATED FRAMED CRIMS SAFE SECURITY SCREEN DOOR
D2	13	2040	920	INTERNAL DOOR	TIMBER HOLLOW CORE STAINED DOOR, 3x100mm HINGES
SD1	1	2100	2100	SLIDING GLASS DOOR	BLACK/WHITE POWDER COATED ALUMINIUM FRAME, CRIMS SAFE SCREENS, GREY GLASS
W1	11	1050	1190	SLIDING GLASS WINDOW	BLACK/WHITE POWDER COATED ALUMINIUM FRAME, CRIMS SAFE SECURITY SCREEN,FLY SCREENS, GREY GLASS
W2	3	350	750	SLIDING GLASS WINDOW	BLACK/WHITE POWDER COATED ALUMINIUM FRAME, CRIMS SAFE SECURITY SCREEN,FLY SCREENS, OBSCURE GLASS
W3	1	1600	1600	SLIDING GLASS WINDOW	BLACK/WHITE POWDER COATED ALUMINIUM FRAME, CRIMS SAFE SECURITY SCREEN,FLY SCREENS, GREY GLASS

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PRO85 - IW - West Arnhem Council (WAC)
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FLOOR PLAN

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Detailed Scope Description

Supply – Office complex

- Supply, place and level precast concrete cyclone footings
- Supply new buildings from our factory and transport to Barge Landing in Darwin
- Install all building/ and tie downs to concrete cyclone footings and install multi module Structural connections
- Install Multi module electrical and hydraulic connections
- Install access ramp and concrete stair pads
- Provide Section 40 engineered plans and construction certificates if required
- Fulltime onsite supervision of the works by suitably trained and competent personnel
- Attendance at Council daily project Prestart Briefings if required.
- Supply of all plant, materials and labour required to complete the works, except for the items stated in the exclusions

Exclusions to the above

- Supply of temporary fencing to erect construction zones
- Stand-down due to Red alert / inclement weather / closed work front due to interfacing trades
- Cleaning of buildings on arrival
- Site Civil works
- Maintenance and Servicing
- Guttering - to be confirmed on site and to be quoted separately if required
- All data cabling will be tied off at the end of each module with enough cable to tie into the comms cabinet. We have made no allowance for any active switch gear or terminating data cabling onsite
- S40 Mechanical engineering and fresh air intakes
- Integrated fire detection system (FIP) or smoke alarms
- Induction/medicals - can include but further info required – Hourly rate of \$130.00 per hour plus GST will be applied
- Furniture, white goods or computer equipment
- We have made no allowance for an EWP – Roof connections to be made with a ladder and lanyard
- Accommodation and Messing – To be provided by WARC
- Barge freight of modules and sundry items including cyclone blocks, stairs and ramp
- Barge freight of equipment to Island and back again.
- Service connections for water, sewerage, data, Electrical
- Charter flights for staff
- Visitor permits

Building Fit out

- TBA on completion of finishing schedules

Inclusions of electrical, Data, emergency lighting

- 26 x D.GPOs
- 13 x AC isolators
- 3 x Exhaust fans
- 21 x 40W LEDs battens
- 4 x 20W LED batten
- 4 x WP 40W LED battens
- 3 x LED clevertronics spit fires
- 8 x LED clevertronics Exits
- All lights switches to suit floor plan.
- 12 x Jboxes for connection of building modules
- 1 x 34Pole NHP concept chassis board with RCDs protecting all circuits.
- 13 x D.Data outlets
- 1 x 6RU comms rack and 24way patch panel.
- All Cat 6 cabling rolled up at each module to be extended to data rack on site.
- All outlets labelled and tested.

Inclusions of Mechanical

- All AC units to be Daiken Inverter wall mount L series.
- Board room 2 x 6KW AC units back to back
- Waiting room 1 x 6KW AC unit internal wall extended pipe run
- Office area/foyer 1 x 6KW and 1 x 3.5KW AC units internal wall extended pipe run.
- Kitchen 1 x 5KW AC unit internal wall extended pipe run
- Office area 2 x 6KW AC units back to back
- Centre link 1 x 3.5KW AC unit internal wall extended pipe run
- TCU 1 x 3.5KW unit back to back
- CSM 1 x 3.5 KW unit back to back
- TBA room 1 x 2.5KW unit internal wall extended pipe run
- All pipe work run under floor of chassis
- All condensate drains run below floor level only
- Duck cover installed on all pipe work
- Units to be installed on brackets on chassis. Northerns to supply and install brackets.

Timeline

- Expected timeframe from confirmation of order is 2-4 weeks for drafting and finalising drawings and a 8 week build time and 3-4 weeks for transport and install

Plant and equipment Supplied by Northern Transportables

- LV vehicles
- Prime mover and allowance for one trailer
- 12 tonne forklift

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 8 FEBRUARY 2024

Agenda Reference:	8.4
Title:	Warruwi Ground Penetrating Radar Project
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

This report is to notify the Local Authority of grant funding allocation to Warruwi for ground Penetrating radar to locate gravesites within the community and request \$6500 from Local Authority Funds to proceed the project.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Warruwi Ground Penetrating Radar Project*; and
2. Approved/Did not approve allocation of \$6,500.00 Local Authority funds to proceed with ground penetrating radar project.

BACKGROUND

Due to the initiation of the new Burials and Cremations Act 2022 it has been identified that Ground Penetrating Radar needs to be performed in Warruwi to determine and declare the boundaries of the Warruwi Cemetery. Council applied for a grant through the Remote Burials and Cremations Grant program in order to undertake ground penetrating radar at the cemetery site and waterfront site both of which have been used historically for burials.

This work will enable council to locate the position of any gravesites and enable planning for future burials. It will also open the opportunity to work with community to determine what needs and wants can be met in officially establishing a community cemetery.

COMMENT

Department of Chief Minister and Cabinet have allocated half the requested grant funds to proceed with this project. The total for this project is \$13,079.00 and will require a \$6,500.00 contribution from the Local Authority for it to proceed

LEGISLATION AND POLICY

Local Government Act 2019
Burials and Cremations Act 2022

FINANCIAL IMPLICATIONS

It is requested that \$6,500.00 of Local Authority Funds be used to enable this project

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 3.1 Cultural Safety

Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan.

