



WEST ARNHEM



REGIONAL COUNCIL



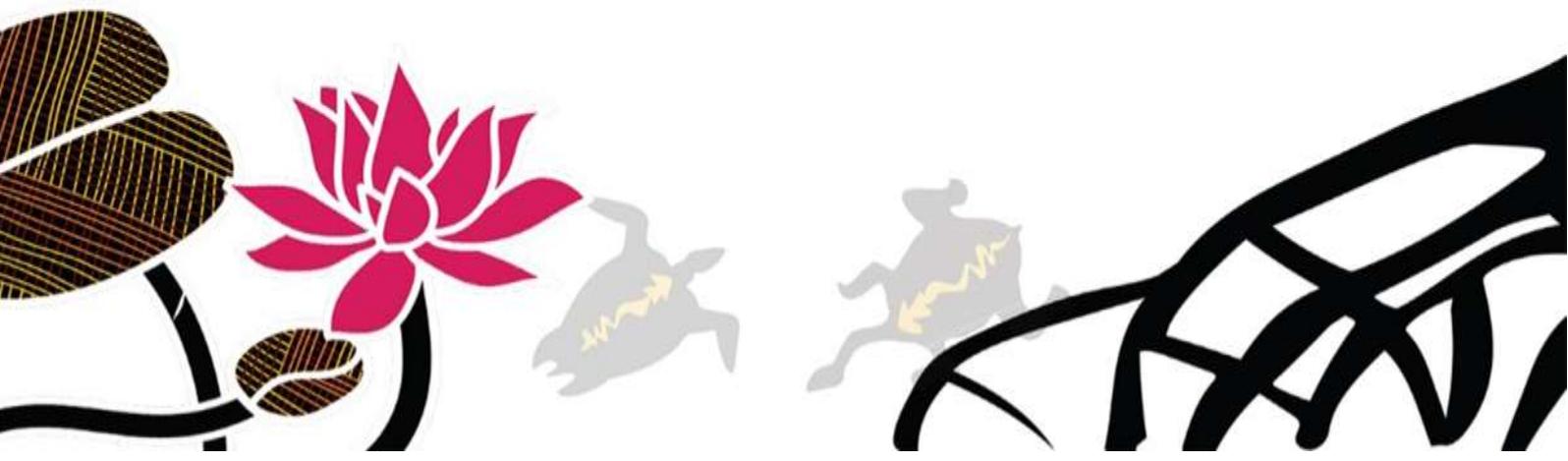
WARRUWI

WEST ARNHEM REGIONAL COUNCIL

LOCAL AUTHORITY MEETING

AGENDA

THURSDAY, 20 OCTOBER 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, Warruwi on Thursday, 20 October 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 ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	4.1
Title:	Apologies and Leave of Absence
File Reference:	1036401
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Warruwi Local Authority's record, any apologies and requests for leave of absence received from Authority members for the meeting held on 20 October 2022.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

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 Warruwi Local Authority notes members' apologies and/or requests for leave of absence for the meeting held on 20 October 2022.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	5.1
Title:	Absent Without Notice
File Reference:	1037391
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

This report is to table, for the Warruwi Local Authority's record, any appointed members that are absent without notice for the meeting held on 20 October 2022.

BACKGROUND

Not applicable.

COMMENT

Not applicable.

STATUTORY ENVIRONMENT

Clauses 7.1(f) and 9 *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.

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 Warruwi Local Authority notes members absences without notice for the meeting held on 20 October 2022.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	6.1
Title:	Acceptance of Agenda
File Reference:	1037408
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Warruwi Local Authority meeting of 20 October 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

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 6.2	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 agenda for the Warruwi Local Authority meeting of 20 October 2022 as circulated be accepted.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	7.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	1037407
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.

Council staff attending the meeting 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 them to do so.

STATUTORY ENVIRONMENT

Section 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 at this time.

RECOMMENDATION:

That the Warruwi Local Authority receives and records declarations of interest for the meeting held on 20 October 2022.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	8.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 21 July 2022
File Reference:	1037433
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 21 July 2022 Warruwi 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

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 6.2	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 minutes of the 21 July 2022 Warruwi Local Authority meeting are adopted as a true and correct record of the meeting.

ATTACHMENTS

- 1 2022.07.21 Warruwi Local Authority Meeting Minutes.pdf



Minutes of the West Arnhem Regional Council Local Authority Meeting
Thursday, 21 July 2022 at 10:00 am
Council Chambers, Warruwi

Acting Chairperson Councillor James Marrawal declared the meeting open at 10:16 am, welcomed all in attendance and did an Acknowledgement of Country.

MEMBERS PRESENT

Chairperson (Acting)	Councillor James Marrawal
Mayor	Matthew Ryan
Member	Richard Nawirr
Member	Alfred Gawaraidji
Member	Ida Walanga

STAFF PRESENT

Chief Executive Officer	Daniel Findley
Chief Corporate Officer	David Glover (video conference)
Chief Operating Officer	Rick Mulvey
Council Services Manager	Matthew Griffiths
Governance and Risk Advisor	Doreen Alusa (video conference)
Finance Manager	Andrew Shaw (video conference)
Project Manager Technical Services	Clem Beard (video conference)
Project Coordinator Infrastructure	Sam Fazzolari (video conference)

Minute note: Councillor James Marrawal was appointed as the acting Chairperson for this meeting.

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Local Authority considered apologies and leave of absence.

The Warruwi Local Authority noted members' apologies from Deputy Mayor Elizabeth Williams, and Appointed Members Jason Mayinaj, Nicholas Hunter and Phillip Wasaga for the meeting held on 21 July 2022.

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Local Authority considered absences without notice.

The Warruwi Local Authority noted that no members were absent without notice for the meeting held on 21 July 2022.

ACCEPTANCE OF AGENDA**6.1 ACCEPTANCE OF AGENDA**

The Local Authority considered acceptance of the agenda.

WAR140/2022 RESOLVED:

**On the motion of Councillor James Marrawal
Seconded Mr Alfred Gawaraidji**

The agenda for the Warruwi Local Authority meeting of 21 July 2022 as circulated was accepted.

CARRIED

DECLARATION OF INTEREST OF MEMBERS OR STAFF**7.1 DISCLOSURE OF INTEREST OF MEMBERS OR STAFF**

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

The Warruwi Local Authority did not receive any declarations of interest for the meeting held on 21 July 2022.

CONFIRMATION OF PREVIOUS MINUTES**8.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 19 MAY 2022**

The Local Authority considered the confirmation of previous Local Authority minutes for the meeting held on 19 May 2022.

WAR141/2022 RESOLVED:

**On the motion of Mr Richard Nawirr
Seconded Mr Alfred Gawaraidji**

The minutes of the 19 May 2022 Warruwi Local Authority meeting were adopted as a true and correct record of the meeting.

CARRIED

COUNCIL'S RESPONSES - LOCAL AUTHORITY ISSUES**10.1 COUNCIL'S RESPONSE TO LOCAL AUTHORITY ISSUES RAISED**

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

That the Warruwi Local Authority noted the report.

LOCAL AUTHORITY ACTION ITEMS**11.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS**

The Local Authority reviewed the action items list.

