



WEST ARNHEM REGIONAL COUNCIL
ORDINARY COUNCIL MEETING
AGENDA

MONDAY, 13 NOVEMBER 2023



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Jabiru Council Chambers on Monday, 13 November 2023 at 12:00pm.

Jessie Schaecken
Acting Chief Executive Officer

Code of Conduct: 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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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 ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
File Reference:	1101048
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received by Council's Chief Executive Officer from Elected Members for the Ordinary Council meeting held on 8 November 2023.

COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absent without notice.

Note: The Acting CEO apologises to Council for her late arrival at this meeting due to family commitments.

STATUTORY ENVIRONMENT

Section 47(o) of the *Local Government Act 2019* is relevant to this matter.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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RECOMMENDATION:

That Council received and noted Elected Member apologies and/or requests for leave of absence for the Ordinary Council meeting held on 13 November 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	4.1
Title:	Absent Without Notice
File Reference:	1101049
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for the Ordinary Council Meeting's record, any appointed members that are absent without notice for the meeting held on 8 November 2023.

STATUTORY ENVIRONMENT

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

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation
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RECOMMENDATION:

That Council received and noted member's absences without notice for the meeting held on 13 November 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	5.1
Title:	Acceptance of Agenda
File Reference:	1101050
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 8 November 2023.

STATUTORY ENVIRONMENT

Section 92(1) *Local Government Act 2019* is relevant to this matter.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This report is aligned to goals in pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

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

RECOMMENDATION:

That the agenda papers for the Ordinary Council meeting held on 13 November 2023 as circulated be received for consideration at the meeting.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	6.1
Title:	Disclosure of Interest of Members or Staff
File Reference:	1101051
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Elected Members are required to disclose an interest in a matter under consideration at the Council meeting:

- 1) In the case of a matter featured in an officer’s report or written agenda item by disclosing the interest to the meeting as soon as possible after the matter is raised.
- 2) In the case of a matter raised in a general debate or by any means other than the printed agenda of the Council meeting by disclosure as soon as possible after the matter is raised.

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

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 delegate authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise his or her delegated authority unless Council expressly directs him or her to do so.

STATUTORY ENVIRONMENT

Section 114 (Elected Members) *Local Government Act 2019*
Section 179 (staff members) *Local Government Act 2019*

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This report is aligned to pillar 6 in the *Regional Plan and Budget 2023-2024* as outlined below:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation

RECOMMENDATION: That Council received the declarations of interest as listed for the meeting held on 13 November 2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	7.1
Title:	Confirmation of Previous Minutes Ordinary Council Meeting 10-11 Octoberr 2023
File Reference:	1101052
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Minutes of 10 October Ordinary Council meeting are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

STATUTORY ENVIRONMENT

Sections 101 and 102 *Local Government Act 2019*

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The confirmation of previous minutes is aligned to the following goals as outlined in pillar 6 of the *Regional Plan and Budget 2023-2024*:

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

RECOMMENDATION:

That the minutes of 10-11 October 2023 Ordinary Council meeting are confirmed as a true and correct record of the meeting.

ATTACHMENTS

- 1 2023.10.11 Ordinary Council Meeting Minutes.pdf



Minutes of the West Arnhem Regional Council an Ordinary Meeting
 Wednesday, 10 - 11 October 2023 At 12:00pm
 Council Chambers, Jabiru

Chairperson Mayor Ryan declared the meeting open at 12:01, welcomed all in attendance and did an Acknowledgement of Country.

ELECTED MEMBERS PRESENT

Chairperson	Matthew Ryan (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F Blyth
Councillor	Otto Dann
Councillor	Mickitja Onus
Councillor	James Woods
Councillor	Henry Guwiyul
Councillor	Gabby Gumurdul (via video conference)

STAFF PRESENT

Chief Executive Officer (acting)	Jessie Schaecken
Chief Corporate Officer	Deirdre Osullivan
Chief Corporate Officer	James Stockdale
Chief Operating Officer (acting)	Fiona Ainsworth
General Manager, Technical Services (acting)	Clem Beard
Governance and Risk Advisor (acting)	Ben Heaslip (via video conference)
Governance and Risk Advisor (acting)	Jasmine Mortimore
Communication and Public Relations Coordinator	Heidi Walton
Waste and Resource Coordinator	Sara Fitzgerald
Business Development Manager	Leanne Johansson

GUESTS PRESENT

Department of Chief Minister and Cabinet	Owain Dunn
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APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Council considered a report on Apologies and Leave of Absence.

OCM149/2023 RESOLVED:
On the motion of Councillor James Woods
Seconded Councillor Henry Guwiyul
That Council received and noted Elected Member apologies for Cr Donna Nadjamerrek, Cr Jacqueline Phillips, Cr James Marrawal for the Ordinary Council meeting held on 10-11 October 2023.

CARRIED

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Council considered a report on Absent Without Notice.

OCM150/2023 RESOLVED:
On the motion of Councillor Ralph Blyth
Seconded Councillor Henry Guwiyul
That Council;

1. Received and noted Cr Julius Don Kernan absences without notice for the meeting held on 10-11 October 2023, relevant to section 47 (1)(o) of the Local Government Act 2019.
2. Council request CEO issue letter to Cr Kernan reminding of responsibility to attend in line with the Act.

CARRIED

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Council considered a report on Acceptance of Agenda.

OCM151/2023 RESOLVED:
On the motion of Councillor Ralph Blyth
Seconded Councillor James Woods
That the agenda papers for the Ordinary Council meeting held on 10-11 October 2023 as circulated be received for consideration at the meeting.

CARRIED

8.1 SWEARING IN OF NEWLY ELECTED MEMBER - KAKADUWARD BY-ELECTION 9 SEPTEMBER 2023

The Council considered a report on Swearing in of Newly Elected Member – Kakadu Ward By-election 9 September 2023.

OCM152/2023 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Otto Dann
That Council congratulated Mr Micketja Onus on his appointment as Councillor to the West Arnhem Regional Council, representing the Kakadu Ward after the By-election held on 9 September 2023.

CARRIED

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

The Council considered a report on Disclosure of Interest of Members or Staff.

OCM153/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor James Woods

That Council received no declarations of interest for the meeting held on 10-11 October 2023.

CARRIED

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF PREVIOUS MINUTES - ORDINARY COUNCIL MEETING HELD 20 SEPTEMBER 2023**

The Council considered a report on Confirmation of Previous Minutes - Ordinary Council Meeting held 20 September 2023.

OCM154/2023 RESOLVED:

On the motion of Councillor Otto Dann

Seconded Councillor Henry Guwiyul

That the minutes of 20 September 2023 Ordinary Council meeting are confirmed as a true and correct record of the meeting.

CARRIED

David King and Kyle Roe joined the meeting at 12:23 and left at 13:57

CHIEF EXECUTIVE OFFICER'S REPORTS**8.3 INCOMING AND OUTGOING CORRESPONDENCE**

The Council considered a report on Incoming and Outgoing Correspondence.

OCM155/2023 RESOLVED:

On the motion of Councillor James Woods

Seconded Councillor Mickitja Onus

That Council:

1. Received and noted the attached items of incoming and outgoing correspondence since the 20 September OCM.
2. Arrange meeting with CEO of National Justice Project and Mayor to further discuss education issues in the NT.

CARRIED

Gretl Turkich and Jess Gurthrie joined the meeting at 12:38 to discuss CDP in West Arnhem Communities and left at 13:15

Mayor Ryan declared that he is a board member of Bawinanga Aboriginal Corporation an organisation that delivers CDP services in Maningrida.

Meeting broke 13:20 at and recommenced at 13:57

8.6 PRESENTATIONS AND VISITORS

The Council considered a report on Presentations and Visitors.

OCM156/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Councillor James Woods

That Council:

Noted the presentation by David King, Kylie Roe, Gretl Turkich and Jess Guthrie

CARRIED

8.2 REVIEW OF ACTION ITEMS LIST

The Council considered a report on Review of Action Items List.

OCM157/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Mayor Matthew Ryan

That Council:

1. Received and noted report entitled '*Review of Action items list*'; and
2. Reviewed the outstanding resolutions, and gave approval for completed items to be removed from the list.
3. Endorsed letter to be sent to the Minister of Housing regarding Ms Wauchope priority housing in Gunbalanya
4. Request increased advocacy for AFL in West Arnhem Region

CARRIED

Meeting closed at 15:18 and reopened at 9:01 on Wednesday 11 October 2023

Gabby Gumurdul was an apology for Wednesday 11 October 2023

8.4 MEETINGS AND EVENTS ATTENDED BY THE MAYOR

The Council considered a report on Meetings and Events Attended by the Mayor.

OCM158/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Deputy Mayor Elizabeth Williams

That Council:

1. Received and noted the report entitled '*Meetings and Events Attended by the Mayor*'; and
2. Approved associated travel cost to attend the listed meetings and events.

CARRIED

8.5 MEETINGS AND EVENTS ATTENDED BY THE ACTING CEO

The Council considered a report on Meetings and Events Attended by the Acting CEO.

OCM159/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Ralph Blyth

That Council:

1. Received and noted the report entitled '*Meetings and Events Attended by the Acting CEO*'.
2. Endorsed Acting CEO request for 1 day Annual Leave Friday 27 October

CARRIED

8.7 SUBMISSION - INQUIRY INTO ELECTED MEMBER ENTITLEMENTS

The Council considered a report on Submission - Inquiry into Elected Member Entitlements.

OCM160/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Mickitja Onus

That Council:

1. Received and noted the report entitled '*Submission - Inquiry into Elected Member Entitlements*',
2. The draft submission be amended to include travel risks and recommending the NT remuneration tribunal provide financial advice services to elected members – acting CEO to circulate new draft to Council for endorsing.

CARRIED

8.8 DRAFT OF THE 2022-2023 WEST ARNHEM REGIONAL COUNCIL ANNUAL REPORT

The Council considered a report on Draft of the 2022-2023 West Arnhem Regional Council Annual Report.

OCM161/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Henry Guwiyul

That Council:

1. Noted the progress made towards completing the 2022-2023 West Arnhem Regional Council Annual Report;
2. Reviewed and provided feedback on the draft 2022-2023 West Arnhem Regional Council Annual Report.

CARRIED

8.9 COUNCIL MEETING SCHEDULE AND PROPOSED MEETING DATES FOR 2024

The Council considered a report on Council Meeting Schedule and Proposed Meeting Dates for 2024.

OCM162/2023 RESOLVED:

On the motion of Councillor Mickitja Onus

Seconded Councillor James Woods

That Council:

1. Received and noted the report;
2. Approved the attached 2024 West Arnhem Regional Council meetings calendar.

CARRIED

8.10 EXTENSION OF ACTING CEO POSITION

The Council considered a report on Extension of Acting CEO Position.

OCM163/2023 RESOLVED:

On the motion of Councillor Mickitja Onus

Seconded Councillor Ralph Blyth

That Council:

1. Approved an extension of the current Acting CEO Jessie Schaecken until a new CEO is appointed
2. Approved Higher Duties Allowance be paid to the current Acting CEO for a two week handover period after the CEO is appointed

CARRIED

CORPORATE SERVICES REPORTS

9.1 FINANCE REPORT FOR THE PERIOD ENDED 31 AUGUST 2023

The Council considered a report on Finance Report for the period ended 31 August 2023.

OCM164/2023 RESOLVED:
 On the motion of Councillor Otto Dann
 Seconded Councillor James Woods
 That Council received and noted report entitled '*Finance Report for the period ended 31 August 2023.*'

CARRIED

9.2 2022-2023 WASTE AND RESOURCE MANAGEMENT (WARM) ACQUITTAL

The Council considered a report on 2022-2023 Waste and Resource Management (WaRM) Acquittal.

OCM165/2023 RESOLVED:
 On the motion of Councillor Henry Guwiyul
 Seconded Councillor Otto Dann
 That council

1. Received and noted the reports entitled '*2022-2023 Waste and Resource Management (WaRM) Acquittal*'; and
2. Noted and approved the attached acquittal.

CARRIED

Meeting broke at 10:30 and recommenced at 11:11

9.3 BUSINESS DEVELOPMENT UNIT REPORT

The Council considered a report on Business Development Unit Report.

OCM166/2023 RESOLVED:
 On the motion of Councillor Ralph Blyth
 Seconded Councillor James Woods
 That Council received and noted the report entitled '*Business Development Unit Report*'.

CARRIED

9.4 TENANCY REMEDIATION REQUIREMENTS FOR JABIRU

The Council considered a report on Tenancy Remediation Requirements for Jabiru.

OCM167/2023 RESOLVED:
 On the motion of Councillor Ralph Blyth
 Seconded Councillor Mickitja Onus
 That Council received and noted the report entitled '*Tenancy Remediation Requirements for Jabiru*'

CARRIED

TECHNICAL SERVICES REPORTS

10.1 APPROVAL TO DISPOSE OF EXECUTIVE FLEET ASSET

The Council considered a report on Approval to Dispose of Executive Fleet Asset.

OCM168/2023 RESOLVED:
 On the motion of Councillor Ralph Blyth
 Seconded Councillor Otto Dann
 That Council:

1. Received and noted the report entitled '*Approval to Dispose of Executive Fleet Asset*'; and
2. Approved the sale via auction of the 2020 Toyota Hilux Utility - Jabiru.

CARRIED

10.2 TECHNICAL SERVICES REPORT - SEPTEMBER 2023

The Council considered a report on Technical Services Report - September 2023.

OCM169/2023 RESOLVED:

On the motion of Councillor Mickitja Onus

Seconded Councillor James Woods

That Council received and noted the report entitled '*Technical Services Report – September 2023*'.

CARRIED

10.3 KEEP AUSTRALIA BEAUTIFUL AWARDS

The Council considered a report on Keep Australia Beautiful Awards.

OCM170/2023 RESOLVED:

On the motion of Councillor James Woods

Seconded Councillor Mickitja Onus

That Council received and noted report entitled '*Keep Australia Beautiful Awards*'

CARRIED

COMMITTEE AND LOCAL AUTHORITY REPORTS**11.1 ADOPTION OF LOCAL AUTHORITY MEETING MINUTES.**

The Council considered a report on Adoption of Local Authority Meeting minutes..

OCM171/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Mayor Matthew Ryan

That Council:

1. Received and noted the report entitled '*Adoption of Local Authority Meeting minutes.*' and;
2. Endorsed the minutes of the Minjilang Local Authority meeting held on 15 September 2023 and reviewed decisions made by the Local Authority.

CARRIED

GENERAL ITEMS**12.1 OPERATIONS REPORT - SEPTEMBER 2023**

The Council considered a report on Operations Report - September 2023.

OCM172/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Councillor Otto Dann

That Council received and noted the report entitled '*Operations Report – July 2023*'.

CARRIED

12.2 NOVEMBER LGANT CONVENTION, WEST ARNHEM YOUTH SUMMIT AND WARC ELECTED MEMBER WORKSHOP AND ORDINARY COUNCIL MEETING

The Council considered a report on November LGANT Convention, West Arnhem Youth Summit and WARC Elected Member Workshop and Ordinary Council meeting.

OCM173/2023 RESOLVED:

On the motion of Councillor Henry Guwiyul

Seconded Councillor Otto Dann

That Council:

1. Received and noted report entitled '*November LGANT Convention, West Arnhem Youth Summit and WARC Elected Member Workshop and Ordinary Council meeting*'
2. Approved the changes to the November Elected Member Workshop and Ordinary Council meeting.
3. Nominated Councillor Woods to attend the LGANT General Meeting, extend invitation to all councillor via email to nominate to attend convention and approved all associated travel costs.

CARRIED

12.3 PEOPLE AND CAPABILITY QUARTERLY REPORT

The Council considered a report on People and Capability Quarterly Report.

OCM174/2023 RESOLVED:

On the motion of Councillor Mickitja Onus

Seconded Councillor James Woods

That Council:

1. Received and noted the report entitled '*People and Capability Quarterly Report*' and;
2. Acknowledge the activity and progress made by the People and Capability unit in pursuit of the strategic goals.

CARRIED

ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

13.1 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

The Council considered a report on Elected Member Questions With or Without Notice.

OCM175/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Councillor Mickitja Onus

That the Chairperson invite questions with or without notice from Elected Members.

1. Cr Dann raised Garbage truck being broken, staffing issues in Gunbalanya with staff leaving, feral animals in community.
2. Mayor Ryan raised work permit issues with staff leaving council and getting job elsewhere in community.
3. Cr Woods raised concerns with airport usage for sorry business – asked about another airport shelter using the emergency management funds
4. Cr Woods raised shelters in Maningrida at bottom camp foreshore to be put on Maningrida LA wish list.
5. Invite GACJT / JKL to attend next Ordinary Council Meeting to present to Council on the Jabiru Masterplan and the future of Jabiru.

6. CARRIED

PROCEDURAL MOTIONS

14.1 CLOSURE TO THE PUBLIC FOR THE DISCUSSION OF CONFIDENTIAL ITEMS

The Council considered a report on Closure to the Public for the Discussion of Confidential Items.

OCM176/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Councillor Otto Dann

That Council approved pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

CARRIED

CONFIDENTIAL ITEMS

The information in this section of the agenda is classed as confidential under section 293(1) of the *Local Government Act 2019* and regulation 51 of the *Local Government (Administration) Regulations 2021*.

NEXT MEETING

The next meeting is scheduled to take place on Tuesday, 7 November 2023

MEETING DECLARED CLOSED

Chairperson Mayor Ryan declared the meeting closed at 13:52

This page and the preceding pages are the minutes of the ordinary council meeting Ordinary Council Meeting held on Wednesday, 11 October 2023.

Chairperson

Date Confirmed

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	8.1
Title:	Review of Action Items List
File Reference:	1101053
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

This report is submitted for Council to consider the progress on outstanding resolutions from Council meetings.

BACKGROUND

This report is a standard report submitted to each Council meeting to note the actions taken with respect to Council resolutions.

The attached summary provides the current status of the resolutions as provided by the relevant staff. The officer's recommendation lists the resolution but it is for Council to determine whether the item remains active or complete.

COMMENT

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

FINANCIAL IMPLICATIONS

No specific financial implications are associated with this report.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to pillars and goals 6 as outlined in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.	
Goal 6.2	Records Delivery of storage and retrieval of records processes which support efficient and transparent administration.
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation.
Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes.

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council:

- 1. Received and noted report entitled '*Review of Action items list*'; and**
- 2. Reviewed the outstanding resolutions, and gave approval for completed items to be removed from the list.**

ATTACHMENTS

- 1 Action Items OCM - 08.11.2023.pdf**

Ordinary Council Meeting Action Items – In Progress

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Jasmine Mortimore	CEO	In Progress
Resolution: OCM150/2023			
Council request CEO issue letter to Cr Kernan reminding of responsibility to attend in line with the Act			
Updates:			
23 October 2023 – Jasmine Mortimore			
Letter sent via AusPost on Thursday 12 October 2023			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Jasmine Mortimore	CEO	Complete
Resolution: OCM157/2023			
Endorsed letter to be sent to the Minister of Housing regarding Ms Wauchope priority housing in Gunbalanya			
Updates:			
23 October 2023 – Jasmine Mortimore			
Letter sent via email on Friday 20 October 2023, an acknowledgement of receipt from the Minister for Housing was received on 20.10.2023.			
08 November 2023 – Jasmine Mortimore: Response received on 24 October and has been added to the Correspondence report for discussion			
THIS ISSUE IS ALSO DISCUSSED IN MORE DETAIL BELOW			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Marnie Mitchell	Community Services	In Progress
Resolution: OCM157/2023			
Request increased advocacy for AFL in West Arnhem Region			
Updates:			
27 October 2023 – Marnie Mitchell			
Through a partnership with AFL NT remote development managers will help support program and development sessions for both Minjilang and Warruwi with WARC covering accommodation/travel/meal costs and AFLNT cover wages of the staff. Community leadership are working together to facilitate the community visits bimonthly.			
04 November 2023 – Dana Hewett			
Jabiru YSR is working with Clontarf staff members and has established Jabiru as a recognised AusKick centre. Clontarf Staff are undertaking this exercise outside of their Clontarf duties, with support from YSR and senior Jabiru Bombers players. Auskick is scheduled every Thursday for 8 weeks, starting 19 October 2023. 24 children attended on 19 October 2023. Each child receives an Auskick pack at the completion of the 8 weeks, once registration has been paid.			
06 November 2023 - Cathy Makings			
Minjilang community will liaise with Warruwi community for best time for AFL coordinator to visit both islands. Minjilang would like to concentrate of junior AFL and 06 November 2023 – Craig Ballard			
Maningrida AFL Competition Leadership, AFL NT and WARC are planning Round 1 for the new Women's and Men's AFL competition to start Mid November 2023.			

Ordinary Council Meeting Action Items – In Progress

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Jessie Schaecken / Ben Heaslip	CEO	COMPLETE
Resolution: OCM160/2023			
The draft submission be amended to include travel risks and recommending the NT remuneration tribunal provide financial advice services to elected members – acting CEO to circulate new draft to Council for endorsing			
Updates:			
25 October 2023 – Jessie Schaecken: Draft letter sent to Elected Members on 18.10.2023 for review			
01 November 2023 – Ben Heaslip: Submission sent to Remunerations Tribunal 31.10.2023			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Jasmine Mortimore	CEO	In Progress
Resolution: OCM173/2023			
Nominated Councillor Woods to attend the LGANT General Meeting and extend invitation to all councillor via email to nominate to attend convention and approved all associated travel costs.			
Updates:			
23 October 2023 – Jasmine Mortimore: Email sent to Elected Members, will follow up with phone calls.			
08 November 2023 – Jasmine Mortimore Cr Dann, Cr Marrawal, Cr Woods & Acting CEO, Jessie Schaecken attended LGANT Convention			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Graham Baulch/Linda Veugen-Yong/Jessie Schaecken	Operations/HR/A/CEO	In Progress
Resolution: OCM175/2023			
Cr Dann raised Garbage truck being broken, staffing issues in Gunbalanya with staff leaving, feral animals in community			
Updates:			
1 November 2023 – Graham Baulch CJD Equipment have identified the fault with the truck, parts have been ordered air freight from interstate, best result will be mid-November for repairs to be complete.			
7 November – Linda Veugen-Yong HR are looking into staff retention in Gunbalanya. A new HR Manager starts 20 November.			
7 November – Fiona Ainsworth Through discussion Administration has identified that pigs are an active issue in community. Community members have met to discuss the issue in recent months. Administration investigating ways to address and will reach out to Njanjima Rangers.			

Ordinary Council Meeting Action Items – In Progress

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Linda Veugen-Yong / Fiona Ainsworth	Human Resources / Operations	Complete
Resolution: OCM175/2023			
Mayor Ryan raised work permit issues with staff leaving council and getting job elsewhere in community.			
Updates:			
01.11.2023 – Linda Veugen-Yong			
The HR team has reviewed the employee separation process and made improvements to ensure NLC permits to work are cancelled after the employees last day.			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Clem Beard	Technical Services	In Progress
Resolution: OCM175/2023			
Cr Woods raised concerns with airport usage for sorry business – asked about another airport shelter using the emergency management funds			
Updates:			
02.11.2023 – Clem Beard - The administration has lodged an 'Expression of Interest' for land tenure at the Maningrida Airstrip as nominated by Cr Woods. Awaiting NLC to advise scheduling of consultations with Traditional Owners of Maningrida for next year 2024 to commence process of consultations.			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Clem Beard	Technical Services	In Progress
Resolution: OCM175/2023			
Cr Woods raised shelters in Maningrida at bottom camp foreshore to be put on Maningrida LA wish list.			
Updates:			
02.11.2023 – Clem Beard - The administration has lodged a 'Expression of Interest' for land tenure at the Maningrida Foreshore locations supplied by Cr Woods. Awaiting NLC to advise scheduling of consultations with Traditional Owners of Maningrida for next year 2024.			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 – 11 October 2023	Jasmine Mortimore	CEO	In Progress
Resolution: OCM175/2023			
Invite GACJT / JKL to attend next Ordinary Council Meeting to present to Council on the Jabiru Masterplan and the future of Jabiru.			
Updates:			
25 October 2023 – Jasmine Mortimore			
Email sent on 20 October 2023 inviting to OCM. Have not received a firm date as yet. Will follow up.			
08 November 2023 – Jasmine Mortimore			
Dr Emma Young from GACJT will be presenting to Council on 13.11.2023			

Ordinary Council Meeting Action Items – In Progress

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
20 September 2023	Jessie Schaecken	CEO	In Progress
Resolution: OCM147/2023			
Relinquish Lease for Gunbalanya Lot 385A and Lot 385B to the NLC.			
Updates:			
03 October: Administration has begun the process of relinquishing the lease.			
02.11.2023 – Clem Beard - The administration has received correspondence from the NLC confirming they have sent a letter to the Gunbalanya Aboriginal Economic Development Corporation:			
<ul style="list-style-type: none"> • advising that WARC intends to yield up its interest in Lot 385 and; • requesting that GAEDC submit a s.19 EOI as soon as possible for Lots 385A and 385B 			
Meeting Date:			
Officer			
Department:			
Progress: Not Commenced / In Progress / Completed			
20 September 2023	Jasmine Mortimore	CEO	In Progress
Resolution: OCM160/2023			
1. Offer a letter of support to the Maningrida Homelands School Company to apply for their own housing and/or a Section 19 lease through NLC to build housing for staff accommodation.			
2. Discuss the offer of a limited lease agreement from January 2024 (at the current AFL-leased house).			
Updates:			
3 October 2023 – Jasmine Mortimore			
Email sent to Shaun Ansell 3 October 2023 to inform the Homelands School Company on Council resolution. It has also been discussed that we cannot house both the AFL NT and Maningrida Homelands School.			
25 October 2023: No update for November OCM			
Meeting Date:			
Officer			
Department:			
Progress: Not Commenced / In Progress / Completed			
23 August 2023	Leanne Johansson	Corporate	
Resolution:			
Mayor Ryan requested a report to Council on the financial viability of the Darwin Office			
Updates:			
5 th September 2023 – Deirdre O’Sullivan: Leanne Johansson to undertake a comprehensive analysis of costs associated with Darwin office and present to OCM in November			
2nd October 2023 – Leanne Johansson: Colliers Real Estate of Darwin has been contracted to provide detailed information about costs and opportunities. Other investigations in preparation for November OCM report.			
07 November 2023 - Ben Heaslip: Report in Confidential Late Agenda of 13 November meeting			

Ordinary Council Meeting Action Items – In Progress

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
23 August 2023	Leanne Johansson	Business Development Manager	In Progress
Resolution:	Deputy Mayor Williams raised upgrading the Jabiru playground		
Updates:			
5 September 2023 – Deirdre O’Sullivan	DOS has followed up with David Boustead DCM on Rio Tinto Funding for Jabiru that contains a proposal of funding for infrastructure for children. The proposal has been passed to Rio Tinto for final approval, DCM will provide an update once finalised		
2 October – Ben Heaslip	No update from Rio Tinto on funding as yet		
1 November 2023 – Leanne Johansson	Draft still being reviewed by Rio Tinto – no further update		
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
23 August 2023		CSM Gunbalanya	
Resolution:	Cr Dann raised fixing the lighting for the TV in the Gunbalanya Council Chambers		
Updates:			
12 September 2023 – Tim Hema	Works have been scoped by Kakadu Contracting and a new light unit is on order. Works will be done on receipt of new light unit. Await timeline for completion.		
2 October 2023 – Fiona Ainsworth	Still waiting on light unit to arrive to complete works.		
2 November 2023 – Fiona Ainsworth	At the time of writing the track light is scheduled to arrive in Jabiru this week. Richard from Kakadu Contracting has advised the light will be fitted onsite w/c 06/11/2023 at the Gunbalanya Council chambers.		
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
23 August 2023	Fiona Ainsworth	Operations	IN PROGRESS
Resolution:	Cr Ralph raised the following questions with the Acting CEO		
	<ul style="list-style-type: none"> - Disabled Car Park Town Hall end: can they be repainted and signage installed - Disabled Car Park Northern Car Park: Can we put 1 designated space in front of the clinic and a 2nd in front of access to library? - Kinchella Road Repairs: Can it be confirmed if further resurfacing of the area that was repaired after the water main works were completed? - Street Lights: Jabiru Drive lights not coming on 		

Ordinary Council Meeting Action Items – In Progress

<ul style="list-style-type: none"> • Updates: 		
<p>13th September 2023 - Clem Beard</p> <ul style="list-style-type: none"> • Kinchella Road Repairs to be included in next round of Parks Australia Funding for reseal works in Jabiru. Timeline to be determined pending funding. • Murgarella Road will be regraded from Coopers Creek to Three ways by DEMED by mid-September. 		
<p>13th September 2023 – Dana Hewett</p> <ul style="list-style-type: none"> • Disabled Car Parks – Line marking for new and existing car parks will be completed when line marking crew in Jabiru for next lot of road repairs through Parks funding. • Bank of street lights not working on Jabiru Drive – This is due to a cable fault. Power and Water crew attended Jabiru in August to inspect and a quote is to be provided. Quote has not been received but CSM has followed up on 28/08/23, 07/09/23, 13/09/23. 		
<p>29th September 2023- Hilal Ahmad</p> <ul style="list-style-type: none"> • WARC technical team is liaising with Parks Australia to sign a contract for Jabiru sinkholes stage 2 works. • Kinchella road repairs and Disabled carpark line marking will be included in the stage 2 works. 		
<p>4th October 2023 – Dana Hewett</p> <ul style="list-style-type: none"> • Bank of street lights not working on Jabiru Drive – Power and Water made contact on 25/09/2023 to check number of lights not working. Two separate banks reported (6 lights and 5 lights), awaiting quote from Power and Water. 		
<p>3rd November 2023 – Dana Hewett</p> <ul style="list-style-type: none"> • Bank of street lights not working on Jabiru – Power and Water were on site in Jabiru 23 October through to 26 October 2023. Light bulbs and timers have been repaired around the township. One bank of lights on Jabiru Drive have been fixed (due to a timer issue). The bank which is out due to a cable fault has been investigated and waiting for a quote from Power and Water to rectify. 		
Meeting Date:	Officer	Department:
23 August 2023	Clem Beard	Technical Services
Resolution:		
Cr Gumurdul requested a report on Council assisting and facilitating paths for elders' homes to assist with wet season pick-ups.		
Updates:		
<p>11 September 2023 – Clem Beard</p> <p>Administration has reached out to Regional Services, Top End Territory Families, Housing and Communities. Housing have requested a list of Aged Care clients and provided lot numbers for tenants to complete a Housing Alteration Form to facilitate/authorise works to proceed. Once authorisation is received will source quotes for planned works.</p>		
<p>2 October 2023 – Clem Beard</p> <p>Process underway, awaiting authorisations to source quotations for works.</p>		

Ordinary Council Meeting Action Items – In Progress

<p>6 November 2023 – Clem Beard NTG Tenancy Contract Officers were onsite in Gunbalanya w/c 30/10/23 and had a large majority of forms signed by the households. NTG Tenancy Contract Officers will be processing forms and sending through to DIPL for the technical approval process. Once approval is granted Tenancy Officers will forward to WARC and attempt to engage CDP to assist with the projects as suggested by the department of Housing. Aged Care clients visited in Gunbalanya by Tenancy equals (28) twenty eights homes requiring pathway pavers.</p>		
Meeting Date: 23 June 2023	Officer Fiona Ainsworth/Yanja Thompson	Department: COO/Cultural Advisor
<p>Resolution: OCM 59/2023 and OCM104/2023 (Action Items merged 23 August 2023)</p> <ol style="list-style-type: none"> Requested DCMC, AAPA & NLC representatives arrange for an upcoming in person community meetings for further consultation on the <i>Burial and Cremation Act 2022</i> and funding support available for communities. Requested the administration respond to the DCMC that greater consultation occur within the communities of WARC on the Burial guidelines including: <ol style="list-style-type: none"> timeliness and sense of urgency around implementing the Burial and Cremation Act 2022 without the proper consultation with particular mention to the transportation of human remains from outstations, the cost associated with the new specifications of transport, the lack of morgues and resources and where the responsibility falls to which authority and associated costs; and Proposed that DCMC invite the Attorney General and Justice to attend community consultation regarding the coronial matters and lack of resources and facilities. 		
<p>Updates:</p> <p>01 May 2023 – Fiona Ainsworth Representatives from DCMC will present the consultation period for the draft guideline for the management of human remains at today's meeting from Darwin office.</p> <p>13 May 2023 – Fiona Ainsworth As discussed at the previous Council meeting the DCM&C are required to embark on further consultations with the draft guidelines to seek further feedback from remote communities.</p> <p>13 June 2023 – Fiona Ainsworth Awaiting DCMC to carry out further consultations with WARC remote communities on proposed legislation and the challenges for remote burials as listed</p> <p>21 July 2023 – Fiona Ainsworth Several meetings and follow-up has been undertaken with DCM&C to request all community onsite meetings and provide detail of the concerns raised in the OCM. After negotiating attendance at the Maningrida LA workshop as a commencement to community visits, the confirmation was retracted as DCM&C are unable to be in any way aligned with the Yes campaign. We continue to navigate suitable attendance times and will provide update when available.</p> <p>14 August 2023 – Fiona Ainsworth DCMC (Hugh and Doreen) attended the August Maningrida LA and the LA members requested further consultations and visits to all community LA's.</p> <p>14 September 2023 – Fiona Ainsworth DCMC (Hugh and Doreen) attended the September Minjilang LA and the LA members requested further consultations and visits to all community LA's.</p>		

Ordinary Council Meeting Action Items – In Progress

<p>2 October 2023 – Fiona Ainsworth DCMC continue to attend LA meetings as per LA members’ requests.</p> <p>3 November 2023 – Fiona Ainsworth DCMC continue to attend LA meetings as per LA members’ requests. CMC have expressed interest in speaking directly to WARC team members and are currently liaising with the Cultural Advisor re same.</p>		
Meeting Date:	Officer	Department:
23 June 2023	Clem Beard	Tech Services
Resolution: 109/2023		
<p>1. Cr Dann raised a need:</p> <ul style="list-style-type: none"> a. for solar lights on Gunbalanya Back Road and Powerhouse Turn Off, b. to recycle scrap metal at the back of the Gunbalanya Waste Management Facility, <p>2. Cr Phillips suggested outdoor gym equipment be installed in the parks/recreation areas along the foreshore in Maningrida as part of an overall improvement in the beautification of this area.</p>		
Updates:		
14 September 2023 – Clem Beard		
<ul style="list-style-type: none"> • Cr Dann: solar lights on Gunbalanya Back Road and Powerhouse Turn Off - Report to be tabled at the next Gunbalanya LA Meeting Thursday 26 October 2023 • Cr Phillips: outdoor gym equipment along the foreshore in Maningrida – Report to be tabled at the next Maningrida LA meeting to propose the installation of gym equipment at the Swimming Pool in Maningrida scheduled for 02 November 2023. 		
2 October 2023 – Clem Beard		
<ul style="list-style-type: none"> • As above, no further updates at this time. 		
24 October 2023 – Dana Hewett		
<p>Bank of street lights not working on Jabiru – Power and Water were on site in Jabiru 23 October through to 26 October 2023. Light bulbs and timers have been repaired around the township. One bank of lights on Jabiru Drive have been fixed (due to a timer issue). The bank which is out due to a cable fault has been investigated and waiting for a quote</p>		
02 November 2023 – Clem Beard		
<p>Cr Dann: for solar lights on Gunbalanya Back Road and Powerhouse Turn Off - resolution now been passed are Gunbalanya LA. Lights have been ordered to arrive prior to wet season for installation as requested.</p> <p>Cr Dann: to recycle scrap metal at the back of the Gunbalanya Waste Management Facility Sell & Parker are working 6-10 November recycling scrap metal in Gunbalanya Waste Management Facility.</p> <p>Cr Phillips: outdoor gym equipment along the foreshore in Maningrida – Report to be tabled at the next Maningrida LA meeting to propose the installation of gym equipment at the Swimming Pool in Maningrida scheduled for 30 November 2023.</p>		

Ordinary Council Meeting Action Items – In Progress

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
23 June 2023	Fiona Ainsworth	COO	IN PROGRESS
Resolution: OCM100/2023			
Council requested the details of contactable staff and a plan of Christmas operations be presented in November ahead of Christmas closure			
Updates:			
19 July 2023 – Fiona Ainsworth			
This was noted and has been added to the internal reports planning spreadsheet (forward schedule) for full per community outline in November reports.			
No further updates until November.			
2 November 2023 – Fiona Ainsworth			
Report included for detail in November papers.			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 May 2023	Fiona Ainsworth/Jessie Schaecken	COO/CEO	IN PROGRESS
Resolution: OCM75/2023 - Elected Member Questions with or without notice			
Asked that the administration advocate to Territory Families, Community and Housing to provide Mrs Barbara Wauchope with a proper house given the state of the present temporary housing being provided by WARC.			
Resolution: OCM148/2023; OCM75/2023 on 20 September 2023 - Request a letter be sent to Minister of Housing, Chief Minister and MLA Mr Manuel Brown regarding the lack of priority housing for Barbara Wauchope highlighting the issues and risk surrounding her current housing.			
Resolution: OCM158/2023 - Acting CEO took housing relocation on notice and will reply to Council next week.			
Updates:			
09 June 2023 – Fiona Ainsworth			
CEO Paul Hockings has met with Jules Hudd, Director Housing and Communities, Territory Families on several occasions to lobby for alternative accommodations for Mrs Wauchope. An outcome of these meeting determined Mrs Wauchope's Housing Application and accompanying documents were not submitted, this has now been rectified and she is in consideration for the next round of housing allocations in Gunbalanya. WARC continue to campaign the urgency of this matter and will provide updates as available.			
21 July 2023 – Fiona Ainsworth			
The next proposed date for the Housing Reference Group in Gunbalanya is Wednesday August 30. Negotiation discussions for house and occupants allocations will commence at this time.			
14 August 2023 – Fiona Ainsworth			
As noted, the next proposed date for the Housing Reference Group in Gunbalanya is Wednesday August 30. Negotiation discussions for house and occupants allocations will commence at this time			
13 September 2023 – Fiona Ainsworth			
The Housing Reference Group meeting was held in Gunbalanya on September 5 and currently await updates and outcome from this meeting.			
2 October 2023 – Fiona Ainsworth			
Housing was not allocated to Barbara in the current round of six allocations. A meeting with Territory Families confirmed her inclusion on the application list however only			

