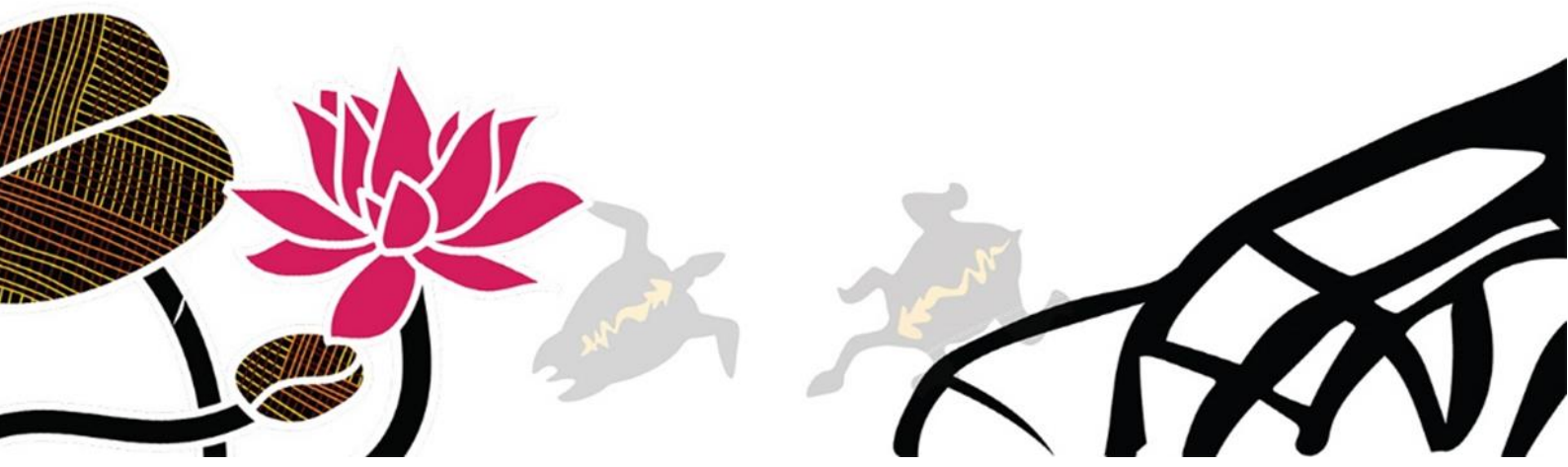




WEST ARNHEM REGIONAL COUNCIL
LOCAL AUTHORITY MEETING
AGENDA

THURSDAY, 11 MAY 2023



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in on Thursday, 11 May 2023 at 10:00.

Paul Hockings
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.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	1075841
Author:	Jessie Schaecken, 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 11 May 2023.

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
-----------------	--

RECOMMENDATION:

That the Minjilang Local Authority received and noted member apologies and/or requests for leave of absence for the meeting held on 11 May 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	1075842
Author:	Jessie Schaecken, 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 11 May 2023.

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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RECOMMENDATION:

That the Minjilang Local Authority received and noted members absences without notice for the meeting held on 11 May 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	7.1
Title:	Confirmation of Previous Local Authority Meeting Minutes - 9 February 2023
File Reference:	1075844
Author:	Jessie Schaecken, Governance and Risk Advisor

SUMMARY

Unconfirmed minutes of the 9 February 2023 Minjilang Local Authority meeting minutes are submitted to the Authority for confirmation that the minutes are a true and correct record of the meeting.

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 goals in pillar 6 as outlined in the *Regional Plan and Budget 2022-2023* as follows:

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

RECOMMENDATION:

That the minutes of the 9 February 2023 Minjilang Local Authority meeting are adopted as a true and correct record of the meetings.

ATTACHMENTS

- 1 2023.02.09 Minjilang Local Authority Minutes - UNCONFIRMED.pdf



Minutes of Minjilang Local Authority Meeting
Thursday, 9 February 2023 at 10:00

Chairperson Matthew Nagarlbin declared the meeting open at 10:12, welcomed all in attendance and did an Acknowledgement of Country.

MEMBERS PRESENT

Chairperson	Matthew Nagarlbin
Member	Shane Wauchope
Member	Charles Yirrawala
Member	David Makings
Member	Clint Wauchope

ELECTED MEMBERS PRESENT

Chairperson	Elizabeth Williams (Acting Mayor)
Councillor	Henry Guwiyul

STAFF PRESENT

Chief Executive Officer	Paul Hockings
Governance and Risk Advisor	Jessie Schaecken
Council Services Manager – Minjilang	Cathy Makings
Finance Manager	Andrew Shaw

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Committee considered Apologies and Leave of Absence.

RECOMMENDATION:

That Minjilang Local Authority received and noted apology on behalf of Audrey Lee and Isobel Lami Lami and nil requests for leave of absence for the meeting held on 9 February 2023.

ABSENT WITHOUT NOTICE

4.1 ABSENT WITHOUT NOTICE

The Committee considered Absent Without Notice.

RECOMMENDATION:

That Minjilang Local Authority received and noted nil member absences without notice for the meeting held on 9 February 2023.

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 13 OCTOBER 2022 AND WORKSHOP MINUTES 11 JANUARY 2023**

The Committee considered Confirmation of Previous Local Authority Meeting Minutes - 13 October 2022 and Workshop Minutes 11 January 2023.

MIN153/2023 RESOLVED:

On the motion of Mr Henry Guwiyul

Seconded Mr Shane Wauchope

That the minutes of 13 October 2022 Minjilang Local Authority meeting and 11 January 2023 workshop are adopted as a true and correct record of the meetings.

CARRIED

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

The Committee considered Council's Response to Local Authority Issues Raised.

MIN154/2023 RESOLVED:

On the motion of Mr Clint Wauchope

Seconded Mr Charles Yirrawala

That Minjilang Local Authority received and noted report entitled *Council's Response to Local Authority Issues Raised*.

CARRIED

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

The Committee considered Review of Local Authority Action Items.

MIN155/2023 RESOLVED:

On the motion of Mr Matthew Nagarbin

Seconded Mr Shane Wauchope

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

CARRIED

The meeting broke at 10:55 for morning tea as Commander Northern Ms Kylie Anderson, Superintendent Northern Division Mr Jody Nobbs and Commanding Officer Mr Steven Langdon joined the meeting in person. The meeting resumed at 11:16.

Local Authority and NT Police representatives discussed the Community Safety Action Plan (CSAP) and the many ways that the community and police force can work together to improve community safety and empower positive community action. The NT Police guests left the meeting at 12:55.

The following 2 documents were provided by NT Police for the meeting



Mutual Respect and Working Partnerships

Community SAFETY PLAN

OUR MISSION: To Serve and Protect. OUR VISION: A safe and resilient Northern Territory

Project 2030

BACK TO BASICS TO SET OUR FUTURE

Mutual Respect and Working Partnerships

We recognise we live in a culturally diverse community and to effectively address our issues all of the community must work together.