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.

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

1. Warruwi Ground Penetrating Radar Quote [8.4.1 - 1 page]



M PO Box 206, Mirriwinni Qld 4871
 W www.cross-solutions.com.au
 ABN 31 058 443 851

QUOTE

For	West Arnhem Regional Council PO Box 721 Jabiru NT 0886 Attention: Clem Beard	Quote Number	Q006334
		Date	25/10/2023
		Valid To	22/11/2023
		Prepared By	Gregg Hestelow - 0409 125 471 quotes@cross-solutions.com.au

Details	<p>RFQ - Warruwi - GPR - Detection of Burial Sites Mobilisation / Demobilisation GPR detection with assistance from traditional owners</p> <ol style="list-style-type: none"> 80 grave sites next Lot 100 - close to town. 10 grave sites – close proximity to office (Foreshore) <p>Supply of CAD data and plots (MGA94 with respect to cadastre)</p> <p>Notes:</p> <ol style="list-style-type: none"> Costs are based on the assumption that all grave sites can be detected within a two day site visit, including mob/demob. Additional field days, if required, shall be charged at \$2580 ex GST. Vehicle to be supplied on site at no cost to Cross Solutions. Accommodation to be supplied on site at no cost to Cross Solutions. The success of the GPR detection may be determined by the depth and age of the burial sites. It should be noted that wet ground conditions are generally unsuitable for detection.
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Tasks	Amount ex GST
Project Management	1,110.00
U/G Service Locating	5,160.00
Engineering Surveyor (Calculations)	580.00
Drafting	1,740.00
Expenses	
Air Charter	3,200.00
<i>Based on single engine charter with adequate room for equipment (2 flights)</i>	
Materials & Consumables	100.00
	Subtotal 11,890.00
	GST 1,189.00
	Total 13,079.00

Subject to the Services Agreement located at <http://www.cross-solutions.com.au/services-agreement/>

OUR LOCATIONS

CAIRNS OFFICE
107 Scott Street
BUNGALOW
QLD 4870

DARWIN OFFICE
18 Vaughan Street
BERRIMAH
NT 0828

GOVE OFFICE
16 Traeger Close
NHULUNBUY
NT 0881

KATHERINE OFFICE
9 Victoria Highway
KATHERINE
NT 0850

GROOTE EYLANDT
Pole 13 Camp
Rowell Highway
ALYANGULA
NT 0885

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 8 February 2024

Agenda Reference:	8.5
Title:	Solar Pump System – Warruwi Airport
Author:	Clem Beard Acting General Manager Technical Services

SUMMARY

The purpose of this report is to provide a scope and budget for the installation of a Solar Pump at the Warruwi Airport waiting area.

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. Received and noted the report entitled Solar Pump System – Warruwi Airport; and
2. Approved the supply and installation of Solar Pump at the Airport with the estimated costs of \$12,878.50

BACKGROUND

The administration has received notification of lack of pressure at the taps at the airport shelter and water flow is intermittent at certain periods of the day when required to be utilized by arriving/departing visitors and community members. To overcome this problem the administration is recommending installing a solar pump for daylight use with back up battery power when solar is unavailable to generate reliable power.

COMMENT

Due to the Warruwi Community classification of a Water Stressed Community the pressure of the water has been restricted by Power Water to conserve water usage throughout the community and several other sites have had a pressure pump installed to rectify ongoing issues.

Solar Pump System - Warruwi Airport	
Solar Pump, Panels, Battery and Box Cover	\$ 4,796.00
Water Tank and Accessories	\$ 752.00
Installation Estimate	\$ 5,500.00
Barge Costs - approx.	\$ 660.00
Contingency 10%	\$ 1,170.80
Total Costs	\$ 12,878.80

LEGISLATION AND POLICY

Council's procurement policy is relevant to this project.

FINANCIAL IMPLICATIONS

Project funding is provided each year from the Department of Chief Minister and Cabinet (CM&C)

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in 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 3.2 Health and Safety

Staff and public safety is achieved via planning, education and training.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 8 FEBRUARY 2024

Agenda Reference:	8.6
Title:	Staff Local Authority Member Payments
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is for Local Authority Members that are also Council staff to make an informed decision on whether they would like to now be paid the Local Authority allowances. Noting that individuals cannot be paid as Council staff for this time and will not accrue any employee entitlement such as leave and superannuation.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Staff Local Authority Member Payments*; and
2. Advised admin of decision for payment options

BACKGROUND

Historically, Guideline 1 for Local Authorities has stated that Council staff on Local Authorities cannot be paid the LA allowance for their time in LA meetings. Since the review on Guideline 1: the Minister signed off Local Authorities on 28 August 2023, this has changed.

COMMENT

LA Members, who are also WARC staff, cannot be paid as staff and as LA members at once, as this is considered 'double dipping'. WARC has determined the following option to offer staff LA members the LA member allowance if this is what they would prefer rather than their regular wage (noting they cannot also be paid their council wage during their time attending LA meetings).

Please refer to below table for LA Allowance Payments

2. ALLOWANCES

The following allowance will be paid for each meeting of a Local Authority.

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held for more than 4 hours	\$600

A Member of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$200
If the meeting is held between 2 to 4 hours	\$300
If the meeting is held for more than 4 hours	\$400

Please see below relevant information for Staff LA Members to make an informed decision on their payment options:

If staff who are LA members decide to take the LA allowance, they will not be able to accrue leave or superannuation during the time they attended a meeting.

If this option is pursued by staff LA members the below process will need to be followed;
For those that complete timesheets, the hours they attend Local Authority meetings will need to be put down as 'LAML' (Local Authority Meeting Leave).
For those that do not fill in timesheets, complete a leave form and put down 'LAML' for the time in the LA meeting.

LEGISLATION AND POLICY

Allowances and Expenses (Elected Local Authority and Council Committee Members) Policy
20210601

Guideline 1: Local Authorities

FINANCIAL IMPLICATIONS

N/A

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.

