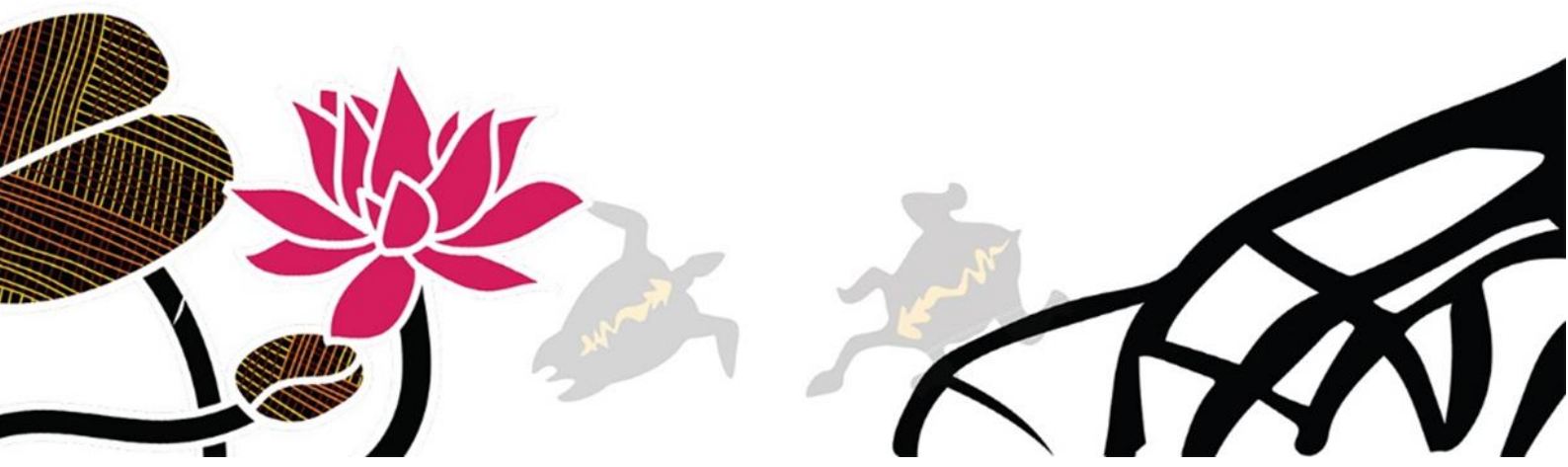




WEST ARNHEM REGIONAL COUNCIL  
LOCAL AUTHORITY MEETING  
**AGENDA**

**THURSDAY, 25 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 Gunbalanya on Thursday, 25 May 2023 at 10:00.

Paul Hockings  
Chief Executive Officer

## **Code of Conduct: The Local Government Act 2019.**

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

1. **Honesty and Integrity:** A member must act honestly and with integrity in performing official functions.
2. **Care and diligence:** A member must act with reasonable care and diligence in performing official functions.
3. **Courtesy:** A member must act with courtesy towards other members, council staff, electors and members of the public.
4. **Prohibition on bullying:** A member must not bully another person in the course of performing official functions.
5. **Conduct towards Council staff:** A member must not direct, reprimand, or interfere in the management of, council staff.
6. **Respect for cultural diversity and culture:** A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.  
A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
7. **Conflict of interest:** A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.  
If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
8. **Respect for confidences:** A member must respect the confidentiality of information obtained in confidence in the member's official capacity.  
A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
9. **Gifts:** Members must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.  
A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.'
10. **Accountability:** A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
11. **Interests of municipality, region or shire to be paramount:** A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.  
In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
12. **Training:** A member must undertake relevant training in good faith.

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**17 NEXT MEETING**

## **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 25 MAY 2023

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies and Leave of Absence</b>
<b>File Reference:</b>	<b>1078384</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

#### SUMMARY

This report is to table, for the Gunbalanya Local Authority's record, any apologies and requests for leave of absence received from Authority members for the meeting held on 25 May 2023.

#### 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.**

<b>Goal 6.3</b>	<b>Council and Local Authorities</b> Excellence in governance, consultation administration and representation
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#### RECOMMENDATION:

**That the Gunbalanya Local Authority noted Member's apologies and/or requests for leave of absence for the meeting held on 25 May 2023.**

#### ATTACHMENTS

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Absent Without Notice</b>
<b>File Reference:</b>	<b>1078385</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

#### SUMMARY

This report is to table, for the Gunbalanya Local Authority's record, any appointed members that are absent without notice for the meeting held on 25 May 2023.

#### 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.**

<b>Goal 6.3</b>	<b>Council and Local Authorities</b> Excellence in governance, consultation administration and representation
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#### RECOMMENDATION:

**That the Gunbalanya Local Authority noted member's absences without notice for the meeting held on 25 May 2023.**

#### ATTACHMENTS

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>File Reference:</b>	<b>1078387</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

#### SUMMARY

Agenda papers are submitted for acceptance by appointed members for the Gunbalanya Local Authority meeting of 25 May 2023.

#### 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.**

<b>Goal 6.3</b>	<b>Council and Local Authorities</b> Excellence in governance, consultation administration and representation
<b>Goal 6.5</b>	<b>Planning and Reporting</b> Robust planning and reporting that supports Council's decision-making processes

#### RECOMMENDATION:

**That the agenda for the Gunbalanya Local Authority meeting of 25 May 2023 as circulated be accepted.**

#### ATTACHMENTS



# WEST ARNHEM REGIONAL COUNCIL

## FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>
<b>File Reference:</b>	<b>1078389</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

### SUMMARY

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

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

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

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

### STATUTORY ENVIRONMENT

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

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

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

### STRATEGIC IMPLICATIONS

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

<b>PILLAR 6 FOUNDATIONS OF GOVERNANCE</b>	
<b>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.</b>	
<b>Goal 6.2</b>	<b>Records</b> Delivery of storage and retrieval of records processes which support efficient and transparent administration
<b>Goal 6.3</b>	<b>Council and Local Authorities</b> Excellence in governance, consultation administration and representation
<b>Goal 6.4</b>	<b>Risk Management</b> The monitoring and minimisation of risks associated with the operations of Council
<b>Goal 6.5</b>	<b>Planning and Reporting</b> Robust planning and reporting that supports Council's decision-making processes

**RECOMMENDATION:**

**That Gunbalanya Local Authority received and recorded declarations of interest for the meeting held on 25 May 2023.**

**ATTACHMENTS**

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Confirmation of Previous Local Authority Meeting Minutes - 23 February 2023</b>
<b>File Reference:</b>	<b>1078390</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

#### SUMMARY

Unconfirmed minutes from the 23 February 2023 Gunbalanya Local Authority meeting are submitted to the Local 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

The confirmation of previous minutes is aligned to the following goals as outlined in pillar 6 of 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.**

<b>Goal 6.2</b>	<b>Records</b> Delivery of storage and retrieval of records processes which support efficient and transparent administration
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<b>Goal 6.5</b>	<b>Planning and Reporting</b> Robust planning and reporting that supports Council's decision-making processes
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#### RECOMMENDATION:

**That the minutes of the 23 February 2023 Gunbalanya Local Authority meeting are adopted as a true and correct record of the meeting.**

#### ATTACHMENTS

- 1 2023.02.23 Gunbalanya Local Authority Minutes - Unconfirmed.pdf



Minutes of the Gunbalanya Local Authority Meeting  
Thursday, 23 February 2023 at 10:00

Chairperson Andy Garnarradj declared the meeting open at 10:12, welcomed all in attendance and did a Welcome to Country.

**APPOINTED MEMBERS PRESENT**

Chairperson	Andy Garnarradj
Member	Henry Yates
Member	Evonne Gumurdul
Member	Maxwell Garnarradj

**ELECTED MEMBERS PRESENT**

Deputy Mayor	Elizabeth Williams
Councillor	Otto Dann
Councillor	Donna Nadjamerrek

**STAFF PRESENT**

Chief Executive Officer	Paul Hockings
Chief Operating Officer (Acting)	Fiona Ainsworth (video conference)
Chief Corporate Officer	David Glover (video conference)
Executive Manager, Advocacy and Strategy	Brooke Darmanin
Council Services Manager	Tim Hema
Governance and Risk Advisor	Jessie Schaecken (video conference)

**VISITORS**

Chief Minister & Cabinet Regional Project Officer	Colvin Crowe
Chief Minister & Cabinet	Claire
Injalak Arts Architect & Urban Designer	Cristina Aranzubia
Injalak Arts CEO	Michael Stitfold
Drug and Alcohol program	Leon James

Michael and Cristina from Injalak Arts entered the meeting at 10:15 to discuss the Stone Country Festival. They are seeking a letter of support from Council for grant funding applications for both a shade shelter at their Arts Centre for their women artists and festival funding. They both left the meeting at 10:35.

**1.1 INJALAK ARTS LETTER OF SUPPORT****GUN145/2023 RESOLVED:**

On the motion of Chairperson Andy Garnarradj  
 Seconded Cr Donna Nadjamerrek

That Gunbalayna Local Authority requested the administration provide a letter of support to the Injalak Arts for the 2023 Stone Country Festival grant funding application.

**CARRIED****1.2 INJALAK ARTS LETER OF SUPPORT****GUN146/2023 RESOLVED:**

On the motion of Member Henry Yates  
 Seconded Member Maxwell Garnarradj

The Gunbalanya Local Authority requested the administration provide a letter of support to Injalak Arts for their shade shelter grant funding application

**CARRIED****APOLOGIES****3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Committee considered Apologies and Leave of Absence.

**GUN147/2023 RESOLVED:**

On the motion of Chairperson Andy Garnarradj  
 Seconded Cr Otto Dann

That Gunbalanya Local Authority noted members apologies from Connie Nayinggul and Kenneth Mangiru for the meeting held on 23 February 2023.

**CARRIED****ABSENT WITHOUT NOTICE****4.1 ABSENT WITHOUT NOTICE**

The Committee considered Absent Without Notice.

**RESOLVED:**

That the Gunbalanya Local Authority noted nil members absences without notice for the meeting held on 23 February 2023.

**ACCEPTANCE OF AGENDA****6.1 ACCEPTANCE OF AGENDA**

The Committee considered Acceptance of Agenda.

**GUN148/2023 RESOLVED:**

On the motion of Mr Maxwell Garnarradj  
 Seconded Ms Evonne Gumurdul

That the agenda for the Gunbalanya Local Authority meeting of 23 February 2023 as circulated be accepted.

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

The Committee considered Disclosure of Interest of Members or Staff.

**RESOLVED:**

That Gunbalanya Local Authority received and recorded nil declarations of interest for the meeting held on 23 February 2023.

**CONFIRMATION OF PREVIOUS MINUTES****8.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES - 10 JANUARY 2023**

The Committee considered Confirmation of Previous Local Authority Meeting Minutes - 10 January 2023.

**GUN149/2023 RESOLVED:**

On the motion of Chairperson Andy Garnarradj

Seconded Cr Otto Dann

That the minutes of the 10 January 2023 Gunbalanya Local Authority meeting are adopted as a true and correct record of the meeting.

**CARRIED**

**LOCAL AUTHORITY ACTION ITEMS****10.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS**

The Committee considered Review of Local Authority Action Items.

**GUN150/2023 RESOLVED:**

On the motion of Chairperson Andy Garnarradj

Seconded Cr Donna Nadjamerrek

That Gunbalanya Local Authority reviewed the action items list and approved to remove any completed actions and;

1. requested the football oval surface and installation of football oval lights be added to the Action Items noting that NT Sport, Recreation & Strategic Infrastructure are looking into funding for the oval lights,
2. Invite Sam Gibson Head of NTAFL to visit Gunbalanya Community with the view to assisting Council source funding for the above projects; and
3. Mayor Ryan and Paul Hockings Chief Executive Officer meet with NTAFL on 24 February 2023 to raise the oval concerns.

**CARRIED**

**Minute note:** Local Authority broke from the meeting at 11:09 and returned at 11:25.

Maryanne Walley from Australian Electoral Commission presented to the Local Authority about enrolment drives from 11:41 to 11:48.

**CEO / CSM REPORT ON REGIONAL COUNCIL SERVICES****11.1 CSM OPERATIONS REPORT ON CURRENT COUNCIL SERVICES**

The Committee considered CSM Operations Report on Current Council Services.