Ordinary Council Meeting Action Items – In Progress

<p>as a recent applicant, placing her below others registered despite state of current residence. Currently seeking solutions for this matter.</p> <p>Resolution: OCM158/2023 03 October 2023 CEO Replied to Council by email September 27, will continue to provide updates as they occur.</p> <p>07 November 2023: (Also see Action Item above) - Mayor Ryan's letter to Hon Selena Uiibo Minister for Housing 20 October – to be tabled at this meeting</p>		
Meeting Date: 10 May 2023	Officer CSMs/Fiona Ainsworth	Department: Operations
<p>Progress: Not Commenced / In Progress / Completed IN PROGRESS</p>		
<p>Resolution: OCM75/2023 - Elected Member Questions with or without notice</p> <ul style="list-style-type: none"> • Raised concerns around the height of pest weeds in and around Maningrida particularly Mission Grass which is drying off and presents a fire risk. He suggested the administration liaise with the Maningrida Ranger Group to spray these weeds before they become a problem. • Expand weed management item to all communities, working with Parks and Territory Families including pest weed proximity to houses 		
<p>Updates: Maningrida</p>		
<p>09 June 2023 – Fiona Ainsworth Maningrida Works crew are continuing to slash Mission Grass in the community to reduce fire risk. The CSM is liaising with the Maningrida Ranger Group to schedule a program of spraying weeds at the end of the wet for maximum effect of poisoning weeds.</p>		
<p>14 Aug 2023 – Craig Ballard Working with Tom Nagle, Ranger Manager, to coordinate Mission Grass control with WARC around Maningrida.</p>		
<p>13 Sep 2023 – Craig Ballard Works crew have been slashing mission grass at the ocean end of the airport runway and surrounding areas. The works crew will next move onto identified mission grass sights in the New Sub area and use chemical control and slashing weed management methods.</p>		
<p>26 Sep 2023 – Craig Ballard I met with Leslie Gordon (BAC) on Fri 22 Sep to coordinate weed management effects in Maningrida. Tom Nagle from the Rangers is on leave. The Works crew will use a coloured dye to mark areas sprayed. Areas sprayed will be cut next day and burnt at site. I am requesting educational material be advertised to the Maningrida community to help residents identify and eradicate weeds in and around their home areas.</p>		
<p>24 Oct 2023 – Craig Ballard Chemical spraying of Mission grass has commenced along the drains and kerb areas in New Sub. Identifying, cutting, gathering and burning of Mission grass on site is occurring one day after spraying. Tom Nagle has returned from leave and we are planning to meet to coordinate our weed management efforts around the township.</p>		
<p>Updates: Gunbalanya</p>		
<p>2 October 2023 – Fiona Ainsworth Weed management will be investigated with the relevant stakeholders and an update provided in November.</p>		
<p>6 November 2023 – Fiona Ainsworth Weed management will be discussed with the incoming CSM. Additionally Senior Works Officer is procuring additional spray/herbicide for the impending wet season to utilise as required to control Mission Grass outbreaks in the community.</p>		
<p>Updates: Minjilang</p>		

Ordinary Council Meeting Action Items – In Progress

<p>02 October 2023 – Cathy Makings Weed Management in Minjilang is controlled by the Garngi Rangers. Community has advised they do not want weed spraying around their homes. The only Mission Grass problem Minjilang has is up at the Telstra tower. Last year the grass was so high Telstra contracted the outdoor team to clean up inside and around the perimeter of the tower. The outdoor crew keep all community grass under control all year round.</p> <p>03 November 2023 – Cathy Makings As per previous comment. No further update</p> <p>Updates: Warruwi</p>		
<p>2 October 2023 – Fiona Ainsworth Weed management will be investigated with the relevant stakeholders and an update provided in November.</p> <p>30 October 2023 – Matthew Griffiths Back-burning with WARC, Rangers and NTES earlier in year reduced weeds around township border areas. Weed spraying to take place in November in conjunction with Rangers.</p> <p>Updates: Jabiru</p>		
<p>4 October 2023 – Dana Hewett Weed Management in Jabiru is managed by Parks Rangers. Council works crew spray around council assets (e.g. buildings, town centre, and waste tip facility) and other areas we manage around town.</p> <p>28 October 2023– Dana Hewett As per previous comment. No further update.</p>		
Meeting Date:	Officer	Department:
10 May 2023	Aiden Syddall	Corporate
<p>Resolution: OCM71/2023 – Councillor Email and Technology provision</p> <ol style="list-style-type: none"> 1. Supported the creation of Councillor email addresses for each Councillor in the format of firstname.lastname@westarhem.nt.gov.au. 2. Endorsed the purchase of technology up to the amount of \$20,000. 3. Requested the review of Allowances and Expenses Policy to include the above provisions, with the changes be presented to Council at its next meeting. 		
Updates:		
<p>17 August 2023 – Ben Heaslip Waiting to receive devices. Booked to ship Monday 14 August</p> <p>2 October 2023 – Aiden Syddall Devices received including headsets and cases. Waiting on Councilbiz to create accounts.</p> <p>7 November 2023 – Jasmine Mortimore: Accounts created. Councillors have received equipment. Councillors to advise if any outstanding issues or remove item as complete.</p>		
Meeting Date:	Officer	Department:
		Progress: Not Commenced / In Progress / Completed

Ordinary Council Meeting Action Items – In Progress

12 April 2023	Clem Beard	Technical Services	In progress
Resolution: OCM 52/2023 – Review of Action Items list			
Requests Council submit an EOI to NLC for the land at Minjilang next to the airstrip for facilities.			
Updates:			
01 May 2023 – Clem Beard			
<ul style="list-style-type: none"> Administration have reached out to the NLC to commence the leasing arrangements for the Minjilang Airport. Currently liaising with the NLC on next steps in applying for lease through Jone Lotu – NLC WARC representative 			
09 June 2023 – Clem Beard			
<ul style="list-style-type: none"> Administration conducting ongoing discussions with NLC on land tenure for airport facilities and ongoing discussions with CDP to provide labour and some equipment to assist with construction of facilities for ongoing community use. 			
11 August 2023 – Clem Beard			
<ul style="list-style-type: none"> Jone Lotu from NLC is facilitating ongoing discussions and consultations with Traditional Owners on the future of leases pertaining to airports across the region. Administration will provide outcomes from same. 			
12 September – Clem Beard			
<ul style="list-style-type: none"> Administration met with the NLC S19 leasing team on Monday 11/09/2023 to source an EOI lease at the waiting area to incorporate a future ablation facility. NLC to confirm the existing airport lease in place with DIPL and establish the current boundaries of existing lease to confirm available vacant land. 			
02 October – Clem Beard			
<ul style="list-style-type: none"> Await further information from NLC. To date no update available. 			
02 November 2023 – Clem Beard			
<p>The NLC received correspondence from NTG on 30 October 2023 which set out that DIPL will be seeking Traditional Owner consent to secure tenure over 11 “certified” aerodromes in the NLC’s region, including Minjilang. To secure and satisfy the CASA regulations DIPL will be entering into s.19 land use agreement and establishing a third party aerodrome operator to sub-lease to – proposed to be WARC?</p> <p>NLC note that the letter set out that “The area of land, aerodrome facility, sought to be leased will exceed the existing fenced area around the airstrips in most cases, this is to enable the DIPL to comply with the new CASA regulations and any future upgrades.”</p> <p>NLC advise it may be best to wait until after DIPL has secured a s.19 agreement to determine the boundaries around which for WARC to upgrade/ put in a new waiting area or at least wait until NLC receive the land area that DIPL will be seeking tenure over in their EOI? At this stage NLC cannot provide a time line on how long this will take but will keep Council updated.</p>			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress /Completed
8 February 2023	Records & GRA	OoCEO	In progress
Resolution:			
OCM1/2023 RESOLVED:			
<ol style="list-style-type: none"> Cr Kernan raised the void in available historic information about and acknowledgement of past Councillors and would like administration to investigate. recounted that the Maningrida Community Government Council had laid a plaque in a Maningrida Park to commemorate the start of Maningrida. He suggested that 			

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plaques be laid in all WARC remote communities to memorialise the Missions commencement.	
Updates:	
03 March 2023 – Ben Heaslip	Records and Governance have had preliminary conversation and will meet in March to draw up research plan
3 April 2023 – Jessie Schaecken	More work to be done on scope and research plan
13 April 2023 – Jessie Schaecken	Meeting discussed the need for Ben/Jessie to attend Jabiru Library, trip to potentially coincide with Waruwi LA on 18 May 2023
26 May 2023 – Ben Heaslip	Searches have been conducted and potential sources of information identified in the records of the National Archives, the Northern Territory Archives and the Northern Territory Library catalogue. Some Archive records are available online, others can be visited in the Darwin offices of the National and Territory Archives, while others are held interstate. Most library records are held in Darwin but there are a couple of records in the Jabiru Library. Further searches will be conducted including in the hard copy records held by WARC.
16 August 2023 – Ben Heaslip	Email sent to councillors including spreadsheet of search results and links to documents available electronically.
12 September – Ben Heaslip	No further update at this time
03 October – Ben Heaslip	Have found the original Constitution of Gunbalanya Council incorporated from 1976 signed by the chairman and vice-chairman with some associated documents.
07 November – Ben Heaslip:	Due to staffing shortages this research will be delayed until the New Year.
Meeting Date:	Officer
18 January 2023	Sara Fitzgerald
Resolution:	Department:
OCM21/2023 - Elected Members Question With or Without Notice	Waste Coordinator
Cr Kernan asked that Council educate the Maningrida community not to chuck clothes from deceased family members into the saltwater.	
Updates:	
25 January 2023 – Fiona Ainsworth	
<ul style="list-style-type: none"> Waste and Resource Coordinator interviews underway with a preferred candidate identified. Update to be provided. Once this role is filled, will work in conjunction with Cultural team to broker a solution with Traditional Owners. 	
23 February 2023 – Fiona Ainsworth	
<ul style="list-style-type: none"> Waste and Resource Coordinator commenced on Monday 27 February 2023 and will work with the Cultural team to facilitate community consultation and to broker a solution with Traditional Owners. 	
28 March 2023 – Fiona Ainsworth	
<ul style="list-style-type: none"> The Waste and Resource Coordinator has commenced working with the Maningrida Acting CSM and the First Nations Cultural Advisor to determine culturally 	

Ordinary Council Meeting Action Items – In Progress

<p>appropriate alternatives. Report included in April OCM</p> <p>28 April 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Scheduled to be included in the next LA meeting for discussion with members on the 01/06/2023 <p>09 June 2023 – Clem Beard</p> <ul style="list-style-type: none"> Options presented at the Local Authority meeting. 31st of May 2023 were not accepted due to not being culturally appropriate, further consultations in progress. <p>11 August 2023 – Clem Beard</p> <ul style="list-style-type: none"> At the LA Meeting held 03/08/2023 the administration presented alternative methods of dealing with Cultural Waste by providing mesh/shade cloth clothes bags 900x 600 for securing and storage for cultural waste for waterfront cleansing. Concrete anchor points were presented as an option to place on tidal rocks for cultural waste cleansing to facilitate clothing and belongings. This will be a trial with a review in the coming months for suitability to eliminate clothing entering the waterways on a permanent basis. <p>13 September 2023 – Sara Fitzgerald</p> <ul style="list-style-type: none"> In process of procuring Shade cloth bags and working with Maningrida Waste Team Lead and Works Supervisor to create anchors to be used at waterfront for cultural cleansing. Community engagement messaging in development for advertising cultural Waste and Resource Coordinator expect to visit Maningrida End September to develop solution further. Further consultation with Maningrida Waste Team leader in developing a cultural waste burning and burying space at the landfill to occur September/October <p>29 September 2023 – Sara Fitzgerald</p> <ul style="list-style-type: none"> Visit to Maningrida planned for first week of November to develop landfill space plan and initiate water-based cultural cleansing. <p>3 November 2023 – Sara Fitzgerald</p> <ul style="list-style-type: none"> Visit to Maningrida postponed to first week December to develop landfill space plan and initiate water-based cultural cleansing. 			
Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress /Completed
18 January 2023	Marnie Mitchell	Community Services	In progress
Resolution:			
<p>OCM/2023 - Elected Members Question With or Without Notice</p> <p>the Wellbeing Team work with the Youth, Sport and Recreation Officers and other relevant stakeholders to focus on promoting sportsmanship to eliminate violence at sporting events. This could be via education on sportsmanship at future programmes and clinics, a code of conduct which players agree to prior to the event or the referee / umpire has a system to manage violence e.g. red or yellow cards.</p>			
Updates:			
<p>25 January 2023 Peter Ryan</p> <p>Plan is to meet with Sport and Rec Officers in each community to devise a strategy around sportsmanship</p> <p>5 February 2023 Peter Ryan</p> <p>The A/DoOG and Senior Project officer have met on this matter. It was decided that whilst we i.e. Council staff may be able to assist in this matter we considered that we should explore whether or not it is culturally acceptable for Balanda to be involved in giving advice. With this in mind it is my intention to liaise with Cr. Woods to call upon his expertise surrounding local sport to ascertain whether our concerns relating to this are valid. If so we will work with locals to ensure that together we can offer a workable solution.</p> <p>3 May 2023 – Peter Ryan</p>			

Ordinary Council Meeting Action Items – In Progress

<p>I have discussed the matter with Cr. Woods. He has suggested that we collect and collate all current Codes of Conduct. I have commenced that process and will continue to liaise with Council on this matter. I have also had the opportunity to discuss the matter with the local Police Sergeant who has advised the CEO and I in a meeting last week that trouble at sports venues in the Maningrida area are a rare issue.</p> <p>14 June 2023 – Peter Ryan – Discussions have been held with the Remote AFL Officer Matt from Maningrida in relation to this matter. He has agreed to assist Council with ongoing support and advice relative to the resolution of these matters. I shall be meeting with him again in July in Maningrida to move this matter forward.</p> <p>16 Aug 2023 – Ben Heaslip Acting DoOG no longer with WARC. Administration to communicate with Matt to progress item.</p> <p>11 September – Ben Heaslip No further update</p> <p>02 October 2023 Re-assigned to Marnie Mitchell, Manager Community Services. Emailed Matt from AFL (currently on leave) to arrange meeting time to progress issue.</p> <p>28 October – Marnie Mitchell: Matt just returned from leave, negotiating time to catch up.</p>		
Meeting Date:	Officer	Department:
18 January 2023	Jessie Schaecken	GRA
Resolution:		
OCM20/2023 Northern Territory Government Review of Local Authorities		
<ol style="list-style-type: none"> 1. Approved the delegation to each Local Authority to commit and spend funds up to the value of their annual grant funding allocation, 2. Directed the administration to create a place in each Local Authority Agenda which details the code of conduct, number and names of elected members, appointed members including the chair, the number of members required to reach a quorum and the number of members necessary to hold a provisional meeting, and investigate leadership training appropriate to Local Authority members. 3. Directed the administration to invite Linda Weatherhead Director Policy & Projects, Local Government, Chief Minister and Cabinet to conduct code of conduct and Governance training for each Local Authority on the day prior to the upcoming February 2023 round of Local Authority meetings. 4. Supported the findings from each Local Authority consultation that communication between Council and the Local Authorities requires improvement; and 5. Directed the administration to work with each Local Authority and their respective Council Services Manager to improve communication. 		
Updates:		
1 February 2023 Paul Hockings		
Item 3 above Code of Conduct and Governance training has been organised for the following dates utilising Enock Menge Manger Strategic Projects & Development:		
Community	Training Date	LA Meeting Date
Minjilang:	21 February 2023 *	9 February 2023
Warruwi:	15 February 2023	16 February 2023
Gunbalanya:	22 February 2023	23 February 2023
Maningrida:	1 March 2023	2 March 2023
3 April 2023 – Maningrida and Gunbalanya are yet to complete the training – Jessie is working with the department & CSM's to secure a date		

Ordinary Council Meeting Action Items – In Progress

29 May 2023 – Jessie has sent another request to Linda Weatherhead and Enock Menge for upcoming dates to lock this is for Gunbalanya & Maningrida
14 June 2023 - Dates confirmed for day before the next LA meeting Gunbalanya and Maningrida
11 August 2023 – Gunbalanya completed, Maningrida to be completed on Monday 28 August 2023
12 September – Ben Heaslip
 Maningrida training postponed. New date to be arranged.
03 October: No further update
07 November – Ben Heaslip: will aim for training in early 2024, to be negotiated with Department and LA members.

Meeting Date: 14 December 2023	Officer Fiona Ainsworth/Sara Fitzgerald	Department: Technical Services	Progress: Not Commenced / In Progress /Completed In Progress
Resolution:			
ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE: CEMETERY CLIFF MANINGRIDA It was noted that the administration will investigate ways to assist community relocating graves from the eroding cliff face.			
Updates:			
2 February 2023: To be investigated			
28 March 2023 – Fiona Ainsworth			
<ul style="list-style-type: none"> In accordance with the introduced Burial and Cremation Act 2022, prior approval must be sought from the Dept to exhume and relocate graves. 			
12 September 2023 – Clem Beard			
<ul style="list-style-type: none"> Department of the Chief Minister and Cabinet representatives are discussing the guidelines of the Burial and Cremation Act including exhumations at each LA meeting across the region to assist the community to understand the regulations when relocating graves to the listed cemetery. 			
29 September – Sara Fitzgerald			
<ul style="list-style-type: none"> No further update currently seeking further information from Department of the Chief Minister and Cabinet regarding the individual case for presentation at next Maningrida LA meeting. 			
3 November – Sara Fitzgerald			
<ul style="list-style-type: none"> No further update currently seeking further information from Department of the Chief Minister and Cabinet regarding the individual case for presentation at next Maningrida LA meeting. 			

Meeting Date: 9 November 2022	Officer Hilal Ahmed	Department: Technical Services	Progress: Not Commenced / In Progress /Completed In Progress
Resolution:			
OCM101/2022 MANINGRIDA SUBDIVISION HANDOVER REVIEW FROM NTG TO WARC The Administration will instruct NTG to complete the civil remedial works for new subdivision to the required Australian Standards per independent consultant recommendations and Delay 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.			

Ordinary Council Meeting Action Items – In Progress

<p>OCM62/2023 – New Subdivision meeting held with DIPL and WARC 17 March 23 RE Gunbalanya and Maningrida new subdivision</p> <p>Directs the administration to;</p> <ol style="list-style-type: none"> To assist representatives from DIPL to conduct a full and comprehensive conditional report for Maningrida Subdivision post Wet Season 2022/23. Work closely with NTG on future subdivision development. Instruct a subcontractor to carry out immediate works on the remediation of potholes in Maningrida.
<p>Updates:</p>
<p>5 December 2022 – Fiona Ainsworth</p> <ul style="list-style-type: none"> The administration has drafted a response to the NTG stating conditions of handover required prior to accepting ownership. <p>6 January 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> NTG have acknowledged receipt of letter and will provide information on conditional items when complete. <p>25 January 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Administration await finalisation of conditional items. <p>27 February 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> No further update. <p>24 March 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Report included in April OCM <p>28 April 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> As per April OCM Report WARC continues to wait for DIPL action and reports regarding flooding mitigation strategies for subdivision. <p>09 June 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> WARC met with DIPL on site and discussed the current deteriorating condition and fire risk of the drainage network. DIPL has agreed to cover the cost for the drainage works rectification and has requested WARC to provide a quote for the remediation of the drainage network. WARC is awaiting quotes from JMK and City Earthmoving for the drainage network remediation. <p>09 August 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> WARC works staff in conjunction with JMK will continue to clean out drains progressively and complete prior to onset of wet season to reduce flooding and scouring in the new subdivision. <p>13 September 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> WARC works staff continue working in conjunction contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL's representative to attend the next LA to discuss the deteriorating condition of new subdivision. <p>29 September 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> WARC works staff continue working in conjunction contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL's representative to attend the next LA to discuss the deteriorating condition of new subdivision. <p>03 November 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> WARC works staff continue working in conjunction with contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL's representative

Ordinary Council Meeting Action Items – In Progress

<p>to attend the next LA to discuss the deteriorating condition of new subdivision. DIPL representative will attend the OCM to discuss the new subdivision handover in Maningrida and Gunbalanya.</p>		
Meeting Date: 10 August 2022	Officer	Department: Advocacy and Strategy
Resolution:		
<p>ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE: WOMEN'S SAFE HOUSE IN MANINGRIDA The administration will make an enquiry about male access to the women's safe house in Maningrida, and provide an update at the next Council meeting. Resolution OCM148/2023 20 September 2023: Requested contact with Territory Families regarding the concerns with the Maningrida Women's safe house and men accessing this facility and the lack of community engagement. Invite to next OCM and Maningrida LA to discuss ongoing concerns.</p>		
Updates:		
<p>3 October 2022 An update will be provided at December 2022 Council meeting.</p>		
<p>6 December 2022 – Brooke Darmanin Reached out to the NTG to coordinate a meeting between Mayor Ryan, Men Safe house and Women's Safe house.</p>		
<p>11 January 2022 – Brooke Darmanin There is no further update at this time</p>		
<p>31.01.2023 Brooke Darmanin There is no further update at this time</p>		
<p>14 June 2023: This matter has now been tasked to the First Nation's Advisor to obtain information and report to DoOG who will then prepare a report to Council at the next OCM following the recent resignation of the previously assigned officer.</p>		
<p>17 August 2023: Men can access the safe house for help and support and relationship counselling as a couple and the reason why the men would come to the women's safe house is because the women cannot go to the men's space and so the men had been welcomed to be with their partner to work through issues/queries. The men have not been allowed to stay in the facility-strictly women and children ONLY.</p>		
<p>3 October 2023 – Jasmine Mortimore TFHC have verbally advised that the programs allowing men to access the safe house have not been active since May 2023 (due to no Maningrida based position). They stated the old TFHC Team Leader had done community consultation before commencing programs that allowed men to access safe house. I am awaiting an email with further information including consultation that occurred.</p>		
<p>08 November 2023 – Jasmine Mortimore Email sent to elected members with TFHC response</p>		
Meeting Date: 10 August 2022	Officer Clem Beard	Department: AGMTS
Resolution:		
<p>ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE: MEN'S SHED IN GUNBALANYA The Mayor will enquire from Red Lilly about progress made on the men's shed in Gunbalanya, and provide an update at the next Council meeting.</p>		

Ordinary Council Meeting Action Items – In Progress

Updates:	
3 October 2022	The Mayor will provide a verbal update at today’s Council meeting.
6 December 2022 – Brooke Darmanin	No further updates available at this time
4 January 2023 – Brooke Darmanin	Red Lily have advised that they are currently only funded for the transition of services across the region from Top End Health to Red Lily and therefore have no program funding at this time for the men’s shed, noting however that they completely support the aims and objectives of Mens Shed programs and services. Based on communication with NTG it is the administrations understanding that Demed have secured a Section 19 lease on the site for the men’s shed, which is on a piece of land right beside their yard to be able to connect services (power, water, sewage). NTG has funded one section, and the Demed board are supplying the second section and the roof, and doing the service connections and drainage for the area. At this time the actual signed lease papers have not been delivered to Demed, but they are confident they will have them very early in the year. Due to the housing contracts Demed will have a lot of trades on site, and will be able to construct the men’s shed with a view to having it ready to open in the coming dry season, we’re hoping early in the dry.
31 January 2023 Brooke Darmanin	There is no further update at this time
14 June 2023	A/DoOG shall make the appropriate inquiries of the CSM and report to Council on this issue at the next OCM with an appropriately prepared report.
27 July 2023 – Tim Hema	As per Gunbalanya Local Authority Action Item, CEO of Demed has advised lease over the men’s shed should be secured soon with construction work to follow. This item is also tracked as part of the Gunbalanya LA.
13th September 2023 – Tim Hema	<ul style="list-style-type: none"> Local Authority approved funds to purchase fencing materials. Still pending a construction start date from DEMED Aboriginal Corporation.
02 October – Clem Beard	<ul style="list-style-type: none"> DEMED to advise start date for commencement pending workload.
02 November – Clem Beard	DEMED have confirmed all fencing materials supplied by Gunbalanya LA are onsite. Construction to commence after the impending Wet Season

Meeting Date:	Officer	Department:	Progress: Not Commenced / In Progress / Completed
10 August 2022	Hilal Ahmad / Fiona Ainsworth	Technical Services / Operations	In Progress
Resolution:			
ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE: HALF-SIZED BASKETBALL COURT IN MANINGRIDA			
The administration will investigate how to stop flooding during the wet season at the Maningrida half-sized sized basketball court, and provide an update at the next Council meeting.			
Updates:			

Ordinary Council Meeting Action Items – In Progress

<p>30 September 2022 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Technical Services has called for quotes on options to mitigate flooding. A report will be presented at the 3 November 2022 Maningrida LA meeting with costings and solutions. <p>05 December 2022 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Technical Services has presented to the MGD Local Authority on options to mitigate flooding. Awaiting December OCM resolutions to commence works. <p>06 January 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> The administration has received approval from the OCM and issued a Purchase Order to JMK to commence works when weather permits in Maningrida. <p>25 January 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> As noted, await suitable weather to undertake works. <p>27 February 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> Contractor to commence work weather permitting, to be finalised by end of March 2023. <p>28 March 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Due to weather, delays have been encountered. Revised dates estimate contractor will now have these works completed by end of May, including drainage and bollards. <p>28 April 2023 – Fiona Ainsworth</p> <ul style="list-style-type: none"> Basketball Court bollards arrived in MGD 26/04/2023. Contractor (JMK) has commenced the installation of bollards w/c 02/05/2023. Administration and local contractors meeting onsite to discuss alternative solutions to the flooding of the Basketball Court utilising existing budget allocations with WARC engineer. <p>09 June 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> WARC's Technical team engaged multiple contractors to provide quotes to remedy the drainage issue by raising the level of the concrete pad. At the previous Local Authority, a resolution was passed to proceed with the works. <p>14 August 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> JMK have received a purchase order to raise the level of half Basketball Court to mitigate flooding and scouring. JMK will commence works at the end of September prior to onset of Wet Season. <p>14 September 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> JMK have received a purchase order to raise the level of half Basketball Court to mitigate flooding and scouring. JMK will commence works at the 2nd week of October and the expected timeframe of work required is 7 days to facilitate completion prior to onset of Wet Season. <p>29 September 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> JMK will commence works at the 2nd week of October and the expected timeframe of work required is 7 days to facilitate completion prior to onset of Wet Season. <p>03 October 2023 – Hilal Ahmad</p> <ul style="list-style-type: none"> The site has been secured and works will commence on Monday 06/11/2023 with expected completion by the end of this month. <p>07 November 2023 – Hilal Ahmed</p> <p>Works commenced 3 November, expected completion by end November.</p>	<p>Meeting Date: 10 August 2022</p> <p>Officer: Cathy Makings</p> <p>Department: Technical Services</p> <p>Progress: Not Commenced / In Progress / Completed In Progress</p>
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Ordinary Council Meeting Action Items – In Progress

<p>OCM78/2022: FUNDING FOR MINJILANG AIRPORT SHELTER UPGRADE Council directed the administration to send letters to other stakeholders in Minjilang, and request them to co-contribute to the cost of the Minjilang Airport shelter upgrade.</p>		
<p>Updates:</p>		
<p>30/09/2022 – Sarah Will Ongoing conversations with Technical Services at an Executive level regarding the lease for the land that the shelter occupies.</p>		
<p>03/10/2022 – Kim Sutton Chief Operating Officer has concerns over feasibility. Chief Operating Officer to provide update on feasibility options to Minjilang LA meeting.</p>		
<p>02/12/2022 – Sarah Will No further update received from DoOG or COO - please advise.</p>		
<p>12.01.2023 – Peter Ryan No further update at this time</p>		
<p>05/04/2023 – Peter Ryan This is currently a land tenure matter nor is it a Council asset and is being treated as land tenure legacy. This matter will continue to be an issue until the land tenure matter concerning ownership is resolved.</p>		
<p>01 May 2023 – Clem Beard Administration has commenced discussions with the NLC on the best way forward to commence lease negotiations at the Minjilang Airport.</p>		
<p>01 June 2023 – Clem Beard NLC will discuss with Traditional Owners on the next scheduled visit to commence lease negotiations at the Minjilang Airport.</p>		
<p>11 September 2023 – Clem Beard CDEP/WARC are working in a joint venture to complete works as materials are onsite – awaiting labour(CDEP) and plant(WARC) to become available to commence works when participants return from cultural obligations across the Arnhem region. If labour is unavailable may need to engage Stedmans Constructions to complete works as required materials are onsite in Minjilang for upgrade.</p>		
<p>04 October 2023 – Cathy Makings 24 October 2023 – Cathy Makings WARC Minjilang team have removed the roof of the shelter. Spoke to CDP Jack who advised they have been waiting 2 months for the metal primer to arrive. WARC Team are arranging to reorder the primer and awaiting on quotes from Darwin paint stores. Once the CDP do the painting of the steel the team will install the roof. ARC crew have begun prep work taking equipment to the airfield. Will begin work once full complement of staff are at work.</p>		
<p>03 November 2023 – Cathy Makings Paint arrived 01/11/23. Advised CDP if they could paint the beams so WARC staff can reinstall the roof.</p>		
<p>Meeting Date: 10 August 2022</p>	<p>Officer Leanne Johansson</p>	<p>Department: Organisational Growth</p>
<p>Resolution:</p>		<p>Progress: Not Commenced / In Progress / Completed In Progress</p>
<p>OCM78/2022: FUNDING FOR MINJILANG COUNCIL OFFICE DISABLED ACCESS RAMP AND TOILET Council directed the administration to try and seek additional funding for the construction of the Minjilang Council office disabled access ramp and toilet at an estimated</p>		

Ordinary Council Meeting Action Items – In Progress

cost of \$586,900.00	
Updates:	
30 Sep 2022 – Sarah Will	Contacted external Grants Writer, Susan Wright, to seek potential funding opportunities for this project.
02 Dec 2022 – Sarah Will	No further update - still seeking potential grant funding opportunity for this project.
12 Jan 2023 – Peter Ryan	No further update at this time
05 April 2023 – Peter Ryan	Council's Grants Officer has been tasked to source suitable grants from various sources and this is ongoing and a report will be supplied as to progress at next OCM. This has been brought about as Council's Acting GM Technical Services Clem Beard has costed the project and suggested that the only way WARC could afford to achieve this is to seek relevant grants to support our bid to make these changes.
03 May 2023 - Peter Ryan	Nothing further on this matter as no grants monies have been found which would be suitable for this project. The search will continue
14 June 2023 – Peter Ryan	I am able to report that despite the best efforts of the grants officer a grant solution still has not been found.
16 August – Ben Heaslip	A Growing Regions Expression of Interest was submitted on 1 August. If this EOI is successful Council will be invited to submit a grant application.
12 September 2023 – Leanne Johansson	No response from Department as yet.
2nd October 2023 – Leanne Johansson	No response from Department as yet.
8 November 2023 – Bryony Stracey	Grant timelines have been extended to close on 27 November. If EOI is successful and we are invited to apply full application must be lodged by 15 January 2024.
Meeting Date:	Officer
8 December 2021	Craig Ballard
Department:	Progress: Not Commenced / In Progress / Completed
Technical Services	In Progress
Resolution:	
OCM114/2021 SPEED HUMPS	
Council directed the administration to try and source for funding for the supply and installation of eight speed humps in Maningrida over the next two financial years (four per year).	
Updates:	
01 February 2022 – Michelle Hillman	The administration is in the process of applying for funding for remote road upgrades, and is exploring other funding options for this project.
23 February 2022 – Kim Sutton	The Grants team is currently exploring options with Grants Writer, Susan Wright.
31 May 2022 – Sarah Will	

Ordinary Council Meeting Action Items – In Progress

Ongoing – regular conversations with Grants Writer, Susan Wright, to identify grant opportunities applicable to this project.

27 July 2022 – Kim Sutton

The Grants team are continuing to explore options for funding.

30 September 2022 – Sarah Will

Ongoing - the Grants team are continuing to explore options for funding.

02/12/2022 – Sarah Will

Ongoing - this project is regularly discussed with the Grants team and we are still to identify a grant funding opportunity for this project.

12.01.2023 – Peter Ryan - No further update at this time –

02.02.2023 – Peter Ryan – Kevin Voisey contacted this date and advised that the Speed Hump he installed at Maningrida was installed as a ‘one off’ following a complaint from the T/O in Coconut Grove that cars were regularly speeding down the street endangering young and older people. This was installed as a safety measure to slow these speeding vehicles down. This installation is not part of any grant or grant application. It is not part of the eight (8) spoken about previously.

05/04/2023 – Peter Ryan

Information has been received that Council has the stock available to complete or partially complete the installation of the eight (8) speed humps. Discussions are currently underway with Technical Services to verify this information and if correct for them to commence the installation of the speed humps ensuring that a community consultation process has been or will be undertaken. A further report will be furnished at the May OCM.

01/05/2023 - Clem Beard

Consultations are underway in MGD to identify suitable locations for Speed Bumps in the Community for installation purposes.

11/08/2023 – Clem Beard

Speed Bumps installation in progress and locations have been nominated by the Maningrida Local Authority. These works will be completed prior to onset of wet season.

04 September 2023 – Craig Ballard

Additional speed bumps and U-rails (to prevent vehicle drive-around) have been sourced and have arrived into Maningrida over the last fortnight. Speed bumps will be installed at the half court and near the pool in the coming days when capacity allows. U-rails will also be installed to the sides of all speed bumps but there are electrical safety matters to be addressed for sites close to electrical transformers and power poles before work commences.

13 September 2023 – Craig Ballard

Two further speed humps and U-rails have been installed near the half basketball court and near the men’s shed. The installation of U-rails to existing speed humps will continue as staff capacity allows.

26 September 2023 – Craig Ballard

One more U-rail will be installed at the half basketball court and four U-rails at the two established speed hump locations near the half basketball court by mid-October.

24 October 2023 – Craig Ballard

U-rails are scheduled to be installed at New Sub over the next fortnight. The speed humps located near the Men’s Shed and half basketball court are installed onto a single lane two way road. Speed humps require an asphalt pavement surface for safe installation and this is why the speed humps mentioned above are only one lane wide. We are planning to locate additional barriers beside some U-rails to stop vehicles driving around the speed humps.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	8.2
Title:	Incoming and Outgoing Correspondence
File Reference:	1101059
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Council is provided with items of correspondence that were received and sent since the last Ordinary Council Meeting.

BACKGROUND

In October 2012, Council made a decision to only table hard copy mail due to the volume, the *Local Government (General) Regulations 2021* has more clearly defined what is considered correspondence and the requirements around the record keeping.

In line with section 55(2) a Council must keep a register of all correspondence addressed to, or sent by, the council or its principal member. Correspondence matching that definition will be presented to Council in this report.

POLICY IMPLICATIONS

Local Government Act 2019

Local Government (General) Regulations 2021

STRATEGIC IMPLICATIONS

This report meets the following performance objectives of the *Regional Plan and Budget 2023-2024*

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

RECOMMENDATION:

That Council:

Received and noted the attached items of incoming and outgoing correspondence since the last Ordinary Council Meeting.

ATTACHMENTS

- 1 Acknowledgement of Receipt - Mayor to Minister of Housing.pdf
- 2 2023 2710-EDL - Mr Matthew Ryan.pdf
- 3 Congratulations - Chief Minister to Cr Woods - 17.10.2023.pdf
- 4 2023-10-19 LGANT November 2023 Convention Letters - Jessie Schaecken.pdf
- 5 Letter - Minister DIPL to Mayor Ryan - Gunbalanya Airport Fence - 24.10.2023.pdf
- 6 Letter from WARC CEO to Gunbalanya School RE Senior Student Engagement with Local Authorities.pdf
- 7 20231025 Ltr Riches to CEOs - APSACC 2024.pdf
- 8 Gerard Maley MLA to Mayor Ryan - 03 November 2023.pdf

Jasmine Mortimore

From: Minister Uibo <Minister.Uibo@nt.gov.au>
Sent: Friday, 20 October 2023 11:54 AM
To: Jasmine Mortimore
Cc: Jules Hudd; TFHC Office of CEO; Manuel Brown; Matthew Ryan
Subject: RE: Letter from West Arnhem Regional Council Mayor to Minister for Housing & Homelands

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

Good afternoon,

Thank you for your email.

On behalf of the Hon. Selena Uibo MLA, I would like to acknowledge receipt of your email and wish to advise that your correspondence has been referred for consideration.

Thank you for writing to the Minister about this matter.

Kind Regards,

Office of the Hon Selena Uibo MLA

Northern Territory Government of Australia

Minister for Aboriginal Affairs
Minister for Treaty and Local Decision Making
Minister for Housing and Homelands
Minister for Essential Services
Minister for Renewables and Energy

Level 5, Parliament House, Darwin NT
GPO Box 3146, Darwin NT 0801, Australia
p... (+61) 8 8936 5529 | e... minister.uibo@nt.gov.au



boundlesspossible.com.au



From: Jasmine Mortimore <Jasmine.Mortimore@westarnhem.nt.gov.au>
Sent: Friday, 20 October 2023 11:48 AM
To: Minister Uibo <Minister.Uibo@nt.gov.au>
Cc: Jules Hudd <Jules.Hudd@nt.gov.au>; TFHC Office of CEO <TFHC.OfficeofCEO@nt.gov.au>; Manuel Brown <Manuel.Brown@nt.gov.au>; Matthew Ryan <Matthew.Ryan@westarnhem.nt.gov.au>
Subject: Letter from West Arnhem Regional Council Mayor to Minister for Housing & Homelands
Importance: High

Good afternoon,

Please find attached letter sent on behalf of the West Arnhem Regional Councils Mayor for the attention of the Minister for Housing and Homelands,

Please note, CCd in
jules.hudd@nt.gov.au
tfhc.officeofceo@nt.gov.au
Manuel.Brown@nt.gov.au

Kind regards



Jasmine Mortimore
Travel and Executive Assistant to the CEO & Mayor | West Arnhem Regional Council
T: 08 8979 9469 | M: 0473 884 355 | PO Box 721 Jabiru NT 0886
E: Jasmine.mortimore@westarnhem.nt.gov.au | W: www.westarnhem.nt.gov.au

OUR VALUES: Respectful Inclusive Innovative Integrity



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. West Arnhem Regional Council pay their respects and acknowledge Elders past, present and rising.



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.lawler@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5566
Facsimile: 08 8936 5609

His Worship the Mayor of West Arnhem Regional Council
Mr Matthew Ryan

Via email: Matthew.Ryan@westarnhem.nt.gov.au

Dear  Mayor

Thank you for your correspondence dated 28 September 2023 regarding the Oerpelli (Gunbalanya) Airport fence.

I note your concern in relation to the issue with wildlife ingress to the airport and the important role the airport plays in enabling essential services delivery, including medical evacuations, for the Gunbalanya Community.

The Department of Infrastructure Planning and Logistics (the Department) is aware of the issue and has commenced project development to deliver a new security fence, 2.4 metres in height, at the airport. However, to ensure compliance with the Civil Aviation Safety Authority (CASA) regulation under Manual of Standard (MOS) 139, the Department must offset the new fence outside the existing fence line. Consent from the landowners is required to achieve this.

The airport and surrounding lands are located within aboriginal land, administrated by the Northern Land Council (NLC). In addition, the surrounding land is leased to Indigenous Land and Sea Corporation (ILSC) and operated as Gunbalanya station. The Department is liaising with the NLC to obtain the Traditional Owners and ILSC's consent before the relocation of the fence.

The Department will progress the project to tender once the relevant landowner approvals are received.

Thank you for raising this important matter with me.

Yours sincerely

EVA LAWLER
24 OCT 2023

Cc: Jessie.Schaecken@westarnhem.nt.gov.au





CHIEF MINISTER

Parliament House
State Square
Darwin NT 0800
chief.minister@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5500
Facsimile: 08 8936 5576

Mr James Woods

Via email: james.woods@malala.com.au

Dear Mr Woods

I write to congratulate you on your two year appointment as a member of the Top End Regional Economic Growth Committee (the Committee), effective immediately.

I thank you for your interest to contribute in providing a strong regional voice in the Territory's economic growth process. Your experience and knowledge of the West Arnhem region will provide valuable insight and guidance to the work of the Committee.

It is important that the Committee continues to work with the Northern Territory Government to ensure the growth enablers and priorities identified by the Committee are carefully considered. My Department will continue to work closely with the Committee, noting the importance of a regional voice in growing the Territory's regional economy.

