



WEST ARNHEM REGIONAL COUNCIL AGENDA

**MINJILANG LOCAL AUTHORITY
WEDNESDAY, 5 JUNE 2024**



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Minjilang on Wednesday 5 June 2024 at 10:00 am.

Andrew Walsh
Chief Executive Officer

Code of Conduct: The Local Government Act 2019

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

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

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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 5 JUNE 2024

Agenda Reference:	3.1
Title:	Apologies, Leave of Absence and Absence Without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

This report is to table, for record, any apologies, requests for leave of absence and absence without notice received by Council's Chief Executive Officer from Local Authority members for the meeting held on 5 June 2024

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. Notes the absence of ...
2. Notes the apology received from ...
3. Determines ... are absent with permission of the Council.
4. Determines ... are absent without permission of the Council.

COMMENT

Local Authorities 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 the Local Authority will be recorded as absent without notice.

LEGISLATION AND POLICY

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

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

Agenda papers are presented for acceptance at the Minjilang Local Authority meeting held on 5 June 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 5 June 2024.

LEGISLATION AND POLICY

Section 92(1) *Local Government Act 2019*.

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

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

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the 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, disclosure as soon as possible after the matter is raised.

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

Staff Members of the Council are required to disclose an interest in a matter at any time on 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 their delegated authority unless Council expressly directs them to do so.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received the declarations of interest as listed for the Minjilang Local Authority meeting held on 5 June 2024.

LEGISLATION AND POLICY

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

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

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	6.1
Title:	Confirmation of Local Authority Meeting Minutes
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

Unconfirmed minutes from the 25 March 2024 and 15 May 2024 Minjilang Local Authority meeting are submitted to the Local Authority for confirmation that the minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. adopted the minutes of the 25 March 2024 Minjilang Local Authority as a true and correct record.
2. adopted the minutes of the 15 May 2024 Minjilang Local Authority as a true and correct record.
- 3.

LEGISLATION AND POLICY

Sections 101(4) and 101(5) of the *Local Government Act 2019*.

Clause 13.1 *Guideline 1: Local Authorities 2021*.

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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.

ATTACHMENTS

1. minjilang local authority meeting minutes_-_25 march 2024 [6.1.1 - 6 pages]
2. Unconfirmed Minjilang Local Authority Meeting Minutes - 15 May 2024 [6.1.2 - 3 pages]



Minutes of the West Arnhem Regional Council Minjilang Local Authority
Monday, 25 March 2024 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Henry Guwiyul

STAFF PRESENT

Chief Executive Officer	Andrew Walsh
Governance and Risk Advisor (acting)	Jasmine Mortimore
Council Services Manager Minjilang	Cathy Makings
General Manager Technical Services (acting)	Clem Beard
Finance Manager (acting)	Corey White

3 APOLOGIES AND ABSENCES

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Apologies and Leave of Absence.

MIN1/2024 RESOLVED:
On the motion of Cr Guwiyul
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY received and noted Member's apology for Audrey Lee for the Local Authority meeting held on 25 March 2024.

CARRIED

Agenda Reference:	3.2
Title:	Absent without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Absent without Notice.

MIN2/2024 RESOLVED:
On the motion of Member Yirrawala
Seconded Member Makings

THAT THE LOCAL AUTHORITY received and noted no Member's absences without notice for the Local Authority meeting held on 25 March 2024.

CARRIED

4 ACCEPTANCE OF AGENDA

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Acceptance of Agenda.

MIN3/2024 RESOLVED:
On the motion of Member Yirrawala
Seconded Member Makings

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 25 March 2024.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

MIN4/2024 RESOLVED:
On the motion of Cr Guwiyul
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY received no declarations of interest as listed for the Minjilang Local Authority meeting held on 25 March 2024.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

Agenda Reference:	6.1
Title:	Confirmation of Local Authority Meeting Minutes
Author:	Ben Heaslip, Information Advisor

The Local Authority considered a report on Confirmation of Local Authority Meeting Minutes.

MIN5/2024 RESOLVED:

**On the motion of Member S Wauchope
Seconded Member Makings**

THAT THE LOCAL AUTHORITY adopted the minutes of the 15 September 2023 Minjilang Local Authority as a true and correct record.

CARRIED

7 ACTION REPORTS

Agenda Reference:	7.1
Title:	Review of Action Items
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Review of Action Items.

MIN6/2024 RESOLVED:

**On the motion of Cr Guwiyul
Seconded Member Yirrawala**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Review of Action Items*

CARRIED

Agenda Reference:	7.2
Title:	Finance Report for the period ended 29 February 2024
Author:	Corey White, Accountant

The Local Authority considered a report on Finance Report for the period ended 29 February 2024.

MIN7/2024 RESOLVED:

**On the motion of Member C Wauchope
Seconded Member S Wauchope**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Finance Report for the period ended 29 February 2024*; and
2. Received and noted the attachment entitled *2022 – 2023 Local Authority Project Funding Certification Minjilang DOS*
3. Queried if LA funds can be used for the purchase of laptops / tablets for meetings.

CARRIED

Agenda Reference:	7.3
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Title:	Trailer Screen Options for Local Authority
Author:	Clem Beard Acting General Manager Technical Services

The Local Authority considered a report on Trailer Screen Options for Local Authority.

MIN8/2024 RESOLVED:

**On the motion of Cr Guwiyul
Seconded Member S Wauchope**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled cost estimate to purchase a trailer screen; and
2. Approve the administration to apply for appropriate grants funding when available.

CARRIED

Agenda Reference:	7.4
Title:	Minjilang New Cemetery Works
Author:	Sara Fitzgerald, Waste and Resource Coordinator

The Local Authority considered a report on Minjilang New Cemetery Works.

MIN10/2024 RESOLVED:

**On the motion of Member C Wauchope
Seconded Member Makings**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Minjilang New Cemetery Works*; and
2. Approve naming of the cemetery Minjilang Cemetery.

CARRIED

Agenda Reference:	7.5
Title:	Purchase of Sea Container for Storage at Basketball Court - Minjilang
Author:	Clem Beard, Project Manager Technical Services

The Local Authority considered a report on Purchase of Sea Container for Storage at Basketball Court - Minjilang.

MIN11/2024 RESOLVED:

**On the motion of Member Yirrawala
Seconded Member Makings**

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Purchase of Sea Container for Storage at Basketball Court - Minjilang*; and
2. Approve the purchase of a ventilated Sea Container and Certification for up to \$40,000.00.

CARRIED

8 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	8.1
Title:	Presentations and Visitors - National Indigenous Australians Agency
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Presentations and Visitors - National Indigenous Australians Agency.

MIN9/2024 RESOLVED:

On the motion of Member C Wauchope

Seconded Member Yirrawala

THAT THE LOCAL AUTHORITY

1. Notes the presentation on update on Community Development Program by the National Indigenous Australians Agency.
2. Thank the presenters from National Indigenous Australians Agency - Gretl Turkish, Allira Grixti and Gill Jones.
3. Request detailed information on CDP program and projects in West Arnhem including accredited training, consultations, and outcomes.
4. Invite ALPA to attend the next scheduled local authority and council meeting to increase information sharing within communities.

CARRIED

9 RECEIVE AND NOTE REPORTS

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

The Local Authority considered a report on CSM Operations Report on Current Council Services.

MIN12/2024 RESOLVED:

**On the motion of Member Yirrawala
Seconded Member S Wauchope**

THAT THE LOCAL AUTHORITY received and noted the report entitled *CSM Operations Report on Current Council Services*.

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

Agenda Reference:	10.1
Title:	Local Authority Member Questions with or without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Local Authority Member Questions with or without Notice.

MIN13/2024 RESOLVED:

**On the motion of Member Makings
Seconded Member Yirrawala**

THAT THE LOCAL AUTHORITY recorded for action the following questions from Members.

1. Chairperson raised revising the handshake in WARC logo.
2. Raised concerns with new Power and Water 4G prepaid meters and
3. Requested Power and Water come to next scheduled Local Authority and then plan a community presentations to explain changes.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on 30 May 2024.

12 MEETING DECLARED CLOSED

Chairperson Matthew Nagarlbin declared the meeting closed at 11:51.

This page and the preceding pages are the minutes of the Minjilang Local Authority held on Monday 25 March 2024.



Minutes of the West Arnhem Regional Council Minjilang Local Authority
Wednesday, 15 May 2024 at 11:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Matthew Nagarlbin declared the meeting open at 11:00 am, welcomed all in attendance and did an Acknowledgement of Country.

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Councillor	Henry Guwiyul
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STAFF PRESENT

Manager Business Development	Leanne Johansson
Manager Community Services Support	Marnie Mitchell
Grants Coordinator	Bryony Tracey
Community Wellbeing Senior Projects Officer	Sianlee Harris
Community Care Senior Project Officer (Acting)	Lee Kirschner
Council Services Manager - Minjilang (Acting)	Rick Wither

3 APOLOGIES AND ABSENCES

Agenda Reference:	3.1
Title:	Apologies and Leave of Absence
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Apologies and Leave of Absence.

THAT THE LOCAL AUTHORITY received and noted Member's apologies for Clint Wauchope, Audrey Lee, Mayor Woods and Deputy Mayor Williams for the Local Authority meeting held on 15 May 2024.

Agenda Reference:	3.2
Title:	Absent without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Absent without Notice.

THAT THE LOCAL AUTHORITY received and noted no Member's absences without notice for the Local Authority meeting held on 15 May 2024.

4 ACCEPTANCE OF AGENDA

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Acceptance of Agenda.

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 15 May 2024.

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

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

THAT THE LOCAL AUTHORITY received no declarations of interest as listed for the Minjilang Local Authority meeting held on 15 May 2024.

6 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	6.1
Title:	Presentations and Visitors
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

The Local Authority considered a report on Presentations and Visitors.

THAT THE LOCAL AUTHORITY noted the presentations on:

1. Minjilang Community Plan pilot by National Indigenous Australians Agency.

7 NEXT MEETING

The next meeting is scheduled to take place on 30 May 2024.

8 MEETING DECLARED CLOSED

Chairperson Matthew Nagarlbin declared the meeting closed at 12:30.

This page and the preceding pages are the minutes of the Minjilang Local Authority Meeting held on Wednesday 15 May 2024.

UNCONFIRMED

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	7.1
Title:	Presentations and Visitors - Northern Territory Electoral Commission
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY noted the presentations on 2024 Territory Election by the Northern Territory Electoral Commission.

BACKGROUND

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

COMMENT

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

Minjilang Local Authority – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
Information on 2024 Territory Election	Anna Egerton – Project Officer	NT Electoral Commission	Council

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	7.2
Title:	Presentations and Visitors - ALPA CDP
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY noted the presentations on:

1. Community Development Program Updates by Arnhem Land Progress Aboriginal Corporation.

BACKGROUND

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

It was discussed in the Minjilang Local Authority meeting held on 25 March 2024 to invite ALPA to attend the next scheduled local authority meeting to increase information sharing within community.

COMMENT

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

Minjilang Local Authority Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
Update / information on programs and projects within Minjilang	ALPA CDP Representative	Arnhem Land Progress Aboriginal Corporation Community Development Program	The Minjilang Local Authority

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	8.1
Title:	Finance Report for the period ended 30 April 2024
Author:	Corey White, Acting Finance Manager

SUMMARY

This Finance Report for the year to date period 1 July 2023 to 30 April 2024, the first ten months of the 2023-24 financial year, is prepared for the Minjilang Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Finance Report for the period ended 30 April 2024*; and

BACKGROUND

This Financial Reports include the following attachment:

- Graphical Finance Presentation

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

COMMENT

The Local Authority members are encouraged to discuss the Finance Report for the period ended 30 April 2024. The report covers all of the activities within the Minjilang Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community Services activities. Additionally, there are some projects that are funded from Council's own money.