**GUN151/2023 RESOLVED:**

On the motion of Chairperson Andy Garnarradj

Seconded Cr Otto Dann

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

**CARRIED**

**15.1 WATER USAGE PRESENTATION**

Cail Rayment from Power and Water Corporation presented on Gunbalanya Water Security at 12:26 and left the meeting at 12:57.

**GUN152/2023 RESOLVED:**

On the motion of Chairperson Andy Garnarradj

Seconded Cr Otto Dann

1. Chairperson Garnarradj mentioned that Essential Services Officers have been fixing leaks and doing lots of good work in this space.
2. Chairperson Garnarradj was running a Power and Water Corporation (PWC) leaks project in 2010/2011 that had thanksgiving gifts including sprinklers, hoses and buckets for water awareness.
3. Cr Dann raised that water samples are sent off weekly and the community would like to see the results and this data could be displayed on the new electronic notice board at Gunbalayna Office.
4. Member Gumurdul raised ageing and bad pipes is part of the reason for the number of leaks in the community.
5. Cr Nadjamerrek raised more community education could help.
6. Jessie Schaecken to connect Tim Hema Council Services Manager Gunbalayna with Cail Rayment PWC.
7. Cail Rayment PWC to present to the next Gunbalanya Local Authority meeting.

CARRIED

Minute Note: Local Authority broke for lunch at 12:58 and resumed at 13:41.

#### FINANCE REPORT

##### 14.1 FINANCIAL REPORT TO DECEMBER 2022

The Committee considered Financial Report to December 2022.

#### GUN153/2023 RESOLVED:

On the motion of Chairperson Andy Garnarradj

Seconded Mr Henry Yates

That Gunbalanya Local Authority received and noted the Financial Report for the year to date period, July to December 2022.

CARRIED

##### 15.2 GUNBALAYNA MENS SHED FINANCIAL SUPPORT

Colvin Crowe presented to the Local Authority at 14:11.

A Gunbalayna Service Delivery meeting met on 22 February 2023 and topics discussed included:

- Pigs causing property damage, spreading disease and frightening staff and people. Police advised they cannot act unless there is a Gunbalanya by-law on animal management and that people can visit the clinic for an Japanese Encephalitis Virus Vaccine.
- Mens shed is approved with funding from Demed Aboriginal Corporation and will be built and functional very soon but there is no funding for fencing, \$20,000 requested for fencing around the new area.

Chairperson Garnarradj thanked Colvin for his presentation and requested time for the Local Authority to discuss the funding request. Colvin Crowe and Claire and left the meeting at 14:23.

#### GUN154/2023 RESOLVED:

On the motion of Chairperson Andy Garnarradj

Seconded Cr Otto Dann

That Gunbalanya Local Authority:

1. requested a formal proposal from Colvin Crowe Regional Liaison Officer DCM&C however,
2. approved in principle Local Authority Funding of \$20,000 for fencing materials for the Gunbalayna Mens Shed provided:
  - a. the proposal is received; and
  - b. the project meets the NT Local Authority Funding Guidelines,
3. further advised should the project not meet these guidelines the funding will not be allocated.

CARRIED

**14.2 LOCAL AUTHORITY FUNDING**

The Committee considered Local Authority Funding.

**GUN155/2023 RESOLVED:**  
**On the motion of Cr Otto Dann**  
**Seconded Mr Henry Yates**  
**That the Local Authority received and noted the report entitled *Local Authority Funding*.**  
**CARRIED**

**VISITOR PRESENTATIONS****15.1 PRESENTATIONS TO GUNBALANYA LOCAL AUTHORITY**

The Committee considered Presentations to Gunbalanya Local Authority.

**Minute note:** all presentations were considered sporadically throughout the meeting.

**GENERAL ITEMS****16.1 GUNBALANYA CHURCH LOT 394 - INSTALL BOUNDARY FENCE**

The Committee considered Gunbalanya Church Lot 394 - Install Boundary Fence.

**GUN156/2023 RESOLVED:**  
**On the motion of Chairperson Andy Garnarradj**  
**Seconded Cr Donna Nadjamerrek**  
**That Gunbalanya Local Authority:**

1. Requested Council to direct the administration to try and source funding through the Church administration to reimburse some funds towards construction costs.
2. Discussed the use of project funding, and recommended the allocation of Local Authority funding to upgrade the fence as scoped and install 30 x Bollards for \$9,614 subject to the project meeting the Local Authority Guidelines.

**CARRIED**

**16.2 GUNBALANYA PARK - PROPOSED PLAYGROUND STRUCTURE EXTENSION**

The Committee considered Gunbalanya Park - Proposed Playground Structure Extension.

**GUN157/2023 RESOLVED:**  
**On the motion of Mr Henry Yates**  
**Seconded Mr Maxwell Garnarradj**  
**That Gunbalayna Local Authority:**

1. Received and noted the report entitled '*Gunbalanya Park - Proposed Playground Structure Extension*',
2. Considered the appetite from the Local Authority to improve facility functionality; and
3. Approved \$93,600 circa from the Gunbalanya Local Authority funding to complete the variation to the playground.

**CARRIED**

**16.3 SOLAR LIGHTS - GUNBALANYA ENTRANCE ROAD - AIRPORT T/O TO NEW SUBDIVISION**

The Committee considered Solar Lights - Gunbalanya Entrance Road - Airport T/O to New Subdivision.

**GUN158/2023 RESOLVED:**  
**On the motion of Cr Donna Nadjamerrek**  
**Seconded Cr Otto Dann**  
**That Gunbalayna Local Authority:**



1. Received and noted the report entitled '*Solar Lights - Gunbalanya Entrance Road - Airport Turn Off to New Subdivision*',
2. Approved the allocation of \$74,285.17 from Gunbalanya Local Authority funding for the Solar Lights - Gunbalanya Entrance Road - Airport Turn Off to New Subdivision project.

CARRIED

#### 16.4 ADDITIONAL PARK BENCH SEATING FOR PLAYGROUND STRUCTURE

The Committee considered additional park bench seating for playground structure.

##### RECOMMENDATION:

That Gunbalayna Local Authority:

1. Received and noted the report; and
2. Approved \$9,900 from Gunbalanya Local Authority funding to complete additional park bench seating to the playground.

**Minute note:** During the meeting this report was not considered on advice these seats will be supplied and completed from unspent money from a previous Local Authority decision.

Following completion of the meeting it was found this advice to be incorrect and that these are additional park benches required a decision. This report will be resubmitted to a future meeting.

#### 16.5 GUNBALANYA SUBDIVISION HANDOVER REPORT

The Committee considered Gunbalanya Subdivision Handover Report.

##### GUN159/2023 RESOLVED:

On the motion of Ms Evonne Gumurdul

Seconded Cr Donna Nadjamerrek

That Gunbalayna Local Authority:

1. Received and noted the report entitled '*Gunbalanya Subdivision Handover Report*'; and
2. Directed the administration to:
  - a. Instruct NT Government to complete the civil remedial works for New Subdivision to the required Australian Standards per the independent consultant recommendations.
  - b. Delay handover for another wet season to ensure the roads, drains, road furniture and culverts are sufficiently designed and constructed to accommodate wet season run off and to mitigate any potential areas of flooding.

CARRIED

#### 16.6 CONSULTATION - WEST ARNHEM REGIONAL COUNCIL REGIONAL PLAN STRATEGIC PLAN 2023 -2024

The Committee considered Consultation - West Arnhem Regional Council Regional Plan Strategic Plan 2023 -2024.

##### RECOMMENDATION:

That Gunbalanya Local Authority:

1. Received and noted the report entitled *Consultation - West Arnhem Regional Council Regional Plan Strategic Plan 2023 -2024*,
2. Nominated projects and priorities of local significance which will inform the West Arnhem Regional Plan;
  - a. Football Oval lights and playing surface,

- b. New Gunbalayna Clinic,
  - c. Funeral car,
  - d. Billabong eradication of weeds including Para grass and Salvinia,
  - e. Road at Banyan subdivision near Lami Lami
  - f. Road in front of the Depot from Injalak Arts Centre to the Floodway
  - g. Road towards the Power Station needs to get an upgrade - culvert sitting in the Council Depot
  - h. Youth facility with basketball court out of the back - protective padding to H Beams on shed, upgrade wooden seats and improve fencing
  - i. 2 more playgrounds for Banyan Area and Middle Camp need shelter Arrguluk
  - j. BMX track for kids
3. Provided feedback on the current organisational values and suggests alternative values for consideration by the administration.
- a. Cultural inductions are becoming more important

#### 16.7 NORTHERN TERRITORY GOVERNMENT REVIEW OF LOCAL AUTHORITIES

The Committee considered Northern Territory Government Review of Local Authorities.

##### RECOMMENDATION:

That Gunbalanya Local Authority received and noted the submission made by West Arnhem Regional Council to the Northern Territory Review of Local Authorities.

#### 16.8 NT ELECTORAL BOUNDARY REVIEW

The Committee considered NT Electoral Boundary Review.

##### RECOMMENDATION:

That Gunbalanya Local Authority noted and received the report entitled *NT Electoral Boundary Review*.

#### 16.9 LOCAL AUTHORITY MEMBERS QUESTIONS

The Committee considered Local Authority Members Questions.

##### GUN160/2023 RESOLVED:

On the motion of Chairperson Andy Garnarradj

Seconded Cr Donna Nadjamerrek

That the Chairperson invited questions from Local Authority Members:

1. Member Yvonne Gumurdul raised safety concerns of large and dangerous mahogany tree in yards. Tim Hema CSM Gunbalayna undertook to have his team take photographs and submit a report to Department of Infrastructure and Planning and copy in Territory Housing.
2. Chairperson Garnarradj requested Council correspond with ALPA as the CDP provider in Gunbalayna requesting and suggesting ways to assist young people in community get 'job ready', including obtaining a Tax File Number and enrolling to vote.

**CARRIED**

#### NEXT MEETING

The next meeting of the Gunbalanya Local Authority will be held on 25 May 2023 at the Gunbalanya Council Building.

#### MEETING DECLARED CLOSED

Chairperson Andy Garnarradj declared the meeting closed at 15:48.

This page and the preceding pages are the minutes of the Gunbalanya Local Authority meeting held on 23 February 2023.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date Confirmed

# WEST ARNHEM REGIONAL COUNCIL

## FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Review of Local Authority Action Items</b>
<b>File Reference:</b>	<b>1078398</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

### SUMMARY

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

### BACKGROUND

The Gunbalanya Local Authority members are encouraged to discuss the action items list.

### COMMENT

The actions that the Local Authority resolves 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

#### 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 Gunbalanya Local Authority reviewed the action items list and approved to remove any completed actions.**

**ATTACHMENTS**

- 1 Gunbalanya LA Action Items List - In Progres.pdf

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
23 February 2023	GUN 160/2023	DIPL REPORTING – on trees in community			CSM
23 February 2023	GUN 160/2023	LETTER TO ALPA RE SUGGESTION ON TFN AND ENROL TO VOTE TO BE INCLUDED IN CDP SIGN UP			???
23 February 2023	GUN154/2023	MENS SHED FENCING FUNDING REQUEST	In progress	Email to be sent Colvin Crowe requesting formal application for funding -	???
23 February 2023	GUN145/2023 GUN146/2023	INJALAK SUPPORT LETTERS – grant application and Stone Country Festival and Shade Shelter.			EMAS
23 February 2023	GUN150/2023	Invite Sam Gibson – NTAFL CEO to visit Gunbalanya community			CEO
11 August 2021	OCM69/2021	GUNBALANYA CHILDREN'S PLAYGROUND	In Progress	<p><b>18 October 2021 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>Playground equipment expected to arrive in mid-November 2021 and installation will begin as soon as it arrives.</li> <li>Hard structure expected to be ready for installation by beginning of November 2021.</li> </ul> <p><b>05 November 2021- Loukas Gikopoulos</b></p> <p>To date the following works have been completed</p> <ul style="list-style-type: none"> <li>Shelters have been painted</li> <li>Existing playground equipment has been removed</li> <li>Existing selected playground equipment is being painted and repaired</li> </ul> <p>Ready to commence the following</p>	Technical Services

