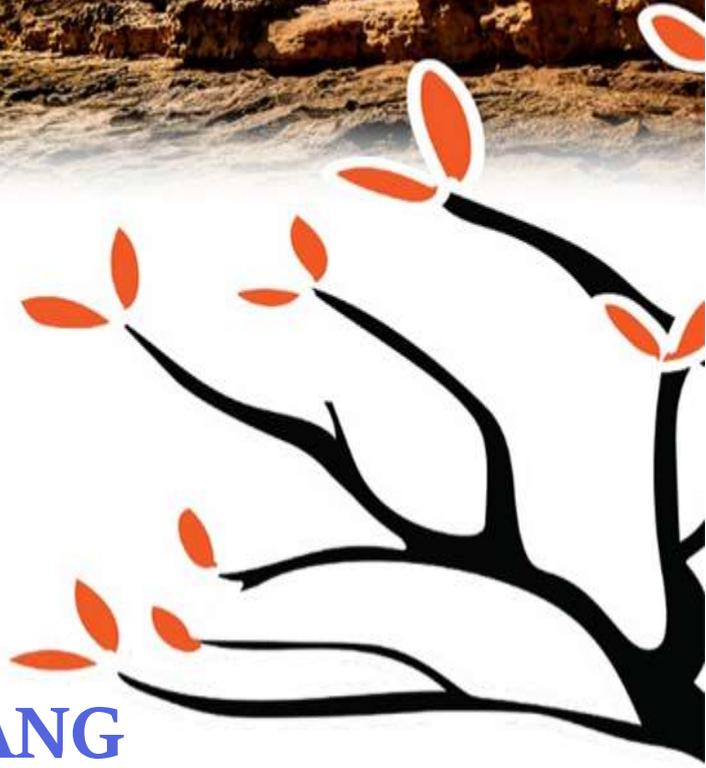




WEST ARNHEM



REGIONAL COUNCIL



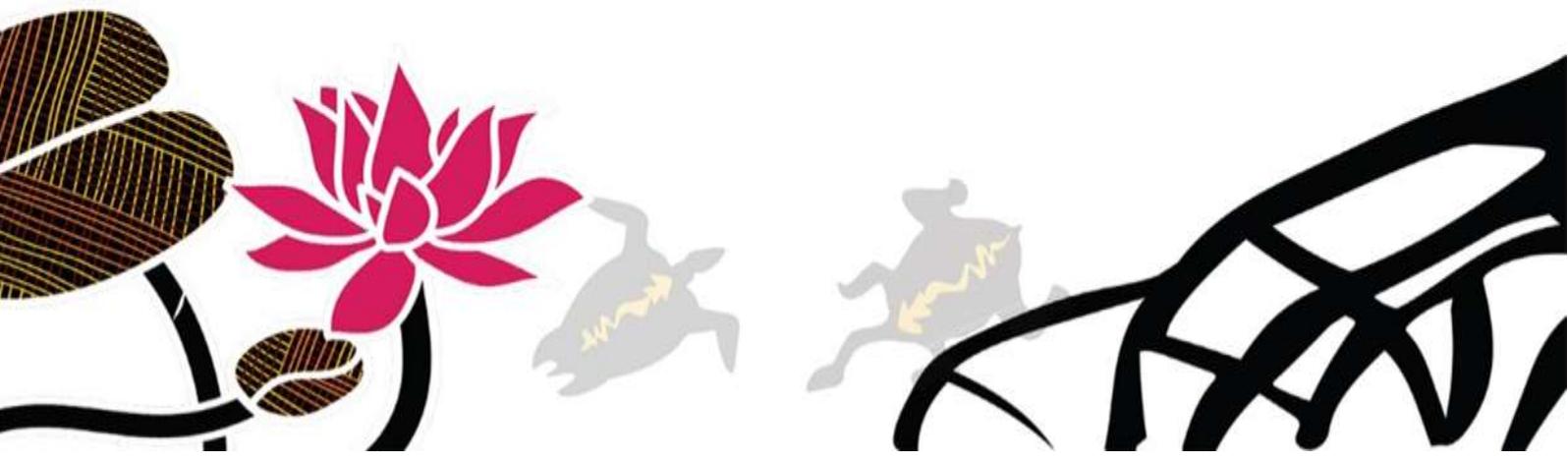
MINJILANG

WEST ARNHEM REGIONAL COUNCIL

LOCAL AUTHORITY MEETING

AGENDA

WEDNESDAY, 18 MAY 2022



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Council Chambers, Minjilang on Wednesday, 18 May 2022 at 10:00 am.

Daniel Findley
Chief Executive Officer

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	
2	PERSONS PRESENT	
3	APOLOGIES	
3.1	Apologies and Leave of Absence.....	6
4	ABSENT WITHOUT NOTICE	
4.1	Absent Without Notice	7
5	ACCEPTANCE OF AGENDA	
5.1	Acceptance of Agenda	8
6	DECLARATION OF INTEREST OF MEMBERS OR STAFF	
6.1	Disclosure of Interest of Members or Staff	9
7	CONFIRMATION OF PREVIOUS MINUTES	
7.1	Confirmation of Previous Local Authority Meeting Minutes - 10 February 2022	10
7.2	Confirmation of Previous Local Authority Meeting Minutes - 10 June 2021	16
8	COUNCIL'S RESPONSES - LOCAL AUTHORITY ISSUES	
8.1	Council's Response to Local Authority Issues Raised	23
9	LOCAL AUTHORITY ACTION ITEMS	
9.1	Review of Local Authority Action Items	25
10	CSM REPORT ON REGIONAL COUNCIL SERVICES	
10.1	CSM Report on Current Regional Council Services	31
11	SERVICE DELIVERY	
	<i>Nil</i>	
12	REGIONAL COUNCIL SERVICE DELIVERY - COMPLAINTS	
	<i>Nil</i>	
13	FINANCE REPORT	
13.1	Financial Report to March 2022.....	38
13.2	Local Authority Funding	50
14	VISITOR PRESENTATIONS	
	<i>Nil</i>	
15	GENERAL ITEMS	
15.1	Local Authority Summary of Projects.....	54
15.2	Installation of Solar Street Lights	56
15.3	Minjilang Council Office Disabled Access Ramp and Toilet.....	59

15.4	Minjilang Airport Shelter Upgrade	64
15.5	Minjilang Airport Flushable Toilet	67
15.6	Consultation - West Arnhem Regional Council Draft Regional Plan 2022 - 2023	71
15.7	Consultation - West Arnhem Regional Council Draft Budget 2022 - 2023.....	95
15.8	Minjilang Local Authority Membership.....	99
15.9	Local Authority Members Questions	102

16 NEXT MEETING

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 18 MAY 2022

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	998820
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority's record, any apologies and requests for leave of absence received from Authority members for the meeting held on 18 May 2022.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

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

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority notes members apologies and/or requests for leave of absence for the meeting held on 18 May 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	1007647
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Minjilang Local Authority's record, any appointed members that are absent without notice for the meeting held on 18 May 2022.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

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

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority notes members absences without notice for the meeting held on 18 May 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	1002500
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Minjilang Local Authority meeting of 18 May 2022.

BACKGROUND

Not applicable.

COMMENT

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

STATUTORY ENVIRONMENT

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

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the agenda for the Minjilang Local Authority meeting of 18 May 2022 as circulated be accepted.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	1006810
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

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

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

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

STATUTORY ENVIRONMENT

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

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

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

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority receives and records declarations of interest for the meeting held on 18 May 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	7.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 10 February 2022
File Reference:	1007489
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 10 February 2022 Minjilang Local Authority meeting are submitted to the Authority for confirmation that the minutes are a true and correct record of the meeting.

BACKGROUND

Not applicable.

COMMENT

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

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the minutes of the 10 February 2022 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2022.02.10 Minjilang Local Authority Minutes.pdf



Minutes of the West Arnhem Regional Council Local Authority Meeting
 Thursday, 10 February 2022 at 10:00 am
 Council Chambers, Minjilang

Chairperson Mathew Nagarbin declared the meeting open at 10:07 am, welcomed all in attendance and acknowledged the Traditional Owners.

APPOINTED MEMBERS PRESENT

Chairperson	Mathew Nagarbin
Member	Shane Wauchope

ELECTED MEMBERS PRESENT

Deputy Mayor	Elizabeth Williams (video conference)
--------------	---------------------------------------

STAFF PRESENT

Chief Executive Officer	Daniel Findley (video conference)
Chief Operating Officer (Acting)	Jesse Evans (video conference)
Chief Corporate Officer	David Glover (video conference)
Finance Manager	Andrew Shaw (video conference)
Governance and Risk Advisor	Doreen Alusa (video conference)
Building and Civil Coordinator	Loukas Gikopoulos (video conference)

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

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Local Authority considered apologies and leave of absence.

The Minjilang Local Authority noted members apologies from Mayor Matthew Ryan, Councillor Henry Guwiyaul, and appointed members Lachlan Nagegeyo, Charles Yirrawala, Jimmy Cooper and Isobel Lami Lami for the meeting held on 10 February 2022.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered absences without notice.

The Minjilang Local Authority noted that no members were absent without notice for the meeting held on 10 February 2022.

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Local Authority considered acceptance of the agenda.

MIN136/2022 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Chairperson Matthew Nagarbin

The agenda for the Minjilang Local Authority meeting of 10 February 2022 as circulated was accepted.

CARRIED

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

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

The Minjilang Local Authority received no declarations of interest for the meeting held on 10 February 2022.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 25 NOVEMBER 2021**

The Local Authority considered the confirmation of previous Local Authority minutes for the meeting held on 25 November 2021.

MIN137/2022 RESOLVED:
On the motion of Mr Shane Wauchope
Seconded Mr Lachlan Nabegeyo

The minutes of the 25 November 2021 Minjilang Local Authority meeting were adopted as a true and correct record of the meeting.

CARRIED

7.2 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 10 JUNE 2021

The Local Authority considered the confirmation of previous Local Authority minutes for the meeting held on 10 June 2021.

As this was a provisional meeting, the minutes of the previous meeting held on 10 June 2021 could not be confirmed and will be re-tabled at the next Minjilang Local Authority meeting as per clause 12.1 of Guideline 1: Local Authorities 2021.

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

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

The Minjilang Local Authority noted the report.

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

The Local Authority reviewed the action items list.

The Minjilang Local Authority reviewed and noted the progress made on projects on the action items list.

CSM REPORT ON REGIONAL COUNCIL SERVICES**10.1 CSM REPORT ON CURRENT REGIONAL COUNCIL SERVICES**

The Local Authority considered the Council Services Manager report on current regional council services.

The Minjilang Local Authority noted the report.

FINANCE REPORT**13.1 FINANCIAL REPORT TO DECEMBER 2021**

The Local Authority considered the Financial Report to December 2021.

The Minjilang Local Authority noted and received the Financial Report for the year to date period, July to December 2021.

13.2 LOCAL AUTHORITY FUNDING

The Local Authority considered a report on Local Authority funding.

The Minjilang Local Authority noted the report and continued to discuss the use of Local Authority project funding.

GENERAL ITEMS**15.1 MINJILANG AIRPORT SHELTER UPGRADE**

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

The Minjilang Local Authority noted that the proposal to upgrade the Minjilang Airport shelter will be resubmitted for discussion at the next Local Authority meeting.

15.2 MINJILANG COUNCIL OFFICE DISABLED ACCESS RAMP AND TOILET

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

The Minjilang Local Authority noted that the proposal to construct a ramp access and disabled toilet at Council's office will be resubmitted for discussion at the next Local Authority meeting.

15.3 MINJILANG AIRPORT FLUSHABLE TOILETS

The Local Authority considered a report on the installation of flushable toilets at the Minjilang Airport.

The Minjilang Local Authority noted that the proposal to construct flushable toilets at the Minjilang Airport will be resubmitted for discussion at the next Local Authority meeting.

15.4 LOCAL AUTHORITY SUMMARY OF PROJECTS

The Local Authority considered a report on a summary of Local Authority projects.

The Local Authority noted the report.

NEXT MEETING

The next meeting is scheduled to take place on Thursday, 12 May 2022.

MEETING DECLARED CLOSED

Chairperson Mathew Nagarlbin declared the meeting closed at 10:31 am.

This page and the preceding three pages are the minutes of the Minjilang Local Authority Meeting held on Thursday, 10 February 2022.

Chairperson

Date Confirmed

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	7.2
Title:	Confirmation of Previous Local Authority Meeting Minutes - 10 June 2021
File Reference:	1006811
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

BACKGROUND

The minutes of the 10 June 2021 meeting were presented at the 14 October 2021, 25 November 2021 and 10 February 2022 Minjilang Local Authority meetings but could not be confirmed, as they were provisional meetings. Clause 12.4 of *Guideline 1: Local Authorities 2021* states that a provisional meeting of a Local Authority can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.