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

CSM REPORT ON REGIONAL COUNCIL SERVICES**12.1 CSM REPORT ON CURRENT REGIONAL COUNCIL SERVICES**

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

The Warruwi Local Authority noted the report.

FINANCE REPORT**15.1 FINANCIAL REPORT TO MAY 2022**

The Local Authority considered the Financial Report to May 2022.

The Warruwi Local Authority noted and received the financial report for the eleven months, year to date period, 01 July 2021 to 31 May 2022.

15.2 LOCAL AUTHORITY FUNDING

The Local Authority considered a report on Local Authority funding.

The Local Authority noted the report.

GENERAL ITEMS**17.1 ANIMAL MANAGEMENT PROGRAM**

The Local Authority considered a report on the Animal Management Program in Warruwi.

WAR142/2022 RESOLVED:

**On the motion of Councillor James Marrawal
Seconded Mayor Matthew Ryan**

The Local Authority:

- Noted the report; and
- Approved a total of approximately \$15,170.15 from future Warruwi Local Authority funding for the next 3 years towards the animal management program as per the breakdown below:
 - \$4,718.70 from 2022-2023 Warruwi Local Authority funding.
 - \$5, 049.01 from 2023-2024 Warruwi Local Authority funding.
 - \$5, 402.15 from 2024-2025 Warruwi Local Authority funding.

CARRIED

17.2 WARRUWI LOCAL AUTHORITY PROJECTS UPDATE

The Local Authority considered a report on Warruwi Local Authority projects update.

The Local Authority noted the report.

17.3 LOCAL AUTHORITY MEMBERS QUESTIONS

The Local Authority considered Local Authority Members questions.

The Chairperson received the following question from Local Authority Members for the meeting held on 21 July 2022:

- Members of the Local Authority enquired if Council can provide a trailer to assist community members during sorry business, and it was noted that the administration will investigate options for this request and provide feedback at the next meeting.

NEXT MEETING

The next meeting is scheduled to take place on Thursday, 20 October 2022 at 10:00 am.

MEETING DECLARED CLOSED

Acting Chairperson Councillor James Marrawal declared the meeting closed at 11:30 am.

This page and the preceding three (3) pages are the minutes of the Warruwi Local Authority meeting held on Thursday, 21 July 2022.

Chairperson

Date Confirmed

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	9.1
Title:	Council's Response to Local Authority Issues Raised
File Reference:	1038141
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

BACKGROUND

The CEO presented the minutes and motions from the Warruwi Local Authority meeting held on 21 July 2022 to the Council meeting held on 10 August 2022.

COMMENT

At the Ordinary Council meeting held on 10 August 2022, Council noted the report titled Warruwi Local Authority meeting held on 21 July 2022.

The Council passed the following resolution:

12.3 REPORT FOR THE WARRUWI LOCAL AUTHORITY MEETING HELD ON 21 JULY 2022

The Council considered a report on the Warruwi Local Authority meeting held on 21 July 2022.

OCM74/2022 RESOLVED:
On the motion of Mayor Matthew Ryan
Seconded Councillor James Marrawal

Council:

- **Noted the unconfirmed minutes of the Warruwi Local Authority meeting held on 21 July 2022; and**
- **Approved a total of approximately \$15,170.15 from future Warruwi Local Authority funding for the next 3 years towards the animal management program as per the breakdown below:**
 - **\$4,718.70 from 2022-2023 Warruwi Local Authority funding.**
 - **\$5, 049.01 from 2023-2024 Warruwi Local Authority funding.**
 - **\$5, 402.15 from 2024-2025 Warruwi Local Authority funding.**

CARRIED

STATUTORY ENVIRONMENT

Sections 101(4), 101(5) and 101(6) of the *Local Government Act 2019* are relevant to this report.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As per Council's budget allocations.

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 Warruwi Local Authority notes the report.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	10.1
Title:	Review of Local Authority Action Items
File Reference:	1040521
Author:	Doreen Alusa, Governance and Risk Advisor

SUMMARY

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

BACKGROUND

The Warruwi Local Authority members are encouraged to discuss the action items list. 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 Warruwi Local Authority reviews the action items list and approves to remove any completed actions.

ATTACHMENTS

- 1 Warruwi LA Action Items - In Progress.docx

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
10 August 2022	<p>Warruwi Animal Management Program OCM74/2022</p> <p>The Council approved a total of approximately \$15,170.15 from future Warruwi Local Authority funding for the next 3 years towards the animal management program as per the breakdown below:</p> <ul style="list-style-type: none"> ○ \$4,718.70 from 2022-2023 Warruwi Local Authority funding. ○ \$5, 049.01 from 2023-2024 Warruwi Local Authority funding. ○ \$5, 402.15 from 2024-2025 Warruwi Local Authority funding. 	<p>Update 12 October 2022 Vet services for next year have been put out for tender for the next 12 months.</p>	Technical Services	In progress
13 April 2022	<p>Shade Sail at the Warruwi Playground OCM28/2022</p> <p>Council directed the administration to try and seek funding for the installation of a shade sail at the Warruwi playground at an estimated cost of \$ 30, 000.</p>	<p>Update 09 May 2022</p> <ul style="list-style-type: none"> • The grants team is in the process of investigating funding options for this project with Grants writer, Susan Wright, and will provide an updated report on this progress during the next meeting. <p>Update 13 July 2022</p> <ul style="list-style-type: none"> • The Grants team is still in the process of investigating specific funding options for this project with Grants Writer, Susan Wright. <p>Update: 30/09/2022 – Sarah Will</p> <ul style="list-style-type: none"> • The grants team applied for a Community Benefit Fund Grant on 19 August 2022 and were advised by the Department to withdraw the Application from the current round and reapply in January 2023. 	Grants	In progress

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
22 September 2021	<p>Solar Lights - Warruwi OCM87/2021</p> <p>On the motion of Councillor James Marrawal Seconded Deputy Mayor Elizabeth Williams Council: Approved the installation of solar lights in various locations in Warruwi at an estimated cost of \$55,000</p>	<p>Update 08 October 2021</p> <ul style="list-style-type: none"> The Council has raised a purchase order for the supply of 12 x solar lights and 2 x poles. Production of the solar lights has commenced and expected completion and delivery by mid-December 2021. <p>Update 04 February 2022</p> <ul style="list-style-type: none"> The solar lights have been delivered to Warruwi. The CSM has advised that the installation of the lights to be completed by the end of April 2022. <p>Update 09 May 2022</p> <ul style="list-style-type: none"> The CSM to arrange plant and material to install the solar lights. CSM to provide further update for procurement. <p>Update 13 July 2022</p> <ul style="list-style-type: none"> The CSM is making arrangements for local contractor Stedman's Constructions to install lights in nominated locations. 	CSM/ Technical Services	In progress
22 September 2021	<p>Warruwi Crèche – Shade and Seating OCM87/2021</p> <p>On the motion of Councillor James Marrawal Seconded Deputy Mayor Elizabeth Williams Directed the administration to prepare a scope and budget for a new shade and additional seating near the Warruwi crèche OCM28/2022</p>	<p>Update 08 October 2021</p> <ul style="list-style-type: none"> A cost estimate for the proposed project has been prepared and provided in the 'Future Projects' report which will be presented at the next LA meeting <p>Update 22 March 2022</p> <ul style="list-style-type: none"> A cost estimate for the proposed project has been prepared and provided in the 'Future Projects' report which will be presented at the LA meeting on 31 March 2022. 	Technical Services/ Grants	In progress
13 April 2022	<p>Council directed the administration to try and seek funding for the upgrade of the shade structure near the crèche</p>	<p>Update 09 May 2022</p>		

Meeting Date	Resolution/ Item Number	Comment	Action Officer	Status
	and health centre at an estimated cost of \$ 70, 400.	<ul style="list-style-type: none"> • The grants team is currently investigating funding options for this project and will provide an updated report on this progress during the next meeting. <p>Update 13 July 2022</p> <ul style="list-style-type: none"> • The Grants team is still in the process of investigating specific funding options for this project with grants writer, Susan Wright. <p>Update: 30/09/2022 – Sarah Will</p> <ul style="list-style-type: none"> • The grants team applied for a Community Benefit Fund Grant on 19 August 2022 and were advised by the Department to withdraw the Application from the current round and reapply in January 2023. 		