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<ul style="list-style-type: none"> <li>• Excavation of footings for the hard structure to commence on the 21st November</li> <li>• Erection of the hard structure is expected to commence on the 24th November</li> <li>• New playground equipment is expected to arrive in Darwin in the first week of December 2021.</li> </ul> <p><b>11 February 2022 - Loukas Gikopoulos</b> The following works have been completed to date:</p> <ul style="list-style-type: none"> <li>• Construction of the hard structure columns and roof trusses has commenced.</li> <li>• Playground equipment has arrived in Gunbalanya.</li> <li>• No further works have progressed due to Covid travel restrictions.</li> </ul> <p><b>13 May 2022- Loukas Gikopoulos</b> The construction works have recommenced and the following has been completed to date.</p> <ul style="list-style-type: none"> <li>• Hard structure completed</li> <li>• Concrete kerb around the hard structure</li> <li>• Columns for the playground erected</li> <li>• Fill sand for the soft fall area</li> </ul> <p><b>15 July 2022 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>• Additional works have been requested in a report that is included in the agenda for this meeting. They include:               <ul style="list-style-type: none"> <li>○ Bollards on the western side driveway</li> <li>○ Soft fall around the upgraded swing</li> <li>○ Additional seating around new playground</li> </ul> </li> </ul> <p><b>17 October 2022- Sam Fazzolari</b></p> <ul style="list-style-type: none"> <li>• JMK the contractor is due to return in early November to complete soft fall sand around upgraded swing and install</li> </ul>	

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				seating and investigate options for additional shade for playground area.  <b>08 February 2023 – Clem Beard</b> <ul style="list-style-type: none"> <li>• Additional works completed by Contractor in early February 2023</li> <li>• A report will be tabled at this meeting on the proposal to extend existing shade structure over the playground for additional comfortability for community asset.</li> </ul> <b>15 May 2023 – Clem Beard</b> Design and engineering plans constructed and review completed by the certifier for the extension to the existing shade structure over the playground for additional comfortability for the community asset. Purchase order for works by JMK released Friday 12/05/2023	
11 August 2021	OCM69/2021	COMMUNITY GARDEN HARD STRUCTURE	In Progress	<b>18 October 2021 - Loukas Gikopoulos</b> <ul style="list-style-type: none"> <li>• NLC consultation with the Gunbalanya community for the project is not expected to take place until January 2022.</li> <li>• Works can only commence after NLC approval</li> </ul> <b>05 November 2021- Loukas Gikopoulos</b> <ul style="list-style-type: none"> <li>• No further updates to report. No works to commence until community consultation has been carried out by NLC</li> </ul> <b>11 February 2022 - Loukas Gikopoulos</b> <ul style="list-style-type: none"> <li>• NLC community consultations have been postponed due to Covid travel restrictions. No further updates provided.</li> </ul> <b>13 May 2022 - Loukas Gikopoulos</b> <ul style="list-style-type: none"> <li>• NLC have advised that community consultation to discuss the project will commence on 23<sup>rd</sup> May 2022.</li> </ul>	Technical Services



**Gunbalanya Local Authority Action Items List – Ongoing**

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p><b>15 July 2022 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Awaiting NLC updates on consultations underway in the Gunbalanya Community.</li> </ul> <p><b>17 October 2022- Sam Fazzolari</b></p> <ul style="list-style-type: none"> <li>Meeting held with NLC Lawyer 10/10/2022 to explore options and the possibility of supplying a comfort letter to proceed with construction of the proposed shelter.</li> </ul> <p><b>08 February 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Construction area is classified as Restricted Work Area (RWA) by Aboriginal Area Protection Authority (AAPA). Administration in negotiations and planning with AAPA to lift restricted area after consultation with Traditional Owners of Gunbalanya.</li> <li>AAPA have confirmed consultations will commence in March with Traditional Owners and the AAPA CEO has approved a partial fee waiver. The cost will be \$5,000.00 thus a saving to the Local authority up to \$20,000.00 for fees.</li> </ul> <p><b>15 May 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>AAPA have visited site 13/04/2023 and discussed shelters with Traditional Owners to gain approval to construct shelters on preferred site. Await further instructions to proceed with AAPA approval.</li> <li>During consultations Traditional Owners have expressed their desire for an additional shelter be erected at the billabong edge with facilities. A report for the LA will be included in the meeting for approval.</li> <li>AAPA are releasing the approval to proceed prior 30/05/2023.</li> </ul>	

**Gunbalanya Local Authority Action Items List – Ongoing**

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
11 November 2020	OCM213/2020	UPGRADING THE AIRPORT TOILETS, AND SUPPLYING WATER TO THE AIRPORT	In Progress	<p><b>16 February 2021 – Chris Kelly</b></p> <ul style="list-style-type: none"> <li>The administration is investigating the possibility of installing eco-toilets at the airport. The technical services team will provide further details about this option during today's meeting.</li> </ul> <p><b>16 July 2021 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting.</li> </ul> <p><b>18 October 2021 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting.</li> </ul> <p><b>12 November 2021- Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting.</li> </ul> <p><b>11 February 2022 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting.</li> </ul> <p><b>13 May 2022 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting.</li> </ul>	Grants

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p><b>15 July 2022 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting including utilising non-potable water from the Gunbalanya Station.</li> </ul> <p><b>17 October 2022 - Sam Fazzolari</b></p> <ul style="list-style-type: none"> <li>A report with a full overview is included in the agenda for this meeting including utilising the proposed layout changes of the toilets to be discussed as requested by the LA members.</li> </ul> <p><b>14 December 2022 - Clem Beard</b></p> <ul style="list-style-type: none"> <li><b>OCM118/2022</b> Approved the administration to seek funding for a flushing prefabrication ablation facility at an estimated cost of \$304,000</li> </ul> <p><b>08 February 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Land Tenure to be completed when/if grant Funding becomes available for project to proceed at the Gunbalanya Airport.</li> </ul> <p><b>28 April 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Ongoing discussions with the NLC on funding and leasing arrangements for Airport Facilities management</li> </ul>	
14 June 2017	OCM111/2017	LOCATION AND IDENTIFICATION OF GRAVES AT THE GUNBALANYA CEMETERY	In Progress	30 April 2020 – Gordon Smith The Administration received the following information from NLC on the 29-01-2020:	Technical Services

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
		<p>Requests that the administration write (again) to the Northern Land Council (NLC) with some urgency to finalise the location and identification of graves at the Gunbalanya cemetery to allow crews to carry out maintenance without inferring with cultural issues relating to burial sites</p>		<p>To progress this matter as early as possible in 2020 NLC proposes:</p> <ul style="list-style-type: none"> <li>• The NLC speak with traditional Aboriginal owners as to recommendations for possible suitable sites for a cemetery (NLC anthropologist and lawyer will commence this as soon as possible);</li> <li>• Land Tenure Unit and WARC consider the viability of Lot 736 in Gunbalanya and/or other recommended sites for a cemetery;</li> <li>• Once a suitable lot for a cemetery is found (ie. agreeable area to traditional Aboriginal owners, not in a restricted works area or near sacred sites, suitable for cemetery such as not in a flood prone area, etc.) the terms of the agreement can be finalised and a proposal can progress to formal consultation;</li> <li>• If consented to, consultation with the NLC will draft an agreement and progress to Executive/Full Council Meeting for decision of the NLC Executive/Full Council.</li> </ul> <p>(Note: NLC have identified Lot 736 above as this is one option which has been suggested by traditional Aboriginal owners to the NLC as a possible cemetery location)</p> <p>The Administration notes that Lot 736 is currently the site where the new Solar Farm has been constructed.</p> <p><b>Minute note from January 2020 Council meeting:</b> Gordon Smith provided a detailed update on the situation regarding the identification of graves, not only in Gunbalanya but all communities. It would seem that WARC will need to undertake this identification work which will be at considerable cost. Gordon advised that this work has been included in the 2020-2021 budget.</p>	

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p>A meeting between NLC and the traditional Owners was held in Gunbalanya on the 2nd and 6th March 2020 to discuss the Cemetery location and Council workshop yard. Administration have written again to NLC seeking the feedback however at the time of completing this action item no advice has been received from NLC.</p> <p><b>30 June 2020 – Stephen Hoyne</b> No further update</p> <p><b>05 August 2020 - Stephen Hoyne</b> Awaiting NLC consultation outcome per above. A meeting between NLC and the Traditional Owners was held in Gunbalanya on the 2nd and 6th March 2020 to discuss the cemetery location and Council workshop yard. Administration have written again to NLC seeking feedback, however, at the time of completing this action item no advice had been received from NLC.</p> <p><b>02 October 2020 - Stephen Hoyne</b> The NLC was contacted on Wednesday, 30 September 2020 and advised that a response would be provided about the cemetery location and Council workshop in October 2020.</p> <p><b>25 January 2021 – Clem Beard</b> Traditional Aboriginal owners identified that a possible site for a new cemetery could be near the clearing behind the "Welcome to Gunbalanya" sign (at the intersection of the airport road and main road into Gunbalanya). However, in November last year, NLC anthropologists stated that this is close to a registered restricted works area. More research into whether this area is suitable is being undertaken by NLC's anthropology team.</p>	

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p>The administration has contacted the NLC again requesting for consultation dates for all communities in 2021, and to clarify S19's outstanding Expressions of Interest applications including sourcing a suitable site for the Gunbalanya cemetery. It is expected that the NLC will confirm consultation dates by the end of February 2021.</p> <p><b>20 July 2021 – Clem Beard</b> The NLC has advised that consultations will recommence in Gunbalanya during the dry season. The administration has requested again confirmation dates for the NLC consultations.</p> <p><b>19 October 2021- Loukas Gikopoulos</b> The administration has been advised that sourcing a suitable site for the Gunbalanya cemetery will be discussed at the next round of consultation with the community in January 2022.</p> <p><b>12 November 2021- Loukas Gikopoulos</b> No further updates to report until the next round of consultations have been held in January 2022 with NLC and the Gunbalanya community</p> <p><b>11 February 2022 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>No further updates. NLC community consultations have been postponed due to the Covid travel restrictions.</li> </ul> <p><b>13 May 2022- Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>NLC have advised that community consultation to discuss the project will commence on the 23 May 2022.</li> </ul>	

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p><b>15 July 2022 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Awaiting NLC updates on consultations underway in the Gunbalanya Community</li> </ul> <p><b>17 October 2022- Sam Fazzolari</b></p> <ul style="list-style-type: none"> <li>Meeting held with NLC Lawyer 10/10/2022 to explore options for the location of the proposed new cemetery location.</li> </ul> <p><b>25 January 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Correspondence with NLC Lawyer 17/01/2023 and 03/02/2023 has confirmed further options and consultations for the location of the proposed new cemetery will take place in the community throughout 2023.</li> <li>Once new Cemetery is identified and operational, work can commence on closing existing cemetery with approvals from Land Owners.</li> </ul> <p><b>05 May 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Correspondence received the 26/04/2023 from NLC Lawyer regarding consultations with Traditional Owners on the cemetery</li> <li>29 March 2023, TOs requested that the current cemetery be maintained and repaired. TOs suggested drainage and retaining walls.</li> </ul>	
<b>09 October 2019</b>	<b>OCM190/2019</b>	<p><b>GRAVEL PITS</b></p> <p>Council passed a resolution to:</p> <ul style="list-style-type: none"> <li>write to the appropriate Minister regarding the issues associated with gravel pits in West Arnhem;</li> </ul>	<b>In Progress</b>	<p><b>30 April 2020 – Gordon Smith</b></p> <p>A letter was sent to the Minister regarding the above. The response from the Minister was noted at the January meeting of Council – see below. This matter was discussed at the Gunbalanya Service Delivery meeting held in December which was convened by Mr Nic Sharah of DCM. The meeting was attended by Mr Lawrence Costa, MLA, and Member for Arafura. Mr Sharah</p>	Technical Services

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
		<ul style="list-style-type: none"> <li>• bring this matter up at the next meeting of the Local Government Association of the Northern Territory (LGANT);</li> <li>• engage with BAC and deemed to obtain letters of support; and</li> <li>• consider raising a petition regarding the matter.</li> </ul>		<p>undertook to escalate this matter. Further action is yet to be finalised.</p> <p><b>Minute note from January 2020 Council meeting:</b> The letter regarding the gravel pits was discussed and the comment was that these matters have not been resolved and that Minister Lawler's advice was not up-to-date. The Administration will respond and continue to pursue this matter.</p> <p>The Administration has sent the Department another email requesting a further update and clarification on access to the Gravel Pits.</p> <ul style="list-style-type: none"> <li>• Department of Infrastructure, Planning and Logistics (DIPL) has been granted formal access to nominated extraction areas from NLC for road construction materials along the Maningrida Road at various locations.</li> <li>• DIPL has a contract with BAC for the maintenance of the Oepelli to Maningrida Road and all materials for this work will be extracted from these approved areas.</li> <li>• NLC has approved access for a DIPL materials investigation along the section of road from Oepelli to Three Ways to locate and prove resources for DIPL for road works and for WARC projects in and around Oepelli. A permit is required for earth disturbing activities. This work will commence after the Wet season and when current restrictions around access to communities is lifted.</li> <li>• The materials investigation will be undertaken in conjunction with WARC and as per discussion it is envisaged that WARC excavation equipment and personnel will be utilised for this work.</li> </ul> <p><b>28 August 2020 - Stephen Hoyne</b></p>	



### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p>Status referred above remains current. WARC access to DIPL's approved extraction pit will commence in late August to source gravel for repairs of the Maningrida Road.</p> <p><b>02 October 2020 - Stephen Hoyme</b></p> <ul style="list-style-type: none"> <li>WARC has commenced gravel extraction from a DIPL pit to source material for use on the Maningrida road as a component of work sub-contracted by BAC to WARC for road pavement improvements.</li> <li>On Monday, 28 September 2020, the Administration sought an update from DIPL on the status of extraction of pit investigations for the Oepelli area. A response is pending.</li> </ul> <p><b>25 January 2021 – Clem Beard</b></p> <p>The administration has contacted the DIPL again to request for updates on status of locating suitable burrow pits for gravel. The following response was received from DIPL on 10/12/2020:</p> <p>"DIPL have received advice that burrow gravel pits OR1 and OR2 have been consulted on and it is expected that these will be made available to DIPL upon execution of the relevant Mineral Extraction Agreements. Sampling of these pits will be required into the future to ascertain correct material required for road construction. Pits OR3, OR4 and OR5 have yet to be consulted on."</p> <p><b>20 July 2021– Clem Beard</b></p> <p>Now that the road is accessible to the gravel pits, the administration has contacted DIPL to source updates/progression of pits for community use. Awaiting mobilisation dates from DIPL to test suitable of gravel pits.</p> <p><b>19 October 2021- Loukas Gikopoulos</b></p>	

### Gunbalanya Local Authority Action Items List – Ongoing

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p>DIPL has provided the current update 'Application is with NLC and is waiting for a response as to the number of cultural monitors required to attend and commencement dates for the works'. Further updates will be provided once NLC have confirmed the above actions</p> <p><b>12 November 2021- Loukas Gikopoulos</b> The administration contacted DIPL and received the response below: 'DIPL had applied for cultural monitors so we could assess the areas identified between the Oepelli turn off and three ways but due to various cultural matters this is still pending. We remain in contact with NLC but there is still no response and time is fast running out for fieldwork this year' 'There is a positive to this and that is that DIPL applied for extraction agreements for some areas along Oepelli Road some time ago and consultation is now complete. Agreements will need to be drawn up between NLC and DIPL and when signed would provide areas we can fully assess and move forward with a gravel area for WARC.</p> <p><b>11 February 2022 - Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>No further updates. NLC community consultations have been postponed due to Covid travel restrictions.</li> </ul> <p><b>13 May 2022- Loukas Gikopoulos</b></p> <ul style="list-style-type: none"> <li>NLC have advised that community consultation to discuss the project will commence on the 23 May 2022.</li> </ul> <p><b>15 July 2022 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Awaiting NLC updates on consultations that are underway in the Gunbalanya community.</li> </ul>	

**Gunbalanya Local Authority Action Items List – Ongoing**

Date of Meeting	Item Number	Action Required	Status	Comment	Action Team/ Officer
				<p><b>17 October 2022- Sam Fazzolari</b></p> <ul style="list-style-type: none"> <li>Meeting held with NLC Lawyer 10/10/2022 to explore options of granting a gravel pit for community use.</li> </ul> <p><b>25 January 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>Jone Lotu (NLC) to speak with Philbert Mukundi. NLC will update WARC when we have an update</li> </ul> <p><b>05 May 2023 – Clem Beard</b></p> <ul style="list-style-type: none"> <li>No further updates received from the NLC.</li> </ul>	

**WEST ARNHEM REGIONAL COUNCIL**  
**FOR THE MEETING 25 MAY 2023**

<b>Agenda Reference:</b>	<b>11.1</b>
<b>Title:</b>	<b>CSM Operations Report on Current Council Services</b>
<b>File Reference:</b>	<b>1078109</b>
<b>Author:</b>	<b>Tim Hema, CSM Gunbalanya</b>

**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) Tim Hema.

**BACKGROUND**

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

**COMMENT**

The following report has been prepared by CSM Tim Hema.

**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.**

<b>Goal 6.3</b>	<b>Council and Local Authorities</b> Excellence in governance, consultation, administration and representation
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**RECOMMENDATION**

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

**ATTACHMENTS**

- 1 CSM Operations Report - Gunbalanya.pdf

# Local Authority report

## Gunbalanya

11/05/2023



## Service Delivery

### 1. Attendance rates

#### 1.1. Staff Attendance

The Gunbalanya Council department has averaged 65% attendance for the past three months. With the recent resignations of both the Community Care Team Leader and Youth Sports and Recreation Team Leader, combined with the current vacant positions of the Wellbeing Services Coordinator and Administration Coordinator, this has adversely impacted council services.

Currently recruiting for the following positions:

- Wellbeing Service Coordinator – Advertising closed on 10<sup>th</sup> May 2023, interviews pending.
- Administration Coordinator – Advertising with closed on 17<sup>th</sup> May 2023.
- Community Care Team Leader – Advertising closed on 10<sup>th</sup> May 2023, interviews pending.
- Youth, Sports and Recreation Team Leader – Advertising closed on 10<sup>th</sup> May 2023, interviews pending.
- Works Assistants x 2 – Currently being advertised until position filled.
- Administration Trainee – New person recruited, commencement date still to be confirmed.
- Trades Assistant – Currently being advertised until position filled.

Total number of vacancies	8
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### 2. Administration Services

#### 2.1. Administration

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

- Administration Officer on leave for 2 weeks, from 21<sup>st</sup> April 2023 to 5<sup>th</sup> May 2023.
- New Administration Trainee selected, commencement date still to be confirmed.

#### 2.2. Post Office

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

- Gunbalanya Licenced Post Office (LPO) has seen high cash levels occurring within the report period. Working with Jabiru LPO to provide correct procedure for transfer of cash monies.
- Both the Administration Officer and Post and Administration Officer to receive Australia Post and Motor Vehicle Registration (MVR) training.
- Proposed security improvements, ie security screen at main desk required.
- Damage to Post Office boxes occurred on Sunday 7<sup>th</sup> May 2023.

Total postage received	4648 kg
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#### 2.3. Centrelink

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

- Have seen poor attendance from the new Centrelink Assistant during this reporting period.
- Both the Administration Officer and Post and Administration Officer have commenced training as Centrelink Agents. This will provide much needed back-up support and coverage when primary Centrelink staff are absent.

- The Centrelink Remote Service team were due to visit Gunbalanya 17<sup>th</sup> – 20<sup>th</sup> April 2023. However, this trip was postponed and new dates still to be determined.

**2.4. Cleaning**

Scheduled cleaning of council assets have been completed as follows:

- Council office – twice a week – total of 42 occasions.
- Playground amenities – once a week – total of 12 occasions
- Public toilets – twice a week – total of 24 occasions.
- Common areas cleaned once a week – total of 12 occasions.
- Visitor Accommodation rooms cleaned as required – total 80 room cleans.
- New casual Cleaner has been recruited, working 2 days per week.

**2.5. Visitor Accommodation**

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

- Both the Administration Officer and Post and Administration Officer need further training of the Little Hotelier system.
- Received numerous calls from customers having booking issues on the website.
- A break-in occurred at Lot 588, on Sunday 7<sup>th</sup> May 2023.

**3. Wellbeing Services**

There has being no Wellbeing Services Coordinator during this reporting period. The position has been readvertised and closing on 17th May 2023, with interviews to follow shortly there after.

**3.1. Sport & Recreation**

Youth, Sport and Recreation (YSR) Team Leader resigned, last day being Saturday 6<sup>th</sup> May 2023. Recruitment of this position commenced on Friday 28<sup>th</sup> April 2023, closing on Wednesday 10<sup>th</sup> May 2023, with interviews to occur in the coming week or two.

- Run Unity Day was held on Friday 24<sup>th</sup> February 2023, and despite the rain, this did not put a dampener on activities.
- Continue to collaborate with Adjumarllal Youth, regularly combing activities and resources provided to the community.
- Skateboarding program occurred on.13<sup>th</sup> – 15<sup>th</sup> March 2023.
- Successful school holiday program run from Monday 27<sup>th</sup> March through to Saturday 8<sup>th</sup> April 2023, with support from the WARC Community Safety team and Adjumarllal Aboriginal Corporation.
- With the departure of YSR Team Leader has adversely effected the running of YSR programs and local community staff have not been attending work.

Attendance totals	1607
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Unity Day Celebrations Friday 24<sup>th</sup> February 2023.



Skateboarding NT Program Monday 13<sup>th</sup> – Wednesday 15<sup>th</sup> March 2023.

**3.2. Aged Care**

Community Care Team Leader resigned, last day being Saturday 6<sup>th</sup> May 2023. Recruitment of this position commenced on Friday 28<sup>th</sup> April 2023, closing on Wednesday 10<sup>th</sup> May 2023, with interviews to occur in the coming week or two. One of the Community Care Officers is currently acting in the Team Leader position until position is filled.

The aged care centre currently has approximately 15 clients coming in for a hot breakfast every morning. Aged care also continues to provide transport, healthy and nutritious hot meals, and a dry breakfast to all clients including NDIS clients five days a week.

- Aged Care is providing Laundry Care for participating clients.
- Yard maintenance provided to clients when requested.
- Centre activities provide, including movies.
- Transport clients to clinic for medical appointments and medication collection.
- Recruited two (2) new casual Community Care Assistants.

Total meals provided	2652
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**3.3. Disability Care**

WARC staff continue to be the community connectors and services coordinators under the National Disability Insurance Scheme (NDIS). Services provided are still minimized to in home support.

Other services provided as follows:

- Accommodation;
- Personal care / household tasks;
- Centre activities;
- Home modifications;
- Plan management;
- Transport; and
- Yard Maintenance.

Total number of NDIS participants	22
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**3.4. Women’s Safe House**

The women’s safe house continues to be of great benefit to the community and has had 28 women and 26 minors accommodated over the reporting period.

- New Women’s Safe House Operations Lead commenced on the Wednesday 19<sup>th</sup> April 2023.
- The required plumbing and building repairs have been completed.
- Community Safety Manager and Women’s Safe House Operations Lead out of community, attending training on the 16<sup>th</sup> – 19<sup>th</sup> May 2023.

**3.5. Night Patrol**

Night Patrol services were provided on the available nights between 7.00 pm to 2:30 am.

- Men's team support the school holiday day programs that ran from 28<sup>th</sup> March 2023 through to 9<sup>th</sup> April 2023.
- There was a total of 144 kids picked up during Day Patrol School Holiday program.
- Numerous reports of fights occurring during this reporting period.
- The second Night Patrol vehicle is not fit for purpose and requires replacement. Looking into possible funding options.
- Night Patrol Forum held in Jabiru on 2<sup>nd</sup> – 4<sup>th</sup> May 2023.

**3.6. Broadcasting**

In conjunction with Top End Aboriginal Bush Broadcasting Association (TEABBA), broadcasting services were provided on 20 of the 90 available days, between 8:00 am and 12:00 noon only.

- The Broadcasting Officer has recently been re-engaged, and has committed to attending work and fulfilling position duties.
- Minimal broadcasting provide for the majority of this reporting period.

Total number of On-Air hours	80 hrs
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**4. Community Works****4.1. Parks and Open Space**

The community is generally clean and tidy.

- Slasher operations have commenced.
- High concentration of vegetation and grass still remains in side streets, which needs cutting and whipper snipping.
- Adverse weather through the wet season, has restricted some works.
- Burn offs have started in and around community areas, with the on-set of the dry season.

**4.2. Roads**

Road repairs have commenced across the community.

- Works crew have attended to some potholes and roadside repairs required, in parts of the community.
- Tractor street sweeping been conducted when roads dry enough.
- Demed Aboriginal Corporation repaired Power Station road.
- Other water damage to various roads throughout the community and will require repairs during the dry season, including grader operations.
- Roadside drains also need to be cleared.