COMMENT

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

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

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

ATTACHMENTS

- 1 2021.06.10 Minjilang Local Authority Minutes.pdf



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

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

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	Mathew Ryan
Deputy Mayor	Elizabeth Williams

STAFF PRESENT

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

VISITORS PRESENT

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

VISITORS PRESENT

Top End Health Services

Priscilla Muswibe

Australia Bureau of Statistics

Bruce-Lee King (teleconference)

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Local Authority considered apologies and leave of absence.

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

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered absences without notice.

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

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Local Authority considered acceptance of the agenda.

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

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

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

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

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

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

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

MIN122/2021 RESOLVED:

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

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

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

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

The Minjilang Local Authority noted the report.

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

The Local Authority reviewed the Local Authority action items list.

MIN123/2021 RESOLVED:

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

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

- **Elected Members Board of Recognition.**

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

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

The Minjilang Local Authority noted the report.

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

The Local Authority considered the Financial Report to April 2021.

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

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

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

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

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

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

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

The Minjilang Local Authority noted the presentation.

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

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

14.2 PRESENTATION - TOP END HEALTH SERVICE AND RED LILY HEALTH

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

The Minjilang Local Authority noted the presentation.

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

GENERAL ITEMS**15.1 LOCAL AUTHORITY FUNDING**

The Local Authority considered Local Authority Funding.

The Minjilang Local Authority noted the report.

15.2 MINJILANG AIRPORT ABLUTION BLOCK

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

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

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

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

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

15.3 ANIMAL MANAGEMENT CONTROL

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

MIN124/2021 RESOLVED:

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

The Local Authority:

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

CARRIED

15.4 MINJILANG HONOUR BOARD

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

MIN125/2021 RESOLVED:

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

The Local Authority:

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

CARRIED

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

15.5 MINJILANG WELCOME SIGN

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

MIN126/2021 RESOLVED:

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

The Local Authority

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

CARRIED

15.6 SCOPE AND BUDGET FOR STREET LIGHTS

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

MIN127/2021 RESOLVED:

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

The Local Authority:

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

CARRIED

NEXT MEETING

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

MEETING DECLARED CLOSED

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

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

Chairperson

West Arnhem Regional Council

Date Confirmed

Minjilang Local Authority Meeting
Thursday, 10 June 2021

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	8.1
Title:	Council's Response to Local Authority Issues Raised
File Reference:	1007670
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

BACKGROUND

The CEO presented the minutes from the Minjilang Local Authority meetings held on 10 February 2022 at the West Arnhem Regional Council meeting held on 9 March 2022.

COMMENT

At the Ordinary Council meeting held on 9 March 2022, Council noted the Minjilang Local Authority reports from meetings held in February 2022 as follows:

11.3 REPORT FOR THE MINJILANG LOCAL AUTHORITY MEETING HELD ON 10 FEBRUARY 2022

The Council considered a report for the Minjilang Local Authority meeting held on 10 February 2022.

Council noted the unconfirmed minutes of the Minjilang Local Authority meeting held on 10 February 2022.

STATUTORY ENVIRONMENT

1. Section 101(5) *Local Government Act 2019*.
2. Clause 13.1 *Guideline 1: Local Authorities 2021*.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

FINANCIAL IMPLICATIONS

Not applicable at this time .

STRATEGIC IMPLICATIONS

The contents of this report are aligned to objectives in goal 1 and 2 in the *Regional Plan and Budget 2020-2021* as outlined below.

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

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

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That the Minjilang Local Authority notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	9.1
Title:	Review of Local Authority Action Items
File Reference:	1006999
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

COMMENT

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

STRATEGIC IMPLICATIONS

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

GOAL 1 COMMUNITY ENGAGEMENT

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

Objective 1.1	Communication that engages the community.
----------------------	---

Objective 1.3	Efficient and effective community service delivery.
----------------------	---

Objective 1.4	Strong governance and leadership.
----------------------	-----------------------------------

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

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

Objective 2.1	An effective, efficient and accountable Regional Council.
----------------------	---

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

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

ATTACHMENTS

- 1 2022.05.18 Minjilang Local Authority Action Items List.pdf

Minjilang Local Authority Action Item List – In Progress

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
14.07.2021	OCM59/2021	ANIMAL MANAGEMENT PROGRAM – MINJILANG Council approved the allocation of \$2,940 of Local Authority funding to the 2021/2022 Animal Management Program	In progress	Update: 28 January 2022 Community visits have been postponed due to COVID-19 travel restrictions. New dates will be scheduled once the restrictions are lifted. Update 28 April 2022: The vet service in Minjilang has been scheduled to recommence on 16 May 2022 to 20 May 2022.	Technical Services/ CSM
31.03.2015	10.3.3	EXPANSION OF THE RUBBISH DUMP That the Local Authority recommends that Council work on plotting the expansion of the rubbish dump with Northern Land Council (NLC)	In progress	License has been sought from NLC for Lot221/A Update: 07 October 2020 The administration met with NLC lawyers on 28 September 2020, and was advised that NLC consultations in Minjilang will recommence in 2021. Update: 05 February 2021 The NLC has confirmed that consultations in Minjilang will restart in 2021. Update: 07 June 2021 The administration contacted the NLC on 7 June 2021 and is waiting on the NLC to confirm consultation dates. Update: 11 August 2021 The Quantity Surveyor report has been completed and the administration is reviewing the cost estimate report to determine outcome. The NLC have been engaged to explore the extension of the existing Lot size to provide sustainable waste management in the future and we await outcome. Update: 01 October 2021 NLC are reviewing the current agreements for the waste facilities.	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update and advise on consultation dates expected by November 2021.</p> <p>Update: 16 November 2021 NLC have advised consultation dates have been delayed due to the COVID situation. New dates still to be confirmed.</p> <p>Update: 28 January 2022 NLC have advised that consultation dates have been delayed due to COVID-19 restrictions. The administration is following up on the confirmation of new consultation dates.</p> <p>Update: 28 April 2022 NLC have advised consultation dates are scheduled for 21 June 2022 to discuss the expansion of the dump.</p>	
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	FUNDING AND INSTALLATION OF STREET LIGHTS Council approved the allocation of \$ 30,804.15 of Local Authority funding as part of the funding for the installation of street lights at an estimated cost of \$70,261.88, and directed the administration to source for additional funding for the project.	In progress	<p>Update: 05 February 2021 The administration is trying to source for additional funding for this project.</p> <p>Update: 02 June 2021 A report has been prepared for the scope and budget for this meeting held on 10 June 2021</p> <p>Update: 14 July 2021 Additional funding has been approved for the supply and installation of 6 x solar lights. Location for the installation has been approved by LA members. The administration is waiting on quotes to be received in order to raise a PO</p> <p>Update: 11 August 2021 A purchase order for the supply of the solar lights has been raised. The solar lights expected to be manufactured by 17th September and delivered to Darwin before being transported to Minjilang for installation.</p>	Technical Services/ CSM/ Office of CEO
14 July 2021	OCM59/2021 On the motion of Mayor Matthew Ryan Seconded Councillor James Marrawal	Council approved the supply and installation of 6 x street lights at an estimated cost of \$39,421.88			

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update: 01 October 2021 The completion date of manufacturing the solar lights has been delayed due to Covid 19 impact. Expected completion and delivery of lights to Darwin is 12 October 2021.</p> <p>Update: 15 November 2021 The solar lights have been manufactured and are in Darwin. Expected delivery to Minjilang is 17/11/2021. Installation of the lights is scheduled for 30th November</p> <p>Update: 28 January 2022 The initial 6 solar lights have been installed. The Council has since ordered another 4 solar lights. Expected delivery to Darwin is end of March 2022.</p> <p>Update 28 April 2022: The 4 solar lights have arrived in Minjilang ready to be installed. The exact location of the lights will be selected by the Local Members. A report outlining the location of the lights will be presented at this LA meeting.</p>	
05.11.2020	OCM173/2020 On the motion of Deputy Mayor Anna Egerton Seconded Councillor James Marrawal	<p>SCOPE AND BUDGET FOR AIRPORT SHELTER UPGRADE Council considered the Minjilang Local Authority's recommendation for the administration to provide a scope and budget for:</p> <ul style="list-style-type: none"> ○ The upgrading of the airport shelter. <p>AIRPORT UPGRADE Council directed the administration to write to DIPL, and request the Department to divert \$ 39,515.00 of Local Authority funds to Council</p>	In progress	<p>Update: 01 October 2020 A report providing the scope and budget for this item is included in the agenda.</p> <p>Update: 05 February 2021 The administration is preparing a proposal that will be submitted to the Building Better Regions Fund (BBRF) program in March 2021. The BBRF is an Australian government infrastructure scheme that provides funding for projects in regional and remote areas.</p> <p>Update: 7 June 2021 A scope for this project will be included in the agenda for the next meeting scheduled for July 15 2021.</p>	Technical Services/ CSM/ Office of CEO
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal				

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
	Seconded Councillor Otto Dann	controlled projects to meet the cost of upgrading the airport shelter in Minjilang.		<p>Update 11 August 2021 A report has been prepared by the administration and will be presented at this LA meeting.</p> <p>Update: 01 October 2021 A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update: 15 November 2021 A report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update: 28 January 2022 An updated report outlining the scope upgrade and cost estimate has been prepared and will be presented at the LA meeting.</p> <p>Update 28 April 2022: The administration has prepared a report that will be presented at the LA meeting.</p>	
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	<p>DISABILITY RAMP AND TOILET Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding:</p> <ul style="list-style-type: none"> • A disability ramp at the Council office in Minjilang. • A public toilet that caters for the disabled. 	In Progress	<p>Update: 04 February 2021 The technical services team is sourcing for quotes and will prepare a report for the next Local Authority meeting.</p> <p>Update: 06 June 2021 The administration is working with the building certifier and architect to design a disabled ramp and convert the current toilets to a compliant disabled toilet to provide a scope of work and cost estimate.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at the next LA meeting</p>	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update 01 October 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 15 November 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 28 January 2022 The administration has prepared a report that will be presented at the LA meeting.</p> <p>Update 28 April 2022: The administration has prepared a report that will be presented at the LA meeting.</p>	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	10.1
Title:	CSM Report on Current Regional Council Services
File Reference:	1004764
Author:	Rick Mulvey, Chief Operating Officer

SUMMARY

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

BACKGROUND

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

COMMENT

The following report has been prepared by CSM Cathy Makings.

STRATEGIC IMPLICATIONS

Not applicable.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION

That the Local Authority notes the report.

ATTACHMENTS

- 1 LA Operations Report - Minjilang.pdf

Local Authority report

Minjilang

22/04/2022



Service Delivery

1. Attendance rates

1.1. Staff Attendance

The Minjilang Council department has averaged 33% attendance for the past 12 weeks. Even with this average the required works were completed in the community.

Total number of vacancies	5
---------------------------	---

2. Administration Services

2.1. Administration

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

- Closed for sorry business on 9th March 2022.
- Closed for half a day on 10th March 2022, due to scheduled Power Outage.

2.2. Post Office

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

- There has been a slow volume of mail coming through especially letters.
- Mail services has been disrupted over the past 2 months due to COVID-19 Bio-security restrictions, limiting the plane services in and out of Minjilang.

Total postage received	295 kg
------------------------	--------

2.3. Centrelink

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

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via the computers and phone.
- Closed for sorry business on 9th March 2022.
- Closed for half a day on 10th March 2022, due to scheduled Power Outage.
- Monthly stats report submitted late, due to no internet service at the time.
- Liaising with Centrelink to replace the monitor and keyboard in the Centrelink Room.

2.4. Cleaning

Although Council does not have a cleaner employed at the moment, scheduled cleaning of council assets have been completed as follows:

- Council Office – once every week – Total of 12 occasions.
- Playground Amenities – once every week – total of 12 occasions.
- Public Toilets once every week – Total of 12 occasions.

- Visitor Accommodation rooms cleaned as required.

2.5. Visitor Accommodation

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

- Accommodation bookings are averaging 50% capacity.
- No issues reported.

3. Wellbeing Services

Youth, Sport and Recreation Officer, Leah Holt from the Warruwi community, has been acting in the Wellbeing Services Coordinator Minjilang position since late November 2021. Leah is assisting with covering this position on a 6 month contract, while a determination is made on how best to proceed with this vacancy.

3.1. Sport & Recreation

- After school activities still continue to occur each afternoon in the Sport and Recreation Hall, for the younger children. Basketball and gymnastics being the main sport requested.
- Manguldaldutj Senior (Adults) Basketball competition has started, with grand final day schedule for 28th May 2022.
- A new Youth, Sport and Recreation assistant, Serina Lee, commenced on 14th March 2022, working with the both ways learning day program, designed to help the children attend school and learn about their culture. We have already seen excellent results with the local school children, since Serina commenced.



Attendance totals	1842
	(1734 Adults)

3.2. Early Learning

The Minjilang Crèche operates Monday to Friday, 8:00am to 2:30pm. Daily attendances of 3-9 children.