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	11.1
Title:	CSM Report on Current Regional Council Services
File Reference:	1040481
Author:	Jesse Evans, Regional Operations Manager

SUMMARY

This report will present the Warruwi Local Authority with an update on matters relating to current regional council services provided in the community, as prepared by Council Services Manager (CSM) Matthew Griffiths and presented by Acting Council Services Manager (CSM) Stephen Dawkins.

BACKGROUND

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

COMMENT

The attached report has been prepared by CSM Matthew Griffiths.

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 Warruwi Local Authority notes the report.

ATTACHMENTS

- 1 LA Operations Report - Warruwi.pdf

Local Authority report

Warruwi

11/10/2022



Service Delivery

1. Attendance rates

1.1. Staff Attendance

The Warruwi Council department has averaged 63% attendance for the past three months. However, all services have been able to complete the required works in the community. Sorry Business and Flu have impacted on leave taken. Office closed for short periods due to sorry business.

Total number of vacancies	5
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2. Administration Services

2.1. Administration

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

- Sorry business resulted in two half day closures on 30/08 & 09/09 due to the arrival and later burial of a community member. Successful events with no issues and WARC CSM vehicle leading all processions as a mark of respect.
- A total of 4 Funerals occurred during the dry 2022 in Warruwi.
- No other reported health risks currently other than little if any COVID outbreaks.
- Protocols put in place with masks and COVID-19 safety briefings to see the way forward for COVID-19 restrictions that best suit the community.
- Some computer systems were updated from "Councilbiz" with no disruption.
- The Credit Union continues to work alongside the office within the Council building.
- WARC IT attended and scoped project for Wi-Fi for work sheds and hall. Ongoing project.
- WARC family dinner held on 29th Aug to liaise with families to show supports and services WARC have for staff and families. Also values and expectations of staff.
- WARC premises "Test and Tag" for equipment on 16th Aug.
- NT Gov Roads with Births, deaths, marriages attended Yagbani offices on 24/08 with over 100 community and staff members obtaining, updating, or applying for various ids and license.
- Senior Office Admin attended at Minjilang office from 24 -26th Aug to assist with admin duties.
- CSM attended Senior Management Conference at Jabiru – 1st & 2nd Sept.
- Vets attended with planned visit to Island 8-12 Sept. Well received.
- USA Army and NORFORCE attended Island for training 29/08 – 05/09. Open day on the Sunday with army playing basketball amongst other activities with community.

- CSM, Admin Manager and WSC assisting documentary team on Sunday 28/08 for history of GBI and surrounding Islands. Long day with TOs and other community leaders taken across the island.
- New management from the Jabiru Office of Community and Well-Being services attended the Island on 05/102022 to assist the CSM and staff re changes in policies, new funding and fees.

2.2. Post Office

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

- There has been a large volume of parcels recently, with residents seemingly making the most of online shopping.
- Post office mail has now returned to week daily deliveries.
- Average of 3.5 kg outgoing going has occurred and number of deliveries inbound has picked up with heavier loads, now flights are back to normal post COVID.
- Social media used to educate community over delays and mixed messages re notifications from Post that an item has "arrived" meaning it is in Darwin, not Warruwi.

Total postage received (3 months)	728 kgs
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2.3. Centrelink

The Warruwi 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.
- Both the new CSM and Senior Office Manager are Centrelink trained to assist where needed.
- Centrelink services Darwin had a planned Island visit week of 12th Sept, but cancelled again.
- Social media utilised to inform locals of same. Email to Services Australia re continued cancellations to Island.
- Return date TBA by Centrelink; still no new date given.
- Monthly report submitted on time, completed by admin staff.
- New Centrelink signage ordered.

2.4. Cleaning

Staff average 100% attendance for the reporting period and scheduled cleaning of council assets have been completed as follows:

- Council office – twice a week – total of 8 occasions.
- Playground amenities – once a week – total of 4 occasions
- Public toilets - twice a week – total of 8 occasions.
- Common areas cleaned once a week – total of 4 occasions.
- Visitor Accommodation rooms cleaned as required – total 40 room cleans
- Airport area, cleaned once a week. Total 4.
- Hall now to be included on cleaning schedule

2.5. Visitor Accommodation

Total number of current visitor accommodation available is 2. Lot 93 is emergency accommodation for WARC contractors only until some renovations occur. Bookings can be made direct with office only.

- Accommodation is already busy with Community care, Mechanics, NT Government and vet teams all having Lot 21 booked. Some minor works will be required.
- Working out booking issues with the NT & Federal Government travel agent as some faults and notifications occurring with bookings. This is a primary reason for issues around Services Australia and issues around accommodation. Many emails sent to travel company for Services Australia; AOT/Hello World travel in Melbourne and new solution found.
- Lot 93 has now been returned to management of WARC. It has been booked solidly by
- Accommodation is currently booked nearly every day until mid-November.
- Other contractors and jobs that have been on hold during the last outbreak can now be looked at for accommodation. (eg: Roads, power, general works, Vets)
- Discussion with Yagbani to arrange accommodation into the future, however they will be busy as housing contractors on site using some Yagbani accommodation for next 14 months.
- Unit 21 in good shape and nil faults.
- No other issues reported.



3. Wellbeing Services

3.1. Sport & Recreation

As restrictions eased the after school program has seen numbers increase. Some new equipment in relation to sports and activities along with other items are in the hall area.

- A recent community instruction of “no school/no after school “continues, & has meant an increase of not only the program, but of school attendance.
- YS&R assisting in school sports carnival.
- Wellbeing Services coordinator now in place
- School term 3 (this term) to establish music and instrument plan/program in conjunction with the previous Day Program, School and CDP. Significant funds have been put into music not only for youth but whole of community. CDP/Yagbani to supply music room from Women’s Centre to assist.
- On hold over school holidays and Sorry Business, but will be revisited term 4.
- NAIDOC day 26/08/22. Whole community participation with WARC staff and especially Night and Day patrol teams for traditional and Lore assistance.
- Local basketball carnival occurring. Great turnout and competitive games
- This developed into teams for festival in Jabiru. Many local volunteers assisting our WARC staff.
- Staff able to arrange activities during sorry business to entertain large amount of visiting children.
- Extremely competitive ‘scratch’ game between visiting USA Marines and our Basketball team on Sunday 04/09.
- Other events have been basketball on School outdoor court, and movie nights.
- Jabiru – Men’s Team won the basketball competition.