**4.3. Waste**

Landfill site operated Mondays to Fridays, 8:30 am to 4:00 pm, with no disruption to service.

- Clean Australia representative visited to talk about 'Tidy Towns' participation. Received good feedback regarding how clean community was looking.
- Rubbish runs continue to operate Monday to Friday, and the new schedule appears to be working well throughout the community.
- Landfill Officer has been communicating quite effectively with community members, encouraging them to get their vehicles moved to landfill.
- A new main pit needs to be identified and built, as the old pit is almost full.
- New Waste and Resource Coordinator conducted community and landfill site visit on 5<sup>th</sup> April 2023.
- Looking to purchase new wheelie bins for the community.

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

Daily vehicle and plant pre-starts and toolboxes meetings improving. Friday afternoon maintenance introduced, including the community services assets.

- Mitsubishi Triton Twin-cab 4WD has some serious damage to the rear diff.



- Repairs required to two (2) of the Kubota ride-on mowers.
- Rear window in the Toyota Hilux single cab has been replaced.
- Community Safety Toyota Hilux, received new alternator.
- New hydraulic steering seals replaced on the Tractor.
- Replace blades on the ride-on mowers and slasher.
- Schedule services completed on both the Toyota Hiace vans.
- Service completed on Toyota Landcruiser.
- Repairs required to the Loader, including replacing the water pump.

## 5. Essential Services

### 5.1. Power

There is now only one (1) primary Essential Services Officer (ESO) and Aerodrome Reporting Officer (ARO) for the Gunbalanya community. However, the Senior Works Officer will continue to provide relief and back-up ESO/ARO as needed, after being the successful applicant and transferring across earlier in the reporting period. Currently, one (1) of the Works Officers is under ESO training as an additional support and relief for the community.

- Morning and afternoon genset reads conducted every week day.
- Daily genset shed clean.
- Daily genset oil check & top up if needed.
- Weekly generation report supplied.
- Maintenance and housekeeping at genset shed.
- 250hr service on genset no. 1 completed.
- 400hr service on genset no. 2 completed.
- There have been ongoing issues with genset no. 1, coordinators are aware and repairs / troubleshooting is ongoing to restore operation.
- Daily solar farm inspections and mowing done.
- Placement of stickers on PAWA Electrical meters, is on-going
- Various unplanned power outages. All faults reported and electrical team flew into the community, to inspect and repair.

### 5.2. Water

- Water samples conducted as per scheduled review. All returned positive readings.
- Daily chlorine testing & scheduled call conducted.
- UV shed monitoring and reads occurred, including town tank reads.
- No access to bore tank and fields, due to dangerously high water levels.
- Some parts of the road are starting to dry out due to weather change.
- Water leaks repaired in various locations.
- Kakadu contractor repaired water leaks.
- Many water leaks have been located due partly to change in weather.

### 5.3. Sewerage

- Daily sewer pit reads and low level pump pulled out and cleaned, including the floats.
- Mowing / whipper snipper around ponds and pits.
- SPC 2 keeps faulting out and requires low level pumping. Fault has been reported.
- Electricians flown out to inspect and do repair works on SPC 2.
- Compound maintenance occurred, which included spraying and general housekeeping.
- Friday Sewer pond outflow reads occurred. The outflow meter currently non-operational.
- Daily sewer pond inspections as per schedule.

### 5.4. Airfield

Airfield slashing and mowing operations were affected, due to tractor slasher under repairs and only one of the ride-on mowers working. Wet weather also caused boggy areas, preventing mowing operations. Grass height got to very high level in some areas. The areas surrounding solar lights cleared with whipper snippers. Now with the onset of dry season weather, slashing and mowing operations have returned to normal.

- Monday – Friday serviceability and lighting inspections conducted.
- There were fourteen (14) medical evacuation flights that occurred during the reporting period.
- Increase in bird activity on airfield.
- Increase in dingo activity on and around airfield.
- Airstrip requires a new fence to be built.
- Slashing works completed.
- There was no interruption to the above services.

## 6. Trade Services

### 6.1. Scheduled Servicing

- **Mechanic**
  - Scheduled servicing on 4 light vehicles was completed and one (1) broken windscreen replaced.

### 6.2. Unplanned Maintenance

- **Mechanic**
  - Loader water pump repairs and batteries replaced.
  - Replaced brakes on Toyota Hiace van.
  - Ride-on mower repairs.

## 7. Community

### 7.1. Local Authority projects

- **Current**
  - Extension to ablutions block at the main park.
  - Naming of First Street (Water Python) in new subdivision. Council requested to draft letter to NT Place names to approve.
  - Billabong hard structure consultation with the Traditional Owner's (TO's) occurred on 13<sup>th</sup> April 2023 and identified the need for another structure to be built.
- **Future**
  - More solar street lights.

### 7.2. Other projects

- **Opportunities**
  - Looking at signage for community.
- **Current**
  - Road grading being undertaken to repair Power Station road.
- **Future**
  - Improve line marking on roads.
  - Demolish and remove the old Radio Station.

### 7.3. Community meetings and events

- Community Unity Day on 24<sup>th</sup> February 2023
- Naaja Training occurred on the 9<sup>th</sup> March 2023.
- Community Local Bi-Elections held 15<sup>th</sup> – 16<sup>th</sup> March 2023.
- Billabong Shelter project consultation with Traditional Owners occurred on 13<sup>th</sup> April 2023.
- Coordinate Anzac Day Service celebrations on 25<sup>th</sup> April 2023.
- Meeting with NIAA held on 26<sup>th</sup> April 2023, to discuss CDP program.
- Meeting with Tidy Towns representative on 27<sup>th</sup> April 2023, regarding participation in Tidy Towns.

Total number of meetings and events attended by the CSM	25
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7.4. Community key focus areas



Naaja Training for Gunbalanya staff on 9<sup>th</sup> March 2023.



Gunbalanya Bi-Elections held on 15<sup>th</sup> – 16<sup>th</sup> March 2023.



ANZAC Day Celebrations 25<sup>th</sup> April 2023.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>14.1</b>
<b>Title:</b>	<b>Financial Report to March 2023</b>
<b>File Reference:</b>	<b>1076423</b>
<b>Author:</b>	<b>James Stockdale, Finance Manager; Corey White, Accountant</b>

#### 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 Gunbalanya 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 Gunbalanya 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 Gunbalanya income and expenditure is shown below.



## Actuals v Budget - Gunbalanya

as at 31 Mar 2023

Description	GUNBALANYA					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operational Revenue</b>						
Income Rates and Charges	238,758	238,758	0	0%	318,344	75%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	245,447	245,446	0	0%	327,262	75%
Income Council Fees and Charges	17,624	12,850	4,775	37%	17,133	100%+
Income Operating Grants	1,585,091	1,725,646	(140,555)	(8%)	2,026,206	78%
Income Investments	-	-	-	-	-	0%
Income Allocation	213,591	243,694	(30,103)	(12%)	324,925	66%
Other Income	22,527	26,952	(4,425)	(16%)	30,952	73%
Income Agency and Commercial Services	1,363,645	1,421,025	(57,380)	(4%)	1,893,753	72%
<b>Total Operational Revenue</b>	<b>3,686,682</b>	<b>3,914,371</b>	<b>(227,689)</b>	<b>(6%)</b>	<b>4,938,574</b>	<b>75%</b>
<b>Operational Expenditure</b>						
Employee Expenses	2,053,090	1,785,573	267,517	15%	2,390,710	86%
Contract and Material Expenses	659,570	1,236,479	(576,909)	(47%)	1,639,185	40%
Finance Expenses	2,424	1,800	624	35%	2,400	100%+
Travel, Freight and Accom Expenses	77,773	102,355	(24,581)	(24%)	134,441	58%
Fuel, Utilities & Communication	294,691	275,547	19,144	7%	366,330	80%
Other Expenses	586,508	764,199	(177,691)	(23%)	1,125,864	52%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	2,905	900	2,005	(100%)+	1,200	100%+
Council Committee & LA Expenses	220	-	220	100%	-	100%
<b>Total Operational Expenditure</b>	<b>3,677,181</b>	<b>4,166,852</b>	<b>(489,671)</b>	<b>(12%)</b>	<b>5,660,130</b>	<b>65%</b>
<b>Total Operational Surplus / (Deficit)</b>	<b>9,501</b>	<b>(252,482)</b>	<b>261,982</b>	<b>100%+</b>	<b>(721,556)</b>	<b>0%</b>



## Annual Budget Operating Position - Gunbalanya

as at 31 Mar 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>9,501</b>	<b>(252,482)</b>	<b>261,982</b>	<b>100%+</b>	<b>(721,556)</b>	<b>0%</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	(213,591)	(243,694)	30,103	12%	(324,925)	66%
Add Back Non-Cash Expenses	982,330	911,474	(70,856)	(8%)	1,208,702	81%
<b>Total Non-Cash Items</b>	<b>768,739</b>	<b>667,781</b>	<b>100,959</b>	<b>15%</b>	<b>883,776</b>	<b>87%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	(389,897)	(427,677)	(37,781)	(9%)	(427,677)	91%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
<b>Total Additional Outflows</b>	<b>(389,897)</b>	<b>(427,677)</b>	<b>(37,781)</b>	<b>(9%)</b>	<b>(427,677)</b>	<b>91%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	14,445	10,834	3,611	33%	14,445	100%
Other Inflow of Funds	19,320	-	19,320	100%	-	100%
Transfers from Reserves	125,000	125,000	-	-	125,000	100%
<b>Total Additional Inflows</b>	<b>158,765</b>	<b>135,834</b>	<b>22,931</b>	<b>17%</b>	<b>139,445</b>	<b>100%+</b>
<b>Net Budgeted Operating Position</b>	<b>547,109</b>	<b>123,456</b>	<b>423,653</b>	<b>100%+</b>	<b>(126,011)</b>	<b>0%</b>

### 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 Gunbalanya Local Authority received and noted the Financial Report for the year to date period, July to March 2023.**

## ATTACHMENTS

- 1 Graphical Finance Presentation Gunbalanya - March 2023.pdf



**Gunbalanya Local Authority Committee  
Financial Management Report for the  
period ended 31<sup>st</sup> March 2023**



# Actual v Budget – Operational – Jul 2022 to March 2023



## Actuals v Budget - Gunbalanya

as at 31 Mar 2023

Description	GUNBALANYA				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
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Income Investments	-	-	-	-	-	0%
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<b>Operational Expenditure</b>						
Employee Expenses	2,053,090	1,785,573	267,517	15%	2,390,710	86%
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<b>Total Operational Surplus / (Deficit)</b>	<b>9,501</b>	<b>(252,482)</b>	<b>261,982</b>	<b>100% +</b>	<b>(721,556)</b>	<b>0%</b>





# Actual v Budget – Operating Position – Jul 2022 to March 2023

## Annual Budget Operating Position - Gunbalanya

as at 31 Mar 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>9,501</b>	<b>(252,482)</b>	<b>261,982</b>	<b>100% +</b>	<b>(721,556)</b>	<b>0%</b>
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<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	(389,897)	(427,677)	(37,781)	(9%)	(427,677)	91%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
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<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	14,445	10,834	3,611	33%	14,445	100%
Other Inflow of Funds	19,320	-	19,320	100%	-	100%
Transfers from Reserves	125,000	125,000	-	-	125,000	100%
<b>Total Additional Inflows</b>	<b>158,765</b>	<b>135,834</b>	<b>22,931</b>	<b>17%</b>	<b>139,445</b>	<b>100%+</b>
<b>Net Budgeted Operating Position</b>	<b>547,109</b>	<b>123,456</b>	<b>423,653</b>	<b>100% +</b>	<b>(126,011)</b>	<b>0%</b>

Legend:

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



# Actual v Budget – Gunbalanya – Jul 2022 to March 2023



## Council Funded Projects – Jul 2022 to March 2023

Reserve Activity	Approved Budget	Date of Approval	Expenditure to 30 Jun 2022	Expenditure to date FY2022-23	Balance as at 31.03.2023
5271.01 - Purchase Hilux Utility - Gunbalanya	55,000	FY 21/22	-	(52,194)	2,806
5277.01 - Purchase Ride on Mower	30,078	FY 21/22	(30,078)	-	0
5294.01 - Concrete Stand for Diesel Tank - Gunbala	70,000	FY 22/23	-	(4,162)	65,838
<b>Council Funded (Reserve) Balance</b>	<b>155,078</b>		<b>(30,078)</b>	<b>(56,356)</b>	<b>68,644</b>