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 8 February 2024

Agenda Reference:	9.1
Title:	CSM Operations Report on Current Council Services
Author:	Matthew Griffiths, Council Services Manager, Warruwi

SUMMARY

This report will present the Local Authority (LA) with an update on council services provided in the community for the period 20 July 2023 – 25 January 2024, as prepared and presented by Council Services Manager (CSM) Matthew Griffiths.

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 report.

COMMENT

1. Attendance Rates

1.1. Staff Attendance

The Warruwi Council department has averaged 79% attendance for the reporting period.

- Community Care Team Leader, currently on maternity leave. Community Care Senior Officer acting in the Team Leader position.

Currently recruiting for the following positions:

- Works Officer.
- Childcare Assistants x 2 casual positions.

Total number of vacancies	3
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2. Administration Services

2.1. Administration

The Warruwi Council administration office was open from 8:30am to 4:30pm on each business day during the report period.

- There were multiple part and/or full day closures due to sorry business during the reporting period, including day council wide closure for the passing of Northern Land Council Chairman.
- The phone and internet have now been installed at the sheds and recreation hall. However, faults have been located, parts received and repairs to be completed by early February 2024.

2.2. Post Office

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

- Mail volumes have returned to normal levels.
- Average of 1kg outgoing mail and approximately 5kg -10kg incoming daily.
- During July – September 2023, a larger amount of incoming mail was received due to a Warruwi School Project. Sponsored by Woolworths, female designed products were sent in from across Australia, to be distributed by the school.
- Small increase over Xmas, but not as large as expected.

Total postage received	2892 kg
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2.3. Centrelink

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

- A faulty air conditioner in this office has been replaced.
- Visits from Services Australia in October 2023 and January 2024.

2.4. Cleaning

Scheduled cleaning of council assets have been completed as follows:

- Council office – twice a week – total of 9 occasions.
- Playground amenities – once a week – total of 4 occasions.
- Public toilets - twice a week – total of 9 occasions.
- Common areas cleaned once a week – total of 4 occasions.
- Visitor Accommodation rooms cleaned as required – total 21 room cleans.
- Airport Area, Cleaned once a week – a total of 4 occasions.
- Hall will now be included in cleaning schedule and cleaned as required.
- Roster and set cleaning tasks for staff are being formulated.

2.5. Visitor Accommodation

The total number of visitor accommodation available is 1 property, and bookings can be made through Little Hotelier, via WARC website.

- High demand for visitor accommodation is continuing.
- Police are still utilising WARC accommodation when visiting the community, due to major faults at the Police compound.

3. Wellbeing Services

3.1. Sport & Recreation

- Continue discussion and collaborations between the Youth, Sport and Recreation (YSR) team and the Warruwi School, to further develop new and engaging programs for the community.
- Implementation of the 'Yarning Circle' between YSR team, Community Safety team, and Traditional Owners (TOs) started in July 2023, with objective of a collective approach to addressing community issues. Sessions to re-commence in February 2024 with the new school principal.
- The yarning Circle has been extended to specialise in youth at high risk, with sessions held at the school, recreation hall and/or Council office. Objective is to improve confidence and traditional values and get youth back into a school.
- Junior Basketball has re-started for 2024 and teams are being finalised.
- Chill Space room closure until further notice, due to damage of TV and water leaks. Won't re-open until roof repaired.
- Both men's and women's ALF occurred in December 2023.
- Regular toolbox meetings occurring with YSR staff, highlighting importance of completing incidents report and recording attendances.
- YSR programs and activities were not operating 18-20 December 2023, due to staff shortage.
- Closures in January 2024 due to rain/Monsoon causing danger to youths (leaking roof).

Attendance totals over reporting period	2200
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3.2. Early Learning

The childcare centre (when open) operated Monday to Friday, 8:00am to 4:00pm.

- The Wellbeing Services Coordinator and Childcare Officer attended Community Child Care Fund (CCCF) Restricted Grant Quality and Safety Training Workshop in Darwin on 9 – 12 October 2023.

- Centre staff continue to receive Language, Literacy and Numeracy (LLN) training provided by Charles Darwin University (CDU).
- Families as First Teachers (FaFT) group organised for mums and children had a tour of the WARC depot and workshop, on 11 November 2023.
- Crèche closure from 20 November 2023, due to Childcare Senior Officer and Childcare Assistant on medical leave. Expected to resume operations early February 2024, with the start of the school year.

Attendance totals for reporting period	235
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3.3. Aged Care

There has been very little change in community care client numbers during the year, with a new client coming across from Minjilang and another client from Jabiru.

- Currently there are two (2) Home Care Packages (HCP) clients and three (3) Commonwealth Home Support Program (CHSP).
- Response Employment and Training visited Community Care team on 9 – 11 October 2023, to deliver 1) HLTSE001 – Follow basic food safety practices module, 2) HLTINF001 – Comply with infection prevention and control policies and procedures module, and 3) HLTWHS002 – Follow safe work practices for direct client care module.
- More individual support training is to follow for all Community Care staff.
- Review of the Community Care team IT equipment required, as staff are currently limited to sending and receiving emails and are unable to print or scan documents. Equipment is aging and needs to be assessed for replacement options.
- Christmas event for aged care clients was held in December 2023 and was enjoyed by all.
- Community Store assisted with providing some meals due to Community Care Team Leader on leave and limited staff availability.

Total meals provided over reporting period	991
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3.4. Disability Care

Community Care team are the Community Connectors and Coordinator of Supports (CoS) under the National Disability Insurance scheme (NDIS). Hoping this service will grow and provide great opportunities for employment in the future. Services provided are as follows:

- Personal care/household tasks;
- Centre Activities including Xmas party
- Home modifications;
- Plan management;
- Transportation; and
- Specific assistance for one client at Recreation Hall.
- Transport trips continued and supervision at Hall for one client occurring.
- Liaison with external agencies to improve, as council continues to develop programs and community confidence increases.

Total number of NDIS participants	3
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3.5. Night Patrol

Night patrol services were provided each night between 7.00pm and 3.00am.