Day Program

- Day program de-funded as of 01/07/2022. Staff redeployed and any cultural/lore development now assisted by school staff and night patrol staff (volunteering) and locals on an ad-hoc basis.
- Term 4 will see continued development towards a music and culture programme for the young people.
- School developing a senior school assistance policy.
- Funding opportunities to be discussed and explored to continue this programme in some form, give its successes over the past two years.
- Further benefits continue to be seen with strong cultural involvement by young people at funerals, sorry camp events and Church events with song and traditional dance.

Attendance totals	693
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3.2. Early Learning

The childcare centre operated Monday to Friday, 7:30am to 5:00pm

- Variety of activities provided including gardening and cooking.
- Undertaking a sustainability project with kids and gardening.
- Staff continuing to do training via CDU.
- COVID protocols and mandatory check ins are in place and being monitored.
- TV/Monitor to be either replaced or refitted to wall to create a safer room with more space (Current model not fit for purpose and takes up great amount of usable floor space). Pending job as awaiting WARC staff to assist.

- X2 attempted burglaries to Crèche in Aug/Sept. Attempted rear door entry. Minor damage to door and no entry gained as new safety locks and cameras in place.
- Door repair made by contractors.
- Exit signs fitted and now comply for WHS.
- Minor water leak identified and rectified by ESO team.
- Identified young people entering the Crèche from previous event in July, community elders/TO's addressing same.
- Large numbers attending during Sorry Business. Facebook reminders to families of the age cut offs and the actual rules around Crèche usage.
- 3 meals, 5 days a week: Total 500 Meals for children.

Attendance totals	311
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3.3. Aged Care

There are currently 2 x HCP clients and 1 x CHSP client, and services provided are as follows:

- Personal care and household tasks;
- Meals provided 5 days a week, with a weekend package as required;
- Shopping and social activities (1 client x 8 times per month);
- Plan management; and
- Transport, with 28 trips made over past months.

Total meals provided	956
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3.4. Disability care

There are currently 3 NDIS clients and services provided are as follows:

- Accommodation,
- Personal care and household tasks;
- Meals 5 days per week, with a weekend package as required;
- Shopping and social activities;
- Plan management;
- Transport as required;
- Assisting with Remote Connector for NIDS.
- One NDIS client awaiting plan return from NDIS before commencement with us.

Total number of NDIS participants	4
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3.5. Night Patrol

Night patrol services were provided on the available nights between 7:00 pm and 3:00 am, during the reporting period. (Varied start times dependent on community needs)

- Patrols have continued with four staff which allows a minimum service delivery model of 2 staff members per shift.
- Emergency relief work re COVID-19 has ceased. Crews however to continue vigilance and continue health promotions with contacts.
- New reporting structure has daily tasking for crews.
- Night Patrol staff attending sorry Business ceremonies and assisting community there with a positive impact on behaviours and perception.
- Crews active in community locating a number of open gates/doors on civic/commercial buildings reducing risk to infrastructure. This has identified areas of concern that can be passed onto TO's and other community members.
- With the WSC, rosters and shifts reviewed and audited.
- Roster now being reviewed and voted on by team for implementation.

- Radios and torches now available for staff.

3.6. Broadcasting

In conjunction with TEABBA, broadcasting services were available in the WARC Office Studio. Broadcast work continuing as per contract.

- The major fault and pending upgrade completed last week of August. Broadcasting now re-occurring from Warruwi this September.
- Broadcast staff member continuing TEABBA work and in some cases, redeployed to other duties within the Community structure.
- Broadcast/Radio room revamped with available funds and relocation of non - broadcast equipment.
- Plan in Term 4 for Day program to incorporate radio and DJ/Broadcasting work as part of the structure for youth in the music program.
- TEABBA technician attended and repaired equipment.

Total number of On-Air hours	40 hrs
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4. Community Works

4.1. Parks and Open Space

The community is generally clean and tidy.

- The community is generally clean and tidy.
- Rubbish runs continue to operate 3 times per week
- Community continues to look well maintained and rubbish collected on foot as needed
- Hard rubbish regularly collected
- Major hard rubbish on 11th October 2022 during "Cyclone" prep month.
- Community looking clean. Works members continually on the lookout for rubbish
- New 'Ride on Mower' will complement the older model, and will make the ongoing maintenance and contract work easier.
- LA meeting supports the upgrade of "town Square" for shade cloth and other amenities. Matter being investigated as previously quoted.

4.2. Roads

Road repairs continue across the community.

- Road maintenance continues as weather allows.
- Grading around Airport, Barge Rd, Cemetery Road and Fletcher Point. Roads in good condition. (south end of island)
- This allowed wider firebreaks at side of roads, with removal of old trees that could cause risk.
- Given late notice on heavy vehicle arrivals by barge, works crew able to widen an existing track and now a 'Heavy Vehicle OD route' is established around township to avoid truck through main part of township.
- This road was seen as most valuable during recent rain water event where trucks would normally have cut up Barge Road and potential to damage bitumen if not for the alternative route for same.
- Waiting on sealing or further improvements to be completed to airport road and Beach Rd outside Police Station/WARC Office. Expected revisit for forward planning in mid-October and dates expected in late October, 2022.
- Some minor potholes repaired by crews.
- Traffic signage to be installed during Oct/Nov 2022., including roadside safety markers (white plastic poles). Midway through installation.
- Trees identified as dangerous or "Killer" trees marked with "K" and community awareness via Facebook to avoid same until removal as grading continues.
- Further signage to be ordered to allow English /Mawng for information and safety. Funding with NIAA being discussed.

4.3. Waste

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

- Landfill site has signs with further to be assessed and set up.
- Hard rubbish picked up as required
- Designated dumping areas is working well
- New rubbish pit excavated and in use for contractors on the community housing rebuild.
- Working with contractors to obey signage at landfill.
- WTD constructions main users now of 2nd pit. Monitoring with their management on Island to ensure compliance and recording of waste loads for account billing.

- Oil still to be disposed of.
- EPA visit to tip and works shed 31/08. Nil major issues with advice given.
- 240L Wheelie Bins for town arrived as a number are damaged/missing. Awaiting for end of 4th Sorry Business to distribute and set up charges for replacements. Assisted by NT Housing re wants versus needs for house bin replacement.
- Discussion around removal of old oil and batteries from Island. Advice from EPA noted.

Total amount of waste removed from landfill	0 kg
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4.4. Plant and equipment

- Hydraulic hoses ordered for other parts of hydraulic items
- Hydraulic lift and equipment repaired and now operational.
- Hoist recertified in October 222.
- Air conditioner repairs required for majority of vehicles.
- Large water tanker refurbished and now back on Island. Will be operational in September with last parts arriving 1st week of September.
- All heavy equipment operational, other than major fault with tipper.
- Tripper parts ordered and awaiting delivery.
- Yagbani/CDP assisting in areas where tipper required for essential town duties (rubbish, sorry business etc)
- New grader blade expected early October 2022. Preventative maintenance.
- X3 vehicles passed Police/Registration check. NI issues.