- New Childcare Senior Officer, Tamyka Gourlay, commenced on 22nd March 2022.
- The Crèche closed on 11th March 2022, for thorough cleaning of the room.
- The Crèche closed on 21st April 2022, due to staff illnesses.
- Council is currently investigating grant options to air-condition the Crèche main room, as it too hot for the children to use.

Attendance totals	155
-------------------	-----

3.3. Aged Care

WARC provided support for 4 clients over the past 2 months, with the possibility that support will be available for more clients in the near future.

- Daily meals prepared by Alpa Store.
- Personal care and household tasks facilitated.

Total meals provided	372
----------------------	-----

3.4. Night Patrol

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

- The staff have been kept busy during the past months, with several unrests and fighting due to illegal alcohol in the community.
- Since the senior basketball competition began, a lot of the youths have been getting involved, which has seen reduction of anti-social behaviour and an increase of school attendance.

4. Community Works**4.1. Parks and Open Space**

Generally the community is clean.

- Playground is operational and tidy.
- Mowing and whipper snipping where needed.

4.2. Roads

Road inspections conducted and repairs are scheduled to occur during the dry season.

- Removal of corrugation in roads has been occurring every 2 weeks.

4.3. Waste

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

- Kerbside pickups occurred on schedule, this being Mondays and Thursday of each week – total of 24 times.
- Hard rubbish is collected every 2 weeks – total 6 times.

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

4.4. Plant and equipment

- Council ride-on-mowers have been breaking down over the last month. This has not deterred our works crew, making minor repairs to get mowers operational again.
- John Deere Tractor waiting to be repaired, steering arm needs replacing.
- All other plant working OK

5. Essential Services**5.1. Power**

- Genset services occurred as scheduled.
- Additional servicing on Genset 3, as requested by PowerWater Coordinator.
- Power outage occurred on 5th February 2022, due to ECM fault Genset 3, a fail to start alarm.
- Received and replaced starter motor solenoid on Genset 3.
- Call out on 6th March 2022, EDO replacement required for Solar Farm outage.
- Power meter reads, collect spent power meter token cards from residences and post to PowerWater as advised.

- Assist PowerWater Line Crew with required maintenance.
- Receive 75,000 litres fuel from barge and transferred to Powerhouse storage.

5.2. Water

- Quarterly water meter reads as scheduled.
- Monthly water samples taken and dispatched.
- Water service audit carried out, 10 x Lots require attention.
- Replace water meters and fittings to Lots 155, 140, 150A and 132.
- Sewer Pump Station issues, pump 2 malfunction and float level indicators U/S.
- Retrieve faulty pump and install new pump and floats as required. Reset for correct operation. Both pumps and macerator now in operation.
- Clean and dispatch faulty pump to barge.
- Repair water main leaks at Lot 231 to service line.
- Ongoing issues with community water supply chlorination levels. Requested by PowerWater Coordinator to maintain readings during working days and on weekends and public holidays as required, to ensure readings are in tolerance.
- Continuation of bleeding and purging chlorination system required, until proposed new system is installed in the coming months.

5.3. Sewage

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



5.4. Airfield

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

- Clearing of the air field surrounding areas has begun, however due to the unforeseen breakdowns, this has yet to be completed.
- 2 x emergency medical evacuations occurred, during the reporting period.
- There was no interruption to the services.

6. Trade Services

6.1. Scheduled Servicing

- Nil to report.

6.2. Unplanned Maintenance

- Mechanic – Nil to report.
- Electrician – Replaced the air-conditioning units in Lot 100A room 2, Lot 228, and WARC Council office. All air-conditioners units in council properties, have been cleaned.
- Carpenter – Nil to report.
- Plumber – Nil to report.
- Painter – Nil to report.

7. Community

7.1. Local Authority projects

- **Current** – Awaiting for the pathway solar lights.
- **Future** – LA funded fencing around the Council office, to keep animals at bay.
 - New Minjilang airport shelter.
 - Disable ramp, toilets and shower to be installed at Council office.
 - Toilets to be installed at Minjilang airport.

7.2. Other projects

- **Opportunities** – Outdoor cinema, including seating at rear of Council office.
- **Current** – Road works and mowing currently under way.
- **Future** – Nil to report.

7.3. Community meetings and events

- Australia Day celebrations held down on beach, on the 26th January 2022.
- High Tea held in Council conference room on the 8th March 2022, to celebrate International Women's Day.
- Harmony Day celebration occurred on 21st March 2022, with cake provided to the Mamaruni School.
- Easter Bunny visit to the WARC office, crèche and also on Easter Sunday, handing out Easter eggs to all the community.

Total number of meetings and events attended by the CSM	14
---	----





7.4. Community key focus areas

- In late January 2022, Minjilang had its first Covid-19 positive case. However, due to the diligence of both WARC staff and Red Lily Health Clinic, this case was isolated, thus preventing further spread in the community.
- More recently Covid-19 has returned to the community, seeing 51 positive cases occurring over the Easter long weekend.
- Police presence has left the community, and now awaiting arrival of new officers.
- Illegal home brewing still occurring in the community and violence has started to escalate.
- Animal control needed in the community. Arrangements were made for Vets to visit the community in March 2022, but was postpone due to Covid-19 bio-security restrictions in place. New propose date schedule for July 2022.



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	13.1
Title:	Financial Report to March 2022
File Reference:	1004590
Author:	Michael Connell, Finance Officer; Andrew Shaw, Finance Manager

SUMMARY

This Financial Report for the year to date period 1 July 2021 to 31 March 2022, nine months of the 2021-22 financial year, is prepared for the Minjilang Local Authority.

BACKGROUND

This Financial Reports include the following attachment:

- Graphical Finance Presentation

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

COMMENT

The Local Authority members are encouraged to discuss the Finance Report for the period ended 31 March 2022. The report covers all of the activities within the Minjilang Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Service activities. Additionally, there are some projects that are funded from Council's own money.

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



Actuals v Budget by Reporting Group

as at 31 Mar 2022

Description	TOTAL MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	84,355	84,355	(0)	(0%)	112,473	75%
62 - Income Council Fees and Charges	7,306	10,125	(2,819)	(28%)	13,500	54%
63 - Income Operating Grants	410,225	407,285	2,940	1%	496,255	83%
65 - Income Allocation	57,051	67,994	(10,943)	(16%)	90,659	63%
66 - Other Income	8,811	5,300	3,511	66%	6,950	100%+
67 - Income Agency and Commercial Services	674,168	645,869	28,300	4%	861,105	78%
Total Operational Revenue	1,241,917	1,220,927	20,989	2%	1,580,942	79%
Operational Expenditure						
71 - Employee Expenses	1,072,152	1,006,418	65,734	7%	1,338,975	80%
72 - Contract and Material Expenses	167,867	294,059	(126,193)	(43%)	368,516	46%
73 - Finance Expenses	879	1,275	(397)	(31%)	1,700	52%
74 - Travel, Freight and Accom Expenses	86,533	110,904	(24,371)	(22%)	147,691	59%
76 - Fuel, Utilities & Communication	215,753	200,665	15,088	8%	267,467	81%
79 - Other Expenses	258,134	296,513	(38,379)	(13%)	391,548	66%
Total Operational Expenditure	1,801,317	1,909,835	(108,517)	(6%)	2,515,898	72%
Total Operational Surplus / (Deficit)	(559,401)	(688,907)	129,507	19%	(934,956)	60%
Capital Income						
68 - Income Capital Grants and Contributions	194,413	194,413	-	-	194,413	100%
Total Capital Income	194,413	194,413	-	-	194,413	100%
Capital Expense						
33 - Capital Expenditure	100,535	311,663	(211,128)	(68%)	311,663	32%
Total Capital Expense	100,535	311,663	(211,128)	(68%)	311,663	32%
Total Capital Surplus / (Deficit)	93,878	(117,249)	211,128	100%+	(117,249)	0%
Net Surplus / (Deficit)	(465,522)	(806,157)	340,634	42%	(1,052,205)	44%

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

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

GOAL 2 LOCAL GOVERNMENT ADMINISTRATION

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

Objective 2.1

An effective, efficient and accountable Regional Council.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority notes and receives the Financial Report for the year to date period, July 2021 to March 2022.

ATTACHMENTS

- 1 Graphical Finance Presentation Minjilang - Mar 2022 Final.pdf



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 31st March 2022**

Actual v Budget – Operational – July 2021 to March 2022

Actuals v Budget by Reporting Group

as at 31 Mar 2022

Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Operational Revenue				
61 - Income Rates and Charges	84,355	84,355	(0)	(0%)
62 - Income Council Fees and Charges	7,306	10,125	(2,819)	(28%)
63 - Income Operating Grants	410,225	407,285	2,940	1%
65 - Income Allocation	57,051	67,994	(10,943)	(16%)
66 - Other Income	8,811	5,300	3,511	66%
67 - Income Agency and Commercial Services	674,168	645,869	28,300	4%
Total Operational Revenue	1,241,917	1,220,927	20,989	2%
Operational Expenditure				
71 - Employee Expenses	1,072,152	1,006,418	65,734	7%
72 - Contract and Material Expenses	167,867	294,059	(126,193)	(43%)
73 - Finance Expenses	879	1,275	(397)	(31%)
74 - Travel, Freight and Accom Expenses	86,533	110,904	(24,371)	(22%)
76 - Fuel, Utilities & Communication	215,753	200,665	15,088	8%
79 - Other Expenses	258,134	296,513	(38,379)	(13%)
Total Operational Expenditure	1,801,317	1,909,835	(108,517)	(6%)
Total Operational Surplus / (Deficit)	(559,401)	(688,907)	129,507	19%



Actual v Budget – Capital – July 2021 to March 2022

Actuals v Budget by Reporting Group

as at 31 Mar 2022

Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Total Capital Income	194,413	194,413	-	-
Capital Expense				
33 - Capital Expenditure	100,535	311,663	(211,128)	(68%)
Total Capital Expense	100,535	311,663	(211,128)	(68%)
Total Capital Surplus / (Deficit)	93,878	(117,249)	211,128	100%+

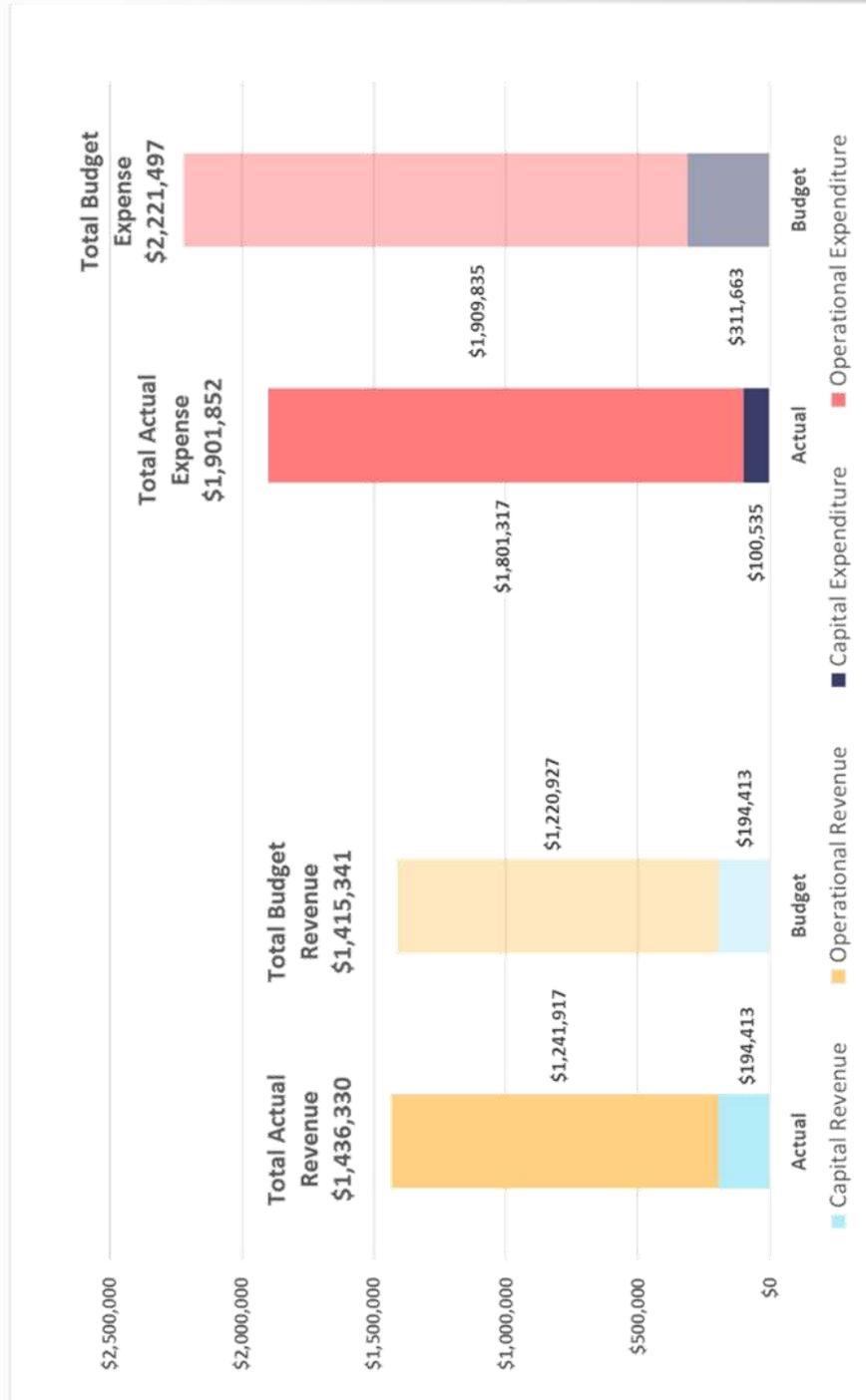
Legend:

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



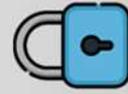


Actual v Budget – Minjilang – July 2021 to March 2022



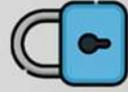
Council Funded Projects – July 2021 to March 2022

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2020	Expenditure to 30 Jun 2021	Expenditure to date FY2021-22	Balance as at 31.03.2022
5187.04 - Council Contribution - Basketball Court Upgrade	185,893	FY 20/21	-	(139,972)	(43,869)	2,052
5200.04 - Fencing for New Cemetery	30,000	FY 20/21	-	-	-	30,000
5264.04 - Purchase Commercial Washer and Dryer	20,000	FY 20/21	-	(6,919)	(423)	12,658
5274.04 - Purchase Isuzu Dmax Utility	55,000	FY 21/22	-	-	-	55,000
5280.04 - Purchase Ride on Mower	35,000	FY 21/22	-	-	-	35,000
Capital Reserve Balance	325,893		-	(146,891)	(44,291)	134,711



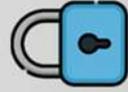
Grant Funding – Local Authority Projects - Unallocated Funding - July 2021 to March 2022

Grant Funding - Local Authority Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure Prior years	Expenditure to date 2021-22	Cash Balance as at 31.03.2022
Local Authority Projects (LAP) - funding available not yet allocated	21,717	FY 21/22	21,717	-	-	21,717



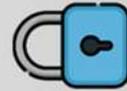
Grant Funding – Local Authority Projects – July 2021 to March 2022

Grant Funding - Local Authority Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2021-22	Cash Balance as at 31.03.2022
Local Authority Projects (LAP) 2021-22 Project Funding \$36,900 - \$5,832 received. Outstanding funds of \$31,068 has since been released. To be receipted in April 2022.	36,900	FY 21/22	5,832	-	-	
Local Authority Projects (LAP) - Unallocated	21,717	FY 21/22	21,717			21,717
LAP - Shrubs and Trees for Playground - completed	4,224	FY 19/20	4,224	(4,224)	-	-
LAP - Bin Surround - completed	2,781	FY 19/20	2,781	(2,781)	-	-
LAP - Elected Members Board of Recognition - completed	2,076	FY 20/21	2,076	-	(2,076)	-
LAP - Welcome Sign - completed	1,474	FY 20/21	1,474	-	(1,474)	-
LAP - Speed Bump near Shop	12,537	FY 20/21	12,537	-	-	12,537
LAP - Solar Lights	70,226	FY 20/21	70,226	-	(40,491)	29,735
LAP - Animal Management Program	2,940	FY 20/21	2,940	-	-	2,940
TOTAL LOCAL AUTHORITY PROJECTS	154,874	-	123,806	(7,004)	(44,041)	66,929



Grant Funding – Community Projects – July 2021 to March 2022

Grant Funding - Community Projects	Approved Income Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure Prior years	Expenditure to date 2021-22	Cash Balance as at 31.03.2022
Local Roads and Community Infrastructure Program	-	FY 21/22	-	-	-	-
Upgrade Minjilang Basketball Court	146,026	FY 19/20	146,026	(130,615)	(15,411)	-
Community Road Safety Education	-	FY 21/22	-	-	-	-
Commonwealth Home Support Program (CHSP)	-	FY 21/22	-	-	(38,182)	-
NT Jobs Package - Aged Care	-	FY 21/22	-	-	(12,833)	-
Night Patrol	-	FY 21/22	-	-	(64,739)	-
Safety and Wellbeing - Sport and Recreation	-	FY 21/22	-	-	(84,808)	-
Remote Sport Program	-	FY 21/22	-	-	-	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 21/22	-	-	(41)	-
Manage Crèche	357,158	FY 21/22	179,218	-	(248,722)	-
Australia Day Grant	-	FY 21/22	-	-	(803)	-
Night Patrol Covid-19 Booster Program	-	FY 21/22	-	-	(136,740)	-
TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	7,759	FY 21/22	-	-	(22,009)	-
TOTAL COMMUNITY PROJECTS	510,942		325,244	(130,615)	(624,287)	-





New Assets or Additions to Existing Assets – March 2022

- No new Assets were commissioned during March 2022.



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	13.2
Title:	Local Authority Funding
File Reference:	1004103
Author:	Kim Sutton, Director of Organisational Growth

SUMMARY

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

BACKGROUND

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

Cash balance as at 31 March 2022: \$66,929

Local Authority funding has been allocated to complete the projects detailed in the table below. These projects have been endorsed by Council.

Minjilang	
Project	Allocated Funding balance as at 31 March 2022
Speed bump near shop	\$12,537
Solar lights	\$29,735
Animal Management Program	\$2,940
TOTAL	\$45,212

Unallocated funds as at 31 March 2022: \$21,717

These funds are available for allocation to projects, yet to be nominated by the local authority.

Note:

The 2021-22 project funding, totalling \$36,900, has been paid in two instalments. A part payment of \$5,832 was received in November 2021 and the balance of \$31,068 was received in April 2022.

COMMENT

Local Authority funding will need to be fully expended within two years of receipt.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Minjilang Local Authority:

- **Notes the report;**
- **Notes and approves the attached Local Authority project funding certification for Minjilang for the period ending 31 January 2022; and**
- **Continues to discuss the use of the remaining, unallocated, Local Authority project funding of \$21,717.**

ATTACHMENTS

- 1 Local Authority Project Funding Certification Minjilang 31 January 2022.pdf

West Arnhem Regional Council

CERTIFICATION OF 2021-2022 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Minjilang Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 31 JANUARY 2022

LAPF Grant 2021 - 22	\$5,832.00 NOT YET RECEIVED IN FULL
Previous acquittal balance	\$105,137.64
Total Income	\$110,969.64
Total Expenditure	\$38,340.91
Surplus / (Deficit) as at 31 JANUARY 2022	\$72,628.73

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

Minjilang	
Project	Allocated Funding balance
Speed bump near ALPA Store	\$12,536.54
Welcome Sign	\$6,598.35
Solar Lights	\$36,075.85
Animal Management Program	\$2,940.00
TOTAL	\$58,150.74

We certify that the LAPF was spent in accordance with,

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

Certification report prepared by Brooke Meredith 10/03/22

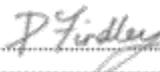
The local authority projects formed part of the agenda and minutes of Council's ordinary council meeting and local authority meeting.

Yes No

Laid before the Council at a meeting (to be held on) 13/04/2022 Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) 12/05/2022 Copy of minutes attached (TBA).

CEO or CFO

..... 

10/03/2022

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes No

Department of the Chief Minister and Cabinet



West Arnhem Regional Council

Balance of funds to be spent \$ _____

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

CERTIFICATION ACCEPTED

Yes No

Comments

Samantha Gasura – Grants and Rates Officer _____

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

Donna Hadfield – Manager Grants Program _____

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

Department of the Chief Minister and Cabinet - optional

<Date Month Year> | Version X - optional

Page 2 of 2

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.1
Title:	Local Authority Summary of Projects
File Reference:	1004778
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

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

BACKGROUND

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

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

COMMENT

The following is a summary of the current status of the Local Authority projects.

Project	Project Description	Anticipated completion
Solar street lights	For the supply and installation of a further 4 x pathway solar lights. Solar lights have been delivered to Minjilang ready to be installed.	Report has been prepared for Local Authority members to select locations
Animal Management Program	For the delivery of a Community Veterinary Animal Management Program. The vet program has recommenced and will run for 4 days.	Minjilang vet service will commence on the 16 th May- 20 th May 2022.

STATUTORY ENVIRONMENT

Not applicable at this time.

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

As per the allocated budget for each project.

STRATEGIC IMPLICATIONS

This report is aligned to objectives in goals 3 and 4 as outlined in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 3 LOCAL INFRASTRUCTURE	
<i>Well maintained and enhanced built and natural environment.</i>	
Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.2	Safe and reliable roads, footpaths and street lighting.
Objective 3.3	Attractive parks, gardens, streetscapes and open spaces.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements

GOAL 4 LOCAL ENVIRONMENTAL HEALTH	
<i>Initiatives which promote healthy, clean living conditions to improve health outcomes</i>	
Objective 4.2	Implementation of sustainable dog management programs which improve the overall health and wellbeing of remote communities.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:
That the Local Authority notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.2
Title:	Installation of Solar Street Lights
File Reference:	1004986
Author:	Loukas Gikopoulos, Project Coordinator Local Authority

SUMMARY

The purpose of this report is for the Minjilang Authority members to select the locations for the installation of the four remaining solar street lights in the community

BACKGROUND

The administration has sourced supply quotes of solar pathway lighting which has been utilised extensively throughout the West Arnhem region across the communities.

The Local Authority approved project funding towards the supply and installation of 10 solar lights.

COMMENT

To date, six solar lights have been installed with the remaining four lights still to be installed.

The locations for the solar lights to be installed will be determined by the Local Authority members during the current LA meeting.

Attached slap map to assist with selecting the proposed locations for the solar lights.

STATUTORY ENVIRONMENT

Not applicable at this time.

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

This report is aligned to goal 6 in the *Regional Plan and Budget 2020-2021*:

GOAL 3 LOCAL INFRASTRUCTURE	
<i>Well maintained and enhanced built and natural environment.</i>	
Objective 3.1	Infrastructure and asset management strategies appropriate to the needs of Council.
Objective 3.2	Safe and reliable roads, footpaths and street lighting.
Objective 3.5	Buildings, facilities and infrastructure assets that are fit for purpose and sufficient to service operational requirements

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Local Authority:

- **Notes the report; and**
- **Identifies and approves the locations for the installation of the solar streetlights.**

ATTACHMENTS

- 1 Minjilang solar lights.pdf

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.3
Title:	Minjilang Council Office Disabled Access Ramp and Toilet
File Reference:	1004991
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

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

BACKGROUND

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

COMMENT

DISABLED RAMP

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

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

Key design requirements for a compliant and certified disabled ramp

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

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

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

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

DISABLED TOILET

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

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

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

Key benefits of modifying the existing toilet to a disable toilet

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

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

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

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

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

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

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

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

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Local Authority:

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

ATTACHMENTS

- 1 disabled ramp.pdf
- 2 disabled toilets.pdf

Proposed Disabled Access Ramp



Disable Ramp:
Access to council office building

Total Cost Estimate = \$ 96500

Proposed Disable Toilets

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

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



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.4
Title:	Minjilang Airport Shelter Upgrade
File Reference:	1004990
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

The purpose of this report is to provide the Minjilang Local Authority a proposal to upgrade the airport shelter.

BACKGROUND

The Minjilang Local Authority has requested the administration to scope and budget the upgrade of the existing airport shelter. The airport shelter was constructed 30 years ago and has not had any repairs or upgrades. The shelter is used by locals and visitors as a waiting area for departures and arrivals.

COMMENT

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

The upgrade will include:

- Roofing
- Purlins
- Gutters
- Downpipes
- Painting
- Seating
- Stairs and handrails
- Concrete path
- Full length separation wall

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

Below table includes scope of works and cost breakdown

ITEMS	DESCRIPTION	AMOUNT
Establishment costs	Contractor expenses- flights and accommodation	\$15,000
Demolition	Roof, gutters, downpipes, seating, stairs	\$6,000
Construction	Roof structure- purlins, sheets, downpipes, gutters, Full length wall, seating, steps and handrails	\$30,000
Painting	All steel work, downpipes, decking, seating	\$18,000
Concrete	1.5 mtr path around the shelter	\$12,000
Barge costs	Plant and material	\$10,000
Total estimated cost		\$91,000

Note: West Arnhem Regional Council does not have a lease agreement with the Northern Land Council (NLC) or the Department of Infrastructure, Planning and Logistics (DIPL) for a license to maintain the airport facilities. Maintenance requests are issued by DIPL to WARC to carry out maintenance works to the airstrip.

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

STATUTORY ENVIRONMENT

Not applicable at this time.