Should you have any queries about your appointment, please contact Mr David Boustead, Regional Executive Director – Top End, Territory Regional Growth, Department of the Chief Minister and Cabinet, on 8999 5236 or by email david.boustead@nt.gov.au.

Kind regards

NATASHA FYLES

17 OCT 2023





19 October 2023

Ms Jessie Schaecken
A/CEO
West Arnhem Regional Council
13 Tasman Crescent
JABIRU NT 0886

jessie.schaecken@westarnhem.nt.gov.au

Dear Jessie,

LGANT NOVEMBER 2023 CONVENTION

I am writing today to advise registrations for the Local Government Association of the Northern Territory (LGANT) Convention are now open. The Convention will be held from 8-10 November 2023 at the Double Tree by Hilton Darwin.

I encourage your council to consider bringing multiple representatives including Elected and Local Authority members, Chief Executive Officers, and other staff as it is a fantastic opportunity to network with peers and to be part of discussions that influence the direction of local government in the NT.

We have received over 130 local government officer long service award nominations – a record! The Chief Executive Officer and I would normally visit councils to present these awards, but we have had requests by some councils for their officers to receive these awards at the Convention dinner. We are happy to accommodate this request, but we would like to flag that if all officers register to attend the dinner, we will need to consider a condensed ceremony to ensure efficiency in proceedings.

Early bird 3-day packages are available if you register on or before Friday 27 October 2023: <https://lgant.asn.au/member-services/events/>. Day 2 and dinner only tickets can also be purchased. Registrations close Thursday 2 November 2023.

If you have any questions about the Convention program or registrations, please contact Sindy Chea, Marketing and Communications Officer on 08 8944 9664 or at sindy.chea@lgant.asn.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Kon Vatskalis', written over a horizontal line.

Hon. Kon Vatskalis
President

F (08) 8944 9697 **A** 21 Parap Rd, Parap NT 0820
E info@lgant.asn.au PO Box 2017, Parap NT 0804
W lgant.asn.au ABN 53 894 465 321

We are local. We connect.



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.lawler@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5566
Facsimile: 08 8936 5609

His Worship the Mayor of West Arnhem Regional Council
Mr Matthew Ryan

Via email: Matthew.Ryan@westarnhem.nt.gov.au

Dear  Mayor

Thank you for your correspondence dated 28 September 2023 regarding the Oerpelli (Gunbalanya) Airport fence.

I note your concern in relation to the issue with wildlife ingress to the airport and the important role the airport plays in enabling essential services delivery, including medical evacuations, for the Gunbalanya Community.

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The Department will progress the project to tender once the relevant landowner approvals are received.

Thank you for raising this important matter with me.

Yours sincerely



EVA LAWLER
24 OCT 2023

Cc: Jessie.Schaecken@westarnhem.nt.gov.au





Gunbalanya, NT 0822
Sent via: admin.gunbacec@ntschoools.net

19 October 2023

Initiation to Senior Students to Attend Upcoming Gunbalanya Local Authority Meeting.

Dear Gunbalanya Principal

I am writing this letter on behalf of our Local Authority Members for the Gunbalanya Ward,

We would like your assistance with formally inviting senior students from Gunbalanya School to attend our upcoming Local Authority meeting on Thursday 26 October 2023 from 10am – 1pm in the Gunbalanya Council Chambers.

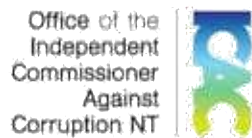
Our Local Authority members recognise the importance of engaging our youth as the future leaders of our community. Our members would love to use this opportunity to show our senior students what it means to represent their community as a Local Authority Member.

Please contact Jasmine Mortimore on jasmine.mortimore@westarnhem.nt.gov.au to discuss further.

Yours Sincerely,

Jessie Schaecken
Acting Chief Executive Officer





**Office of the Independent
Commissioner Against Corruption (NT)**
Level 7, 9 Cavenagh Street
DARWIN CITY NT 0800

Postal address
GPO Box 3750
DARWIN NT 0801

T 08 8999 4015
E icac.nt@icac.nt.gov.au

REF: 63:F22:269-14

Dear CEO,

RE: Australian Public Sector Anti-Corruption Conference – Darwin – July 2024

The Australian Public Sector Anti-Corruption Conference (APSACC) is Australia's premier anti-corruption conference, attracting delegates from around Australia and the Asia-Pacific. For the first time in its history, the APSACC is heading to the Northern Territory.

The conference will be held in Darwin between 29-31 July 2024 at the Darwin Convention Centre. The event comprises an optional day of workshops (29 July) followed by the 2-day conference.

The 2024 APSACC will focus on 'meeting the integrity challenge: the power of innovation, diversity and collaboration' and will include plenary sessions, discussion panels, concurrent presentations and workshops.

This is a truly rare opportunity for Northern Territory public officers to hear from local, national and international experts on corruption and integrity in public administration.

I encourage you to take advantage of super-early bird registration at a discounted rate to secure your attendance, and that of your relevant staff, to this important conference. There is also an opportunity to submit a paper for consideration for presentation at the conference.

For more information, and to register, please go to www.apsacc.com.au.

If you would like to discuss the conference please feel free to contact me.

Yours sincerely

Michael Riches
Independent Commissioner Against Corruption

25 October 2023

www.icac.nt.gov.au

From: Gerard Maley <Gerard.Maley@nt.gov.au>
Sent: Friday, 3 November 2023 3:48 PM
To: Info WestArnhem <info@westarnhem.nt.gov.au>
Cc: Electorate Nelson <Electorate.Nelson@nt.gov.au>
Subject: Parliamentary question - local community councils

You don't often get email from gerard.maley@nt.gov.au. [Learn why this is important](#)

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

Dear Matt

I just wanted to let you know that during the last Parliamentary Sittings the Country Liberal Party asked a series of questions on local community councils.

I asked a question and used a quote from you, where you supported the support of local community councils. Please find attached a copy of the question and the Chief Ministers response for your ease of reference.

If you have any concerns please don't hesitate to contact me.

Warm regards

Gerard Maley MLA
Member for Nelson

Shop 5, Howard Springs Shopping Village, Whitewood Road, Howard Springs
PO Box 524, Howard Springs, NT 0835

p ... **[08] 8999 6713**

m ... **0407 806 819**

e ... electorate.nelson@nt.gov.au



facebook/GerardMaley4Nelson

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NORTHERN TERRITORY
of AUSTRALIA

THE OPPOSITION

Mr Gerard Maley MLA
Deputy Leader of the Opposition
Member for Nelson

HANSARD EXTRACT

QUESTION

Local Community Councils

(Wednesday, 25 October 2023)

This extract is taken from the Draft Daily Hansard of the Legislative Assembly of the Northern Territory, and will be subject to further edits by the Hansard Unit before incorporation into the Parliamentary Record.

Delivered in the Legislative Assembly Chamber

PARLIAMENT HOUSE, MITCHELL STREET, DARWIN N.T. 0800

HANSARD EXTRACT

LEGISLATIVE ASSEMBLY *of the* NORTHERN TERRITORY**Mr MALEY to CHIEF MINISTER**

The West Arnhem Regional Council Mayor Matt Ryan said that the CLP's plan to return to local community council would be a better outcome because it's only in the smaller size that councils can be controlled by local people. He also said that the government continues to talk about local control community programs. To be honest, I think this is the best way. It will be better decision-making for the community members rather than have the big councils where there are still issues as we speak. Do you agree with the Mayor?

ANSWER

Mr Speaker, Matty Ryan is a great bloke; I give a shout out to him. He will be excited we are chatting about him in parliament. I speak with him regularly to ensure that I am hearing the local views of the community in the West Arnhem Shire. My colleague, the Member for Arafura, who lives in Maningrida, also speaks to him regularly.

The CLP has a new line of questioning, and it is exciting. It is good to be talking about different issues; I am pleased about that. It is as if there is a revelation that there is more than past ...

Members interjecting.

Ms FYLES: I will give you credit because you go past the Berrimah Line every day. It is as if there is something more in the Territory; we understand that. We have people from across the Territory on our side whom we listen to. I know that there are members on your side who come from the regions, but I am not sure they are heard by the Leader of the Opposition, particularly

when she announces policies like their shift away from supporting treaty. It seems like a bit of policy on the run.

As I answered in the previous question, this is important to us making sure that we have local government, the Territory government and the Commonwealth Government working together and for there to be pathways for other opportunities. We have proved that through 13 signed and a number of proposed local decision-making agreements.

The Maningrida LDM official agreement signing is not far off. I think we are working on a date to travel to Maningrida. I always love being out there. I was chatting to people from Maningrida the other day and I cannot wait to catch up.

This is work that is being developed across the Territory in consultation with community leaders to determine the appropriate way forward. What are they interested in? Do they want to oversee the running of their health care centre? Do they want to run their health care centre through an Aboriginal medical organisation? Do they want to build houses? Do they want to bid for those tenders? I can tell you if they were bidding for tenders under CLP there would be none because you built one new house in the last two years.

Mr Maley interjecting.

Mr SPEAKER: Chief Minister, please take your seat.

Member for Nelson, I am hearing you more, or just as much as the Chief Minister, yet she has the call.

HANSARD EXTRACTLEGISLATIVE ASSEMBLY *of the* NORTHERN TERRITORY

Mr MALEY: Maybe I should be ...

EXCLUSION OF MEMBER**Member for Nelson**

Mr SPEAKER: Member for Nelson, please leave the Chamber for one hour. I was speaking and you completely and disorderly interrupted me as I was having a conversation.

Ms FYLES: As per the Closing the Gap placed-based partnerships, the Maningrida community articulated that their priority is to establish a robust and representative governance group with capacity and cultural authority to engage with the Commonwealth and Northern Territory governments to talk about policies and provide advice to us. We support that.

I find the line of questioning today—it has only been two questions so maybe they will pivot in a minute. The Member for Namatjira said that they have not decided on their approach. I suggest that rather than coming in here and questioning me, you try to work out on that side of the House what you are doing. Is the Leader of the Opposition having her strings pulled by Shane Stone, CLP President? Is it the Member for Namatjira who says that they have not decided on an approach? Is it the Member for Barkly who is always advocating strongly for the Barkly? I am happy to update

Mr SPEAKER: The time has expired, Chief Minister.

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	8.3
Title:	Meetings and Events Attended by the Mayor
File Reference:	1101307
Author:	Jasmine Mortimore, Travel Officer

SUMMARY

The report is presented to provide information to Council on meetings and events attended by the Mayor since the last Ordinary Council Meeting, and to raise any topics for discussion.

BACKGROUND

The meetings and events listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies. The list is not a complete list of every meeting or event attended by the Mayor and excludes Council and Committee meetings.

COMMENT

Date(s)	Location	Reason for Meeting	Person(s) meet with
26.10.2023	Via Teams	Future Direction of Local Government Reference Group	Andrew Wilsmore ASTC, Brian Hylands VDRC, Brian Pedwell VDRC, Matty Ryan WARC, Leslie Manda CDRC, Sean Holden LGANT
01.11.2023	Maningrida	Maningrida Service Delivery meeting	Various Maningrida Stakeholders

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

FINANCIAL IMPLICATIONS

As per Council’s policies and budget.

STRATEGIC IMPLICATIONS

This report is aligned to pillar 1 as outlined in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING	
Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.	
Goal 1.1	Community Engagement

	Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life
Goal 1.3	Communication Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council

RECOMMENDATION:

That Council:

- 1. Received and noted the report entitled '*Meetings and Events Attended by the Mayor*'; and**
- 2. Approved associated travel cost to attend the listed meetings and events.**

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	8.4
Title:	Meetings and Events Attended by the Acting CEO
File Reference:	1101308
Author:	Jasmine Mortimore, Travel Officer

SUMMARY

The report is presented to provide information to Council on meetings attended by the acting CEO since the last Ordinary Council Meeting, and to raise any topics for discussion.

BACKGROUND

The meetings listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies. The list is not a complete list of every meeting attended by the acting CEO and excludes Council and Committee meetings.

COMMENT

Date(s)	Location	Reason for Meeting (staff)	Person(s) meet with (external)
20.10.2023	Via Teams	Governance Officer Forum	Various NT Council Governance Officers
02.11.2023	Darwin	Biannual ICAC Nominated Recipient Forum	Various Stakeholders
03.11.2023	Via Teams	CouncilBiz Board Meeting	Board members
08-10.11.2023	Darwin	LGANT Convention	Various Local Government Stakeholders

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

The following policies are relevant to this report:

- Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.
- Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

FINANCIAL IMPLICATIONS

As per Council's policies and budget.

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

of a happy, strong and thriving community.

Goal 1.1

Community Engagement

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

Goal 1.3

Communication

Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council

RECOMMENDATION:

That Council received and noted the report entitled '*Meetings and Events Attended by the Acting CEO*'.

ATTACHMENTS

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	8.5
Title:	Presentations and Visitors
File Reference:	1101309
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide Council with a list of presentations to be made by representatives of various stakeholders of West Arnhem Regional Council.

BACKGROUND

At various times, Council requests that presentations be made so that issues can be raised and information shared.

COMMENT

The following visitors/ presenters will be in attendance at today's meeting.

Ordinary Council Meeting – Presentations / Visitors				
Time	Topic	Presenter/Visitor	Organisation	Invited by
Monday 1:00pm	Inform Council on the Northern Territory Aboriginal Investment Corporation	Cherie McAdam – Community Engagement Officer	Northern Territory Aboriginal Investment Corporation	Council
Monday 2:00pm	Update Council on the Consultation on the Maningrida Over Re-Development.	Ben Laidlaw - Consultatant	Keogh Bay Consulting	Clem Beard Manager Technical Services
Monday 2:30pm	Future of Jabiru	Dr Emma Young- CEO	Gundjeihmi Aboriginal Corporation Jabiru Town	Council
Monday 3:00pm	Remote Housing Subdivisions	Luke Muir – Project Engineer, Land Servicing and Engineering Ryan Coppola – Executive Director, Land Infrastructure and Servicing.	Department of Infrastructure, Planning and Logistics	Hilal Ahmad Senior Projects Officer

STRATEGIC IMPLICATIONS

In accepting presentations at this meeting, Council is actively engaging in its obligations as detailed in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING	
Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.	
Goal 1.1	Community Engagement Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life

RECOMMENDATION:

That Council:

- 1. Noted the presentation by Northern Territory Aboriginal Investment Corporation**
- 2. Noted the presentation by Keogh Bay Consulting**
- 3. Noted the presentation by GACJT**
- 4. Noted the presentation by DIPL**

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	8.6
Title:	CDP Host Activity Agreement with ALPA
File Reference:	1101404
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to seek endorsement from Council for the Community Development Program Host Activity Agreement between West Arnhem Regional Council and Arnhem Land Progress Aboriginal Corporation.

BACKGROUND

The Agreement sets out the terms and conditions under which WARC conducts a CDP activity with ALPA. CDP participants will work under WARC supervision to provide services including Youth Sport & Recreation, Aged Care and Disability, Children and Library Services, and Accommodation and Office Administration in Jabiru, Gunbalanya and Minjilang.

There will be up to a maximum of 10 places per business area, per site and up to 20 hours per week for each participant.

COMMENT

Not applicable

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

PILLAR 6 FOUNDATIONS OF GOVERNANCE	
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration.	
Our processes, procedures and policies are ethical and transparent.	
Goal 6.3	Council and Local Authorities Excellence in governance, consultation administration and representation

VOTING REQUIREMENTS

Not applicable

RECOMMENDATION:

That Council:

1. Received and noted the report entitled *CDP Host Activity Agreement with ALPA*.
2. Endorsed the agreement and WARC's participation with ALPA in CDP Activities

ATTACHMENTS

- 1 Host Agreement - WARC Regional 23-24 DRAFT v4.pdf

1

Community Development Programme ('CDP') – Host Activity agreement

Agreement

between

Arnhem Land Progress Aboriginal Corporation

Community Development Programme Provider

And

West Arnhem Regional Council

Host

This agreement is made between:

Arnhem Land Progress Aboriginal Corporation
ABN 52 755 439 387
70 O'Sullivan Circuit, East Arm NT 0801 (the 'Provider')

and

West Arnhem Regional Council
ABN 45 065 336 873
Headquarters (Jabiru Office) 13 Tasman Crescent, Jabiru NT 0886 (the 'Host') (collectively, 'the Parties')

Purpose of this Agreement

- A. The Provider has entered into a funding agreement to provide Community Development Programme (CDP) services (Services), including placing and managing participants in activities. The Head Agreement for the Community Development Program 2019 - 2023 is administered by the National Indigenous Australians Agency - NIAA (the Department).
- B. The Host has agreed, with the Provider, to conduct an activity (the Activity) on the terms and conditions set out in this agreement.
- C. The Host has fully informed itself on all relevant aspects of the Provider's requirements for managing the Activity.
- D. The Provider has agreed to accept the Host's offer to conduct the Activity on the terms and conditions set out in this agreement.

Agreement

1. Term

- 1.1. This agreement commences on **20 September 2023** and, unless terminated earlier, ends on **31 October 2024**.
- 1.2. The Provider or the Host may terminate the Activity at any time by providing, **7 days** written notice to the other party before the Activity is terminated. The Parties agree that this timeframe may be shortened if the Department requires that the Activity be terminated.

Note: To the extent allowed by law, the Department may require the Activity to be terminated at any time.

- 1.3. On receipt of a notice under clause 1.2, both Parties must take all available steps to minimise loss resulting from the termination.

2. Activity

- 2.1. In hosting the Activity the Host undertakes to the Provider that it will provide the Services and support that are detailed in Attachment A to this agreement. The Host also undertakes to the Provider that it will provide the Services and support to the participant(s) that are detailed in Attachment B to this agreement.

2.2. The Host warrants to the Provider that no part of the Activity:

- a) replaces a paid worker
- b) results in reduced hours for a paid worker, where those hours would not have been reduced if the Activity had not been established or conducted
- c) results in participants doing the same tasks as roles made redundant due to the Host downsizing its workforce in the previous 12 months, including through redundancies or termination;
- d) does not comply with all laws, including those relating to work health and safety requirements and applicable Commonwealth policies as advised by the Provider;
- e) could reasonably be expected to bring a participant, the Provider or the Commonwealth into disrepute;
- f) causes a participant to be involved, in any way, in:
 - (i) the sex industry or anything which involves any nudity by any person or any form of pornography;
 - (ii) the gambling industry;
 - (iii) any form of illegal activity;
 - (iv) any form of high risk activity.

3. Substitution/addition of Participant(s)

3.1. The Parties may discuss and agree to substitute some or all of the participant(s) listed at Attachment B to this agreement or remove or add participant(s) at any time during the term of this agreement. When the changes to the participants are agreed, the Provider will provide an updated Attachment B to the Host. The updated attachment, when provided to the Host, is deemed to be incorporated into the agreement.

3.2. If any participant is substituted or added under clause 3.1, the Host will provide the Services and support detailed in Attachment A to this agreement to the substituted or additional participant(s) as identified in the updated Attachment B, subject only to changes that are necessary due to the substitution or addition, and all terms of this agreement will continue to apply.

4. Novation, Subcontracting etc

4.1. The Host must not:

- a) assign any of its rights under this agreement;
- b) enter into any arrangement that will require novation of this agreement; or
- c) subcontract all or any part of the Activity, without the Provider's approval.

4.2. The Host agrees that the Provider may novate this agreement to another entity specified by the Department (the New Provider) by giving written notice to the Host.

4.3. If the Host receives a notice under clause 4.2, the Host will:

- a) enter into an agreement with the Provider and the New Provider to novate this agreement to the New Provider whereby the New Provider becomes a party to this agreement in substitution of the Provider;
- b) subject to paragraph (c), continue to perform the services and support detailed in Attachment A as if the New Provider is the Provider under the agreement; and
- c) do any other act (including agreeing to any variation of this agreement or executing any document) that may be required to facilitate the continued hosting of the Activity under this agreement, including as result of any new contractual arrangements between the New Provider and the Commonwealth.

5. Status of Participant(s)

- 5.1. Unless prior written approval has been granted by the Department the Parties acknowledge, and must ensure that each participant is aware, that the participant(s) in the Activity are not employees of the Provider or the Host during the Activity and must not be paid a salary, wages or other remuneration for performing work or services by the Provider or the Host.
- 5.2. Clause 5.1 does not prohibit a payment by the Provider directly or indirectly for the support of the participant in relation to the Activity, such as a contribution to the supervision by the Host, protective clothing, uniforms, equipment or materials. The timing of any such payments must be agreed between the Host and the Provider and detailed as part of this agreement.

6. Participant's health, safety and attendance

- 6.1. Before commencing the Activity, or commencing a participant in the Activity, the Provider, together with the Host, must;
- conduct a risk assessment on all relevant risks associated with the Activity and Hosted Placements, including work health and safety issues and working with vulnerable people.
- 6.2. While providing the services specified in Attachment B of this agreement, the Host must:
- a) ensure that there is a safe system of work in place at all times during the Activity;
 - b) immediately advise the Provider of any proposed changes to the circumstances or tasks being undertaken by the participant(s);
 - c) provide training to the participant, including work health and safety training, so that the participant can participate in the activities safely; and
 - d) ensure that appropriate facilities (such as toilets and access to drinking water) are available to the participant(s) for the duration of the Activity.
- 6.3. The Host must also notify the Provider as soon as possible, and within 24 hours, of any incident involving the Activity for the Provider to action, including:
- a) any accident, injury or death occurring during, or as a result of, the Activity, including in relation to the participant or a member of the public;
 - b) any incident that relates to a work health and safety issue; or
 - c) any incident that may negatively affect the Australian Government or bring the Services into disrepute.
- 6.4. If required for the Activity, the Host must ensure that the participant is equipped with any clothing or materials that are required by the participant(s) to participate safely in the Activity.
- 6.5. The Host is compliant with legislative and regulatory obligations imposed on it, including in relation to work health and safety.

7. Participant training and supervision

- 7.1. The Host must ensure that the participant(s) have received any training that is required to participate in the Activity, including work health and safety training or other training as otherwise directed by the Provider.
- 7.2. The Host must ensure that:

- a) Participants are adequately and appropriately supervised by a fit and proper person at all times, including with regard to the work health and safety of the participant(s) (in addition, where the Activity involves people from vulnerable cohorts, the supervision must be continuous over the entire duration of the Activity);
- b) Supervisors have a high level of skill/knowledge, training and/or experience in the part of the Activity they are engaged in and in working with, training and supervising persons in such activities;
- c) Supervisors undergo any police or other checks required by the Provider and comply with any statutory requirements; and
- d) Supervisors notify the Provider of any participant's non-attendance and of any participant performance issues in relation to the Activity in accordance with Attachment A to this agreement.

8. Privacy and Personal Information

- 8.1. This clause 8 applies where the Host deals with Personal Information when, and for the purpose of, hosting the Activity and interacting with the participant/s under this agreement.
- 8.2. In this clause 8, the terms 'Personal Information', 'registered APP code' (APP Code), and 'Australian Privacy Principles' (APPs) have the same meaning as they have in the Privacy Act 1988 (Cth) (the Privacy Act).
- 8.3. The Host may only use or disclose the Personal Information of a participant to the Provider and the Department for the purposes of administering this agreement and the funding agreement between the Provider and the Department and to administer the applicable Commonwealth policies and associated reporting, including information relevant to:
 - a) matters referred to in clauses 6.2a and 6.2b;
 - b) the performance of the Activity;
 - c) the occurrence of any incident referred to in clause 6.3 involving a participant; or
 - d) the eligibility of the participant to receive a benefit or payment from the Commonwealth,and the Host must provide such information to the Provider and the Department if requested by the Provider or the Department.
- 8.4. The Host must not use or disclose the Personal Information it has collected about a participant for any other purpose, unless the participant has provided written consent, or it is otherwise permitted under the Privacy Act, including where the use or disclosure is required or authorised by law.
- 8.5. The Host agrees in respect of hosting the Activity and interacting with the participant/s under this agreement:
 - a) subject to clause 8.4 to only use or disclose Personal Information obtained during the course of hosting the Activity and interacting with the participant/s under this agreement, only for the purposes of performing this agreement;
 - b) not to do any act or engage in any practice that would breach the Privacy Act, an APP or applicable APP Code; and
 - c) to immediately notify the Provider if the Host becomes aware of a breach or possible breach of any of the obligations contained in; or referred to in, this clause 8, whether by the Host or any other person.

9. Insurance

- 9.1. The Host must ensure that, for the duration of the Activity, it has and maintains current and

appropriate insurance to cover any risks associated with the Activity and that as a minimum it has and maintains public liability insurance, with a limit of indemnity of at least \$10 million in respect of each and every occurrence, that covers the liability of the Host and the liability of its officers, employees, representatives and agents (including to the participant(s)) in respect of:

- a) loss of or damage to any real or personal property (including property of a participant)
- b) the bodily injury, disease or illness (including mental illness) or death of any person (including a participant)

arising out of or in connection with the Host's performance of this agreement.

9.2. The Host must maintain and keep current any other insurances it is required by law to maintain.

10. Compliance with laws and policies

10.1. The Host must, in carrying out any obligations under this agreement:

- a) comply with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority;
- b) take reasonable steps to ensure that it is aware of, support and comply with, all relevant and reasonable policies which are in place in the community; and
- c) where the Activity will take place on land that is subject to native title or a land rights grant, consult with the native title or land rights holders or claimants and obtain all necessary authorities to undertake the Activity on that land.

11. Access

11.1. The Host must at reasonable times give any employee of the Provider, or anyone authorised by the Provider, reasonable access to the Host's premises, sites, material and personnel, in order to review the Activity. This will be at a time that has been agreed prior and is reasonable for both the Host and the Provider.

11.2. Unless a matter is being investigated that may involve an actual or apprehended breach of the law, this agreement or an agreement between the Provider and the Commonwealth, the rights referred to in clause 11.1 are subject to the provision of reasonable notice and the Host's reasonable security procedures.

EXECUTED by the Parties as an agreement:

ALPA by:

_____	_____
(Printed Name)	(Printed Name)
_____	_____
(Position)	(Position)
_____	_____
(Signature)	(Signature)

In the presence of:

_____	_____
(Printed name)	(Signature)

Date:

West Arnhem Regional Council by:

_____	_____
(Printed Name)	(Printed Name)
_____	_____
(Position)	(Position)
_____	_____
(Signature)	(Signature)

In the presence of:

_____	_____
(Printed name)	(Signature)

Date:

Activity details

The Host will strive to provide, but is not obligated to, the Services and support set out in this attachment:

- A. Activity description: *the participants will work supervised with West Arnhem Regional Council, providing Youth Sport & Recreation Services, Municipal Services, Aged Care and Disability Services, and Children, Family and Library Services, Accommodation Services and Office Administration Activities within the West Arnhem Region, specifically Jabiru, Gunbalanya and Minjilang. The activities the participants will engage in include but are not limited to:*
- Youth Sport & Recreation Activity. The running of sporting activities or supporting Youth Sport and Recreation in their program delivery.
 - Municipal Services Activity. Basic landscaping and lawn care services as per municipal services community role. Wider community clean-up efforts and repair works.
 - Aged Care Activity. Working with the aged care department to deliver engagement activities with residents.
 - Council Office Activity. Learning skills to work in administration – Customer Service, Mail Activities.
 - Accommodation Business Activities – Cleaning and Room Preparation Activity.
 - Child Care & Library Activity – Provide childcare & library services activity.
- B. Number of places, days and hours per place per week offered in the Activity:
Up to a maximum of 10 places per department, per site
Monday to Friday or as outline Mutual Obligation Requirement of job seeker.
Ratio : 10:1
Up to 20 hours per week
- C. Start and end date of Activity and places: **20 September 2023 to 31 October 2024. Note: As outlined in the CDP Guidelines Handbook limitations will apply to the duration of hosted places if within a workplace.**
- D. Reporting requirements:
Timesheets are to be sent through weekly to provide the participant's engagement in activities. Without this information we are not able to receive payments from NIAA for the services delivered to the region.
Monthly email to; or discussion with CDP Site Manager about the services provided to each participant and what they undertook for activities and their engagement in the program to ensure we are supporting the individual appropriately.
- E. The host will provide weekly timesheets to the Provider for the activity. Timesheets are to be provided by 4.30pm to the Site Manager at the CDP site. This can be provided by email to the following:
Gunbalanya: Janet Lodge – Janet.Lodge@alpa.asn.au & Sean Davies – participationmanager@alpa.asn.au
Jabiru: Jema Brown – Jema.Brown@alpa.asn.au & Sean Davies – participationmanager@alpa.asn.au
Minjilang: Louise Hewson – Louise.Hewson@alpa.asn.au & Sean Davies – participationmanager@alpa.asn.au
- F. The Host will provide the following Supervisors for the Activity, including details of any ratio of participants to Supervisor, that has been agreed between the Host and Provider:
Management: [WARC to advise]
Supervisor: TBA
Ratio: []

Experience: [WARC to advise]

G. The Provider will provide the following contributions for the Activity: Provider will assist with Police Clearance, Working with Children Checks and Personal Protective Clothing and Equipment.

H. The contact person for the Host is:
Email: Hayley.Torsney@alpa.asn.au

West Arnhem Regional Council

Activity: Council Office Activity

Management: Chief Operating Officer (Jabiru, Minjilang & Gunbalanya)

Supervisor: Council Services Manager or Coordinator for each program in each community

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land.

Activity: Aged Care Activity

Management: Chief Operating Officer (Jabiru, Minjilang & Gunbalanya)

Supervisor: Council Services Manager or Coordinator for each program in each community

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land.

Activity: Municipal Services Activity

Management: Chief Operating Officer (Jabiru, Minjilang & Gunbalanya)

Supervisor: Council Services Manager or Coordinator for each program in each community

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land.

Activity: Youth, Sport and Recreation Services

Management: Chief Operating Officer (Jabiru, Minjilang & Gunbalanya)

Supervisor: Council Services Manager or Coordinator for each program in each community

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land.

Activity: Childcare Activity

Management: Chief Operating Officer (Jabiru & Minjilang)

Supervisor: Council Services Manager or Coordinator for each program in Jabiru & Minjilang

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land.

Activity: Library Services & Languages

Management: Chief Operating Officer (Jabiru)

Supervisor: Council Services Manager or Coordinator for each program in Jabiru.

CDP Host Activity agreement with West Arnhem Regional Council

V4 Sept 2023

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land.

Activity: Accommodation Activity

Management: Chief Operating Officer (Gunbalanya & Minjilang)

Supervisor: Council Services Manager or Coordinator for each program in Gunbalanya & Minjilang

Ratio: 10:1

Experience: Program delivery, working and living remote for an extended period of time and working in a culturally appropriate way with the residents of West Arnhem Land

CONTACTS FOR HOST

First Name	Surname	Title	Phone	Email	Mobile
Jabiru					
Gunbalanya					
Minjilang					

Activity Participant details

The Host will provide the hosted Activity and provide the Services and support to the participant(s) set out in this attachment:

- A. The Host will provide the Activity to the following participant(s):

Names and mutual obligation hours to be supplied.

	JOBSEEKER ID	NAME	HRS/WK
1		TBA and As Required	
2			
3			
4			
5			
6			
7			
8			
9			
10			

- B. The participant(s) referred to at paragraph A are expected to attend and participate in the Activity for between 15 to 20 hours per week dependant on the required hours to meet their mutual obligation requirements.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	9.1
Title:	Finance Report for the period ended 30 September 2023
File Reference:	1101508
Author:	James Stockdale, Acting Chief Corporate Officer; Corey White, Accountant

SUMMARY

The purpose of this report is to provide Council with the Financial Management Report for the period ended 30 September 2023.

BACKGROUND

The *Local Government (General) Regulations 2021*, Division 7, Section 17 (as in force at 1 July 2021) apply to this monthly Financial Report and state that Financial Reports to Council must set out and include the following:

- (1) (a) *the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and*
(b) *the most recently adopted annual budget; and*
(c) *details of any material variances between the most recent actual income and expenditure of the Council and the most recently adopted annual budget.*

- (2) (a) *details of all cash and investments held by the Council (including money held in trust); and*
(b) *the closing cash at bank balance split between tied and untied funds; and*
(c) *a statement on trade debtors and a general indication of the age of the debts owed to the Council; and*
(d) *a statement on trade creditors and a general indication of the age of the debts owed by the Council; and*
(e) *a statement in relation to the Council's payment and reporting obligations for GST, fringe benefits tax, PAYG withholding tax, superannuation and insurance; and*
(f) *other information required by the Council.*

- (5) (a) *a certification, in writing, by the CEO to the Council that, to the best of the CEO's knowledge, information and belief:*
 - (i) *the internal controls implemented by the Council are appropriate; and*
 - (ii) *the Council's financial report best reflects the financial affairs of the Council.*

The set of Financial Reports follow in this report, and include the following as attachments:

- CEO Certification
- Graphical Presentation
- Profit and Loss report
- Balance Sheet Report
- Monthly Financial Report Form – as required by the Department of Chief Minister & Cabinet [a new requirement from November 2022]

The report is a full detailed report. A graphical presentation will be viewed in conjunction with this report commentary.

COMMENT

Snapshot Information (slide 2)

This slide provides an overall snapshot of many aspects of Council's overall operations, which include:

- a) Profit and Loss related items: Total Revenue, and Operating surplus before capital.
- b) Balance sheet items (overall health of Council): Assets, Asset additions, & cash.
- c) Key indicators of financial health: Working capital, cash flows and restricted assets.

Actual vs Budget Comparison - Operational (slide 3)

This consolidated Financial Management Report relates to the year to date (YTD) period 1 July 2023 to 30 September 2023, the first three months of the 2023-2024 financial year. The report compares actual income and costs compared to Council's original budget; the finance team refer to this as "Budget A".

Total revenue

Total revenue (operational and capital) for the first three months to September 2023 is \$13.704M. This is comprised of operational revenue \$12.225M and capital income of \$1.480M. This includes brought forward grant amounts of \$3.474M and \$1.366M = \$4.841M of the \$13.704M total. The brought forward grant amounts will not be included in the budget until the first budget revision; "BUDR". This \$13.704M is therefore not an average amount of income for a 3 month period.

Operational revenue

Council's primary sources of operational revenue is derived from:

- (a) Income rates and charges - \$606K.
- (b) Charges – Sewerage - \$176K
- (c) Charges – Water - \$481K
- (d) Charges – Waste - \$355K
- (e) Income Operating Grants - \$6.777M, which consists of current income allocation grants of \$2.202M and brought forward grants of \$3.474M;
- (f) Income Agency and Commercial Services - \$1.824M. Some of which include:
 - Contract fee income - \$1.154M.
 - Service fee income - \$228K
 - Sales income - \$227K,
 - FAO Childcare Benefit - \$167K
 - Other Agency Income - \$41K
 - Sales Commissions Received - \$5K

Income (Internal) allocation is \$1.556M. This covers internal income recovery. Major contributors are internal income from: staff housing, vehicle, plant & equipment, information technology, printing, fuel, internal labour work, and contract administration.

Operational expenditure

Total Council operational expenditure for September YTD is \$8.464M.

Employee expenses are over the budget of \$4.608M by \$292K. Contract and material expenses are under the budget of \$2.110M by \$236K or 11%.

Actual vs Budget Comparison – Operating Position - Capital (slide 4)

Additional income is \$1.480M. This is brought forward capital grant and capital reserve income from the 22/23 Financial Year. Total Capital expenditure YTD is \$2.397M and mostly relates to repairs to Mala'la road in Maningrida. No new assets were commissioned in September 2023. Assets still "in progress" and not as yet completed total \$2,912,543.

MANAGEMENT REPORT - RESULTS FOR THE FINANCIAL YEAR SEPTEMBER 2023 YTD

A summary of Total Council comparative income and expenditure follows:



Actuals v Budget

as at 30 Sep 2023

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	606,267	644,037	(37,770)	(6%)	2,576,147	24%
Charges - Sewerage	176,148	193,726	(17,578)	(9%)	774,903	23%
Charges - Water	481,025	428,000	53,025	12%	1,712,000	28%
Charges - Waste	355,443	370,194	(14,751)	(4%)	1,480,776	24%
Income Council Fees and Charges	162,097	138,506	23,592	17%	552,223	29%
Income Operating Grants	6,777,011	3,302,579	3,474,431	100%+	13,162,438	51%
Income Investments	44,757	17,125	27,632	100%+	68,500	65%
Income Allocation	1,556,462	1,483,940	72,522	5%	5,874,515	26%
Other Income	241,293	54,455	186,838	100%+	218,821	100%+
Income Agency and Commercial Services	1,824,032	1,721,585	102,447	6%	6,699,753	27%
Total Operational Revenue	12,224,535	8,354,146	3,870,389	46%	33,120,077	37%
Operational Expenditure						
Employee Expenses	4,900,065	4,607,706	292,359	6%	18,362,799	27%
Contract and Material Expenses	1,874,020	2,109,861	(235,841)	(11%)	6,478,193	29%
Finance Expenses	3,800	2,906	893	31%	11,625	33%
Travel, Freight and Accom Expenses	237,071	240,244	(3,174)	(1%)	957,530	25%
Fuel, Utilities & Communication	510,071	590,051	(79,980)	(14%)	2,360,190	22%
Other Expenses	843,202	1,151,127	(307,925)	(27%)	4,566,991	18%
Elected Member Allowances	86,600	87,000	(400)	(0%)	348,000	25%
Elected Member Expenses	5,116	13,550	(8,434)	(62%)	54,200	9%
Council Committee & LA Allowances	3,550	1,325	2,225	(100%+)	5,300	67%
Council Committee & LA Expenses	105	62	43	68%	250	42%
Total Operational Expenditure	8,463,599	8,803,833	(340,235)	(4%)	33,145,077	26%
Total Operational Surplus / (Deficit)	3,760,936	(449,687)	4,210,623	100%+	(25,000)	0%



Annual Budget Operating Position

as at 30 Sep 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	3,760,936	(449,687)	4,210,623	100%+	(25,000)	0%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(1,556,462)	(1,483,940)	(72,522)	(5%)	(5,874,515)	26%
Add Back Non-Cash Expenses	1,557,304	1,488,857	68,447	5%	5,874,515	27%
Total Non-Cash Items	842	4,917	(4,075)	(83%)	-	100%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(2,397,265)	(96,250)	(2,301,015)	(100%+)	215,000	100%+
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	2,397,265	96,250	2,301,015	(100%+)	215,000	100%+
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	1,366,255	-	1,366,255	(100%)	-	100%
Other Inflow of Funds	-	240,000	(240,000)	100%	240,000	0%
Transfers from Reserves	113,802	-	113,802	(100%)	-	100%
Total Additional Inflows	1,480,057	240,000	1,240,057	100%+	240,000	100%+
Net Budgeted Operating Position	2,844,571	(301,020)	3,145,591	100%+	-	100%

The Management Report total surplus of \$2,843,729 above is reconciled to the profit of \$5,764,263 in the attachment titled "Profit and Loss Report-Consolidated" as follows:

Note that depreciation is not included in these management reports, neither is it a budget item.

