



WEST ARNHEM



REGIONAL COUNCIL



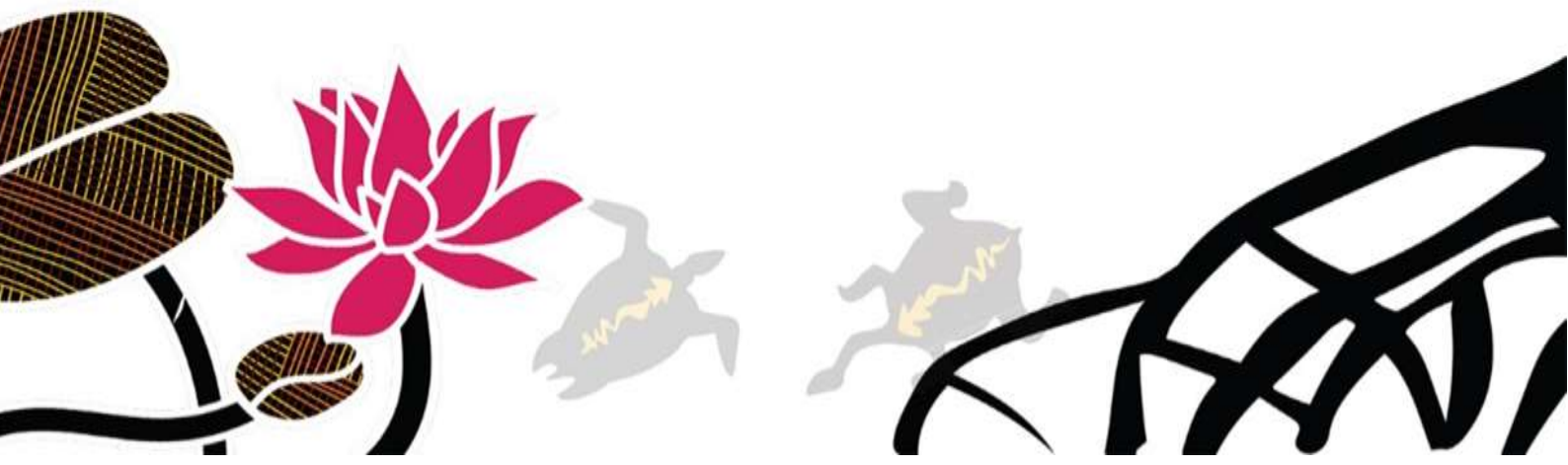
MINJILANG

WEST ARNHEM REGIONAL COUNCIL

LOCAL AUTHORITY MEETING

AGENDA

TUESDAY, 9 AUGUST 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 Meeting Room, Minjilang on Tuesday, 9 August 2022 at 10:00 am.

Daniel Findley
Chief Executive Officer

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Acknowledgement of Country

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

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



Code of Conduct (Council, Local Authority and Committee Members)

The following Code of Conduct is set out in Schedule 1 of the *Local Government Act 2019*

- 1 Honesty and integrity**
A member must act honestly and with integrity in performing official functions.
- 2 Care and diligence**
A member must act with reasonable care and diligence in performing official functions.
- 3 Courtesy**
A member must act with courtesy towards other members, council staff, electors and members of the public.
- 4 Prohibition on bullying**
A member must not bully another person in the course of performing official functions.
- 5 Conduct towards council staff**
A member must not direct, reprimand, or interfere in the management of, council staff.
- 6 Respect for cultural diversity and culture**
 - 6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
 - 6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
- 7 Conflict of interest**
 - 7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
 - 7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.





8 Respect for confidences

- 8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
- 8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9 Gifts

- 9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
- 9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10 Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11 Interests of municipality, region or shire to be paramount

- 11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
- 11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

12 Training

A member must undertake relevant training in good faith.



WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	4.1
Title:	Apologies and Leave of Absence
File Reference:	1027429
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 9 August 2022.

STATUTORY ENVIRONMENT

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

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation administration and representation

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 9 August 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	5.1
Title:	Absent Without Notice
File Reference:	1027430
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 9 August 2022.

STATUTORY ENVIRONMENT

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

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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VOTING REQUIREMENTS

Not applicable at this time.

RECOMMENDATION:

That the Minjilang Local Authority notes members absences without notice for the meeting held on 9 August 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	6.1
Title:	Acceptance of Agenda
File Reference:	1027431
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Minjilang Local Authority meeting of 9 August 2022.

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

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the agenda for the Minjilang Local Authority meeting of 9 August 2022 as circulated be accepted.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	7.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	1027432
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 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*

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority receives and records declarations of interest for the meeting held on 9 August 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	8.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 18 May 2022
File Reference:	1027433
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 18 May 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*.

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the minutes of the 18 May 2022 Minjilang Local Authority meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2022.05.18 Minjilang Local Authority Minutes.pdf



Minutes of the West Arnhem Regional Council Local Authority Meeting
 Wednesday, 18 May 2022 at 10:00 am
 Council Chambers, Minjilang

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

APPOINTED MEMBERS PRESENT

Chairperson	Mathew Nagarbin
Member	Shane Wauchope
Member	Isobel Lami Lami

ELECTED MEMBERS PRESENT

Deputy Mayor	Elizabeth Williams (video conference)
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STAFF PRESENT

Chief Executive Officer	Daniel Findley (video conference)
Chief Operating Officer	Rick Mulvey
Council Services Manager (Minjilang)	Cathy Makings
Finance Manager	Andrew Shaw
Executive Manager, Advocacy and Strategy	Brooke Darmanin (video conference)
Chief Corporate Officer	David Glover (video conference)
Governance and Risk Advisor	Doreen Alusa (video conference)
Building and Civil Coordinator	Loukas Gikopoulos (video conference)

VISITORS PRESENT

Mamaruni School	Terri-Lee Evans
Arnhem Land Progress Aboriginal Corporation	Kenny Hewson
Arnhem Land Progress Aboriginal Corporation	Hayley Torsney
Arnhem Land Progress Aboriginal Corporation	Louise Hewson

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 apologies from Mayor Matthew Ryan for the meeting held on 18 May 2022.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered absences without notice.