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

Description	MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	48,808	50,583	(1,776)	(4%)	60,700	80%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	52,370	52,370	-	-	62,844	83%
Income Council Fees and Charges	16,765	17,083	(318)	(2%)	20,500	82%
Income Operating Grants	726,341	726,341	-	-	815,650	89%
Income Allocation	71,132	120,345	(49,212)	(41%)	143,239	50%
Other Income	23,318	22,753	565	2%	23,920	97%
Income Agency and Commercial Services	672,185	688,667	(16,482)	(2%)	825,197	81%
Total Operational Revenue	1,610,920	1,678,143	(67,223)	(4%)	1,952,049	83%
Operational Expenditure						
Employee Expenses	1,153,907	1,207,068	(53,162)	(4%)	1,456,402	79%
Contract and Material Expenses	185,771	432,690	(246,918)	(57%)	607,957	31%
Finance Expenses	1,025	1,225	(200)	(16%)	1,470	70%
Travel, Freight and Accom Expenses	96,132	158,946	(62,814)	(40%)	188,358	51%
Fuel, Utilities & Communication	228,760	296,836	(68,075)	(23%)	355,216	64%
Other Expenses	205,288	277,761	(72,473)	(26%)	404,781	51%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	2,450	4,500	(2,050)	(46%)	5,400	45%
Council Committee & LA Expenses	105	88	18	20%	105	100%
Total Operational Expenditure	1,873,438	2,379,113	(505,675)	(21%)	3,019,690	62%
Total Operational Surplus / (Deficit)	(262,518)	(700,970)	438,452	63%	(1,067,640)	25%

Annual Budget Operating Position - Minjilang

as at 30 Apr 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(262,518)	(700,970)	438,452	63%	(1,067,640)	25%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(71,132)	(120,345)	49,212	41%	(143,239)	50%
Add Back Non-Cash Expenses	378,340	417,159	(38,819)	(9%)	569,679	66%
Total Non-Cash Items	307,208	296,814	10,393	4%	426,440	72%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(47,355)	(249,566)	202,211	81%	(726,641)	7%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	(47,355)	(249,566)	202,211	81%	(726,641)	7%
Add ADDITIONAL INFLOWS						
Capital Grants Income	481,061	481,061	-	-	527,273	91%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	37,806	35,479	2,327	7%	35,479	100%+
Total Additional Inflows	518,867	516,540	2,327	0%	562,752	92%
Net Budgeted Operating Position	516,202	(137,182)	653,384	100%+	(805,089)	0%

LEGISLATION AND POLICY

Regulation 17 of the *Local Government (General) Regulations 2021* outlines the requirements for financial reporting to Council.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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.

ATTACHMENTS

- Graphical Financial Presentation Minjilang - April 2024 [8.1.1 - 8 pages]



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 30th April 2024**

Actual v Budget – Operational – July 2023 to April 2024



Annual Budget - Minjilang as at 30 Apr 2024

Description	MINJILANG				Annual Budget	Progress
	Actuals YTD	Budget YTD	Variance	%		
Operational Revenue						
Income Rates and Charges	48,808	50,583	(1,776)	(4%)	60,700	80%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	52,370	52,370	-	-	62,844	83%
Income Council Fees and Charges	16,765	17,083	(318)	(2%)	20,500	82%
Income Operating Grants	726,341	726,341	-	-	815,650	89%
Income Allocation	71,132	120,345	(49,212)	(41%)	143,239	50%
Other Income	23,318	22,753	565	2%	23,920	97%
Income Agency and Commercial Services	672,185	688,667	(16,482)	(2%)	825,197	81%
Total Operational Revenue	1,610,920	1,678,143	(67,223)	(4%)	1,952,049	83%
Operational Expenditure						
Employee Expenses	1,153,907	1,207,068	(53,162)	(4%)	1,456,402	79%
Contract and Material Expenses	185,771	432,690	(246,918)	(57%)	607,957	31%
Finance Expenses	1,025	1,225	(200)	(16%)	1,470	70%
Travel, Freight and Accom Expenses	96,132	158,946	(62,814)	(40%)	188,358	51%
Fuel, Utilities & Communication	228,760	296,836	(68,075)	(23%)	355,216	64%
Other Expenses	205,288	277,761	(72,473)	(26%)	404,781	51%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	2,450	4,500	(2,050)	(46%)	5,400	45%
Council Committee & LA Expenses	105	88	18	20%	105	100%
Total Operational Expenditure	1,873,438	2,379,113	(505,675)	(21%)	3,019,690	62%
Total Operational Surplus / (Deficit)	(262,518)	(700,970)	438,452	63%	(1,067,640)	25%



Actual v Budget – Operational – July 2023 to April 2024



Annual Budget Operating Position - Minjilang

as at 30 Apr 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(262,518)	(700,970)	438,452	63%	(1,067,640)	25%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(71,132)	(120,345)	49,212	41%	(143,239)	50%
Add Back Non-Cash Expenses	378,340	417,159	(38,819)	(9%)	569,679	66%
Total Non-Cash Items	307,208	296,814	10,393	4%	426,440	72%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(47,355)	(249,566)	202,211	81%	(726,641)	7%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	(47,355)	(249,566)	202,211	81%	(726,641)	7%
Add ADDITIONAL INFLOWS						
Capital Grants Income	481,061	481,061	-	-	527,273	91%
Prior Year Carry Forward Tied Funding	-	-	-	-	-	0%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	37,806	35,479	2,327	7%	35,479	100%+
Total Additional Inflows	518,867	516,540	2,327	0%	562,752	92%
Net Budgeted Operating Position	516,202	(137,182)	653,384	100% +	(805,089)	0%

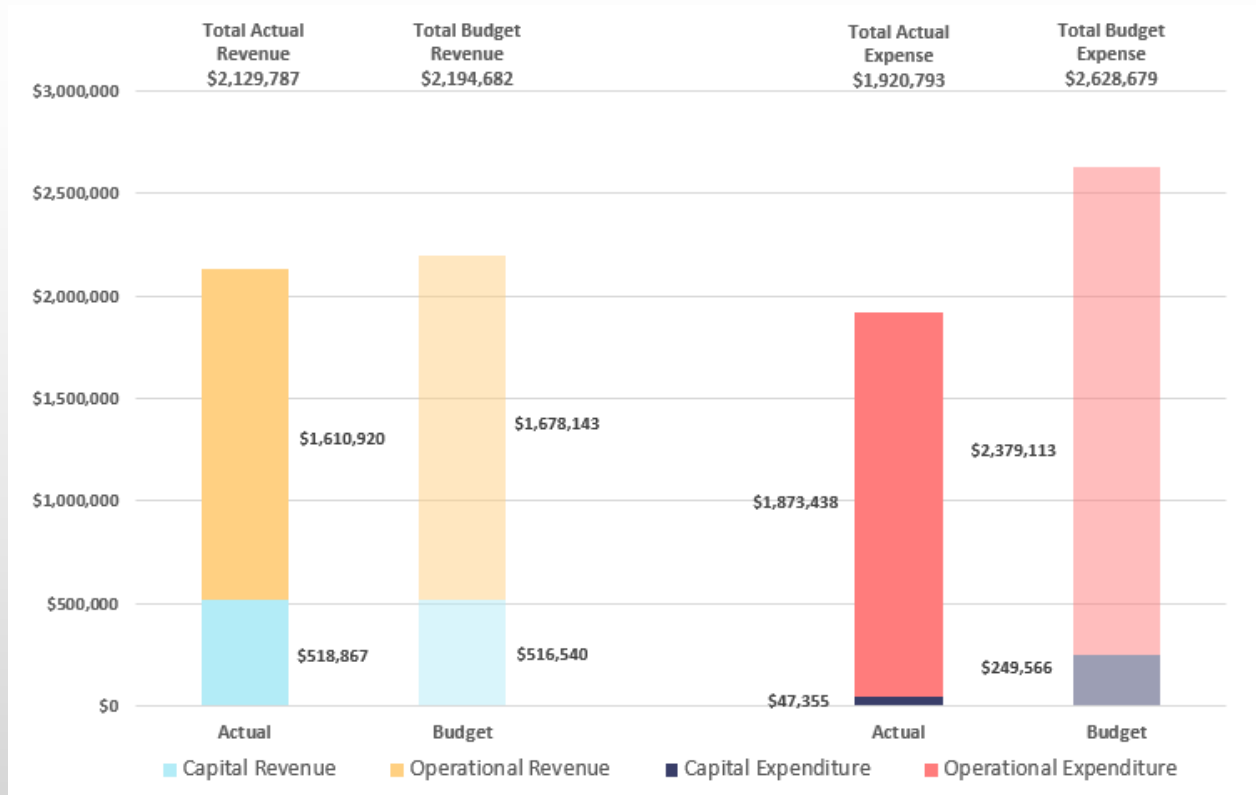
Legend:

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





Actual v Budget – Minjilang – July 2023 to April 2024



Council Funded Projects – July 2023 to April 2024



No capital reserve funded projects are currently active



Grant Funding – Local Authority Projects – Available Funds - July 2023 to April 2024



Grant Funding - Local Authority Projects	Funding Amount	Funding Year	Funds Received	Funds not yet Received	Allocated	Balance as at 30.04.2024
Local Authority Projects Funding	36,900	FY 21/22	36,900	-	(36,900)	-
Local Authority Projects Funding	36,900	FY 22/23	36,900	-	(36,900)	-
TOTAL FUNDING	73,800	-	73,800	-	(73,800)	-

LAP - funding available 23/24	36,900	FY 23/24	-	36,900	(7,275)	29,625
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Add funds available from Projects completed under budget	11,921
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Total available for Allocation	41,546
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Note: 2023/2024 funding was received on the 17/05/2024



Grant Funding – Local Authority Projects – July 2023 to April 2024



Grant Funding - Local Authority Projects - Active Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2023-24	Commitments	Available Funds as at 30.04.2024	Status
LAP - Animal Management Program 2024	3,366	FY 23/24	3,366	-	-	(3,060)	306	Next scheduled visit June 3rd - 7th 2024
LAP - Purchase of Sea Container for Storage at Basketball Court	40,000	FY 23/24	40,000	-	-	(28,877)	11,123	In progress. To be completed by June 30
TOTAL LOCAL AUTHORITY PROJECTS	43,366		43,366	-	-	(31,937)	11,429	

Grant Funding - Local Authority Projects - Completed Projects	Approved Budget	Year of Budget Approval	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2023-24	Commitments	Available Funds as at 30.04.2024	Status
LAP - Supply and Install General Purpose Power Outlet and Water Bubbler	29,150	FY 23/24	29,150	-	(17,229)	-	11,921	Completed
TOTAL LOCAL AUTHORITY PROJECTS	29,150		29,150	-	(17,229)	-	11,921	



Grant Funding – Community Projects – July 2023 to April 2024



Grant Funding - Community Projects	Approved Income Budget	Year of Budget Approval	Carried Forward Cash Balances	Cash received to date (incl. Carried Forward)	Total Cash Received	Expenditure to date 2023-24	Commitments to Date	Available Funds as at 30.04.2024
Commonwealth Home Support Program (CHSP)	-	FY 22/23	-	-	-	(12,555)	-	-
Night Patrol	-	FY 22/23	-	-	-	(231,161)	-	-
Remote Sport Program	-	FY 22/23	-	-	-	(14,326)	-	-
Deliver Indigenous Broadcasting Programs (RIBS)	-	FY 22/23	-	-	-	(350)	-	-
Manage Crèche	729,507	FY 23/24	208,830	18,310	227,139	(118,238)	(173,577)	-
Australia Day Grant	1,000	FY 23/24	-	1,000	1,000	(977)	-	23
NAIDOC Week Activity	-	FY 22/23	-	-	-	(1,128)	-	-
Celebrating Aboriginal Culture (Australia Day)	1,250	FY 22/23	1,250	-	1,250	-	-	1,250
Sports and Recreation	-	FY 23/24	-	-	-	(55,870)	(2,100)	-
TOTAL COMMUNITY PROJECTS	731,757	-	210,080	19,310	229,389	(434,605)	(175,677)	1,273



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	8.2
Title:	Review of Action Items
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

This report is submitted for Minjilang Local Authority to review and discuss the progress on outstanding action items from meetings.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Review of Action Items*; and
2. Reviewed the outstanding action items and gave approval for completed items to be removed from the register.

BACKGROUND

Action items arise out of resolutions of the Local Authority or questions asked by Members. The attached register provides the current status of the action items as provided by the administration. The administration recommends items as complete but it is for the Local Authority to determine whether the item remains active or is complete and can be removed.

COMMENT

The actions that Local Authority resolves to occur are to be acted upon by the administration. This report enables Local Authority to progressively discuss and acknowledge the status of items.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

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.