RECONCILIATION TO MANAGEMENT REPORT			
			2,843,729
Add Grant Accounts (Cash basis)			
6311	Operating Grant Income Australian Govt	1,760,856	
6312	Operating Grant Income Territory Govt	5,145,445	
6319	Operating Grant Income Other	-	
6811	Capital Grant Income Australian Govt	1,050,344	
6812	Capital Grant Income Territory Govt	780,000	
6813	Capital Grant Income Other	43,691	8,780,336
Deduct Depreciation Accounts			
7511	Depreciation Expense Buildings	-	
7512	Depreciation Expense Infrastructure	-	
7513	Depreciation Expense Plant	-	
7515	Depreciation Expense Furniture and Fittings	-	
7516	Depreciation Expense Vehicles	-	
7518	Depreciation Expense - Leasehold Land	-	
7519	Depreciation Expense Roads	-	
7520	Depreciation Jabiru Town Sub Leases	-	-
			8,780,336
Deduct Allocations for Reserve and Grants			
6391	Carried Forward Operational Grants	(3,474,431)	
6393	Income Allocation Operational Grants	(3,302,579)	
6871	Capital reserve Allocation	-	
6891	Carried Forward Capital Grants	(1,366,255)	
6893	Income Allocation Capital Grants	-	
6895	Brought Forward Capital Reserve balance	(113,802)	(8,257,068)
Add Capital Work In Progress Accounts			
3321	Capital Expense Purchase Buildings	-	
3322	Capital Expense Construct Buildings	82,599	
3331	Capital Expenses Purchase/Construct Infrastructure	-	
3332	Capital Expense Upgrade Infrastructure	235,244	
3341	Capital Expense Purchase Vehicles	-	
3362	Capital Expenses Upgrade Plant and Equipment	-	
3361	Capital Purchase Furniture Fittings and Office Equipment	27,458	
3371	Capital Expense Purchase Plant	46,198	
3382	Capital Expense Construct/Upgrade Roads	2,005,766	2,397,266
			(5,859,802)
	Reconciled to Profit and Loss Statement		5,764,263

CORE SERVICES – UNRESTRICTED FUNDING

Activities in this reporting group include Corporate Administration, Governance, Financial Management, Risk Management, Building Maintenance, Local Roads Maintenance, Rate collections, Parks and Reserves, Animal Control, etc.

Total operational revenue for the year-to-date is \$3.360M being over budget by \$171K.

Income from rates and charges is as follows:

- Income Rates and Charges \$606K
- Charges – Sewerage \$176K
- Charges – Water \$481K
- Charges – Waste \$355K

The summary below shows that Employee expenses are over budget by 6%.

A summary of the month's comparative income and expenditure is shown below.

Actuals v Budget - Core Services Unrestricted

as at 30 Sep 2023

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	606,267	644,037	(37,770)	(6%)	2,576,147	24%
Charges - Sewerage	176,148	193,726	(17,578)	(9%)	774,903	23%
Charges - Water	481,025	428,000	53,025	12%	1,712,000	28%
Charges - Waste	355,443	370,194	(14,751)	(4%)	1,480,776	24%
Income Council Fees and Charges	144,224	127,006	17,218	14%	506,223	28%
Income Operating Grants	1,646,714	1,640,417	6,297	0%	6,561,669	25%
Income Investments	44,757	17,125	27,632	100%+	68,500	65%
Income Allocation	1,460,976	1,265,882	195,095	15%	5,012,185	29%
Other Income	222,019	54,455	167,564	100%+	217,821	100%+
Income Agency and Commercial Services	39,524	37,838	1,686	4%	140,050	28%
Total Operational Revenue	5,177,097	4,778,679	398,418	8%	19,050,274	27%
Operational Expenditure						
Employee Expenses	2,896,097	2,728,687	167,409	6%	10,914,823	27%
Contract and Material Expenses	999,844	839,122	160,722	19%	3,312,971	30%
Finance Expenses	1,640	1,328	313	24%	5,310	31%
Travel, Freight and Accom Expenses	177,563	169,140	8,422	5%	677,929	26%
Fuel, Utilities & Communication	391,101	459,835	(68,734)	(15%)	1,839,390	21%
Other Expenses	279,330	679,189	(399,859)	(59%)	2,719,764	10%
Elected Member Allowances	86,600	87,000	(400)	(0%)	348,000	25%
Elected Member Expenses	5,116	13,550	(8,434)	(62%)	54,200	9%
Council Committee & LA Allowances	3,550	1,325	2,225	(100%)+	5,300	67%
Council Committee & LA Expenses	105	62	43	68%	250	42%
Total Operational Expenditure	4,840,945	4,979,239	(138,293)	(3%)	19,877,938	24%
Total Operational Surplus / (Deficit)	336,152	(200,560)	536,711	100%+	(827,664)	0%

Annual Budget Operating Position - Core Services Unrestricted

as at 30 Sep 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	336,152	(200,560)	536,711	100%+	(827,664)	0%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(1,460,976)	(1,265,882)	(195,095)	(15%)	(5,012,185)	29%
Add Back Non-Cash Expenses	698,896	628,487	70,409	11%	2,513,947	28%
Total Non-Cash Items	(762,080)	(637,395)	(124,685)	(20%)	(2,498,238)	31%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(91,284)	(96,250)	4,966	5%	215,000	42%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	91,284	96,250	(4,966)	(5%)	215,000	42%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	240,000	(240,000)	100%	240,000	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	-	240,000	(240,000)	(100%)	240,000	0%
Net Budgeted Operating Position	(517,212)	(694,205)	176,992	25%	(3,300,902)	16%

CORE SERVICES – RESTRICTED FUNDING

Activities include Indigenous Jobs Development Funding, Library Services, LRCI Grants (Phases 1-3), Gunbalanya Oval Lighting, Road to Recovery, Waruwi Community Hall Upgrade, Waste & Resource Management, a number of LA projects, and Black Spot Funding for Mala'la Road at Maningrida.

Total operational revenue consists of current **grant income allocations totalling \$1.460M.**

Employee costs are in line with budget for the YTD; whilst Contract & Material expenditure is only 16% of budget for the YTD. A summary of the year's comparative income and expenditure is shown below.



Actuals v Budget - Core Services Restricted

as at 30 Sep 2023

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Council Fees and Charges	27	-	27	100%	-	100%
Income Operating Grants	1,460,417	388,905	1,071,512	100%+	1,555,620	94%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
Total Operational Revenue	1,460,444	388,905	1,071,539	100%+	1,555,620	94%
Operational Expenditure						
Employee Expenses	222,238	222,282	(44)	(0%)	889,127	25%
Contract and Material Expenses	103,252	632,323	(529,071)	(84%)	649,793	16%
Travel, Freight and Accom Expenses	14,790	543	14,248	(100%)+	2,170	100%+
Fuel, Utilities & Communication	3,048	2,603	446	17%	10,410	29%
Other Expenses	2,059	1,030	1,029	100%	4,120	50%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	345,388	858,780	(513,392)	(60%)	1,555,620	22%
Total Operational Surplus / (Deficit)	1,115,056	(469,875)	1,584,931	100%+	-	100%



Annual Budget Operating Position

as at 30 Sep 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	1,115,056	(469,875)	1,584,931	100%+	-	100%
Remove NON-CASH ITEMS						
Less Non-Cash Income	-	-	-	-	-	0%
Add Back Non-Cash Expenses	12,824	11,039	1,785	16%	44,156	29%
Total Non-Cash Items	12,824	11,039	1,785	16%	44,156	29%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(2,268,398)	-	(2,268,398)	(100%)	-	100%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	2,268,398	-	2,268,398	100%	-	100%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	1,366,255	-	1,366,255	(100%)	-	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	1,366,255	-	1,366,255	100%	-	100%
Net Budgeted Operating Position	225,737	(458,836)	684,573	100%+	44,156	100%+

COMMERCIAL SERVICES

This reporting group includes the provision of activities of a commercial or community nature, including Childcare, Centrelink, Licenced Post Offices (LPOs) at Gunbalanya, Jabiru, and Maningrida, Power and Water-essential services contract, Tenancy Management, Visitor Accommodation, and Airstrip Maintenance. Not all activities have generated a surplus, such as a childcare operation, and one of the Post Offices.

Overall, a net operating loss of \$64K was generated for the year to date, which is \$221K under budget. Agency and Commercial services income is over budget by \$168K, whilst Contract and Material expenses are over budget by \$345K. Employee expenses are over budget by \$60K.

A summary of the year's comparative income and expenditure is shown below:



Actuals v Budget - Commercial Services as at 30 Sep 2023

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Council Fees and Charges	17,847	11,500	6,347	55%	46,000	39%
Income Operating Grants	10,500	10,500	-	-	42,000	25%
Income Allocation	22,377	46,862	(24,484)	(52%)	177,544	13%
Other Income	11,275	-	11,275	100%	1,000	100%+
Income Agency and Commercial Services	1,758,504	1,600,857	157,647	10%	6,228,141	28%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
Total Operational Revenue	1,820,503	1,669,718	150,784	9%	6,494,685	28%
Operational Expenditure						
Employee Expenses	879,155	811,934	67,222	8%	3,216,339	27%
Contract and Material Expenses	607,756	282,023	325,733	(100%)+	1,099,810	55%
Finance Expenses	2,159	1,579	581	37%	6,315	34%
Travel, Freight and Accom Expenses	22,533	32,546	(10,013)	(31%)	125,470	18%
Fuel, Utilities & Communication	59,192	57,291	1,901	3%	229,100	26%
Other Expenses	285,796	254,281	31,515	12%	980,281	29%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	1,856,593	1,439,654	416,939	29%	5,657,315	33%
Total Operational Surplus / (Deficit)	(36,090)	230,064	(266,154)	(100%)+	837,370	0%

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(36,090)	230,064	(266,154)	(100%)+	837,370	0%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(22,377)	(46,862)	24,484	52%	(177,544)	13%
Add Back Non-Cash Expenses	418,614	383,137	35,477	9%	1,472,489	28%
Total Non-Cash Items	396,237	336,275	59,962	18%	1,294,945	31%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	-	-	-	-	-	0%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	-	-	-	-	-	0%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	-	-	-	-	-	0%
Net Budgeted Operating Position	360,147	566,339	(206,192)	(36%)	2,132,315	17%

COMMUNITY SERVICES

This reporting group has a focus on externally-funded grants. This includes: Home Care, Home Support, Aged Care, Night Patrols, Children's Services, Community Safety, Disability Care, Sports & Recreation, Youth Programs, Indigenous Languages and Radio and Broadcasting Programs.

Funds received for Community Services are restricted funds, through a funding agreement with Government, except for a few minor projects such as Civic Events (Australia Day celebrations, the Kakadu Triathlon).

Total operational revenue received for Community Service through grants and other income is \$3.322M for the YTD. Nearly all of this is from direct grants, to be spent and reported back to funding agencies.

Total operational expenditure for the YTD is \$883K, which is 13% less than budgeted. There is a separate list of funds received but not yet spent later in this report. It is referred to as External Restricted cash.

A summary of the year's comparative income and expenditure is shown below.



Actuals v Budget - Community Services

as at 30 Sep 2023

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Operating Grants	3,659,379	1,262,757	2,396,623	100%+	5,003,149	73%
Income Allocation	73,108	171,197	(98,089)	(57%)	684,787	11%
Other Income	8,000	-	8,000	100%	-	100%
Income Agency and Commercial Services	26,005	82,891	(56,886)	(69%)	331,562	8%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
Total Operational Revenue	3,766,491	1,516,844	2,249,647	100%+ 	6,019,498	63%
Operational Expenditure						
Employee Expenses	902,575	844,803	57,771	7%	3,342,509	27%
Contract and Material Expenses	163,168	356,393	(193,225)	(54%)	1,415,619	12%
Travel, Freight and Accom Expenses	22,184	38,015	(15,831)	(42%)	151,960	15%
Fuel, Utilities & Communication	56,729	70,322	(13,593)	(19%)	281,290	20%
Other Expenses	275,190	216,627	58,563	27%	862,826	32%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	1,419,846	1,526,161	(106,314)	(7%) 	6,054,204	23%
Total Operational Surplus / (Deficit)	2,346,645	(9,317)	2,355,962	100%+ 	(34,706)	0%



Annual Budget Operating Position - Community Services

as at 30 Sep 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	2,346,645	(9,317)	2,355,962	100%+ 	(34,706)	0%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(73,108)	(171,197)	98,089	57%	(684,787)	11%
Add Back Non-Cash Expenses	426,970	466,195	(39,225)	(8%)	1,843,924	23%
Total Non-Cash Items	353,862	294,998	58,864	20% 	1,159,137	31%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	-	-	-	-	-	0%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	-	-	-	- 	-	0%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	-	-	-	- 	-	0%
Net Budgeted Operating Position	2,700,507	285,682	2,414,825	100%+ 	1,124,431	100%+

Cash In vs Cash Out (slide 6)

Overall, net cash decreased \$35K from \$7.994M in August to \$7.959M in September 2023.

WEST ARNHEM REGIONAL COUNCIL-STATEMENT OF CASH FLOWS	
for the period ended 30 September 2023	
	30 September 2023
	\$
CASH FLOWS FROM OPERATING ACTIVITIES	
<i>Receipts</i>	
Receipts from rates & annual charges	508,292
Receipts from user charges & fees	235,275
Interest received	86,942
Operating Grants & contributions	3,500,543
Other operating receipts	2,090,529
	6,421,581
<i>Payments</i>	
Payments to employees	(4,565,635)
Payments for materials & contracts	(1,093,121)
Payments of interest	(3,800)
Other operating payments	(759,219)
	(6,421,774)
Net Cash Flows provided by/(used in) the Operating Activities	(194)
CASH FLOWS FROM INVESTING ACTIVITIES	
<i>Receipts</i>	
Capital Grants	1,874,035
Proceeds from sale of assets	-
	1,874,035
<i>Payments</i>	
Purchase of assets	(2,397,265)
Disposal of assets (write off)	-
	(2,397,265)
Net Cash Flows (used in) the Investing Activities	(523,230)
CASH FLOWS FROM FINANCING ACTIVITIES	
<i>Payments</i>	
Investment in Joint Venture	-
Net Cash Flows used in the Investing Activities	-
NET INCREASE / (DECREASE) IN CASH HELD	(523,423)
Cash at Beginning of Reporting Period - 1 Jul 2023	8,481,990
Cash at End of Reporting Period	7,958,567

SUMMARY

Total Cash at Bank, cash on hand, and investments, *less* internal (capital reserve funded) and external (grant funded) restrictions totals \$371,083 as per the table below.

Cash at Bank - Operational Account	235,489
Cash at Bank - Cash at Bank Business Maningrida PO	100,413
Cash at Bank – Business Maxi Account	4,284,956
Cash at Bank - Dept of Agriculture, Water and the Environment (DAWE)	0
Trust Account	
Cash at Bank - Grant Trust Account	679,230
Cash at Bank - Traditional Credit Union	1,275
Cash on Hand General - Cash Floats in Communities	2,200
Traditional Credit Union - Shares	4
Term Deposits	2,655,000
Total Cash and Investments	7,958,567
Less Restricted Cash included further below	7,587,484
Balance Remaining	371,083

Investments (slide 7)

Total investments decreased from \$7.574M in August to \$6.940M in September 2023. Total current investments are broken down into 8 individual investments as listed in the table below. The investments listed below are held for a term on average of 177 days and generate interest income for Council. Investments are generally held with NAB as their rates are presently much more competitive than Westpac. The Westpac CMA investment for \$4,918,661 is currently being held in a Cash Management Account, with intentions of placing this into a Term Deposit in the near future. Council receives quotes on each occasion to ensure a competitive interest rate is obtained.

<u>Deposit Date</u>	<u>Bank</u>	<u>Principal</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Term in Days</u>
21/03/2022	WEST	5,000.00	0.25%	21/03/2024	365
5/07/2023	NAB	500,000.00	5.40%	2/01/2024	181
19/07/2023	NAB	500,000.00	3.90%	16/03/2024	241
2/08/2023	NAB	450,000.00	5.20%	29/01/2024	180
16/08/2023	NAB	300,000.00	4.90%	14/11/2023	90
30/08/2023	NAB	400,000.00	4.90%	28/11/2023	90
13/09/2023	NAB	500,000.00	4.85%	12/12/2023	90
20/07/2023	WEST CMA	4,284,955.70	1.55%		
Total Current Investments		\$6,939,956			

Movement of the value of investments for the past year is illustrated in presentation slide no.7.

Restricted Assets (slides 8-10)

Internal Restrictions: Capital Reserve	75,393
External Restrictions: Restricted Grant Funding as at 30 September 2023	7,512,091
	<u>7,587,484</u>

Internally Restricted (Reserve-funded projects) - Using Council's own Money

Funds allocated from Capital Reserve to Council projects are considered to be "internally restricted" funds.

Expenditure on Reserve-funded projects in recent months is listed below.

Capital Reserve Activity	Jul 2023 Expenditure	Aug 2023 Expenditure	Sep 2023 Expenditure
5265.00 - Network Upgrade : Region	-	-	-
5276.00 - Purchase Toyota Hilux - Darwin	-	-	-
5271.01 - Purchase Toyota Hilux - Gunbalanya	-	-	-
5294.01 - Concrete Stand for Diesel Tank - Gunbalanya	-	\$2,930	-
5272.02 - Purchase Toyota Hilux - Jabiru	-	-	-
5292.02 - Capital Reserve -Upgrade Council Office Jabiru Stage 2	-	-	-
5197.03 - Kerb Channel and Reseal Bagshaw Road Maningrida	-	-	-
5273.03 - Purchase Toyota Hilux - Maningrida	-	-	-
5279.03 - Purchase Ride on Mower - Maningrida	-	\$35,479	-
5293.03 - Mobilisation and Demobilisation Maningrida Oval Contractors	-	-	-
5274.04 - Purchase Toyota Hilux - Minjilang	-	-	-
5280.04 - Purchase Ride on Mower - Minjilang	-	-	-
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	-	-	-
5275.05 - Purchase Toyota Hilux - Warruwi	-	-	-
5284.05 - Purchase Isuzu Russ Garbage Compactor - Warruwi	-	-	-
		<u>\$38,409</u>	-

The full list of current active projects follows:

Reserve Activity	Approved Budget	Date of Approval	Prior Year Expenditure	Expenditure to Date FY 2023-2024	Balance as at 30.09.2023
5265.00 - Network Upgrade: Region	11,643	FY 22/23	13,357	-	25,000
5276.00 - Purchase Toyota Hilux Utility - Darwin	55,000	FY 21/22	(52,194)	-	2,806
SUB-TOTAL FOR REGION	66,643		(38,837)	-	27,806
527101 - Purchase Toyota Hilux Utility - Gunbalanya	55,000	FY 21/22	(52,194)	-	2,806
529401 - Concrete Stand for Diesel Tank - Gunbalanya	70,000	FY 22/23	(64,198)	(2,930)	2,872
SUB-TOTAL FOR GUNBALANYA	125,000		(116,392)	(2,930)	5,678
5272.02 - Purchase Toyota Hilux Utility - Jabiru	55,000	FY 21/22	(52,194)	-	2,806
5292.02 - Upgrade Council Office Jabiru Stage 2	174,700	FY 21/22	(227,505)	-	(52,805)
SUB-TOTAL FOR JABIRU	229,700		(279,699)	-	(49,999)
5197.03 - Kerb Channel and Reseal Bagshaw Road Maningrida	360,000	FY 20/21	(359,248)	-	752
5273.03 - Purchase Toyota Hilux Utility - Maningrida	55,000	FY 21/22	(52,194)	-	2,806
5279.03 - Purchase Ride on Mower - Maningrida	35,000	FY 21/22	-	(35,479)	(479)
5293.03 - Mobilisation and Demobilisation Maningrida Oval Contractors	47,800	FY 22/23	(39,065)	-	8,735
SUB-TOTAL FOR MANINGRIDA	497,800		(450,507)	(35,479)	11,814
5274.04 - Purchase Toyota Hilux Utility - Minijlang	55,000	FY 21/22	(52,194)	-	2,806
5280.04 - Purchase Ride on Mower - Minijlang	35,000	FY 21/22	-	-	35,000
SUB-TOTAL FOR MINJILANG	90,000		(52,194)	-	37,806
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	330,000	FY 19/20	(286,520)	-	43,480
5275.05 - Purchase Toyota Hilux Utility - Warruwi	55,000	FY 21/22	(52,194)	-	2,806
5284.05 - Purchase Isuzu Russ Garbage Compactor - Warruwi	7,335	FY 21/22	(11,335)	-	(4,000)
SUB-TOTAL FOR WARRUWI	392,335		(350,049)	-	42,286
Capital Reserve Balance	1,401,478		(1,287,678)	(38,409)	75,393

The movement of capital reserve expenditure is illustrated in the presentation slide no.9.

The summary reserve income and expenditure statement in management report format follows.



Actuals v Budget by Local Authority Area - Reserved Funds

as at 30 Sep 2023

Description	TOTAL COUNCIL					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	-	-	-	-	-	0%
Total Operational Revenue	-	-	-	-	-	0%
Operational Expenditure						
Other Expenses	827	-	827	100%	-	100%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	-	-	-	-	-	0%
Council Committee & LA Expenses	-	-	-	-	-	0%
Total Operational Expenditure	827	-	827	100%	-	100%
Total Operational Surplus / (Deficit)	(827)	-	(827)	(100%)	-	100%



Annual Budget Operating Position - Reserved Funds

as at 30 Sep 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(827)	-	(827)	(100%)	-	100%
Remove NON-CASH ITEMS						
Less Non-Cash Income	-	-	-	-	-	0%
Add Back Non-Cash Expenses	-	-	-	-	-	0%
Total Non-Cash Items	-	-	-	-	-	0%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	37,582	-	37,582	100%	-	100%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	37,582	-	37,582	100%	-	100%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	113,802	-	113,802	100%	-	100%
Total Additional Inflows	113,802	-	113,802	100%	-	100%
Net Budgeted Operating Position	75,393	-	75,393	100%	-	100%

Externally Restricted-Funds received from Grants (slide 10)

This includes grant funding as listed below. Note: Grants that are *overspent* are excluded from this report. Cash received to date for these externally restricted grant funding projects is \$10.350M. This is either from B/F balances from last year, 2022-23, or received this year. Expenditure for September YTD for these projects is \$3.780M, and \$7.512M remains to be spent.

There are 51 current funding streams included in the table below. The net movement in restricted assets from August to September was (a) Internal restrictions (capital reserve) – remaining the same, and (b) External restrictions (grant funding) – up by \$251K.

The monthly expenditure of restricted assets is illustrated in slides 9-10 of the presentation.

Restricted Assets-Tied Grant Funding	Annual Budget 2023-2024	Cash received to date (incl. Carried Forward)	Expenses to date	Balance as at 30 September 2023
2070 - Indigenous Jobs Development Funding - DHCD	794,000	-	(198,500)	-
2144 - Library Service: Jabiru	135,120	140,073	(36,233)	103,840
2178 - Local Authorities Community Project Income	626,500	1,056,348	(298,404)	757,944
2359 - Mala'la Rd - Maningrida - DIPL \$1m	-	218,776	(220,368)	-
2373 - Preparing Australian Communities - LED Screens	-	75,158	(42,017)	33,141
2374 - CBF - Jabiru Library Upgrade	-	409	(409)	-
2375 - LRCI Phase 3 - Malabam Road - Maningrida	-	538,992	(705,930)	538,992
2377 - PIF - Sewerage Telemetry	-	117,920	(180)	117,740
2380 - R2R - Mala'la Road	-	539,200	(539,200)	-
2381 - Warruwi Community Hall Upgrade	-	415,000	(4,507)	410,493
2383 - LRCI Phase 4 - Malabam Road - Maningrida	-	511,144	-	511,144
2384 - ABA - Maningrida Oval Changerooms	-	-	(27,230)	-
2385 - DCMC - Local Decision Making Warruwi	-	15,000	-	15,000
2386 - Gunbalanya Oval Lighting	-	780,000	(540)	779,460
2387 - Seeding New Investment	-	43,691	-	43,691
TOTAL CORE SERVICES-TIED	1,555,620	4,451,711	(2,073,518)	3,311,445
3001 - Home Care Packages Program (HCP)	303,900	49,166	(67,981)	(18,815)
3002 - Commonwealth Home Support Program (CHSP)	380,887	30,368	(76,059)	(45,692)
3003 - NT Jobs Package - Aged Care	663,120	555,578	(159,532)	396,045
3004 - Night Patrol	1,052,086	604,949	(349,659)	255,291
3009 - Warruwi Outside School Hours Care	47,878	64,467	(25,582)	38,884
3011 - Safety and Wellbeing - Sport and Recreation	515,000	-	7,739	7,739
3012 - Remote Sport Program	216,420	212,221	(71,567)	140,654
3025 - Deliver Indigenous Broadcasting Programs (RIBS)	35,000	16,422	(5,208)	11,215
3028 - Manage Creche	855,610	286,539	(73,462)	213,077
3040 - Children and Schooling - Youth	324,000	-	673	673
3070 - Australia Day Grant	3,000	376	(219)	157
3087 - Women's Safe House : Gunbalanya	440,452	306,668	(148,389)	158,279
3112 - Remote Sports Voucher Program	-	6	-	6
3119 - Boundless possible Instagram Campaign	-	400	(400)	-
3120 - Domestic Family & Sexual Violence Program	-	35,652	(269)	35,384
3121 - Mental Health and Suicide and Suicide Prevention awareness	-	44,137	-	44,137
3126 - Territory Day Community Grant	-	631	(631)	-
3127 - Aged Care Transitional Support	-	45,799	-	45,799
3129 - Strong Women for Healthy Country Network Forum	-	1,135	-	1,135
3130 - eHCP Home Care Packages Program	303,900	44,164	(48,697)	-
3131 - TEABBA Staff Funding - Indigenous Broadcasting Prgm (RIBS)	172,145	12,329	(14,856)	-
3133 - Youth Mobile Gym Program - Maningrida	-	760	-	760
3134 - Support Child Care Services - Jabiru	66,666	33,333	(23)	33,310
3135 - E-Tools - Commonwealth Home Support Program (CHSP)	639,234	1,180,945	(24,411)	1,156,534
3139 - Flexible Support Packages and COVID-19 Service Delivery Cost	-	71,615	(4,326)	67,288
3141 - Get Up Stand Up Show Up - NAIDOC Week Activity	-	24,924	(9,928)	14,996
3143 - Culture school Holiday Activities in Maningrida	-	576	-	576
3145 - Celebrating Aboriginal Culture (Australia Day)	-	3,071	-	3,071
3146 - Indigenous Skills and Employment Program	-	50,000	(50,000)	-
3147 - Jabiru Safe and Healthy Youth Project	-	10,377	-	10,377
3150 - Ninja Warrior Obstacle Course	-	14,300	(8,077)	6,223
3151 - NIAA - Local Investments Funding Grant Agreement	-	45,000	-	45,000
3152 - TFHC - Womens Safe House NPA	-	200,202	-	200,202
3153 - Voice 2 Parliament Referendum Expenditure	-	-	(1,994)	-
3154 - Sports and Recreation	-	538,709	(220,151)	318,558
TOTAL COMMUNITY SERVICES	6,019,298	4,484,818	(1,353,008)	3,140,863
Grants Commission-FAA Roads	1,413,043	1,413,043	(353,261)	1,059,782
TOTAL UNTIED GENERAL PURPOSE	1,413,043	1,413,043	(353,261)	1,059,782
Total	8,987,961	10,349,572	(3,779,787)	7,512,091

Statement of Working Capital / Current Ratio (slides 11-12)

Total current assets increased by \$870K from to \$2.248M in August 2023 to \$3.118M in September 2023. This is mainly due to an increase of \$1.156M in Trade and Other Receivables.

Cash and cash equivalents decreased by \$286K and is due to:

- (a) An decrease in cash at bank (including term deposits) of \$35K and;
- (b) An increase in restricted cash of \$251K.

Total current liabilities increased by \$2.074M from \$2.749M in August 2023 to \$4.823M in September 2023, mostly due to the increase of \$1.929M in "Trade and Other Payables" and an increase of \$102K in 'Other Liabilities'. The movement in current liability items is also shown in the table below. Council's net working capital (total current assets less total current liabilities) decreased from -\$501K in August 2023 to -\$1.705M in September 2023, as the net result of the movements noted above. The current ratio decreased from 0.82 to **0.65**, as at 30 September 2023. This calculation is also shown in the presentation slide 11.

Change in Calculation Methodology:

Effective from June 2023 the following changes have been made to the way the Working Capital Ratio is calculated:

- Include All Unrestricted Grant Funding in Cash and Cash Equivalents (Previously apportioned over the Funding Period)
- Exclude 'Inventories' and 'Prepayments and Other' from Total Current Assets
- Include only 25% of Total Provisions

Changes have been applied for 12 months historically for comparability / consistency.

The purpose of the change is to more accurately represent Council's capacity to meet short term obligations from Cash and Assets readily convertible to Cash.

	AUGUST	SEPTEMBER	Movement	%
CURRENT ASSETS				
Cash and cash equivalents	\$657,219	371,083	-\$286,135	-44%
Trade and Other Receivables	\$1,590,875	2,747,312	\$1,156,437	73%
Inventories (fuel and post office)	-	-	-	0%
Prepayments and Other	-	-	-	0%
TOTAL CURRENT ASSETS	\$2,248,094	\$3,118,396	\$870,302	39%
Less:				
CURRENT LIABILITIES				
Trade and Other Payables	\$1,600,274	3,528,791	\$1,928,518	121%
Provisions	\$521,230	564,840	\$43,610	8%
Other Liabilities	\$627,694	\$729,391	\$101,696	16%
TOTAL CURRENT LIABILITIES	\$2,749,198	\$4,823,022	\$2,073,824	75%
NET CURRENT ASSETS (Working Capital)	-\$501,105	-\$1,704,626	-\$1,203,522	-240%
CURRENT RATIO	0.82	0.65	-0.17	-21%

Asset Additions and Additions to existing assets (slide 13)

Capital expenditure to September YTD is \$2.397M. Assets, once ready for use are financially "commissioned". Council's total value of commissioned assets to August YTD is \$0, whilst the Assets still "in progress" and not as yet completed total \$2.913M.

Rates and Charges (No graphical slide)

Rates receivable is \$102K as at 30 September 2023

Location	Rates as at 30th September				
	Arrears	2022/23 LEVY	Interest	Balance Payable	Current Payment Plans
	\$	\$	\$	\$	\$
ARNHEMLAND	-	4,549	-	4,549	-
GUNBALANYA	-	15,753	-	15,753	-
JABIRU	-	51,215	-	51,215	-
MANINGRIDA	-	31,710	-	31,710	-
MINJILANG	-	-	-	-	-
WARRUWI	-	(1,512)	-	(1,512)	-
	-	101,714	-	101,714	-

Top 10 Payments Recurrent and Top 10 Payments Non-Recurrent (slides 14-15)

Recurrent Payments: includes Operational supplier-related costs, with top five largest being Jardine Lloyd Thompson, Councilbiz, Powerwater, Energy Resources of Australia and Australia Post – Maningrida LPO,

Non Recurrent Payments: generally the largest spending here is for Council’s capital acquisitions. The top five include: City Earthmoving, JMK NT, Best Contracting, NTEX Pty Ltd and Leadsun Australia.

Debtors (slide 16)

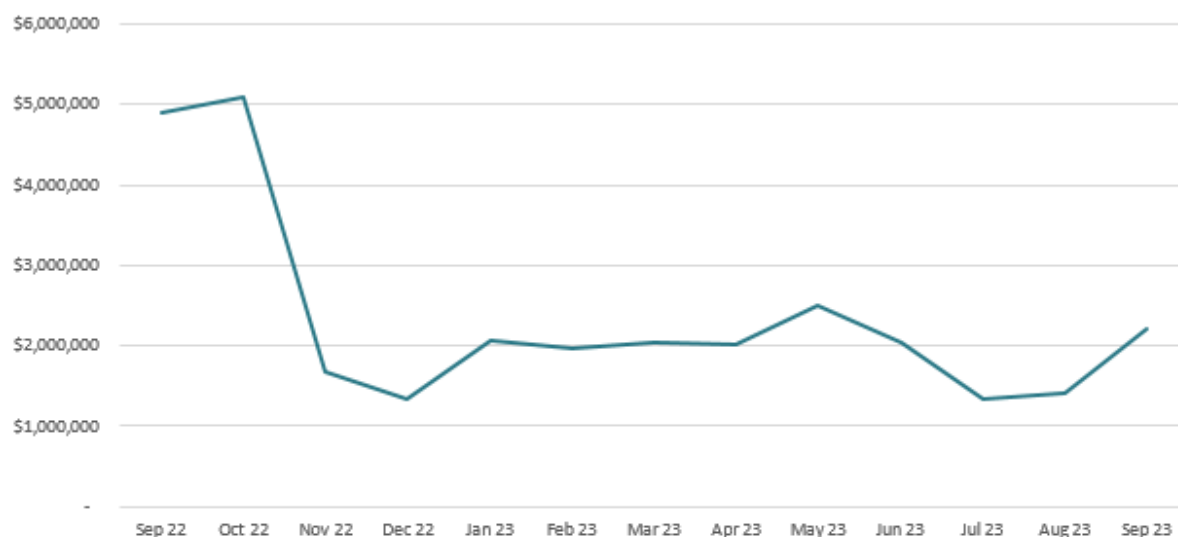
Debtors by Category			Ageing Dissection			
Debtor Category	Outstanding As at EoM	Outstanding % of Total	Current	> 30 days	> 60 days	> 90 days
Rates - General	101,714	5%	-	-	-	101,714
Rates - Water	762,261	34%	357,743	330,376	- 82	74,224
Childcare	67,928	3%	12,852	9,408	9,031	36,637
NDIS	107,173	5%	1,188	1,772	11,915	92,298
Trade Debtors	1,183,091	53%	369,404	357,657	429,650	26,380
TOTAL DEBTORS	2,222,168	100%	741,186	699,212	450,515	331,254

Age Analysis - Summary Report - TOP 5 DEBTORS

Age Analysis - Summary Report - TOP 5 DEBTORS				Ageing Dissection - Top 5			
Debtor No.	Debtor Name	Outstanding As at EoM	Outstanding % of Total	Current	> 30 days	> 60 days	> 90 days
310	Power and Water Corporation	490,729	22%	163,976	326,752	-	-
161	Kakadu National Park Env Australia	403,060	18%	2,660	-	400,400	-
	Energy Resources of Australia	280,489	13%	159,439	115,197	-	5,853
715	Department of Infrastructure, Planning & Logistics	159,224	7%	100,187	25,304	25,304	8,429
Various	NDIS Clients-Service Charges	107,173	5%	1,188	1,772	11,915	92,298
	TOTAL	1,440,675	65%	427,450	469,026	437,620	106,580
	Remaining Debtors	781,492	35%	313,736	230,186	12,895	224,675
	TOTAL DEBTORS AS AT 30th September 2023	2,222,168	100%	741,186	699,212	450,515	331,254

Movement of the total value of debtors for the past year follows:

Monthly Total Debtors



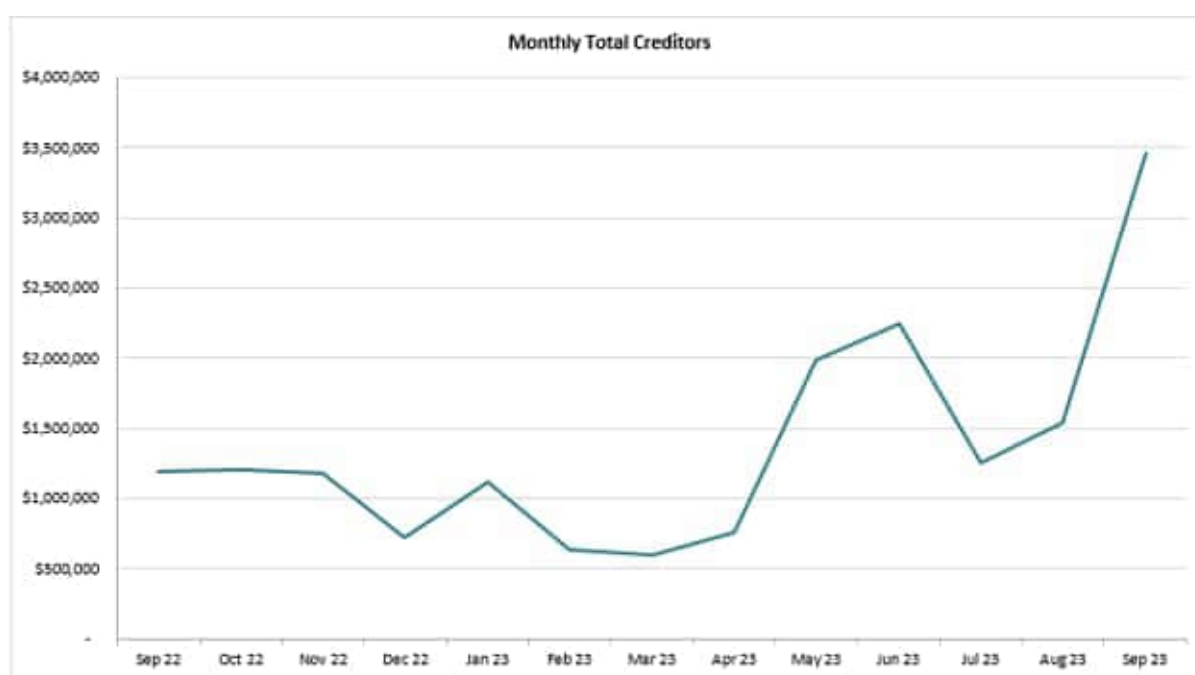
Trade Creditors (slide 17)

Age Analysis - Summary Report - TOP 5 CREDITORS

Creditor No.	Creditor Name	Outstanding As at EoM	Outstanding % of Total	Ageing Dissection - Top 5			
				Current	> 30 days	> 60 days	> 90 days
13898	City Earthmoving	1,963,466	57%	892,053	993,520	-	77,893
12106	ATO - PAYG Only	239,721	7%	239,721	-	-	-
10739	Jardine Lloyd Thompson	131,563	4%	-	131,563	-	-
13874	JMK NT	111,914	3%	95,414	16,500	-	-
13285	Best Contracting	98,860	3%	89,976	8,884	-	-
TOTAL		2,545,525	74%	1,317,164	1,150,467	-	77,893
Remaining Creditors		912,043	26%	694,059	135,563	37,472	44,949
TOTAL CREDITORS AS AT 30th September 2023		3,457,568	100%	2,011,223	1,286,030	37,472	122,842

*Creditors that are >90 Days are currently on a retainer

The movement of the total value of creditors for the past year follows:



LICENSED POST OFFICES – CASH VARIANCES

The Council operates Australia Post Licensed Post Offices (LPOs) at Jabiru, Maningrida and Gunbalanya.

Discrepancies between the actual cash balance at each LPO and the expected cash balance in the period between 1 September 2023 to 30 September 2023 are listed below:

LPO:	Amount:	Comment
Jabiru	\$ -	
Maningrida	\$0.05 positive	
Gunbalanya	\$ -	
Total	\$0.05 positive	

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 2023-2024*.

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.1	Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth
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VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

That Council received and noted report entitled '*Finance Report for the period ended 30 September 2023*'.