The Minjilang Local Authority noted that Councillor Henry Guwiyaul, and appointed members Lachlan Nagegeyo, Charles Yirrawala, Jimmy Cooper were absent without notice for the meeting held on 18 May 2022.

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Local Authority considered acceptance of the agenda.

MIN138/2022 RESOLVED:
On the motion of Mr Shane Wauchope
Seconded Ms Isobel Lami Lami

The agenda for the Minjilang Local Authority meeting of 18 May 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 18 May 2022.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 10 FEBRUARY 2022**

The Local Authority considered the confirmation of previous Local Authority minutes for the meeting held 10 February 2022.

MIN139/2022 RESOLVED:
On the motion of Chairperson Matthew Nagarlbin
Seconded Mr Shane Wauchope

The minutes of the 10 February 2022 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 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.

MIN140/2022 RESOLVED:
On the motion of Ms Isobel Lami Lami
Seconded Mr Shane Wauchope

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

- Animal management program Minjilang, which is a program for the delivery of veterinary services in the community.

CARRIED

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

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

The Local Authority noted the report.

FINANCE REPORT**13.1 FINANCIAL REPORT TO MARCH 2022**

The Local Authority considered the Financial Report to March 2022.

The Minjilang Local Authority noted and received the Financial Report for the year to date period, July 2021 to March 2022.

Minute note: Ms Lami Lami left the meeting at 11:10 am.

13.2 LOCAL AUTHORITY FUNDING

The Local Authority considered a report on local authority funding.

MIN141/2022 RESOLVED:

On the motion of Chairperson Matthew Nagarbin
Seconded Mr Shane Wauchope

The Minjilang Local Authority:

- Noted the report; and
- Noted and approved the attached Local Authority project funding certification for Minjilang for the period ending 31 January 2022;

CARRIED

GENERAL ITEMS**15.1 LOCAL AUTHORITY SUMMARY OF PROJECTS**

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

The Local Authority noted the report.

15.2 INSTALLATION OF SOLAR STREET LIGHTS

The Local Authority considered a report on the installation of solar street lights.

MIN142/2022 RESOLVED:

On the motion of Mr Shane Wauchope
Seconded Chairperson Matthew Nagarbin

The Local Authority:

- Noted the report; and
- Agreed to spend time with the Chief Operating Officer after the meeting to identify and approve the locations for the installation of solar streetlights.

CARRIED

15.3 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 the report;
- Noted that the Local Authority members would spend time with the Chief Operating Officer after the meeting to view the suitability of the location of the disabled access ramp and toilet; and
- 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.

15.4 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.

15.5 MINJILANG AIRPORT FLUSHABLE TOILET

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.

Minute note: Ms Lami Lami was present during the draft West Arnhem Regional Council Plan and Budget 2022-2023 presentations.

15.6 CONSULTATION - WEST ARNHEM REGIONAL PLAN 2022 - 2023

The Local Authority considered a report on consultation on the draft West Arnhem Regional Council plan 2022 - 2023.

The Minjilang Local Authority:

- Noted the report;
- Reviewed the draft West Arnhem Regional Council 2022 – 2023 plan; and
- Noted that feedback on the plan should be submitted by Monday, 30 May 2022.

15.7 CONSULTATION - COUNCIL DRAFT REGIONAL PLAN AND DRAFT BUDGET 2022-23

The Local Authority considered a report on consultation on the draft West Arnhem Regional Council budget 2022 - 2023.

The Minjilang Local Authority:

- Noted the report;
- Reviewed the draft West Arnhem Regional Council 2022 – 2023 budget; and
- Noted that feedback on the budget should be submitted by Monday, 30 May 2022.

Minute note: All visitors left the meeting at 10:35 am after the draft West Arnhem Regional Council Plan and Budget 2022-2023 presentations

15.8 MINJILANG LOCAL AUTHORITY MEMBERSHIP

The Local Authority considered a report on Minjilang Local Authority membership.

MIN143/2022 RESOLVED:

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

The Local Authority:

- Received and noted the report;
- Nominated the following to the Minjilang Local Authority members nomination committee:
 1. Chairperson Matthew Nagarbin
 2. Mr Shane Wauchope
 3. Councillor James Marrawal
 4. Ms Cathy Makings (providing administrative support); and
- Recommended the removal of the following members from the Minjilang Local Authority:
 1. Mr Lachlan Nagegeyo
 2. Mr Charles Yirrawala
 3. Mr Jimmy Cooper

CARRIED

15.9 LOCAL AUTHORITY MEMBERS QUESTIONS

The Local Authority considered any other business or questions from Local Authority members.

The Chairperson did not receive any additional questions from Local Authority members for the meeting held on 18 May 2022.

NEXT MEETING

The next meeting is scheduled to take place on Thursday, 14 July 2022 at 10:00 AM.

MEETING DECLARED CLOSED

Chairperson Matthew Nagarbin declared the meeting closed at 11:50 am.

This page and the preceding five (5) pages are the minutes of the Minjilang Local Authority meeting held on Wednesday, 18 May 2022.

Chairperson

Date Confirmed

West Arnhem Regional Council

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Minjilang Local Authority Meeting
Wednesday, 18 May 2022

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	9.1
Title:	Council's Response to Local Authority Issues Raised
File Reference:	1027434
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 18 May 2022 at the West Arnhem Regional Council meeting held on 8 June 2022.