ACHIEVED BY:

- Incorporating culturally diverse opinions from the community in recruiting issues.
- Providing opportunities for all community members to express their opinions, and
- Treating each other with respect.

Need

Community Safety Committee monthly meetings contribute to safety issues, on topics & levels.

Message

- Establishment of Committee
- Education of community members
- Present evidence each meeting

Need

Community Safety Committee will inform all community members of all issues & strategic outcomes.

Message

- CSMF for all of our professionals
- CSMF members are Aboriginal People.

Need

Community Safety suggestions from Public to enhance the Community & encourage joint feedback, on

Message

- Requests
- Suggestions from Aboriginal Community
- Number of Community members

Need

Action to engage our functions and processes

Message

- Total Community Safety Committee
- Total participating community members
- 4000

Reduce Domestic & Family Violence (including the abuse & neglect of Children)

We recognise that domestic & family violence, impacts on the quality of life & functioning of families & community.

ACHIEVED BY:

- Identifying, examining and addressing barriers that prevent family violence victims seeking help.
- Preventing domestic violence taking place, and
- Preventing child abuse and neglect of children.

Need

Identify and engage support agencies & services that deal with Domestic violence issues.

Message

- List of friends in contact during community meetings

Need

Identify barriers to services for women that victim and family needs are addressed.

Message

- Number of vulnerable service users engaged
- Number of referrals to support services

Need

Identify, address cultural barriers that prevent timely address joint paths from meeting with

Message

- Number of community violence action and referrals meeting help
- Number of referrals to support services

Need

Report of domestic family violence and child neglect incidents occurring within community

Message

- Number of reports received

Reduce Substance Abuse

Substance abuse, in particular Cannabis, alcohol & Prescription abuse are primary destabilising causes of crime and associated problems.

ACHIEVED BY:

- Publishing the impact substance abuse has on the whole community, not just the individual.
- Strategies to reduce the availability and use of harmful substances, and
- Identifying educational, treatment & counselling services to minimise substance abuse harm.

Need

Support & sharing how organisations engage & report about

Message

- Number of meetings
- Number of reports from Community members

Need

Provide education, treatment & counselling services to minimise harm

Message

- Number of referrals to specialist services

Need

Report the perceived level of abuse as a leading agency from a CSMF meeting

Message

- Level of abuse at meeting

Need

Level of abuse at meeting

Message

- Level of abuse at meeting

A Strong Community

A Strong Community feels safe and secure in home, work and leisure environment, a Strong Community are active in identifying and responding to challenging and difficult times

ACHIEVED BY:

- Change the acceptance culture towards offending
- Publishing the wider impact that offending has on the broader community, and
- Collaborative development and support from reintegration strategies and education to reduce offending.

Need

Identify those at risk of an incident of family violence

Message

- Number of identified cases
- Number of referrals to services
- Number of referrals to services

Need

Provide & support wider community groups of individuals to enhance problem participation

Message

- Number of community meetings
- Number of engagement strategies

Need

Change and improve level of Police Management Plans specific to community interventions

Message

- Number of referrals to Police
- Number of referrals to Police

Need

How to provide practical evaluation through, available and available to work closely with the community

Message

- Number of referrals to Police
- Number of referrals to Police



YIRRKALA

MUTUAL RESPECT AGREEMENT

BETWEEN
THE YIRRKALA LEADERS AND
THE NORTHERN TERRITORY POLICE FORCE

AFFIRM
That all people are equal before the law and are entitled to equal protection

ACKNOWLEDGE
That the Leaders of the Yirkala Community have a duty to uphold the law, culture and clan values of the clan groups in the Yirkala region.
That the Northern Territory Police Force have sworn an oath to keep the peace, uphold the law, protect life and property, and faithfully discharge their duties in accordance with the law.

LOOK TO THE FUTURE
And recognise that to do their respective duties, they must respect each other's laws and values.



The parties agree to:

Police will **LEARN** about the language, culture and protocols of the Yirkala community; how to communicate and conduct themselves appropriately; how to respect the land, sacred sites and traditional value; and how to solve problems with the help of Leaders and the community;

AND the Leaders will help **EDUCATE** police officers about these things and the ways of the community generally;

AND the Leaders will **ASSIST** the police in upholding the law and keeping the peace;

AND all **PARTIES** will work together to develop **PROTOCOLS** to record these things and ensure their mutual **RESPECT**.

This **AGREEMENT** will be celebrated every year on the anniversary of the parties signing it.

ONGOING CO-OPERATION BETWEEN THE YIRRKALA LEADERS AND THE NORTHERN TERRITORY POLICE FORCE

Once a month police will meet with the Yirkala Leaders for regular consultation on crime, safety, law and justice issues within the community.

Police will be invited to the Yirkala Local Authority meeting for this purpose and also work on protocols over time.

Cross Cultural Training

Building Relationships

Mutual Respect and Communication

Awareness of Sacred Sites and Ceremonial Ground

Introductions of Leaders and Key People



On the 6 day of July 2021 in the Yirkala Community, Northern Territory

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

The Committee considered CSM Operations Report on Current Council Services.

MIN156/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Charles Yirrawala

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

CARRIED

FINANCE REPORT**13.1 FINANCIAL REPORT TO DECEMBER 2022**

The Committee considered Financial Report to December 2022.

MIN157/2023 RESOLVED:

On the motion of Mr Shane Wauchope

Seconded Mr Clint Wauchope

That Minjilang Local Authority received and noted the report entitled *Financial Report to December 2022*.

CARRIED

FINANCE REPORT**13.2 LOCAL AUTHORITY FUNDING**

The Committee considered Local Authority Funding.

MIN158/2023 RESOLVED:

On the motion of Mr Henry Guwiyul

Seconded Mr Charles Yirrawala

That Minjilang Local Authority:

- Received and noted report entitled *Local Authority funding*,
- Noted the attached *Local Authority project funding certification report for Minjilang for the period ended 30 June 2021*; and
- Continued to discuss the use of the remaining, unallocated, *Local Authority project funding of \$32,814*.

CARRIED

GENERAL ITEMS**15.1 SOLAR LIGHTS - MINJILANG COMMUNITY**

The Committee considered Solar Lights - Minjilang Community.

MIN159/2023 RESOLVED:

On the motion of Mr David Makings

Seconded Mr Charles Yirrawala

That Minjilang Local Authority:

1. Received and noted report entitled *'Solar Lights – Minjilang Community'*; and
2. Approved utilising up to the existing underspend of the *Minjilang Local Authority 2021/22 Funding of \$48,833* to purchase and install:
 - a. 2 approved solar lights,

- b. an additional solar light and
- c. 4 speed humps.

CARRIED

15.2 SCOPE AND BUDGET FOR ADDITIONAL FIVE SPEED HUMPS FOR THE MINJILANG COMMUNITY INTERNAL ROAD NETWORK.

The Committee considered Scope and Budget for additional five Speed Humps for the Minjilang Community internal road network.