## Grant Funding – Local Authority Projects - Unallocated Funding - Jul 2022 to Mar 2023

Grant Funding - Local Authority Projects	Approved Income Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure Prior years	Commitments to Date	Balance as at 31.03.2023
Local Authority Projects (LAP) - funding available not yet received or allocated	159,700	FY 22/23	-	-	24,634	135,066



## Grant Funding – Local Authority Projects – Jul 2022 to Mar 2023

Grant Funding - Local Authority Projects	Approved Income Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure 2022-23	Cash Balance as at 31.03.2023
Local Authority Projects (LAP) The 2022-23 project funding is approved at \$159,700. As at 23 february 2023, it was not received.						
Local Authority Projects (LAP) - Unallocated		FY 21/22				
LAP - Children's Playground (See also the Community Projects table	318,765	FY 20/21	313,765	(162,275)	(49,340)	102,150
LAP - Community Garden Hard Structure & Amenities Lot 649	108,000	FY 21/22	108,000	-	(28,728)	79,272
LAP - Portable LED Screen by Dream Tech	86,000	FY 21/22	86,000	(36,800)	(38,600)	10,600
LAP - Architectural and Structural Drawings - Ablution Block	20,000	FY 21/22	20,000	-	-	20,000
LAP - Animal Management Program - 2022/2023	14,680	FY 22/23	14,680	-	(450)	14,230
LAP - Church Lot 394 - Install Boundary Fence	9,614	FY 22/23	9,614	-	-	9,614
LAP - Solar Lights at Entrance Road	74,285	FY 22/23	23,520	-	-	23,520
<b>TOTAL LOCAL AUTHORITY PROJECTS</b>	<b>631,345</b>		<b>575,580</b>	<b>(199,075)</b>	<b>(117,119)</b>	<b>259,386</b>



## Grant Funding – Community Projects – Jul 2022 to Mar 2023

Grant Funding - Community Projects	Approved Income Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure 2022-23	Cash Balance as at 31.03.2023
LRCI Phase1-Gunbalanya Diesel Tank	84,850	FY 22/23	84,850		(160,000)	-
LRCI Phase1-Gunbalanya Oval Fencing	65,000	FY 22/23	65,000		(64,231)	769
Home Care Packages Program (HCP)	233,605	FY 22/23	164,678		(147,576)	17,102
Commonwealth Home Support Program (CHSP)	-	FY 22/23	-		(59,773)	-
NT Jobs Package - Aged Care	-	FY 22/23	-		(201,121)	-
Night Patrol	-	FY 22/23	-		(251,523)	-
Safety and Wellbeing - Sport and Recreation	-	FY 22/23	-		(1,577)	-
Remote Sport Program	-	FY 22/23	-		(23,018)	-
Children and Schooling - Youth	411,108	FY 22/23	350,110		(253,307)	96,803
Australia Day Grant	600	FY 22/23	600		(598)	2
Women's Safe House	552,266	FY 22/23	552,267		(342,726)	209,541
Women's Safe House - Upgrades	-	FY 22/23	-		-	-
Domestic Family & Sexual Violence Program	163,846	FY 22/23	150,883		(21,618)	129,264
eHCP - Home Care Packages Program from eTools	268,000	FY 22/23	218,741		(164,597)	54,144
TEABBA Staff Funding - Indigenous Broadcasting Prigm (RIBS)	-	FY 22/23	-		(10,298)	-
Children's Playground (ABA funding)	14,445	FY 22/23	14,445		(16,886)	(2,441)
Safe house Paint and Furniture	3,655	FY 22/23	3,655		(2,901)	754
Flexible Support Packages and COVID-19 Service Delivery Cost	79,666	FY 22/23	79,666		(8,051)	71,615
Get Up Stand Up Show Up - NAIDOC Week	-	FY 22/23	-		(620)	-
Celebrating Aboriginal Culture (Australia Day)	-	FY 22/23	1,250		(1,186)	64
<b>TOTAL COMMUNITY PROJECTS</b>	<b>1,877,041</b>		<b>1,686,146</b>	<b>-</b>	<b>(1,731,609)</b>	<b>577,617</b>





## New Assets or Additions to Existing Assets – March 2023

No new assets were commissioned in March 2023



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>14.2</b>
<b>Title:</b>	<b>Local Authority Project Funding</b>
<b>File Reference:</b>	<b>1078176</b>
<b>Author:</b>	<b>Peter Ryan, A/ Director of Organisational Growth</b>

#### SUMMARY

This report provides an overview of the status of current Local Authority Project Funding (LAPF) from the Department of Chief Minister and Cabinet (DCM&C) for Gunbalanya Local Authority.

#### BACKGROUND

The Gunbalanya Local Authority is allocated funding each financial year by the DCM&C for projects of local importance, as identified by the Local Authority membership.

**Cash balance as at 31 March 2023:** \$259,386

**Allocated funds as at 31 March 2023:** \$259,386

**Unallocated funds as at 31 March 2023:** \$0

<b>Gunbalanya</b>	
<b>Project</b>	<b>Allocated funding balance as at 31 March 2023</b>
1. Local Authority Projects (LAP) – Unallocated 2021/2022	-
2. LAP - Children's Playground (See also the Community Projects table contained in the email below, which shows additional assistance from ABA for this project)	\$102,150
3. LAP - Animal Management Program – 2022/2023	\$14,230
4. LAP – Church Lot 394 – Install Boundary Fence	\$9,614
5. LAP - Community Garden Hard Structure & Amenities Lot 649	\$79,272
6. LAP - Portable LED Screen	\$10,600
7. LAP – Solar Lights at Entrance Road	\$23,520
8. LAP - Architectural and Structural Drawings – Ablution Block	\$20,000
<b>TOTAL</b>	<b>\$259,386</b>





Capital%20Works%20Schedule%20PART%20SIGNED%20-%20NIAA%20-%204-G4Z2XH%20-%2026.07.2021.pdf  
 588 KB

Hi Mailen, please find attached the payment schedule (page 7) for the Children's Playground in Gunbalanya. Please code the recent payment of \$82,400.00 to 3132.01.

Hi Loukas, please note we have now received payment one and two, totalling \$185,400.00.

Cheers, Brooke

Anticipated date	Description	Amount (excl GST)	GST	Total (incl GST)
20 July 2021	Within 20 days of Project Start date	\$103,000.00	\$0.00	\$103,000.00
1 August 2021	Secure right to commence works and obtain all approvals	\$82,400.00	\$0.00	\$82,400.00
1 November 2021	Final Payment	\$20,600.00	\$0.00	\$20,600.00
<b>Total Grant payable:</b>		<b>\$206,000.00</b>	<b>\$0.00</b>	<b>\$206,000.00</b>

### COMMENT

The 2022-23 LAPP, totalling \$159,700, has been approved. As at **23 February 2023** funding has not been received.

### FINANCIAL IMPLICATIONS

As per Council's budget for Gunbalanya projects.

### STRATEGIC IMPLICATIONS

The contents of this report are aligned to Goal 1.2 and Goal 6.3 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

### VOTING REQUIREMENTS

Simple majority.

**RECOMMENDATION:**

That the Gunbalanya Local Authority received and noted the report '*Local Authority Project Funding*'.

**ATTACHMENTS**

**WEST ARNHAM REGIONAL COUNCIL**  
**FOR THE MEETING 25 MAY 2023**

<b>Agenda Reference:</b>	<b>16.1</b>
<b>Title:</b>	<b>Gunbalanya New Year's Eve Fireworks Display 2024</b>
<b>File Reference:</b>	<b>1074392</b>
<b>Author:</b>	<b>Clem Beard, Project Manager Technical Services</b>

**SUMMARY**

The purpose of this report is to provide the Gunbalanya Local Authority members with update on quotes received for New Year's Eve (NYE) fireworks display 2024.

**BACKGROUND**

The Local Authority has requested the administration to explore future community project opportunities in anticipation of future Local Authority Project Funding (LAPF).

The administration is providing cost estimates for the Local Authority's consideration and budget purposes.

The Local Authority requested the administration to explore the opportunity of having high energy fireworks displays in Gunbalanya at the Football Oval. Last year was the 1<sup>st</sup> year the Maningrida Local Authority approved the expenditure to hold a fireworks display in their community. Feedback from this community was an overwhelming positive event to welcome in the New Year as celebrated Australia wide.

**COMMENT**

Following the Local Authority's request, the administration has outlined the proposed project and prepared indicative cost estimates.

The administration has sourced a quote from Fireworks Australia who have proved they can put on a successful display at they previously showed at the Maningrida Oval for NYE 2023:

1. **Fireworks Australia** indicative costs below:
2. Firework display duration is 12 minutes high energy show.
3. Show includes large aerial display shells and a broad variety of multi-layer packs.

Suggested Project/ Project Location	Project Description	Estimated Cost
Fireworks New Year's Eve Celebrations	Provide a cost estimate for a fireworks display for the New Year's Eve celebration for the Gunbalanya community. The fireworks display to be held at: <ul style="list-style-type: none"> <li>• 8.00pm family event.</li> </ul> Fireworks will run for approximately 12 minutes. Price includes: <ul style="list-style-type: none"> <li>• Labour cost</li> <li>• Travel costs</li> <li>• Freight of fireworks and equipment</li> <li>• Site security/Staff wages</li> <li>• Safe storage of fireworks</li> <li>• Accommodation</li> <li>• Vehicle hire</li> <li>• Associated costs to hold the event</li> </ul>	Cost estimate for the fireworks display \$78,150.00

Permits	Pyro and local permits	\$ 650.00
Flights and Accommodation	4 return Sydney or Melbourne - Gunbalanya	\$ 7,500.00
Freight to and from Maningrida	12 pallets	\$ 9,000.00
Hire Truck Darwin	2 days	\$ 1,000.00
Insurance Levy		\$ 1,500.00
Admin		\$ 2,000.00
Pyro freight from/to Sydney		\$ 4,000.00
Wages	techs x 14 equivalent	\$ 7,000.00
Pyro	\$1900 minute (20 minutes)	\$ 23,500.00
<b>Total</b>		<b>\$ 56,150.00</b>
Cultural Displays/Dancers		\$ 2,500.00
Temp fencing hire		\$ 2,500.00
WHS safety materials/Signage/PPE		\$ 1,500.00
WARC Staff/Security Wages		\$ 15,500.00
<b>Total</b>		<b>\$ 78,150.00</b>

**STATUTORY ENVIRONMENT**

Not applicable at this time.

**POLICY IMPLICATIONS**

Not applicable at this time.

**FINANCIAL IMPLICATIONS**

Available funding from the Local Authority

**STRATEGIC IMPLICATIONS**

This report is aligned to goal 1.4 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 1.4****Community Events**

Deliver cultural, civic and sporting events which engage and unite the community

**RECOMMENDATION:**

That the Gunbalanya Local Authority:

- Received and noted the report entitled '*Gunbalanya New Year's Eve Fireworks Display 2024*'; and
- Considered and approved \$78,150 from Gunbalanya Local Authority Project Funding toward the NYE fireworks display subject to the release of 2022/2023 LAPF Funding.

**ATTACHMENTS**

- 1 Firework Maningrida NYE.jpg



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>16.2</b>
<b>Title:</b>	<b>Additional Garden Hard Structure at the Billabong</b>
<b>File Reference:</b>	<b>1075413</b>
<b>Author:</b>	<b>Clem Beard, Project Manager Technical Services</b>

#### SUMMARY

This report is to provide the Gunbalanya Local Authority with a proposal to construct an additional hard structure and amenities at the billabong area and request for funding for this project.

#### BACKGROUND

At the Gunbalanya AAPA onsite meeting in April the Traditional Owners requested the administration to provide a scope of works and cost estimates to construct an additional hard structure and amenities located at the Community Billabong.

The amenities will provide the community a covered area to gather, meet and utilise the billabong area for fishing purposes.

#### COMMENT

The proposed hard structure will be a 6m x 6m skillion roof with concrete floor slab. The amenities will include an aluminum table and seating with a water point to allow for cleaning purposes.

The water point will be trenched and connected from billabong pump and will have a separate water meter for the structure. The connection point may also require to be upgraded if the existing pipe work is constructed of asbestos which will incur further costs at the discretion of Power and Water.