ATTACHMENTS

- 1 CEO Certification - September 2023.pdf
- 2 Combined PL and Balance Sheet - September 2023.pdf
- 3 Graphical Finance Presentation - September 2023.pdf
- 4 Monthly Financial Report Form - September 2023.pdf



WEST ARNHEM REGIONAL COUNCIL

ABN 45 065 336 873

MONTHLY FINANCE REPORT for September 2023

CEO CERTIFICATION

To the Councillors

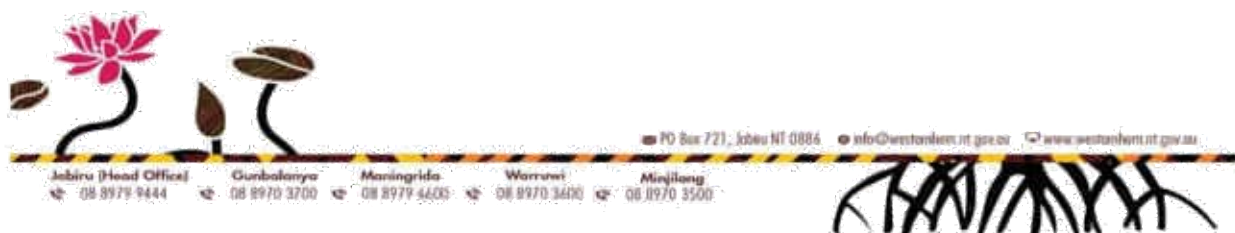
I, Jessie Schaecken, Acting Chief Executive Officer of West Arnhem Regional Council ('the Council'), certify that to the best of my knowledge, information and belief:

- (i) The internal controls implemented by the Council are appropriate; and
- (ii) The accompanying finance report best reflects the financial affairs of the Council.

Signed

Jessie Schaecken
Acting Chief Executive Officer

Dated this seventh day of November 2023



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West Arnhem Regional Council
Consolidated Profit and Loss Report by Account Category
Periodical Report - Ending 30th September

	Actual	September Budget	\$ Variance	Actual	Year To Date Budget	\$ Variance	Full Year Budget
OPERATING REVENUE							
Income Rates and Charges							
6111 General Rate Income Base	190,586	201,416	(10,830)	569,060	604,248	(35,189)	2,416,992
6121 Sewerage Charges Income Base	59,165	64,575	(5,410)	176,148	193,726	(17,578)	774,903
6131 Water Charges Income Base	222,723	142,667	80,056	481,025	428,000	53,025	1,712,000
6141 Domestic Waste Charge Income Base	106,868	111,408	(4,540)	319,473	334,224	(14,751)	1,336,896
6143 Commercial Waste Charge Income	11,990	11,990	0	35,970	35,970	0	143,880
6151 Animal Control - Special Rate	12,457	13,263	(806)	37,207	39,789	(2,581)	159,155
Sub Total	603,789	545,319	58,470	1,618,883	1,635,937	(17,073)	6,543,826
Income Council Fees and Charges							
6211 License and Permit Fee Income	0	50	(50)	0	180	(180)	720
6213 Animal Registration Fee Income	40	83	(43)	373	250	123	1,000
6221 Council Fees and Charges Income	8,787	6,643	2,144	21,736	19,930	1,806	79,720
6223 Property Lease and Rental Fee Income	15,068	9,619	5,448	46,007	28,859	17,149	115,433
6225 Equipment Hire Income	17,847	4,125	13,722	19,327	12,975	6,352	50,100
6226 Landfill Tipping Fee Income	55,364	25,375	29,989	74,809	76,125	(1,316)	304,500
6229 Other User Charge Income	45	63	(17)	45	188	(142)	750
Sub Total	97,151	45,959	51,192	162,097	138,506	23,592	552,223
Income Operating Grants							
6311 Operating Grant Income - Australian Government	522,727	185,532	337,196	1,760,856	1,645,410	115,447	4,171,132
6312 Operating Grant Income - Territory Government	0	598,270	(598,270)	5,145,445	2,836,230	2,309,215	8,816,161
6319 Operating Grant Income - Other	0	14,595	(14,595)	0	43,788	(43,788)	175,145
6391 Brought Forward Operational Grants	(29,221)	0	29,221	3,474,431	0	3,474,431	0
6392 Brought Forward Grants Offset	29,221	0	(29,221)	(3,474,431)	0	(3,474,431)	0
6393 Income Allocation Grants	1,100,860	1,100,860	0	3,302,579	3,302,579	0	13,162,438
6394 Income Allocation Grants OFFSET	(1,100,860)	(1,100,860)	0	(3,302,579)	(3,302,579)	0	(13,162,438)
Sub Total	522,727	798,397	(275,670)	6,906,301	4,525,426	2,380,875	13,162,438
Income Investments							
6411 Interest Income General Operating	0	0	0	1,921	0	1,921	0
6412 Interest Income from Investments	16,076	5,708	10,368	42,837	17,125	25,712	68,500
Sub Total	16,076	5,708	10,368	44,757	17,125	27,632	68,500

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West Arnhem Regional Council
Consolidated Profit and Loss Report by Account Category
Periodical Report - Ending 30th September

	Actual	September Budget	\$ Variance	Actual	Year To Date Budget	\$ Variance	Full Year Budget
Income Allocation							
6513 Internal Staff Cost Allocation - Income	0	13,334	(13,334)	3,187	40,566	(37,379)	129,459
6514 Internal Staff Housing Cost Allocation - Income	165,760	138,192	27,568	498,240	414,576	83,664	1,644,864
6516 Workers Comp Cost Allocation - Income	29,205	20,576	8,629	101,436	61,729	39,707	246,915
6520 Internal Insurance Premium Allocation - Income	0	0	0	0	5,000	(5,000)	5,000
6524 Internal Vehicle and Plant Cost Allocation - Income	75,600	76,300	(700)	229,200	228,900	300	915,600
6525 Internal Plant & Equip Hire Allocation - Income	0	0	0	0	0	0	0
6531 Internal Information Technology Cost Allocation - Inco	62,266	62,266	0	186,297	186,797	(500)	747,188
6535 Internal Printing Cost Allocation - Income	1,985	1,930	55	5,475	5,790	(315)	23,160
6536 Internal Accommodation Cost Allocation - Income	0	6,074	(6,074)	15,023	18,222	(3,199)	72,890
6537 Internal Fuel Cost Allocation - Income	5,915	8,077	(2,162)	19,970	24,230	(4,260)	96,922
6538 Internal Food Purchase Allocation - Income	2,304	1,750	554	5,696	5,250	446	21,000
6553 Internal Work Cost Allocation - Income	28,224	57,066	(28,841)	73,108	171,197	(98,089)	684,787
6561 Contract Admin Fee Cost Allocation - Income	184,770	107,228	77,542	418,829	321,683	97,147	1,286,730
Sub Total	556,028	492,792	63,236	1,556,462	1,483,940	72,522	5,874,515
Other Income							
6611 Reimbursement Income from Australian Govt	0	0	0	5,000	0	5,000	0
6615 Reimbursement Income from Other	750	13,333	(12,583)	750	40,000	(39,250)	160,000
6616 Reimbursement Income from Insurance Claims	0	0	0	187,455	0	187,455	0
6617 Reimbursement Income from Workers Compensation	308	0	308	308	0	308	0
6618 Reimbursement Income from Employees	0	0	0	1,003	0	1,003	0
6619 Reimbursement Income from Centrelink	7,062	0	7,062	7,062	0	7,062	0
6631 Cash from Fundraising	0	0	0	0	0	0	1,000
6632 Cash Donation and Gift Income	(2,500)	0	(2,500)	6,955	0	6,955	0
6640 Fuel Tax Credit	1,855	3,833	(1,978)	7,572	11,500	(3,928)	46,000
6641 Other Income	24,778	985	23,793	25,190	2,955	22,235	11,821
Sub Total	32,252	18,152	14,101	241,293	54,455	186,838	218,821
Income Agency Services							
6729 Other Agency Income	20,368	30,708	(10,340)	41,448	92,125	(50,677)	368,500
6730 Sales Commissions Received	1,478	1,500	(22)	5,378	4,500	878	18,000
Sub Total	21,846	32,208	(10,362)	46,826	96,625	(49,799)	386,500
Income Commercial Services							
Sub Total	527,132	528,177	(1,045)	1,777,206	1,624,960	152,246	6,313,253

Report_WASC PAL CONSOLIDATED BY ACCT-CATEGORY - September 2023

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West Arnhem Regional Council
Consolidated Profit and Loss Report by Account Category
 Periodical Report - Ending 30th September

	September		Year To Date		Full Year	
	Actual	Budget	Actual	Budget	Actual	Budget
Income Capital Grants and Contributions						
6811 Capital Grant Income - Australian Government	1,050,344	0	1,050,344	0	1,050,344	0
6812 Capital Grant Income - Territory Government	0	0	780,000	0	780,000	0
6813 Capital Grant Income - Other	0	0	43,691	0	43,691	0
6891 Brought Forward Capital Grants	408,546	0	1,366,255	0	1,366,255	0
6892 Brought Forward Capital Grants Offset	(408,546)	0	(1,366,255)	0	(1,366,255)	0
6893 Income Allocation Capital Grants	0	0	0	0	0	0
6894 Income Allocation Capital Grants OFFSET	0	0	0	0	0	0
6895 Brought Forward Capital Reserve balance	0	0	113,802	0	113,802	0
6896 Brought Forward Capital Reserve balance - OFFSET	0	0	(113,802)	0	(113,802)	0
Sub Total	1,050,344	0	1,874,035	0	1,874,035	0
Proceeds from Sale of Assets						
6914 Proceeds from Sale Plant	0	0	0	120,000	(120,000)	120,000
6917 Proceeds from Sale Motor Vehicles	0	0	0	120,000	(120,000)	120,000
Sub Total	0	0	0	240,000	(240,000)	240,000
Total Operating Revenue	3,427,346	2,466,712	14,227,861	9,816,993	4,410,868	33,360,077

Report_WASC PAL CONSOLIDATED BY ACCT CATEGORY - September 2023


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West Arnhem Regional Council
Consolidated Profit and Loss Report by Account Category
 Periodical Report - Ending 30th September

	Actual	September Budget	\$ Variance	Actual	Year To Date Budget	\$ Variance	Full Year Budget
OPERATING EXPENDITURE							
Employee Expenses	1,565,777	1,535,902	(29,875)	4,900,065	4,607,706	(292,359)	18,362,799
Sub Total							
Contract and Material Expenses	150,355	426,797	276,442	1,544,818	1,932,915	388,097	5,755,906
Sub Total							
Finance Expenses	1,364	969	(395)	3,800	2,906	(893)	11,625
Travel, Freight and Accom Expenses	79,360	74,831	(4,529)	241,828	240,807	(1,021)	959,780
Sub Total							
Fuel, Utilities & Communication	166,576	196,654	30,078	510,071	590,051	79,980	2,360,190
Sub Total							
Corporate Expenses	425,724	443,823	18,100	1,071,386	1,339,448	268,062	5,334,777
Sub Total							
System and Network Expenses	35,694	30,000	(5,694)	191,632	90,000	(101,632)	360,000
Sub Total							
Total Operating Expenditure	2,424,849	2,708,976	284,127	8,463,599	8,803,833	340,235	33,145,077
Net Surplus / (Deficit) - Rev Exp Only:	1,002,497	(242,264)	1,244,761	5,764,262	1,013,160	4,751,102	215,000
Other Revenue & Expenditure							
Total Other Revenue & Expenditure	0	0	0	0	0	0	0
ALLOCATIONS							
Total Allocations	0	0	0	0	0	0	0
Net Surplus / (Deficit) - incl. Allocations:	1,002,497	(242,264)	1,244,761	5,764,262	1,013,160	4,751,102	215,000

West Arnhem Regional Council		WEST ARNHEM
Balance Sheet Report		
As at Period Ending - 30th September		REGIONAL COUNCIL
ASSETS	TOTALS	NOTE REFERENCE
Cash at Bank		(1)
Tied Funds	7,587,484	
Untied Funds	371,083	
Cash Sub Total	7,958,567	
Accounts Receivable		
Trade Debtors	1,283,641	(2)
Rates & Charges Debtors	688,686	
Grants Receivable	591,453	
ATO Receivables	224,095	(4)
Receivables Sub Total	2,787,875	
Other Current Assets	(40,563)	
Inventory	194,932	
Prepayments	873,927	
TOTAL CURRENT ASSETS	11,774,738	
Non-Current Financial Assets		
Property, Plant and Equipment	-	
Acquisition of Assets	94,074,582	
Capital Expenditure	2,977,342	
TOTAL NON-CURRENT ASSETS	97,051,925	
TOTAL ASSETS	108,826,663	
LIABILITIES		
Accounts Payable	3,457,568	(3)
ATO & Payroll Liabilities	71,224	(4)
Current Provisions	2,055,762	
Income Received in Advance	(1,164,102)	
Accruals	447,547	
Other Current Liabilities	281,844	
TOTAL CURRENT LIABILITIES	5,149,842	
Non-Current Provisions	303,061	
Other Non-Current Liabilities	6,821,877	
TOTAL NON-CURRENT LIABILITIES	7,124,937	
TOTAL LIABILITIES	12,274,780	
NET ASSETS	96,551,882	
EQUITY		
Asset Revaluation Reserve	48,616,454	
Reserves	75,393	
Accumulated Surplus	47,922,566	
Equity Adjustments	(62,530)	
TOTAL EQUITY	96,551,883	

Note 1. Details of Cash and Investments Held

Cash at Bank Operational General 035-302 133298	235,489	
Cash at Bank Community LPO Account 035-308 186614	100,413	
Cash at Bank Trust 2 DAWE RENT 6620	-	
Cash at Bank Trust 1 a/c 035308 146612	679,230	
Cash at Bank TCU #70000	1,275	
Cash on Hand General	2,200	
Term Deposits	2,655,000	Further Breakdown of Investments held on page 11 of report
Traditional Credit Union - Shares	4	
Westpac Max-i Direct A/C No: 190 970	4,284,956	
Total	7,958,567	

Note 2. Statement of Trade Debtors

Example:

(Council can select timing of the age of trade debtors)	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total *
Trade Debtors		\$ 363,968	\$ 359,429	\$ 441,566	\$ 118,678	\$ 1,283,641

Note 3. Statement on Trade Creditors

Example:

(Council can select timing of the age of creditors)	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors		\$ 2,011,223	\$ 1,286,030	\$ 37,472	\$ 122,842	\$ 3,457,568
Other Creditors						\$ -
Total Accounts Payable	\$ -	\$ 2,011,223	\$ 1,286,030	\$ 37,472	\$ 122,842	\$ 3,457,568

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations**Reporting and payment obligations with the Australian Taxation Office**

The Council has the following reporting and payment obligations with the Australian Taxation Office:

Goods and Services Tax – Amounts are reported and remitted monthly;

PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and

Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12 month period ended 31 March required to be lodged each year.

As at the date of this report, all reporting and payment obligations had been met up to 30 September 2023.

Superannuation

Employees are paid superannuation contributions in accordance with the superannuation legislative framework.

Superannuation contributions are paid to either an employee's choice of complying fund or the Council's default fund, which is currently Statewide Super.

Commencing 1 July 2022 the minimum Superannuation Guarantee Charge increased from 10.0 to 10.5 per cent. Most full-time employees of the Council receive a 12.5 per cent overall superannuation contribution as part of their agreed remuneration package.

Superannuation payments are due to be remitted on the 28th of the month following the previous quarter. However, the Council elects to remit superannuation accrued on a monthly basis in line with its Single Touch Payroll process. All superannuation contributions that had accrued up to 30 July 2023 have been remitted to employees' respective superannuation funds as at the date of this report.

The Corporate Services (financial) division of the Council is not presently aware of any late and outstanding superannuation obligations due to current or former employees.

Insurance

Details of the Council's current insurance arrangements for the 2022-23 financial year are as follows. Period of cover is for the financial year 1 July 2023 to 30 June 2024.

	FY2022-23		Date paid
	Annual Premium Amount \$ excl GST	Quarterly Premium cum. Total \$	
Corporate Travel	\$ 8,325		29/07/2022
Councillors & Officers Liability w Employment Practices Liability	\$ 15,632		12/08/2022
Industrial Special Risks - Property	\$ 699,926		9/09/2022
Motor Vehicle	\$ 96,990		26/08/2022
Personal Accident	\$ 502		29/07/2022
Public Liability Business Pack - (Australia Post-Manningridge, Gunbalanya and Jabiru Licensed Post Offices)	\$ 1,252		29/07/2022
Public Liability / Professional Indemnity	\$ 83,096		9/09/2022
Workers' Compensation Return to Work SA ends 30.6.23	\$ 1,119		30/09/2022
Workers' Compensation [paid in 4 instalments] - 1st instalment		\$ 118,034	26/08/2022
Workers' Compensation [paid in 4 instalments] - 2nd instalment		\$ 118,034	9/09/2022
Workers' Compensation [paid in 4 instalments] - 3rd instalment		\$ 118,034	16/12/2022
Workers' Compensation [paid in 4 instalments] - 4th instalment		\$ 118,034	27/03/2023
Public Sector Service Fee [paid in 4 instalments] - 1st instalment		\$ 11,824	12/08/2022
Public Sector Service Fee [paid in 4 instalments] - 2nd instalment		\$ 11,824	9/09/2022
Public Sector Service Fee [paid in 4 instalments] - 3rd instalment		\$ 11,824	5/01/2023
Public Sector Service Fee [paid in 4 instalments] - 4th instalment		\$ 11,824	14/03/2023
	\$ 906,842	\$ 519,432	

Due to the commercial-in-confidence nature of the Council's insurance policies, the specifics of the Council's insurance policies can be made available for review upon request.



**Financial Management Report for the
period ended 30th September 2023**



Snapshot – September 2023 Financial Report





Actual v Budget – Operational – September YTD 2023



Actuals v Budget as at 30 Sep 2023

Description	TOTAL COUNCIL			Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance		
Operational Revenue					
Income Rates and Charges	606,267	644,037	(37,770)	2,576,147	24%
Charges - Sewerage	176,148	193,726	(17,578)	774,903	23%
Charges - Water	481,025	428,000	53,025	1,712,000	28%
Charges - Waste	355,443	370,194	(14,751)	1,480,776	24%
Income Council Fees and Charges	162,097	138,506	23,592	552,223	29%
Income Operating Grants	6,777,011	3,302,579	3,474,431	13,162,438	51%
Income Investments	44,757	17,125	27,632	68,500	85%
Income Allocation	1,556,462	1,483,940	72,522	5,874,515	25%
Other Income	241,293	54,455	186,838	218,821	100%+
Income Agency and Commercial Services	1,824,032	1,721,595	102,447	6,690,753	27%
Total Operational Revenue	12,224,535	8,354,146	3,870,389	33,120,077	37%
Operational Expenditure					
Employee Expenses	4,000,065	4,607,706	202,359	18,382,799	27%
Contract and Material Expenses	1,874,020	2,109,861	(235,841)	6,478,193	29%
Finance Expenses	3,800	2,906	893	11,625	33%
Travel, Freight and Accom Expenses	237,071	240,244	(3,174)	967,530	25%
Fuel, Utilities & Communication	510,071	590,051	(79,980)	2,360,190	22%
Other Expenses	843,202	1,151,127	(307,925)	4,566,991	18%
Elected Member Allowances	86,600	87,000	(400)	348,000	25%
Elected Member Expenses	5,116	13,550	(8,434)	54,200	9%
Council Committee & LA Allowances	3,550	1,325	2,225	5,300	67%
Council Committee & LA Expenses	105	62	43	250	42%
Total Operational Expenditure	8,463,599	8,803,833	(340,235)	33,145,077	26%
Total Operational Surplus / (Deficit)	3,760,936	(449,687)	4,210,623	(25,000)	0%





Actual v Budget – Operating Position – September YTD 2023

WEST ARNHEM REGIONAL COUNCIL		Annual Budget Operating Position				as at 30 Sep 2023	
Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget Progress		
Operating Surplus / (Deficit)	3,760,936	(449,687)	4,210,623	100% +	!	(25,000)	0%
Remove NON-CASH ITEMS							
Less Non-Cash Income	(1,556,462)	(1,483,940)	(72,522)	(5%)	!	(5,874,515)	25%
Add Back Non-Cash Expenses	1,567,304	1,488,857	68,447	5%	!	5,874,515	27%
Total Non-Cash Items	842	4,917	(4,075)	(83%)	!		100%
Less ADDITIONAL OUTFLOWS							
Capital Expenditure	(2,397,265)	(96,250)	(2,301,015)	(100%) +	!	215,000	100% +
Borrowing Repayments (Principal Only)	-	-	-	-	!	-	0%
Transfer to Reserves	-	-	-	-	!	-	0%
Other Outflows	-	-	-	-	!	-	0%
Total Additional Outflows	2,397,265	96,250	2,301,015	(100%) +	!	215,000	100% +
Add ADDITIONAL INFLOWS							
Capital Grants Income	-	-	-	-	!	-	0%
Prior Year Carry Forward Tied Funding	1,366,255	-	1,366,255	(100%)	!	-	100%
Other Inflow of Funds	-	240,000	(240,000)	100%	!	240,000	0%
Transfers from Reserves	113,602	-	113,602	(100%)	!	-	100%
Total Additional Inflows	1,480,057	240,000	1,240,057	100% +	!	240,000	100% +
Net Budgeted Operating Position	2,844,571	(301,020)	3,145,591	100% +	!	-	100%

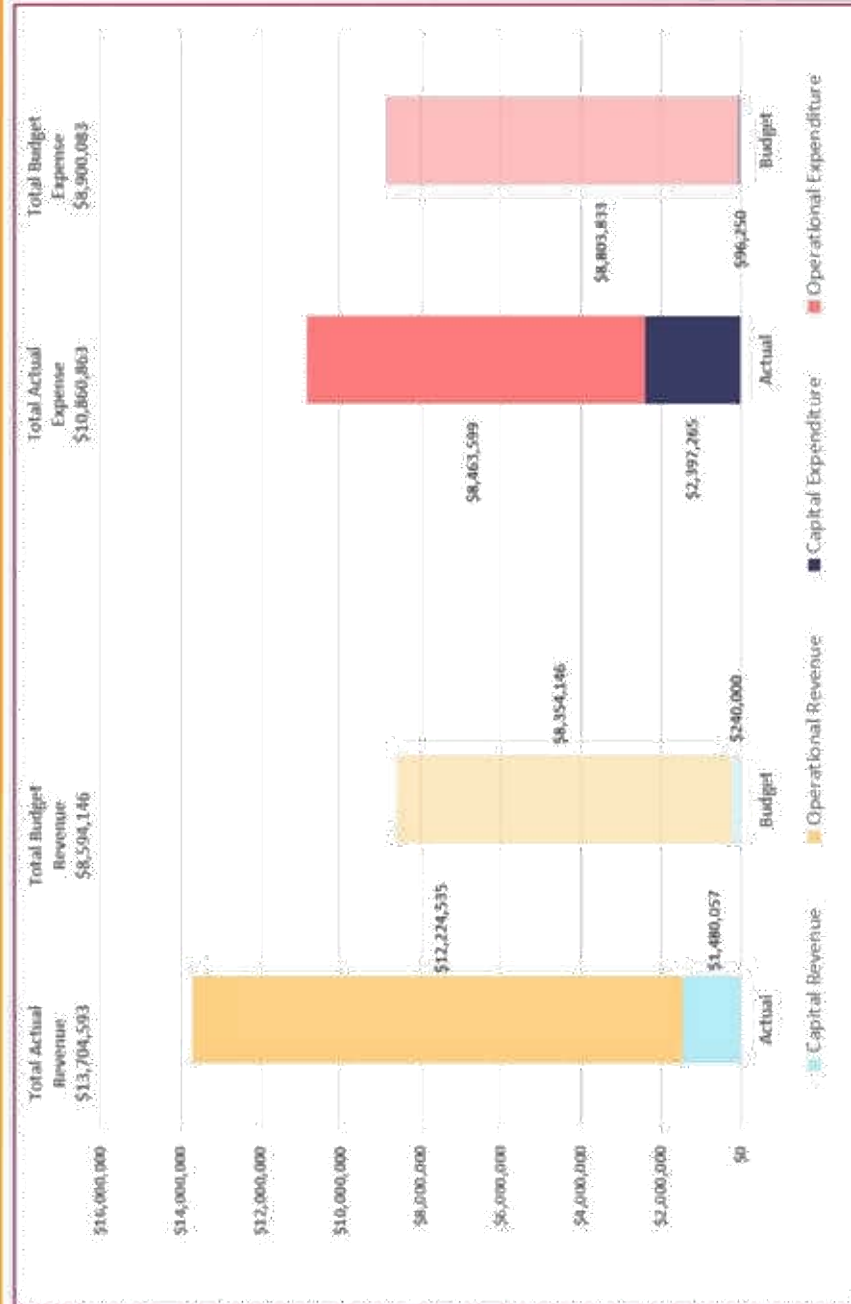
Legend:

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





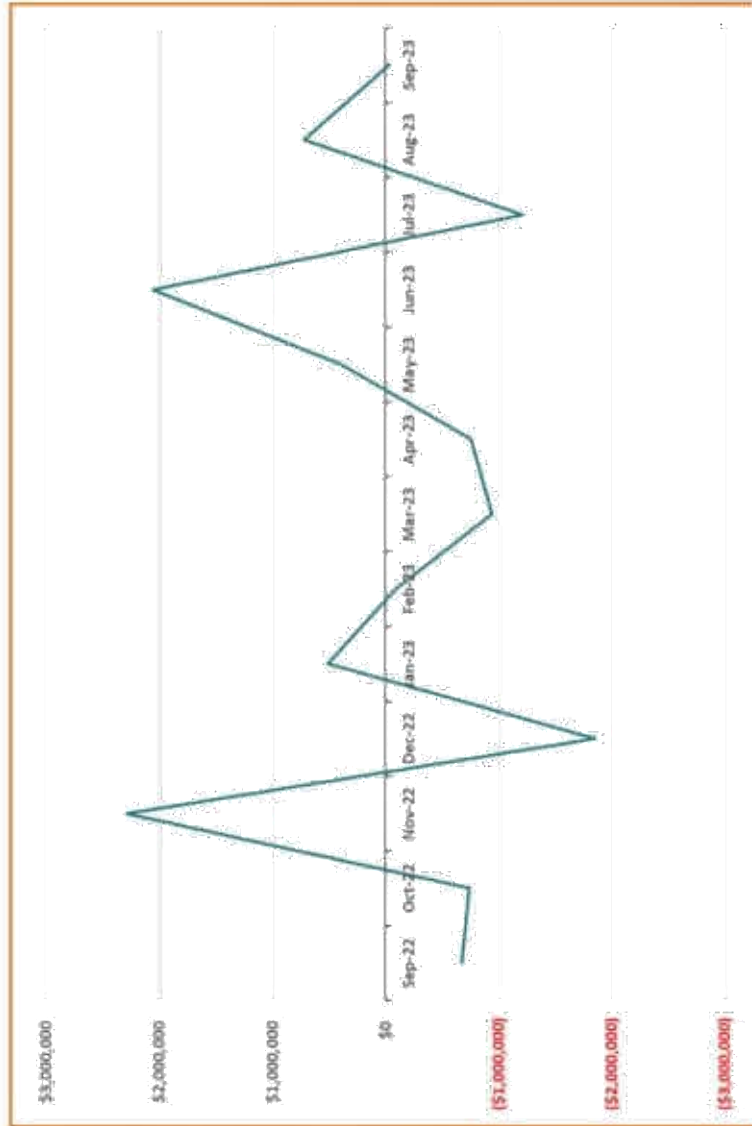
Actual v Budget – Total Council – September YTD 2023





Cash flow – Cash in vs Cash out

Month	Cash in / (out)
Sep-22	\$ (677,000)
Oct-22	\$ (741,983)
Nov-22	\$ 2,291,100
Dec-22	\$ (1,853,442)
Jan-23	\$ 508,651
Feb-23	\$ (91,977)
Mar-23	\$ (937,932)
Apr-23	\$ (755,025)
May-23	\$ 392,462
Jun-23	\$ 2,057,668
Jul-23	\$ (1,213,855)
Aug-23	\$ 722,941
Sep-23	\$ (35,056)
Year to Date	\$ 343,552





Term Deposits & CMA over the past year

Month	Total Deposits
Sep-22	\$6,705,139
Oct-22	\$6,205,139
Nov-22	\$7,255,139
Dec-22	\$6,755,139
Jan-23	\$6,855,139
Feb-23	\$6,855,139
Mar-23	\$6,305,139
Apr-23	\$5,655,139
May-23	\$4,655,139
Jun-23	\$3,255,139
Jul-23	\$6,768,208
Aug-23	\$7,573,661
Sep-23	\$7,958,567





Restricted Assets – September 2023

Restricted Assets:

- Internal Restrictions: Capital Reserve \$75,393
- External Restrictions: Restricted Grant Funding as at 30th September 2023 \$6,649,079

TOTAL **\$6,724,472**

- Includes Cash that belongs to Funding Bodies, Grant income that is tied, and cash reserved for special projects of the Council
- These amounts are excluded from Cash & Cash equivalents for the Working Capital calculation.

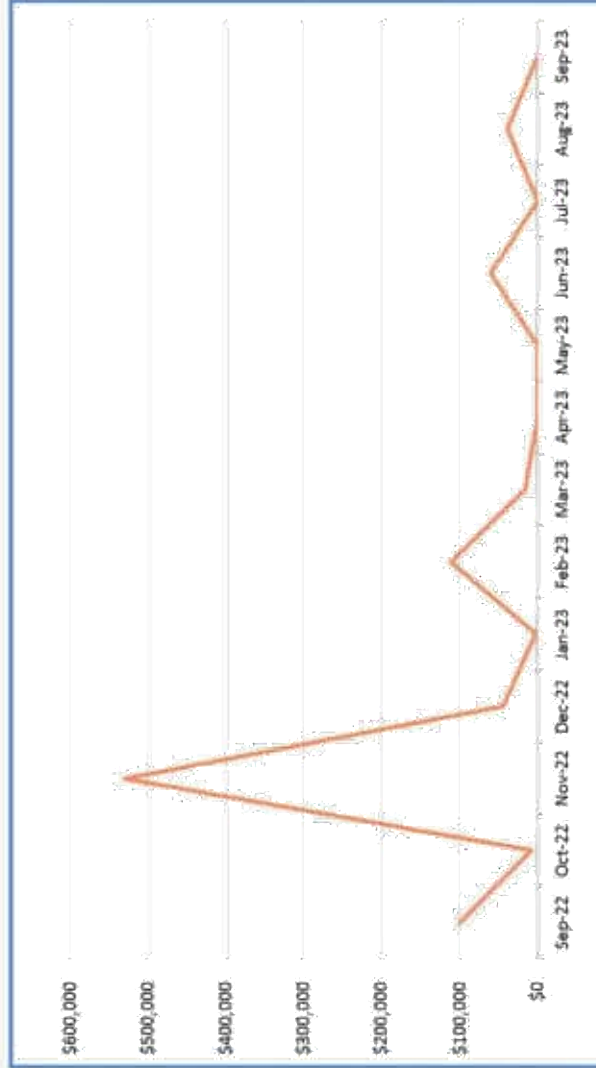




Internal Restrictions: Capital Reserve Expenditure for the past year

Capital Reserve Monthly Expenditure 2022/2023

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
	\$99,726	\$7,335	\$529,910	\$44,318	\$2,200	\$110,967	\$15,955	Nil	Nil	\$60,036	Nil	\$38,409	\$0

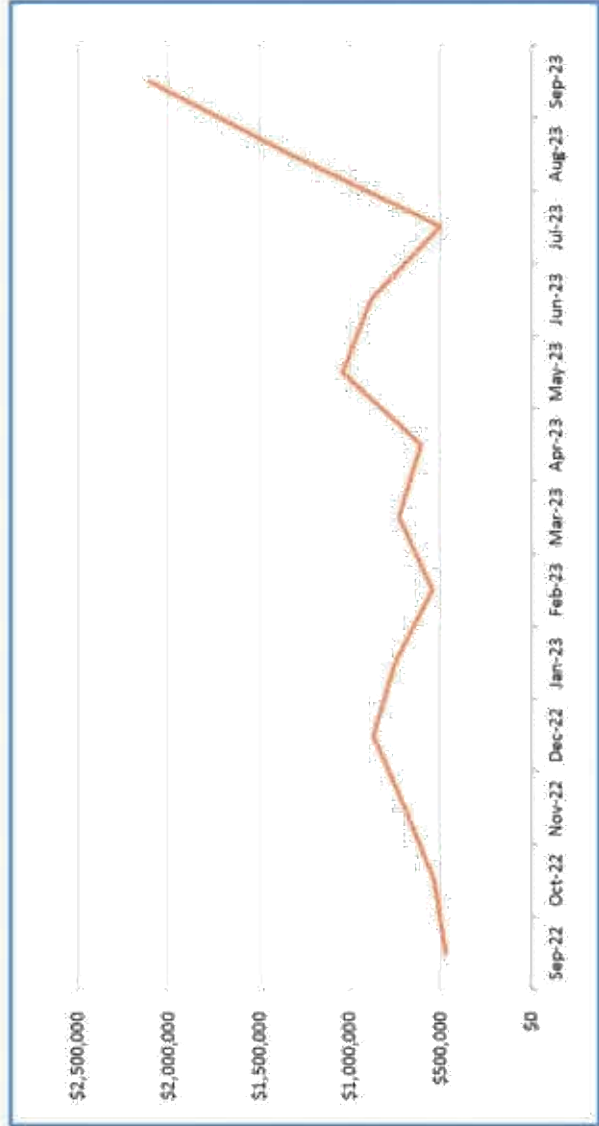




External Restrictions: Expenditure for the past year

External Restrictions Monthly Expenditure 2022/2023

Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
\$471,053	\$533,261	\$693,910	\$871,632	\$747,934	\$544,398	\$727,895	\$610,353	\$1,039,160	\$883,093	\$500,907	\$1,333,365	\$2,108,199





Working Capital / Current Ratio

“How many dollars we have for every dollar we owe”

WEST ARNHEM REGIONAL COUNCIL for the period ended 30 September 2023		30 September 2023
CURRENT ASSETS		\$
Cash and cash equivalents *	371,083	
Trade and Other Receivables	2,747,312	
Inventories	-	
Prepayments and Other	-	
TOTAL CURRENT ASSETS	3,118,396	
Less:		
CURRENT LIABILITIES		
Trade and Other Payables	3,528,791	
Provisions	564,840	
Borrowings	-	
Other Liabilities	729,391	
TOTAL CURRENT LIABILITIES	4,823,022	
NET CURRENT ASSETS (Working Capital)	(1,704,626)	
	CURRENT RATIO	0.65

Current Ratio Formula

$$\frac{\text{Current Assets}}{\text{Current Liabilities}}$$

What makes an asset current is that it can be converted into cash within a year. What makes a liability current is that it is due within a year.



- Note: does not include restricted cash of \$7.587 million as at 30 September 2023



Current Ratio: Change in Calculation Methodology

Effective from June 2023 the following changes have been made to the way the Working Capital Ratio is calculated:

- Include All Unrestricted Grant Funding in Cash and Cash Equivalents (Previously apportioned over the Funding Period)
- Exclude 'Inventories' and 'Prepayments and Other' from Total Current Assets
- Include only 25% of Total Provisions

The purpose of the change is to more accurately represent Council's capacity to meet short term obligations from Cash and Assets readily convertible to Cash.

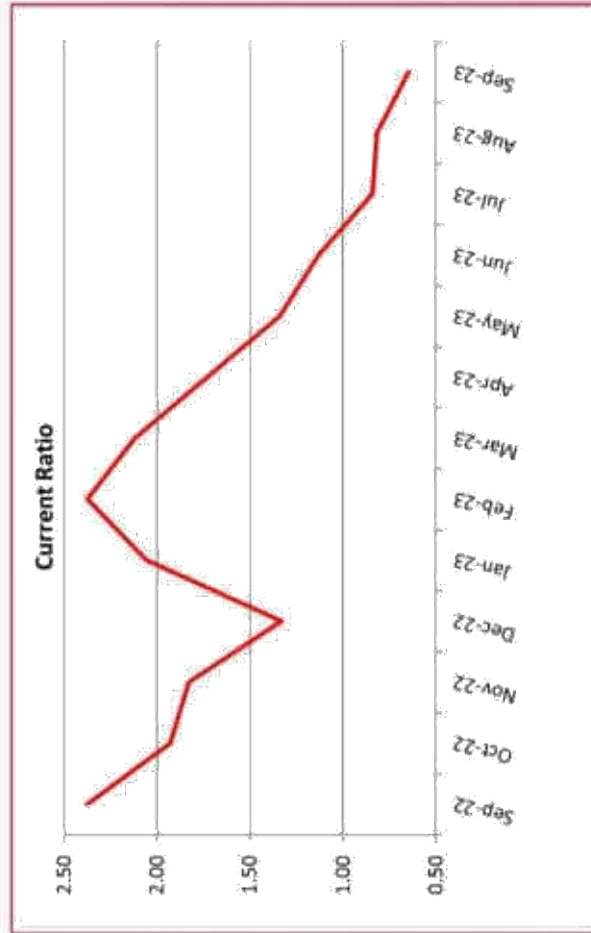
Changes have been applied for 12 months historically for comparability / consistency. Below is a table demonstrating the changes in Current Ratio made historically.