MIN160/2023 RESOLVED:

On the motion of Mr Shane Wauchope

Seconded Mr Clint Wauchope

That the Minjilang Local Authority:

1. Received and noted report entitled *Scope and Budget for Additional 5 Speed Humps for the Minjilang Community Internal Road Network; and*
2. Addressed this matter in conjunction with report entitled *Solar Lights - Minjilang Community.*

CARRIED

15.3 MINJILANG THEATRE SCREEN - STRUCTURAL ASSESSMENT OF EXISTING STRUCTURE

The Committee considered Minjilang Theatre Screen - Structural Assessment of existing structure.

MIN161/2023 RESOLVED:

On the motion of Mr Matthew Nagarlbin

Seconded Mr David Makings

That Minjilang Local Authority:

1. Received and noted report entitled *Minjilang Theatre Screen - Structural Assessment of existing structure; and*
2. Reviewed this project and approved the allocation of \$6,800 from Minjilang Local Authority funding for the project to provide a structural engineer's report to ascertain viability of the project.

CARRIED

15.4 TODDLERS PLAYGROUND PROPOSAL – MINJALING

The Committee considered Toddlers Playground Proposal - Minjilang.

RESOLVED:

That Minjilang Local Authority requested more time to consider community and project needs.

The Local authority was presented and email from Mr Colvin Crow, Regional Project Officer from the Regional Network Group of the Department of the Chief Minister and Cabinet, his email is attached

Fwd: Housing update - Message (HTML)

File Message DocsCorp Tell me what you want to do...

Ignore Delete Reply Reply All Forward More Finance staff To Manager Rules OneNote Assign Mark Categorize Follow Up Translate Find Related Zoom Send to Viva Junk Delete Respond Quick Steps Move Actions Policy Unread Sign Editing Select Zoom OneNote Insights

Cathy Makings Jesse Schaeken
Fwd: Housing update

To: Cathy Makings <Cathy.Makings@westarnhem.nt.gov.au>
Cc: Brett Gilmore <Brett.Gilmore@nt.gov.au>
Subject: Housing update

CAUTION: This is an external email, please take care when clicking links or opening attachments.
When in doubt, contact your IT Department

Hi Cathy, nice to talk to you today.

As discussed, here's an update from DIPL on the housing for Minjilang:

- NTG applied to the NLC for new housing leases for the seven remaining new builds (three had already been constructed)
- The application went to the NLC before the start of last year; i.e. during 2021
- Consultation has been delayed, the last DIPL heard was it was going to happen September 2022 – no word from NLC if the consultation went ahead
- If the leases take too much longer DIPL will consider a different replacement design as there are two lots within the current housing lease area that might be suitable
- Room to Breathe identified the need for 22 additional bedrooms to be added to existing houses at Minjilang
 - This was a few years ago so DIPL will come to reassess whether the selected houses still need the extra bedrooms
- Contractor has been selected so DIPL are developing packages for them to price so they can start some of the works

Minjilang is a high priority in the new housing works, and someone from DIPL will try to get to Minjilang before the end of the month to start on the Room to Breathe reassessments.

Kind Regards
Colvin

Colvin Crowe
Regional Project Officer
Regional Network Group
Department of the Chief Minister and Cabinet

Level 11, NT House, 22 Mitchell St, Darwin
GPO Box 4621, Darwin NT 0801

t. 08 8999 8351
m. 0437 690 506
dcm.nt.gov.au

NEXT MEETING

The next meeting of the Minjilang Local Authority will be held on 11 May 2023 at 10:00. Further it is noted that Code of Conduct and Local Governance training has been arranged for Local Authority members with Enock Menge, Department of Chief Minister and Cabinet on 21 May 2023.

MEETING DECLARED CLOSED

Chairperson Matthew Nagarlbin declared the meeting closed at 14:24.

This page and the preceding 6 pages are the minutes of the confidential Ordinary Council meeting Minjilang Local Authority Meeting held on Thursday, 9 February 2023.

Chairperson

Date Confirmed

West Arnhem Regional Council

- 7 -

Minjilang Local Authority Meeting
Thursday, 9 February 2023

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 11 MAY 2023

Agenda Reference:	9.1
Title:	Review of Local Authority Action Items
File Reference:	1075845
Author:	Jessie Schaecken, Governance and Risk Advisor

SUMMARY

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

BACKGROUND

The Minjilang Local Authority members are encouraged to discuss 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
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Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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RECOMMENDATION:

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

ATTACHMENTS

- 1 Minjilang LA Action Items List - In Progress.pdf

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
09.02.2023		CRECHE	In progress	Updated 02 May 2023 Engineering and design expected to be completed 100% by the 15 th May. Next Step is to source QS report to confirm funding required to complete works to upgrade facility.	Technical Services
14.12.2022	OCM117/2022 MIN159/2023	5 SPEEDBUMPS & 2 SOLAR LIGHTS	In progress	Update 21 January 2023 An updated report including indicative costings are included in this meeting for project to proceed. Updated 03 May 2023 Speedbumps now located (Jabiru) and delivery redirected Minjilang. Works Crew to complete works required. Solar Lights delivery mid-May – Awaiting Steadman contractors to install per CSM instruction	Technical Services
14.12.2022	OCM117/2022 MIN159/2023	OUTDOOR MOVIE THEATRE	In progress	Update 21 January 2023 An updated report including indicative costings are included in this meeting for project to proceed. Updated 02 May 2023 An updated report including indicative costings have been received from the engineers report. The updated report is included in this meeting for project discussion on viability of project in its current form.	Technical Services

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
14.07.2021	OCM59/2021	ANIMAL MANAGEMENT PROGRAM – MINJILANG Council approved the allocation of \$2,940 of Local Authority funding to the 2021/2022 Animal Management Program	In progress	Update: 28 January 2022 Community visits have been postponed due to COVID-19 travel restrictions. New dates will be scheduled once the restrictions are lifted. Update 28 April 2022: The vet service in Minjilang has been scheduled to recommence on 16 May 2022 to 20 May 2022. Update 02 August 2022: The vet service in Minjilang has been scheduled to revisit Minjilang on 5 September 2022 to 9 September 2022	Technical Services/ CSM
10.08.2022	OCM78/2022	Council approved the allocation of a total of \$10,113.44 from future Minjilang Local Authority funding for the next 3 years towards the animal management program as per the breakdown below: o \$3,145.80 from 2022-2023 Minjilang Local Authority funding. o \$3,366.01 from 2023-2024 Minjilang Local Authority funding. o \$3,601.63 from 2024-2025 Minjilang Local Authority funding.		Update: 03 October 2022 Vet Services have been completed for September. Vet services for next year have been put out for tender for the next 12 months. Update 21 January 2023 Vet Services tender for 2023 has been awarded to The Ark Animal Hospital for the WARC region. Minjilang community is scheduled to receive (2) two proposed annual visits: • 5 vet days in July • 5 vet days in September	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Updated 28 April 2023</p> <p>The vet visit has been confirmed and scheduled to be onsite in the community from the 02/07/2023 to 05/07/2023 providing veterinary services to the community</p>	
31.03.2015	10.3.3	<p>EXPANSION OF THE RUBBISH DUMP</p> <p>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>	Technical Services/ CSM