An estimated cost breakdown is provided for the supply and installation of the hard structure, amenities and water connection point.

Structural drawings and building certification/ permits and Site Servicing Plans have been factored. Further costs consideration is required for NLC and AAPA fees. These will be calculated once the Expression of Interest have been lodged. These are indicative costs only based on previous similar works in the region.

The additional structure will accommodate multiple families utilising the infrastructure facilities at the same time and become a place for community members to meet for relaxation and gatherings.

**Note: Construction of the additional hard structure will be subject to current land lessee's approval and Aboriginal Areas Protection Authority.**

The below table is an estimated cost breakdown based on the above assumptions.

<b>BILLABONG HARD STRUCTURE with AMENITIES</b>	<b>INDICATIVE COST</b>
Supply and install 6 x 6mtr hard structure	\$40,000.00
Concrete floor slab	\$5,000.00
Supply and install table and 2 x seating	\$4,000.00
Structural engineer	\$1,500.00
Building certification and permits	\$5,000.00
Water connection/ point	\$20,000.00
Site Servicing Plan	\$5,500.00
AAPA clearance	\$20,000.00
NLC consultation and approval	\$5,000.00
Freight	\$2,000.00
Contingencies	\$9,800.00
<b>Total estimated costs</b>	<b>\$117,800.00</b>

#### **STATUTORY ENVIRONMENT**

Not applicable.

#### **POLICY IMPLICATIONS**

Council's Procurement Policy is relevant to this project.

#### **FINANCIAL IMPLICATIONS**

As per approved budget for local authority for this project.

#### **STRATEGIC IMPLICATIONS**

This report is aligned to goal 4.1 in the *Regional Plan and Budget 2022-2023*:

<b>PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT</b>	
<b>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.</b>	
<b>Goal 4.1</b>	<b>Strategic Infrastructure and Asset Management</b> Strategically manage, maintain and enhance community infrastructure

#### **RECOMMENDATION:**

**That the Gunbalanya Local Authority:**

- Received and noted the report entitled '*Additional Garden Hard Structure at the Billabong*'; and
- Recommended the allocation of \$117,800 of future Gunbalanya Local Authority Project Funding to the project, subject to the release of 2022/2023 LAP Funding.
- Approved the proposed location of the hard structure.

#### **ATTACHMENTS**

- 1 Hard Structures - Gunbalanya Billabong - Locations.docx





## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>16.3</b>
<b>Title:</b>	<b>Waste and Resource Management Report</b>
<b>File Reference:</b>	<b>1076391</b>
<b>Author:</b>	<b>Sara Fitzgerald, Waste and Resource Coordinator</b>

#### **SUMMARY**

The purpose of this report is to provide an update to the Local Authority 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 Gunbalanya will be monitored for any upcoming works scheduled by NTG to ensure all commercial operators working on Gunbalanya are correctly disposing of or removing waste.

New signage has been ordered to reinforce that commercial waste fees apply and correct disposal methods must be adhered to. To reinforce this we are investigating the possible installation of a CCTV system to allow tracking of afterhours dumping and commercial waste that is unauthorised.

##### ***Litter***

By renewing West Arnhem partnership with Keep Australia Beautiful there will be a spotlight on litter for the coming months. Keep Australia Beautiful has attended to community and provided extremely positive feedback on the current cleanliness of Gunbalanya. Council officers have achieved an increase of 70 points in the litter rating scale placing it as one of the most improved communities in the Northern Territory and as one of the Tidiest Towns. Keep Australia Beautiful community plan will centre on community education and increasing community participation in litter removal.

##### ***Recycling***

Recycling options and initiatives are being pursued actively. We are looking to form a transport that will assist in removing recyclables from the community in the dry season.

Simms Metal will be attending site in coming weeks to access current recoverable from the site including car bodies, white goods and metals including metals stored at council depot. If there is enough materials available Simms will remove from site at no cost and allow for continued improvements to the landfill site.

#### **STATUTORY ENVIRONMENT**

## 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.**

<b>Goal 4.3</b>	<b>Waste and Water Management</b> Deliver environmentally and economically sound solid waste, water and sewerage services
-----------------	--

### 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.**

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

#### RECOMMENDATION:

**That the Gunbalanya Local Authority received and noted report entitled ‘Waste and Resource Management Report’.**

**ATTACHMENTS**

NIL

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>16.4</b>
<b>Title:</b>	<b>Revised Funding Guidelines Local Authority Project Funding</b>
<b>File Reference:</b>	<b>1077798</b>
<b>Author:</b>	<b>Clem Beard, Project Manager Technical Services</b>

#### SUMMARY

Local Authority Project Funds (LAPF) is provided by the Local Government Unit of the Department of the Chief Minister and Cabinet to regional councils to support priority projects in individual communities recommended by a local authority through a community consultation process.

#### BACKGROUND

The role of the Reference Group will be to advise on and support the development of the **Local Authority Review Implementation Plan**

In developing the Plan, the Reference Group will:

- Listen to feedback from LAs, councils, and communities;
- Consider different models of operation, tailored approaches, and best practice examples;
- Suggest ways for LAs to operate to be culturally aligned with traditional governance and authority, community controlled service delivery, and Local Decision Making projects;
- Advise CM&C on a review of Local Authority Project Fund funding guidelines to address barriers to utilising funding;
- Advise CM&C on removing unnecessary administrative/procedural impediments to the functioning of LAs;
- Advise on the development of training and capacity building for the LAs and council staff;

Advise Chief Ministers & Cabinet on indicators of success to guide evaluation. The objectives of the program are to:

- Support the timely delivery of priority projects recommended by a community through their local authority.
- Assist in building improved communities by providing funding assistance for community priority projects that facilitates community activity.
- Promote community engagement and involvement in and representation to regional councils through local authorities.

Promote the development of local authority capacity to represent, govern and engage with their communities and positively influence the business of council

#### COMMENT

Without limiting the scope of projects the LAPF can be used for, provided below are examples of acceptable use of the funding.

- Repairs and maintenance of community assets controlled or owned by the council. For example:- park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. For example:- trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.

- Upgrade/enhancement of community facilities. For example sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women’s or men’s sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAPF has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions

## STATUTORY ENVIRONMENT

Per Draft Guidelines contained in this report.

## POLICY IMPLICATIONS

Council’s Procurement Policy is relevant to all projects.

## FINANCIAL IMPLICATIONS

At the beginning of each financial year regional councils will receive a letter of offer and acceptance documentation from the Department of the Chief Minister and Cabinet detailing the LAPF allocation being offered to each individual local authority.

## STRATEGIC IMPLICATIONS

This report is aligned to goal 4.1 in the *Regional Plan and Budget 2022-2023*:

### 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 Gunbalanya Local Authority:**

- 1. Received and noted the report ‘Revised Funding Guidelines Local Authority Project Funding’; and**
- 2. Reviewed the draft guidelines and provided feedback to the Reference Group on proposed revised funding guidelines.**

## ATTACHMENTS

- 1** LAPF new guideline draft for circulation 9 May23.docx
- 2** new guideline-1-local-authorities draft 10 May 2023.docx

# Revised Funding Guidelines

## Local Authority Project Funding

### Purpose

Local Authority Project Funds (LAPF) is funding provided by the Local Government Unit of the Department of the Chief Minister and Cabinet to regional councils to support priority projects in individual communities recommended by a local authority through a community consultation process.

### Objectives

The objectives of the program are to:

- Support the timely delivery of priority projects recommended by a community through their local authority.
- Assist in building improved communities by providing funding assistance for community priority projects that facilitates community activity.
- Promote community engagement and involvement in and representation to regional councils through local authorities.
- Promote the development of local authority capacity to represent, govern and engage with their communities and positively influence the business of council.

### Funding Pool

You do not have to make an application for LAPF funding. It is allocated for each local authority based on a pre-set formula. Funding is allocated only to those local authorities published in the guidelines made by the Minister for Local Government under Part 5.1 of the *Local Government Act 2019*.

The level of LAPF offered annually for each local authority will be fixed for the term of the council

### Local Authority Project Recommendations and Approvals

As part of the budget development process, regional councils must work with individual Local Authorities to develop a list of projects that are identified and prioritised through a community engagement process.

The list of recommended projects should ensure projects can be delivered within the time frame allowed to retain and fully expend LAPF funds. Projects must be completed within 2 years, or in the case of approved major projects, 4 years.

Details of projects to be delivered with the LAPF is to be published in the council's annual budget with each local authority's budget.

**Tip:** While prioritising projects councils should consider timelines and potential delays, such as availability of trades and materials or negotiation of leases with the relevant land council, and prioritise projects accordingly. For example, if a project will take more than a year to deliver because of the need to obtain permits and leases, work should commence on securing those permits and leases but another project that can be delivered within a shorter timeline should be prioritised for completion with available funding.

The local authority must pass a resolution at a local authority meeting for each project the LAPF will be used for. A copy of the minutes must then be formally considered by the regional council at its next council meeting for consideration and ratification.

The council should ensure projects are considered and approved as expeditiously as possible. A special meeting should be considered if there is a long delay before the next ordinary council meeting. Feedback should be provided to the local authority and the community as soon as projects are approved.

If a Local Authority Project is not approved the Local Authority is to be advised of the reasons for this decision by council.

### Delegation of LAPF decision making to local authorities

A regional council may delegate powers to individual local authorities including the authority to allocate and approve projects the LAPF funding is to be used for. The minutes of the local authority meeting is to form part of the council's meeting agenda papers for noting and implementation. Council staff must action the local authority's decision as soon as practical.

## Major Projects

A major project is where a regional council intends to deliver a project combining more than two years' LAPF funding into a single project.

Local authority projects that seek to combine funding in this way must submit a project plan to the Department of the Chief Minister and Cabinet for approval.

Specific details of the project must be published in the regional council's annual budget for the relevant local authority and a progress report of the project is to be submitted as part of the annual grant acquittal process.

The major project must be completed within four years of receipt of the original year's LAPF funding.

## Joint projects/pooled funds

LAPF funds can be pooled with funds from another entity for a particular project. The LAPF can either be used as a payment contribution to an external agency; or an external agency may provide funds to the regional council to pool with the LAPF.

In these cases a project management plan should be developed and agreed to by both parties which clearly details the financial contributions, roles and responsibilities of each of the parties to ensure

the successful delivery of the project. Factors such as risk considerations before during and after completion of the project must be taken into consideration if funds are to be pooled with other entities (see also Risk Management below).

Where funds are provided by an external agency to the regional council to pool with the LAPF, the management of all funds must comply with all legislative requirements applicable to the council including the *Local Government Act 2019* and related *Local Government General Regulations 2021*.

## Pre-conditions

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act 1976*), then the project should make provision for consultations or pre-conditions in the planning stage and as far as possible build these requirements into the timelines to ensure LAPF funds are fully spent within the allowable time limit.

## Risk Management

Where funds are to be used for a purpose outside the council's sole control, or on an asset or land that is not owned or controlled by council, the council must consider the liability and insurance requirements associated with that project.

For example:

- Where an asset or land is not owned or controlled by council then agreement of the owner should be secured if possible. If this is not secured then Council should weigh up the risks against consequences for other council or LA work or outcomes in the community if the project is not advanced.

Where funding is pooled and a project is to be delivered in partnership with another organisation, a project plan should be in place to mitigate risks and clarify responsibilities including:

- Project Lead or Coordination Committee and Project Manager
- Appropriate insurance and any underwriting arrangements
- Who will maintain records, verify invoices, make payments
- Compliance with regulatory requirements
- Certification, acquittal and reporting
- Evaluation

All risks associated with the project are to be managed by the council. The Department of the Chief Minister and Cabinet will not be held responsible for any liability arising out of the use of these funds.



## What can LAPF be used for?

Without limiting the scope of projects the LAPF can be used for, provided below are examples of acceptable use of the funding. The list below is not exhaustive and if clarification is required then advice should be sought from the Local Government Unit of the Department of the Chief Minister and Cabinet.

- Repairs and maintenance of community assets controlled or owned by the council. For example:- park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. For example:- trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.
- Upgrade/enhancement of community facilities. For example sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAPF has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

## What LAPF shouldn't be used for?

- Purchase of vehicles and fuel expenses
- Payment of recurrent staff salaries or entitlements; or recurrent operating costs of council
- Cash prizes or sponsorships
- Meeting costs and associated payments to local authority members
- Travel costs or any form of allowances
- Purposes that are not related to local government services and that should be addressed by another government agency.
- Administration and/or project management fees are not to be levied on this grant funding.