COMMENT

At the Ordinary Council meeting held on 8 June 2022, Council noted the Minjilang Local Authority reports from meetings held in May 2022 as follows:

11.1 REPORT FOR THE MINJILANG LOCAL AUTHORITY MEETING HELD ON 18 MAY 2022

The Council considered a report for the Minjilang Local Authority meeting held on 18 May 2022.

OCM48/2022 RESOLVED:

**On the motion of Councillor Gabby Gumurdul
Seconded Councillor James Marrawal**

Council:

- **Noted the unconfirmed minutes of the Minjilang Local Authority meeting held on 18 May 2022;**
- **Noted the nomination of the following to the Minjilang Local Authority members nomination committee:**
 1. **Chairperson Matthew Nagarbin**
 2. **Mr Shane Wauchope**
 3. **Councillor James Marrawal**
 4. **Ms Cathy Makings (providing administrative support); and**
- **Approved the removal of the following members from the Minjilang Local Authority as per the Minjilang Local Authority's recommendation:**
 1. **Mr Lachlan Nagegeyo**
 2. **Mr Charles Yirrawala**
 3. **Mr Jimmy Cooper**

CARRIED

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.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to goals in pillars 1 and 6 in the *Regional Plan and Budget 2022-2023* as outlined below.

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1

Community Engagement

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.2

Records

Delivery of storage and retrieval of records processes which support efficient and transparent administration

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation administration and representation

Goal 6.5

Planning and Reporting

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

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Minjilang Local Authority notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	10.1
Title:	Review of Local Authority Action Items
File Reference:	1027435
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 goals in pillars 1 and 6 of the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1	Community Engagement Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life
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PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.2	Records Delivery of storage and retrieval of records processes which support efficient and transparent administration
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

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

ATTACHMENTS

- 1 Minjilang LA Action Items List - August 2022.pdf

Minjilang Local Authority Action Item List – In Progress

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
08.06.2022	OCM48/2022	<p>LOCAL AUTHORITY VACANCIES Council: Noted the nomination of the following to the Minjilang Local Authority members nomination committee:</p> <ol style="list-style-type: none"> 1. Chairperson Matthew Nagarbin 2. Mr Shane Wauchope 3. Councillor James Marrawal 4. Ms Cathy Makings (providing administrative support); and <p>Approved the removal of the following members from the Minjilang Local Authority as per the Minjilang Local Authority's recommendation:</p> <ol style="list-style-type: none"> 1. Mr Lachlan Nagegeyo 2. Mr Charles Yirrawala 3. Mr Jimmy Cooper 	Completed	<p>Update: 02 August 2022 The following nominations will be presented at the August 2022 Council meeting for consideration and approval:</p> <ol style="list-style-type: none"> 1. Mr Clint Wauchope 2. Ms Audrey Lee 3. Mr David Makings 	Cathy Makings/ Doreen Alusa
14.07.2021	OCM59/2021	<p>ANIMAL MANAGEMENT PROGRAM – MINJILANG Council approved the allocation of \$2,940 of Local Authority funding to the 2021/2022 Animal Management Program</p>	In progress	<p>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.</p> <p>Update 28 April 2022: The vet service in Minjilang has been scheduled to recommence on 16 May 2022 to 20 May 2022.</p> <p>Update 02 August 2022: The vet service in Minjilang has been scheduled to revisit Minjilang on 5 September 2022 to 9 September 2022.</p>	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
31.03.2015	10.3.3	<p>EXPANSION OF THE RUBBISH DUMP That the Local Authority recommends that Council work on plotting the expansion of the rubbish dump with Northern Land Council (NLC)</p>	In progress	<p>License has been sought from NLC for Lot221/A</p> <p>Update: 07 October 2020 The administration met with NLC lawyers on 28 September 2020, and was advised that NLC consultations in Minjilang will recommence in 2021.</p> <p>Update: 05 February 2021 The NLC has confirmed that consultations in Minjilang will restart in 2021.</p> <p>Update: 07 June 2021 The administration contacted the NLC on 7 June 2021 and is waiting on the NLC to confirm consultation dates.</p> <p>Update: 11 August 2021 The Quantity Surveyor report has been completed and the administration is reviewing the cost estimate report to determine outcome. The NLC have been engaged to explore the extension of the existing Lot size to provide sustainable waste management in the future and we await outcome.</p> <p>Update: 01 October 2021 NLC are reviewing the current agreements for the waste facilities. Update and advise on consultation dates expected by November 2021.</p> <p>Update: 16 November 2021 NLC have advised consultation dates have been delayed due to the COVID situation. New dates still to be confirmed.</p> <p>Update: 28 January 2022</p>	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>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> <p>Update: 02 August 2022 NLC have advised Waste disposal sites are on hold to get some uniformity across the board on lease terms.</p>	
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> <p>Update: 01 October 2021 The completion date of manufacturing the solar lights has been delayed due to Covid 19 impact.</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>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.</p> <p>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> <p>Update 02 August 2022: The locations have been confirmed. The CSM is scheduling the lights to be installed by the local Contractor Steadman Constructions. A P/O has been raised for this work to commence. CSM to provide update.</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</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>	Technical Services/ CSM/ Office of CEO
16.12.2020	OCM197/2020				

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
	On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	Council directed the administration to write to DIPL, and request the Department to divert \$ 39,515.00 of Local Authority funds to Council controlled projects to meet the cost of upgrading the airport shelter in Minjilang.		<p>Update: 7 June 2021 A scope for this project will be included in the agenda for the next meeting scheduled for July 15 2021.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at this LA meeting</p> <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> <p>Update 02 August 2022: The administration has prepared a report that will be resubmitted at the LA meeting for discussion.</p>	
16.12.2020	OCM197/2020 On the motion of Councillor James Marrawal Seconded Councillor Otto Dann	DISABILITY RAMP AND TOILET Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding: <ul style="list-style-type: none"> A disability ramp at the Council office in Minjilang. 	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>	Technical Services/ CSM