5. Essential Services

5.1. Power

- Hand over from outgoing ESO to temp ESO from Gunbalanya. In turn, training for new ESO who started 08/08. Handover now completed.
- 2 x genset services conducted and tune up
- Now have ESO and A/ESO with staff member upgraded into the A/ESO role.
- X4 A/H call out.
- No other power issues relating to generator
- 3 large fuel deliveries during reporting period (40K deliveries)
- No power outages
- Staff from Power attended during reporting month. No issues.
- WARC quoting and now to complete under power line clean-up for Island. Will include ESO and Works crews. Starting approx. 06/10/2022.

5.2. Water

- Water samples conducted as per scheduled review. All returned positive user readings.
- A number of P&W staff visited during the last month undertaking bore checks and dips
- ASR bore back in use due to low rainfall over wet season.
- Water pressure is fair to good across community. Improved on reactivation of ASR bore. Consumption of water rising slightly.
- Several complaints re water shortages in town when heavy rain event occurred. Most likely cause is 80+ extra people in town for Sorry, Building and contractor & School holidays water use. Being investigated and monitored.
- Fault/leak located in bottom camp and rectified y ESO and Works crew.

- Providing monthly water usage sign photo to P&W
- A number of visits by contractors and ESO to fix leaks around the community,
- Lot 9 water supply. Plumbing and new pipes by WARC plumbing and works crew.
- Minor repairs by ESO to water leaks over past week in and around road outside school.
- Power/Water sent out evaluators to conduct info and surveys with community. Well received.
- Separate toilet works occurred with external contactors at Police Station.
- NLC and Power/Water to work in conjunction to explore deeper or new bores with start of new housing works, end of August. (Still to attend).

5.3. Sewage

- Macerator pump out of action. Being refitted on electrician's attendance (Power/Water staff) Nil ETA given.
- Transfer pump has been replaced
- No issues of note
- Inspection by NT Health. Comment made re security of fence and gate. ESO to address. Otherwise happy with Island.
- Sewer at office serviced by WARC plumber but has odour again. To be addressed.

5.4. Airfield

- 28 Daily inspections were undertaken by the ARO. No significant issues were noted.
- Senior Admin Officer has taken over ARO duties from Mid July 2022.
- End of month, the large weeds cut, any poisoning & grading of fence line. Photos sent to contract manager.
- Slashed the runway shoulders and fence perimeter on several occasions.
- Backfilled exposed bottom of fencing to prevent animals entering aerodrome.
- Data and contract information now captured on 'works toolbox talk' just for Airstrip days.
- There was no interruption to aircraft movements.
- NOTAMS issued re increased birdlife near runway.
- NOTAMS issues re USA Marines visit. No interruptions to normal traffic.
- Upward of 6+ flights a day
- Completed re-paint tarmac and runway on 29/08.
- Crews worked on Sat 3rd Sept after request from care flight as to rocks/dirt on runway.
- X7 care flights (x1 further flight cancelled en-route) during reporting period after hours.
- US marines used various part of strip to land large planes during army operation week of 29th October. Nil disruptions to flights and all worked seamlessly.
- X2 what are believed to be deliberately lit fires in vicinity of Airfield in mid-September. Able to be managed by WARC staff with advice from Rangers. One fire meant a delay to work at Aerodrome given smoke risk to crews on the airfield.
- Rubber matting supplied and to be fitted under lights and windsock in 2nd week of September)
- SWO attended ARO training in September 2022.
- Airport border road now part of the truck OD route from the barge. Nil issues and area widened by crews to suit.

6. Trade Services

6.1. Scheduled Servicing

- Mechanic – Scheduled servicing on most vehicles required.
- Air-conditioner repairs needed for most fleet vehicles.
- Works still required to Community Services vehicle (Isuzu Ute) with hard to diagnose major electrical issue. Night patrol vehicle shared with same for day shift Community Care needs. Nil issues with this arrangement however being reviewed by CSM and WSC. The ute is now back in service but still needs major works as still giving trouble.
- ESO Isuzu ute deemed not repairable to a rear diff break/fault. Hilux given to Warruwi from Minjilang community. Arrived and in use, 3rd week September.
- Major drive and steering issues with SWO Isuzu ute. Parts on order
- Major clutch and other mechanical issues with Isuzu tipper. Parts also on order.
- Faulted vehicles being 'contractors ute' now RWC and back in service.
- New YS&R vehicle allocated to staff.
- All Isuzu utes have some issue. 4/5 now are faulted and unusable.
- All vehicles safety kits checked and parts (e.g. jacks, First aid) now ordered, arrived and fitted back to all cars.
- Extensive audit by CSM and Senior Works officer to ensure all vehicles are compliant for use.
- Vehicle fault board in CSM office
- Plumber – works being conducted on Lot 9 for reconnection of improved water system with small filler tank and/or larger input pipes.
- Similar upgrade occurring with works yard. Awaiting return of plumber to complete works and small concrete slab for tank.
- Sewer at Lot 93 repaired by ESO.
- Internal quote to be requested re tank system at Airstrip due to poor water pressure.

6.2. Unplanned Maintenance

- Electrician and Mechanic, – Repaired work sheds & hoist in August in conjunction with Power/Water 3 phase connection repair.
- Repair of gearstick/control arm on tractor being completed.
- Electrician – Works at CSM & staff houses along with several work tasks at Sheds, Crèche & Hall part or fully completed.
- Further works at hall (GPO, lights and water leaks in storms) and Crèche (new power fault) to be addressed.
- GPO power board in WARC office in rented room held by TCU bank. Locked after hours and fire/emergency hazard risk. Awaiting Electricians quote to move board to external to make safe. (most parts now at Warruwi for same)
- Pest spray on WARC premises re black and Singapore ants, along with many termites. Major damage located for WARC office from termites and/or ants and photos to management for comment.
- Carpenter – Assistance with community project (Shelter), CSM house, Hall and Office.

7. Community

7.1. Local Authority projects

- LA funded playground completed and being used by children in community. Locked at night to reduce damage and risk. Note: NT Ombudsman had file on same re lack of community toilets and facilities. Email send with photos and matter now marked as resolved and completed.
- Vet visit funded by WARC attended again in September. As previously, a great uptake by community and very positive feedback from vets re community and condition of pets.
- Sorry Business Transport: Specific trailer to be used as a "Sorry Transport/Hearse" under investigation. Appears will need LA support and funding.
- Town Centre project re-started and being reviewed. Expected to be funded in Jan/Feb 2023.
- ANZAC memorial plaque to be discussed at meeting for 2023 Dawn service event.
- Solar Lights: Quote in and acceptable from Stedman's re solar light installation. Possibility of further light poles to be ordered to complete same. Expected completion in November 2022.

7.2. Other projects

- Looking at signage for community. Most signs on site. Mawng/English signs being costed. (assistance via NIAA)
- Road grading (Airport and Beach Rd) being undertaken on return of contractors.
- Some minor damage after rain storm event to road near sheds. Works crew initially attending to see if can be repaired.
- ANZAC memorial plaque to be put to next LA meeting. (2023 event)
- Jamuluk Festival 2023. Consideration for funding and subcommittee to hold and look for funding for a Jamuluk Festival here in July 2023. File given to WARC to evaluate.
- Funding being investigated for options around new outdoor multipurpose stage near hall to replace old stage/platform. Consideration of portable staging, or concrete pad as new stage cost prohibitive.
- Major construction works for 5 community Houses starting week of 15th August (WTC Constructions) Upwards of a 14-month project. Demolition and build well underway and great working relationship with staff and management from WTD constructions.