- Start times vary dependent on community needs.
- Staff shortage occurred late November and early December 2023, due to ceremony and sorry business occurring on the mainland. Council looking to increase pool of casual Community Safety staff to fill the gap, when staff are absent or on leave for extended periods of time.

- The Community Safety team are playing a more active part with youth activities and assisting at community events, including being present at the closing for community safety and positive perceptions. As of January 2024, Community Safety team is overseeing closure of the recreation hall of an evening, taking pressure off the younger YSR staff.
- Community Safety patrols are having a positive effect on community, with only one attempted break occurring in December 2023 and some minor graffiti to community signage.

3.6. Broadcasting

In conjunction with Top End Aboriginal Bush Broadcasting Association (TEABBA), broadcasting services were provided daily between 9:00am and 3:00pm.

- Very limited services were provided during the reporting period, due to staff availability.
- Local broadcasting with community events will recommence as of February 2024.
- Suggested major repairs to TEABBA mast to occur in 2024, date yet to be advised.
- Looking to use TEABBA with the Youth, Sport and Recreation (YSR) team, to develop youth engagement and safe usage of media.

Total number of On-Air hours in reporting period:	39
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4. Community Works

Weekly work plans implemented for the Works teams, gives clear guidance and direction for all regular duties and tasking accountability to the various staff members within the team.

4.1. Parks and Open Space

The community is generally clean and tidy.

- Rubbish runs continue to operate Monday, Wednesday and Friday.
- Community continues to look well maintained and rubbish is collected on foot as needed.
- Hard rubbish is regularly collected and increased as cyclone season approached.
- Waste and Resource Coordinator, along with Keep Australia Beautiful Committee NT CEO visited the community late November 2023.

4.2. Roads

Road repairs have commenced across the community.

- New sealing work at floodway outside workshop and airstrip has perished. WTD contactors have made some repairs, including a larger floodway for high volume traffic. Technical Services are working to reconfigure the floodway near the airport. Awaiting quote from WTD contractors before funding can be obtained.
- Plan for grading and drainage works to occur on Barge Landing Road, in conjunction with other works around the barge landing.
- Technical Services team investigating possible fault on main back road culvert, this was identified over Christmas 2023 period and are awaiting solution.
- Midway through installation of traffic signage, including roadside safety markers.

4.3. Waste

Landfill site operated between Monday to Friday, 8:30am to 4:00pm with no disruption to service.

- Kerbside pickups and hard rubbish occurred as required and increased hard rubbish collection as cyclone season approached.
- Designated dumping areas are working well with new signage in place and old tires are being recycled and repurposed as borders.
- New rubbish pits excavated and being used by contractors overseeing the community housing rebuilds. However, consideration and planning are now required for a third pit as both are starting to reach capacity.
- Investigating removal and disposal of oil from the landfill site and works yard.

- Replacement of the community 240L wheelie bins rollout continues, and new bins have been requested by the Department of Infrastructure, Planning and Logistics (DIPL) for new builds.
- Existing bins and some replacements bins are breaking, due to design faults or issues with the rubbish truck. Fleet looking at solutions.
- Unauthorised fires in June 2023 - November 2023 caused a revisit of the roads and clearances at the tip, due to the risk of highly flammable materials catching alight and the risks of toxic and hazardous smoke.
- Signs damaged at Landfill site.

4.4. Plant and equipment

- All heavy equipment operational.
- Replacement of tracks on Bobcat completed.

5. Essential Services

5.1. Power

- Genset services x 2 conducted pr month.
- Diesel 20,000L fuel transfer from barge tanks and 02 October 2023 30,000L delivery.
- Barge transfer pumps batteries were replaced, and second pump replaced was tested and working well.
- Faults with the meter over past months appear to be rectified. PWC working with office to assist community members.
- 4G change of meters expected in May 2024.

5.2. Water

- Water samples conducted as per scheduled review.
- Chlorine levels are good and production bores good.
- Water leak repairs at Lots 29, 62, 174, 100, 86, 64, 36 and 70.
- Bore tank transfer pumps waiting on new install
- The 'Water Saving' sign near town square has been damaged. PowerWater have been informed and will organise replacement.

5.3. Sewage

- Sewer station 4 x low level pump floats cleaned, and compound weeded.
- Sewer station macerator waiting on replacement

5.4. Airfield

- 28 Daily inspections per month were undertaken by the ARO. TOTAL: 168.
- The windsock was reported damaged on 4/10. Repairs were completed on 11 October 2023.
- Slashed the runway shoulders and fence perimeter as required.
- NOTAMS issued regarding increased birdlife near the runway.
- Upwards of 6 or more flights per day.

6. Trade Services

6.1. Scheduled Servicing

- Mechanic – Visited in September 2023 and December 2023.
- Electrician – Various Works over the month from Stedmans Contactors.
- Carpenter – Various Works over the month from Stedmans Contactors.
- Plumber – Various Works over the month from Stedmans Contactors.
- The back door replaced in office, including warped and missing hardware.

6.2. Unplanned Maintenance

- Mechanic
 - New tracks installed on Kubota track steer and fuel filter fitted.

- New skid plates welded onto slasher.
- Drained and replaced transmission oil on tractor.
- Tipper truck had a new gear box mount fitted and new batteries.
- Old Community Care Ute (Isuzu) faulted with major engine fault. Options under review.
- Senior Works Officer vehicle has faulty clutch, awaiting repairs.
- Electrician
 - GPO power required for upgrade to water pressure at sheds.
 - Continual breakdown of water pumps at WARC residences. Being replaced under warranty, but constant (every 6 -9 months) with same fault.
 - Major damage to the Council office from termites and/or ants. Pest spray in and around property but continues to be an on-going issue.
- Carpenter
 - Relying on Stedmans & WTD contractors for works required.
 - Office rear door replaced but issue with door swelling with rain. Awning on order.
- Plumber
 - Stedmans contractors being utilised.
 - Sewer at Lot 93 requiring urgent repair. Believed to be a tree at neighboring property boundary.