Date of Meeting	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
		<ul style="list-style-type: none"> A public toilet that caters for the disabled. 		<p>Update: 06 June 2021 The administration is working with the building certifier and architect to design a disabled ramp and convert the current toilets to a compliant disabled toilet to provide a scope of work and cost estimate.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at the next LA meeting</p> <p>Update 01 October 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 15 November 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p> <p>Update 28 January 2022 The administration has prepared a report that will be presented at the LA meeting.</p> <p>Update 02 August 2022: The administration has prepared a report that will be resubmitted at the LA meeting for discussion.</p>	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	11.1
Title:	CSM Report on Current Regional Council Services
File Reference:	1027176
Author:	Rick Mulvey, Chief Operating Officer

SUMMARY

This report will present the 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

The contents of this report are aligned to pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation, administration and representation

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION

That the Maningrida Local Authority notes the report.

ATTACHMENTS

- 1 LA Operations Report - Minjilang.pdf

Local Authority report

Minjilang
29/07/2022



Service Delivery

1. Attendance rates

1.1. Staff Attendance

The Minjilang Council department has averaged 60% attendance for the past 12 weeks. Even with this average the required works were completed in the community.

- Senior Works Officer spent 5 weeks in Jabiru, assisting with painting the WARC office extension and refurbishment, from the 6th June 2022 through to 8th July 2022.
- Team Leader Works assisted with acting as Senior Works Officer during this time.
- Acting Wellbeing Services Coordinator transferred to Jabiru to take up a new role in Youth, Sport and Recreation.
- Interviews for the Wellbeing Service Coordinator conducted, with successful candidate commencing on 8th August 2022.

Total number of vacancies	4
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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.

- Administration & Centrelink Officer acted in the Council Services Manager position, while Council Services Manager worked in the Gunbalanya office, from 27th June 2022 through to 9th July 2022.

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.

Total postage received	481 kg
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2.3. Centrelink

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

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.
- Monthly status report submitted late, due to no internet service.
- 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 12, and bookings can be made through Little Hotelier.

- Accommodation bookings are averaging 80% capacity.
- No issues reported.

3. Wellbeing Services

3.1. Sport & Recreation

- The youth centre closed from late April through to early May, due to COVID-19. There has been a big drop in daily attendance, due to sorry business.
- The Manguldalguti Senior Basketball competition final held on 10th June 2022, which brought the whole community together for an exciting night, with close to 200 people attending.
The night started with opening prayer from Pastor Rosemary from Goulburn Island started off the night off with an opening prayer. Elders and Traditional Owners spoke of their appreciation and hard work the Youth, Sport and Recreational staff put into holding the competition.
The finals started with the women's game, then the men's game, followed by a presentation with trophies awarded. The night finished with special guest, Kenyon Brown, who came especially for the grand final and local community band.

Day Program

- School attendance has been very low with children being away for COVID-19 and Sorry Business.
- Day program has now finished, due to program funding being exhausted. Discussions with NIAA to possibility of repurposing some of the community safety night patrol funding to continue the 'Two Ways Learning' program in collaboration with the school.

Attendance totals	571 Children 1045 Adults
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3.2. Early Learning

The community crèche operates Monday to Friday, 8:00am to 2:30pm. Daily attendances of about 3-9 children daily.

- Many of the children have been away with sickness during May 2022.
- Crèche closed on 10th May 2022 and again from 23rd – 29th June 2022, due to staff illness and sorry business.
- Childcare Senior Officer and Childcare Officer have commenced early childhood studies with Batchelor Institute.
- Children are learning good hygiene and nutritional eating, by teaching them to wash hands before and after eating.

Attendance totals	182
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3.3. Aged Care

The community care team currently provided support for 4 clients, with the possibility of extending support and available to more clients.

- Daily meals continue to be prepared by Alpa Store.
- Personal care and household tasks also continue.

Total meals provided	285
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3.4. Night Patrol

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.

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 before wet season.

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

4.3. Waste

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

- Kerbside pickups occurred as schedule, on Mondays and Thursdays 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
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4.4. Plant and equipment

- The backhoe sent to Darwin, due to serious engine problems.
- Assistant Essential Services Officer Iszuz D-Max sent to Darwin for repairs, after horse was hit.
- Side-by-side buggy has been sent to another community to be used for work.
- CAT loader has been replaced with a new Hyundai Loader.
- Replacement parts required for lawn mowers break downs, due to age.
- New Toyota Hilux ute has arrived for Youth, Sport and Recreation team.

5. Essential Services**5.1. Power**

- Genset services as scheduled.
- Receive 75,000 litres fuel and transferred from barge landing compound to the Powerhouse storage.
- Genset 1 rebuild.
- Generator Set 1 broken exhaust fan blades.

- Additional servicing on Genset 3 as requested by Coordinator.
- Power outage due to ECM fault Genset 3, fail to start alarm.
- Received and replaced starter motor solenoid Genset 3.
- Call out, EDO replacement, Solar Farm outage.
- Power meter reads, collect spent power meter token cards from residences and post to PowerWater Katherine as advised.
- Assist Line Crew with community maintenance
- Receive 75,000 litres fuel and transferred from barge landing compound to the Powerhouse storage.