Total number of meetings and events attended by the CSM	79
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7.3. Community key focus areas

- CSM held Waruwi Heads of Govt/Dept Meeting on 21st Sept 2022. Included NIAA on site and other NT government via video link. .
- Funeral #3, deceased arrived 30/08/22. Burial on 09/09/22
- Funeral #4, deceased arrived 26/09/22. Burial on 02/10/22.
- WARC staff assisting with ceremony, escorting body from airstrip (leading the ceremony into town) and other assistance as required. All managed within the daily duties and no loss to required daily tasks.
- Access requested to NT Pol for arrangement to use fire and rescue trailer in Police compound. Fire trailer now in Works compound and has had multiple usage re small scrub fires near aerodrome and infrastructure.

- Youths causing trouble raised and causing concerns around perceptions of safety. Increased reporting to Police, TO's and CSM to target patrols and enable prevention strategies requested from community.
- Issues over late night "online" gaming has led to bullying and unrest between some youth. Town meeting called and reduced the tension.
- Police youth officers from Darwin attended Island on 09/08/22. Liaison between WSC and CSM to assist with activities and issues within community.
- Increase of "Cheeky" crocodiles near township and domestic animals.
- Red Lily replaced NT health at clinic from September. Great liaison with area manager and incoming staff.
- AED (defib) fitted to external wall of Rec Hall by Red Lily Health.
- NAIDOC day, Friday 26th August.



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	12.1
Title:	Financial Report to August 2022
File Reference:	1039712
Author:	Andrew Shaw, Finance Manager; Corey White, Accountant

SUMMARY

This Financial Report for the year to date period 1 July 2022 to 31 August 2022, the first two months of the 2022-23 financial year, is prepared for the Warruwi 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 August 2022. The report covers all of the activities within the Warruwi Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Service activities. Additionally, there are some projects that are funded from Council's own money.

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



Actuals v Budget for Warruwi

as at 31 Aug 2022

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
61 - Income Rates and Charges	29,622	29,629	(7)	(0%)	177,774	17%
62 - Income Council Fees and Charges	917	1,000	(83)	(8%)	6,000	15%
63 - Income Operating Grants	168,077	93,536	74,541	80%	561,216	30%
65 - Income Allocation	2,110	2,167	(57)	(3%)	13,000	16%
66 - Other Income	289	833	(544)	(65%)	5,000	6%
67 - Income Agency and Commercial Services	136,248	136,140	108	0%	816,837	17%
Total Operational Revenue	337,263	263,305	73,959	28%	1,579,828	21%
Operational Expenditure						
71 - Employee Expenses	331,269	312,889	18,380	6%	1,858,655	18%
72 - Contract and Material Expenses	29,409	71,776	(42,367)	(59%)	430,654	7%
73 - Finance Expenses	88	13	74	(100%)+	80	100%+
74 - Travel, Freight and Accom Expenses	21,593	15,800	5,793	37%	94,800	23%
76 - Fuel, Utilities & Communication	30,657	38,875	(8,218)	(21%)	233,249	13%
79 - Other Expenses	53,474	60,559	(7,085)	(12%)	358,756	15%
Total Operational Expenditure	466,490	499,912	(33,422)	(7%)	2,976,193	16%
Total Operational Surplus / (Deficit)	(129,226)	(236,607)	107,381	45%	(1,396,366)	9%
Capital Income						
68 - Income Capital Grants and Contributions	413,450	-	413,450	100%	-	100%
Total Capital Income	413,450	-	413,450	100%	-	100%
Capital Expense						
Total Capital Expense	-	-	-	-	-	0%
Total Capital Surplus / (Deficit)	413,450	-	413,450	100%	-	100%
Net Surplus / (Deficit)	284,224	(236,607)	520,831	100%+	(1,396,366)	0%

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 Warruwi Local Authority notes and receives the Financial Report for the year to date period, July 2022 to August 2022.

ATTACHMENTS

- 1 Graphical Finance Presentation Warruwi- August 2022.pdf



**Warruwi Local Authority Committee
Financial Management Report for the
period ended 31st August 2022**

Actual v Budget – Operational – July 2022 to August 2022

Actuals v Budget by Reporting Group

as at 31 Aug 2022

Description	TOTAL WARRUWI			
	Actuals YTD	Budget YTD	Variance	%
Operational Revenue				
61 - Income Rates and Charges	29,622	29,629	(7)	(0%)
62 - Income Council Fees and Charges	917	1,000	(83)	(8%)
63 - Income Operating Grants	168,077	93,536	74,541	80%
65 - Income Allocation	2,110	2,167	(57)	(3%)
66 - Other Income	289	833	(544)	(65%)
67 - Income Agency and Commercial Services	136,248	136,140	108	0%
Total Operational Revenue	337,263	263,305	73,959	28%
Operational Expenditure				
71 - Employee Expenses	331,269	312,889	18,380	6%
72 - Contract and Material Expenses	29,409	71,776	(42,367)	(59%)
73 - Finance Expenses	88	13	74	(100%)+
74 - Travel, Freight and Accom Expenses	21,593	15,800	5,793	37%
76 - Fuel, Utilities & Communication	30,657	38,875	(8,218)	(21%)
79 - Other Expenses	53,474	60,559	(7,085)	(12%)
Total Operational Expenditure	466,490	499,912	(33,422)	(7%)
Total Operational Surplus / (Deficit)	(129,226)	(236,607)	107,381	45%
			(1,396,366)	9%