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

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

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

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Local Authority:

- **Notes the report;**
- **Reviews this project and recommends whether it should be prioritized over other projects discussed during this meeting; and**
- **Requests Council to direct the administration to try and seek additional funding for the Minjilang Airport upgrade at an estimated cost of \$91,000.**

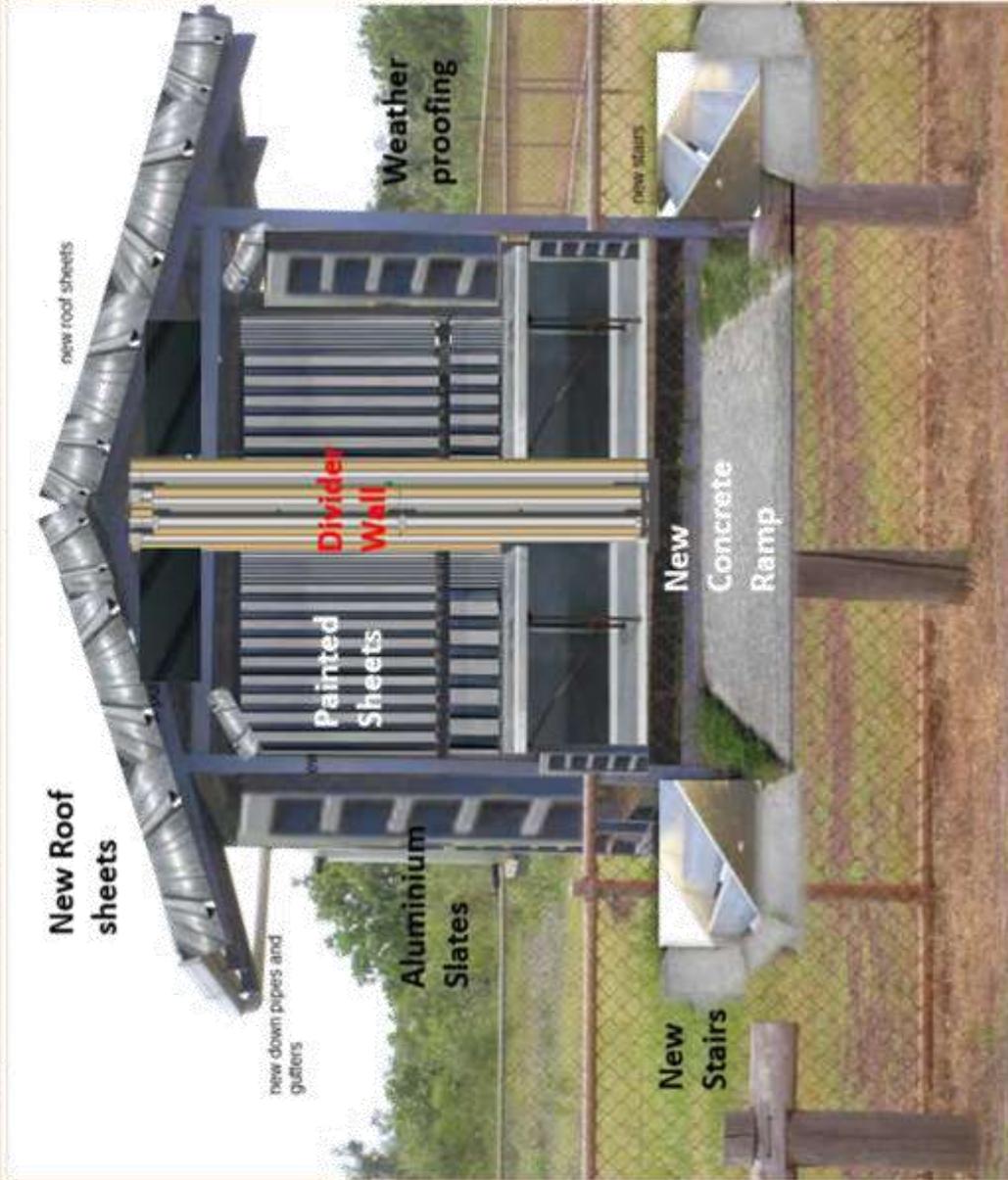
ATTACHMENTS

- 1 airport shelter.pdf

Proposed Airport Shelter Upgrade

The upgrade will include:

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



Total estimated cost: \$ 91000

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.5
Title:	Minjilang Airport Flushable Toilet
File Reference:	1004992
Author:	Loukas Gikopoulos, Buildings and Civil Coordinator

SUMMARY

The purpose of this report is to provide a scope and budget to constructing a flushable toilet at the Minjilang Airport for the Local Authority's consideration.

BACKGROUND

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

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

COMMENT

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

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

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

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

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

Key design features include

- 3000ltr holding tank
- Pump out pit
- Absorption trench
- Solar septic pump
- Batteries
- 2000ltr water tank
- Pressure pump solar system
- Ongoing maintenance - timeframe to be determined upon usage
- Sewerage pump out costs (from Darwin)
- Ongoing maintenance of equipment
- Water tanks to be refilled when empty

The expected timeframe from confirmation of order is 10 weeks.

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

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

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

TOTAL construction costs including certification is \$295,000

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

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

Attached toilet block floor layout and solar system.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

WARC purchasing policy

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That the Local Authority:

- **Notes and the report;**
- **Reviews this project and recommends whether it should be prioritized over other projects discussed during this meeting; and**
- **Requests Council to direct the administration to try and seek additional funding for the construction of a flushable toilet at the Minjilang airport at an estimated cost of \$295,000.**

ATTACHMENTS

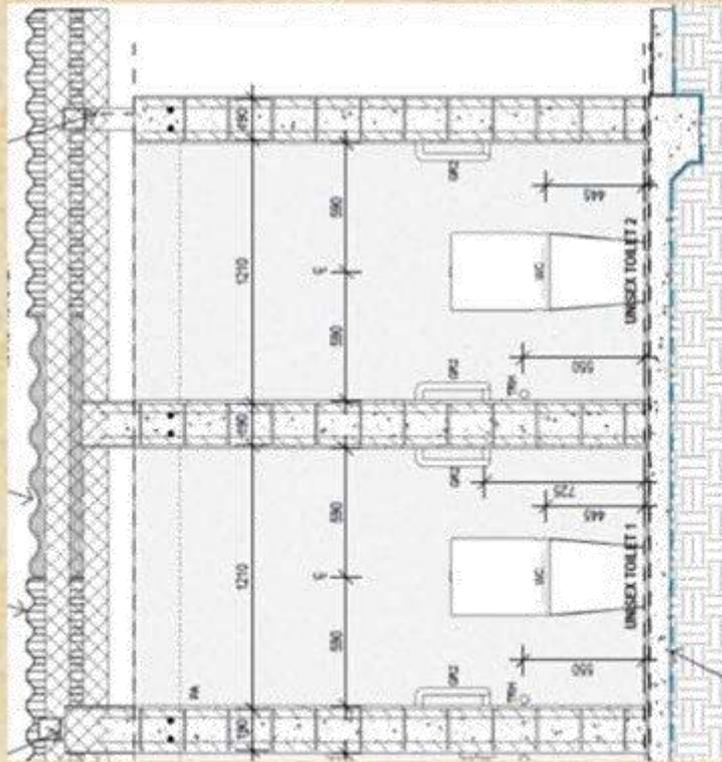
- 1 flushable toilet.pdf

Proposed Flushable Toilets (Airport)

Proposed Image



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



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.6
Title:	Consultation - West Arnhem Regional Council Draft Plan 2022 - 2023
File Reference:	1005087
Author:	Doreen Alusa, Governance and Risk Advisor; Heidi Walton, Communications and Public Relations Coordinator; Brooke Darmanin, Executive Manager Advocacy and Strategy

SUMMARY

The purpose of this paper is to provide the Minjilang Local Authority with a draft of the West Arnhem Regional Council (WARC) Regional Plan 2022-2023 for feedback.

This is to ensure that the proposed strategies contained herein accurately reflect the projects and priorities of the Local Authority as required by the *Local Government Act 2019*.

BACKGROUND

According to sections 33 and 34 of the *Local Government Act 2019*, every regional council must have a plan for its area that contains:

1. A service delivery plan for the period to which the municipal, regional or shire plan relates.
2. Any long-term, community or strategic plan adopted by the council or a local authority.
3. The council's budget.
4. The council's long-term financial plan.
5. The projects and priorities for the area identified by a local authorities.
6. A definition of the indicators for judging the standard of the council's performance.

In 2020, following consultation with our Mayor and Council Executive, WARC undertook an exciting refresh of our 'Vision, Purpose and Values', effectively setting a new strategic vision and focus for our organisation for the year ahead.

The following year, the new 'Vision, Purpose and Values' were further embedded into Council's Regional Plan and service delivery day-to-day activities carried out on the ground.

Commencing November 2021, Council began its most comprehensive consultation to date with Elected Members, Local Authorities, senior management and the executive all sharing their experience and thoughts to establish a revised strategic direction and service delivery plan which truly embodies the vision of Council and contributes towards our purpose.

Six key themes emerged during the consultation process which have been transformed into six foundational pillars upon which Council's strategic direction for 2022 -2023 is supported

Pillar 1: Partnerships, Relationships and Belonging

Pillar 2: Increased Local Indigenous Employment

Pillar 3: Safety and Wellbeing

Pillar 4: Service Delivery and Built Environment

Pillar 5: Sustainability and Climate Action

Pillar 6: Foundations of Governance

Copies of the draft 2022-2023 Regional Plan are available for public consultation at all Council offices in Minjilang, Warruwi, Gunbalanya, Jabiru and Maningrida. The document can also be downloaded from Council's website by using the following link:

<https://warcdocs.councilbiz.nt.gov.au/docs/WARC%20Docs/Regional%20Plan%20and%20Budget/2022%20-%202023%20Regional%20Plan%20-%20DRAFT%20FOR%20CONSULTATION.pdf>

COMMENT

Section 35 of the *Local Government Act 2019* states:

- (1) A council must adopt its municipal, regional or shire plan (or revisions to its municipal, regional or shire plan) between 1 April and 30 June in each year.
- (2) The council must give a copy of the plan to the Agency by the latter date mentioned in subsection (1).
- (3) Before the council adopts its municipal, regional or shire plan for a particular year, the council must:
 - (a) at a meeting of the council, approve a draft of the plan; and
 - (b) make the draft plan accessible on the council's website and make copies available for public inspection at the council's public offices; and
 - (c) publish a notice on its website and in a newspaper circulating generally in the area inviting written submissions on the draft plan within a period (at least 21 days) from the date of the notice; and
 - (d) consider the submissions made in response to the invitation and make any revisions to the draft the council considers appropriate in the light of the submissions.
- (4) A copy of the draft of the plan must be provided to the members of the council at least 6 business days before the meeting referred to in subsection (3)(a).
- (5) Although the council's budget forms part of its municipal, regional or shire plan, this section does not apply to the adoption of the budget or of an amended budget.
- (6) The adoption of a budget, or of an amended budget, operates to amend the municipal, regional or shire plan so that it conforms with the most recent budget of the council

In developing this Regional Plan Council must consider the Core Services it is responsible for delivering as stated in Section 36 of the *Local Government Act 2019* as follows:

- 1) The Minister may, by *Gazette* notice, advise a council as to the services that, in the Minister's view, are services that the council should, as a priority, provide.
- 2) The council must consider the advice when adopting and renewing its plan.

The draft WARC Regional Plan and Budget was reviewed and endorsed for release for consultation at the West Arnhem Regional Council Special Finance Committee Meeting on 9 May 2022.

The Minjilang Local Authority Members are encouraged to review, discuss and provide feedback on the attached Strategic Plan and circulated Regional Plan 2022- 2023.

STATUTORY ENVIRONMENT

Sections 33, 34, 35 and 36 of the *Local Government Act 2019* are relevant to this report.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The financial implications will be discussed as part of the budget deliberations for 2022-2023.

STRATEGIC IMPLICATIONS

The development of the Regional Plan and Budget represents the most strategic planning exercise undertaken by Council. It creates a pathway for future considerations and clearly defines the expectations of Council in delivering Core Services. It is aimed at achieving all of the performance objectives which were established in the *Regional Plan and Budget 2021-2022* as follows:

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged in, connected to and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.4	Strong governance and leadership.