5.2. Water

- Monthly water samples taken and dispatched.
- Repair and replace PLV valve and chlorination injector to water supply.
- Ongoing issues with community water supply chlorination levels.
- Water service audit carried out; X10 Lots require attention.
- Sewer Pump station issues, Pump 2 malfunction and float level indicators U/S.
- Ongoing issues with community water supply chlorination levels. Requested by PowerWater Coordinator to maintain readings during working days and as required on weekends and public holidays, to ensure readings are in tolerance.
- Continuation of bleeding and purging chlorination system required until proposed new system install in the coming months.

5.3. Sewage

- Sewer lift pump (hours and volumes) readings taken as per schedule.
- Sewer pond wells cleaned.
- Monthly sewer samples taken.

5.4. Airfield

- Daily inspections were undertaken by the Airdrome Reporting Officer (ARO) as per contract. No significant issues were noted.
- Annual aerodrome inspection on behalf of CASA.
- Aerodrome needs solar lights and batteries, washouts need repair approach and departures need clearing and slashing.
- An aerodrome manual required and the ERSA needs updating.
- Arafura Aviation had a plane with a flat tyre on the runway which was pushed and dragged off to the side of runway until it was fixed the next day.
- 2 emergency medical evacuations recorded during the reporting period.

6. Trade Services

6.1. Scheduled Servicing

- Nothing to report

6.2. Unplanned Maintenance

- Nothing to report

7. Community

7.1. Local Authority projects

- **Current** – Pathway solar lights have arrived and awaiting installation.
- **Future** – Fencing around the council office to keep animals out at bay.
 - New Minjilang Airport Shelter.

- Disable ramp, toilets and shower to be installed at council office.
- Toilets to be installed at airport.

7.2. Other projects

- **Opportunities** – Outdoor cinema including seating at rear of council office.
- **Current** – Vet community visit occurred 16th – 20th May 2022, and received a warm welcome, with lots of animals to attend to.
- **Future** – N/A

7.3. Community meetings and events

- Community Fun Run held on 6th May by CDP. WARC staff were involved in the running of the event by manning stations and cooking the BBQ. Everyone thoroughly enjoyed themselves.
- COVID-19 hit the community on 14 April with positive testing up to 95 people on the island. This was a stressful two week period with illnesses impacting WRC, CDP, School and Store as well as the community people
- Federal Election held in Minjilang on 11 May

Total number of meetings and events attended by the CSM	11
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7.4. Community key focus areas

- Illegal home brewing still happening and the violence has started to escalate.
- NAIDOC Week celebrations has been postpone until 19th August 2022.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	12.1
Title:	Financial Report to May 2022
File Reference:	1018208
Author:	Andrew Shaw, Finance Manager

SUMMARY

This Financial Report for the year to date period 1 July 2021 to 31 May 2022, 11 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 May 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 for Minjilang Community

as at 31 May 2022

Description	TOTAL MINJILANG					Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%			
Operational Revenue							
61 - Income Rates and Charges	103,100	103,100	(0)	(0%)		112,473	92%
62 - Income Council Fees and Charges	6,351	7,087	(736)	(10%)		7,452	85%
63 - Income Operating Grants	439,882	439,882	-	-		586,888	75%
65 - Income Allocation	64,900	67,435	(2,535)	(4%)		84,164	77%
66 - Other Income	9,545	9,390	156	2%		9,690	99%
67 - Income Agency and Commercial Services	809,819	807,509	2,310	0%		887,179	91%
Total Operational Revenue	1,433,598	1,434,403	(805)	(0%)		1,687,845	85%
Operational Expenditure							
71 - Employee Expenses	1,302,028	1,315,190	(13,162)	(1%)		1,439,330	90%
72 - Contract and Material Expenses	180,360	264,049	(83,689)	(32%)		291,052	62%
73 - Finance Expenses	1,208	770	438	57%		770	100%+
74 - Travel, Freight and Accom Expenses	95,229	87,718	7,511	9%		94,843	100%+
76 - Fuel, Utilities & Communication	265,795	232,416	33,379	14%		248,490	100%+
79 - Other Expenses	303,932	327,269	(23,337)	(7%)		348,794	87%
Total Operational Expenditure	2,148,551	2,227,412	(78,861)	(4%)		2,423,278	89%
Total Operational Surplus / (Deficit)	(714,953)	(793,008)	78,055	10%		(735,433)	97%
Capital Income							
68 - Income Capital Grants and Contributions	164,413	194,413	(30,000)	(15%)		151,755	100%+
Total Capital Income	164,413	194,413	(30,000)	(15%)		151,755	100%+
Capital Expense							
33 - Capital Expenditure	146,808	269,346	(122,538)	(45%)		269,346	55%
Total Capital Expense	146,808	269,346	(122,538)	(45%)		269,346	55%
Total Capital Surplus / (Deficit)	17,606	(74,932)	92,538	100%+		(117,591)	0%
Net Surplus / (Deficit)	(697,348)	(867,941)	170,593	20%		(853,024)	82%

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 Pillar 6 as outlined in the *Regional Plan and Budget 2022-2023*.

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration.

Our processes, procedures and policies are ethical and transparent.

Goal 6.1

Financial Management

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

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 May 2022.