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Updated Figures	2.38	1.93	1.83	1.33	2.06	2.38	2.12	1.73	1.34	1.13	0.84	0.82	0.65
Original Figures	0.84	0.75	0.78	0.70	0.72	0.84	0.87	0.90	0.97				



Current Ratio for the past Year

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
	2.38	1.93	1.83	1.33	2.06	2.38	2.12	1.73	1.34	1.13	0.84	0.82	0.65



Commissioned Assets – September 2023

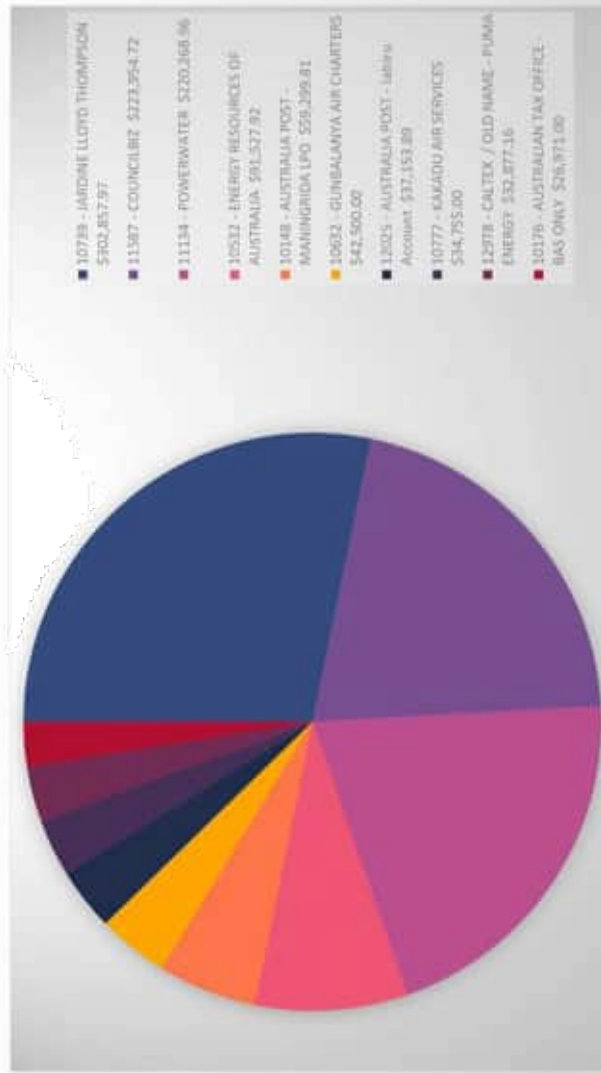


No new assets were commissioned in September 2023





Top 10 Payments Year To Date – Recurrent



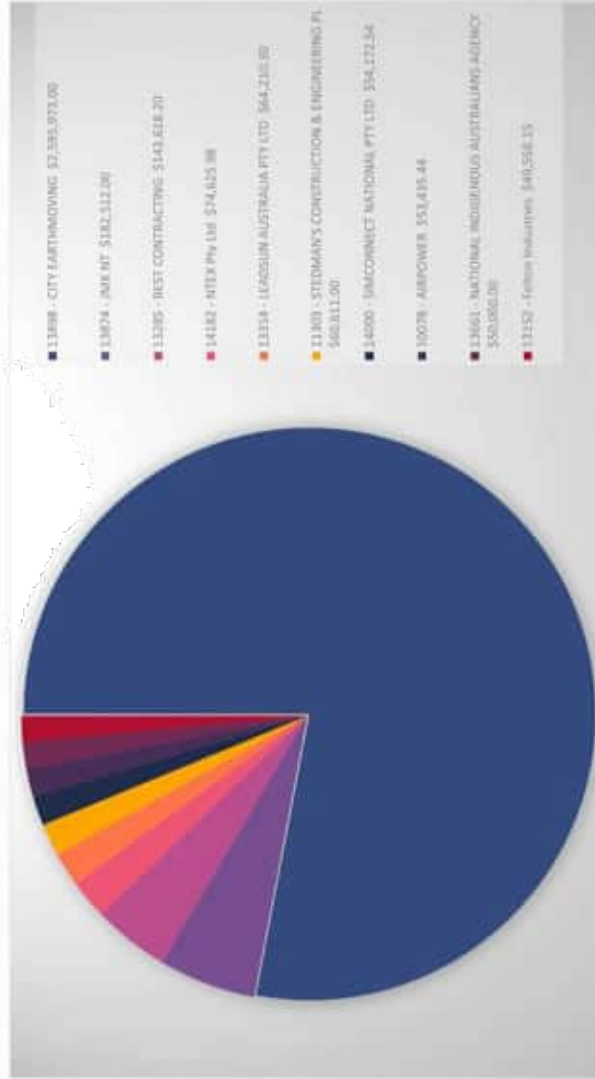
	\$	%
Total Top 10 Recurrent Payments	\$ 1,072,166	19%
Total Top 10 Non-Recurrent Payments	\$ 3,328,717	58%
Total Payments to All Other Suppliers	\$ 1,348,170	23%
Total Payments YTD	\$ 5,749,053	100%

- 10759 - JARDINE LLOYD THOMPSON \$402,857.97
- 11587 - COUNCIL.BIZ 5273,954.72
- 11134 - POWERWATER 5120,268.96
- 10532 - ENERGY RESOURCES OF AUSTRALIA 591,527.92
- 10148 - AUSTRALIA POST - MANINGRIDA LPO 559,299.81
- 10632 - GUNBALANYA AIR CHARTERS 542,500.00
- 12025 - AUSTRALIA POST - labvu Account 937,153.89
- 10777 - KASARAU AIR SERVICES 534,755.00
- 12278 - CALTEX / OLD NAME - PUNJA ENERGY 532,877.16
- 10176 - AUSTRALIAN TAX OFFICE - BAS ONLY 526,871.00



Top 10 Payments Year To Date – Non Recurrent

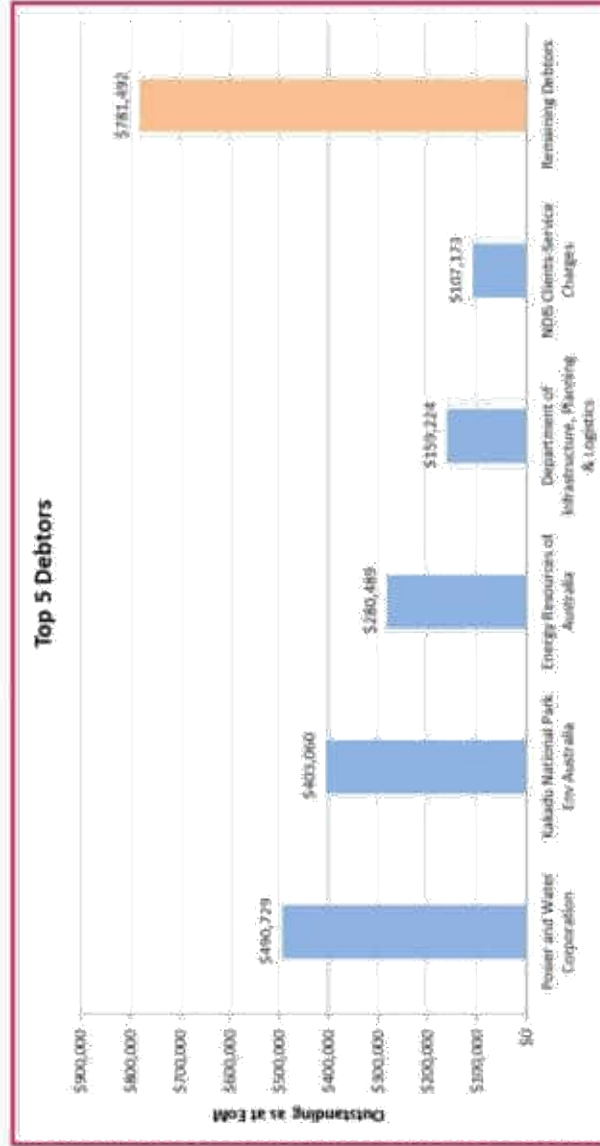
	\$	%
Total Top 10 Recurrent Payments	\$ 1,072,166	19%
Total Top 10 Non-Recurrent Payments	\$ 3,328,717	58%
Total Payments to All Other Suppliers	\$ 1,348,170	23%
Total Payments YTD	\$ 5,749,053	100%





Debtors – as at 30th September 2023

“Money owed to Council”

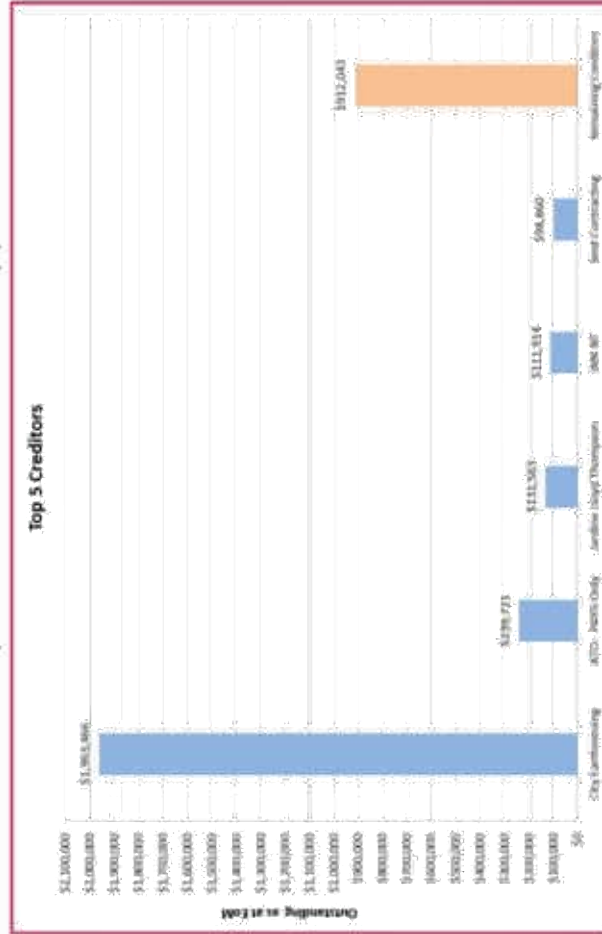


DEBTORS													
Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	
\$4,911,381	\$5,093,306	\$1,679,456	\$1,346,023	\$2,064,976	\$1,965,022	\$2,038,419	\$2,019,803	\$2,489,874	\$2,048,769	\$1,325,946	\$1,401,401	\$2,222,168	



Creditors – as at 30th September 2023

“Money Council owes to its suppliers”



CREDITORS

	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23
	\$ 1,194,270	\$ 1,203,413	\$ 1,181,377	\$ 724,508	\$ 1,120,571	\$ 635,480	\$ 607,269	\$ 758,067	\$ 1,986,246	\$ 2,244,581	\$ 1,254,692	\$ 1,538,246	\$ 3,457,568

Actuals v Budget
as at 30 Sep 2023



Description	TOTAL COUNCIL			
	Actuals YTD	Budget YTD	Variance	%
Operational Revenue				
Income Rates and Charges	606,267	644,037	(37,770)	(6%)
Charges - Sewerage	176,148	193,726	(17,578)	(9%)
Charges - Water	481,025	428,000	53,025	12%
Charges - Waste	355,443	370,194	(14,751)	(4%)
Income Council Fees and Charges	162,097	138,506	23,592	17%
Income Operating Grants	6,777,011	3,302,579	3,474,431	100%+
Income Investments	44,757	17,125	27,632	100%+
Income Allocation	1,556,462	1,483,940	72,522	5%
Other Income	241,293	54,455	186,838	100%+
Income Agency and Commercial Services	1,824,032	1,721,585	102,447	6%
Total Operational Revenue	12,224,535	8,354,146	3,870,389	46%
Operational Expenditure				
Employee Expenses	4,900,065	4,607,706	292,359	6%
Contract and Material Expenses	1,874,020	2,109,861	(235,841)	(11%)
Finance Expenses	3,800	2,906	893	31%
Travel, Freight and Accom Expenses	237,071	240,244	(3,174)	(1%)
Fuel, Utilities & Communication	510,071	590,051	(79,980)	(14%)
Other Expenses	843,202	1,151,127	(307,925)	(27%)
Elected Member Allowances	86,600	87,000	(400)	(0%)
Elected Member Expenses	5,116	13,550	(8,434)	(62%)
Council Committee & LA Allowances	3,550	1,325	2,225	(100%)+
Council Committee & LA Expenses	105	62	43	68%
Total Operational Expenditure	8,463,599	8,803,833	(340,235)	(4%)
Total Operational Surplus / (Deficit)	3,760,936	(449,687)	4,210,623	100%+
			(25,000)	0%



Annual Budget Operating Position

as at 30 Sep 2023

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget Progress
Operating Surplus / (Deficit)	3,760,936	(449,687)	4,210,623	100%+	(25,000) 0%
Remove NON-CASH ITEMS					
Less Non-Cash Income	(1,556,462)	(1,483,940)	(72,522)	(5%)	(5,874,515) 26%
Add Back Non-Cash Expenses	1,557,304	1,488,857	68,447	5%	5,874,515 27%
Total Non-Cash Items	842	4,917	(4,075)	(83%)	- 100%
Less ADDITIONAL OUTFLOWS					
Capital Expenditure	(2,397,265)	(96,250)	(2,301,015)	(100%)+	215,000 100%+
Borrowing Repayments (Principal Only)	-	-	-	-	- 0%
Transfer to Reserves	-	-	-	-	- 0%
Other Outflows	-	-	-	-	- 0%
Total Additional Outflows	2,397,265	96,250	2,301,015	(100%)+	215,000 100%+
Add ADDITIONAL INFLOWS					
Capital Grants Income	-	-	-	-	- 0%
Prior Year Carry Forward Tied Funding	1,366,255	-	1,366,255	(100%)	- 100%
Other Inflow of Funds	-	240,000	(240,000)	100%	240,000 0%
Transfers from Reserves	113,802	-	113,802	(100%)	- 100%
Total Additional Inflows	1,480,057	240,000	1,240,057	100%+	240,000 100%+
Net Budgeted Operating Position	2,844,571	(301,020)	3,145,591	100%+	- 100%

WEST ARNHEM REGIONAL COUNCIL
Capital Expenditure
 as at 30 Sep 2023

Description	TOTAL COUNCIL			
	Actuals YTD	Budget YTD	Variance	%
Capital Expenditure				
Plant & Equipment	(46,197)	(6,250)	(39,947)	(100%)+
Infrastructure	(235,244)	-	(235,244)	(100%)
Roads	(2,005,766)	-	(2,005,766)	(100%)
Buildings	(82,599)	(90,000)	7,401	8%
Furniture, Fittings and Office Equipment	(27,458)	-	(27,458)	(100%)
Vehicles	-	-	-	-
Total Capital Expenditure *	(2,397,265)	(96,250)	(2,301,015)	(100%)+
Total Capital Expenditure Funded By				
Operating Income (amount allocated to fund capital items)	232,314	-	232,314	100%
Capital Grants	1,366,255	-	1,366,255	100%
Transfers from Cash Reserves	113,802	-	113,802	100%
Total Capital Expenditure Funding	1,712,371	-	1,712,371	(100%)

Warrumbidgee Regional Council
Budget by Planned Major Capital Works
 as at 30 Sep 2023



Class of Assets	TOTAL COUNCIL				Expected Project Completion Date
	Total Prior Year(s) Actuals	YTD Actuals	Total Actuals	Total Planned Budget	
Furniture, Fixings and Office Equipment	-	42,017	42,017	170,000	30/02/2024
Infrastructure	164,288	4,956	169,254	398,809	30/06/2024
Infrastructure	-	4,507	4,507	415,000	30/06/2024
Infrastructure	-	540	540	1,560,000	31/06/2024
Roads	770,352	220,368	990,730	1,000,000	-
Roads	9,952	705,930	715,882	1,080,536	31/12/2023
Roads	-	540,268	540,268	540,268	30/06/2024
Roads	-	539,200	539,200	-	-
Roads	-	-	-	311,000	30/06/2024
Total	952,602	272,381	1,215,048	3,543,809	



Member and CEO Council Credit Card Transactions for September

Transaction Date	Amount	Suppliers Name	Reason for Transaction
Cardholder Name: Manager - People and Capability - Peter Ryan			
05-Sep-23	\$ 242.00	Property Me	Subscription - Basic (04/08/2023 - 04/09/2023)
14-Sep-23	\$ 174.50	ServiceMB	ServiceMB Premium Plan for community ESOs
Total	\$ 416.50		
Cardholder Name: Acting COO - Fiona Ainsworth			
02-Sep-23	\$ 47.19	Kidsoft	Direct Debit Facility Fee - Jabiru Childcare Centre
02-Sep-23	\$ 199.00	Kidsoft	Monthly License Fee - Jabiru Childcare Centre
11-Sep-23	\$ 1,140.16	Desert Palms	Accommodation - 13-15.09.2023 Cr Blyth & Cr Darrn - NT Aboriginal Leadership & Governance Forum
12-Sep-23	\$ 199.00	Kidsoft	Monthly License Fee - Minjilang Crèche
12-Sep-23	\$ 199.00	Kidsoft	Monthly License Fee - Warruwi Crèche
13-Sep-23	\$ 396.00	AHRI Ltd	Professional Membership AHRI - Luisa Arango
13-Sep-23	\$ 650.00	Charles Darwin University	Course Fee - Fiona Ainsworth - Contract Law Masterclass for Managers
13-Sep-23	\$ 119.81	Hoist Hydraulics	Replacement Parts - Rego CB88BP - Iszuz Tipper Truck Jabiru
19-Sep-23	\$ 21.50	Woolworths	Batteries 2032 4pk - Fiona Ainsworth & Clem Beard's WARC iPad keyboards.
21-Sep-23	\$ 51.00	InfoTrack	User Fee - Marmie Mitchell - Child Care Provider Entry Portal (CCPEP)
22-Sep-23	\$ 386.20	Aimorth	RPT Flights - Cr Phillips - 24.09.23 Maningrida-Darwin for NTAIC Forum
25-Sep-23	\$ 1,386.35	Airbnb	Accommodation - 04-06.10.2023 Wagait Beach - RAPWG Retreat
02-Sep-23	\$ 43.70	Kidsoft	Direct Debit Facility Fee - Jabiru Childcare Centre
02-Sep-23	\$ 199.00	Kidsoft	Monthly License Fee - Jabiru Childcare Centre
Total	\$ 5,037.91		
Cardholder Name: Mayor - Matthew Ryan			
04-Sep-23	\$ 34.48	Mercure Darwin Airport	Lunch for voice trip (payroll deduction form filed in)
08-Sep-23	\$ 130.00	Mobile Tech Darwin	Council replacement phone case
28-Sep-23	\$ 140.00	Gulin Gulin Community	Fuel to attend funeral (stat dec filed in)
Total	\$ 304.48		



Member and CEO Council Credit Card Transactions for September

Transaction Date	Amount	Suppliers Name	Reason for Transaction
Cardholder Name: CCO - Deirdre O'Sullivan			
04-Sep-23	\$ 81.00	Safe NT	Working With Children Clearance Check - Simone Fernando
04-Sep-23	\$ 149.00	Vend Pos	Standard 8.0 software Jabiru Post Office from 03.09.2023 to 03.10.2023
05-Sep-23	\$ 126.98	QANTAS	Refund of fees & charges for Matthew Ryan Airfare Darwin - Canberra purchased 31.08/2023
06-Sep-23	\$ 81.00	Safe NT	Working With Children Clearance Check - Trevor Brown (Broadcasting Officer)
06-Sep-23	\$ 779.61	Yam Marketplace	Purchase of t-shirts, shopping bags, stickers etc
13-Sep-23	\$ 81.00	Safe NT	Working With Children Renewal - Elston Nabegeyo
14-Sep-23	\$ 537.11	Rex Airlines	Airfare for Mark Gavenlock relief USO for Peter Hussie to complete training
14-Sep-23	\$ 15.00	Australian Financial	NPII Search - Jessie Scheacken
15-Sep-23	\$ 695.67	Jetstar	Airfare for Mark Gavenlock relief USO for Peter Hussie to complete training
18-Sep-23	\$ 885.00	ALGA	2023 Road Congress Refund - Matthew Ryan
18-Sep-23	\$ 81.00	Safe NT	Working With Children Renewal - Marcia Brennan
20-Sep-23	\$ 81.00	Safe NT	Working With Children Renewal - Share Wauchope
22-Sep-23	\$ 81.00	Safe NT	Working With Children Renewal - Jillian May (Librarian)
22-Sep-23	\$ 81.00	Safe NT	National Police Clearance Check - Dave Galaminda
28-Sep-23	\$ 81.00	Safe NT	National Police Clearance Check - Damaris Nayinggul (Nalofman)
28-Sep-23	\$ 81.00	Safe NT	Working With Children Check - Maggie Spence
28-Sep-23	\$ 81.00	Safe NT	Working With Children Renewal - Marlee Willmott
Total	\$ 1,974.41		



Actuals v Budget by Local Authority Area

as at 30 Sep 2023

Description	REGION			GUNBALAWA			JABIRU		
	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance
Operational Revenue									
Income Rates and Charges	5,155	5,155	-	92,226	92,188	38	313,900	351,708	(37,807)
Charges - Sewerage	-	-	-	-	-	-	176,148	193,726	(17,578)
Charges - Water	-	-	-	-	-	-	481,025	428,000	53,025
Charges - Waste	-	-	-	87,556	87,556	-	59,476	74,227	(14,751)
Income Council Fees and Charges	35,263	27,500	8,363	3,311	4,608	(1,297)	87,875	89,385	(1,510)
Income Operating Grants	4,371,973	2,656,053	1,715,920	887,201	231,038	656,163	83,884	60,947	22,938
Income Investments	44,757	17,125	27,632	-	-	-	-	-	-
Income Allocation	1,463,888	1,320,260	143,629	54,323	79,515	(25,191)	14,412	34,642	(20,229)
Other Income	37,894	40,000	(2,106)	4,537	4,000	537	(12,090)	625	(12,715)
Income Agency and Commercial Services	6,230	40,106	(33,876)	369,242	473,244	(104,002)	743,729	410,040	333,689
Total Operational Revenue	5,965,760	4,106,198	1,859,563	1,498,395	972,148	526,247	1,948,360	1,643,298	305,062
Operational Expenditure									
Employee Expenses	1,849,819	1,837,624	12,195	682,674	680,236	2,438	982,484	823,419	159,065
Contract and Material Expenses	429,805	354,948	74,857	215,241	471,650	(256,409)	812,937	405,760	407,177
Finance Expenses	1,496	1,198	298	1,040	572	468	611	411	200
Travel, Freight and Accom Expenses	118,692	78,698	39,994	12,613	28,900	(16,287)	16,522	14,917	1,605
Fuel, Utilities & Communication	97,765	112,057	(14,292)	90,928	84,409	6,519	137,048	156,173	(19,125)
Other Expenses	256,265	416,257	(159,992)	163,538	175,103	(11,565)	170,302	225,875	(55,573)
Elected Member Allowances	86,600	87,000	(400)	-	-	-	-	-	-
Elected Member Expenses	5,116	13,550	(8,434)	-	-	-	-	-	-
Council Committee & LA Allowances	-	-	-	800	375	425	-	-	-
Council Committee & LA Expenses	-	-	-	-	62	(62)	-	-	-
Total Operational Expenditure	2,845,557	2,901,332	(55,774)	1,166,834	1,441,307	(274,473)	2,119,905	1,626,556	493,349
Total Operational Surplus / (Deficit)	3,120,203	1,204,866	1,915,337	331,561	(469,158)	800,720	(171,544)	16,743	(188,287)

Actuals v Budget by Local Authority Area
as at 30 Sep 2023

Description	MANHIGBIDA			MURLEUNG			WARRIUM			TOTAL COUNCIL		
	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance	Actuals YTD	Budget YTD	Variance
Operational Revenue												
Income Rates and Charges	155,544	155,544	-	15,175	15,175	-	24,267	24,267	-	606,207	644,037	(37,770)
Charges - Smeage	-	-	-	-	-	-	-	-	-	176,116	193,726	(17,518)
Charges - Water	-	-	-	-	-	-	-	-	-	401,025	428,000	(53,025)
Charges - Waste	169,436	169,436	-	15,711	15,711	-	23,265	23,265	-	355,443	370,194	(14,751)
Income Council Fees and Charges	23,991	11,063	12,928	3,954	4,200	(246)	7,103	1,750	5,353	162,097	138,506	23,592
Income Operating Grants	723,526	92,800	630,726	359,444	120,688	248,756	340,982	141,054	199,928	6,777,011	3,302,579	3,474,431
Income Investments	-	-	-	-	-	-	-	-	-	44,757	17,125	27,632
Income Allocation	4,855	16,388	(11,534)	13,370	29,401	(16,031)	5,613	7,735	(2,122)	1,556,482	1,483,940	72,522
Other Income	201,799	8,705	195,084	8,591	1,750	6,841	563	1,375	(812)	241,293	54,455	186,838
Income Agency and Commercial Services	299,789	331,827	(32,039)	193,468	250,192	(56,724)	211,275	216,176	(4,901)	1,824,032	1,721,565	102,447
Total Operational Revenue	1,578,939	783,764	795,175	619,713	433,116	186,596	813,267	415,822	197,745	12,224,535	8,354,146	3,870,389
Operational Expenditure												
Employee Expenses	467,824	414,464	53,360	364,461	381,176	(16,715)	552,803	470,786	82,015	4,900,065	4,607,706	292,359
Contract and Material Expenses	204,086	591,697	(297,599)	41,546	118,794	(77,246)	80,421	107,042	(86,622)	1,874,020	2,109,861	(235,841)
Finance Expenses	129	263	(134)	317	368	(50)	206	95	111	3,800	2,506	693
Travel, Freights and Accom Expenses	29,441	42,444	(13,003)	26,533	40,409	(13,877)	33,270	34,875	(1,605)	237,071	240,244	(3,174)
Fuel, Utilities & Communication	67,841	102,710	(34,869)	72,400	81,252	(8,851)	44,066	53,450	(9,382)	510,071	590,051	(79,980)
Other Expenses	115,537	140,305	(24,468)	52,659	92,414	(39,555)	84,400	101,173	(16,773)	843,202	1,151,127	(307,925)
Elected Member Allowances	-	-	-	-	-	-	-	-	-	86,600	87,000	(400)
Elected Member Expenses	-	-	-	-	-	-	-	-	-	5,116	13,550	(8,434)
Council Contributor & LA Allowances	1,400	375	1,025	1,350	200	1,150	-	375	(375)	3,550	1,325	2,225
Council Contributor & LA Expenses	-	-	-	105	-	105	-	-	-	105	62	43
Total Operational Expenditure	876,540	1,262,228	(315,688)	559,574	714,612	(155,038)	795,189	827,799	(32,610)	8,463,599	8,893,833	(340,235)
Total Operational Surplus / (Deficit)	602,399	(558,464)	1,110,863	60,139	(281,496)	341,635	(181,921)	(412,177)	230,356	3,760,936	(449,687)	4,210,623

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	9.2
Title:	Capital Reserve Projects Update
File Reference:	1102338
Author:	James Stockdale, Director Corporate Services; Corey White, Accountant

SUMMARY

This report is presented to Council to provide an update on the status of Capital Reserve funded projects, including the financial result for completed projects, and to seek approval for reallocation of funds within previously approved budgets, to fund completion of remaining active projects.

BACKGROUND

Several projects were approved by council in prior financial years to be completed using Capital Reserve Funds, all but 2 projects are now completed.

COMMENT

As detailed in tables below, 9 Capital Reserve projects have been completed with a combined underspend against Budget of \$29,195 and a further 4 projects were completed with a combined overspend of \$57,763. The Net result for completed projects is an overspend against budget of \$28,568. These projects are finalised and will be subject to no further costs, accordingly they will be closed off in the financial accounts.

As a result of the overspend there is insufficient funds in the Capital Reserve to complete the 2 remaining active projects based on their approved budgets. Senior Management has consulted internally and now seeks Council approval for the reallocation of funds (absorption of overspend) against the 2 active projects as follows;

Reallocation of Funds				
Reserve Activity	Balance as at 30.09.2023	Overspend absorption	Revised Balance	Comments
5265.00 - Network Upgrade: Region	25,000	(25,000)	-	Not actively spending against this activity. Absorb \$25,000 deficit and consider ICT Capital Funding requirements in upcoming Budget Review
5167.05 - Kerb and Channel Airport to Workshop Road - Warrui	43,480	(3,568)	39,912	Absorbing \$3,568 deficit will not hinder continuation of works on this activity
	68,480	(28,568)	39,912	

Completed Reserve Activities - Underspend					
Reserve Activity	Approved Budget	Date of Approval	Prior Year Expenditure	Expenditure to Date FY 2023-2024	Balance as at 30.09.2023
5276.00 - Purchase Toyota Hilux Utility - Darwin	55,000	FY 21/22	(52,194)	-	2,806
527101 - Purchase Toyota Hilux Utility - Gunbalanya	55,000	FY 21/22	(52,194)	-	2,806
529401 - Concrete Stand for Diesel Tank - Gunbalanya	70,000	FY 22/23	(64,198)	(2,930)	2,872
5272.02 - Purchase Toyota Hilux Utility - Jabiru	55,000	FY 21/22	(52,194)	-	2,806
5197.03 - Kerb Channel and Reseal Bagshaw Road Maningrida	360,000	FY 20/21	(359,248)	-	752
5273.03 - Purchase Toyota Hilux Utility - Maningrida	55,000	FY 21/22	(52,194)	-	2,806
5293.03 - Mobilisation and Demobilisation Maningrida Oval Contractors	47,800	FY 22/23	(39,065)	-	8,735
5274.04 - Purchase Toyota Hilux Utility - Minjilang	55,000	FY 21/22	(52,194)	-	2,806
5275.05 - Purchase Toyota Hilux Utility - Warruwi	55,000	FY 21/22	(52,194)	-	2,806
Total Surplus					29,195

Completed Reserve Activities - Overspend					
Reserve Activity	Approved Budget	Date of Approval	Prior Year Expenditure	Expenditure to Date FY 2023-2024	Balance as at 30.09.2023
5292.02 - Upgrade Council Office Jabiru Stage 2	174,700	FY 21/22	(227,505)	-	(52,805)
5279.03 - Purchase Ride on Mower - Maningrida	35,000	FY 21/22	-	(35,479)	(479)
5280.04 - Purchase Ride on Mower - Minjilang	35,000	FY 21/22	-	(35,479)	(479)
5284.05 - Purchase Isuzu Russ Garbage Compactor - Warruwi	7,335	FY 21/22	(11,335)	-	(4,000)
Total Deficit					(57,763)

Reserve Activities yet to be completed					
Reserve Activity	Approved Budget	Date of Approval	Prior Year Expenditure	Expenditure to Date FY 2023-2024	Balance as at 30.09.2023
5265.00 - Network Upgrade: Region	11,643	FY 22/23	13,357	-	25,000
5167.05 - Kerb and Channel Airport to Workshop Road - Warruwi	330,000	FY 19/20	(286,520)	-	43,480
Total					68,480

STATUTORY ENVIRONMENT

Not Applicable

POLICY IMPLICATIONS

Area	Function	Activity	Council
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	√

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This report aligns with the following Pillars and Goals:

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

Simple Majority

RECOMMENDATION:

That the Council:

- 1. Received and noted the report *Capital Reserve Projects Update***
- 2. Endorsed the closure of Completed Capital Reserve Projects with Underspends/Overspends**
- 3. Approved the reallocation of funds (absorption of overspend) against the 2 active projects – Network Upgrade and Kerb and Channel Airport Road Warruwi**

ATTACHMENTS

There are no attachments for this report.

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	10.1
Title:	Technical Services Report - October 2023
File Reference:	1101212
Author:	Clem Beard, Project Manager Technical Services

SUMMARY

This report is presented to Council to provide an overview on Technical Services, Fleet and Waste Operations delivered across the West Arnhem Regional Council locations, for the reporting period up to 6 November 2023.

BACKGROUND

High level operational figures are provided to ensure transparency, communication, and support is provided to elected members.

COMMENT

1. Technical Services Projects

1.1. Regional

- The 2023 Animal Management Veterinarian program is coming to an end, with Ark Veterinary Hospital to carry out final community visits to Jabiru, Maningrida, and Warruwi in November 2023.
- The 2024 Animal Management Veterinarian tender to be award early December 2023.

1.2. Gunbalanya

- Traditional Owner's (TO's) have approved the location of the billabong hard structure shelters during the AAPA consultations. WARC awaits Northern Land Council (NLC) to issue lease documentation, after NLC full council meeting on the 7 November 2023.
- The diesel fuel tank is installed and the first delivery of diesel received. However some further minor levelling work is required and this will be undertaken post 2024 wet season.
- The Gunbalanya back road tender has been awarded and work schedule to commence mid-November 2023.

1.3. Jabiru

- Parks Australia approached WARC to undertake and manage the additional Jabiru Immediate Remediation project works, a \$1.4 million project. Tender has been awarded to City Earth Moving (CEM) and WARC is currently coordinating dates when contractors can mobilise and commence works.
- Jabiru Road maintenance 2023/24 annual works (annual) tender to be release in January 2024 and works to commence after the wet season.
- Sewerage and water infrastructure issues are being reactively managed as they occur, whilst WARC awaits for upgrades as part of the Jabiru Town transition. The Department of Infrastructure, Planning and Logistics (DIPL) sewerage works tender closed on 24 October 2023 and the tender will be awarded in December 2023, with a view to commence works in late January 2024.

1.4. Maningrida

- NIAA have confirmed from the minister, that the funding amount for the Oval Change Rooms project is \$4.5 million. In scope:
 - Change rooms with facilities and seating in line with the draft plans provided with the application.
 - Redrafting the plans to incorporate input from Community consultations.
 - Community consultations on proposed plans including future infrastructure requirements
 - Refurbishment of existing council public toilets adjacent to the oval.
 - Signage for the site to keep community up to date with project progress.
 - Contract received for execution.

1.5. Minjilang

- Contractors scheduled to install community digital screen mid-November 2023.

1.6. Warruwi

- Contractors scheduled to install community digital screen mid-November 2023.

2. Waste Overview

2.1. Regional

- Waste and Resource Coordinator met with Director of Public Affairs and Project Officer Environment and Waste for Local Government Association of the Northern Territory (LGANT), to finalise the motion to the LGANT General meeting. WARC requested assistance in funding removal of waste from remote communities and annotated lobbying Northern Territory Government (NTG) for responsible procurement measures regarding waste in remote communities.
- A waste oil container has been identified for use in all communities. The Waste and Resource Coordinator and Fleet Coordinator are working together to secure funding for the facility to operate in each community

2.2. Gunbalanya

- Sell and Parker attended the community as of 6 November 2023, to remove scrap metal, car bodies and batteries from Gunbalanya. They will be running a new crusher and have supported doing this as a cost neutral exercise regardless of quantity of steel.

2.3. Jabiru

- A meeting was held with Parks Australia in Jabiru to provide update on current landfill remediation status. Currently waiting on Department of Infrastructure, Planning and Logistics (DIPL) to tender for initial testing to prove viability of two cell method for future management. Updates to be provided when received.

2.4. Maningrida

- Landfill Officer recruitment is currently underway to secure a team for the landfill facility moving forward.

2.5. Minjilang

- Priority still remains to secure a lease in order to expand the landfill site and allow for better sorting and segregation.

2.6. Warruwi

- New Loader has enabled improved landfill operations and additional clearing around the landfill for fire prevention
- Issues have been identified with the bins breaking in community, this is currently under investigation and may be attributed to damage occurring from new bin truck.

3. Fleet Overview

3.1. Regional

- The vehicle tracking system equipment has been installed in ten vehicles across Darwin, Jabiru and Gunbalanya, and is under a three month trial ending December 2023. If deemed successful after review, this system will be rolled out across the entire mainland light vehicle fleet and selected light vehicle fleet in Minjilang and Warruwi.

3.2. Gunbalanya

- Grader transferred from Jabiru to Gunbalanya at the end of October 2023, for some pre-wet season drainage works to occur. Schedule to be returned to Jabiru mid-November 2023.
- Garbage compactor is in Darwin at CJD Equipment for transmission repairs, fault identified and parts ordered, due back in community by mid-November 2023.

3.3. Jabiru

- Order placed with Delta Electrics late October 2023, for a replacement standby genset for bore field. Estimated delivery of late November 2023.
- Street sweeper is in Darwin for A/C repairs and to patch a hole in the water tank. Will return to community by the end of November 2023.

3.4. Maningrida

- Insurance repairs completed to Council Services Manager's (CSM) vehicle, rego no: CF04YZ and now returned to the Maningrida community.
- Contractors completed required repairs to the skid steer.
- Contractors carried out temporary repairs on the garbage truck and on the wheel loader while we wait for parts. Part schedule to arrive in Maningrida via barge the first weekend in November 2023.

3.5. Minjilang

- Awaiting delivery of parts for grader before the required repairs can occur. Once arrived, Jabiru Mechanics to return to Minjilang to install the hydraulic cylinders on the grader
- An additional ride-on mower has been ordered, with estimated delivery date of mid-November 2023.

3.6. Warruwi

- Jabiru Mechanics schedule to visit mid-November 2023, to carry out transmission repairs on the crew cab tipper and other mechanical works required.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As outlined in Council's 2023-2024 budget.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the pillars 4 and 5 as outlined in the '*Regional Plan and Budget 2023-2024*'.

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
Goal 4.2	Fleet, Plant and Equipment Provide a modern and well-maintained fleet of plant and vehicles capable of meeting service delivery requirements
Goal 4.3	Waste and Water Management Deliver environmentally and economically sound solid waste, water and sewerage services
Goal 4.4	Local Road Management and Maintenance Tactically monitor, maintain and manage Council gazetted roads and community safety via traffic management

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

Leading by example, we commit to developing a culture of sustainable practice. We recognise and champion the importance of safe guarding our environment for future generations by working collectively with community, private enterprises and all tiers of government.

Goal 5.1	Recycling and Waste Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment
Goal 5.2	Procurement Develop and implement a leading-edge sustainability procurement strategy

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That Council received and noted the report entitled '*Technical Services Report – October 2023*'.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	10.2
Title:	Malala road update and future upgrades
File Reference:	1102368
Author:	Hilal Ahmad, Senior Project Manager

SUMMARY

The purpose of this report is to provide an update on Malala roadworks and future upgrade works.

BACKGROUND

Malala road is the main arterial road made up of a series of side or collector roads and drainage networks that connect from the barge landing, south end side, to the top of Airport Rd, north end, which links the residential township, community and medical centres, shops, schools and other organisations of Maningrida.

The road is used by the local community, tour operators, visitors and recently an influx of contractors undertaking major projects throughout Maningrida, which has seen an increase in heavy machinery and equipment being operated along the road and transported to the barge landing.

The road alignment is around 1.4km long and was varied in width to around 6 metres wide, constructed of asphalt overlay with no kerb and channel either side. In the last several years, a combination of these major projects and no major funding to improve the road and infrastructure has resulted in the road deteriorating considerably as it struggled to sustain the increase in heavy mass vehicle loads and traffic users.

The road drainage system along Malala Road consists of table drains and swales connected through a series of pipes and culverts. Most of the existing drains were silted up through poor maintenance and were never constructed to an appropriate industry standard for the remote conditions. The existing concrete culverts had major cracks in the headwalls and missing concrete floor aprons attributed through poor pavement compaction and preparation, which indicated that the road surface was starting to displace and move.

In 2021, WARC engaged City Earthmoving to upgrade the road to a standard two-lane road with 9 metre width. The new road construction established a raised up pavement subgrade, and the width and alignment altered to provide adequate levels to rectify the current drainage problem areas and improve the storm water flow. The installation of new concrete box culverts with headwalls and rock protection dramatically minimized scouring and erosion to the road pavement and provides constant flow of water. The road is constructed at 9 metres wide with a 2-coat bitumen prime and seal overlay with kerb and channel on the road, this will also help protect and reduce the road edges and pavement from possible deterioration. Line marking and road furniture is incorporated into the finished road project.

The construction of the new road and drainage system dramatically improved the road safety condition for users in the community, providing all weather protection and improving the longevity of the road pavement.

COMMENT

The completed works on Malala Road were divided into 2 stages:

Stage 1: Relocation of Power Poles

City Earth Moving (CEM) was engaged in 2021 to undertake the works, commencing in 2021 with CEM engaging Power and Water to design the relocation of power poles. After approval by Power and Water, the contractor commenced with the relocation works in 2022 and the power pole relocation was completed in November 2022. The purpose of the power pole relocation was to create adequate distance to widen the road for a two-lane road. This has now been completed.

Stage 2: Road widening and reconstruction (Commenced May 2023).

- Upgrading and installing new culverts with headwalls
- Identify and protect underground services
- Road widening, reconstruction and sealing. This included ripping and removing existing sealed road, widening the road to 9 metres and spray sealing the road
- Installation of driveways for access to road
- Line marking and construction of speed bumps for traffic management
- Guardrails to protect the power pole
- Access from Malala Road to the shops near the council
- 15 new driveways and design changes to accommodate access to Malala Health Clinic

Future Upgrades:

The scope of works include unlined drain to facilitate the drainage. This drain is prone to washing out and will be lined with 150mm stone throughout the length of the drain in stages. The Technical Services team has identified the critical sections and is planning to deliver in stages over the span of 3 years. Funding will be sought accordingly.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Council's Procurement Policy is relevant to this projects including tender procedure.

FINANCIAL IMPLICATIONS

As per approved Budget for road works upgrades.

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 Council received and noted the report entitled 'Malala Road Update and future plans'.

ATTACHMENTS

There are no attachments for this report.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	11.1
Title:	Adoption of Local Authority Meeting minutes.
File Reference:	1102407
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide Council with copies of the unconfirmed minutes of the Local Authority meetings within the region.

BACKGROUND

The Ministerial Guidelines state that:

The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting (Section 13.1 *Ministerial Guideline 1 – Local Authorities 2021*).