7. Community

7.1. Local Authority projects

- Current
 - Australia Day project: A metal sign is to be erected at the airport with a map drawn by local artists with 'Welcome to Warruwi' or similar. Items at Warruwi and Artist to have work completed by external company in Darwin.
- Future
 - Marbalk (Australia) Day funding secured for 26 January 2024 events. Detailed plan by Wellbeing Services Coordinator, in conjunction with the local school.
 - Consideration of a Youth Committee to work with the Local Authority.
 - Local Authority meeting supports upgrades to Town Square shade cloth and other amenities. Scoping being investigated and compared to previous quotes.

7.2. Other projects

- Opportunities
 - Quotes obtained for further signage in English and Mawng language and funding support discussion with National Indigenous Australians Agency (NIAA).
 - The Recreation Hall inspection was conducted by Infrastructure Coordinator on mid-November 2023 and roof damage was identified. Council has received a grant to repair the roof and roller doors. Tender award to Stedmans Construction and Engineering, with work to commence post wet-season and completed by 30 June 2024.
 - Consideration of moving Community Care, including NDIS, to the Recreation Hall with minor refurbishment required.
- Current
 - ANZAC Day plaque for front of Office to be included in 2024 applications, ready for for ANZAC Dawn service event.
- Future
 - DPIL In talks with WARC re major works at Barge Landing given storm and age damage.
 - Upgrades to town square shade cloth and other amenities.

7.3. Community meetings and events

With the CSM being on leave for a period, Acting CSM attended various meetings and events over the reporting period, including:

- Internal WARC meetings.

- NFG informal meet and greet of participants and organisers.
- NT Police liaison and catch-up, including service of documents for community members regarding sensitive matters including summons and transport.
- Cyclone and flood event Teams video conference meeting with Police, NTES and Federal agencies, which were almost daily through December 2023 and January 2024.
- Huge effort by YSR and Community Safety teams leading up to New Years Eve, with 253 in attendance on the night. It was a drug and alcohol free event, with a ‘Dance Off’ and other activities for the community. A very successful and enjoyable night for all.

Total number of meetings and events attended by the CSM:	69
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7.4. Community key focus areas

- Island funerals completed for 2023, with serial still occurring off island.
- The first funeral for the new year is expected to occur late April 2024.
- WARC requested access to the NTES fire trailer. This trailer has since had multiple usage for small scrub fires near aerodrome and existing infrastructure.
- Tropical Cyclone Jasper preparation with external agencies. The new emergency TV screen situated at the Council office was activated, and crews briefed every few days. Cyclone Jasper never eventuated in NT, but able to take feedback on processes and roles.
- Youths causing trouble raised and causing concerns around perceptions of safety. Increased reporting to Police, TO’s and CSM to target community patrols and prevention strategies requested from community.
- Heavy emphasis on Community Safety, new night patrols hours and improved reporting to deter crime at night.
- Issues with late night online gaming has led to bullying and unrest between some youth. Town meeting called to reduce the tension.
- Increase of crocodiles near township and domestic animals. CSM providing regular watching brief, with crocodile traps in place and training from Northner Land Council (NLC) and the Rangers still to occur. Some WHS issues identified by NLC. Working with Senior Ranger in Darwin for solutions.
- The community does not have a Women’s Safe House. Traditional Owners and Police raising with various forums, the need for a shelter or emergency accommodation.
- NLC flyover to conduct horse and feral goat count, awaiting final numbers.

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 8 February 2024

Agenda Reference:	9.2
Title:	Warruwi Airport Road Floodway Upgrades
Author:	Hilal Ahmad, Senior Project Manager

SUMMARY

This report provides planning on upgrading the floodway opposite to the Airport Entrance on Airport Road to mitigate flooding and restricting access to barge landing for essential services.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *Warruwi Airport Road Floodway Upgrades*.

BACKGROUND

Airport Road is a main road that connects Warruwi Airport and Barge Landing to the Warruwi town. This access road is approx. 1.5 Km long commencing at the WARC (West Arnhem Regional Council) workshop and sealed surface to the Airstrip.

This road area has heavy transport usage and in the wet season has several channels and culverts mixed in with water crossings as additional amounts of water flow runoff from the airstrip and surrounding areas. The Airstrip is the highest point of the Island which creates extreme water run-off towards the town's infrastructure.

The section of listed road has (2) two high volume wet season water crossings to divert water flow. The existing floodway crossing is opposite to the Airstrip entry will require excavating and removal. The majority of water runoff and 'flash flooding' water is sourced from this area with runoff from a large flat airstrip surface and contour grassed areas.

Identified Risk – The floodway becomes inundated during the wet season making it a road safety issue for the road uses to cross the floodway.

Recommendation – Install Culverts to reduce the amount of water on road surfaces.

COMMENT

Administration is currently seeking quotes to install culverts at the floodway opposite to the Airport entrance.

The scope of the works includes:

Site opposite to the main entrance at the to the Airport:

- Excavate existing floodway.
- Excavate to line and level to install 2 barrels of 1200X950 RCBC Culverts.
- Construction of 2 new headwall and 4 new wing walls on either side of the Culverts
- Install 300mm-450mm Size stone pitching with Geotextile underlay.
- Compaction of new road with 2 coat spray seal