Actual v Budget – Capital – July 2022 to August 2022

Actuals v Budget by Reporting Group

as at 31 Aug 2022

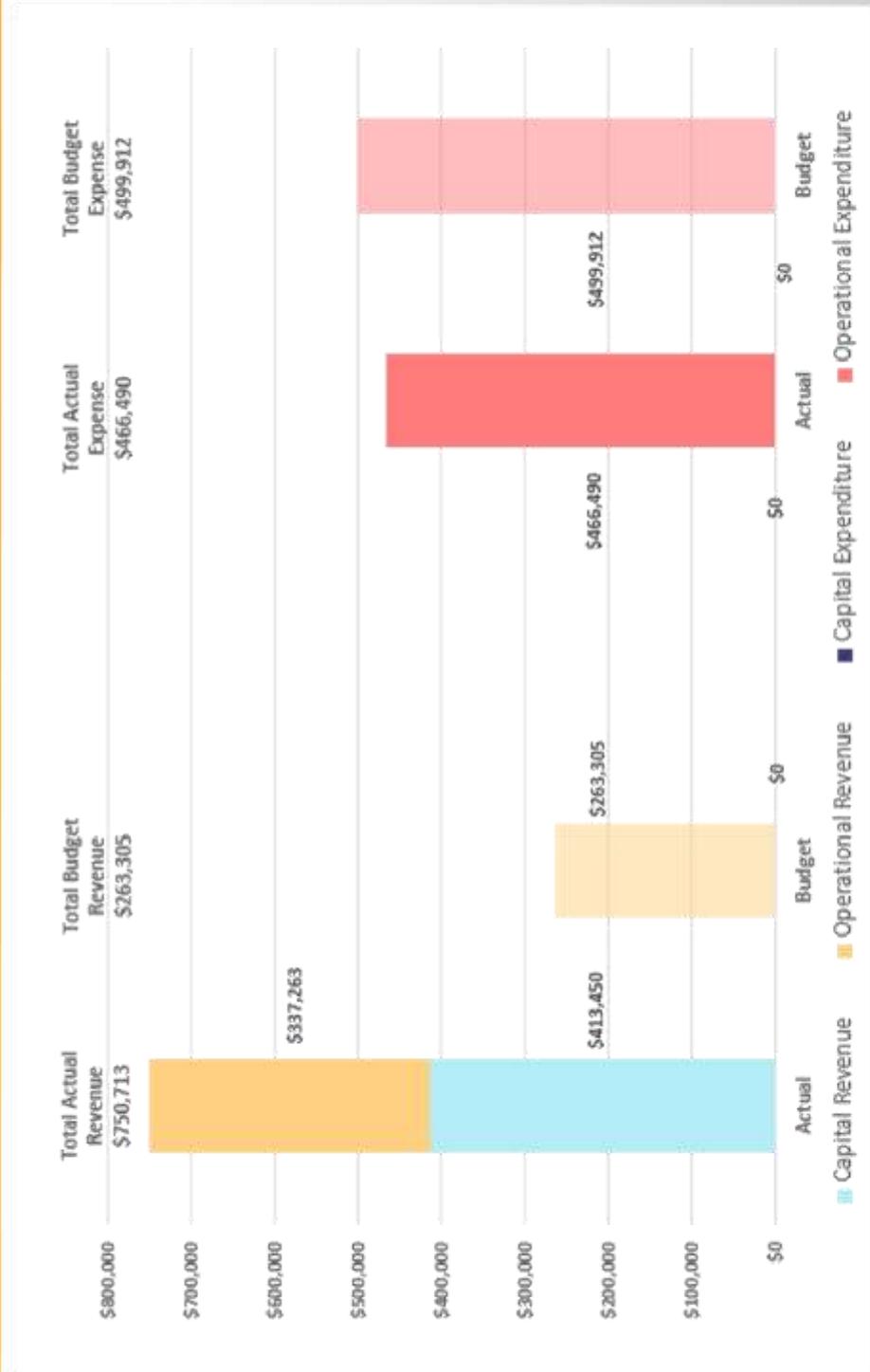
Description	TOTAL WARRUWI			
	Actuals YTD	Budget YTD	Variance	%
Capital Income				
68 - Income Capital Grants and Contributions	413,450	-	413,450	100% 
Total Capital Income	413,450	-	413,450	100%
Capital Expense				
Total Capital Expense	-	-	-	0%
Total Capital Surplus / (Deficit)	413,450	-	413,450	100%
Net Surplus / (Deficit)	284,224	(236,607)	520,831	100% +

Legend:

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

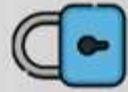


Actual v Budget – Warruwi – July 2022 to August 2022



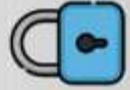
Council Funded Projects – July 2022 to August 2022

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2021	Expenditure to 30 Jun 2022	Expenditure to date FY2022-23	Balance as at 31 August 2022
5167.05 - Kerb and Channel Airport to Workshop Road	330,000	FY 19/20	(21,791)	(154,682)	-	153,528
5275.05 - Purchase Isuzu Dmax Utility	55,000	FY 21/22	-	-	-	55,000
5281.05 - Purchase Ride on Mower	35,000	FY 21/22	-	(30,078)	-	4,922
5284.05 - Purchase Isuzu Russ Garbage Compactor	38,000	FY 21/22	-	-	-	38,000
Capital Reserve Balance	458,000		(21,791)	(184,760)	-	251,450



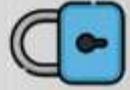
Grant Funding – Local Authority Projects - July 2022 to August 2022

Grant Funding - Local Authority Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2022-23	Cash Balance as at 31 August 2022
Local Authority Projects (LAP) 2021-22 Project Funding \$58,700						
LAP - Ablution Block	218,686	FY 19/20	218,686	(216,686)	-	2,000
LAP - Animal Management Program 2022	4,410	FY 21/22	4,410	(4,410)	-	-
LAP - Animal Management Program 2023	4,718	FY 22/23	-	-	-	-
LAP - Replace Solar Lights	55,000	FY 21/22	53,955	(23,808)	-	30,146
TOTAL LOCAL AUTHORITY PROJECTS	282,814		277,051	(244,904)	-	32,146



Grant Funding – Community Projects – July 2022 to August 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 2022-23	Cash Balance as at 31 August 2022
Local Government Immediate Priority (LGIP grant) - Towards purchase of Rubbish Compactor	162,000	FY 21/22	162,000	-	-	162,000
Commonwealth Home Support Program (CHSP)	-	FY 22/23	-	-	(11,292)	-
NT Jobs Package - Aged Care	-	FY 22/23	-	-	(25,467)	-
Night Patrol	-	FY 22/23	-	-	(52,275)	-
Outside School Hours Care	95,756	FY 22/23	-	-	(13,711)	-
Safety and Wellbeing - Sport and Recreation	-	FY 22/23	-	-	(12,280)	-
Remote Sport Program	-	FY 22/23	-	-	(929)	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 22/23	-	-	(1,000)	-
Manage Crèche	406,760	FY 22/23	42,395	-	(41,081)	1,314
TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	-	FY 22/23	-	-	(8,513)	-
TOTAL COMMUNITY PROJECTS	664,516		204,395	-	(166,548)	163,314



New Assets or Additions to Existing Assets – June 2022

- No new Assets were commissioned during August 2022.



New Assets or Additions to Existing Assets – June 2022

Ablution block – Lot 137

Waruwi

Asset no. 400092

\$284,151



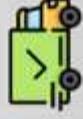
New Assets or Additions to Existing Assets – June 2022

Waruwi children's playground

Waruwi

Asset no. 300028

\$218,991



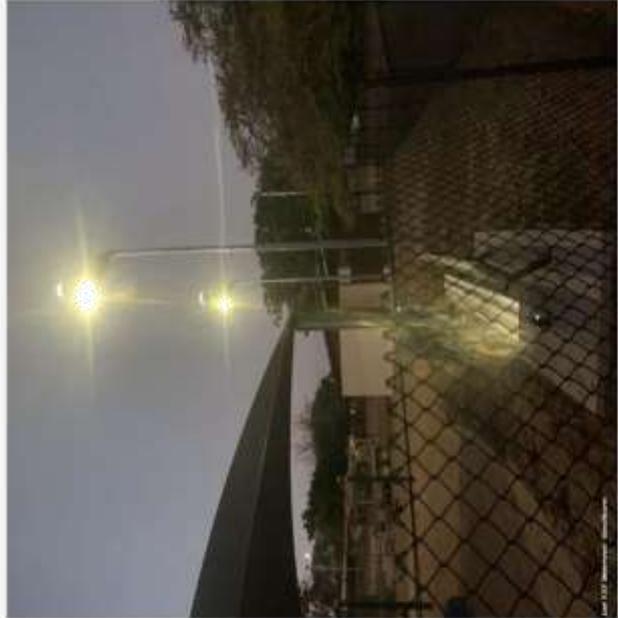
New Assets or Additions to Existing Assets – June 2022

LED solar lights & poles

Warruwi

Asset no. 450141

\$23,808



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	12.2
Title:	Local Authority Funding
File Reference:	1038401
Author:	Kim Sutton, Director of Organisational Growth

SUMMARY

This report provides an overview of the status of current project funding from the Department of Local Government, Housing and Community Development for Warruwi Local Authority.