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update: 01 October 2021 NLC are reviewing the current agreements for the waste facilities. No further updates at this stage. Update and advice on consultation dates expected by November 2021.</p> <p>Update: 28 January 2022 NLC have advised that consultation dates have been delayed due to COVID-19 restrictions. The administration is following up on the confirmation of new consultation dates.</p> <p>Update: 28 April 2022 NLC have advised consultation dates are scheduled for 21 June 2022 to discuss the expansion of the dump.</p> <p>Update: 02 August 2022 NLC have advised waste disposal sites are on hold to get some uniformity across the board on lease terms.</p> <p>Update: 03 October 2022 NLC have again advised that waste disposal sites are on hold to get some uniformity across the board on lease terms. The administration will continue to follow up on this and provide updates when received from the NLC.</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update: 28 April 2023. No further updates received awaiting NLC documentation for progress NLC have again advised that waste disposal sites are on hold to get some uniformity across the board on lease terms. The administration will continue to follow up on this and provide updates when received from the NLC</p>	
05.11.2020	OCM173/2020	<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. 	In progress	<p>Update: 01 October 2020 A report providing the scope and budget for this item is included in the agenda.</p> <p>Update: 05 February 2021 The administration is preparing a proposal that will be submitted to the Building Better Regions Fund (BBRF) program in March 2021. The BBRF is an Australian government infrastructure scheme that provides funding for projects in regional and remote areas.</p> <p>Update: 7 June 2021 A scope for this project will be included in the agenda for the next meeting scheduled for July 15 2021.</p> <p>Update 11 August 2021 A report has been prepared by the administration and will be presented at this LA meeting</p>	Grants/ Technical Services/ CSM
16.12.2020	OCM197/2020	<p>AIRPORT SHELTER UPGRADE Council directed the administration to write to DIPL, and request the Department to divert \$ 39,515.00 of Local Authority funds to Council controlled projects to meet the cost of upgrading the airport shelter in Minjilang.</p>			
10.08.2022	OCM78/2022	Council directed the administration:			

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
		<ul style="list-style-type: none"> To send letters to other stakeholders in Minjilang, and request them to co-contribute to the cost of the Minjilang Airport shelter upgrade. To try and seek additional funding for the Minjilang Airport shelter upgrade at an estimated cost of \$91,000 		<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> <p>Update 06 October 2022 The following updates have been provided for today's meeting:</p> <ul style="list-style-type: none"> With regards to the directive to request for funding from DIPL, DIPL has advised the administration that they have no ownership/lease in place for facilities at the 	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>airport. DIPL’s responsibilities at the airport are inside the airport and the airport apron only. No Land Use Agreements are in place for the facilities of at the airport waiting area, and DIPL have no interest in seeking any Land Use Agreements in this part of the airports across the region. The administration will consult with the Local Authority on the way forward at this meeting.</p> <ul style="list-style-type: none"> • With regards to the directive to send letters to other stakeholders in Minjilang, and request them to co-contribute to the cost of the airport shelters, the Chief Operating Officer will provide a verbal update at the meeting. • With regards to the directive to try and seek approximately \$91,000 for the airport shelter upgrade, Ongoing conversations with are being held with Technical Services at an Executive level regarding the lease for the land the shelter occupies. No further updates at this stage. <p>Update 21 January 2023 The grants team is seeking funding opportunities for this project. Technical Services have provided cost estimates for the project.</p>	

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
				<p>Update 02 May 2023 The administration has lodged an expression of Interest (EOI) with the NLC to allocate/LUA the area outside the Airport Apron to upgrade and maintain facilities management by WARC. ALPA CDP have constructed a concrete path to the waiting area and the CSM has requested if CDP can facilitate repairs to Waiting Area Structure Roof as a CDP project to assist all users of Airport facilities.</p>	
16.12.2020	OCM197/2020	<p>MINJILANG COUNCIL OFFICE DISABILITY RAMP AND TOILET Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding:</p> <ul style="list-style-type: none"> • A disability ramp at the Council office in Minjilang. • A public toilet that caters for the disabled. <p>Council:</p> <ul style="list-style-type: none"> • Approved the allocation of \$25,000 from Minjilang Local Authority funding to meet the costs for the architectural and structural drawings for the 	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. 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. Update 01 October 2021 A report has been prepared by the administration and will be presented at the LA meeting. Update 15 November 2021 A report has been prepared by the administration and will be presented at the LA meeting.</p>	Grants/Technical Services/ CSM
10.08.2022	OCM78/2022				

Minjilang Local Authority Action Item List – In Progress

Meeting Date	Item/ Resolution Number	Action Required	Status	Comment	Action Officer
		<p>Minjilang Council office disabled access ramp and toilet; and</p> <ul style="list-style-type: none"> Directed the administration to try and seek additional funding for the construction of the Minjilang Council office disabled access ramp and toilet at an estimated cost of \$586,900.00 		<p>Update 28 January 2022 The administration has prepared a report that will be presented at the LA meeting.</p> <p>Update 02 August 2022: The administration has prepared a report that will be resubmitted at the LA meeting for discussion.</p> <p>Update: 03 October 2022</p> <ul style="list-style-type: none"> The administration will provide further details and measurements for the redesign of building. Once the design is finalised for ramp and existing office modifications the Concept Design will be sent to QS Services to establish a budget for project proposal. <p>Update 28 April 2023</p> <ul style="list-style-type: none"> The grants team is seeking funding opportunities for this project. QS Services have provided cost estimates for the project of \$586,900.00 for Minjilang Office renovations to meet compliance for disabled access. 	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	10.1
Title:	CSM Operations Report on Current Council Services
File Reference:	1074724
Author:	Cathy Makings, CSM Minjilang

SUMMARY

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

BACKGROUND

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

COMMENT

The following report has been prepared by CSM Cathy Makings.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

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

RECOMMENDATION

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

ATTACHMENTS

- 1 Operations Report - Minjilang.pdf

Local Authority report

Minjilang
26/04/2023



Service Delivery

1. Attendance rates

1.1. Staff Attendance

The Minjilang Council department has averaged 75% attendance for the past 12 weeks. Even with this average the required works were completed in the community.

- Council Services Manager (CSM) Minjilang has been covering CSM Maningrida from Thursday 30th March 2023 – Tuesday 2nd May 2023.
- Senior Works Officer stepping up to be Acting CSM from Thursday 30th March 2023 – Tuesday 2nd May 2023.
- Team Leader Works stepping up to be Acting Senior Works Officer Thursday 30th March 2023 – Tuesday 2nd May 2023.