LEGISLATION AND POLICY

Not Applicable

FINANCIAL IMPLICATIONS

Funding allocation is from the capital reserve account amount of \$42,000.00

STRATEGIC IMPLICATIONS

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

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

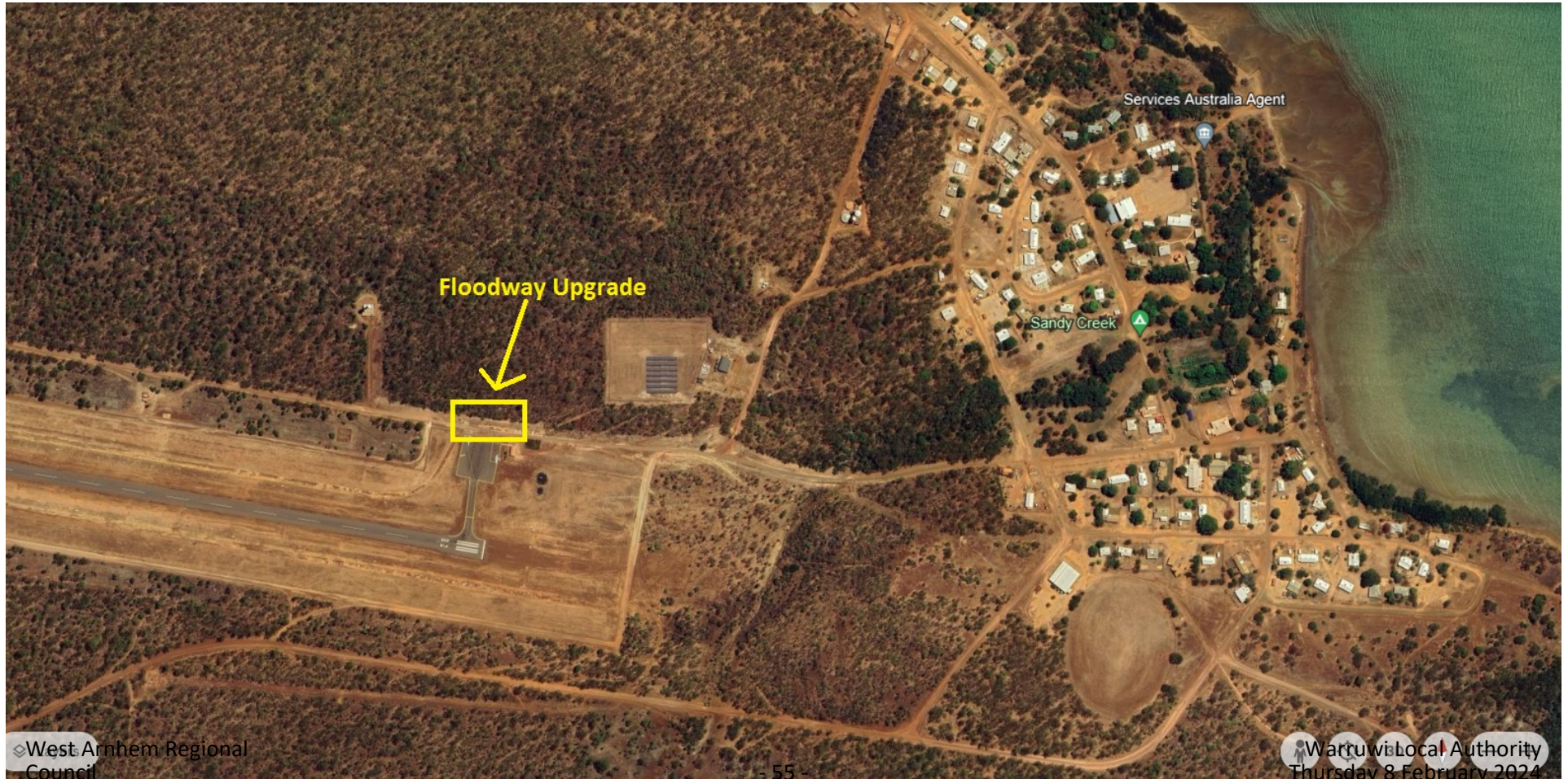
Strategically manage, maintain and enhance community infrastructure.

Goal 4.4 Local Road Management and Maintenance

Tactically monitor, maintain and manage Council gazetted roads and community safety via traffic management.

ATTACHMENTS

1. Warruwi floodway Airport road [9.2.1 - 1 page]



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 8 February 2024

Agenda Reference:	9.3
Title:	2022-2023 Annual Report
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to present the Approved West Arnhem Regional Council's 2022-2023 Annual Report to the Local Authority for noting. The Annual Report contains information about Council's operating and financial activities over the past financial year.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *2022-2023 Annual Report*.

BACKGROUND

According to Guideline 1: Local Authorities section 10.2 (a)

Once in each financial year, a local authority agenda must include a review of the Council's Annual report for the previous financial year

COMMENT

Due to size restraints, the 2022-2023 Annual Report document has been tabled as a separate document to the agenda.

LEGISLATION AND POLICY

Local Government Act 2019
Guideline 1: Local Authorities

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in 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 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 8 February 2024

Agenda Reference:	9.4
Title:	Local Authority Membership
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members an opportunity to discuss expanding the membership of the Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. Received and noted the report entitled *Local Authority Membership*; and
2. Invited discussions around encouraging new members to apply and expand the membership of the Warruwi Local Authority.

BACKGROUND

Part 5.1 of the *Local Government Act 2019* (the Act) identifies local authorities as an essential forum for local decision making in remote communities. The key functions of local authorities as outlined in the Act are:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities have the opportunity to express their opinions on questions affecting local government.
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
- d. To take the views of local communities back to the council and act as advocates on their behalf.
- e. To contribute to the development of the relevant regional plan.
- f. To make recommendations to the council in relation to:
 - i. The council's budget; and
 - j. The part of the council's area within which the local authority performs its functions.
- g. To perform other functions assigned to the local authority by the minister, in accordance with any guidelines that the minister may make.

COMMENT

According to the Guideline 1: Local Authorities section 5

5.1 The Council will consider recommendations from the local authority on its composition and membership of the local authority. A council must resolve the number of members for each local authority.

5.2 there must be at least 6 members and a maximum of 14 member for each local authority, unless the Minister approved a different maximum number of members for a particular local authority.

Currently the Warruwi Local Authority has 3 vacancies.

LEGISLATION AND POLICY

Local Government Act 2019
Guidelines 1: Local Authorities

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in 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 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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 8 February 2024

Agenda Reference:	9.5
Title:	Finance Report to December 2023
Author:	Corey White, Accountant

SUMMARY

This Financial Report for the year to date period 1 July 2023 to 31 December 2023, the first 6 months of the 2024 financial year, is prepared for the Warruwi Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *Finance Report to December 2023*.