ATTACHMENTS

1. Minjilang Local Authority Meeting Action Items 30 May 2024 [8.2.1 - 4 pages]

Document	Status	Action Required	Assignee/s	Action Taken
Minjilang Local Authority Meeting - 25 March 2024	In Progress	<p>20.03.2024 OCM44/2024</p> <p>Request install bollards to stop shortcuts through access road with LA funding.</p> <p>31.01.2024 OCM Questions Without Notice</p> <p>Cr Guwiyul raised concerns with community members making short cuts for the main roads in Minjilang.</p>	Cathy Makings, Rick Withers	<p>27/03/2024 Ben Heaslip</p> <p>06 February 2024 – Cathy Makings Senior Works Officer met with Cr Guwiyul on 02 February to pinpoint where the short cuts are happening. SWO will send report to Tech Services H. Ahmad 06/02/24. CSM sent email to all stakeholders asking them to refrain from driving through the short cuts to stop potential danger to children walking to and from school and playing in the areas where short cuts have been made. Also advised of potential erosion.</p> <p>07 March 2024 – Cathy Makings Little improvement since CSM sent email. Sent a reminder email again to stakeholders who are the perpetrators.</p> <p>02/04/2024 Cathy Makings Speed Bump removed to ascertain if the issue of driving off the road has ceased.</p> <p>15/04/2024 Cathy Makings No further updates</p> <p>08/05/2024 Rick Withers There is physical evidence that the removal of the speed bump has reduced local traffic from transiting outside of the designated road areas. Recommend another month of monitoring for confirmation.</p>
Minjilang Local Authority Meeting - 25 March 2024	In Progress	<p>Between October 2020 and August 2022 A scope and budget was presented to Council, as was a proposal for the Building Better Regions Fund (BBRF) program and various updated reports to Council.</p> <p>10.08.2022 OCM78/2022 Council directed the administration to:</p> <ul style="list-style-type: none"> send letters to other stakeholders in Minjilang and request them to co-contribute to the cost of the Minjilang Airport shelter upgrade. 	Cathy Makings, Rick Withers	<p>27/03/2024 Ben Heaslip</p> <p>06 October 2022 Directive to request for funding from DIPL: DIPL advised they have no ownership/lease in place for facilities at the airport. DIPL's responsibilities are inside the airport and apron only. No Land Use Agreements are in place for the facilities or airport waiting area, and DIPL have no interest in seeking any for in this part of the airports across the region. The administration will consult with the Local Authority on the way forward at this meeting.</p>

Document	Status	Action Required	Assignee/s	Action Taken
		<ul style="list-style-type: none"> seek additional funding for the Minjilang Airport shelter upgrade at an estimated cost of \$91,000 <p>16.12.2020 OCM197/2020 Write to DIPL and request the Department divert \$39,515.00 of Local Authority funds to Council controlled projects to meet the cost of upgrading the airport shelter in Minjilang.</p> <p>05.11.2020 OCM173/2020 SCOPE AND BUDGET FOR AIRPORT SHELTER UPGRADE</p>		<p>With regards to request to send letters to Minjilang stakeholders to request co-contributions to the cost of the airport shelters: the Chief Operating Officer will provide a verbal update at the meeting. With regards to the directive to seek \$91,000 for the airport shelter upgrade: ongoing conversations with are being held with Technical Services at an Executive level regarding the lease for the land the shelter occupies. No further updates at this stage.</p> <p>02 May 2023 The administration has lodged an expression of Interest (EOI) with the NLC to allocate/LUA the area outside the Airport Apron to upgrade and maintain facilities management by WARC. ALPA CDP have constructed a concrete path to the waiting area and the CSM has requested if CDP can facilitate repairs to Waiting Area Structure Roof as a CDP project to assist all users of Airport facilities.</p> <p>14 August 2023 WARC have procured the materials to complete works and will coordinate works to be completed in conjunction with Minjilang CDEP when local labour becomes available, and participants return from cultural absence.</p> <p>24 October 2023 – Cathy Makings WARC Minjilang team have removed the roof of the shelter. CDP Jack advised they have been waiting 2 months for the metal primer to arrive. WARC Team are arranging to reorder the primer. Once the CDP paint the steel the team will install the roof.</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>9 January 2023 – Cathy Makings CDP have resumed their work after Christmas break. CSM to contact manager to find out when work will resume.</p> <p>8 March 2024 – Cathy Makings No further update due to bad weather</p> <p>02/04/2024 Cathy Makings No further action to date</p>

Document	Status	Action Required	Assignee/s	Action Taken
				<p>15/04/2024 Cathy Makings</p> <p>No further updates</p> <p>08/05/2024 Rick Withers</p> <p>Stedman's Construction have now welded on roofs cleats and screwed purlins down. Awaiting arrival of roofing sheets. Stedman's Construction are completing these works at no charge for the community.</p>
Minjilang Local Authority Meeting - 25 March 2024	In Progress	<p>28 April 2023 The grants team is seeking funding opportunities for this project.</p> <p>October 2022 to August 2023 Concept design developed. QS Services have provided cost estimates for the project of \$586,900.00.</p> <p>10.08.2022 OCM78/2022 Council:</p> <ul style="list-style-type: none"> Approved the allocation of \$25,000 from Minjilang Local Authority funding to meet the costs for the architectural and structural drawings for the Minjilang Council office disabled access ramp and toilet; and Directed the administration to try and seek additional funding for the construction of the Minjilang Council office disabled access ramp and toilet at an estimated cost of \$586,900.00 <p>October 2021 to August 2022: Reports presented at LA meetings.</p> <p>February to June 2021: The technical services team sourced quotes and worked with the building certifier and architect to design a disabled ramp and convert the current</p>	Bryony Stracey, Leanne Johansson	<p>27/03/2024 Ben Heaslip</p> <p>4 September 2023 – Leanne Johansson The grants team in conjunction with Technical Services are applying for two (2) stage funding through the 'Growing Regions Program – 1' per below.</p> <p>Expression of Interest close 1 August Full Application closes 12 December (extended to 15 January 2024)</p> <p>15 January 2024: Application submitted.</p> <p>15 March 2024: Awaiting outcomes.</p> <p>08/04/2024 Bryony Stracey Awaiting external response</p> <p>30/04/2024 Leanne Johansson 30 April 2024: Awaiting outcome</p> <p>16/05/2024 Bryony Stracey Notification received 16/05/2024 - We were unsuccessful in this round of this highly competitive grant. Will continue to seek funding.</p>

Document	Status	Action Required	Assignee/s	Action Taken
		<p>toilets to a compliant disabled toilet to provide a scope of work and cost estimate.</p> <p>16.12.2020 OCM197/2020 MINJILANG COUNCIL OFFICE DISABILITY RAMP AND TOILET Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding:</p> <ul style="list-style-type: none"> • A disability ramp at the Council office in Minjilang. • A public toilet that caters for the disabled. 		
Minjilang Local Authority Meeting - 25 March 2024	In Progress	MIN8/2024 RESOLVED: Approve the administration to apply for appropriate grants funding for trailer screen when available.	Bryony Stracey	08/04/2024 Bryony Stracey Commenced looking for funding options
Minjilang Local Authority Meeting - 25 March 2024	In Progress	MIN9/2024 1. Request detailed information on CDP program and projects in West Arnhem including accredited training, consultations, and outcomes. 2. Invite ALPA to attend the next scheduled local authority and council meeting to increase information sharing within communities.	Jasmine Mortimore	24/05/2024 Jasmine Mortimore Request for information sent via email – ALPA CDP have advised they are attending on 30 May 2024
Minjilang Local Authority Meeting - 25 March 2024	In Progress	MIN13/2024 RESOLVED: Requested Power and Water come to next scheduled Local Authority and then plan a community presentations to explain changes.	Jasmine Mortimore	24/05/2024 Jasmine Mortimore PowerWater unavailable for 30 May 2024 meeting, they have confirmed attendance for 11 July 2024 meeting.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 June 2024

Agenda Reference:	8.3
Title:	Council's Draft Regional Plan and Budget 2024-2205
Author:	Andrew Walsh, Chief Executive Officer

SUMMARY

The Council must adopt a Regional Plan for the new financial year before 30 June 2024 and the Regional Plan is to include the Council budget and long-term financial plan, among other items. Before the Council adopts its Regional Plan a draft Regional Plan must be approved and put out for public consultation for at least 21-days.

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. Receive and note the report titled *Council's Draft Regional Plan and Budget 2024-2025*.

BACKGROUND

Once each year the Local Authority must include a review of the Council's proposed Regional Plan for the next financial year.

Annual Regional Plan

The Council must have an annual Regional Plan for its local government area in accordance with sections 33 and 35 of the *Local Government Act 2019* (Act). Included in the Regional Plan is an annual budget, long-term financial plan and other legislative prescribed items such as defined indicators for judging the standard of Council's performance.

Annual Budget

Setting an annual budget is the responsibility of the Council and it sets the financial parameters in which the CEO is to manage and report the operations of the Council for the financial year. The Minister for Local Government's *Guideline 5: Budgets* document provides the form in which the budget data is to be presented and section 201 of the Act outlines what must be contained in Council's budget.

Though Council must have an approved annual budget for 2024-25 by 30 June 2024 the Act, in section 203, does allow the Council to adopt an amended budget(s) during the financial year.

NOTE, according to section 202 of the Act the Council must not budget for a deficit.

Long-Term Financial Plan

The Council is required to prepare and keep up-to-date a long-term financial plan that relates to at least 4 financial years (i.e. the current budget financial year [2024-25] plus 3 outer years [2025-26, 2026-27 and 2027-28]).

COMMENT

Following the completion of the public consultation, for the *Draft Regional Plan and Budget 2024-2025*, the final *Regional Plan and Budget 2024-2025* will be laid before Council at a June 2024 meeting for the Council to consider adopting.

STATUTORY ENVIRONMENT

Sections 33 and 35 of the *Local Government Act 2019* (Act);

Various regulations in the *Local Government (General) Regulations 2021* (General Regulations);

The Minister for Local Government's *Guideline 1: Local Authorities*; and

The Minister for Local Government's *Guideline 5: Budgets*.

FINANCIAL IMPLICATIONS

The Council must have a budget and long-term financial plan to control and manage Council's resources.

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

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 6.1 Financial Management

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

ATTACHMENTS

Nil

WEST ARNHEM



REGIONAL COUNCIL

REGIONAL PLAN & BUDGET

2024 - 2025

DRAFT



Acknowledgment of Country

West Arnhem Regional Council acknowledges the First Nations Custodians; and the many Language and Family groups who are Managers and Care-takers to each of their Traditional homelands and Waters across the West Arnhem Regions Wards. West Arnhem Regional Council pay their respects and acknowledge Elders, past present and rising.



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TO BE COMPLETED

Access to Regional Plan & Budget

The West Arnhem Regional Council Regional Plan 2024 - 2025 is available on Council's website by visiting www.westarnhem.nt.gov.au and then clicking on Corporate Documents. Copies are also available for public inspection at Council's public office as per section 33(3) of the *Local Government Act 2019*.

Council Public Offices:

- Jabiru Head Office: 8979 9444
- Gunbalanya Community Council Office: 8970 3700
- Maningrida Community Council Office: 8979 6600
- Minjilang Community Council Office: 8970 3500
- Warruwi Community Council Office: 8970 3600

MAYOR & CEO WELCOME

West Arnhem Regional Council acknowledges the First Nations Custodians and the many Language and Family groups who are Managers and Caretakers of each of their Traditional homelands and Waters across the West Arnhem Regions' Wards. West Arnhem Regional Council pays their respects and acknowledges Elders, past, present, and rising, for they hold the memories, traditions, culture, and hopes of the Aboriginal people of West Arnhem Land.

West Arnhem Regional Council is pleased to present our 2024 – 2025 Regional Plan and Budget. The Regional Plan is a legislative requirement; however, to Council and our constituents, it is way more than that, it is an important strategic document that sets our operational direction for the next year. It is a plan built on leadership that fosters a strong workplace culture where staff are happy, committed and engaged, where everyone is safe and well. It provides a refreshed vision for the West Arnhem Region and an all-important roadmap to steer the Council in the direction of stability, sustainability and prosperity for the region.

Most importantly, our Regional Plan is our contract with the Community, outlining where we'll concentrate our efforts and the ways in which we'll measure our success.

This Regional Plan and Budget has been formulated by the Elected Members, staff, and driven by the voices of the constituents of the West Arnhem Region. With renewed focus and significant change in Leadership, the Council sets a direction to serve the Community and

deliver our services at the levels our residents deserve. The Regional Plan has also been informed by our strategic plan, West Arnhem Regional Council 5 Year Corporate Strategy 2022 – 2027, which was endorsed in 2022 following extensive consultation.

Over the reporting period, we look forward to delivering the goals and strategies set out in the Regional Plan, guided by our six foundational pillars:

1. Partnerships, Relationships, and Belonging
2. Increased Local Indigenous Employment
3. Safety and Wellbeing
4. Service Delivery and Built Environment
5. Sustainability and Climate Action
6. Foundations of Governance

Residents throughout the region will be witness to many major projects as they progress and/or come to completion as the Regional Plan is implemented. Major projects include the installation of Oval Lighting in both Jabiru and Gunbalanya, valued at over \$2.7 million – a significant commitment to Community and wellbeing. In Maningrida, the \$4.5 million change rooms at the Maningrida Oval will reach significant milestones in the planning stages to be ready for full completion in the 2025 – 2026 financial year. Childcare will be reestablished in Minjilang with the Crèche works coming to completion early in the reporting term and operations commencing. This is an important project as childcare is a key driver in workforce participation. Other major projects include significant road works throughout the region, water and sewerage upgrades in Jabiru, sporting infrastructure including outdoor gym equipment and grandstands at our ovals.



The Regional Plan is also marked with many valuable Community led projects that have been crafted and decided by our Local Authorities. Warruwi will see the Sport & Recreation hall undergo upgrades so we can better serve its residents.

Underpinning all this work is our staff, and in this Plan, we see many major commitments to those who work at West Arnhem Regional Council. Council looks forward to a range of organisational initiatives that will proactively help us further improve the way we work and the way the Council serves our people. Our focus is on development, culture and retention. It is with great pride that through this plan, West Arnhem Regional Council announces the introduction of apprenticeships for its workforce, with over 50 staff commencing their Trade certificate in Civil Construction in the operational period. Stronger Communities through our people.