COMMENT

The following Local Authority Meetings were held:

Community	Date held	Quorum met	Date of next meeting
Gunbalanya	26 October 2023	Yes	26 October 2023

The unconfirmed minutes for this meeting and a Gunbalanya Local Authority Member Nomination form are attached to this report.

STATUTORY ENVIRONMENT

Sections 101(4) and 101(5) of the *Local Government Act 2019*.
Clause 13.1 *Guideline 1: Local Authorities 2021*.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

As per approved funding for the recommended projects.

STRATEGIC IMPLICATIONS

In conducting Local Authority meetings, Council is meeting goals outlined in pillars 1 and 6 in the *Regional Plan and Budget 2023-2024* as follows:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 **Community Engagement**

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Our processes, procedures and policies are ethical and transparent.

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

RECOMMENDATION:

That Council:

- 1. Received and noted the report entitled '*Adoption of Local Authority Meeting minutes.*' and;**
- 2. Endorsed the minutes of the Gunbalanya Local Authority meeting held on 26 October 2023 and reviewed decisions made by the Local Authority.**
- 3. Approved / Do not approve the nominated additional members for the Gunbalanya Local Authority meeting.**

ATTACHMENTS

- 1 2023.10.06 Gunbalanya Local Authority Minutes Unconfirmed.pdf**
- 2 Gunbalanya LA Nomination - Grant Nayinggul - 26.10.2023.pdf**



Minutes of the West Arnhem Regional Council a Local Authority Meeting
Thursday, 26 October 2023 At 10:00

Chairperson Andy Garnarradj declared the meeting open at 10:30am, welcomed all in attendance and did an Acknowledgement of Country.

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Deputy Mayor	Elizabeth Williams
Councillor	Otto Dann

STAFF PRESENT

Chief Executive Officer (acting)	Jessie Schaecken
Chief Operating Officer (acting)	Fiona Ainsworth (via video conference)
Chief Corporate Officer	James Stockdale (via video conference)
Governance and Risk Advisor (acting)	Jasmine Mortimore
Council Services Manager	Ted Warren
General Manager Technical Services (acting)	Clem Beard (via video conference)
Projects Coordinator Infrastructure	Sam Fazzolari

GUESTS

Department of Chief Minister and Cabinet	Phoenix Brown
National Indigenous Australians Agency	Jill
National Indigenous Australians Agency	Zara

APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Committee considered Apologies and Leave of Absence.

GUN191/2023 RESOLVED:

On the motion of Mr Yates

Seconded Ms Gumurdul

That the Gunbalanya Local Authority noted Member's apologies for Matthew Ryan, Donna Nadjamerrek, Kenneth Mangiru, Gabby Gumurdul for the meeting held on 26 October 2023.

CARRIED

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Committee considered Absent Without Notice.

GUN192/2023 RESOLVED:

On the motion of Mr Yates

Seconded Ms Gumurdul

That the Gunbalanya Local Authority noted no members were absent without notice for the meeting held on 26 October 2023.

CARRIED

ACCEPTANCE OF AGENDA**6.1 ACCEPTANCE OF AGENDA**

The Committee considered Acceptance of Agenda.

GUN193/2023 RESOLVED:

On the motion of Chairperson Garnarradj

Seconded Ms Nayinggul

That the agenda for the Gunbalanya Local Authority meeting of 26 October 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.

GUN194/2023 RESOLVED:

On the motion of Chairperson Garnarradj

Seconded Ms Gumurdul

That Gunbalanya Local Authority received and recorded declarations of interest for the meeting held on 26 October 2023.

CARRIED

Grant Nayinggul Joined at 10:37

CONFIRMATION OF PREVIOUS MINUTES**8.1 CONFIRMATION OF PREVIOUS LOCAL AUTHORITY MEETING MINUTES 24 AUGUST 2023**

The Committee considered Confirmation of Previous Local Authority Meeting Minutes 24 August 2023.

GUN195/2023 RESOLVED:

On the motion of Chairperson Garnarradj

Seconded Councillor Dann

That the minutes of the 24 August 2023 Gunbalanya Local Authority meeting are adopted as a true and correct record of the meeting.

CARRIED

Andrew Maralngurra Joined at 11:00 and left at 11:12

LOCAL AUTHORITY ACTION ITEMS

10.1 REVIEW OF LOCAL AUTHORITY ACTION ITEMS

The Committee considered Review of Local Authority Action Items.

GUN196/2023 RESOLVED:

On the motion of Chairperson Garnarradj

Seconded Mr Yates

That Gunbalanya Local Authority

1. reviewed the action items list and approved to remove any completed actions.
2. Admin to investigate OCM111/2017 – determined the need to consider alternative location 'old peanut farm' and consult with ILSC via NLC

CARRIED

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.

GUN197/2023 RESOLVED:

On the motion of Mr Garnarradj

Seconded Ms Nayinggul

That the Gunbalanya Local Authority

1. Received and noted the report entitled '*CSM Operations Report on Current Council Services*'.
2. Raised improving the access to bores in the wet season.

CARRIED

Broke for lunch at 11:30 and recommenced at 12:05

FINANCE REPORT

14.1 FINANCIAL REPORT TO SEPTEMBER 2023

The Committee considered Financial Report to September 2023.

GUN198/2023 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, September 2023.

CARRIED

VISITOR PRESENTATIONS

15.1 PRESENTATIONS AND VISITORS

The Committee considered Presentations and Visitors.

GUN199/2023 RESOLVED:

On the motion of Chairperson Andy Garnarradj

Seconded Councillor Otto Dann

That Members noted the:

1. Presentation by Gretl, Jaylee and Jill from NIAA
2. Presentation by Cassidy Fitzclarence from AFL NT

CARRIED

GENERAL ITEMS**16.1 SOLAR LIGHTS - GUNBALANYA BACK ROAD - POWERHOUSE ROAD AND CEMETERY**

The Committee considered Solar Lights - Gunbalanya Back Road - Powerhouse Road and Cemetery.

GUN200/2023 RESOLVED:

On the motion of Ms Connie Nayinggul

Seconded Mr Henry Yates

That Gunbalanya Local Authority:

1. Received and noted the report;
2. Reviewed and approved 2 x Solar Lights - Gunbalanya Back Road - at the Cemetery and Powerhouse Road and approved the allocation of \$13,424.98 from Gunbalanya Local Authority funding.

CARRIED

16.2 LOCAL AUTHORITY MEMBERSHIP

The Committee considered Local Authority Membership.

GUN201/2023 RESOLVED:

On the motion of Chairperson Andy Garnarradj

Seconded Councillor Otto Dann

1. That the Chairperson invited discussions around encouraging new members to apply and expanding the overall membership of the Gunbalanya Local Authority;
2. Members nominated Grant Nayinggul to join the Gunbalanya Local Authority

CARRIED

Broke for lunch at 13:21 and recommenced at 13:53

Connie Nayinggul left the meeting at 13:53

16.3 LOCAL AUTHORITY MEMBERS QUESTIONS

The Committee considered Local Authority Members Questions.

GUN202/2023 RESOLVED:

On the motion of Chairperson Andy Garnarradj

Seconded Mr Henry Yates

That the Chairperson invited questions from Gunbalanya Local Authority Members.

Members raised to write a letter to CDU on potential to conduct Agricultural soil testing for future viability at Lot 649 for community market garden.

CARRIED

GENERAL ITEMS**16.1 STAFF LOCAL AUTHORITY MEMBER PAYMENTS**

The Committee considered Staff Local Authority Member Payments.

GUN203/2023 RESOLVED:

On the motion of Ms Evonne Gumurdul

Seconded Mr Maxwell Garnarradj

That Members:

1. Received and noted the report entitled 'Staff Local Authority Member Payments'
2. Chairperson Andy nominated to be paid the LA allowance.

CARRIED

GENERAL ITEMS

16.2 CHAIRPERSONS ITEMS FOR DISCUSSION

The Committee considered Chairpersons Items for Discussion.

GUN204/2023 RESOLVED:

On the motion of Ms Evonne Gumurdul

Seconded Mr Henry Yates

That Members:

Received and noted report entitled 'Chairpersons Items for Discussion'.

CARRIED

NEXT MEETING HELD ON

MEETING DECLARED CLOSED

Chairperson Andy Garnarradj declared the meeting closed at 14:29

This page and the preceding pages are the minutes of the Gunbalanya Local Authority meeting Gunbalanya Local Authority Meeting held in Gunbalanya on Thursday, 26 October 2023.

Chairperson

Date Confirmed

LOCAL AUTHORITY MEMBER NOMINATION FORM

I, Grant Nayinggul
(name of Nominee)

Grant Nayinggul 26/10/2023
(signature of Nominee)

wish to nominate as a member of the
Local Authority for the Community of:

Gunbalanya
(name of Community)

To be returned to the Returning Officer in the stated community.

ANDY Garnarradj
(name of Returning Officer)

[Signature] 24/10/20..
(signature of Returning Officer)



WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	11.2
Title:	Minutes of the Kakadu Ward Advisory Committee meeting.
File Reference:	1101521
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to provide Council with the minutes of the Kakadu Ward Advisory Committee meeting held on 5 October 2023 and the opportunity to discuss the Kakadu Ward Advisory Committee.

BACKGROUND

The Kakadu Ward Advisory Committee was established in March 2023, the members held their 1st meeting on 4 May 2023.

STATUTORY ENVIRONMENT

Part 5.2 Sections 82, 83, 84 and 85 of the *Local Government Act 2019*.

POLICY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

In conducting Local Authority meetings, Council is meeting goals outlined in pillars 1 and 6 in the *Regional Plan and Budget 2022-2023* as follows:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING	
Investing in relationships and partnerships at all levels supports and strengthens community and belonging. We prioritise the value of partnerships and relationships as a key determinant of a happy, strong and thriving community.	
Goal 1.1	Community Engagement Seek out and support diverse perspectives and collaborations with community, community leaders, businesses, agencies and local service providers to enhance community life

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

RECOMMENDATION:

That Council:

- 1. Received and noted the report entitled '*Kakadu Ward Advisory Committee Minutes*' and**
- 2. Noted the unconfirmed minutes of the Kakadu Ward Advisory Committee held on 5 October 2023**

ATTACHMENTS

- 1 2023.10.05 Kakadu Ward Advisory Committee Minutes.pdf**



Minutes of the West Arnhem Regional Council a Kakadu Ward Advisory Committee Meeting
Thursday, 5 October 2023 At 10:00
Jabiru Council Chambers

Chairperson Ralph Blyth declared the meeting open at 10:00am, welcomed all in attendance and did an Acknowledgement of Country.

ELECTED MEMBERS PRESENT

Chairperson	Ralph Blyth (Councillor)
Deputy Mayor	Elizabeth Williams
Councillor	Mickitja Onus

STAFF PRESENT

Chief Executive Officer (acting)	Jessie Schaecken
Chief Operating Officer (acting)	Fiona Ainsworth
Governance and Risk Advisor (acting)	Ben Heaslip
Council Services Manager	Dana Hewett
Senior Projects Officer	Hilal Ahmed

GUESTS PRESENT

Department of Chief Minister and Cabinet	Owain Dunn
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APOLOGIES**3.1 APOLOGIES AND LEAVE OF ABSENCE**

The Committee considered Apologies and Leave of Absence.

KWACC20/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Mickitja Onus

That the Kakadu Ward Advisory Committee received and Mayor Ryan's apology for the meeting held on 5 October 2023.

CARRIED

ABSENT WITHOUT NOTICE**4.1 ABSENT WITHOUT NOTICE**

The Committee considered Absent Without Notice.

KWACC21/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Mickitja Onus

That the Kakadu Ward Advisory Committee noted there were no member's absences without notice for the meeting held on 5 October 2023.

CARRIED

ACCEPTANCE OF AGENDA**5.1 ACCEPTANCE OF AGENDA**

The Committee considered Acceptance of Agenda.

KWACC22/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Deputy Mayor Elizabeth Williams

That the agenda for the Kakadu Ward Advisory Committee meeting of 5 October 2023 as circulated be accepted.

CARRIED

Declaration of Conflicts: Nil

CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF MINUTES PREVIOUS KAKADU WARD ADVISORY COMMITTEE 6 JULY 2023**

The Committee considered Confirmation of Minutes Previous Kakadu Ward Advisory Committee 6 July 2023.

KWACC23/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Ralph Blyth

That the minutes of the 6 July 2023 Kakadu Ward Advisory Committee meeting are adopted as a true and correct record of the meetings.

CARRIED

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

The Committee considered Review of Action Items.

KWACC24/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

- Seconded Councillor Mickitja Onus
That Kakadu Ward Advisory Committee:
1. Received and noted the updates on Action Items; and
 2. Removed completed items from the Action Items Register.

CARRIED

Cr Onus noted that he works for Rio Tinto (ERA) but not in an area related to funding so no conflict of interest recorded.

Cr Blyth raised issue of street sweeper for footpath cleaning. Fiona responded only suitable for CBD

GENERAL ITEMS

15.1 WASTE AND RESOURCE MANAGEMENT REPORT

The Committee considered Waste and Resource Management Report.

- KWACC25/2023 RESOLVED:**
On the motion of Councillor Mickitja Onus
Seconded Deputy Mayor Elizabeth Williams
That Kakadu Ward Advisory Committee received and noted report entitled '*Waste and Resource Management Report*'.

CARRIED

Deputy Mayor Williams acknowledge the good work being done in waste management

15.2 CSM OPERATIONS REPORT ON CURRENT COUNCIL SERVICES

The Committee considered CSM Operations Report on Current Council Services.

- KWACC26/2023 RESOLVED:**
On the motion of Councillor Ralph Blyth
Seconded Deputy Mayor Elizabeth Williams
That Kakadu Ward Advisory Committee received and noted the report entitled '*CSM Operations Report on Current Council Services*'.

CARRIED

Note: Cr Blyth and Deputy Mayor Williams acknowledged the value of the CSM reports, appreciated the detailed focus on Jabiru and all the work being done

15.3 UPDATE ON JABIRU ROAD PROJECTS

The Committee considered Update on Jabiru Road Projects.

- KWACC27/2023 RESOLVED:**
On the motion of Councillor Mickitja Onus
Seconded Deputy Mayor Elizabeth Williams
That Kakadu Ward Advisory Committee received and noted the report entitled '*Update on Jabiru Road Projects*'.

CARRIED

15.4 AUSTRALIA DAY 2024 GRANT FUNDING

The Committee considered Australia Day 2024 Grant Funding.

- KWACC28/2023 RESOLVED:**
On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Ralph Blyth
The Kakadu Ward Advisory Committee
1. Received and noted the report entitled '*Australia Day 2024 Grant Funding*'.
 2. Provided advice and/or ideas regarding what event Jabiru community may prefer in relation to the National Australia Day Council funding.

3. Provided advice and/or ideas on how to spend Celebrating Indigenous Culture Day funding, noting the preference would be a purchase.

CARRIED

Note: Cr Onus to forward ideas to Administration

Deputy Mayor Williams raised some staff would like to work January 26 and have an alternative day off

15.5 TOURISM TOWN ASSET GRANT

The Committee considered Tourism Town Asset Grant.

KWACC29/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Councillor Mickitja Onus

The Kakadu Ward Advisory Committee:

1. Received and noted the report entitled 'Tourism Town Asset Grant'.
2. Provided ideas on how the Tourism Town Asset Grant may be used, so that the CSM can then engage other local stakeholders for buy-in.

CARRIED

15.6 COMMITTEE MEMBERS QUESTIONS

The Committee considered Committee Members Questions.

KWACC30/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Mickitja Onus

That the Chairperson invites questions from Committee Members:

Deputy Mayor Williams:

1. Jabiru Playground upgrades to make more interesting (obstacle course, ninja park) and improved shade cloth
2. Footpath upgrades along the backroads to improve access particularly for people with prams
3. Disabled Toilet Door: has it been fixed?
4. Toilets: Can we install hooks on backs of door for bags

Cr Blyth:

5. ANZAC Day flyovers: can we organise
6. Brockman Oval scoreboard can we install electronic upgrades?
7. Upgrade Town entry signage to advertise amenities

CARRIED

Owain Dunn left at 11:55

MEETING DECLARED CLOSED

Chairperson Ralph Blyth declared the meeting closed at 12:00

Chairperson

Date Confirmed

West Arnhem Regional Council

- 4 - Kakadu Ward Advisory Committee Meeting
Thursday, 5 October 2023

WEST ARNHem REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	12.1
Title:	Operations Report - October 2023
File Reference:	1101211
Author:	Fiona Ainsworth, Acting Chief Operating Officer

SUMMARY

This report is presented to Council to provide an overview of community operations and services delivered across the West Arnhem Regional Council locations, for the reporting period 15 September – 14 October 2023.

BACKGROUND

High level operational figures are provided to ensure transparency, communication, and support is provided to elected members.

COMMENT

1. Post Office Services

Total amount of post received and delivered for reporting period = 16,119 kg.

- Commencing October 2023, Maningrida and Gunbalanya Licenced Post Offices (LPO) send through daily banking sheets to the Retail and Post Office Team Leader Jabiru, for additional quality assurance and compliance checks.
- Retail and Post Office Team Leader Jabiru visited Gunbalanya LPO on 26 September 2023 to assist with setting up camera for passport photos and to provide additional training.
- Jabiru administration team continue to provide post office support across the region, particularly for the Maningrida and Gunbalanya LPO's.

2. Centrelink Services

- Centrelink Remote Services team visited Gunbalanya 11 – 14 September 2023.
- New Administration Officer Gunbalanya has previous experience in Centrelink, and is obtaining the up-to-date credentials to support Gunbalanya Centrelink services.
- Centrelink Senior Officer Gunbalanya has been Acting Council Services Manager (CSM) 18 September – 13 October 2023, in conjunction with the Wellbeing Services Coordinator Gunbalanya.
- Warruwi Centrelink office was used by Money Management worker on 9 – 11 October 2023, providing services and advice to the to the community

3. Sport and Recreation Programs

Total attendance to the sport and recreation programs for reporting period = 2,234.

- Gunbalanya Youth, Sport and Recreation (YSR) team were busy coordinating various activities for school holidays and after school.
- Gunbalanya YSR Team Leader attended Food Safety Supervisor Course in Jabiru 4 – 5 October 2023.
- Jabiru YSR team had another busy month, with a golf training session held on 28 September 2023, pool party on 29 September 2023, and Tennis NT Development Office running 2 day clinic on 2 – 3 October 2023.
- As part of NT Mental Health Week, the Jabiru YSR team collaborated with Catholic Care and Team Health, to hold a DrumBeat session on 6 October 2023.

- Jabiru YSR team delivered another successful school holiday program, 25 September through to 6 October 2023, which included crafts in the library of a morning and youth focus activities in the afternoons.
- Maningrida YSR team continues to provide weekly after school activities, such as volleyball, basketball and dodgeball, which is still community favourites.
- Maningrida YSR school holiday program held 23 September – 8 October 2023 and offered painting and jewellery making session, men’s shed, music and fishing activities, in addition to the standard weekly sport held.
- Minjilang YSR programs had low attendance over the school holidays, due to sorry business and a lot of locals on leave or absent from the community.
- Minjilang YSR team have resumed junior and senior basketball competition.



Drumbeat session and NT Mental Health Week celebrations.



Jabiru Pool Party and NT Tennis training session.

4. Aquatic Centres

Total attendance to the Aquatic Centres for reporting period = 2,929.

- Jabiru YSR Officer assist with coverage at the pool, while ‘Learn to Swim’ lesson took place, with approximately 30 student attending over 3 afternoon.
- Pool Team Leader attended annual ‘Pool Lifeguard Update’ course on 7 October 2023.

- Extra activities held at the Maningrida Pool during the school holidays 23 September – 8 October 2023, such as games in the pool and on the lawns, movies on the Big Screen and big inflatable slippery slide.
- Royal Life Saving Society Northern Territory visit Maningrida on 4 October 2023 to provide safety information when in and around the water and whilst on a boat. The Maningrida Emergency Response Group (MERG) rescue boat was on display and games, activities and community BBQ were provided.
- Royal Life Saving Society Northern Territory also held a Kids Lifesaving activity on 5 October 2023, as part of the school holidays program.

5. **Library (Jabiru only)**

Total attendance to the Library for reporting period = 405.

- Jabiru Community Care Officer has received training, to assist and provide relief coverage at the library.
- The library being utilised as a neutral meeting place for the community, and also held the second Jabiru Events Forum meeting on 31 August 2023, prior to schedule opening time.

6. **Early Learning Centres**

Total attendance to the Early Learning Centres for reporting period = 1,082.

- OWAN Childcare Management (software) system training commenced on 21 September 2023 for the Jabiru Childcare Centre team, with live implementation affective of 23 October 2023.
- A meet-and-greet meeting held on 26 September with key Jabiru stakeholders, to discuss prospect of local indigenous employment in the childcare space.
- First Jabiru Childcare Centre Parent Advisory Committee meeting occurred on 12 October 2023, which was support by Council Services Manager (CSM) Jabiru.
- Environmental Health Officer (EHO) service visited the Jabiru Childcare Centre on 14 September 2023.
- Wellbeing Services Coordinator Warruwi and Child Care Officer Warruwi attended the Community Child Care Fund (CCCF) Restricted Grant Quality and Safety Training Workshop in Darwin on 9 – 12 October 2023.
- Families as First Teachers (FaFT) Warruwi group request permission for mums and children have a tour of the WARC depot and workshop. Visit schedule for the 11 November 2023.

7. **Aged Care Services**

Total amount of meals provided for reporting period = 1,648.

- Gunbalanya Community Care team continue to provide services, including transport, healthy and nutritious hot meals, and a dry breakfast to all clients including NDIS clients five days a week.
- Wellbeing Services Coordinator Gunbalanya and Maningrida, along with the Community Care Team Leader, attended Food Safety Supervisor Course in Jabiru 4 – 5 October 2023.
- Jabiru Community Care officer also attend the Food Safety Supervisor Course on 4 – 5 October 2023.
- Community Care Team Leader Jabiru attended the Reconciliation Action Plan (RAP) Working Group retreat held at Wagait Beach on 4 – 6 October 2023.
- Minjilang is currently providing support to four clients, with one of these clients receiving meals.
- Preparation has commence to relocate the Community Care Centre, including NDIS, to the Warruwi Recreation Hall. This move will allow improvements to Childcare Centre compliance and allow Community Care team to expand services provided.
- Response Employment and Training visited Warruwi Community Care team on 9 – 11 October 2023, to deliver 1) HLTSE001 – Follow basic food safety practices module, 2) HLTINF001 – Comply with infection prevention and control policies and procedures module, and 3) HLTWHS002 – Follow safe work practices for direct client care module.

8. Disability Care for NDIS Participants

Total National Disability Insurance Scheme (NDIS) participants for reporting period = 25.

- Jabiru team focusing on connection and growth over the coming few months, to provide better support for current clients and potential future clients.

9. Women's Safe House (Gunbalanya only)

Total number of clients accommodated for reporting period = 23.

- Safe House Operations Lead three month contract ending as of 31 October 2023. Manager Community Support Services is seeking additional funding to extend contact.
- Three of the women safe house staff attended Risk Assessment Management Framework training in Darwin on the 30 August 2023.
- ICT Coordinator Jabiru obtaining quotes to install security cameras and extra lighting.
- Community Safety Manager, Safe House Operations Lead and one of the Women's Safe House Assistants attended the Food Safety Supervisor Course in Jabiru 4-5 October 2023.

10. Night Patrol Services

- Gunbalanya Community Safety staff have been attending the Language, Literacy and Numeracy (LLN) training course, provided by Charles Darwin University (CDU).
- A new casual Community Safety Assistant has joined the Gunbalanya team.

11. K9 Security Pilot Program (Maningrida only)

Total number of incidents occurred in the reporting period = 5.

- Stakeholder discussion occurring and funding being sought to extend the Maningrida Community K9 Security Pilot program to 2024.
- On 30 September 2023, K9 security patrol intervened and stopped a serious assault. Police and were called and K9 security awaiting for them to arrive.
- A break-in occurred at the Youth Centre building on 7 October 2023.
- An attempted car theft occurred on 8 October 2023.
- A vehicle was broken into on 9 October 2023 and council vehicle on the 10 October 2023.

12. Broadcasting

Total number of Top End Aboriginal Bush Broadcasting Association (TEABBA) on-air hours for reporting period = 72 hours.

- Limited services were provide across all communities during this reporting period, due to staff availability.

13. Community works

- All communities have commenced pre-cyclone hard rubbish clean-up, collecting householder items, e-waste and scape metals.
- Senior Works Officer Gunbalanya providing Utilities Services Contractor (USC) and Aerodrome Reporting Officer (ARO) coverage in Minjilang 6 – 16 October 2023.
- A Works Officer Gunbalanya has completed USC and ARO training, to provide support and relief coverage for the current Gunbalanya Utilities Services Contractor.
- Senior Works Officer Jabiru was Acting Council Services Manager (CSM) Warruwi 8 September 2023 – 3 October 2023.
- Warruwi USC attended NWPTRT022 – Monitor and Operate Hypochlorite Disinfection training on 18 – 20 September.
- Contracts Coordinator Jabiru visited the Warruwi community on 28 – 29 September 2023, for monthly USC audit training.

14. CSM's Meetings and Events Attended

Total meetings attended for reporting period = 19.

- Acting Council Services Manager (Wellbeing Services Coordinator) Gunbalanya, attended Australian Electoral Commission (AEC) meeting on 10 – 11 October 2023.
- Northern Region Emergency Committee Meeting held on 26 September 2023 via Teams videoconference, attend by Council Services Manager (CSM) Jabiru.
- Kakadu Ward Advisory Committee Meeting held in Jabiru on 5 October 2023.
- On the 13-14 October 2023, CSM Maningrida assist with 'The Voice' Referendum voting booths placed in the Council breeze-way area and over in the new-sub area.
- Red Dust Healing Workshop held in Minjilang on 28 September 2023.
- CSM Minjilang attended Community Child Care Fund (CCCF) Restricted Grant Quality and Safety Training Workshop in Darwin on 9 – 12 October 2023.

15. Vacancies

Total number of vacancies across the Council for reporting period = 31.

- Gunbalanya = 10
- Jabiru = 7 (Operations team only)
- Maningrida = 10
- Minjilang = 1
- Warruwi = 3

16. Staff Attendance

Total percentage of attendance across the communities for reporting period = 76.25%.

17. Community Wins

- New ride-on-mower arrives in Maningrida.



STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As outlined in Council's 2023-2024 budget.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the pillars 1, 3 and 6 as outlined in the *Regional Plan and Budget 2023-2024*.

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
Goal 1.3	Communication Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council
Goal 1.4	Community Events Deliver cultural, civic and sporting events which engage and unite the community
Goal 1.6	Youth Engagement Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them
PILLAR 3 SAFETY AND WELLBEING	
As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.	
Goal 3.4	Community Service Delivery Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members
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 Council received and noted the report entitled '*Operations Report – July 2023*'.

ATTACHMENTS

- 1 Operations Snapshot - October 2023.pdf



Operations Snapshot – October 2023



Post Received
16,119kg
 2022 comparison: 11,710kg




Sport & Recreation Attendance
2,234
 2022 comparison: 1,536




Aquatic Centre Attendance
2,929
 2022 comparison: 3,103



Early Learning Student Attendance
1,082
 2022 comparison: 578



Aged Care Meals Provided
1,648
 2022 comparison: 2,036




NDIS Participants
25
 2022 comparison: 27



Broadcasting On-Air Hours
72.0hrs
 2022 comparison: n/a



CSM Meetings & Events Attended
19
 2022 comparison: 44



Staff Attendance Rates
76.25%
 2022 comparison: 74.47%

Operations Snapshot – October 2023

Post Received



Gunbalanya – 2,913kg
 Jabiru – 6,645kg
 Maningrida – 6,302kg
 Minjilang – 99kg
 Warruwi – 160kg

Sport & Recreation



Attendance

Gunbalanya – 910
 Jabiru – 207
 Maningrida – 732
 Minjilang – 156
 Warruwi – 229

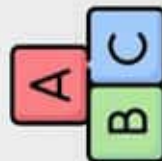
Aquatic Centre



Attendance

Gunbalanya – n/a
 Jabiru – 1,709
 Maningrida – 1,220
 Minjilang – n/a
 Warruwi – n/a

Early Learning Student



Attendance

Gunbalanya – n/a
 Jabiru – 1,022
 Maningrida – n/a
 Minjilang – 0
 Warruwi – 60

Aged Care Meals



Provided

Gunbalanya – 1,470
 Jabiru – 82
 Maningrida – n/a
 Minjilang – 24
 Warruwi – 117

NDIS Participants



Gunbalanya – 21
 Jabiru – 1
 Maningrida – n/a
 Minjilang – 0
 Warruwi – 3

Broadcasting On-Air



Hours

Gunbalanya – 0.0hrs
 Jabiru – n/a
 Maningrida – 72.0hrs
 Minjilang – 0.0hrs
 Warruwi – 0.0hrs

CSM Meetings & Events



Attended

Gunbalanya – 2
 Jabiru – 8
 Maningrida – 1
 Minjilang – 5
 Warruwi – 3

Staff Attendance



Rates

Gunbalanya – 60.00%
 Jabiru – 95.00%
 Maningrida – 80.00%
 Minjilang – 62.25%
 Warruwi – 84.00%

WEST ARNHAM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	12.2
Title:	Limited Christmas Operations
File Reference:	1101357
Author:	Fiona Ainsworth, Acting Chief Operating Officer

SUMMARY

This report is presented to Council in order to provide a brief overview on limited Christmas Operations across the six Council offices for the period 27 to 29 December 2023 inclusive.

BACKGROUND

A common practice across local government organisations is to either close departments and business areas or reduce operations during the Festive Season for maximum efficiency. The period is traditionally non-productive and staff attendance scattered as the remainder of the stakeholders WARC transact with also shut down during this time. The limited Christmas Operations plan will streamline the process and provide cost effectiveness across the organisation.

COMMENT

On a community by community basis, designed on individual locational requirements, administration has coordinated the limited operations of Council Offices and associated Council service provision between Wednesday 27 December 2023 and Friday 29 December 2023 inclusive.

A CSM will remain leading in all locations and service levels will differ between communities based on individual service footprint and specific service provider contractual obligations. All essential services including but not limited to rubbish collection, USC and ARO presence and Aged Care meal deliveries will still occur to ensure no disruption to residents. Additionally, Maningrida are delivering fireworks across New Year Eve Celebrations and this requires elevated planning and execution activity during this period. This event will result in a separate consideration during rostering according to event demands.

Team members have been offered the opportunity to access leave without pay if they choose to take extended leave across this period without access to paid leave.

The introduction of limited Christmas Operations will ensure a fresh workforce for 2024 as the majority of the team will enjoy a well-earned break with family.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

As outlined in Council's 2023-2024 budget an annual shutdown/reduced operations assists with reduction of annual leave liabilities.

STRATEGIC IMPLICATIONS

The contents of this report are aligned to the pillars 1, 3 and 6 as outlined in the *Regional Plan and Budget 2023-2024*.

PILLAR 3 SAFETY AND WELLBEING

As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation.

Services provided to community are professional, impactful, engaging and appropriate to local needs.

Goal 3.4	Community Service Delivery Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members
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PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Our processes, procedures and policies are ethical and transparent.

Goal 6.4	Risk Management The monitoring and minimisation of risks associated with the operations of Council
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Goal 6.5	Planning and Reporting Robust planning and reporting that supports Council's decision-making processes
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VOTING REQUIREMENTS

Simple majority

RECOMMENDATION:

That Council:

Received and noted the report entitled '*Limited Christmas Operations*'; and Endorsed the change to Council's operations over the Christmas/New Year 2023/24 period by limiting operations.

ATTACHMENTS

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	12.3
Title:	Acceptance of ABA Grant - Maningrida Football Oval Change Rooms Project
File Reference:	1101694
Author:	Fiona Ainsworth, Acting Chief Operating Officer; Clem Beard, Project Manager Technical Services

SUMMARY

The purpose of this report is provide Council Members with updated information regarding status of funding for the Maningrida Football Oval Change Rooms Project including toilets, umpires room, canteen and first aid room.

BACKGROUND

Maningrida Community has a growing number of senior football teams and currently there is no allocated change rooms or toilets amenities at the oval for players, officials or spectators alike. The school has been supporting the AFLNT with the development of the Women's AFL and additionally coordinating the process including a number of junior teams.

The requirement to build additional infrastructure is critical to develop the game locally and follow the WARC strategic plan to cater for a growing number of players and supporters throughout the Maningrida Community. Enhanced facilities can drive improved healthy living programs, enhanced fitness programs and deliver better wellbeing throughout the community.

COMMENT

In December 2023 Council received notification of grant funding to the value of \$4.6M from the National Indigenous Australians Agency (NIAA) for the construction of change room facilities for the Maningrida oval.

The administration has been working with the funding body to map out a plan for the release of initial funding to commence community consultation with key stakeholders, Local Authority Members, Traditional Owners, Northern Land Council, Community Members, and the AFLNT to develop a concept plan for community approval. It has been negotiated to deliver the project in 2 phases, with Phase 1 comprising consult, concept, design and improvements to the existing ablution facilities at the WARC offices. Phase 2 comprises project delivery with completion at the end 2025. It is estimated this project will run across 3 financial years.

Administration is currently engaging Keogh Bay Consulting team with experience in remote sporting facilities environment to complete consultant works. Currently tenders are being sourced for existing ablution block improvements. Once this tender is finalised, the administration has liaised with the funding body to commence Phase 1 financial release and schedule works to commence per attached agreement.

Administration are requesting Council to review the Project Plan, Project Schedule and Milestone per the Capital Works Grant Schedule and authorize for the CEO to affix the Common Seal for the release of funds for project commencement.

STATUTORY ENVIRONMENT

The reports relates to the *Native Title Act* and the Aboriginal Areas Protection Authority.

POLICY IMPLICATIONS

Common Seal Policy

FINANCIAL IMPLICATIONS

Council are in consultations with (NIAA) National Indigenous Australians Agency per attached agreement.

STRATEGIC IMPLICATIONS

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
Goal 1.2	Economic Partnerships Secure increased income opportunities (grants and commercial) that create employment and/or improve community life
Goal 1.4	Community Events Deliver cultural, civic and sporting events which engage and unite the community
Goal 1.6	Youth Engagement Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them
PILLAR 3 SAFETY AND WELLBEING	
As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.	
Goal 3.4	Community Service Delivery Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members

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 Council:**

- 1. Received and noted the report;**
- 2. Accepted the proposed Aboriginal Benefits Account funding agreement (NIAA) for the total sum of \$4,581,700.00 (ex GST)**
- 3. Directed the CEO to sign the agreement; and**
- 4. Approved the use of the Common Seal.**

ATTACHMENTS

- 1 ABA Capital Works Schedule Maningrida Sporting Change Rooms November 2023.pdf**



Australian Government

National Indigenous Australians Agency

PROJECT SCHEDULE –
CAPITAL WORKS GRANTS
ABORIGINALS BENEFIT ACCOUNT

Executed by

the Commonwealth of Australia as represented by the National Indigenous Australians Agency
(ABN 30 429 895 164)

AND

West Arnhem Regional Council (ABN 45 065 336 873)

Grant System Agreement number (System ID)	4-G2Q2EMJ
Project Schedule reference number (System ID)	4-IZEGI4L
Provider reference number (System ID)	1-1IFLCF

Version: August 2020

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Requests for other licence rights to this work should be directed to the National Indigenous Australians Agency.

How this Project Schedule works

The Commonwealth has agreed to execute this Project Schedule, which sets out details of the Grant to be provided by the Commonwealth to the Provider for the purpose of delivering a Project that involves capital works.

Once this Project Schedule has been executed, a separate contract is formed. That contract is called a **Project Agreement**.

The terms of the Project Agreement are as set out in:

- a) this Project Schedule;
- b) the Head Agreement; and
- c) any attachments or documents incorporated by reference into either of those documents.

This Project Schedule contains the terms and conditions that relate specifically to this Project and Grant listed in this document. The document comprises:

The Head Agreement contains general terms and conditions that apply to all Projects and Grants.

(See also clauses 1 to 10 of the Head Agreement).

- Part 1 – a summary of the Project and Grant in this Project Schedule;
- Part 2 – Pre Construction Obligations
- Part 3 – Construction Obligations; and
- Part 4 – Additional Conditions

The Head Agreement contains general terms and conditions that apply to all Projects and Grants.

PART 1: PROJECT AND GRANT SUMMARY

1 Project overview

1.1 The Grant is provided for the following Project:

Project overview	
Project name	Maningrida Sporting Change Rooms
Provider full legal name	West Arnhem Regional Council
Trading or business name (if different to above)	
ABN	45 065 336 873
Project Agreement Start Date	The date that this Project Schedule is executed by both parties.
Date for Completion of the Works	31 December 2025 or earlier termination date.
Date of Completion of the Works	The date that the Works are completed. This is the later of: <ul style="list-style-type: none"> a) the date the provider complies with item 23.1; or b) if the Commonwealth issues a notice or notice under item 23.2, the date the Provider complies with item 23.3.
Defects Liability Period	The period of 12 months commencing on the Date of Completion of the Works.
Project Agreement End Date	The later of: <ul style="list-style-type: none"> a) the day after the expiration of the Defects Liability Period; or b) the day after the Provider submits the last report required under this Project Schedule.
The Grant is provided under the following programme/s	Jobs Land and Economy Programme Aboriginals Benefit Account (Special Account)

2 Party representatives for notices

(Clauses 134 – 135 of the Head Agreement)

2.1 The Parties' representatives are responsible for liaison and day-to-day Project management, as well as issuing and accepting any written notices relating to the Project Agreement.