## Council employee costs

Council employee costs directly related to the delivery of a specific approved LAPF project, such as constructing a playground, or producing flyers and organising a community event, are permitted to be expensed against the LAPF.

Where council employees are utilised to deliver approved projects, the value of such labour that can be expensed to the project is at the employee's hourly rate to a maximum of 10% of the total annual local authority funding.

Payment of ongoing employee costs or application of an administrative fee to the LAPF is not allowed.

## Process for Grant Payment

At the beginning of each financial year regional councils will receive a letter of offer and acceptance documentation from the Department of the Chief Minister and Cabinet detailing the LAPF allocation being offered to each individual local authority.

LAPF will only be paid following an assessment of the grant acquittal and confirmation that funds have been used as per the terms and conditions of the grant, and the LAPF grant acceptance form is signed and returned to the Department of the Chief Minister and Cabinet.

Where a grant acquittal does not appear to meet the terms and conditions of the grant, then payment of that particular local authority's funding may be withheld until all queries have been resolved.

## Reports to the Local Authority

At each local authority meeting, a report is to be submitted by the council detailing the total amount of funding available and spent on each local authority project under this program in that financial year.

## Funds Management

- The LAPF must be fully expended within two years, or in the case of major projects within four years, of receipt of funding.
- Failure to expend the grant within the time limit may result in the Department of the Chief Minister and Cabinet withholding a LAPF payment for a particular local authority that has not fully spent funds within the two year time limit; or may request unspent funds to be repaid.
- A funding acquittal for the year ended 30 June for each local authority must be submitted in the required format for each local authority on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
- All approved projects are required to be procured in accordance with the Local Government Act 2019 and, as far as practical under the NT Government's Buy Local Plan
- Requests to carry-over unspent funds after the allowed time limit is to be submitted via email to: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au). All requests will be considered on a case by case basis and approval is not automatic.
- The Department of the Chief Minister and Cabinet reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

# **Draft Revised Guideline 1: Local Authorities**

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DRAFT

# **Guideline 1: Local Authorities**

## **1 Title**

- 1.1 This Guideline is titled *Guideline 1: Local Authorities*.

## **2 Commencement**

- 2.1 This Guideline commences on the day on which it is made by the Minister for Local Government.

## **3 Definitions**

For the purposes of this Guideline:

**Act** means the *Local Government Act 2019*.

**council** means a council for a region.

**member** means a local authority member.

**provisional member** is a member nominated by the local authority and awaiting ratification by council.

**provisional decision** means a decision, by majority vote, made by the members at a provisional meeting (see clause 12.5).

**provisional meeting** means, at the time and place set for a local authority meeting when a quorum has not been established, at least one third of members are present and agree to hold a meeting (see clause 12.1).

## **4 Establishing and maintaining local authorities**

- 4.1 A council must establish and maintain the local authorities for the council listed in the Schedule to this Guideline.
- 4.2 A council must determine the area for each of its local authorities.
- 4.3 While area boundaries are defined it is acknowledged that initiatives that deliver community outcomes may cross boundaries.

## **5 Local authority members**

- 5.1 The local authority will make recommendations to the council on the composition and membership of the local authority. A council must resolve the number of members for each local authority.
- 5.2 There must be at least 6 members and a maximum of 14 members for each local authority, unless the Minister approves a different maximum number of members for a particular local authority. Different local authorities of a council may have different numbers of members.
- 5.3 A local authority may recommend for consideration by the council, different categories of membership or representation at meetings (e.g. associate membership, stakeholder representation, honorary membership (Traditional Owners), observers; or specific representation from certain groups such as young people, women, TOs).
- 5.4 A council must keep a register, accessible on the council's website and at the council's public office, of the following information in relation to each current member of a local authority:
- (a) the member's name;
  - (b) the date of appointment;
  - (c) the local authority the member represents;
  - (d) whether the member is a council member or otherwise a community member;
  - (e) the date of the cessation of the member's membership (if applicable).

## **Guideline 1: Local Authorities**

### **6 Policy for appointments and resignations**

- 6.1 A council must have a policy for its local authorities that provides for the following:
- (a) the CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received;
  - (b) how the call for nominations is to be advertised and promoted so that residents of the local authority area know about it, know who to give a nomination to and when nominations close;
  - (c) consideration of the nominations received – which must be an item of business at the first ordinary meeting of the council after nominations close;
  - (d) the selection process for local authority members and how it takes into account the recommendations of the local authority,
  - (e) the term of appointment of the chairperson;
  - (f) the process for the resignation of a member in writing;
  - (g) how, and in what circumstances, appointment of a member may be revoked or otherwise cease.

*Example for clause 6.1(f)*

*The policy may state that the council will consider revoking an appointment where a member is absent, without permission of the local authority, from two consecutive local authority meetings.*

- 6.2 The local authority may resolve to endorse provisional membership for any vacancies. Provisional membership will count for the purposes of quorum but must subsequently be ratified by council.

### **7 Minimum number of meetings**

- 7.1 The CEO must ensure that at least 4 meetings for each local authority are held in a financial year, unless the local authority resolves to meet less than 4 times a year.
- 7.2 Provisional meetings may be counted to satisfy the minimum number of meetings.

### **8 Appointment of a chair**

- 8.1 Members of each local authority must appoint the chairperson of the local authority for a specified period.

### **9 Proxy membership**

- 9.1 A local authority may recommend to the council that proxies are allowed, and the process for doing so.
- 9.2 Where a local authority and the council agree to proxy membership, a proxy can only substitute for a local authority member at a maximum of 2 meetings in a financial year.

### **10 Local authority payments**

- 10.1 Eligible members of local authorities are entitled to payment for each local authority meeting or provisional meeting they attend in accordance with the relevant determination of the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.
- 10.2 Eligible members includes members, proxy members and provisional members if subsequently ratified by council. Eligible members must attend at least 75% of the duration of the meeting to claim payment for a meeting.
- 10.3 Council members are not eligible to a local authority payment in relation to attending local authority meetings or provisional meetings but may be entitled to claim extra meeting allowance.

## **Guideline 1: Local Authorities**

### **11 Local authority meetings**

- 11.1** The agenda for local authority meetings must be prepared in consultation with the chairperson of the local authority and include the following:
- (a) any declarations of conflicts of interest by members;
  - (b) previous minutes;
  - (c) items requested by members;
  - (d) a report from the CEO on all local authority matters before council; including a progress and financial report on local authority projects and a report on current council services and projects in the local authority area;
  - (e) visitor presentations;
  - (f) general business and community questions.
- 11.2** Once in each financial year, a local authority agenda must include a review of:
- (a) the council's annual report for the previous financial year;
  - (b) the council's proposed regional plan for the next financial year;
  - (c) the council's budget for proposed projects for the local authority area for the next financial year;
  - (d) any relevant community plan of the council or local authority.
- 11.3** The minutes of a local authority meeting must record decisions taken.

*Notes for clause 11*

- 1 *Section 97(3) of the Act requires that notice convening a local authority meeting, which includes the agenda, must be publicly available on the council's website and at the council's public office.*
- 2 *Section 102(2) of the Act requires that a copy of local authority minutes must be publicly available on the council's website and at the council's public office within 10 business days after the date of the meeting.*

### **12 Provisional meetings**

- 12.1** If there is no quorum for a local authority meeting, but one third of total members are present, the members who are present may hold a **provisional meeting**.
- Example for clause 12.1*
- If there are 9 total members of a local authority and 6 members are unable to attend, the 3 members who are present may agree to hold a provisional meeting.*
- 12.2** A provisional meeting does not have the powers or functions that the council may have delegated to the local authority.
- 12.3** During a provisional meeting, all agenda items may be discussed. Minutes must be taken and the minutes must clearly state that it was a provisional meeting.
- 12.4** Members at a provisional meeting can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.
- 12.5** Members at a provisional meeting may, by majority vote, make recommendations to the council, provided any recommendations are qualified as being a decision of the members at a provisional meeting (**provisional decision**).
- 12.6** The minutes of a provisional meeting must identify decisions taken as provisional decisions.
- 12.7** A copy of the minutes from provisional meetings must, within 10 business days after the date of the meeting, be available to the public on the council's website and at the council's public office.
- 12.8** A local authority meeting can confirm the minutes of a provisional meeting.

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Draft Revised Guideline 1: Local authorities

## **Guideline 1: Local Authorities**

**12.9** A local authority can ratify a provisional decision at a subsequent local authority meeting, and if it chooses to do so, it becomes a decision of the local authority.

### **13 Consideration of draft local authority minutes by council**

**13.1** Minutes and items for attention from local authority meetings, including provisional meetings, must be tabled at the next ordinary meeting of the council and included in the agenda.

*Note for clause 13.1*

*Sections 101(4) and 101(5) of the Act have an equivalent requirement for local authority meetings.*

**13.2** The council's response to the minutes from local authority meetings must be recorded in the minutes of the meeting of the council.

*Note for clause 13.2*

*Section 101(5) of the Act has an equivalent requirement for local authority meetings.*

### **14 Reporting**

**14.1** The council must decide on and report back to the local authority on its response to the meeting minutes and items raised for attention.

*Note for clause 14.1*

*A council may delegate its powers and functions to a local authority under s40, except where a council resolution is required under the Act.*

# **Guideline 1: Local Authorities**

## **Schedule**

Local authorities to be established and maintained by councils:

### **Barkly Regional Council:**

1. Ali Curung
2. Alupurrurulam
3. Ampilatwatja
4. Arlparra
5. Elliott
6. Tennant Creek
7. Wutunugurra (Epenarra)

### **Central Desert Regional Council:**

8. Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
9. Atitjere
10. Engawala
11. Lajamanu
12. Laramba
13. Nyirripi
14. Willowra
15. Yuelamu
16. Yuendumu

### **East Arnhem Regional Council:**

17. Angurugu
18. Galiwin'ku
19. Gapuwiyak
20. Gunyangara
21. Milingimbi
22. Milyakburra
23. Ramingining
24. Umbakumba
25. Yirrkala

### **MacDonnell Regional Council:**

26. Amoonguna
27. Areyonga
28. Finke (Aputula)
29. Haasts Bluff (Ikuntji)
30. Hermannsburg (Ntaria)
31. Imanpa
32. Kaltukatjara (Docker River)
33. Kintore (Walungurru)
34. Mt Liebig (Amundurrngu)
35. Papunya
36. Santa Teresa (Ltyentye Apurte)
37. Titjikala
38. Wallace Rockhole

### **Roper Gulf Regional Council:**

39. Barunga
40. Beswick (Wugularr)
41. Borroloola
42. Bulman
43. Jilkminggan
44. Manyallaluk (Eva Valley)
45. Mataranka
46. Minyerri (Hodgson Downs)
47. Ngukurr
48. Numbulwar
49. Robinson River
50. Urapunga

### **Tiwi Islands Regional Council:**

51. Milikapiti
52. Pirlangimpi
53. Wurrumiyanga (Nguiu)

### **Victoria Daly Regional Council:**

54. Amanbidji
55. Bulla
56. Kalkaringi / Dagaragu
57. Nauiyu (Daly River)
58. Pine Creek
59. Timber Creek
60. Yarralin / Pigeon Hole

### **West Arnhem Regional Council:**

61. Gunbalanya (Oenpelli)
62. Maningrida
63. Minjilang
64. Warruwi

### **West Daly Regional Council:**

65. Nganmariyanga
66. Peppimenarti
67. Wadeye



# WEST ARNHEM REGIONAL COUNCIL

## FOR THE MEETING 25 MAY 2023

<b>Agenda Reference:</b>	<b>16.5</b>
<b>Title:</b>	<b>Local Authority Members Questions</b>
<b>File Reference:</b>	<b>1078400</b>
<b>Author:</b>	<b>Jessie Schaecken, Governance and Risk Advisor</b>

### 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 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.**

<b>Goal 6.3</b>	<b>Council and Local Authorities</b> Excellence in governance, consultation administration and representation
<b>Goal 6.5</b>	<b>Planning and Reporting</b> Robust planning and reporting that supports Council's decision-making processes

**RECOMMENDATION:**

**That the Chairperson invited questions from Gunbalanya Local Authority Members.**

**ATTACHMENTS**

**WEST ARNHEM REGIONAL COUNCIL**

**FOR THE MEETING 25 MAY 2023**

**CLOSURE OF THE MEETING**