Throughout the plan, West Arnhem's commitment to ongoing learning and development of our people is on display. This coming year will see the introduction of Professional Development plans that focus on foundational skills that are poised to fill the leadership pipeline for years to come. A full review of recruitment and retention activities will be undertaken to remove barriers to employment and create pathways for our team. Finally, Council's Senior Leadership team will be empowered to drive the organisation forward. All these efforts working together should attract the best people into the organisation and further develop them during their tenure. Best in – Out Better.

For our Local Authorities, we understand the integral role they play at the intersection of self-

determination and Community control for the West Arnhem Communities, and as a conduit between Government and Community Voice. The Regional Plan is a steadfast commitment to continue to strengthen the already strong Local Authorities within the region.

For our incredible team who work tirelessly for our communities, we wish to take this opportunity to thank each and every WARC staff member. In the 2024 - 2025 year, our Council will continue to develop opportunities to increase local Indigenous employment, provide more pathways for upskilling through literacy and numeracy initiatives, training, internal promotions, and enhancing our recruitment and retention processes.

We must also acknowledge those who support us through grant and funding programs at all levels of government. This funding stream is critical for our Council to deliver services, plant and equipment, better roads, and other meaningful projects identified in our remote Communities. Our Council would not be able to operate without this support.

Finally, our Council is committed to working in partnership with our constituents and stakeholders to achieve better outcomes and enhance opportunities for our people. We do this through the leadership of our Elected Members and Local Authorities who are committed to making the important decisions based on local needs and aspirations. Council looks forward to implementing this Regional Plan and Budget and achieving our vision together to build stronger communities.

James Woods
Mayor

Andrew Walsh
Chief Executive Officer

“Provides a refreshed vision for the West Arnhem Region and an all-important roadmap to steer the Council in the direction of stability, sustainability and prosperity for the region..”



ABOUT OUR COUNCIL



OUR REGION AND COMMUNITIES

The West Arnhem region is located in the Top End of the Northern Territory.

West Arnhem Regional Council acknowledges the attachment Aboriginal people have to Country, fostering strong connections to culture and language across our diverse Communities.

Spanning nearly 50,000 square kilometres in West Arnhem Land, our Council oversees five vibrant Communities, including Warruwi, Minjilang, Gunbalanya, Jabiru, and Maningrida, and each community profile is geographically unique.

Warruwi and Minjilang are smaller island Communities located in the Arafura Sea, our biggest Community

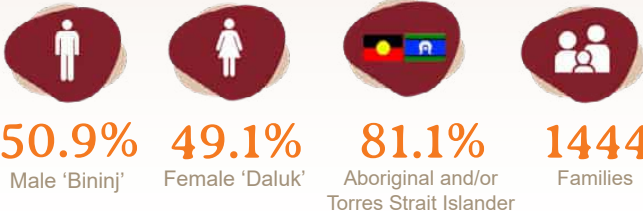
Maningrida is located on the Central Arnhem coast, Gunbalanya is situated far inland and Jabiru is positioned within Kakadu National Park.

Our region is home to approximately 6,281 residents, with over two-thirds identifying as Aboriginal and/or Torres Strait Islander, or 'Bininj' people.

Our population consists of both freshwater and saltwater people from various language groups and cultural backgrounds.

Despite the differences of our Communities, language, culture and ceremony are strong, and clan groups are connected through cultural song lines across the entire Arnhem region.

The Region Overview in Statistics



Population by Community



Data source: 2021 Census data

OUR COUNCILLORS

Minjilang Ward

MINJILANG



Minjilang Ward
Cr Henry Guwiyul



Warruwi Ward
Cr James Marrawal



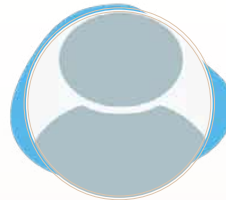
Maningrida Ward
Mayor James Woods



Kakadu Ward
Deputy Mayor
Elizabeth Williams

Warruwi Ward

WARRUWI



Maningrida Ward
Vacant



Kakadu Ward
Cr Ralph Blyth

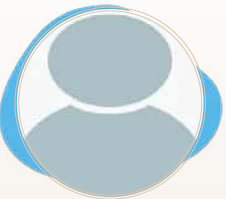
Kakadu Ward

GUNBALANYA

Gunbalanya Ward

MANINGRIDA

Maningrida Ward



Maningrida Ward
Vacant

JABIRU



Kakadu Ward
Cr Mickitja Onus



Gunbalanya Ward
Cr Otto Dann



Gunbalanya Ward
Cr Gabby Gumurdul



Gunbalanya Ward
Cr Donna Nadjamerrek



Maningrida Ward
Cr Jacqueline Phillips

OUR COUNCIL

The Council's role is to represent, inform, and make responsible decisions for its constituency.

Through the voices of the 12 Elected Members who represent the five Wards, our Council plays an important role in advocating at all levels of government on matters important to the people residing in our Communities.

West Arnhem Regional Council holds Ordinary Council Meetings every month, alternating between in-person and video-conferencing. Special Council Meetings of Council are held as required.

The Risk Management and Audit Committee and the Kakadu Ward Advisory Committee are scheduled to meet four times throughout a year.

Local Authority Meetings are convened four times per year for each of the four Local Authorities in the region.

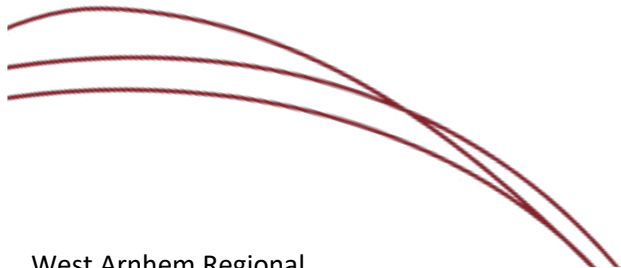
In March 2024, Council accepted

the resignation of (ex) Mayor Matthew Ryan. Matthew had been a fierce advocate for the constituents of the West Arnhem Communities for two decades, serving as a Councillor for the Maningrida Ward since 2008 and as Mayor since 2017.

The vacancy of the Mayoral position was filled by Maningrida Ward Elected Member James Woods. Mayor Woods has served the Maningrida community for over eight years as the longest serving chairperson for the Maningrida Local Authority.

He was elected as Councillor of the Maningrida Ward at the 2021 Local Government Election and has been a strong advocate for improved services in remote communities.

“The West Arnhem Regional Council, governed by 12 Elected Members representing five Wards, serves as a vital advocate for our Communities at all levels of government. As the largest employer in the region, our council operates across a vast footprint, delivering essential local government, Community wellbeing, and commercial services. Our vision is centered on fostering strong Communities throughout West Arnhem Land.”



COUNCIL COMMITTEES

Risk Management and Audit Committee

The Risk Management and Audit Committee is an advisory Committee formed in line with section 86 of the *Local Government Act 2019* that assists Council to achieve good governance by the exercising of due care, diligence and skills in relations to internal and external control of audits and reporting. The Risk Management and Audit Committee is scheduled to meet four times in 2024 - 2025.

Risk Management and Audit Committee Members
Carolyn Eagle (Independent Chair)
Warren Jackson (Independent Member)
Mayor James Woods
Deputy Mayor Elizabeth Williams
Cr Jacqueline Phillips
Cr Gabby Gumurdul

Special Finance Committee

The West Arnhem Regional Council Special Finance Committee is constituted as an Executive Committee with all the necessary powers to carry out Council's financial functions in line with section 83(4) of the *Local Government Act 2019*. The Special Finance Committee was formed to review and approve the monthly finance report in the instance that a quorum cannot be met for an Ordinary meeting of Council.

Special Finance Committee Members
Mayor James Woods
Deputy Mayor Elizabeth Williams
Cr Donna Nadjamerrek
Cr Micketja Onus
Vacant

Kakadu Ward Advisory Committee

West Arnhem Regional Council established a Kakadu Ward Advisory Committee, pursuant to Part 5.3 of the *Local Government Act 2019*, as a key component of Council's governance framework. The Committee is an independent advisory body formed to strengthen relationships between Council, its staff and the residents of Kakadu by recommendations on improving Council's operations within the Kakadu Ward.

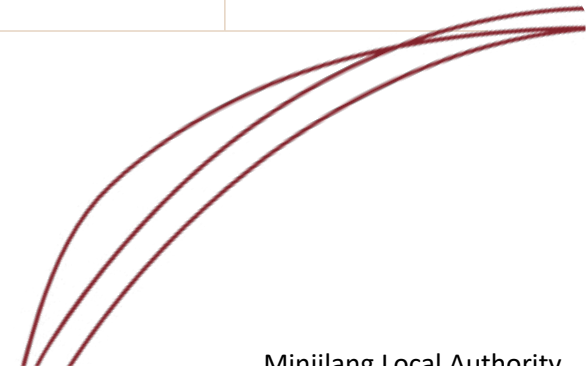
Kakadu Ward Advisory Committee Members
Mayor James Woods
Deputy Mayor Elizabeth Williams
Cr Ralph Blyth
Cr Micketja Onus



LOCAL AUTHORITIES

Local Authorities play a critical role by providing Council with informed recommendations and feedback from the West Arnhem Communities. The region has four Local Authorities, and each has a minimum representation of six appointed members who reside in the Community. For the 2024-2025 financial year, each Local Authority is scheduled to meet four times.

Gunbalanya	Maningrida	Minjilang	Warruwi
Appointed Local Authority Members			
Andy Garnarradj (Chairperson)	Sharon Hayes (Chairperson)	Matthew Nagarlbin (Chairperson)	Jason Mayinaj (Chairperson)
Connie Nayinggul	Jessica Phillips	Charles Yirrawala	Alfred Gawaraidj
Evonne Gumurdul	Shane Namanurki	Shane Wauchope	Ida Waianga
Henry Yates	Joyce Bohme	Clint Wauchope	Nicholas Hunter
Kenneth Mangiru		David Makings	Richard Nawirr
Maxwell Garnarradj		Audrey Lee	Phillip Wasaga
Grant Nayinggul			William Wurulr
			Geraldine Narul
Elected Members			
Mayor James Woods	Mayor James Woods	Mayor James Woods	Mayor James Woods
Deputy Mayor Elizabeth Williams	Deputy Mayor Elizabeth Williams	Deputy Mayor Elizabeth Williams	Deputy Mayor Elizabeth Williams
Cr Otto Dann	Cr Julius Kernan	Cr Henry Guwiyul	Cr James Marrawal
Cr Gabby Gumurdul	Cr Jacqueline Phillips		
Cr Donna Nadjamerrek	Vacant		



ORGANISATIONAL STRUCTURE

Functional & Role



West Arnhem Regional Council



STRATEGIC PLAN

STRATEGIC PLAN JOURNEY

In 2022, West Arnhem Regional Council embarked on a comprehensive consultation initiative involving Elected Members, Local Authorities, senior management, and executives.

This collaborative effort resulted in a revised strategic direction and service delivery plan that truly reflects the Council's vision and purpose.