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

VOTING REQUIREMENTS

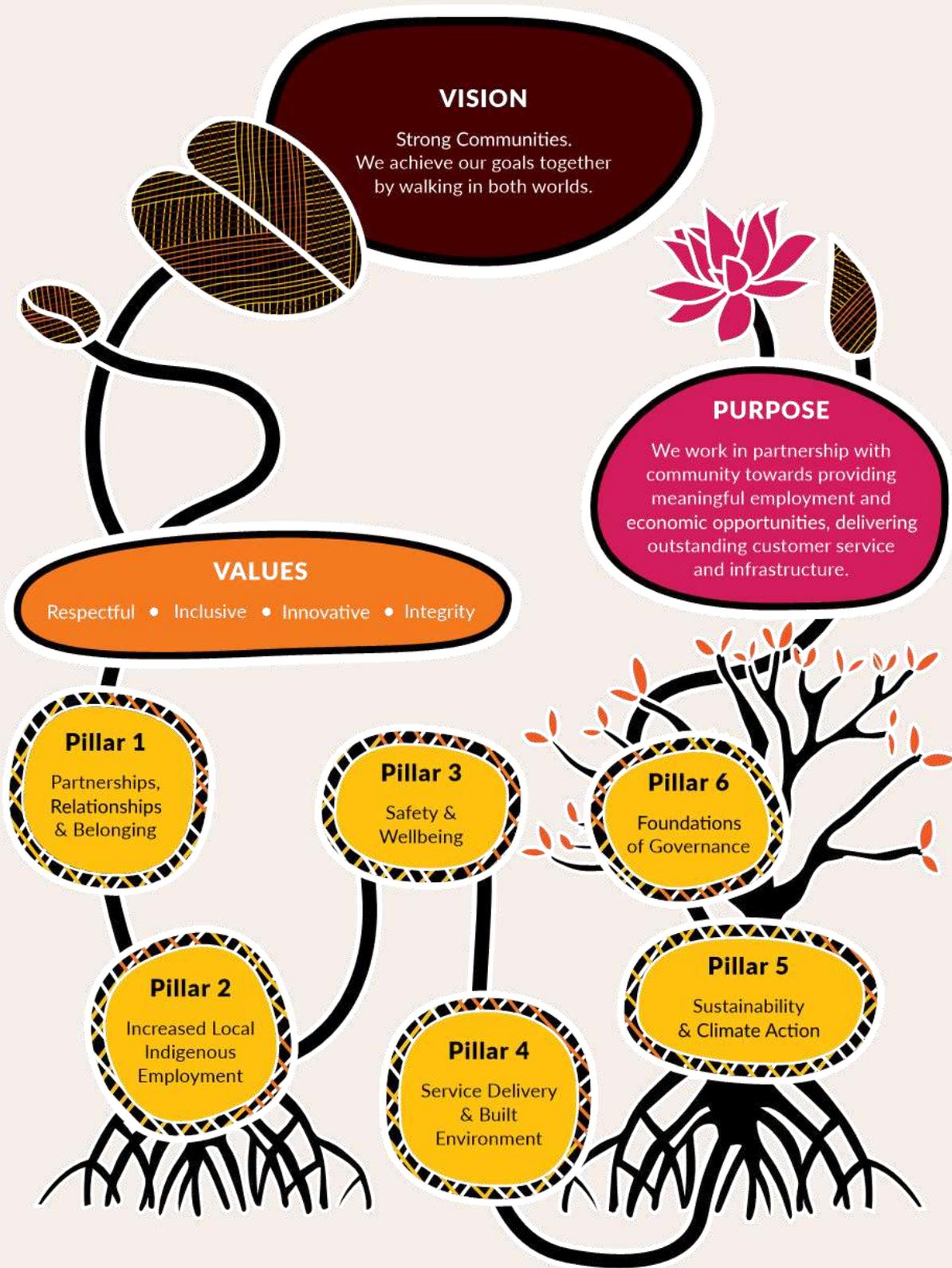
Simple majority.

RECOMMENDATION:

That the Minjilang Local Authority notes the report, and provides feedback on the draft 2022-2023 West Arnhem Regional Plan and Budget.

ATTACHMENTS

- 1 WARC Pillars.pdf
- 2 DRAFT Pillars Goals and Service Delivery Plans 2022-2023.docx



Partnerships, Relationships and Belonging

Pillar *Investing in relationships and partnerships at all levels supports and strengthens community and belonging.*

1 *We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.*

Goal	Strategy	Measure	Target
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	Engage with Traditional Owners to assist local cultural events with road closures, facilities hire and/or use, provide signage and general support	In-kind support to assist with cultural events provided	100%
	Attend and contribute to heads of agencies meetings	Heads of agencies meetings attended and information shared locally with teams and across the organisation	100%
	Develop well-planned, community-led sport and recreational programs	Programs and initiatives are informed by the expressed needs and voices of the local people they serve and the staff who deliver them	100%
	Actively seek out and develop collaborative partnerships that encourage service coordination and integration	Community meetings coordinated, informed and participated in	100%
1.2 Economic Partnerships Secure increased income opportunities (grants and commercial) that create employment and/or improve community life	Devise inaugural Business Development Strategy to drive economic outcomes	Inaugural Business Development Strategy completed	September 2022
		Local employment opportunities increased	June 2023

	Identify and pursue opportunities for further partnerships, income and growth	Council-run community services are adequately resourced to provide culturally appropriate, safe, community-led programs	100%
	Grow and maintain WARC's staff housing portfolio in order to: a. attract and retain staff b. promote staff stability and contribute to community life	Every tenancy is delivered according to the RTA and WARC policies	100%
		All applicable opportunities for funding for new housing and housing maintenance contracts pursued	100%
	Seek to retain and uplift existing grants and contracts	Existing contracts retained and additional contracts procured	Minimum uplift CPI or above
1.3 Communication			
Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council	Develop and manage Council's social media and communication channels, including the website	Uplift of website 'hits', likes and shares on social media	10% increase on prior year
	Publish <i>The Wire</i> once a fortnight	Community contribution of articles and/or photos to each edition	4
	Publish a community event calendar on noticeboards and the website	Noticeboards and website current and up-to-date community event calendar displayed	100%
	Create and promote the use of pictorial and/or promotional materials in local languages via Council's established communication channels (internal and external)	Internal and external communication and promotional materials in local languages and/or pictorials are delivered according to the actions of WARC's Reconciliation Action Plan	100%
		Staff newsletter <i>In the Loop</i> published monthly	12 per annum
	Foster an organisational culture of innovation in communication which engages staff and enhances internal communication	All internal requests for WARC branded communication materials including calendars, posters, digital displays and social media posts are facilitated and delivered by WARC Communications and Public Relations Coordinator	100%
	Work with stakeholders to foster positive relationships and build effective networks locally, across the region and nationally	Stakeholder news shared through social media and communication channels on behalf of stakeholders as per request	85%

1.4 Community Events Deliver cultural, civic and sporting events which engage and unite the community	Conduct civic events which recognise and celebrate community sentiment	Civic events held in each community hosted by Council	4 per annum
	Provide support to community organisations to deliver community-based events	In-kind support provided to community groups as requested	90%
1.5 Cultural Awareness Training Develop increased understanding and observation of cultural protocols	Develop and launch cultural awareness program	Cultural awareness providers engaged and worked with to design and deliver a WARC-appropriate cultural awareness program	2022 - 2023
		Online learning course for all WARC staff, contractors and consultants developed	100%
		All new employees completed cultural awareness training within first week of employment	100%
		Cultural awareness and cultural safety in WARC's People and Capability Strategy embedded	July 2022
		Local people worked with to develop community-specific training courses and engaged to deliver to all new staff	March 2023
		A series of half day cultural awareness workshops delivered	2022 - 2023
1.6 Youth Engagement Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them	Design and deliver youth engagement programs in consultation with youth and community stakeholders	Youth and community consultations informed by program design and activity work plans	100%
	Deliver regional planning activities with Youth, Sport and Recreation and Community Services teams	Youth, Sport and Recreation and Community Services delivery well-planned, with programs reflecting the expressed needs of the community and WARC's regional goals designed	100%
	Plan and deliver diverse and engaging holiday programs that meet the needs and interests of all	Holiday programs delivered and attendance is increased in each community throughout the school holiday period	Uplift 10%

children/young people and which run for a longer period each day			
Remote Voucher Scheme activities are well planned, meet the needs of local youth and delivered as required	Activities are well planned and delivered as per the funding agreement and well attended		100%
Identify funds to diversify the range of youth activities and establish new services as requested by the community	A more diverse range of youth activities and events, catering to different age groups, interests, genders and localities are planned and delivered		June 2023
Promote, celebrate and report on activities and events in publications such as <i>The Wire</i> and social media	Photos and/or stories for publication in <i>The Wire</i> and social media provided by Youth, Sport and Recreation and Community Services teams		Minimum 2 per month
Ensure robust data collection systems and contribute to community knowledge	Data collection tool reviewed; data uploaded by all Team Leaders and good quality reporting provided		December 2022

Increased Local Indigenous Employment

Pillar We are committed to investing in and supporting local Indigenous employment.

2 We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.

Goal	Strategy	Measure	Target
2.1 Indigenous Employment Framework Create Council Indigenous employment framework including tailored pathways to employment	Develop a WARC Indigenous Employment Strategy including Indigenous identified positions, dedicated People and Capability support, career pathways, apprenticeships and traineeships	Indigenous Employment Strategy finalised and Indigenous employment increased to 65% of WARC staff	June 2024
	Work with community to understand employment obstacles for local people and identify solutions	Employment consultation workshops and initiatives delivered in each community	December 2022
	Seek funding to support WARC's Indigenous Employment Strategy	Funding opportunities identified and funds applied for	December 2022
	Undertake a skills gap and training needs analysis	Results of skills and training gap analysis used to draft training plan	December 2022
	Earmark roles as 'Indigenous identified positions'	The number of 'Indigenous identified positions' increased annually	5% per annum
2.2 Traineeships and Apprenticeships Provide local residents opportunities to learn and obtain professional qualifications in trades and administration	Create a traineeships and apprenticeships program which partners with community stakeholders, including local schools, to identify potential traineeship and apprenticeship candidates and linking candidates to employment pathways with Council	Traineeships and apprenticeships program devised and launched	February 2023
2.3 Policy and Procedures Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment	Review and update Council's tendering processes to increase local Indigenous employment	Council's tendering processes updated and embedded	December 2022

Review WARC recruitment processes, partnerships and systems for local people	Recruitment process recommendations implemented	100%
--	---	------

Safety and Wellbeing

Pillar 3

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	Strategy	Measure	Target
3.1 Cultural Safety Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan	Complete all actions of Council's 'Innovate' Reconciliation Action Plan	'Innovate' Reconciliation Action Plan actions completed as per plan	June 2023
	Provide reports to Council and Local Authorities on the challenges, highlights and progress of implementing the Reconciliation Action Plan initiatives	Reconciliation Action Plan updates and reports provided to Council and Local Authorities each quarter	100%
	Contribute articles and updates to staff newsletter <i>In the Loop</i> on the highlights of the Reconciliation Action Plan progress	Reconciliation Action Plan working group and Council Service Managers contributed to alternating monthly update/story to <i>In the Loop</i> staff newsletter	100%
	Review success of Reconciliation Action Plan against actions and determine Council's next steps towards reconciliation actions for 2024 and beyond	Progress of 'Innovate' plan reviewed and next steps determined by Chief Executive Officer and Reconciliation Action Plan working group	June 2023
3.2 Health and Safety Staff and public safety is achieved via planning, education and training	Create a Work Health and Safety Framework and Strategic Plan	Work Health and Safety Framework and Strategic Plan completed	December 2022
	Develop and deliver a training program that meets work health and safety, staff and organisational needs	Work health and safety training completed as per training schedule	100%

	Review policies and procedures in accordance with statutory requirements	Policies and procedures continue to be reviewed in accordance with the required timelines	100%
3.3 Training and Development Deliver training and development which is effective and culturally appropriate, engaging and increases future employment opportunities and pathways	Establish a WARC Learning and Development Framework	Learning and Development Framework completed	2022 - 2023
	Review policies and procedures in accordance with statutory requirements	Policies and procedures continue to be reviewed in accordance with the required timelines	100%
	Review and improve WARC's performance framework, including probation and on-boarding program	Review of performance framework, probation and on-boarding program completed and improvements embedded	December 2022
		Probation/annual goal and development planning with Line Manager undertaken by 100% of staff	September 2022
		Performance reviews tracked and monitored by People and Capability team and completed on time by Line Managers	90%
Deliver selection and interview training for selection panels	Training for selection panels is delivered as part of new Line Management Lunch and Learn program	August 2022	
3.4 Community Service Delivery Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members	Programs and services are well planned with activities and expected outcomes identified prior to delivery commencing	Activity plans are developed in consultation with local teams for each service and initiative	100%
	High quality care is provided to all recipients of community services delivered by Council	All staff are provided with opportunities to upskill via access to professional development relevant to their roles and responsibilities	100%
	Service delivery is compliant with the expectations of funders and relevant legislation	Report providing recommendations on service quality and compliance improvement opportunities reviewed and delivered by the Community Support team	July 2023