Currently recruiting for the following positions:

- Community Care Assistant

Total number of vacancies	1
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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.

- All communications were down 14 days during the report period. Dates as follows:
 - 9th February 2023
 - 14th – 16th February 2023
 - 27th – 28th February 2023
 - 3rd March 2023
 - 7th March 2023
 - 14th – 16th March 2023
 - 20th – 22nd March 2023
- New communications system 'Starlink' installed on 23rd March 2023.

2.2. Post Office

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

Total postage received	437 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.
- Communications were down for 14 days during the report period, which impacted clients submitting their reports. Centrelink staff were advised and kept informed regard the communications outages.
- Monthly stats report submitted late due to no internet service
- Liaising with Centrelink to replace the monitor and keyboard in the Centrelink Room.

2.4. Cleaning

New Cleaner commence on Monday 20th March 2023 and scheduled cleaning of council assets have been completed as follows:

- Council Office – once every week – Total of 12 occasions
- Playground Amenities – once every week – total of 12 occasions
- Public Toilets once every week – Total of 12 occasions
- Visitor Accommodation rooms cleaned as required.

2.5. Visitor Accommodation

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

- Accommodation bookings are averaging 90% capacity.
- No issues reported.

3. Wellbeing Services

3.1. Sport & Recreation

New Youth, Sport & Recreation Officer under commenced on 4th April 2023, on permanent part time contract.

- Since this time there has been a huge positive increase of activities. Activities held have been basketball, AFL, skipping, wheelbarrow races, water balloon fighting, and beach activities.
- School Holiday activities were held concluding with BBQ and disco.
- AFL visit 15th – 16th March 2023.
- Prior to 4th April 2023, sorry business and lack of YSR staff had made a big impact on the attendance of children over the last 12 weeks.

Attendance totals	751
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3.2. Early Learning

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

- From 6th February 2023 the Crèche began operating out of the church building behind council office.
- Two (2) air-conditioners were installed into the crèche 27th March 2023.
- Due to issues within community has seen an impact on staffing and a decrease in attendance. We are working to assist the team, wherever possible.
- Children celebrated Easter having an indoor Easter egg hunt inside the rec hall due to rainfall. A BBQ followed and a good time held by all.

Attendance totals	124
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3.3. Aged Care

WARC Minjilang provided support for three clients including:

- Daily meals which are prepared by Alpa Store.

- Personal care/household tasks.

Total meals provided	275
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3.4. Night Patrol

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

- New Community Safety Senior Officer began employment on 20th February 2023.
- Two (2) Community Safety Officers positions filled and commenced on Monday 20th February 2023.
- The staff have been kept busy during the past months with several unrests and fighting due to illegal alcohol in the community. This has been escalating recently with domestic violence happening more regularly with an impromptu visit on 20th March 2023

3.5 Broadcasting

In conjunction with TEABBA, broadcasting services were provided on 0 of the 60 available day's between 12:00 pm and 4:00 pm.

Total number of On-Air hours	0.0 hrs
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4. Community Works

4.1. Parks and Open Space

The outdoor team take pride in keeping the community clean and tidy. Rubbish runs operate twice a week on Monday's and Thursday's. These days may vary due to staff shortages or public holidays.

- Playground is operational and tidy.
- Continuous mowing and whipper snipping where needed, including contract with Red Lily, to do mowing and yard maintenance on the clinic and 3 of the staff residents.
- Hard rubbish is collected twice a month.

4.2. Roads

- Roads continue to deteriorate over the wet season. More erosions have occurred over the past month
- Water has been over the road through the floodplains in 3 different areas.
- Caution needs to be taken when travelling on the road to the airport.
- Caution signs have been installed at various parts of the roads
- Removal of corrugation in roads has been occurring every 2 weeks when possible

4.3. Waste

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

- New Waste and Resources Coordinator visited Minjilang 22nd – 23rd March 2023, to inspect the landfill site.
- Kerbside pickups occurred on schedule, this being Mondays and Thursday of each week – total of 24 times.
- Hard rubbish is collected every 2 weeks – total 6 times.

Total amount of waste removed from landfill	0.0 kg
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4.4. Plant and equipment

- Mechanic Jabiru community visit on 30th January – 3rd February 2023.

- Mechanic Jabiru community visit on 20th – 24th March 2023.
- Waiting return of mechanic to do repairs to Troopy and the Hino Tipper.
- Two wheel drive vehicle (Rego CA21TO) is at end of asset life and will be returned to Darwin for auction
- All other plant ok.

5. Essential Services

5.1. Power

- GENSET services as scheduled.
- Scheduled Barge fuel deliveries of and transferred fuel to the power station as per schedule.
- Attend power outage on 22nd March 2023. Systems Control and PWD notified, ongoing issue with engine.
- Quarterly reads as scheduled.
- Replaced power meters to multiple lots as per service requests during March.

5.2. Water

- Ongoing issues with community water supply chlorination levels. Requested by PowerWater coordinator to maintain readings during working days, weekends and public holidays as required to ensure readings are in tolerance.
- Continuation of bleeding and purging chlorination system required until proposed new system install in the coming months.
- WARC is working with Stedman Constructions repairing water leaks around the community.
- Service requests completed for PowerWater.
- Monthly, quarterly, water and wastewater samples taken and delivered for transport.

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 aerodrome serviceability and light inspections carried out and reported as per contract.
- Runway strip maintenance including vegetation spraying to eradicate ant mounds with runway strip area have been completed.
- Ongoing maintenance of runway strip vegetation as per contract.
- Hazard form submitted regarding Runway 13 approach and observation limitation surfaces (OLS) issues.
- Medivacs 16th March 2023, 25th March 2023, and 2nd April 2023.

6. Trade Services

6.1. Scheduled Servicing

- Mechanic – Community visits on 30th January – 3rd February 2023 and 20th – 24th March 2023.

6.2. Unplanned Maintenance

- Electrician – Installation of 2 x air-conditioners into crèche 27th March 2023.

7. Community

7.1. Local Authority projects

- **Current**
 - Install 4 speed bumps in the community - have not arrived as yet
 - Install speed signs in the community – have not arrived as yet
 - Airport terminal upgrade investigations
- **Future**
 - LA funded fencing around the council office to keep animals at bay
 - New Minjilang Airport Shelter
 - Disable ramp, toilets and shower to be installed at council office
 - Toilets to be installed at airport

7.2. Other projects

- **Opportunities**
 - Outdoor cinema including seating at rear of council office.
- **Current**
 - Virginie Branchud from Aboriginal Areas Protection Authority visited the community to have consultations with custodians of sites in Minjilang and in the area of the proposed new cemetery 20th – 24th March 2023.
- **Future**
 - Playground for small children to be added to the current playground

7.3. Community meetings and events

- On Monday 13th February 2023 Police Officers Steven Langdon and Jack Newton arrived in the community, and had extensive talks with CSM regarding the home brewing in the community and what night patrol will be doing.
- Stakeholders meeting was held on 16th February 2023, regarding some key focus areas, such as:
 - Home brewing is increasing which also leads to violence among the community.
 - Suicide is also on the increase.
 - There has been reports of petrol sniffing occurring in the community, particularly over the last month among both children and adults.
 This will become the primary targets for the next few months.
- A community meeting was then held in a very positive way and obtaining community commitment to improve these 3 targets.
- ANZAC Day celebrations at 9am with ceremony followed by bacon and egg rolls.