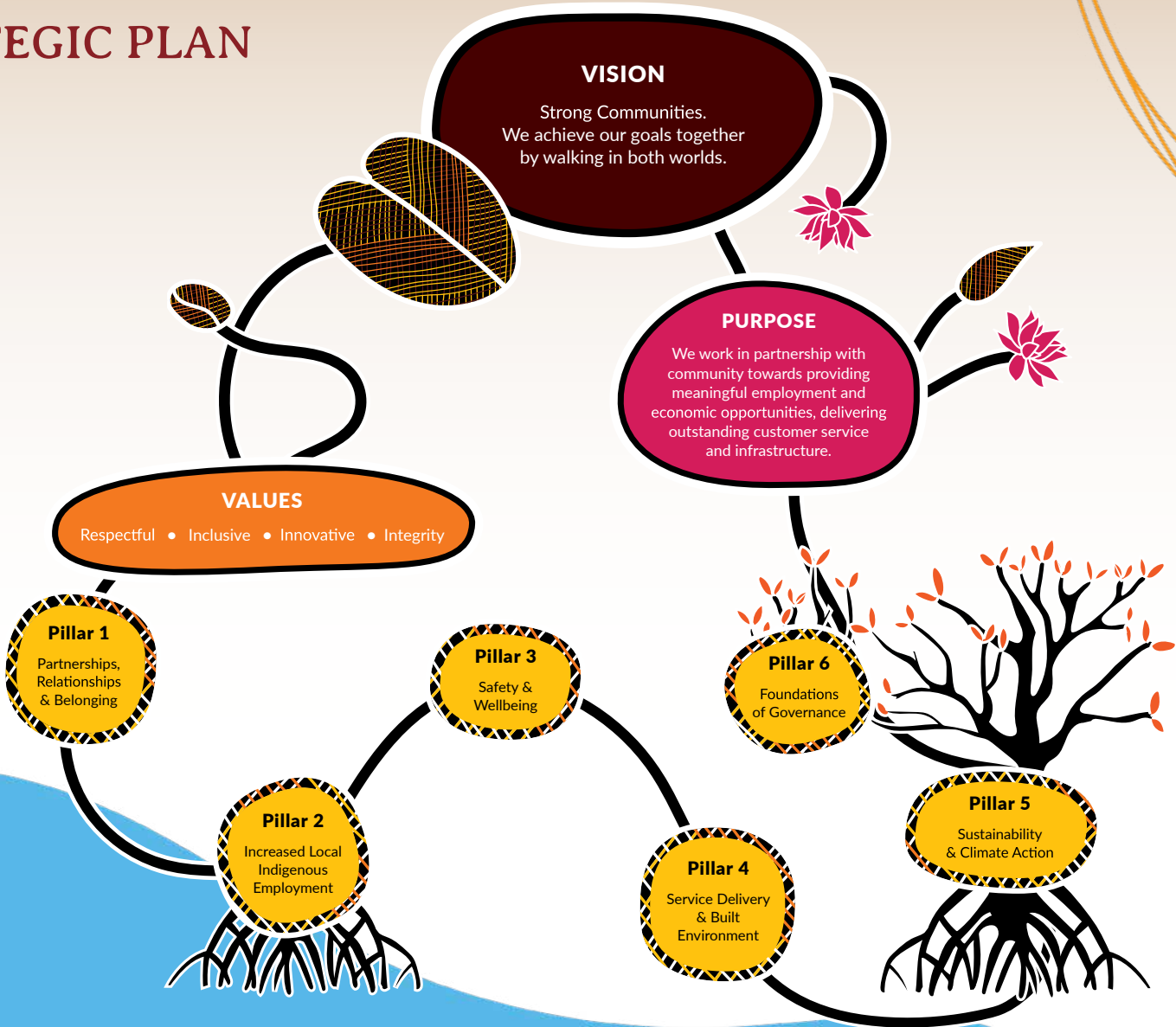
Six pivotal themes surfaced during this extensive consultation process, each now forming the foundational Pillars of the Council's strategic framework.

These six Pillars underpin our commitment to advancing Community well-being, local governance, and sustainable development:

- Pillar 1** Partnerships, Relationships and Belonging
- Pillar 2** Increased Local Indigenous Employment
- Pillar 3** Safety and Wellbeing
- Pillar 4** Service Delivery and Built Environment
- Pillar 5** Sustainability and Climate Action
- Pillar 6** Foundations of Governance



STRATEGIC PLAN



VALUES

The values or behaviours that Council will embrace to support our Purpose and guide us in achieving the Vision are:



Respectful

We respect our communities and staff of all cultures.

We respect elders past, present and emerging for they hold the memories, the traditions, the culture and hopes of Indigenous Australia.

We acknowledge that Aboriginal culture is a living culture and that Aboriginal people continue to live in spiritual and sacred relationship with country.



Inclusive

We are engaged with our communities and partners.

We value diverse perspectives and voices and encourage their incorporation into our work practices.



Innovative

We encourage and promote a culture of safety where innovation is celebrated and new ways of working are implemented to improve our services.



Integrity

We are open, transparent and accountable.

OUR SERVICES

CORE SERVICE ACTIVITIES

West Arnhem Regional Council is dedicated to providing high quality core services to support our vision of Strong Communities. We prioritise healthy community engagement, robust governance, and excellent local government administration. Our daily focus is on delivering essential civic services, promoting environmental health, and enhancing local infrastructure across all of our communities.

	GUNBALANYA	JABIRU	MANINGRIDA	MINJILANG	WARRUWI
Community engagement in local government					
Public and Corporate Relations	✓	✓	✓	✓	✓
Customer Relationship Management, including complaints and responses	✓	✓	✓	✓	✓
Governance	✓	✓	✓	✓	✓
Advocacy and Representation on local and regional issues	✓	✓	✓	✓	✓
Local Government Administration					
Financial Management	✓	✓	✓	✓	✓
Revenue Growth	✓	✓	✓	✓	✓
Human Resources, learning and development	✓	✓	✓	✓	✓
Records Management	✓	✓	✓	✓	✓
Risk Management	✓	✓	✓	✓	✓
Council Planning and Reporting: Strategic, Financial and Service Delivery Planning and Reporting	✓	✓	✓	✓	✓
IT and Communications	✓	✓	✓	✓	✓
Local Civic Services					
Library and Cultural Heritage Service		✓			
Local Infrastructure					
Asset Management	✓	✓	✓	✓	✓
Lighting for Public Safety	✓		✓	✓	✓
Local Road Traffic Management, Maintenance, Upgrading and Construction	✓		✓	✓	✓
Maintenance and Upgrade of Parks, Reserves and Open Spaces inc. Weed Control	✓	✓	✓	✓	✓
Fleet, Plant and Equipment Maintenance	✓	✓	✓	✓	✓
Maintenance and Upgrade of Buildings, Facilities and Fixed Assets	✓	✓	✓	✓	✓
Swimming Pools		✓	✓		
Management and Administration of Local Laws		✓			
Local Environment Health					
Waste Management	✓	✓	✓	✓	✓
Provision of Sewer and Water Management		✓			
Provision of Contract Services for Sewer and Water Management	✓		✓	✓	✓
Animal Management Program	✓	✓	✓	✓	✓

COMMUNITY WELLBEING SERVICES

West Arnhem Regional Council is dedicated to enhancing the quality of life for residents in West Arnhem Land through a comprehensive array of community wellbeing service programs. By partnering with local communities and key stakeholders, the Council ensures the provision of vital services that support the health and overall wellbeing of individuals in the region. These initiatives not only foster individual wellbeing but also play a crucial role in driving regional growth and development, ultimately contributing to building stronger communities.

Community Wellbeing Services anticipated to be delivered by West Arnhem Regional Council 2024 - 2025 are:

	GUNBALANYA	JABIRU	MANINGRIDA	MINJILANG	WARRUWI
Aged and Community Care					
Home Care Packages Program	✓	✓		✓	✓
Commonwealth Home Support Programme	✓	✓		✓	✓
Indigenous Aged Care Employment Program	✓	✓		✓	✓
National Disability Insurance Scheme	✓	✓		✓	✓
Children and Youth Services					
Remote Sport Programme	✓	✓	✓	✓	✓
Warruwi and Minjilang Crèche				✓	✓
Outside School Hours Care					✓
Sport and Recreation	✓	✓	✓	✓	✓
Community Safety and Support					
Community Night Patrols	✓			✓	✓
Culture and Heritage					
Deliver Indigenous Broadcasting Programme	✓		✓	✓	✓



COMMERCIAL SERVICE ACTIVITIES

West Arnhem Regional Council operates a diverse range of commercial activities and services throughout the region. These activities allow us to provide valuable resources and services to local communities but also generate increased employment opportunities within the area. The revenue generated from these commercial activities serves as an important supplementary income stream, enabling the council to deliver additional community benefits and support various initiatives that contribute to the overall welfare and development of the region. This demonstrates Council’s commitment to economic sustainability and community enrichment in West Arnhem Land.

The commercial services anticipated to be delivered by West Arnhem Regional Council in 2024 - 2025 include:

	GUNBALANYA	JABIRU	MANINGRIDA	MINJILANG	WARRUWI
Long Day Care Service		✓			
Centrelink Agent Services	✓	✓		✓	✓
Airstrip Maintenance Contract	✓		✓	✓	✓
Power, Water and Sewerage Systems Contract	✓		✓	✓	✓
Post Office Agreement	✓	✓	✓	✓	✓
Manage Visitor Accommodation	✓		✓	✓	✓



MAJOR PROJECT PLANS 2024 - 2025

REGIONAL

- Animal Management Program co-contribution
- Reduce, Reuse, Recycle Strategy Implementation
- Creation of Remote Recycling Hub Business Plan
- Upgrade in Council's Business Software

GUNBALANYA

- Gunbalanya Football Oval – Construction of Lights

MANINGRIDA

- Construction Changerooms at the Football Oval
- Maningrida New Year's Eve fireworks
- Maningrida half at basketball court – New Subdivision

JABIRU

- Brockman Oval Football Oval – Construction of Lights



PILLARS

In line with the *Local Government Act 2019*, West Arnhem Regional Council has developed a new Strategic Plan, guiding the council's initiatives and actions towards meaningful Community impact. The following Pillars represent the priorities, interests, requirements, aspirations and needs of the Communities within Council. The Strategic Plan sets out the Council's six main pillars:

Pillar 1 - Partnerships, Relationships and Belonging

- 1.1 Community Engagement
- 1.2 Economic Partnerships
- 1.3 Communication
- 1.4 Community Events
- 1.5 Cultural Awareness Training
- 1.6 Youth Engagement

Pillar 2 - Increased Local Indigenous Employment

- 2.1 Indigenous Employment Framework
- 2.2 Traineeships and Apprenticeships
- 2.3 Policy and Procedures

Pillar 3 - Safety and Wellbeing

- 3.1 Cultural Safety
- 3.2 Health and Safety
- 3.3 Employee Engagement and Training and Development
- 3.4 Community Service Delivery

Pillar 4 - Service Delivery and Built Environment

- 4.1 Strategic Infrastructure and Asset Management
- 4.2 Fleet, Plant and Equipment
- 4.3 Waste and Water Management
- 4.4 Local Road Management and Maintenance

Pillar 5 - Sustainability and Climate Change

- 5.1 Recycling and Waste
- 5.2 Procurement
- 5.3 Reduce Office Waste
- 5.4 Education
- 5.5 Policy

Pillar 6 - Foundations of Governance

- 6.1 Financial Management
- 6.2 Records
- 6.3 Council and Local Authorities
- 6.4 Risk Management
- 6.5 Planning and Reporting
- 6.6 Information and Communication Technology

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	Strategy	Measure	Target
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	Engage with Traditional Owners to assist local cultural events with road closures, facilities hire and/or use, provide signage and general support	In-kind support to assist with cultural events provided	100%
	Attend and contribute to heads of agencies meetings	Heads of agencies meetings attended and information shared locally with teams and across the organisation	100%
	Develop well-planned, community-led sport, recreational and cultural programs	Programs and initiatives are informed by the expressed needs and voices of the local people they serve and the staff who deliver them	100%
	Actively seek out and develop collaborative partnerships that encourage service coordination and integration	Community meetings coordinated, informed and participated in	100%
1.2 Economic Partnerships Secure increased income opportunities (grants and commercial) that create employment and/or improve community life	Business Development Strategy to drive economic outcomes	Review existing Business Development Strategy	September 2024
	Identify and pursue opportunities for further partnerships, income and growth	Local employment opportunities embedded into planning and new contracts and increased	June 2025
		Council-run community services are adequately resourced to provide culturally appropriate, safe, community-led programs	100%
	Manage WARC's staff housing portfolio in order to: a. attract and retain staff b. promote staff stability and contribute to community life	Every tenancy is delivered according to the RTA	100%
		All applicable opportunities for funding for new housing and housing maintenance contracts pursued	100%
Seek to retain and uplift existing grants and contracts	Existing contracts retained and additional contracts procured	Minimum uplift CPI or above	

1.3 Communication Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council	Develop and manage Council's social media and communication channels, including the website	Minimum social media targets are met: Instagram – minimum 2 posts per month Facebook – minimum 3 posts per month LinkedIn – minimum 2 posts per month Twitter – minimum 1 post per month Website news articles – minimum 2 per month	100%
		Implement social media strategy	June 2025
	Publish <i>The Wire</i> once a fortnight	Community contribution of articles and/or photos to each edition	4
	Publish a community event calendar on noticeboards and the website	Noticeboards and website current and up-to-date community event calendar displayed	100%
	Create and promote the use of pictorial and/or promotional materials in local languages via Council's established communication channels (internal and external)	Internal and external communication and promotional materials in local languages and/or pictorials are delivered according to the actions of WARC's Reconciliation Action Plan	100%
		Staff newsletter <i>In the Loop</i> published monthly	12 per annum
	Foster an organisational culture of innovation in communication which engages staff and enhances internal communication	All internal requests for WARC branded communication materials including calendars, posters, digital displays and social media posts are facilitated and delivered by WARC Communications and Public Relations Coordinator	100%
	Work with stakeholders to foster positive relationships and build effective networks locally, across the region and nationally	Stakeholder news shared through social media and communication channels on behalf of stakeholders as per request	85%
1.4 Community Events Deliver cultural, civic and sporting events which engage and unite the community	Conduct civic events which recognise and celebrate community sentiment	Civic events held in each community hosted by Council	4 per annum
	Provide support to community organisations to deliver community-based events	In-kind support provided to community groups as requested	As per budget
1.5 Cultural Awareness Training Develop increased understanding and observation of cultural protocols	Develop and launch cultural awareness program	Cultural awareness providers engaged and worked with to design and deliver a WARC-appropriate cultural awareness program	June 2025
		Online learning course for all WARC staff, contractors and consultants embedded	100%
		All new employees completed cultural awareness training within first week of employment	100%

		Cultural awareness and cultural safety in WARC's First Nations Employment Plan embedded	June 2025
		A series of half day cultural awareness workshops delivered	June 2025
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	Design and deliver youth engagement programs in consultation with youth and community stakeholders	Youth and community consultations informed by program design and activity work plans	100%
	Deliver regional planning activities with Sport and Recreation and Community Services teams and schools	Sport and Recreation and Community Services delivery well-planned, with programs reflecting the expressed needs of the community and WARC's regional goals designed	100%
	Plan and deliver diverse and engaging holiday programs that meet the needs and interests of all children/young people and which run for a longer period each day	Holiday programs delivered and attendance is increased in each community throughout the school holiday period	Uplift 10%
	Identify funds to diversify the range of youth activities and establish new services as requested by the community	A more diverse range of youth activities and events, catering to different age groups, interests, genders and localities are planned and delivered	June 2025
	Promote, celebrate and report on activities and events in publications such as <i>The Wire</i> and social media	Photos and/or stories for publication in <i>The Wire</i> and social media provided by Sport and Recreation and Community Services teams	Minimum 2 per month
	Ensure robust data collection systems and contribute to community knowledge	Data collection tool reviewed; data uploaded by all Team Leaders and good quality reporting provided	December 2024

PILLAR 2 Increased Local Indigenous Employment



We are committed to investing in and supporting local Indigenous employment.