	All activities, reports and compliance tasks completed as per contractual arrangement, aged care standards, NDIS care standards	100%
	Timely data/monitoring returns and funding reports delivered by Community Wellbeing team	100%
Remote Indigenous Broadcasting Services supporting local Indigenous languages are managed and supported across the region	Broadcasters are offered support training opportunities with TEABBA	90%
Local teams engage with schools and the community to identify members of the community as potential new broadcasters	Identified potential new broadcasters are engaged with by local teams and opportunities for training in broadcasting discussed and offered	January 2023
High quality early learning activities for child development are delivered	All NQS and ACEQUA crèche and childcare standards met	100%
High quality, accessible care is provided to clients who are impacted by domestic and family violence at WARC's Women's Safe House in Gunbalanya	The Gunbalanya Women's Safe House open and staffed 24-hours per day, 7 days per week	100%
Review of current Safe House models and procedures	Review completed and recommendations implemented in 2022 - 2023	100%
	All clients accommodated up to 3 months as needed	100%
Strengthen ability to respond to community safety needs, including the provision of staff enrolment in training that enhances and sustains appropriate community safety skills and provide opportunities for professional development	Local staff worked with to increase the competency levels in responding to domestic and family violence, specifically intake, case management and safety planning with clients	2022 - 2023
Engage in the broader Northern Territory domestic and family violence sector	Staff attendance and participation in person or remotely via video or teleconference at sector conferences and meetings with heads of agencies	80%
	Specialist Homeless Service Collection participated in by date lodged monthly to the Australian Institute of Health and Welfare	100%
Provision of all reporting required by funding bodies	Statistical profile reports via SHIP - Client Management System completed and submitted	100%

	Two narrative reports per year to Territory Families completed and submitted	100%
Provide to the community well-managed and maintained library collections, including a culturally relevant library collection	Diversity audit completed and recommendations implemented	2022 - 2023
	Connected Communities: Vision for the Northern Territory Public Libraries 2017 - 2023 enacted as applicable to West Arnhem	100%
Plan, prepare and present educational and engaging early childhood activities weekly	Weekly early childhood activities are well planned and delivered as per schedule	100%

Service Delivery and Built Environment

Pillar

- 4** *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	Strategy	Measure	Target
4.1 Strategic Infrastructure and Asset Management Strategically manage, maintain and enhance community infrastructure	Develop and manage a corporate Asset Management Strategy and Asset Management Plans for defined asset classes with a focus on: a. identifying and developing an asset maintenance tracking system that includes cyclical inspections b. managing the renewal and replacement program c. coordinating projects within community	Corporate Asset Management Strategy completed	December 2022
		Asset management tracking system implemented	December 2022
	Investigate opportunities to source external funding for infrastructure upgrades	Scoping, plans and cost estimates for critical infrastructure assets identified for future funding requirements	December 2022
	Develop and schedule maintenance programs for parks, ovals, cemeteries and reserves	Safety audits conducted yearly on trees within community which are designated to Council responsibility	100%
		All maintenance activities carried out in accordance with budget allocation	100%
		Park equipment safety audits, inspections and maintenance program carried out to schedule	100%
	Continue community consultations on the establishment of gazetted cemeteries in Warruwi, Minjilang and Maningrida	Community consultations on the establishment of gazetted cemeteries in Warruwi, Minjilang and Maningrida progressed	June 2023

		Opening hours to meet community requirements provided with a comparison year-on-year increase in operating costs of no more than 10%	June 2023
		Staff employed to meet supervision ratios and cultural needs	100%
	Ensure community swimming pools operate according to community needs and all legislative and work health and safety requirements	Operational procedures are adhered to and documented as required by WARC and legislated standards	100%
		Pool maintenance regime is established and sustainable	December 2022
4.2 Fleet, Plant and Equipment			
Provide a modern and well-maintained fleet of plant and vehicles capable of meeting service delivery requirements	Review and update the Strategic Fleet Asset Management Strategy	Strategic Fleet Asset Management Strategy maintained and improved	June 2023
	Implement effective cost recovery mechanisms for use of Council's vehicles, plant and equipment	Annual review and update of Council's Fees and Charges against operating and replacement costs	June 2022
		Fleet, plant and equipment hire contracts to support and ensure effective cost recovery for Council prepared	December 2022
	Ensure vehicles, plant and equipment are fully serviced as per the Strategic Plan for the useful life of the asset	All vehicles inspected as per Strategic Plan	100%
		Repairs and maintenance requests performed in line with Strategic Plan	100%
		Accurate vehicle, plant and equipment data maintained	100%
	Maintain adequate stock levels	Stocks purchased and used in community workshops reviewed and monitored	90%
	Upgrade fuel distribution infrastructure to comply with work, health and safety relevant standards and business requirements	Infrastructure audit as per current legislation completed and report including recommended plan for upgrades delivered	June 2023
4.3 Waste and Water Management			
Deliver environmentally and	Provide scheduled domestic waste collection in each community	Waste collections completed as per schedule	100%

economically sound solid waste, water and sewerage services	Landfill sites are licensed and operate in accordance with NT Environment Protection Authority (NTEPA) authorities	Landfill sites remain operational	100%	
	Work with other government and commercial entities in order to plan for long term waste disposal needs	Utilise Charles Darwin University's <i>Academic Review of Future Waste Management Strategy</i>	June 2023	
		Northern Territory Local Government Association liaised and collaborated with on advocacy initiatives and waste strategies	June 2023	
	Adhere to water and sewerage operations and maintenance schedules	Disruption to Jabiru town water supply	10% or less	
		Disruption to Jabiru sewerage network	10% or less	
		All legislated standards for potable water testing in Jabiru met	100%	
		Annual audit of water treatment practices including policies and procedures conducted	June 2023	
	4.4 Local Road Management and Maintenance Tactically monitor, maintain and manage Council gazetted roads and community safety via traffic management	Develop and schedule yearly road, footpath and stormwater repairs and maintenance programs for each community which: a. determines a road maintenance schedule for the course of the year b. determines grading frequency of internal access roads c. schedules hazard identification and road condition reports (actions and frequency) d. schedules footpath and stormwater inspections	Deliver yearly road, footpath and stormwater repairs and maintenance delivered as per schedule with records maintained for each community in Council's records management system - currently 'Magiq'	100%
			All footpaths and stormwater inspected quarterly	100%
			Percentage of known footpath hazards made safe within 24 hours	85%
Continually monitor and carry out minor road repairs			Roads monitored and minor repairs completed as required	85%
Consult with Local Authorities to incorporate local priorities for traffic management into traffic management strategies and/or plans		Consultations on traffic management priorities are minuted and reported to Council and WARC executive	100%	
Deliver plans as per schedule for managing street lighting		All non-functioning street lights repaired bi-annually as per set program	100%	

	Functioning street lights per audit per community	85%
Update and/or develop Traffic Management Plans for each community	Traffic Management Plans for each community reviewed/developed	80%

Sustainability and Climate Action

Pillar 5

Leading by example, we commit to developing a culture of sustainable practice.

We recognise and champion the importance of safe guarding our environment for future generations by working collectively with community, private enterprises and all tiers of government.

Goal	Strategy	Measure	Target
5.1 Recycling and Waste Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment	Review strategic and environmental risks associated with climate change and sustainability and draft 10 year strategy for reuse, recycle and reduce waste initiatives	Reuse, Recycle and Reduce Waste Strategy completed	June 2023
	Continue pre-cyclone community waste collections	Pre-cyclone waste collections held twice yearly as per published schedule	100%
	Continue whole-of-community approach to identify and implement innovative initiatives to reuse, recycle and reduce waste	Keep Australia Beautiful and local schools collaborated with and Clean up Australia Day, Tidy Towns campaign and eco schools program participated in	June 2023
5.2 Procurement Develop and implement a leading-edge sustainability procurement strategy	Review WARC current procurement practices against sustainability and climate action NT and national procurement benchmarks and develop leading-edge Procurement Strategy	Leading-edge Procurement Strategy completed	June 2023
5.3 Reduce Office Waste All offices recycle and reduce waste and consumables	Conduct carbon audit of each community Council office	Carbon audit of each community Council office completed	June 2023

	Encourage local office solutions to waste by holding quarterly competitions	Quarterly competitions held and celebrated via internal communication channels including <i>In the Loop</i>	100%
5.4 Education Develop and deliver locally relevant education initiatives on sustainability and climate impacts across multiple mediums and platforms	Engage with local schools to develop age and locally appropriate educational resources	Education campaign collateral created and displayed in community and schools	June 2023
	Facilitate relationships between businesses, community leaders and youth with a focus on conserving natural resources	Community-appropriate collaborative materials, initiatives and messages developed and promoted via community noticeboards and social media	June 2023
	Encourage and promote community understanding and correct use of sorting bays	Uplift in correct use of sorting bays	50%
5.5 Energy Develop a Renewable Energy Strategy	Develop a Renewable Energy Strategy in consultation with local stakeholders that aligns with the ALGA, Northern Territory and Australian Federal Government renewable energy strategies and targets	Consultations completed and Renewable Energy Strategy finalised	June 2023
5.6 Policy Devise and implement a Sustainability and Climate Action Policy	Research and develop WARC Environment and Sustainability Management Strategy and Policy	Environment and Sustainability Management Strategy and Policy completed	June 2023
	Commence developing a strategy to reduce environmental impact of Council's fleet, plant and machinery	Progress of draft strategy to reduce environmental impact of Council's fleet, plant and machinery reviewed	June 2023

Foundations of Governance

Pillar 6 *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	Strategy	Measure	Target
6.1 Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth	Develop and implement a financially sustainable long term financial plan, annual budget and periodic budget reviews	Statutory requirements and external audit qualifications fully complied with	100%
	Management of Council's revenue and payable functions		
	Manage and deliver on Council's annual statutory and financial obligations		
	Management of Council's asset accounting practices	Contractual arrangements complied with	100%
	Monitor and coordinate external funding provided through grants and commercial contracts		
	Maintain the rates database including all property details	Statutory requirements fully complied with and percentage of rates debtors outstanding	100%
	Maintain the rates register		100%
	Prepare the annual rates declaration		Less than 5%
	Apply concessions as appropriate		100%
	Determine the rateability of properties	Interest on investments	100%
	Manage and provide advice on Council's investments in accordance with adopted policies		> \$18,000
Monitor returns of investments including roll-over of term deposits		FY2022-2023	

	Manage Council-funded projects to maintain a positive working capital ratio	Positive working capital ratio	Minimum ratio 1:1
	Annual review and update of Council's Fees and Charges	Review and update of Council's Fees and Charges completed	100%
6.2 Records Delivery of storage and retrieval of records processes which support efficient and transparent administration	Maintain records in accordance with legislation	Statutory requirements including freedom of information fully complied with	100%
	Implement disposal schedule by sentencing and disposing of records	Electronic records held in records management system eligible for destruction sentenced	85%
	Train staff in the use of Council's records management system - currently 'Magiq'	Training delivered to new staff using records management system 'Magiq' during their probation period	85%
	Support staff to identify and save important records	Number of queries/requests telephoned or sent to records@ for support and responded to within 24 hours	85%
6.3 Council and Local Authorities Excellence in governance, consultation administration and representation	Ensure capacity for customer relationship management, including mechanisms for feedback on service delivery	Complaints and positive feedback reported to the administration	100%
		Complaints acknowledged within five working days	90%
		Complaints finalised within fifteen working days	95%
	Improve accountable and transparent decision-making by facilitating the participation of Councillors in Council, Committee and Local Authority Meetings	At least one training program attended each financial year by Council and Local Authority Members	100%
		Ongoing administrative and secretarial support for Council, Local Authority and Committee Meetings provided	100%
	Four meetings of each Local Authority held each financial year	100%	

	Enable community members to participate in local decision-making by ensuring that non-confidential Agendas and Minutes of Council are publicly available at Council offices in each community	All non-confidential Agendas and Minutes publicly available three working days before a meeting (Agendas) and ten working days after a meeting (Minutes)	100%
	Establish formal and informal mechanisms for community consultation on key issues and input into decision-making	Community outreach event hosted by Council in each community every financial year	100%
	Create opportunities for Councillors and senior staff to be available to community members to discuss Council decisions, programs and projects, either informally or through community meetings	Local Authority Meetings attended by at least one relevant Councillor and at least one Senior Manager	100%
	Ensure advocacy and representation of Council interests through government, the private sector and the media	Advocacy framework, strategy and communication plan completed	December 2022
	Create an advocacy framework, strategy and communication plan in consultation with Councillors		
6.4 Risk Management			
The monitoring and minimisation of risks associated with the operations of Council	Update risk registers and ensure appropriate treatment plans are implemented	Overall risk rating within the risk register reduced	10% reduction
	Undertake internal audits as per audit plan	Internal audits completed as per the adopted plan	100%
	Regularly review insurance cover and premiums	Annual full appraisal of cover required, policies reviewed via insurance broker	June 2023
6.5 Planning and Reporting			
Robust planning and reporting that supports Council's decision-making processes	Produce key policy and direction documents for the Council including the Regional Plan, Annual Reports and policies	Regional Plan finalised and shared, Annual Report delivered, and policies requiring review are reviewed and updated as per required timelines	100%
	Jabiru Masterplan Meetings are attended by CEO and/or designated executive	All Masterplan meetings scheduled are attended	100%

6.6 Information and Communication Technology Effective and innovative information technology solutions which maximise service delivery and support Council's operations	Plan and deliver Council's technology needs through the provision of a well-maintained and managed information and communication technology (ICT) platform	Council's ICT Strategic Plan reviewed annually by 31 December	December 2022
	Optimise the delivery of ICT services and equipment to required work locations to meet staff and service delivery needs	Industry standard hardware and maintenance and replacement schedule complied with	90%
	Provision of innovative, relevant and cost-effective ICT solutions to solve service delivery challenges	Annual review of ICT needs in line with the ICT Strategic Plan completed	100%
	Optimise costs associated with ICT delivery, including communications, both fixed and mobile, data, voice and video services and staff equipment		

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.7
Title:	Consultation - West Arnhem Regional Council Draft Budget 2022-23
File Reference:	1006904
Author:	David Glover, Chief Corporate Officer

SUMMARY

The purpose of this paper is to provide the Authority with an opportunity to provide input into the development of West Arnhem Regional Council's Regional Plan and Budget for 2022-2023.