Commonwealth	Details
Contact officer / position for Project	Giovanna Ianniello
Physical / postal address(es) for notices	Level 5 39-41 Woods Street Darwin NT 0800 PO Box 9932 Darwin NT 0801
Telephone	08 8896 8480
E-mail	ArnhemGrooteAgreements@official.niaa.gov.au

Provider	Details
Contact officer / position for Project	Fiona Ainsworth / General Manager Technical Services
Physical / postal address(es) for notices	13 Tasman Crescent Jabiru NT 0886 PO Box 721 Jabiru NT 0886
Telephone	0497 600 655
E-mail	grants@westarnhem.nt.gov.au

3 Duration of Project

3.1 The Project must be delivered from the Project Agreement Start Date to the Project Agreement End Date.

4 Project description, outcomes and objectives

4.1 The Provider must achieve the following outcomes and objectives.

<p>Project description</p>	<p>4.2 This project must deliver fit for purpose sporting change rooms and associated amenities for the Maningrida Oval. The project will be delivered in 2 Stages.</p> <p>Stage 1:</p> <ul style="list-style-type: none"> a) Develop a new concept plan for the new Sporting Change Rooms at Maningrida Oval b) Undertake community consultations based on the new concept c) Refurbish the existing public toilets adjacent to the Oval <p>Stage 2:</p> <ul style="list-style-type: none"> d) Construction of the Maningrida Sporting Change Rooms. <p>4.3 Within 14 days of execution of this funding agreement the Provider must develop and submit a Project Plan outlining the Project Stages 1 and 2 including deliverables and milestones for each component.</p> <p>4.4 During Stage 1 the Provider must refurbish the existing public facilities located at Lot 477, Maningrida, NT. Once refurbished, these facilities must be open and available for public use during sporting or community events held at the Maningrida Oval. The upgrades must include accessibility upgrades to ensure facilities are available that meet minimum standards of AS1428 Design and Access for mobility.</p> <p>4.5 Prior to commencing refurbishment of the facilities referred to in Item 4.4 the Provider must, in line with Item 16, give the Commonwealth copies of the construction plans and documents relating to the refurbishment.</p> <p>4.6 The Provider must develop a new concept plan for the Maningrida Oval Sporting Change Rooms in preparation for community consultations. The concept plan must be developed within the scope of the budget and plans submitted with the Provider's application for this project (refer Item 30.1 and Attachment A.)</p> <p>4.7 The Provider must undertake public consultation on the concept plan for the Maningrida Sporting Change Rooms to ensure the facility will be fit for purpose and culturally appropriate and incorporate stakeholder feedback into the design and Project Plan.</p> <p>4.8 Consultations should include the following stakeholders:</p> <ul style="list-style-type: none"> a) Local Authority Members b) Council Members c) Traditional Owners d) Cultural and Kinship representatives e) Community Members f) NTG Departments g) Service providers (Territory/Federal) h) Local Indigenous Corporations <p>4.9 On completion of consultations, and prior to finalising the plans for the Maningrida Sporting Change Rooms, the Provider must submit the final concept plans for the Change Rooms to the Commonwealth for approval.</p> <p>4.10 On acceptance of the concept plans for the Maningrida Sporting Change Rooms, the Provider must finalise and submit the construction plans to the Commonwealth in line with Item 15 and 16</p>
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	<p>of this Project Schedule. The Provider must also produce drawings, tender documents and associated documents in preparation for the tender process for Stage 2.</p> <p>4.11 Following completion of Milestone 7 at Item 5 of this Project Schedule, the Provider must submit an updated Project Plan and Budget for Stage 2 of the Project. A Deed of Variation to the Project Agreement will be required to incorporate specific details related to Stage 2 of the Project.</p> <p>4.12 The Provider must install community signage at Maningrida Oval and at Lot 477 Maningrida, NT informing the community about this project. The signage must be updated as the Project progresses to keep the community informed about project progress and anticipated time for completion.</p>
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<p>Works</p>	<p>Stage 1</p> <p>The Provider must:</p> <p>4.13 Undertake consultations, finalise concept design and develop engineered plans in preparation for the tender of the Maningrida Sporting Change Rooms as outlined in Items 4.2 – 4.11 of this Project Schedule.</p> <p>4.14 Deliver upgrades to the existing ablution block at Lot 477, Maningrida NT in line with the approved plans, to modernise and meet minimum standards of AS1428 Design and access for mobility as outlined below:</p> <ul style="list-style-type: none"> a) Replace existing pans, urinal, sinks and taps with new pans, urinal, sinks and taps. b) Include an additional pan in the female facilities c) Extend ablution block to add two disabled toilet facilities (one male, one female). d) Concrete walkway from ablution block to existing walkway connecting to council office. <p>4.15 Install signage at Maningrida Oval and Lot 477, Maningrida NT as detailed in Item 4.12.</p> <p>Stage 2</p> <p>4.16 Construct the Maningrida Sporting Change Rooms at Maningrida Oval, including fit-out, painting and landscaping in line with the plans approved at Item 16.</p> <p>4.17 The Works must include at a minimum the facilities included in the plans at Attachment A:</p> <ul style="list-style-type: none"> a) fit for purpose change rooms that are suitable to be used interchangeably by male and female participants; b) male and female public toilets; c) a first aid room; d) canteen; e) storeroom; and f) seating, including a viewing area suitable for spectators in wheelchairs.
<p>Outcomes</p>	<p>4.18 Improved community facilities and infrastructure.</p> <p>4.19 Increased community engagement through sport and recreation (physical activity and events) that improves the standard and quality of life in the community.</p> <p>4.20 Increased engagement with local community members to improve social, emotional and well-being outcomes, create employment, support education, and build safer communities</p>
<p>Objectives</p>	<p>4.21 Deliver new sports change rooms and public toilet facilities that are culturally appropriate and fit for purpose.</p>
<p>Designated Use</p>	<p>NA</p>

Designated Use Period	NA
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5 Milestones

- 5.1 The Provider must achieve all of the following Milestones within the time frame shown in the table below subject to Item 5.2.
- 5.2 The Milestones and dates are subject to change by formal variation of this project schedule after satisfactory completion of Item 5 Milestone 7, and the Commonwealth acceptance of an updated Project Plan and budget as outlined at Items 4.11 and 10.1.

No.	Milestone	Due date
1	Secure right to commence Works in accordance with item 11.1.	30 December 2023
2	Obtain all approvals in accordance with item 12.1.	30 December 2023
3	Prepare construction plans for the ablution block upgrades identified at Item 4.14 in accordance with item 16.1.	30 December 2023
4	Commence works for ablution block upgrades identified at Item 4.14.	30 January 2024
5	Submit final concept plans for the Maningrida Sporting Change Rooms.	28 February 2024
6	Submission of final construction documents for the Maningrida Sporting Change Rooms in accordance with item 16.	28 March 2024
7	Award tender for construction works and Provider submits the agreed construction sub-contract/s to the Commonwealth in accordance with item 19.	15 May 2024
8	Complete works on ablution blocks at Lot 477 Maningrida in accordance with item 23.	30 June 2024
9	Commence site works and clearing at Maningrida Oval for Sporting Change Rooms.	1 July 2024
10	Complete all Works in accordance with item 23.	31 December 2025

6 Location

- 6.1 The Project will be delivered at the following location/s:

Title Particulars	Street Address
Lot 479 Maningrida	Maningrida Oval Lot 479 Maningrida, Northern Territory
Lot 477 Maningrida	Lot 477 Maningrida, Northern Territory

7 Grant Payments

(Clauses 11, 12 and 81 of the Head Agreement)

- 7.1 The Provider must use the Grant only for the purpose of the Project.
- 7.2 The Commonwealth will pay up to \$4,581,700.00 from the Aboriginals Benefit Account (Special Account) for this project.
- 7.3 The Commonwealth will not make any payments beyond instalment 1 and 2 until the parties have amended the Milestones (Item 5) and the Grant Payments (Item 7) to reflect the specifics of the Works. It is anticipated Deed of Variation No. 1 will occur after satisfactory completion of Item 5 Milestone 7, and the Commonwealth acceptance of an updated Project Plan and budget as outlined at Items 4.11 and 10.1.
- 7.4 The Grant will be paid upon achievement of the Milestones or delivery of the Reports or other events as set out in the below Grant Payments schedule, and subject to the terms of the Project Agreement and any amendments to the Project Agreement.

Anticipated date	Description	Amount (excl GST)	GST	Total (incl GST)
<i>Per description</i>	Payment within 20 business days of the Provider submitting the Project Plan outlined at Item 4.3, and the Commonwealth acceptance of the Project Plan.	\$270,233.00	\$0.00	\$270,233.00
28 February 2024	Payment upon submission of satisfactory Performance report by the Provider, and the Commonwealth being satisfied with the Provider's performance.	\$270,233.00	\$0.00	\$270,233.00
TBC	Execution of Deed of Variation No. 1 that will incorporate agreed construction milestones at Item 5 and will update this Item 7 to incorporate payments for the remaining balance of \$4,041,234.00			
Total Grant payable:		\$4,581,700.00	\$0.00	\$4,581,700.00

Note: The Timeframe indicated in the table in Item 7.2 is the date by which the Provider is required to have achieved the Milestone. Grant amounts are, subject to the Project Agreement, payable on the actual achievement of the Milestone (which may occur before or after the Timeframe) not on the date indicated in the Timeframe.

8 Bank account details

8.1 The Provider's bank account for the purpose of clause 13 of the Head Agreement is as follows:

Bank / institution name	Westpac
BSB number	035-308

Account name	West Arnhem Regional Council
Account number	146612

9 Tax and invoices

(Clauses 16 to 19 of the Head Agreement)

9.1 The Parties have entered into this Project Agreement on the understanding that they are both 'government related entities' as defined in the GST Law, and either:

- a) the payment of the Grant:
 - (i) is covered by an appropriation under an Australian law or the COAG National Health Reform Agreement; and
 - (ii) is calculated on the basis that the sum of the Grant and anything else that the Provider receives from another entity in connection with, or in response to, or for the inducement of that supply under this Project Agreement, or a related supply does not exceed the Provider's anticipated or actual costs of making those supplies; OR
- b) the payment of the Grant is a kind of payment specified in regulations made for the purposes of sections 9-17 of the GST Law.

9.2 The Parties rely on sections 9-17 of the GST Law for no GST being imposed in connection with a supply made under this Project Agreement.

10 Reporting

(Clauses 52 to 58 of the Head Agreement)

10.1 The Provider must submit the following reports to the Commonwealth by the following due dates:

Report	Due date
Project Plan outlined at Item 4.3; and Indigenous Employment Plan	Within 14 days of the Project Agreement Start Date
Site visit, to be conducted by the Commonwealth in the three months leading up to the due date	31 December 2023
Performance Report covering the period from project commencement to 31 December 2023, including details of the consultations and a copy of the final concept plan for approval by the Commonwealth	28 February 2024
Updated Project Plan and Budget for Stage 2	15 June 2024
Site visit, to be conducted by the Commonwealth in the three months leading up to the due date	30 June 2024
Performance Report covering the period 1 January 2024 to 30 June 2024	15 July 2024
Audited Expenditure Report covering the period 1 July 2023 to 30 June 2024	30 September 2024

Report	Due date
WWVP and WHS Statement of Compliance	31 October 2024
Site visit, to be conducted by the Commonwealth in the three months leading up to the due date	31 December 2024
Performance Report covering the period 1 July 2024 to 31 December 2024	15 January 2025
Site visit, to be conducted by the Commonwealth in the three months leading up to the due date	30 June 2025
Performance Report covering the period 1 January 2025 to 30 June 2025	15 July 2025
Audited Expenditure Report covering the period 1 July 2024 to 30 June 2025	30 September 2025
WWVP and WHS Statement of Compliance	31 October 2025
Site visit, to be conducted by the Commonwealth in the three months leading up to the due date	31 December 2025
Performance Report covering the period 1 July 2025 to 31 December 2025	15 January 2026
Audited Expenditure Report covering the period 1 July 2025 to 31 December 2025	30 March 2026
WWVP and WHS Statement of Compliance	31 October 2026

10.2 The following information must be provided in the following types of Reports:

Report	Details
Indigenous Employment report	The Indigenous Employment report must indicate the number of Indigenous people employed on the Project.
Performance report	Performance reports must detail the progress and performance of the Project during the reporting period, including against the outcomes, objectives and performance targets set out in this Project Schedule. If there are significant issues affecting the progress of the Project, the Interim Performance report must specify the actions being taken to address the issues.
Expenditure report	The following information must be provided: 1. A Financial Declaration: a) verifying that the Grant was expended for the Project and in accordance with the Project Agreement;

Report	Details
	<p>b) specifying any amount of the Grant that remains unspent for that Financial Year; and</p> <p>c) certified by the Provider's CEO, Board or authorised officer.</p> <p>Financial declarations will be required only where requested by the Commonwealth. In accordance with clauses 116 of the Head Agreement, Providers must keep full and accurate records relating to Grant expenditure.</p> <p>2. Expenditure Report:</p> <p>a) a detailed statement of income and expenditure relating to the Grant; and</p> <p>b) a financial declaration as referred to above.</p> <p>If audited, the Expenditure Report is to be audited in accordance with clauses 55-56 of the Head Agreement.</p> <p>Item 10.1 of this Project Schedule specifies the type of report and whether the Expenditure Report for a Project is to be unaudited or audited.</p>
<p>Working with Vulnerable People and Work Health and Safety Statement of Compliance</p>	<p>1. Annual statement of compliance with relevant Head Agreement obligations, including where identified, mandatory state and territory legislative requirements for the jurisdiction in which the Project is held, pertaining to:</p> <p>a) Working with Vulnerable People, including children (WWVP); and</p> <p>b) Work Health and Safety (WHS).</p>

PART 2: PRE CONSTRUCTION OBLIGATIONS

11 Right to Undertake Works at Location

11.1 Before the Provider commences the Works the Provider must have:

- a) a lease;
- b) an agreement for lease;
- c) a licence; or
- d) some other interest or right,

that permits the Provider to occupy and undertake the Works at the Location and which is reasonably satisfactory to the Commonwealth. The Provider must, on request, provide the Commonwealth with copies of all relevant documentation regarding its interest in and its right to occupy and undertake the Works at the Location.

11.2 If required by the Commonwealth, the Provider must enter into a Purposes Deed with the Commonwealth and the Owner, in a form provided by the Commonwealth, as soon as reasonably practical after the Project Agreement Start Date.

11.3 If the Provider fails to comply with items 11.1 and 11.2 the Commonwealth may terminate this Project Agreement immediately under clauses 88 and 89 of the Head Agreement.

12 Approvals

12.1 The Provider must, within 28 days of the Project Agreement Start Date (or such longer time as approved by the Commonwealth) obtain all approvals necessary for:

- a) the development of the Location for the Designated Use;
- b) the construction of the Works; and
- c) the use of the Works for the Designated Use,

and must, if requested by the Commonwealth, give a copy of each approval to the Commonwealth.

12.2 The Provider must, within 28 days of the Project Agreement Start Date (or such longer time as approved by the Commonwealth) obtain a Building Permit for the construction of the Works and must give a copy of the Building Permit to the Commonwealth.

13 Activities on Native Title Land

13.1 Without limiting items 11 and 12, before the Provider undertakes Works on Native Title Land, the Provider must, in addition to complying with item 11, obtain all necessary authorities to undertake the Works, including, where required by law, the agreement of any native title holders or claimants in relation to the Native Title Land concerned, including, if appropriate, entering into an Indigenous Land Use Agreement.

13.2 Before the Provider undertakes Works on Native Title Land, the Provider must be satisfied that the native title holders or claimants understand the nature of the Works and have had an adequate opportunity to comment. That is, where Works are undertaken on Native Title Land, the Provider must consult with native title holders or claimants, even if there is no legal requirement that the Provider obtain their agreement. In all cases, it is desirable that the Provider has their agreement.

13.3 If the Provider fails to obtain all necessary authorities to undertake the Works (including, where required by law, agreeing an Indigenous Land Use Agreement and having it registered on the Register

of Indigenous Land Use Agreements), within 6 months after the Project Agreement Start Date, the Provider must immediately notify the Commonwealth in writing. The Commonwealth may either:

- a) negotiate changes to the Works to either avoid the need for the relevant authorities to be obtained or for an Indigenous Land Use Agreement to be negotiated and registered on the Register of Indigenous Land Use Agreements, or otherwise address the issues preventing the relevant authorities being obtained or the parties agreeing to an Indigenous Land Use Agreement and having it registered on the Register of Indigenous Land Use Agreements;
- b) terminate this Project Agreement immediately under clauses 88 to 91 of the Head Agreement; or
- c) reduce the scope of this Project Agreement in accordance with clauses 88 to 91 of the Head Agreement, in which case the Provider agrees that the Commonwealth will not be liable to pay the Provider any costs to the extent they relate to the part of the Works requiring the authorities or negotiation and registration of an Indigenous Land Use Agreement.

13.4 The Provider must provide the Commonwealth with a copy of any Indigenous Land Use Agreement entered into for the purposes of this item 13 within 5 business days after registration on the Register of Indigenous Land Use Agreements.

13.5 Unless otherwise agreed in writing, the Commonwealth is only required to pay the Grant to the Provider if the Provider has complied with this item 13.

14 Activities on Land Rights Land

14.1 Without limiting items 11 and 12, before the Provider undertakes Works on Land Rights Land, the Provider must obtain all necessary authorities to undertake the Works, including, where required by law, from any land holding body, traditional owners or claimants of the Land Rights Land concerned.

14.2 Before the Provider undertakes Works on Land Rights Land, the Provider must be satisfied that the land rights holders or claimants understand the nature of the Works and have had an adequate opportunity to comment. That is, where the Works are undertaken on Land Rights Land, the Provider must consult with land rights holders or claimants, even if there is no legal requirement that the Provider obtain their agreement. In all cases, it is desirable that the Provider has their agreement.

14.3 Unless otherwise agreed in writing, the Commonwealth is only required to pay the Grant to the Provider if the Provider has complied with this item 14.

15 Design of the Works

15.1 The Provider is responsible for the design of the Works and must ensure that:

- a) the design of the Works is conducted with the level of skill and care of a prudent and competent design professional;
- b) the design of the Works comply with the National Construction Code (whether or not it applies of its own force to the Location) and other regulatory requirements of the relevant State or Territory and local government in the jurisdiction in which the Works are to be carried out or that otherwise apply to the Location;
- c) the Works will be fit for the Designated Use;
- d) all Construction Documents are approved by a registered building certifier; and
- e) an Occupancy Permit will be able to be issued in respect of the Works on their completion.

15.2 The Provider must only use products in relation to the Works that comply with the relevant Australian standards published by, or on behalf of, Standards Australia.

16 Construction Contracts and Plans

- 16.1 The Provider must give the Commonwealth copies of all Construction Documents.
- 16.2 Within a reasonable time after receiving copies of the Construction Documents, the Commonwealth will notify the Provider that the Commonwealth either:
- a) approves the Construction Documents; or
 - b) requires the Provider to make changes to the Construction Documents.
- 16.3 If the Commonwealth requires the Provider to make changes to the Construction Documents under item 16.2(b), the Provider must make those changes and give the Commonwealth copies of the revised Construction Documents incorporating those changes, at which time the provisions of item 16.2 and this item 16.3 will apply again.
- 16.4 The Provider remains fully responsible for the adequacy and sufficiency of the Construction Documents for the Works and the Designated Use. No review, comment, requested amendment or approval by the Commonwealth will transfer any risk in respect of the Construction Documents to the Commonwealth.
- 16.5 The Provider must not make any substantial or material change to the Construction Documents once the Commonwealth has approved them without the Commonwealth's prior written consent.

17 Indigenous Employment

- 17.1 The Provider must, within 14 days of the Project Agreement Start Date (or such longer time as approved by the Commonwealth) provide an Indigenous Employment Plan to the Commonwealth.
- 17.2 The Provider must use its reasonable endeavours to ensure the Project delivers a high level of meaningful and sustained local Indigenous employment for the duration of the Project.

18 Latent Site Conditions pre Works

- 18.1 The Provider must ensure that:
- a) the Location is suitable for carrying out the Works and using the Works for the Designated Use; and
 - b) there are no Latent Conditions at the Location that may affect the Provider's ability to complete the Works or use the Works for the Designated Use.

19 Subcontracting

- 19.1 In addition to the requirements for subcontracting in clauses 32 to 36 of the Head Agreement, any subcontract of the Project, or any part of it, must include clauses equivalent to items 11 to 14 (inclusive) of this Project Agreement.

PART 3: CONSTRUCTION OBLIGATIONS

20 Works

- 20.1 The Provider must undertake the Works at the Location with the level of skill and care of a prudent and competent building professional.
- 20.2 The Provider must carry out the Works in accordance with the approved Construction Documents, unless the Commonwealth gives the Provider written notice permitting or requiring otherwise.
- 20.3 Notwithstanding that the Location may not be in a Building Control Area, the Provider must undertake the Works as though the Location and the Works are subject to Parts 4 to 13 of the Building Act and the Building Regulations (including, but not limited to, requiring a Building Permit and an Occupancy Permit).

21 Latent Site Conditions during Works

- 21.1 If, at any time during the conduct of the Works, a condition at the Location is discovered that may affect the Provider's ability to complete the Works or use the Works for the Designated Use (whether a Latent Condition or otherwise), the Provider must:
- a) immediately notify the Commonwealth;
 - b) give the Commonwealth any details it reasonably requires as to the condition, its causes, and its effect on the Works or the use of the Works;
 - c) allow the Commonwealth, and any person the Commonwealth nominates, access to the Location at all reasonable times to inspect and investigate the condition; and
 - d) take all steps necessary to avoid (or, if the condition cannot be avoided, mitigate) the impacts of the condition on the performance or use of the Works.
- 21.2 The Commonwealth may direct the Provider to change the Works to overcome the impacts of any condition at the Location that would or may adversely affect the Provider's ability to complete the Works in accordance with this Project Agreement, use the Works for the Designated Use, or otherwise comply with the Provider's obligations under this Project Agreement. Any such direction does not limit the Commonwealth's rights under item 21.3 below.
- 21.3 If, in the Commonwealth's reasonable opinion, a condition referred to in item 21.1 or 21.2 is a Latent Condition:
- a) all steps the Provider takes (and that any third party takes on the Provider's behalf) to avoid or mitigate the impacts of the Latent Condition in accordance with item 21.2 are entirely at the Provider's own risk and expense and must not be paid for using any of the Grant; and
 - b) the Commonwealth may, at any time following the identification of the Latent Condition, terminate this Project Agreement under clauses 88 to 91 of the Head Agreement, if the Commonwealth considers that:
 - (i) the Location cannot or will not be able to be used for the Designated Use;
 - (ii) the impacts of the Latent Condition are unable to be avoided or mitigated so as to complete the Works; or
 - (iii) the Provider has failed to avoid or mitigate the impacts of the Latent Condition in accordance with item 21.1 within a reasonable time.
- 21.4 The Commonwealth's termination of this Project Agreement under item 21.3 does not limit the Provider's obligations under item 21.1.

22 Date for Completion of the Works

22.1 The Provider must complete the Works by the Date for Completion of the Works.

22.2 If the Provider has not completed the Works by the Date for Completion the Provider will be in breach of this Project Agreement and clauses 82 to 87 of the Head Agreement will apply.

23 Completion of the Works

23.1 Within 10 business days after completing the Works, the Provider must provide the Commonwealth with an Occupancy Permit.

23.2 Within 10 business days after receiving the [certificates/written certification] under item 23.1, the Commonwealth may give the Provider written notice setting out the further matters which the Commonwealth requires the Provider to address to meet the conditions for completion of the Works.

23.3 The Provider must address all matters raised by the Commonwealth in a notice provided under item 23.2 as soon as reasonably practical after the Provider receives the notice.

24 Defects

24.1 The Provider must correct all Defects that appear in the Works during the Defects Liability Period.

25 Project Advisory and Management Services Panel

25.1 The Provider acknowledges that the Commonwealth has established or may establish one or more panels to provide the Commonwealth with project advisory and technical and project management services in areas such as cost management, quantity surveying, land surveying and infrastructure advice.

25.2 The Provider will cooperate fully with such panel members, including:

- a) giving them access to the Location and the Works;
- b) providing any information requested in relation to the Works; and
- c) facilitating meetings, discussions and access to other stakeholders, such as the Project Manager and the Owner.

26 Building and Construction WHS Accreditation Scheme

Building Work procured using funds provided under this Project Agreement may be covered by the Work Health and Safety Accreditation Scheme (**WHS Accreditation Scheme**).

26.1 The WHS Accreditation Scheme is established under the Building and Construction Industry (Improving Productivity) Act 2016 (Cth) and specified in the Building and Construction Industry (Improving Productivity) (Accreditation Scheme) Rules 2019 (Cth).

The WHS Accreditation Scheme applies to Building Work that is indirectly funded by the Commonwealth or a corporate Commonwealth entity if it is carried out under a contract with a value of \$4 million or more (GST inclusive) and the contribution made to the funding of the project that includes the Building Work by the Commonwealth or corporate Commonwealth entity is at least:

- a) \$6,000,000 (GST inclusive) and represents at least 50% of the total funding; or
- b) \$10,000,000 (GST inclusive).

Contracts for Building Work that use funds provided under this Project Agreement and that meet the financial thresholds outlined above should:

- c) be notified to the Office of the Federal Safety Commissioner at the earliest possible opportunity (that is, when approaching the market) and
- d) contain a requirement that the builder:

- (i) is accredited under the WHS Accreditation Scheme* and
- (ii) maintains their accreditation while carrying out the Building Work.

* Paragraph 26(g) of the *Building and Construction Industry (Improving Productivity) (Accreditation Scheme) Rules 2019* outlines provisions applying to joint venture arrangements that include accredited and unaccredited builders.

27 Work Health and Safety

27.1 The Provider must prepare, and must ensure that its head contractor prepares, a Work Health and Safety Plan which complies with the WHS Law.

27.2 The Work Health and Safety Plan must, in particular, comply with:

- a) Chapter 6 of the Work Health and Safety Regulations 2011 (Cth); and
- b) all relevant codes of practice relating to the carrying out of the Works.

27.3 The Work Health and Safety Plan must address all matters relating to the regulation and implementation of safe work practices on the Location, including but not limited to site induction, recording and reporting of accidents and incidents and the protection of other users of the Works, the Location and their surroundings.

27.4 The Provider acknowledges and agrees that for the purposes of the WHS Law, in carrying out the Works, it:

- a) is a person conducting a business or undertaking;
- b) has management and control of the site to the extent necessary to carry out the Works; and
- c) will be or it must appoint its head contractor as the 'principal contractor' in relation to the carrying out of the Works for the purposes of the WHS Law.

27.5 The Provider must comply, and must ensure that its head contractor complies, with all duties and obligations imposed on a principal contractor under the WHS Law, including:

- a) complying with its health and safety duties in relation to all work under this Project Agreement;
- b) complying with the consultation, representation and participation requirements, including any consultation required with other designers and manufacturers;
- c) preparing safe work method statements for high risk construction work and ensuring that the high risk construction work is carried out in accordance with the safe work method statements;
- d) complying with all relevant codes of practice approved under the WHS Law;
- e) immediately notifying the Commonwealth of any 'notifiable incident', as defined in the WHS Law;
- f) permitting the Commonwealth and its nominees entry to the Location where the Works are being carried out;
- g) permitting entry to the Location by work health and safety entry permit holders; and
- h) not permitting any act or omission that causes or may cause the Commonwealth or the Provider to not comply with the WHS Law.

28 Definitions

28.1 In this Project Agreement, unless the contrary appears:

Building Act means the *Building Act (NT)*.

Building Control Area means an area of the Northern Territory to which any or all of the provisions of the Building Act and Building Regulations have been declared to apply to under section 6(2) of the Building Act.

Building Permit means a building permit issued under section 59 of the Building Act in respect of the Works.

Building Regulations means the *Building Regulations (NT)*.

Building Work has the same meaning as in section 3(4) of the Building Code.

Construction Documents means all construction contracts, design plans and construction plans for the Works.

Date of Completion of the Works means the date the Provider is required to complete the works, as specified in item 1.1.

Date Completion of the Works means the date the Works are actually completed, determined in the manner set out in item 1.1.

Defect means any defect, shrinkage, fault or omission in the Works, including any aspect of the Works which is not in accordance with the requirements of this Project Agreement or otherwise is not fit for its intended purpose;

Defects Liability Period means the period which starts on the Works Completion Date and which continues for the period described in item 4.1.

Designated Use means the Designated Use specified in item 4.1.

Enterprise Agreement has the same meaning as in the *Fair Work Act 2009* (Cth).

Exclusion Sanction has the same meaning as in section 3(3) of the Building Code.

Head Agreement means the head agreement entered into by the Commonwealth and the Provider identified by the Grant System Agreement number shown on the first page of this Project Schedule.

Indigenous Employment Plan means a plan that outlines, to the reasonable satisfaction of the Commonwealth:

- a) the number of Indigenous employees to be employed over the life of the project;
- b) the roles, responsibilities and required training of Indigenous employees to be employed over the life of the Project;
- c) how the employment of local Indigenous employees will be supported and sustained;
- d) how Indigenous employment will be implemented, monitored and reviewed in respect of the Project;
- e) how the project Manager will communicate with employees, service providers and the community about participation issues (including cultural awareness training for personnel, as required); and
- f) the methods for managing subcontractors and other service providers to fulfil the stated Indigenous employment commitments.

Indigenous Land Use Agreement means an indigenous land use agreement made under the *Native Title Act 1993* (Cth).

Land Rights Land means land which is:

- a) subject to a freehold estate or lease granted or vested under legislation that makes provision for the grant or vesting of such things only to, in or for the benefit of, Aboriginal peoples or Torres Strait Islanders;
- b) held expressly for the benefit of, or held on trust, or reserved, expressly for the benefit of, Aboriginal peoples or Torres Strait Islanders; or
- c) claimed under legislation referred to above in paragraph (a).

Latent Conditions means any ground condition at the Location where the Works are to take place, excluding ground conditions resulting from inclement weather, which differ materially from those which should have been anticipated by a prudent, competent and experienced building contractor.

Location means the site at which the Works and Project are to be carried out, as specified in item 6.1.

Milestone means a milestone of the Project as specified in item 5.1.

Native Title Land means land that is subject to native title or subject to a native title claim.

National Construction Code means the National Construction Code issued by the Australian Building Codes Board. Information on the National Construction Code can be obtained from <http://www.abcb.gov.au/>

Occupancy Permit means an occupancy permit issued under section 72 of the Building Act in respect of the Works.

Owner means the owner of the Location.

Purposes Deed means a deed between the Commonwealth, the Provider, and the Owner (if the Provider is not the Owner) under which the Provider (and the Owner if the Provider is not the Owner) agree that the Location will be used for the Designated Use for the Designated Use Period.

Register of Indigenous Land Use Agreements means the register of indigenous land use agreements established under the *Native Title Act 1993* (Cth).

Scheme means the Australian Government Building and Construction WHS Accreditation Scheme established by the *Building and Construction Industry (Improving Productivity) Act 2016*.

WHS Law means all legislative requirements dealing with or relevant to health and safety at work and of workers and others who may be affected by the carrying out of the Project or the Works, and includes any requirements of any government authority exercising regulatory powers in respect of such matters, including but not limited to the *Work Health and Safety Act 2011* (Cth).

Works means that part of the Project which relates to the design, construction, modification, expansion, refurbishment, installation, furnishing, equipping or fit-out of structures and related activities, the scope of which is specified in item 4.1.

PART 4: ADDITIONAL CONDITIONS**29 Aboriginals Benefit Account**

- 29.1 The Grant is made under section 64(4) of the *Aboriginal Land Rights (Northern Territory) Act 1976*. The Grant is being made from the Aboriginals Benefit Account (ABA) to or for the benefit of Aboriginal people living in the Northern Territory.

30 Budget

- 30.1 The dates and amount of budget are subject to change by formal variation of this project schedule. It is anticipated Deed of Variation No. 1 will occur after satisfactory completion of Item 5 Milestone 7, and the Commonwealth acceptance of an updated Project Plan and budget as outlined at Items 4.11 and 10.1.
- 30.2 Unless otherwise approved by the Commonwealth in writing and subject to item 30.3 below, the Provider must spend the Grant in accordance with the following budget:

Expenditure item	Grant amount (GST exclusive)
Stage 1 Budget	
Community signage and communications	\$15,000.00
Community consultations regarding planning and designs of Maningrida Sporting Change Rooms	\$10,000.00
Upgrade Ablutions at the Council Office - Disabled compliance	\$195,333.00
Design consultant fees and charges	\$271,000.00
Project Management	\$49,133.00
Stage 2 Budget (To be negotiated subject to item 30.1 above)	
Total Stage 1	\$540,466.00
Total Stage 2	\$4,041,234.00
Total combined project budget	\$4,581,700.00

- 30.3 The Provider may transfer amounts between categories of expenditure items within the budget which are less than 10% without seeking Commonwealth approval. The total amount of transfers in any financial year must not exceed 10% of the total value of Grant payments under the Project Agreement in that financial year. The Provider and the Commonwealth shall review the budget set out in item 30.1 annually on a date agreed by the parties. Any changes to the budget must be agreed.

31 Restrictions on expenditure

- 31.1 In addition to clause 12 of the Head Agreement, the Provider must not use any part of the Grant for any of the following purposes, unless it obtains the Commonwealth's prior written approval:
- to make a loan or gift;
 - to pay sitting fees, allowances, travel expenses or similar payments to Directors or members of the Provider's organisation or any related entities (including any parent or subsidiary company);
 - to pay commissions, success bonuses or similar benefits to staff, members or consultants;

- d) for overseas travel;
- e) to engage a consultant for over \$10,000;
- f) to conduct litigation; or
- g) to transfer money (including as a payment, reimbursement, gift or loan) to a parent or subsidiary company of the Provider.

32 Governance – Board meetings and papers

- 32.1 The Provider must give the Commonwealth at least 14 days prior written notice of each planned Board meeting and immediate notice of any unplanned Board meetings, if the Board meeting relates to the Project.
- 32.2 The Provider must keep the Commonwealth updated about the time, date, location, agenda and attendees for each Board meeting, and must provide a copy of any Board papers to the Commonwealth within seven days of the relevant meeting, if the Board meeting or papers relate to the Project.
- 32.3 The Provider must give the Commonwealth a copy of the minutes from each Board meeting and any other Board papers, within seven days of the relevant meeting taking place, if the Board meeting relates to the Project.

33 Governance – Persons involved in management and financial administration

- 33.1 The Provider must immediately notify the Commonwealth of any person it employs, engages or elects who will have a role in its financial administration or management. The notice must include the identity and qualifications of the person/s.
- 33.2 The Provider must not employ, engage or elect any person who will have a role in its management or financial administration if any of the following applies:
 - a) the person is an undischarged bankrupt;
 - b) there is in operation a composition, deed of arrangement or deed of assignment with the person's creditors under the law relating to bankruptcy;
 - c) the person has been given final judgment for a debt and the judgment has not been satisfied;
 - d) within the last five years, the person:
 - (i) has been convicted of an offence/s against a Commonwealth, State or Territory law involving dishonesty;
 - (ii) has been released from prison after having been imprisoned for offence/s involving dishonesty;
 - (iii) is or was a director or occupied an influential position in the management or financial administration of an organisation that had failed to comply with funding or grant

requirements of the Commonwealth, the Aboriginal and Torres Strait Islander Commission or its predecessors;

- e) the person is otherwise prohibited from being a member, director, employee or responsible officer of the Provider under Commonwealth, State or Territory legislation.

34 Recruitment

34.1 If the Provider uses any part of a Grant for the full or partial payment of staff salaries for new or vacant positions, the Provider must either itself or through a recruitment company:

- a) make available a duty statement and selection criteria for the relevant position;
- b) advertise the position;
- c) ensure the selection panel does not consist of anyone who has or appears to have a conflict of interest; and
- d) ensure the selection process is merit-based and consistent with the duty statement and selection criteria.

EXECUTION PAGE

Executed as a Deed

Commonwealth:

SIGNED, SEALED and DELIVERED for and on behalf of the Commonwealth of Australia as represented by the National Indigenous Australians Agency by:

(Name of Commonwealth Representative)

(Signature of Commonwealth Representative)

(Position of Commonwealth Representative)

.....

(Name of Witness in full)

(Signature of Witness)

Provider:

SIGNED, SEALED and DELIVERED for and on behalf of West Arnhem Regional Council ABN 45 065 336 873 in accordance with its rules:

(Name and position held by Signatory)

(Signature)

.....

(Name and position held by second Signatory /
Name of Witness)

(Signature of second Signatory / Witness)

.....

Notes about the Provider's signature block:

- if the Provider is an **incorporated association**, the signatories can be any two members of the governing committee of the Association or a member of the governing committee and the Public Officer. Alternatively, the Head Agreement could be executed using the Common Seal. Associations incorporated in the **Northern Territory** must affix their **Common Seal** unless the Rules of the Association authorise a person to enter into legally binding documents.
- if the Provider is a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix the Provider's **Company Seal**, if required by the Provider's Constitution.
- if the Provider is a **company with a sole Director/Secretary**; the Director/Secretary is required to be the signatory in the presence of a witness. Affix the Provider's **Company Seal**, if required by the Provider's Constitution.
- if the Provider is a **partnership**, a partner must be a signatory in the presence of a witness.
- if the Provider is an **individual**, the Provider must sign in the presence of a witness.
- if the Provider is a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.
- if you are a **State or Territory Government**, the delegate must sign for the State/Territory Department/Agency acting on behalf of the State or Territory Government. The delegate's signature must also be witnessed.

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	12.4
Title:	2022-2023 Annual Report
File Reference:	1102323
Author:	Heidi Walton, Communications and Public Relations Coordinator

SUMMARY

The purpose of this report is to present the West Arnhem Regional Council's 2022-2023 Annual Report for adoption. The Annual Report contains information about Council's operating and financial activities over the past financial year.

BACKGROUND

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

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

COMMENT

Due to size restraints, the 2022-2023 Annual Report document has been tabled as a separate document to the agenda.

The audited financial statements and the analysis are a late confidential agenda item for this meeting. The statements and analysis were considered at the Risk Management and Audit Committee meeting

held on 10 November 2023. A copy of these audited financial statements will also appear in the final copy of the Annual Report.

STATUTORY ENVIRONMENT

Sections 290 and 291 of the *Local Government Act 2019*.
Clause 12 of the *Local Government (General) Regulations 2021*.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

The preparation of Council's annual report fulfils the following performance objectives as outlined in the *Regional Plan 2023-2024*:

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1

Community Engagement

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation administration and representation

Goal 6.5

Planning and Reporting

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

VOTING REQUIREMENTS

Simple majority.

RECOMMENDATION:

Council reviewed and adopted the West Arnhem Regional Council Annual Report 2022-2023.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	12.5
Title:	Local Authority Member Polos
File Reference:	1101373
Author:	Jasmine Mortimore, Travel and Executive Assistant to the CEO & Mayor

SUMMARY

The purpose of this report is to seek Councils advice on Polo options for our Local Authority Members.

BACKGROUND

It was discussed in our Local Authority Meetings that LA members would be interested in a polo to identify them as Local Authority members.

COMMENT

Would Council like each Local Authority to have the same colour polo (with their names and their community embroidered) or would they be interested in a different style polo per community.

Please refer to attachments for more details.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

As per budget

STRATEGIC IMPLICATIONS

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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Our processes, procedures and policies are ethical and transparent.**

Goal 6.3

Council and Local Authorities

Excellence in governance, consultation administration and representation

RECOMMENDATION:

That Council:

- 1. Received and noted report entitled 'Local Authority Member Shirts'**
- 2. Provided feedback on preference for shirts.**

ATTACHMENTS

- 1 LA Member Shirt Options.pdf**

Option 1 - Navy & White Polo:

(WARC Staff / Elected Member shirts – can add embroidery to make community specific)



Option 2 - Black & yellow polo



Option 3 - Black & Green



Option 4 - Black & red



WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	13.1
Title:	Elected Member Questions With or Without Notice
File Reference:	1101063
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Elected Members a formal forum in which to table items they wish to be debated by Council.

RECOMMENDATION:

That the Chairperson invite questions with or without notice from Elected Members.

ATTACHMENTS

WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023

Agenda Reference:	14.1
Title:	Closure to the Public for the Discussion of Confidential Items
File Reference:	1101064
Author:	Ben Heaslip, Acting Governance and Risk Advisor

SUMMARY

Pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

STATUTORY ENVIRONMENT

Section 99(2) of the *Local Government Act 2019*
Regulations 51 and 52 of the *Local Government (Administration) Regulations 2021*

RECOMMENDATION:

That Council approved pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

ATTACHMENTS

**WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023**

EXCLUSION OF THE PUBLIC

The information in this section of the agenda is classed as confidential under section 293(1) of the *Local Government Act 2019* and regulation 51 of the *Local Government (Administration) Regulations 2021*.

**WEST ARNHEM REGIONAL COUNCIL
FOR THE MEETING 13 NOVEMBER 2023**

RE-ADMITTANCE OF THE PUBLIC