BACKGROUND

The Warruwi 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.

Allocated funds brought forward from prior years: \$32,146

Unallocated funds as at 31 August 2022: \$0

All available funding, including 2021-22, has been allocated to complete the projects listed in the table below. These projects have been endorsed by Council.

Warruwi	
Project	Cash balance as at 31 August 2022
Ablution Block	\$2,000
Animal Management Program	-
Replace Solar Lights	\$30,146
TOTAL	\$32,146

COMMENT

Whilst all funding received to date has been allocated, it would be worth thinking about and nominating new priority projects. Items discussed at previous Warruwi Local Authority Meetings as potential projects for exploration include; a shade sail at the Warruwi Playground, solar lights in various locations and shade and seating at Warruwi Crèche.

FINANCIAL IMPLICATIONS

Local Authority funding is to be spent within two years of receipt.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 1 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 1.2

Economic Partnerships

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation administration and representation

VOTING REQUIREMENTS

Not applicable at this time.

RECOMMENDATION:

That the Local Authority:

- **Notes the report;**
- **Notes the attached Local Authority project funding certification report for Warruwi for the period ended 30 June 2022; and**
- **Continues to discuss and recommend projects that are of importance to the Local Authority irrespective of available funding as financial support for these projects may be sourced from elsewhere if approved by Council.**

ATTACHMENTS

- 1 2021-2022 LA Certification Warruwi.pdf

West Arnhem Regional Council

CERTIFICATION OF 2021-2022 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Warruwi Local Authority

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2022

LAPF Grant 2021-2022	\$58,700.00
Other income/carried forward balance from 2020- 2021	\$58,700.00
Other income/carried forward balance from 2019- 2020	\$48,330.43
Total Income	\$165,730.43
Total Expenditure	\$133,584.01
Surplus/ (Deficit)	\$32,146.42

The following projects have been committed for Warruwi Local Authority funding. Consultation and works have commenced on the projects listed below.

Warruwi	
Project	Cash balance as at 31 May 2022
Animal Management Program	\$4,410
Replace Solar Lights	\$30,146
TOTAL	\$34,556

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.....Sarah Will..... ..26...../...08...../2022

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 Special Finance meeting (to be held on) ...12.../...10.../2022.... Copy of minutes attached (TBA).

Laid before the LA at a meeting (to be held on) ...20.../...10.../2022.... Copy of minutes attached (TBA).

CEO or CFO 29...../...08...../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

Omor Sharif – 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 ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	13.1
Title:	Draft of the 2021-2022 West Arnhem Regional Council Annual Report
File Reference:	1040534
Author:	Doreen Alusa, Governance and Risk Advisor; Heidi Walton, Communications and Public Relations Coordinator

SUMMARY

The purpose of this paper is to provide the Local Authority with an update on progress made towards drafting the West Arnhem Regional Council (WARC) Annual Report: 2021-2022.

BACKGROUND

According to section 291 of the *Local Government Act 2019*, every council must have an annual report that contains:

- (a) A copy of the council's audited financial statement for the relevant financial year.
- (b) An assessment of:
 - (i) The council's performance against the objectives stated in the relevant regional plan adopted for the relevant financial year (applying indicators of performance set in the plan). In this context, the *West Arnhem Regional Council Regional Plan and Budget 2021-2022*.
 - (ii) The activities of all local authorities within the council's area for the relevant financial year.
- (c) An itemisation of any shared services the council has been involved with for the relevant financial year.
- (d) Details in relation to any delegations of the council's functions and powers to a council committee, local authority or local government subsidiary in force for the relevant financial year.
- (e) An itemisation of any amounts of fees or allowances paid to committee members in the relevant financial year.
- (f) A report on the consultations undertaken by the council in the relevant financial year.
- (g) An assessment of the council's performance of service delivery and projects for the relevant financial year, with reference to the advice and recommendations of authorities.
- (h) Any other information prescribed by regulation or in accordance with guidelines made by the Minister. In this regard, regulation 12 of the *Local Government (General) Regulations 2021* further states that the annual report of a council must include a comparison of the council's original budget, the council's most recently adopted budget and actual results, with a report on the reasons for the material variations between the most recently adopted budget and the actual results.

Council's administration has drafted the 2021-2022 Annual Report and is presenting the document to the Local Authority for review and feedback. Due to the large size of the document, a copy of the Annual Report is not included as an attachment in this report. Hard copies will be available for review at the Local Authority meeting.

COMMENT

Below is a summary of the progress made in completing the 2021-2022 Annual Report:

Item	Status/Completion Date
Drafting of 2021-2022 Annual Report sections including: <ul style="list-style-type: none">• Message from the Mayor and CEO• Vision purpose values• About the region• Our council• Our staff• Key achievements and projects• Council performance• Goal 1: community engagement• Goal 2: local government administration• Goal 3: local infrastructure• Goal 4: local environment health• Goal 5: local civic services• Goal 6: community social programs and commercial services	Completed between June and September 2022
Presentation on Council's financial performance	Currently being completed and to be presented for review and feedback at the Risk Management and Audit Committee meeting scheduled on 26 October 2022. Thereafter, the financial statements will be incorporated into the 2021-2022 Annual Report before it is presented to Council for review and approval.
Presentation of draft 2021-2022 Annual Report at Local Authority meetings for review and feedback: <ul style="list-style-type: none">• Minjilang (13 October 2022)• Warruwi (20 October 2022)• Maningrida (27 October 2022)• Gunbalanya (3 November 2022)	To be done between 13 October 2022 and 3 November 2022.
Presentation of the 2021-2022 Annual Report to Council for approval.	9 November 2022
Presentation of the 2021-2022 Annual Report to the Minister for Local Government.	To be done by 15 November 2022

STATUTORY ENVIRONMENT

Sections 290 and 291 of the *Local Government Act 2019*.

Regulation 12 of the *Local Government (General) Regulations 2021*.

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Not applicable at this time.

STRATEGIC IMPLICATIONS

This report is aligned to pillars 1 and 6 as outlined in the *Regional Plan and Budget 2022-2023* as follows:

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

Not applicable at this time.

RECOMMENDATION:

That the Local Authority:

- **Notes the progress made towards completing the 2021-2022 West Arnhem Regional Council Annual Report.**
- **Reviews and provides feedback on the draft 2021-2022 West Arnhem Regional Council Annual Report that will be provided at the meeting.**

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 20 OCTOBER 2022

Agenda Reference:	13.2
Title:	Local Authority Members Questions
File Reference:	1040591
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 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 6.3	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 ARNHAM REGIONAL COUNCIL
FOR THE WARRUWI LOCAL AUTHORITY MEETING
20 OCTOBER 2022