BACKGROUND

In accordance with section 81 of the *Local Government Act 2019*, Council is required to consult with Local Authorities and get recommendations about Council's budget, priorities for expenditure, service delivery, regional plans, strategic directions and funding to ensure that Council's strategies and plans are informed by the vision and priorities of the local authority.

COMMENT

The Regional Plan and Budget 2022-23 was presented to West Arnhem Regional Council at a Special Finance Committee meeting held on 9 May 2022. That Special Meeting accepted the draft Regional Plan, and accepted the draft Budget for 2022-23.

The Regional Plan of Council is attached to this report, and a budget for all activities within the Minjilang Community is also attached. The Minjilang Local Authority members are encouraged to review, discuss, and comment on these attachments.

During the year the local authority held its scheduled meetings. During the year, Council also discussed current and future Local Authority and Council priority spending, and services delivered in each community.

Copies of the draft 2022-2023 Regional Budget are available for public consultation at all Council offices in Minjilang, Warruwi, Gunbalanya, Jabiru and Maningrida. The document can also be downloaded from Council's website by using the following link:

<https://warcdocs.councilbiz.nt.gov.au/docs/WARC%20Docs/Regional%20Plan%20and%20Budget/2022%20-%202023%20Regional%20Budget%20-%20DRAFT%20FOR%20CONSULTATION.pdf>

STATUTORY ENVIRONMENT

Section 81 of the *Local Government Act 2019* as referenced above is relevant to this report.

POLICY IMPLICATIONS

This report has been prepared in accordance with Council's policy on local authorities and *Guideline 1: Local Authorities 2021* as issued by the Minister.

FINANCIAL IMPLICATIONS

Minjilang's priorities for expenditure will form part of the Budget considerations for this draft budget 2022-2023.

STRATEGIC IMPLICATIONS

This report is aligned to goal 1 in the *Regional Plan and Budget 2021-2022*.

GOAL 1 COMMUNITY ENGAGEMENT	
<i>Community members and stakeholders that are engaged-in, connected to, and participate in the affairs of the region.</i>	
Objective 1.1	Communication that engages the community.
Objective 1.4	Strong governance and leadership.

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority reviews and provides recommendations on West Arnhem Regional Council's Plan and Budget for 2022-2023.

ATTACHMENTS

- 1 23GLBUDA Minjilang Budget 2022-23.pdf

Budget Presentation Summary MINJILANG 2022-23

Financial Year 2022/23



Description	Operational		Capital		Total	
	Income	Expenses	Income	Expenses	Income	Expenses
		Net Result				Net Result
SDC: Minjilang						
CORE SERVICES UNTIED						
Administration & Customer Management						
2012 - Community Service Delivery	5,100	405,918	-	-	5,100	405,918
	5,100	(400,818)	-	-	5,100	(400,818)
Animal Control						
2001 - Animal Control	6,760	10,100	-	-	6,760	10,100
	6,760	(3,340)	-	-	6,760	(3,340)
Buildings & Facilities						
2049 - Maintain staff houses	-	44,962	-	-	-	44,962
	-	(44,962)	-	-	-	(44,962)
Fleet						
2048 - Maintain plant, equipment and motor vehicles	129,400	140,362	-	-	129,400	140,362
2016 - Operate Fuel Storage Facility	7,300	50,392	-	-	7,300	50,392
	122,100	89,970	-	-	122,100	89,970
		32,130	-	-		32,130
Governance						
2071 - Manage Council Governance	-	2,920	-	-	-	2,920
	-	(2,920)	-	-	-	(2,920)
IT & Communications						
2038 - Manage Information Technology and Communications	-	19,508	-	-	-	19,508
	-	(19,508)	-	-	-	(19,508)
Lighting for Public Safety						
2004 - Install and maintain street lights	-	7,500	-	-	-	7,500
	-	(7,500)	-	-	-	(7,500)
Local Roads						
2009 - Maintain local roads	3,000	163,210	-	-	3,000	163,210
	3,000	(160,210)	-	-	3,000	(160,210)
Parks, Reserves & Open Spaces						
2010 - Manage and maintain cemeteries	3,500	208,490	-	-	3,500	208,490
2017 - Parks and Public Open Space - including weed control	-	1,000	-	-	-	1,000
	3,500	(203,990)	-	-	3,500	(203,990)
Public Relations						
2021 - Support Civic and community events	-	1,140	-	-	-	1,140
	-	(1,140)	-	-	-	(1,140)
Revenue Growth						
2040 - Manage Rates and charges	49,988	-	-	-	49,988	-
	49,988	49,988	-	-	49,988	49,988
Waste, Water & Sewerage Management						
2013 - Waste Management	58,742	180,495	-	-	58,742	180,495
	58,742	(121,753)	-	-	58,742	(121,753)
Total Core Services Untied	256,490	1,184,605	(928,115)	-	256,490	(928,115)
CORE SERVICES TIED						
Local Authorities Administration						
2178 - Local Authorities Community Project Income	36,900	36,900	-	-	36,900	-
	36,900	-	-	-	36,900	-
Total Core Services Tied	36,900	36,900	-	-	36,900	-
COMMERCIAL SERVICES						
Total Commercial Services	822,536	366,388	456,148	-	822,536	456,148



Budget Presentation Summary MINJILANG 2022-23
Financial Year 2022/23

Description	Operational			Capital			Total		
	Income	Expenses	Net Result	Income	Expenses	Net Result	Income	Expenses	Net Result
COMMUNITY SERVICES									
Aged Care Services									
3003 - NT Jobs Package - Aged Care	-	87,770	(87,770)	-	-	-	-	87,770	(87,770)
Children Services									
3028 - Menage Creche	355,880	355,880	-	-	-	-	355,880	355,880	-
Community Safety Programs									
3004 - Night Patrol	-	236,148	(236,148)	-	-	-	-	236,148	(236,148)
3125 - Night Patrol Covid-19 Booster Program	-	126,716	(126,716)	-	-	-	-	126,716	(126,716)
Community Support Programs									
3070 - Australia Day Grant	-	5,000	(5,000)	-	-	-	-	5,000	(5,000)
Home and Community Care									
3003 - Commonwealth Home Support Program (CHSP)	-	67,476	(67,476)	-	-	-	-	67,476	(67,476)
Radio Broadcasting Services									
3025 - Deliver Indigenous Broadcasting Programs (RIBS)	-	29,244	(29,244)	-	-	-	-	29,244	(29,244)
3131 - TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIB)	-	10,620	(10,620)	-	-	-	-	10,620	(10,620)
Sport and Recreation									
3012 - Remote Sport Program	-	18,624	(18,624)	-	-	-	-	18,624	(18,624)
3011 - Safety and Wellbeing - Sport and Recreation	-	76,668	(76,668)	-	-	-	-	76,668	(76,668)
Total Community Services	355,880	858,186	(502,306)	-	-	-	355,880	858,186	(502,306)
Net Surplus / (Deficit) - Minjilang	1,471,806	2,446,080	(974,274)	-	-	-	1,471,806	2,446,080	(974,274)

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.8
Title:	Minjilang Local Authority Membership
File Reference:	1002503
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The Minjilang Local Authority is being asked to consider a report on the nomination of new members to the Local Authority.

BACKGROUND

Minjilang Local Authority Membership

Section 77(1) of the *Local Government Act 2019* states that a Local Authority should comprise of at least one Elected Member appointed to the Authority by Council resolution, and other members of the community within the Local Authority area. As per Council's policy, each Local Authority should have a minimum of six (6) appointed members who reside in the community, and a maximum of fourteen (14) members, including Elected Members. The Mayor and Deputy Mayor are ex officio members of each of the Local Authorities in West Arnhem. Elected Member appointed to Local Authorities must be representatives of the Ward in which the Local Authority is located.

Currently, the Minjilang Local Authority comprises of the following members:

Elected Members

1. Mayor Matthew Ryan
2. Deputy Mayor Elizabeth Williams
3. Councillor Henry Guwiyul

Appointed Members

1. Matthew Nagarlbin (Chairperson)
2. Shane Wauchope
3. Charles Yirrawala
4. Isobel Lami Lami
5. Jimmy Cooper
6. Lachlan Nagegeyo

Local Authority Meetings Attendance and Membership

Since 2019, some appointed members of the Minjilang Local Authority have not been able to consistently attend meetings due to various personal reasons. This has led to the convening of provisional meetings over the past three (3) Minjilang Local Authority meetings as a quorum was not achieved. Clause 7.1(f) of Ministerial *Guideline 1:Local Authorities 2021*, states that a Council must have a policy for its Local Authorities that provides for how, and in what circumstances the appointment of a member may be revoked or otherwise cease. In line with the Ministerial Guidelines, Council's policy on Local Authority Appointments, Resignations and Terminations, states that if a Local Authority quorum has not been achieved at two (2) consecutive meetings, the Council, at its discretion

may terminate the membership of the members who have not attended – and may call for new nominations and/or choose not to fill some vacant positions pursuant to the minimum number of members allowed under the *Local Government Act 2019*.

The administration is therefore requesting the meeting to consider the nomination of new community members who may replace members who have not attended meetings over the past year.

Appointment Process for Local Authority Members

The appointment of community members takes place through a nomination process, which includes the following steps:

1. A call for nominations will be widely advertised and promoted to ensure that Minjilang residents are aware that the nomination period is now open.
2. Permanent residents of the community have up to 28 days to apply for membership by filling in and submitting a Local Authority Nomination Form by the closing date for nominations. The form can be obtained from Council's offices in Minjilang.
3. Following closure of the nomination period, a selection committee will meet to determine which nominations will be put forward to Council for approval.
 - a. The selection committee will include at least one Elected Member who resides within the Local Authority area, and two community members.
 - b. The Council Services Manager (CSM) will provide administrative support to the committee.
4. Council will then consider the nominations put forward by the selection committee at the next Ordinary Meeting of Council. Council will have the final say on appointing Local Authority Members.

COMMENT

Section 78 of the *Local Government Act 2019* outlines the functions of Local Authorities as follows:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities are given an 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
 - (ii) 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 (for Local Government), in accordance with any guidelines that the Minister may make.

Each Local Authority in West Arnhem holds four meetings a year.

STATUTORY ENVIRONMENT

Section 78 of the *Local Government Act 2019*.

Regulation 67 of the *Local Government (General) Regulations 2021*.

Clause 7 and 10.2 of *Guideline 1: Regional Councils and Local Authorities 2021*.

POLICY IMPLICATIONS

- Local Authority Appointments, Resignations and Terminations Policy.
- Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.
- Code of Conduct (Elected, Local Authority and Committee Members) Policy.
- Conflict of Interest (Elected, Local Authority and Committee Members) Policy.
- Gifts, Benefits and Hospitality (Elected, Local Authority and Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

FINANCIAL IMPLICATIONS

Allowances for attending Local Authority meetings for the 2021-2022 financial year are indicated below:

Allowance	Elected Member	Appointed Local Authority Member	Local Authority Chairperson
Allowance per meeting	\$145.00 per meeting (to a maximum of \$9,006.64 per annum for all extra meeting allowances)	\$132.00	\$177.00

Ex-officio members and Local Authority members who work for Council do not get an allowance for attending the meetings.

STRATEGIC IMPLICATIONS

Council has the opportunity to appoint committed individuals, via the nomination process, who will represent their respective communities with regard to the delivery of local government services as per the following objectives in the *Regional Plan and Budget 2021-2022*:

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

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Local Authority:

- **Received and notes the report;**
- **Nominates an Elected Member and at least two community members to the Minjilang Local Authority nomination committee; and**
- **Encourages members of the community to nominate as members of the Minjilang Local Authority.**

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 18 MAY 2022

Agenda Reference:	15.9
Title:	Local Authority Members Questions
File Reference:	1006860
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members a formal forum where they can table items for discussion at the Local Authority meeting.

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
 - ii. 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.

Local Authority Members are encouraged to raise any other matters that they wish to discuss during the meeting.

COMMENT

No comment is required.

STATUTORY ENVIRONMENT

Section 78 of the *Local Government Act 2019*.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

This report is aligned to the following objectives as outlines in goal 1 in the *Regional Plan and Budget 2021-2022*:

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

VOTING REQUIREMENTS

Not applicable at this time.

RECOMMENDATION:

That the Chairperson invites questions from Local Authority Members.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MINJILANG LOCAL AUTHORITY MEETING

18 MAY 2022