ATTACHMENTS

- 1 Graphical Finance Presentation Minjilang - May 2022.pdf



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

Actual v Budget – Operational – July 2021 to May 2022

Actuals v Budget as at 31 May 2022

Description	TOTAL MINJILANG				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
Operational Revenue						
61 - Income Rates and Charges	103,100	103,100	(0)	(0%)	112,473	92%
62 - Income Council Fees and Charges	6,351	7,087	(736)	(10%)	7,452	85%
63 - Income Operating Grants	439,882	439,882	-	-	586,888	75%
65 - Income Allocation	64,900	67,435	(2,535)	(4%)	84,164	77%
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Total Operational Revenue	1,433,598	1,434,403	(805)	(0%)	1,687,845	85%
Operational Expenditure						
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73 - Finance Expenses	1,208	770	438	57%	770	100%+
74 - Travel, Freight and Accom Expenses	95,229	87,718	7,511	9%	94,843	100%+
76 - Fuel, Utilities & Communication	265,795	232,416	33,379	14%	248,490	100%+
79 - Other Expenses	303,932	327,269	(23,337)	(7%)	348,794	87%
Total Operational Expenditure	2,148,551	2,227,412	(78,861)	(4%)	2,423,278	89%
Total Operational Surplus / (Deficit)	(714,953)	(793,008)	78,055	10%	(735,433)	97%



Actual v Budget – Capital – July 2021 to May 2022

Actuals v Budget as at 31 May 2022

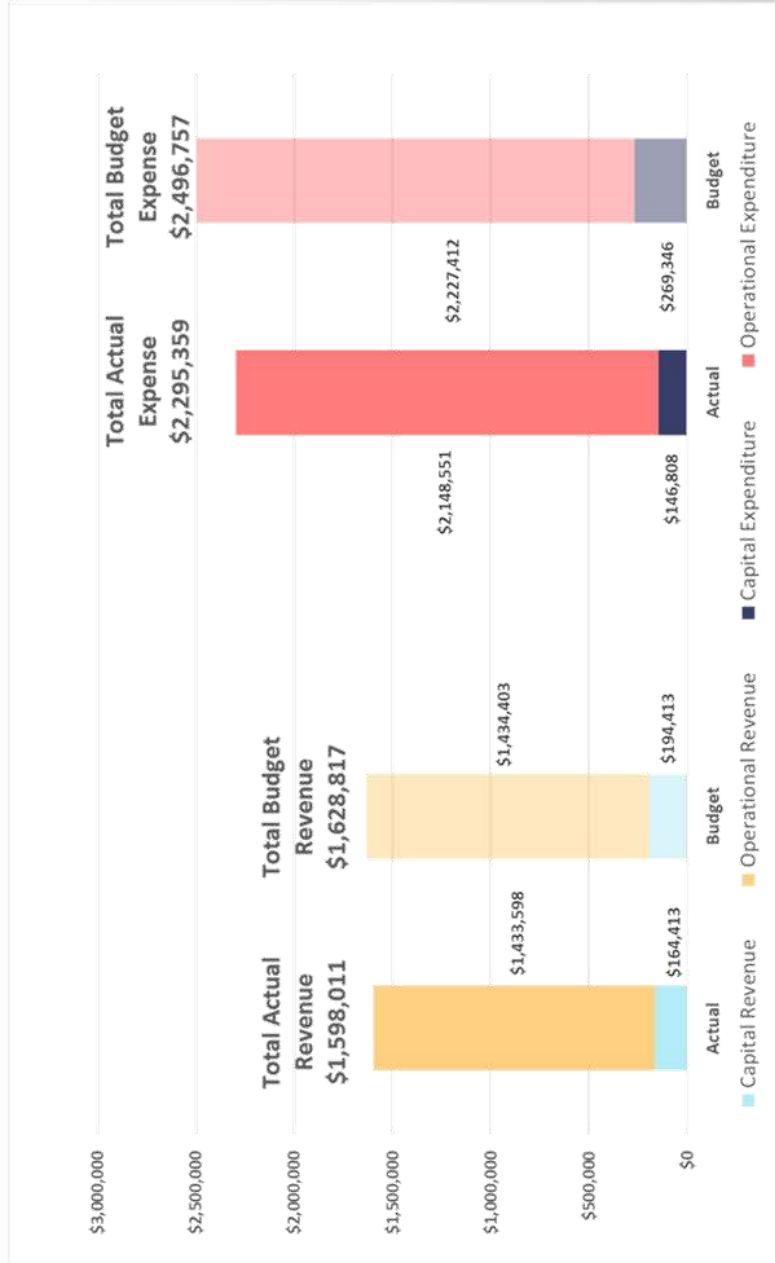
Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Capital Income				
68 - Income Capital Grants and Contributions	164,413	194,413	(30,000)	(15%)
Total Capital Income	164,413	194,413	(30,000)	(15%)
Capital Expense				
33 - Capital Expenditure	146,808	269,346	(122,538)	(45%)
Total Capital Expense	146,808	269,346	(122,538)	(45%)
Total Capital Surplus / (Deficit)	17,606	(74,932)	92,538	100%+
			(117,591)	0%

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



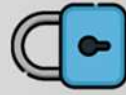


Actual v Budget – Minjilang – July 2021 to May 2022



Council Funded Projects – July 2021 to May 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 31.05.2022
5187.04 - Council Contribution - Basketball Court Upgrade	185,893	FY 20/21	-	(139,972)	(45,921)	-
5264.04 - Purchase Commercial Washer and Dryer	7,342	FY 20/21	-	(6,919)	(423)	-
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	283,235		-	(146,891)	(46,344)	90,000





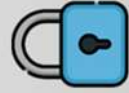
Grant Funding – Local Authority Projects - Unallocated Funding - July 2021 to May 2022

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 31.05.2022
Local Authority Projects (LAP) - funding available not yet allocated	52,785	FY 21/22	52,785	-	-	52,785



Grant Funding – Local Authority Projects – July 2021 to May 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 31.05.2022
Local Authority Projects (LAP) - Unallocated	52,785	FY 21/22	52,785			52,785
LAP - Speed Bump near Shop	12,537	FY 20/21	12,537	-	-	12,537
LAP - Solar Lights	70,226	FY 20/21	70,226	-	(40,930)	29,296
LAP - Animal Management Program	2,940	FY 20/21	2,940	-	-	2,940
TOTAL LOCAL AUTHORITY PROJECTS	138,488	-	138,488	-	(40,930)	97,558