We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.



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Goal	Strategy	Measure	Target
2.1 Indigenous Employment Framework Create Council Indigenous employment framework including tailored pathways to employment	Develop a WARC Indigenous Employment Strategy including Indigenous identified positions, dedicated People and Capability support, career pathways, apprenticeships and traineeships	Indigenous Employment Strategy finalised and commenced	June 2025
	Work with community to understand employment obstacles for local people and identify solutions	Employment consultation workshops and initiatives delivered in each community	December 2024
	Seek funding to support WARC's Indigenous Employment Strategy	Funding opportunities identified and funds applied for	December 2024
	Undertake a skills gap and training needs analysis	Results of skills and training gap analysis used to draft training plan	100%
	Enhance WARC's employer brand to attract and retain staff	Review WARC branding for all positions, website and community level initiatives for local employment	100%
	Earmark roles as 'Indigenous identified positions'	The number of 'Indigenous identified positions' increased annually	5% per annum
2.2 Traineeships and Apprenticeships Provide local residents opportunities to learn and obtain professional qualifications in trades and administration	Create a traineeships and apprenticeships program which partners with community stakeholders, including local schools, to identify potential traineeship and apprenticeship candidates and linking candidates to employment pathways with Council	Traineeships and apprenticeships implemented	June 2025
2.3 Policy and Procedures Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment	Review WARC recruitment processes, partnerships and systems for local people	Recruitment process recommendations implemented	100%

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	Strategy	Measure	Target
3.1 Cultural Safety Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan	Complete all actions of Council's 'Innovate' Reconciliation Action Plan	'Innovate' Reconciliation Action Plan actions completed as per plan	June 2025
	Provide reports to Council and Local Authorities on the challenges, highlights and progress of implementing the Reconciliation Action Plan initiatives	Reconciliation Action Plan updates and reports provided to Council and Local Authorities each quarter	100%
	Contribute articles and updates to staff newsletter <i>In the Loop</i> on the highlights of the Reconciliation Action Plan progress	Reconciliation Action Plan working group and Council Service Managers contributed to alternating monthly update/story to <i>In the Loop</i> staff newsletter	100%
	Review success of Reconciliation Action Plan against actions and determine Council's next steps towards reconciliation actions for 2024 and beyond	Progress of 'Innovate' plan reviewed and next steps determined by Chief Executive Officer and Reconciliation Action Plan working group	June 2025
3.2 Health and Safety Staff and public safety is achieved via planning, education and training	Work Health and Safety Plan	Work Health and Safety Plan implemented	100%
	Develop and deliver a training program that meets work health and safety, staff and organisational needs	Work health and safety training completed as per training schedule	100%
	Support the wellbeing of employees	Culturally appropriate wellness programs, support embedded into HR practices, mental health support, diversity and inclusion training	June 2025
	Review policies and procedures in accordance with statutory requirements	Policies and procedures continue to be reviewed in accordance with the required timelines	100%
3.3 Employee Engagement and Training and Development Deliver training and development which is effective and culturally appropriate, engaging and increases future employment opportunities and pathways	Establish a WARC Learning and Development Framework	Learning and Development Framework draft created	June 2025
	Review policies and procedures in accordance with statutory requirements	Policies and procedures continue to be reviewed in accordance with the required timelines	100%
		Implement an effective performance management system with SMART goals established for positions	100%
	Review and improve WARC's performance framework, including probation and on-boarding program	Probation/annual goal and development planning with Line Manager undertaken	100%
		Performance reviews tracked and monitored by People and Capability team and completed on time by Line Managers	90%

	Foster a positive workplace culture through engagement initiatives	Annual survey, on-boarding and exit surveys, events, reward and recognition initiatives	As per strategic plan
3.4 Community Service Delivery Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members	Programs and services are well planned with activities and expected outcomes identified prior to delivery commencing	Activity plans are developed in consultation with local teams for each service and initiative	100%
	High quality care is provided to all recipients of community services delivered by Council	All staff are provided with opportunities to upskill via access to professional development relevant to their roles and responsibilities	100%
	Service delivery is compliant with the expectations of funders and relevant legislation	Report providing recommendations on service quality and compliance improvement opportunities reviewed and delivered by the Community Support team	100%
		All activities, reports and compliance tasks completed as per contractual arrangement, aged care standards, NDIS care standards	100%
		Timely data/monitoring returns and funding reports delivered by Community Wellbeing team	100%
	Remote Indigenous Broadcasting Services supporting local Indigenous languages are provided across the region	Broadcasters are offered support training opportunities with TEABBA	90%
	High quality early learning activities for child development are delivered	All NQS and ACEQUA crèche and childcare standards met	100%
	Strengthen ability to respond to community safety needs, including the provision of staff enrolment in training that enhances and sustains appropriate community safety skills and provide opportunities for professional development	Local staff worked with to increase the competency levels in responding to domestic and family violence, specifically intake, case management and safety planning with clients	2024 - 2025
	Provide to the community well-managed and maintained library collections, including a culturally relevant library collection	Diversity audit completed and recommendations implemented	2024 - 2025
		Connected Communities: Vision for the Northern Territory Public Libraries 2017 - 2023 enacted as applicable to West Arnhem	100%
	Plan, prepare and present educational and engaging early childhood activities weekly	Weekly early childhood activities are well planned and delivered as per schedule	100%

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	Strategy	Measure	Target
4.1 Strategic Infrastructure and Asset Management Strategically manage, maintain and enhance community infrastructure	Develop and manage a corporate Asset Management Strategy and Asset Management Plans for defined asset classes with a focus on: a. identifying and developing an asset maintenance tracking system that includes cyclical inspections b. managing the renewal and replacement program c. coordinating projects within community	Corporate Asset Management Strategy completed	July 2025
		Asset management tracking system implemented	July 2025
	Investigate opportunities to source external funding for infrastructure upgrades	Scoping, plans and cost estimates for critical infrastructure assets identified for future funding requirements	Ongoing
	Maintenance programs for parks, ovals, cemeteries and reserves	Safety audits conducted yearly on trees within community which are designated to Council responsibility	100%
		All maintenance activities carried out in accordance with budget allocation	100%
		Park equipment safety audits, inspections and maintenance program carried out to schedule	100%
	Continue community consultations on the establishment of gazetted cemeteries in Warruwi, Minjilang and Maningrida	Community consultations on the establishment of gazetted cemeteries in Warruwi, Minjilang and Maningrida progressed	June 2025
	Ensure community swimming pools operate according to community needs and all legislative and work health and safety requirements	Opening hours to meet community requirements provided with a comparison year-on-year increase in operating costs of no more than 10%	June 2025
		Staff employed to meet supervision ratios and cultural needs	100%
		Operational procedures are adhered to and documented as required by WARC and legislated standards	100%
Pool maintenance regime is established and sustainable		June 2025	
4.2 Fleet, Plant and Equipment Provide a modern and well-maintained fleet of plant and vehicles capable of meeting service delivery requirements	Review and update the Strategic Fleet Asset Management Strategy	Strategic Fleet Asset Management Strategy maintained and improved	Ongoing

Implement effective cost recovery mechanisms for use of Council's vehicles, plant and equipment	Annual review and update of Council's Fees and Charges against operating and replacement costs	May 2025	
	Fleet, plant and equipment hire contracts to support and ensure effective cost recovery for Council prepared	Ongoing	
Ensure vehicles, plant and equipment are fully serviced as per the Strategic Plan for the useful life of the asset	All vehicles inspected as per Strategic Plan	100%	
	Repairs and maintenance requests performed in line with Strategic Plan	100%	
	Accurate vehicle, plant and equipment data maintained	100%	
Maintain adequate stock levels	Stocks purchased and used in community workshops reviewed and monitored	Ongoing	
Upgrade fuel distribution infrastructure to comply with work, health and safety relevant standards and business requirements	Infrastructure audit as per current legislation completed and report including recommended plan for upgrades delivered	Ongoing	
4.3 Waste and Water Management			
Deliver environmentally and economically sound solid waste, water and sewerage services	Provide scheduled domestic waste collection in each community	Waste collections completed as per schedule	100%
	Landfill sites are licensed and operate in accordance with NT Environment Protection Authority (NTEPA) authorities	Landfill sites remain operational	100%
Work with other government and commercial entities in order to plan for long term waste disposal needs	Utilise Charles Darwin University's <i>Academic Review of Future Waste Management Strategy</i>	July 2025	
	Northern Territory Local Government Association liaised and collaborated with on advocacy initiatives and waste strategies	July 2025	
Adhere to water and sewerage operations and maintenance schedules	Disruption to Jabiru town water supply	10% or less	
	Disruption to Jabiru sewerage network	10% or less	
	All legislated standards for potable water testing in Jabiru met	100%	
	Annual audit of water treatment practices including policies and procedures conducted	December 2024	

4.4 Local Road Management and Maintenance

Tactically monitor, maintain and manage Council gazetted roads and community safety via traffic management

Develop and schedule yearly road, footpath and stormwater repairs and maintenance programs for each community which:

- a. determines a road maintenance schedule for the course of the year
- b. determines grading frequency of internal access roads
- c. schedules hazard identification and road condition reports (actions and frequency)
- d. schedules footpath and stormwater inspections

Continually monitor and carry out minor road repairs

Consult with Local Authorities to incorporate local priorities for traffic management into traffic management strategies and/or plans

Deliver plans as per schedule for managing street lighting

Deliver yearly road, footpath and stormwater repairs and maintenance delivered as per schedule with records maintained for each community in Council's records management system - currently 'Magiq'

100%

All footpaths and stormwater inspected quarterly

100%

Percentage of known footpath hazards made safe within 24 hours

85%

Roads monitored and minor repairs completed as required

85%

Consultations on traffic management priorities are minuted and reported to Council and WARC executive

100%

All non-functioning street lights repaired bi-annually as per set program

100%

Functioning street lights per audit per community

85%



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	Strategy	Measure	Target
5.1 Recycling and Waste Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment	Review strategic and environmental risks associated with climate change and sustainability and draft 10 year strategy for reuse, recycle and reduce waste initiatives	Reuse, Recycle and Reduce Waste Strategy implemented	June 2025
	Continue pre-cyclone community waste collections	Pre-cyclone waste collections held twice yearly as per published schedule	100%
	Continue whole-of-community approach to identify and implement innovative initiatives to reuse, recycle and reduce waste	Keep Australia Beautiful and local schools collaborated with and Clean up Australia Day, Tidy Towns campaign and eco schools program participated in	June 2025
5.2 Procurement Develop and implement a leading-edge sustainability procurement strategy	Review WARC current procurement practices against sustainability and climate action NT and national procurement benchmarks and develop leading-edge Procurement Strategy	Leading-edge Procurement Strategy completed	June 2025
5.3 Reduce Office Waste All offices recycle and reduce waste and consumables	Encourage Council office solutions to reduce waste	Paperless agenda papers to reduce binding and printing costs	June 2025
5.4 Education Develop and deliver locally relevant education initiatives on sustainability and climate impacts across multiple mediums and platforms	Engage with local schools to develop age and locally appropriate educational resources	Education campaign collateral created and displayed in community and schools	June 2025
	Facilitate relationships between businesses, community leaders and youth with a focus on conserving natural resources	Community-appropriate collaborative materials, initiatives and messages developed and promoted via community noticeboards and social media	June 2025
	Encourage and promote community understanding and correct use of sorting bays	Uplift in correct use of sorting bays	50%
5.5 Policy Devise and implement a Sustainability and Climate Action Policy	Research and develop WARC Environment and Sustainability Management Strategy and Policy	Environment and Sustainability Management Strategy and Policy completed	June 2025