THAT THE LOCAL AUTHORITY received and noted the attachment entitled 2022-2023 Local Authority Project Funding Certification Warruwi 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 31 December 2023. The report covers all the activities within the Warruwi Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Service activities. Additionally, there are some projects that are funded from Council's own money.

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

Actuals v Budget - Warruwi

as at 31 Dec 2023

WARRUWI						
Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	48,704	48,290	414	1%	96,580	50%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	47,827	48,186	(359)	(1%)	96,372	50%
Income Council Fees and Charges	7,808	3,785	4,023	100%+	7,285	100%+
Income Operating Grants	488,250	438,363	49,888	11%	652,800	75%
Income Allocation	18,077	22,355	(4,278)	(19%)	79,920	23%
Other Income	3,551	2,750	801	29%	38,053	9%
Income Agency and Commercial Services	389,388	382,320	7,068	2%	764,640	51%
Total Operational Revenue	1,003,605	946,048	57,557	6%	1,735,650	58%
Operational Expenditure						
Employee Expenses	1,072,567	1,086,181	(13,614)	(1%)	2,181,392	49%
Contract and Material Expenses	143,778	201,891	(58,113)	(29%)	368,438	39%
Finance Expenses	368	190	178	94%	380	97%
Travel, Freight and Accom Expenses	65,942	121,265	(55,324)	(46%)	202,731	33%
Fuel, Utilities & Communication	117,648	121,120	(3,472)	(3%)	237,740	49%
Other Expenses	203,897	198,440	5,457	3%	501,811	41%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	750	(750)	(100%)	1,500	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	1,604,200	1,729,838	(125,638)	(7%)	3,493,991	46%
Total Operational Surplus / (Deficit)	(600,595)	(783,790)	183,195	23%	(1,758,341)	34%

Annual Budget Operating Position - Warruwi

as at 31 Dec 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(600,595)	(783,790)	183,195	23%	(1,758,341)	34%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(18,077)	(22,355)	4,278	19%	(79,920)	23%
Add Back Non-Cash Expenses	346,420	324,944	21,476	7%	640,027	54%
Total Non-Cash Items	328,344	302,589	25,755	9%	560,107	59%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(47,913)	(107,880)	59,967	56%	(503,673)	10%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	(47,913)	(107,880)	59,967	56%	(503,673)	10%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	415,000	415,000	-	-	415,000	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	42,287	43,480	(1,194)	(3%)	43,480	97%
Total Additional Inflows	457,287	458,480	(1,194)	(0%)	458,480	100%
Net Budgeted Operating Position	137,123	(130,600)	267,723	100%+	(1,243,426)	0%

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 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 6.1 Financial Management

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

ATTACHMENTS

1. Graphical Finance Presentation Warruwi - December 2023 [9.5.1 - 9 pages]
2. 2022 - 2023 Local Authority Project Funding Certification Warruwi DOS [9.5.2 - 1 page]
3. NTG Local Government Funding Advice 2023-24 [9.5.3 - 3 pages]



**Warruwi Local Authority Committee
Financial Management Report for the
period ended 31st December 2023**

1

Actual v Budget – Operational – July 2023 to December 2023



Actuals v Budget - Warruwi

as at 31 Dec 2023

Description	WARRUM				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
Operational Revenue						
Income Rates and Charges	48,704	48,290	414	1%	96,580	50%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
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Income Operating Grants	488,250	438,363	49,888	11%	652,800	75%
Income Allocation	18,077	22,355	(4,278)	(19%)	79,920	23%
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Elected Member Expenses	-	-	-	-	-	0%
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Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	1,604,200	1,729,838	(125,638)	(7%)	3,493,991	46%
Total Operational Surplus / (Deficit)	(600,595)	(783,790)	183,195	23%	(1,758,341)	34%

2



Actual v Budget – Capital – July 2023 to December 2023



Annual Budget Operating Position - Warruwi as at 31 Dec 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(600,595)	(783,790)	183,195	23%	(1,758,341)	34%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(18,077)	(22,355)	4,278	19%	(79,920)	23%
Add Back Non-Cash Expenses	346,420	324,944	21,476	7%	640,027	54%
Total Non-Cash Items	328,344	302,589	25,755	9%	560,107	59%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(47,913)	(107,880)	59,967	56%	(503,673)	10%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	(47,913)	(107,880)	59,967	56%	(503,673)	10%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	415,000	415,000	-	-	415,000	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	42,287	43,480	(1,194)	(3%)	43,480	97%
Total Additional Inflows	457,287	458,480	(1,194)	(0%)	458,480	100%
Net Budgeted Operating Position	137,123	(130,600)	267,723	100% +	(1,243,426)	0%

Legend:

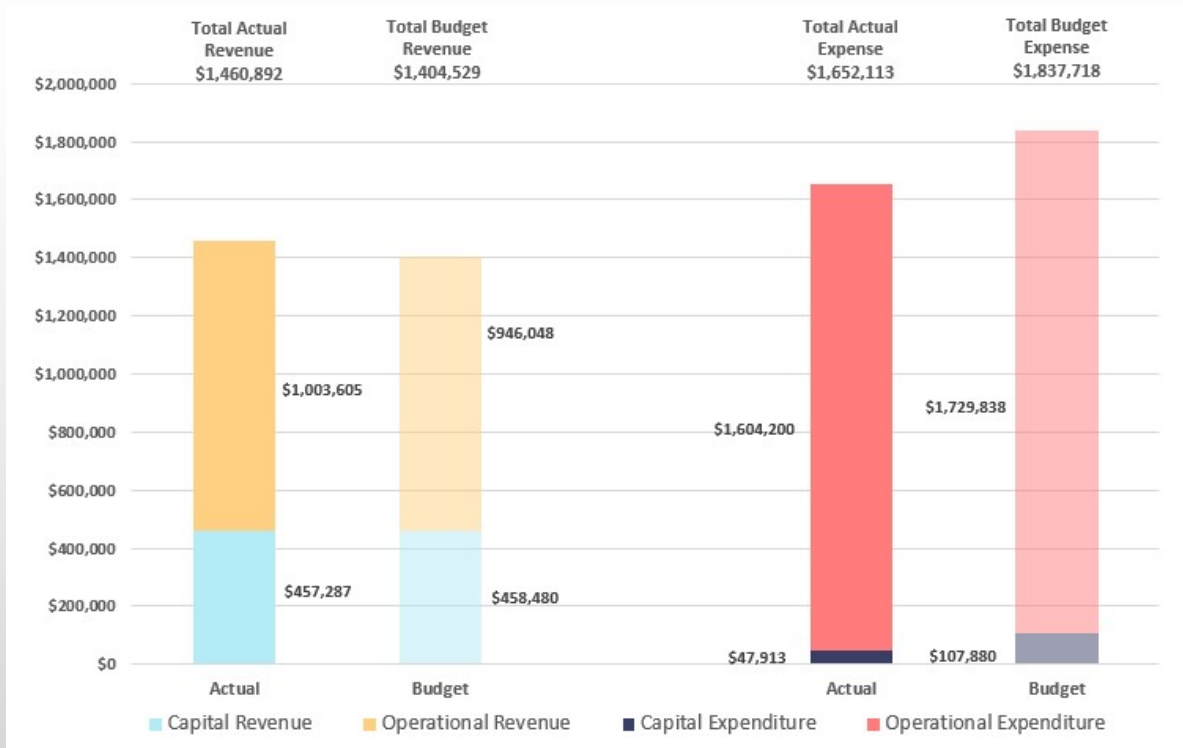
- Unfavourable variance over \$75,000
- Unfavourable variance under \$75,000
- Favourable variance
- ! Variance over \$300,000



3



Actual v Budget – Warruwi – July 2023 to December 2023



Council Funded Projects – July 2023 to December 2023



Reserve Activity	Approved Budget	Date of Approval	Expenditure Prior Financial Years	Expenditure this Financial Year	Commitments	Balance as at 31.12.2023	Status
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	330,000	FY 19/20	(286,520)	-	-	43,480	Floodway to Construct with Balance
Capital Reserve Balance	330,000		(286,520)	-	-	43,480	



Grant Funding – Local Authority Projects – Available Funds – July 2023 to December 2023



Grant Funding - Local Authority Projects	Funding Amount	Funding Year	Funds Received	Funds not yet Received	Allocated	Balance as at 31.12.2023
Local Authority Projects Funding	58,700	FY 22/23	58,700	-	(8,812)	49,888
LAP - funding available 23/24	58,700	FY 23/24	-	58,700	-	58,700
Add funds available from Projects completed under budget						140
Total available for Allocation						108,728

Grant Funding – Local Authority Projects - July 2023 to December 2023



Grant Funding - Local Authority Projects - Active	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 31.12.2023	Status
LAP - Animal Management Program 2024	5,049	FY 23/24	5,049	-	-	(4,590)	459	Ongoing
TOTAL LOCAL AUTHORITY PROJECTS	5,049		5,049	-	-	(4,590)	459	

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 31.12.2023	Status
LAP - Replace Solar Lights	55,000	FY 21/22	55,000	(42,360)	(12,500)	-	140	Completed
TOTAL LOCAL AUTHORITY PROJECTS	55,000		55,000	(42,360)	(12,500)	-	140	



Grant Funding – Community Projects – July 2023 to December 2023



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 31.12.2023
Warruwi Community Hall Upgrade	415,000	FY 23/24	415,000	-	415,000	(8,591)	(196,032)	210,377
DCMC - Local Decision Making Warruwi	15,000	FY 23/24	15,000	-	15,000	-	-	15,000
Commonwealth Home Support Program (CHSP)	-	FY 22/23	-	-	-	(24,322)	(681)	-
NT Jobs Package - Aged Care	-	FY 22/23	-	-	-	(108,757)	(120)	-
Night Patrol	-	FY 22/23	-	-	-	(202,546)	(60)	-
Outside School Hours Care	64,467	FY 22/23	14,412	50,055	64,467	(47,410)	(111)	16,946
Safety and Wellbeing - Sport and Recreation	-	FY 22/23	-	-	-	-	-	-
Remote Sport Program	-	FY 22/23	-	-	-	(55,653)	(364)	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 22/23	-	-	-	(1,560)	-	-
Manage Crèche	540,582	FY 21/22	125,687	290,427	416,114	(110,879)	(22)	305,213
TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	-	FY 22/23	-	-	-	(12,049)	-	-
Get Up Stand Up Show Up - NAIDOC Week Activity	-	FY 22/22	-	-	-	(1,512)	-	-
Celebrating Aboriginal Culture (Australia Day)	1,250	FY 22/23	1,250	-	1,250	-	(59)	1,191
Sports and Recreation	-	FY 23/24	-	-	-	(32,064)	(1,232)	-
National Australia Day Council - Australia Day Grant	5,000	FY 23/24	-	4,000	4,000	-	(729)	3,271
TOTAL COMMUNITY PROJECTS	1,041,299	-	571,349	344,482	915,830	(605,343)	(199,409)	551,998



New Assets or Additions to Existing Assets – December 2023



LED Screen – Warruwi Office

Warruwi
Asset no. 700014
\$36,471



West Arnhem Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Warruwi Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

LAPF Grant 2022-2023	\$58,700.00
Other income/carried forward balance from 2021- 2022	\$32,146.42
Total Income	\$90,846.42
Total Expenditure	\$23,269.88
Surplus	\$67,576.54

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 08/02/2024 Copy of minutes attached (TBA).

CEO or CFO 31...../.....08..../2023

DEPARTMENTAL USE ONLY

Grant amount correct: Yes No

Balance of funds to be spent \$ _____

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

CERTIFICATION ACCEPTED Yes No

Comments

Omor Sharif – Grants and Rates Officer _____/...../20__

Donna Hadfield – Manager Grants Program _____/...../20__

Department of the Chief Minister and Cabinet





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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 8 FEBRUARY 2024

Agenda Reference:	10.1
Title:	Local Authority Member Questions with or without Notice
Author:	Jessie Schaecken, Acting Chief Executive Officer

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