Grant Funding – Community Projects – July 2021 to May 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 31.05.2022
Upgrade Minjilang Basketball Court	146,026	FY 19/20	146,026	(130,615)	(15,411)	-
Home Care Packages Program (HCP)	-	FY 21/22	-	-	(926)	-
Commonwealth Home Support Program	-	FY 21/22	-	-	(39,282)	-
NT Jobs Package - Aged Care	-	FY 21/22	-	-	(14,125)	-
Night Patrol	-	FY 21/22	-	-	(78,306)	-
Safety and Wellbeing - Sport and Recreation	-	FY 21/22	-	-	(146,009)	-
Remote Sport Program	-	FY 21/22	-	-	(393)	-
Deliver Indigenous Broadcasting Programs	-	FY 21/22	-	-	(41)	-
Manage Crèche	444,850	FY 21/22	179,218	-	(310,837)	-
Australia Day Grant	-	FY 21/22	-	-	(803)	-
Night Patrol Covid-19 Booster Program	-	FY 21/22	-	-	(154,011)	-
TEABBA Staff Funding - Indigenous	7,759	FY 21/22	-	-	(27,430)	-
TOTAL COMMUNITY PROJECTS	598,635		325,244	(130,615)	(787,574)	-





New Assets or Additions to Existing Assets – May 2022

- No new Assets were commissioned during May 2022.



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	12.2
Title:	Local Authority Funding
File Reference:	1027208
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 May 2022: \$97,558

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 May 2022
Speed bump near shop	\$12,537
Solar lights	\$29,296
Animal Management Program	\$2,940
TOTAL	\$44,773

Unallocated funds as at 31 May 2022: \$52,785

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

Note:

2021-22 funding has been received in full.

COMMENT

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

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As per Council's budget for Minjilang projects.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to goals in Pillars 1 and 6, as outlined in the *Regional Plan and Budget 2022-2023*.

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.2	Economic Partnerships Secure increased income opportunities (grants and commercial) that create employment and/or improve community life
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PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That the Minjilang Local Authority:

- **Notes the report; and**
- **Continues to discuss the use of the remaining, unallocated, Local Authority project funding of \$52,785.**

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	13.1
Title:	Animal Management Program
File Reference:	1014908
Author:	Clem Beard, Project Manager Technical Services

SUMMARY

The purpose of this report is to request the Local Authority to allocate ongoing, sustainable and future funding towards the community animal management program for Minjilang.

BACKGROUND

The administration released a tender last year which was awarded to Aboriginal Community Veterinary Services for a one year contract. The animal management program was introduced last year to provide a vet service to each of the communities and aims to aid communities develop and deliver a more effective animal management program and VET service. The service provides treatments and services to improve the health and welfare of animals. The treatments covered in the funding will undertake de sexing, tick treatment, euthanasia, flea treatment and minor surgery as required.

This also contributes to other determinates such as housing conditions, health, school attendance and community safety. The below therefore aims to aid communities develop and deliver an ongoing and sustainable effective animal management program and VET service.

COMMENT

The animal management tender is a fixed lump sum contract with the majority of funding sourced from the current 22/23 Council budget raised by rates revenue which will be allocated to the animal management in all West Arnhem communities.

The additional revenue shortfall is to be sourced from each of the Local Authorities. This does not include in kind contribution from the Council comprising accommodation and vehicle usage.

It is recommended that the number of visits be based on the population of each community divided by the total funding of proposed visits for the year (12), and based on the LA funding contribution and population, Minjilang would have ongoing commitment of 2 veterinarian visits for the year – subject to their ongoing funding contributions.

The administration is requesting a 7% funding increase per year for the next 3 years to keep in line with the upward change in the consumer price index for, anticipated higher fuel prices, shortage of supplies and increased labour costs.

Minjilang would have ongoing commitment of 2 veterinarian visits for the year – subject to their ongoing funding contributions.

Last financial year the Minjilang Local Authority contributed \$2,940.00 for a total of 2 visits. The below table is a breakdown based on the 7% increase for the next 3 years. Ongoing funding commitment for the Minjilang Local Authority.

YEAR	DESCRIPTION	AMOUNT
Current	Minjilang LA contribution	\$2,940.00
2022/2023	Minjilang LA contribution with 7% increase	\$3,145.80
2023/2024	Minjilang LA contribution with 7% increase	\$3,366.01
2024/2025	Minjilang LA contribution with 7% increase	\$3,601.63
		\$10,113.44

STATUTORY ENVIRONMENT

No by-laws currently exist relating to animal management in WARC'S remote communities

POLICY IMPLICATIONS

WARC currently supports a limited program of animal management in Gunbalanya and Maningrida

FINANCIAL IMPLICATIONS

It is anticipated that the recommendations will require additional funding if implemented. The possible financial impact will be included in future budget considerations.

STRATEGIC IMPLICATIONS

This report is aligned to goal 3.2 Safety and Wellbeing in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 3 SAFETY AND WELLBEING	
<p>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.</p> <p>Services provided to community are professional, impactful, engaging and appropriate to local needs.</p>	
Goal 3.2	<p>Health and Safety Staff and public safety is achieved via planning, education and training</p>

VOTING REQUIREMENTS

Simple majority.

<p>RECOMMENDATION: That the local Authority</p> <ul style="list-style-type: none"> • Notes the report • Approves a total of \$10,113.44 from future Minjilang Local Authority funding for the next 3 years towards the animal management program as per breakdown below: <ul style="list-style-type: none"> ○ \$3,145.80 from 2022-2023 Minjilang Local Authority funding. ○ \$3,366.01 from 2023-2024 Minjilang Local Authority funding. ○ \$3,601.63 from 2024-2025 Minjilang Local Authority funding.