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	Strategy	Measure	Target	
6.1 Financial Management Provision of strong financial management and leadership which ensures long term sustainability and growth	Develop and implement a financially sustainable long term financial plan, annual budget and periodic budget reviews	Statutory requirements and external audit qualifications fully complied with	100%	
	Management of Council's revenue and payable functions			
	Manage and deliver on Council's annual statutory and financial obligations			
	Management of Council's asset accounting practices	Monitor and coordinate external funding provided through grants and commercial contracts	Contractual arrangements complied with	100%
	Maintain the rates database including all property details			
	Maintain the rates register	Statutory requirements fully complied with and percentage of rates debtors outstanding	100%	
	Prepare the annual rates declaration		Less than 5%	
	Apply concessions as appropriate		100%	
	Determine the rateability of properties		100%	
	Manage and provide advice on Council's investments in accordance with adopted policies	Monitor returns of investments including roll-over of term deposits	Interest on investments	> \$180,000 FY2024-2025
	Manage Council-funded projects to maintain a positive working capital ratio			
	Annual review and update of Council's Fees and Charges	Review and update of Council's Fees and Charges completed		100%
	6.2 Records Delivery of storage and retrieval of records processes which support efficient and transparent administration	Maintain records in accordance with legislation	Public Information, Local Government Council Statutory and Freedom of Information requirements complied with	100%

	Implement disposal schedule by sentencing and disposing of records	Electronic records held in records management system eligible for destruction sentenced	85%
	Train staff in the use of Council's records management system - currently 'Magiq'	Training delivered to new staff using records management system 'Magiq' during their probation period	85%
	Support staff to identify and save important records	Number of queries/requests telephoned or sent to records@ for support and responded to within 24 hours	85%
6.3 Council and Local Authorities			
Excellence in governance, consultation administration and representation	Ensure capacity for customer relationship management, including mechanisms for feedback on service delivery	Complaints and positive feedback reported to the administration	100%
		Complaints acknowledged within five working days	90%
		Complaints finalised within fifteen working days	95%
	Improve accountable and transparent decision-making by facilitating the participation of Councillors in Council, Committee and Local Authority Meetings	At least one training program attended each financial year by Council and Local Authority Members	100%
		Ongoing administrative and secretarial support for Council, Local Authority and Committee Meetings provided	100%
		Four meetings of each Local Authority held each financial year	100%
		Enable community members to participate in local decision-making by ensuring that non-confidential Agendas and Minutes of Council are publicly available at Council offices in each community	All non-confidential Agendas and Minutes publicly available three working days before a meeting (Agendas) and ten working days after a meeting (Minutes)
	Establish formal and informal mechanisms for community consultation on key issues and input into decision-making	Community outreach event hosted by Council in each community every financial year	100%
	Create opportunities for Councillors and senior staff to be available to community members to discuss Council decisions, programs and projects, either informally or through community meetings	Local Authority Meetings attended by at least one relevant Councillor and at least one Senior Manager	100%
	Ensure advocacy and representation of Council interests through government, the private sector and the media	Advocacy framework, strategy and communication plan reviewed	December 2024
Create an advocacy framework, strategy and communication plan in consultation with Councillors			

6.4 Risk Management The monitoring and minimisation of risks associated with the operations of Council	Update risk registers and ensure appropriate treatment plans are implemented	Overall risk rating within the risk register reduced	10% reduction
	Undertake internal audits as per audit plan	Internal audits completed as per the adopted plan	100%
	Regularly review insurance cover and premiums	Annual full appraisal of cover required, policies reviewed via insurance broker	June 2024
6.5 Planning and Reporting Robust planning and reporting that supports Council's decision-making processes	Produce key policy and direction documents for the Council including the Regional Plan, Annual Reports and policies	Regional Plan finalised and shared, Annual Report delivered, and policies requiring review are reviewed and updated as per required timelines	100%
	Jabiru Masterplan Meetings are attended by CEO and/or designated executive	All Masterplan meetings scheduled are attended	100%
6.6 Information and Communication Technology Effective and innovative information technology solutions which maximise service delivery and support Council's operations	Plan and deliver Council's technology needs through the provision of a well-maintained and managed information and communication technology (ICT) platform	Develop ICT Strategic Plan	December 2024
	Optimise the delivery of ICT services and equipment to required work locations to meet staff and service delivery needs	Develop ICT Asset register	June 2025
	Provision of innovative, relevant and cost-effective ICT solutions to solve service delivery challenges	Annual review of ICT needs in line with the ICT Strategic Plan completed	100%
	Optimise costs associated with ICT delivery, including communications, both fixed and mobile, data, voice and video services and staff equipment		



FRAMEWORK AND ASSESSMENTS

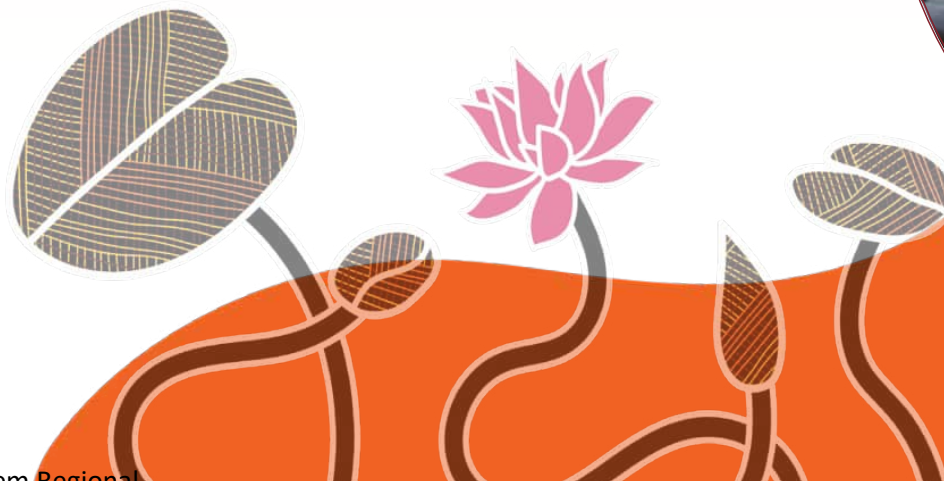
ASSESSMENT OF ADMINISTRATIVE AND REGULATORY FRAMEWORKS

With the commencement of the *Local Government Act 2019* (the Act), the *Local Government (General) Regulations 2021* and the issuing of various Ministerial Guidelines in 2021 the Council was required to update many of its policies, procedures and registers. With changes in 2023-24 in the Council Executive Team including the appointment of a new CEO and the necessary deployment of a new business software system, Council policies and practices will be further updated in 2024 - 25 to reflect the resulting operational changes.

Further, in 2024 - 25 the Council will continue to work closely with key stakeholders to seek views from the West Arnhem communities and their elected representatives on changes that will likely impact the Council's administrative and regulatory frameworks. One such change

is the *Burial and Cremation Act 2022* in which the Council will continue to work in each of its communities to comply with this legislation.

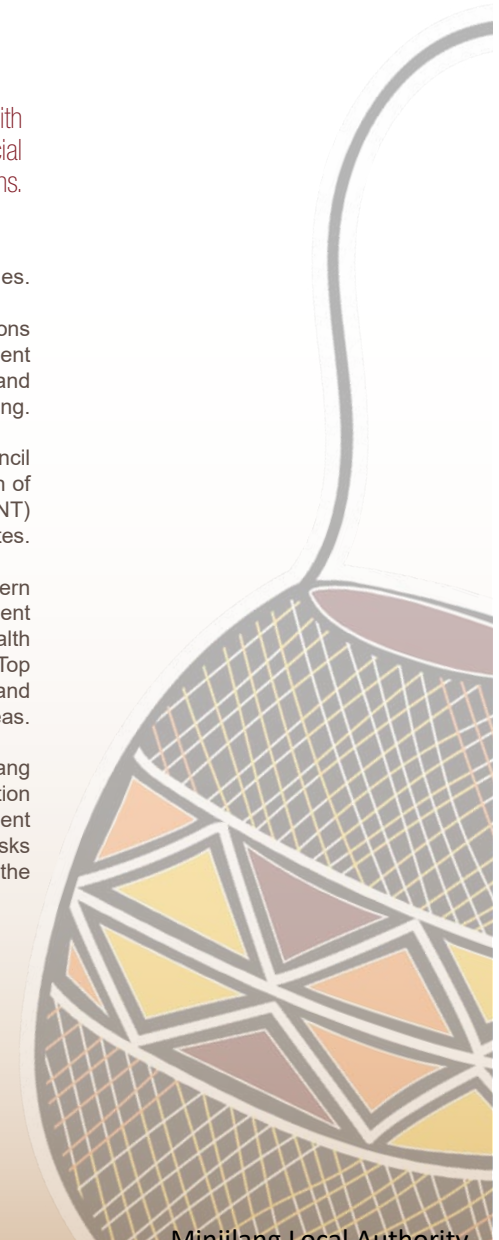
Another key change is the development of By-laws for Jabiru which is being done in accordance with relevant provisions in the Act. Council has worked closely with the Department of the Chief Minister and Cabinet and the Office of Parliamentary Counsel to draft these By-laws. The next step involves Council working with all relevant stakeholders to ensure that a comprehensive public consultation process takes place. This will include the preparation and dissemination of a public information paper to facilitate feedback from the community. It is anticipated these By-laws will be finalised by the end of the 2024 - 25 financial year.



COOPERATIVE ARRANGEMENTS

Council has several cooperative arrangements designed to improve service delivery, and facilitate engagement with government agencies and the private sector in the development of the West Arnhem region. Over the next financial year, Council will seek to continue to deliver services through partnerships that it has formed with various organisations. Below is a list of Council's key partners as well as services and key engagement outcomes for 2024 - 2025:

1. The delivery of post office services in Jabiru, Maningrida, Warruwi, Minjilang and Gunbalanya as per agreements with Australia Post.
2. The delivery of Home Care Packages (HCP) and Commonwealth Home Support Program (CHSP) that enable clients, within the aged care sector, to live in their own homes.
3. The delivery of disability support services as a registered National Disability Insurance Agency (NDIA) provider.
4. The provision of Centrelink services in Gunbalanya, Jabiru, Minjilang and Warruwi as per an agreement with Services Australia.
5. An agreement with Power and Water Corporation to maintain power, water and sewerage systems contracts in Gunbalanya, Maningrida, Minjilang and Warruwi.
6. An agreement with the University of Melbourne to provide animal management services in Gunbalanya, Jabiru, Maningrida, Minjilang and Warruwi.
7. The maintenance of airstrip services contracts in Gunbalanya, Maningrida, Warruwi and Minjilang as per an agreement with the Department of Infrastructure, Planning and Logistics (DIPL).
8. Collaborations with education institutions such as Charles Darwin University to facilitate the delivery of accredited courses to Council staff.
9. Working together with Reconciliation Australia as Council continues to make progress in its reconciliation journey, and achieve the goals outlined in the West Arnhem Regional Council Innovate Reconciliation Action Plan July 2021 – July 2023. Following completion of this document, Council will work towards a Stretch Plan.
10. Various agreements with the Commonwealth Government to improve the wellbeing of communities.
11. Various agreements and collaborations with the Northern Territory Government to facilitate local decision-making and deliver Elected Members training.
12. Attendance and participation of Council staff in the Local Government Association of the Northern Territory (LGANT) sector updates.
13. Working together with the Northern Land Council (NLC), an independent statutory authority of the Commonwealth that assists Aboriginal peoples in the Top End of the Northern Territory to acquire and manage their traditional lands and seas.
14. Working together with the Gungbang Action Group (GAG), which is coalition of community, business and government agencies that focuses on reducing risks arising from alcohol and other drug use in the Kakadu region.



ASSESSMENT OF OPPORTUNITIES AND CHALLENGES

Council has identified the following opportunities and challenges as it strives to improve service delivery in the West Arnhem Region.

Opportunities

- Work with stakeholders in the private and public sectors to promote West Arnhem as a destination for ecotourism and Indigenous tourism.
- Continue to strengthen partnerships for a sustainable future whereby, Council, communities in the region and stakeholders work together to manage and protect the environment.

- Supporting the diversification of income earning opportunities for residents in the region.
- Advocate for greater investment in infrastructure in the region including reliable digital infrastructure and connectivity, all weather roads and habitable housing.
- Continue to engage with West Arnhem communities by providing opportunities for community members to participate in decision-making, and contribute to the development of Council's strategies, development plans and policies.
- Provide ongoing mentoring and training opportunities for Council staff working in all communities in the region.

Challenges

- Insufficient infrastructure such as all-weather roads and reliable telecommunication services that impede service delivery.
- The negative impact of climate change including unpredictable and decreased rainfall patterns as well as rising temperatures, and the impact that this has on infrastructure and liveability in remote communities.
- Limitations on traditional funding sources despite increasing needs in communities.