Total number of meetings and events attended by the CSM	16
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WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	13.1
Title:	Financial Report to March 2023
File Reference:	1075254
Author:	James Stockdale, Finance Manager

SUMMARY

This Financial Report for the year to date period 1 July 2022 to 31 March 2023, the first 9 months of the 2022-23 financial year, is prepared for the Minjilang Local Authority.

BACKGROUND

This Financial Reports include the following attachment:

- Graphical Finance Presentation

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

COMMENT

The Local Authority members are encouraged to discuss the Finance Report for the period ended 31 March 2023. The report covers all of the activities within the Minjilang Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Services activities. Additionally, there are some projects that are funded from Council's own money.

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



Actuals v Budget - Minjilang

as at 31 Mar 2023

Description	TOTAL MINJILANG				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
Operational Revenue						
Income Rates and Charges	42,561	42,561	-	-	56,748	75%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	44,056	44,057	(0)	(0%)	58,742	75%
Income Council Fees and Charges	15,542	6,000	9,542	100%+	8,000	100%+
Income Operating Grants	534,151	548,590	(14,439)	(3%)	680,107	79%
Income Investments	-	-	-	-	-	0%
Income Allocation	78,597	54,290	24,307	45%	70,932	100%+
Other Income	6,133	5,250	883	17%	7,000	88%
Income Agency and Commercial Services	711,481	714,864	(3,383)	(0%)	953,143	75%
Total Operational Revenue	1,432,521	1,415,611	16,910	1%	1,834,671	78%
Operational Expenditure						
Employee Expenses	1,002,815	942,534	60,281	6%	1,256,650	80%
Contract and Material Expenses	136,391	352,022	(215,631)	(61%)	460,332	30%
Finance Expenses	1,142	1,275	(133)	(10%)	1,700	67%
Travel, Freight and Accom Expenses	97,383	120,354	(22,971)	(19%)	160,994	60%
Fuel, Utilities & Communication	247,124	212,290	34,834	16%	282,984	87%
Other Expenses	285,282	277,627	7,655	3%	429,120	66%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	580	600	(20)	(3%)	800	73%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	1,770,717	1,906,702	(135,985)	(7%)	2,592,580	68%
Total Operational Surplus / (Deficit)	(338,196)	(491,091)	152,894	31%	(757,908)	45%

Description	TOTAL MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus/Deficit	(338,196)	(491,091)	152,894	31%	(757,908)	45%
Remove Non-Cash Items						
Less Non-Cash Income	(78,597)	(54,290)	(24,307)	(45%)	(70,932)	100%+
Add Back Non-Cash Expenses	420,825	400,270	20,555	5%	528,703	80%
Total Non-Cash Items	342,228	345,980	(3,752)	(1%)	457,771	75%
Less Additional Outflows						
Capital Expenditure	(64,599)	(124,509)	59,910	48%	(124,509)	52%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	(64,599)	(124,509)	59,910	(48%)	(124,509)	52%
Add Additional Inflows						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	14,400	-	14,400	(100%)	-	100%
Transfer from Reserves	90,000	90,000	-	-	90,000	100%
Total Additional Inflows	104,400	90,000	14,400	(16%)	90,000	100%+
Net Budgeted Operating Position	43,833	(179,620)	223,453	100%+	(334,646)	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
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RECOMMENDATION:

That the Minjilang Local Authority received and noted the report entitled 'Financial Report to March 2023'.

ATTACHMENTS

- 1 Graphical Finance Presentation Minjilang - March 2023.pdf



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 31st March 2023**

Actual v Budget – Operational – July 2022 to March 2023

Actuals v Budget - Minjilang

as at 31 Mar 2023

Description	Actuals YTD	Budget YTD	TOTAL MINJILANG		
			Variance	%	Progress
Operational Revenue					
Income Rates and Charges	42,561	42,561	-	-	56,748 75%
Charges - Sewerage	-	-	-	-	- 0%
Charges - Water	-	-	-	-	- 0%
Charges - Waste	44,056	44,057	(0)	(0%)	58,742 75%
Income Council Fees and Charges	15,542	6,000	9,542	100%+	8,000 100%+
Income Operating Grants	534,151	548,590	(14,439)	(3%)	680,107 79%
Income Investments	-	-	-	-	- 0%
Income Allocation	78,597	54,290	24,307	45%	70,932 100%+
Other Income	6,133	5,250	883	17%	7,000 88%
Income Agency and Commercial Services	711,481	714,864	(3,383)	(0%)	953,143 75%
Total Operational Revenue	1,432,521	1,415,611	16,910	1%	1,834,671 78%
Operational Expenditure					
Employee Expenses	1,002,815	942,534	60,281	6%	1,256,650 80%
Contract and Material Expenses	136,391	352,022	(215,631)	(61%)	460,332 30%
Finance Expenses	1,142	1,275	(133)	(10%)	1,700 67%
Travel, Freight and Accom Expenses	97,383	120,354	(22,971)	(19%)	160,994 60%
Fuel, Utilities & Communication	247,124	212,290	34,834	16%	282,984 87%
Other Expenses	285,282	277,627	7,655	3%	429,120 66%
Elected Member Allowances	-	-	-	-	- 0%
Elected Member Expenses	-	-	-	-	- 0%
Council Committee & LA Allowances	580	600	(20)	(3%)	800 73%
Council Committee & LA Expenses	-	-	-	-	- 0%
Total Operational Expenditure	1,770,717	1,906,702	(135,985)	(7%)	2,592,580 68%
Total Operational Surplus / (Deficit)	(338,196)	(491,091)	152,894	31%	(757,908) 45%





Actual v Budget – Operational – July 2022 to March 2023



Annual Budget Operating Position - Minjilang as at 31 Mar 2023

Description	TOTAL MINJILANG			
	Actuals YTD	Budget YTD	Variance	%
Operating Surplus/Deficit	(338,196)	(491,091)	152,894	31%
Remove Non-Cash Items				
Less Non-Cash Income	(78,597)	(54,290)	(24,307)	(45%)
Add Back Non-Cash Expenses	420,825	400,270	20,555	5%
Total Non-Cash Items	342,228	345,980	(3,752)	(1%)
Less Additional Outflows				
Capital Expenditure	(64,599)	(124,509)	59,910	48%
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
Total Additional Outflows	(64,599)	(124,509)	59,910	(48%)
Add Additional Inflows				
Capital Grants Income	-	-	-	-
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	14,400	-	14,400	(100%)
Transfer from Reserves	90,000	90,000	-	-
Total Additional Inflows	104,400	90,000	14,400	(16%)
Net Budgeted Operating Position	43,833	(179,620)	223,453	100% +
Annual Budget Progress				
			(757,908)	45%