ATTACHMENTS

There are no attachments for this report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	13.2
Title:	Minjilang Council Office Disabled Access Ramp and Toilet
File Reference:	1024742
Author:	Clem Beard, Project Manager Technical Services

SUMMARY

The purpose of this report is to provide to the Minjilang Local Authority a projected 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 at this time.

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 4 in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1

Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure

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 9 AUGUST 2022

Agenda Reference:	13.3
Title:	Minjilang Airport Shelter Upgrade
File Reference:	1024749
Author:	Clem Beard, Project Manager Technical Services

SUMMARY

The purpose of this report is to provide the Minjilang Local Authority a projected costing 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

This report is aligned to pillar 4 in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1

Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure

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.

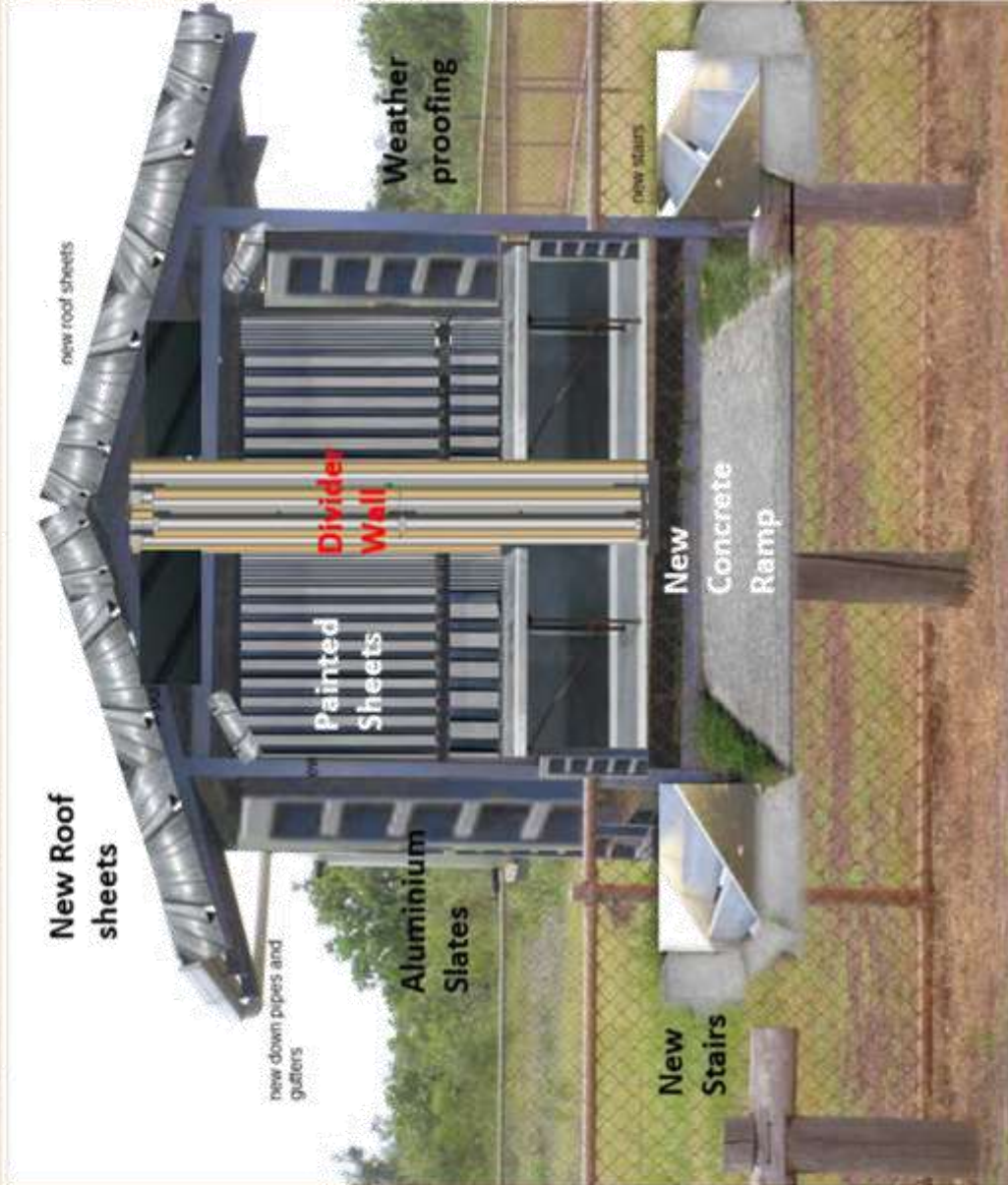
ATTACHMENTS

- 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 9 AUGUST 2022

Agenda Reference:	13.4
Title:	Local Authority Summary of Projects
File Reference:	1020589
Author:	Clem Beard, Project Manager Technical Services

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.	CSM to manage installation process with Steadman Constructions as locations have been selected.
Animal Management Program	For the delivery of a Community Veterinary Animal Management Program. The vet program has recommenced, duration for 4 days.	Minjilang vet service completed in May 2022.
Animal Management Program	For the delivery of a Community Veterinary Animal Management Program. The vet program has commenced and second visit will run from 5 th – 9 th September 2022 for 4 days.	Minjilang vet service from 5 th – 9 th September 2022 for 4 days.

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 pillar 4 in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1

Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure

VOTING REQUIREMENTS

Not applicable.

RECOMMENDATION:

That the Local Authority notes the report.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 9 AUGUST 2022

Agenda Reference:	13.5
Title:	Local Authority Members Questions
File Reference:	1027436
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 pillar 6 in the *Regional Plan and Budget 2022-2023* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes

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

9 AUGUST 2022