Legend:

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





Actual v Budget – Minjilang – July 2022 to March 2023



Council Funded Projects – July 2022 to March 2023

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 31.03.2023
5274.04 - Purchase Toyota Hilux	55,000	FY 21/22	-	-	(52,194)	2,806
5280.04 - Purchase Ride on Mower	35,000	FY 21/22	-	-	-	35,000
Capital Reserve Balance	90,000		-	-	(52,194)	37,806





Grant Funding – Local Authority Projects - Unallocated Funding- July 2022 to March 2023

Grant Funding - Local Authority Projects	Budget for 22/23	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure Prior years	Commitments to Date	Balance as at 31.03.2023
LAP - funding available 22/23 not yet allocated or received	36,900	FY 22/23	-	-	-	36,900



Grant Funding – Local Authority Projects – July 2022 to March 2023



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 31.03.2023
Local Authority Projects (LAP) - Unallocated	36,900	FY 21/22	1,474			1,474
LAP - Solar Lights	70,951	FY 20/21	70,951	(41,217)	(7,696)	22,038
LAP - Architectural drawings - disabled	25,000	FY 22/23	25,000	-	(8,981)	16,019
LAP - Theatre Screen - Structural	6,800	FY 22/23	6,800	-	-	6,800
LAP - Speed Bump - Minjilang	23,815	FY 22/23	23,815	-	-	23,815
TOTAL LOCAL AUTHORITY PROJECTS	163,466	-	128,040	(41,217)	(16,676)	70,147



Grant Funding – Community Projects – July 2022 to March 2023

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 31.03.2023
Home Care Packages Program (HCP)	-	FY 22/23	-	-	(56)	-
Commonwealth Home Support Program	-	FY 22/23	-	-	(2,114)	-
NT Jobs Package - Aged Care	-	FY 22/23	-	-	(27,396)	-
Night Patrol	-	FY 22/23	-	-	(97,905)	-
Safety and Wellbeing - Sport and Recreation	-	FY 22/23	-	-	(21,819)	-
Remote Sport Program	-	FY 22/23	-	-	(646)	-
Deliver Indigenous Broadcasting Programs	-	FY 22/23	-	-	(2,460)	-
Manage Crèche	550,000	FY 22/23	416,770	-	(241,824)	174,946
Children and Schooling - Youthh	-	FY 22/23	-	-	(651)	-
Australia Day Grant	-	FY 22/23	-	-	-	-
TEABBA Staff Funding - Indigenous	-	FY 22/23	-	-	(11,043)	-
NAIDOC Week Activity	-	FY 22/23	-	-	(868)	-
Celebrating Aboriginal Culture (Australia)	-	FY 22/23	1,250	-	-	1,250
TOTAL COMMUNITY PROJECTS	550,000		418,020	-	(406,782)	176,196





New Assets or Additions to Existing Assets – March 2023

No new assets were commissioned in March 2023



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	13.2
Title:	Local Authority Funding
File Reference:	1075833
Author:	Peter Ryan, A/ Director of Organisational Growth

SUMMARY

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

BACKGROUND

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

Cash balance as at 31 March 2023: \$70,147

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

Minjilang	
Project	Allocated Funding balance as at 31 March 2023
Speed bump - Minjilang	\$23,815
Solar lights	\$22,038
Theatre Screen – Structural Assessment	\$6,800
Architectural drawings - disabled access	\$16,019
TOTAL	\$68,673

Unallocated funds as at 31 March 2023: \$1,474

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

Note:

2022-23 funding for the above projects has been received in full.

COMMENT

Local Authority funding will need to be fully expended within 2 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

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

RECOMMENDATION:

That the Minjilang Local Authority:

1. Received and noted report entitled '*Local Authority Funding*'; and
2. Continued to discuss the use of the remaining, unallocated, Local Authority project funding of \$1,474.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	15.1
Title:	Minjilang Theatre Screen - Structural Assessment and estimated costings for structure compliance
File Reference:	1074787
Author:	Sam Fazzolari, Project Coordinator Infrastructure; Clem Beard, Project Manager Technical Services

SUMMARY

This report is to provide the Minjilang Local Authority with an indicative cost estimate to scope and budget to install the reinstatement of Outdoor Movie Theatre for community use.

BACKGROUND

MLEI were engaged by Council to undertake a structural engineering assessment of an existing steel framed structure, which had previously been used to support an outdoor theatre screen. The intent of this review is to provide comment as to whether the structure, or parts of the structure, can be retained for the installation of a new screen based on current Australian Standards. The structure is located at Minjilang, Croker Island NT.

COMMENT

The 4 main CHS frames were supported on what appeared isolated pad footings. During the inspection only 1 of the assumed 8 footings was exposed to record a length and width, due to the slope of the site. The remaining footings were assumed to be of same size. The depth of all footings remained unknown.

It was evident on site many of the structural members, such as flat plates or equal angles, had undergone corrosion resulting in what appeared surface rust and in some cases section loss. The most significant section loss had occurred to the light-gauge girts to support the screen, followed by the supporting cleats and angles. Corrosion to the main CHS frames did not appear significant and generally appeared in satisfactory condition.

Once the attached report was received the administration sent the report to 2 contractors to estimate the cost of repairs as contained in the structural assessment.

Minjilang Outdoor screen frame repair - Lot 118	
Scope of Works	Total
Resurrecting the outdoor theatre screen (13.2m wide x 5.5m high) in Minjilang Works include. Contractor to include all works as per the engineer's report. supply and install temp fencing for the duration of works. EWP for the works, accommodation, barge costs materials mobilization and demobilization	\$50,120.00
Contingencies 15%	\$7,500.00
Total Indicative Budget	\$57,620.00

STATUTORY ENVIRONMENT

Australian Standards and Building Code of Australia sets out the specification and procedures to ensure that materials, products, methods and service is compliant and fit for the design and construction of the building and structure.

Proposed Minjilang Theatre Screen to be constructed to comply with the Building Code of Australia and will be certified by a NT Certifier (ABP Permits) and issued with a 'Certificate of Occupancy' at completion of project

POLICY IMPLICATIONS

Not applicable at this time.

FINANCIAL IMPLICATIONS

Local Authority approval to commit funds

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 Minjilang Local Authority:

1. Received and noted report entitled Minjilang Theatre Screen - Structural Assessment and estimated costings for structure compliance ; and
2. Reviewed this project and approve/not approved the allocation of \$57,620 from Minjilang Local Authority funding for the viability of project completion.

ATTACHMENTS

- 1 M023-1728_Structural Assessment Report.pdf

24 April 2023
Reference: M032-1728

Sam Fazzolari
West Arnhem Regional Council
PO Box 721
JABIRU NT 0886
Email: Sam.Fazzolari@westarnhem.nt.gov.au

RE: MINJILANG THEATRE SCREEN STRUCTURAL ASSESSMENT

Introduction

MLEI has been engaged by West Arnhem Regional Council to undertake a structural engineering assessment of an existing steel framed structure, which had previously been used to support an outdoor theatre screen. The intent of this review is to provide comment as to whether the structure, or parts of the structure, can be retained for the installation of a new screen based on current Australian Standards. The structure is located at Minjilang, Croker Island NT.

Site Observations

The first phase of the assessment was a visual inspection on site. The purpose of the inspection was to record measurements of the structure, record member sizes and review the condition of the members. Given the size of the structure it should be noted this was limited to what could be seen and measured from ground level. Images taken during the inspection have been attached to the rear of the letter. Commentary has been added to some of these images with our findings on site.

The four main CHS frames were supported on what appeared isolated pad footings. During the inspection only one of the assumed eight footings was exposed to record a length and width, due to the slope of the site. The remaining footings were assumed to be of same size. The depth of all footings remained unknown.

It was evident on site many of the structural members, such as flat plates or equal angles, had undergone corrosion resulting in what appeared surface rust and in some cases section loss. The most significant section loss had occurred to the light-gauge girts to support the screen, followed by the supporting cleats and angles. Corrosion to the main CHS frames did not appear significant and generally appeared in satisfactory condition.



Desktop Review

The second phase of the assessment was a desktop review of the structure. The purpose of this review was to gain a better understanding of how the structure will perform with a new screen installed, and if the structural elements will meet current Australian standards for engineering design. The recorded members were modelled in SpaceGASS structural software to assist in the strength and serviceability calculations. For the purpose of this review it was assumed all members and connections were free of defects.

Discussion and Recommendations

The desktop review indicates the members and connections recorded on site have adequate capacity to support the expected loadings once a screen has been installed. Given this review was based on members and connections being free of defects it is critical the members that are deemed to have defects present are replaced with members and connection of the same size as previously installed, as a minimum. Defected members, in this instance, can be considered as members that have had undergone a loss in gross section area of 10% or greater.

We firstly recommend that all light steel girts are replaced with a similar member of minimum size C10019. For corrosion purposes it is our recommendation that all new light-gauge steel sections have a coating class of Z450 and are finished with a micaceous iron oxide (MIO) paint system. This additional coating will provide the members a high-quality corrosion protection which can be significant in tropical climates.

Another key design recommendation for the new girts is to ensure the sections are orientated with the flanges directed at the ground. It is likely water has been trapped within these members which are currently facing up, expediting the corrosion process. Although some girts may appear free of defects it is likely that that lifespan is limited due to the current orientation. Other plate elements such as flat plate cleats, angles and diagonal angle braces should be thoroughly reviewed on a case by case basis for replacement if deemed defective based on the above definition.

Wire brush and re-painting of the retained members is highly recommended during any replacement works to mitigate further corrosion. The removal of surface rust with a wire brush will also help indicate those members which should be replaced. Paint should be applied either as a spray or brushed on using a suitable zinc rich product for external steelwork.

Findings from the desktop review indicate a that a minimum pad footing depth of 800mm would be sufficient for structure adequacy. It is suggested some non-invasive is to be undertaken to multiple pads to confirm this minimum depth has been achieved throughout.

Finally, it should be noted the screen material and fixings have not been included in this review. It is assumed the selected material and fixings will be adequate to withstand the expected gravity loads and wind loads for the site.



For and on behalf of MLEI Consulting Engineers.

Kind Regards,

MLEI Consulting Engineers

A handwritten signature in black ink, appearing to read "Ben Wood".

Ben Wood *B.E. Hons.*
Structural Engineer

Encl: Site Photographs



Image 1



Image 2



2 of 8 base plates only could be viewed during the inspection. Given the anchors do not extend a minimum of 2 threads above the nut we recommend a new plate and anchors to be welded to the existing and fixed into the footing.

Image 3



This base plate is in a better condition given the anchors extend further above the nut. Recommendation is to wire brush surface rust and apply bituminous paint to the section of the member that is expected to be beneath ground level.

Image 4



Image 5



Image 6



Significant corrosion and section loss evident through web of girt

Image 7



Plates to be investigated for section loss in member and welds

Image 8



Image 9



Image 10

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	15.2
Title:	Waste and Resource Management Report
File Reference:	1075172
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

The purpose of this report is to provide an update to Council on current activity in the Waste and Resource Management areas.

BACKGROUND

On 27 February 2023 Council's new Waste and Resource Coordinator Sara Fitzgerald commenced to take responsibility of the Waste portfolio for the region. This report outlines the current activities within this portfolio.

COMMENT

Landfill

Waste and resource coordinator has completed site assessment of the Landfill site and identified opportunities for operation improvement. Currently the main priority is to continue to work towards to securing a section 19 lease over the land to enable infrastructure improvements to the site. Once the site is properly secured Council can better manage and segregate waste. Collection of commercial waste fees is priority where applicable and Minjilang will be monitored for any upcoming works scheduled by NTG to ensure all commercial operators working on Minjilang are correctly disposing of or removing waste.

Litter

By renewing its partnership with Keep Australia Beautiful there will be a spotlight on litter for the coming months. Keep Australia Beautiful will be attending community in the coming months to review litter and engage all community stakeholders in improving the litter rating score for the community.

Recycling

Recycling options and initiatives are being pursued actively. We are looking to form a transport partnership with Seaswift to reduce the cost of removing recyclable materials from the community and enable better waste management practices.

STATUTORY ENVIRONMENT

Waste Management and Pollution Control Act 1998

Environment Protection Act 2019

POLICY IMPLICATIONS

West Arnhem Regional Council Regional Strategic Plan 2022-23

West Arnhem Regional Council Waste Strategy 2021-26

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This report is aligned to pillar 4 and 5 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 4.3	Waste and Water Management Deliver environmentally and economically sound solid waste, water and sewerage services
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PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

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

Goal 5.1	Recycling and Waste Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment
Goal 5.2	Procurement Develop and implement a leading-edge sustainability procurement strategy
Goal 5.3	Reduce Office Waste All offices recycle and reduce waste and consumables
Goal 5.4	Education Develop and deliver locally relevant education initiatives on sustainability and climate impacts across multiple mediums and platforms
Goal 5.5	Energy Develop a Renewable Energy Strategy
Goal 5.6	Policy Devise and implement a Sustainability and Climate Action Policy

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

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

ATTACHMENTS

NIL

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 MAY 2023

Agenda Reference:	15.3
Title:	Local Authority Members Questions
File Reference:	1075846
Author:	Jessie Schaecken, 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.

STATUTORY ENVIRONMENT

Section 78 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 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

RECOMMENDATION:

That the Chairperson invites questions from Local Authority Members.

ATTACHMENTS

**WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 11 MAY 2023**

CLOSURE OF THE MEETING