West Arnhem Regional Council •••• 2024 - 25 Regional Plan and Budget

BUDGET 2024 - 2025

The West Arnhem Regional Council proposes to adopt its budget for the 2024 - 25 financial year consistent with the provisions of the *Local Government Act 2019*. The following information is provided in accordance with the listed requirements.

The budget for the 2024 - 25 financial year contains:

a) an outline of:

(i) the council's objectives for the relevant financial year; and

The objectives for the 2024 - 25 financial year are to deliver services and programs as outlined in this Regional Plan 2024 - 25. The primary focus of the Council is to deliver Services such as providing an administration centre in each community and undertake roads and parks maintenance and rubbish collection. The Regional Plan also commits

to the delivery of social programs, from Aged Care to Sport and Recreation programs, as well as commercial services.

(ii) the measures the council proposes to take, during the financial year, towards achieving those objectives; and

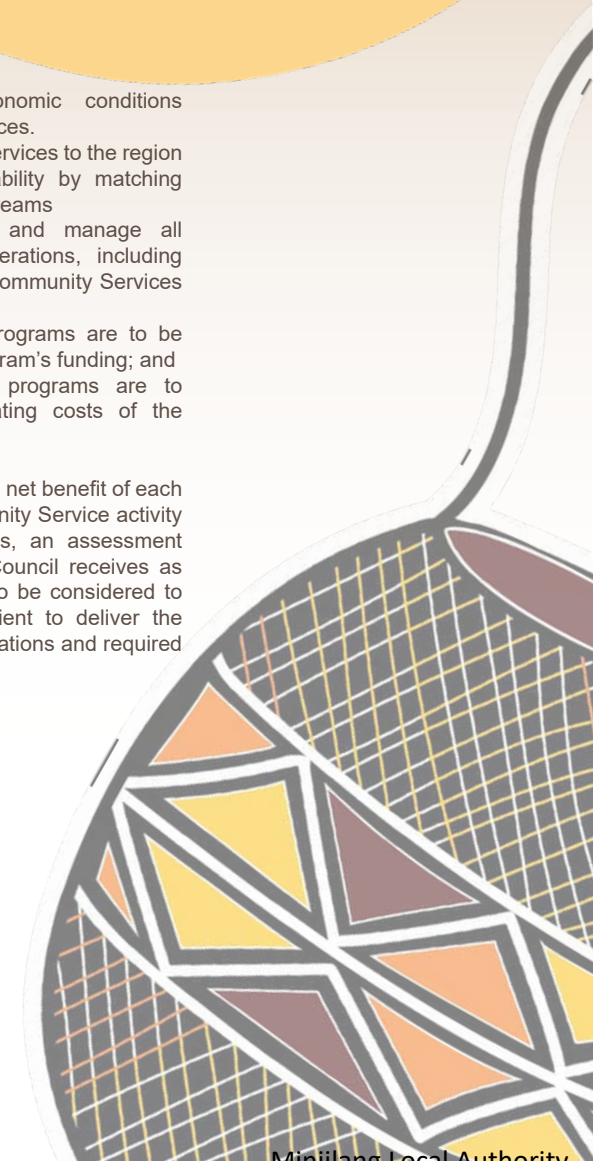
The principal measures that the Council will be taking in 2024 - 25 will be to measure and control operating costs in order to remain viable and to build up the quality of Council's plant and equipment fleet in order to have better resources to deliver the services to Council's communities. As a part of this the Council will:

- Continue to dispose of plant and equipment that is unreliable, expensive to maintain, or past its useful life in favour of new and more economic equipment
- Monitor, assess and manage funding and supply agreements to deal with challenging

inflationary and economic conditions impacting Council's finances.

- Endeavour to provide services to the region within its financial capability by matching expenditure to income streams
- Continuously review and manage all sections of Council operations, including Core, Commercial and Community Services with the understand that:
 - o Community Service programs are to be fully funded by each program's funding; and
 - o Commercial Service programs are to contribute to the operating costs of the Council.

In Council's review, of the net benefit of each Commercial and Community Service activity to Council's communities, an assessment of the net income the Council receives as a result of that work is to be considered to ensure funding is sufficient to deliver the program to match expectations and required deliverables.



The Core Services activities are listed within the pillars of the Regional Plan and define the expectations of the outputs/actions.

(iii) the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives.

The 2024 - 25 Service Delivery Pillars list the indicators/measures that the Council intends to use to assess the quality and/or effectiveness of the planned outputs/actions.

b) estimates of revenue and expenditure for the financial year (differentiating between operating and capital expenditure); and

The attached 2024 - 25 Council Budget contains this information.

In addition, a copy of the Council's 2024 - 25 Schedule of Fees and Charges has been included. Of those fees and charges the largest charges come from: the sale of water

in Jabiru with revenue of \$1.99 million; Jabiru sewerage charges of \$739 thousand; and landfill tip fees of \$359 thousand.

c) the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year; and

Infrastructure is taken to include the following categories, and does not include Fleet, or Plant and Equipment.

Item/Activity	Category	Operating Expenditure \$	Capital Expenditure \$
2004	2004 - Install and maintain street lights	167,520.00	
2008	2008 - Maintain & construct council controlled buildings & land	244,573.74	
2009	2009 - Maintain local roads	1,592,113.93	
2013	2013 - Waste Management	2,105,683.14	
2015	2015 - Operate and maintain swimming pool	642,959.40	
2017	2017 - Parks and Public Open Space - including weed control	1,829,670.21	

Item/Activity	Category	Operating Expenditure \$	Capital Expenditure \$
2049	2049 - Maintain staff houses	1,182,017.00	680,000.00
2143	2143 - Water Management: Jabiru	649,800.00	
2145	2145 - Sewerage Management	83,017.00	
4001	4001 - Operate Long day care		20,000
4012	Operate post office business		15000

d) the amount the Council proposes to raise by way of rates, and sets out the rates structure, for the financial year; and

The Declaration of Rates and Charges for West Arnhem Regional Council for 2024 - 25 in accordance with Part 11 of the *Local Government Act 2019* will be included in the appendix when this plan is finalised. The detail of 2024 - 25 Rates and Charges to be levied is as follows:

Rate or Charge	Application	Detail of the Rate or Charge	Total Expected to be Raised
Rate	Single Residential - Jabiru	3.442 cents per dollar / min. charge \$1,015.00	\$1,643,106.00
Rate	Residential - ALRA	2.140 cents per dollar / min. charge \$1,015.00	
Rate	Multiple Residential - Jabiru	6.802 cents per dollar / min. charge \$1,303.00	

Rate or Charge	Application	Detail of the Rate or Charge	Total Expected to be Raised
Rate	Commercial - Jabiru	10.995 cents per dollar / min. charge \$1,634.00	\$859,742.00
Rate	Commercial - ALRA	3.082 cents per dollar / min. charge \$1,674.00	
Rate	Commercial - Remote	1.032 cents per dollar / min. charge \$1,674.00	
Special Rate	Animal Management	\$146.00 per residential allotment	\$164,980.00
Charge – Garbage	Residential Gunbalanya and Maningrida	\$709.50 x 2 collections	\$1,603,579.00
Charge - Garbage	Residential Jabiru	\$815.00	
Charge - Garbage	Residential Minjilang and Warruwi	\$1,192.00	
Charge - Garbage	Commercial	\$1,413.00	
Total			\$4,271,407.00

e) an assessment of the social and economic effects of its rating policies; and

Though the Council is heavily reliant on operating grants from the Territory and Commonwealth Governments the Council does have some ability to raise own-source revenue through the raising of rates and charges. In prior years the largest ratepayers have traditionally been both the NT Government and Energy Resources Australia (ERA), at a combined per cent age of 62% of Council's rates revenue. With changes to ERA's operations (moving from mine extraction to the rehabilitation phase) there has been a reduction in the number of rateable properties. Additionally, from 1 July 2021, existing leases through the Jabiru Town Development Authority (JTDA) ceased, and were replaced by sub leases through the new entity, Gundjeihmi Aboriginal Corporation Jabiru Town (GACJT). The Council is provided with monthly updates in regard additional Jabiru sub leases, as they are secured by GACJT, however minimal increases in the number of rateable properties is expected in 2024-25 and budget out years.

When looking at increasing own-source revenue through the raising of rates and charges the Council is very aware of the need to be mindful of the ratepayer's capacity to pay more. This is not the case for most municipal Councils as they have many more individual ratepayers; ratepayers with higher capacity to pay; and growth opportunities on the number of rateable properties.

f) the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances.

The amounts included in the budget are as per the NT Government Remuneration Tribunal's Determinations relevant to the 2024-25 financial year and are listed as follows:

a) Base and Electoral Allowances			
Allowance	Ordinary Council Member	Deputy Principal Member	Principal Member
	\$	\$	\$
Base Allowance	\$20,000.00	\$36,000.00	\$102,000.00
b) Professional Development Allowances			
Allowance	Ordinary Council Member	Deputy Principal Member	Principal Member
Professional Development Allowance	\$4,000.00	\$4,000.00	\$4,000.00

c) Extra Meeting Allowance			
Allowance	Ordinary Council Member	Deputy Principal Member	Principal Member
Extra Meeting Allowance Extra Meeting / Activity Allowance of up to \$10,000 per financial	Up to 2 hours = \$200.00 Between 2 and 4 hours = \$300.00 More than 4 hour = \$500.00	Up to 2 hours = \$200.00 Between 2 and 4 hours = \$300.00 More than 4 hour = \$500.00	\$0.00
e) Local Authority Members			
Allowance	Ordinary Local Authority Member	Local Authority Chairman	
Allowance Per Meeting	Up to 2 hours \$200.00 Between 2 and 4 Hours \$300.00 More than 4 hours \$400.00	Up to 2 hours \$300.00 Between 2 and 4 Hours \$450.00 More than 4 hours \$600.00	

LONG TERM FINANCIAL PLAN DISCUSSION

The Budget which has been developed for 2024 - 25 feeds into the Council's long-term financial plan.

This planning process is restricted by a series of unknowns in regards to a range of commercial and community services related programs and expenditure commitments agreed to by prior Council administrations that will take time to rationalise.

Commercial and community service contracts represent a significant revenue stream for the Council in terms of charging management and administration fees. These fees assist in covering costs directly incurred in managing these programs and subsidising other core Council service costs that contribute to the delivery of these programs like human resources, finance, administration and infrastructure services. Going forward, commercial and community service programs are also expected to assist towards contributing to capital upgrades particularly to Council's fleet.

The sustainability of the Council is dependent upon continuous, long term grant funding arrangements, which are increased in line with the sector's costs, with the

Australian and the Northern Territory Governments. The lack of certainty in these arrangements and changes in existing commercial and agency contracts have the potential to disrupt the Council's capacity to deliver local government services to its communities.

Key assumptions of the budget and long-term financial plan:

- Additional one-off funding will be provided by the Territory Government to allow the Council to rationalise its current expenditure commitments in 2024 - 25.
- Grant-funded services (community services) have been considered only where experience shows that the funding is recurrent, since the Council hasn't been advised, at the time of preparing the long term financial plan, of what funding will be available for the next 4 financial years. Estimates are based on original arrangements provided to the Council.
- There will be no significant adverse changes in government policies

impacting upon the operation of the Council.

- User fees and charges have generally increased by 4.9%.
- Overall inflationary increases of between 0.5% and 2.0% per year have been applied where appropriate to other grant income and expenditure.
- There are no additional major initiatives planned over the next four years, outside the six major pillars outlined in the Regional Plan. This is due to major initiatives being wholly dependent on additional funding and there is currently no indication of significant increases that would enable major initiatives to be considered.
- The repairs, maintenance, management and development of infrastructure is intended to continue at the same level as detailed in the current year budget with increases in line inflationary increases.
- Internal income and expenses allocations have been excluded.

Table 1. Budget and Long-Term Financial Plan

	Financial Year (Annual) Budget FY24/25 \$	2025-2026 Budget \$	2026-2027 Budget \$	2027-2028 Budget \$
OPERATING INCOME				
Rates	2,502,848	2,552,905	2,603,963	2,656,042
Charges - Sewerage	738,802	753,578	768,650	784,023
Charges - Water	1,994,892	2,034,790	2,075,486	2,116,996
Charges - Waste	1,603,579	1,635,651	1,668,364	1,701,731
Fees and Charges	861,106	878,328	895,895	913,812
Operating Grants and Subsidies	16,064,839	14,039,316	14,320,102	14,606,504
Interest / Investment Income	154,000	157,080	160,222	163,426
Income allocation	6,952,975	7,092,035	7,233,876	7,378,553
Other income	176,520	180,050	183,651	187,324
Income Agency and Commercial Services	6,227,141	6,351,684	6,478,718	6,608,292
TOTAL OPERATING INCOME	37,276,701	35,675,417	36,388,925	37,116,704
OPERATING EXPENDITURE				
Employee Expenses	19,696,245	18,500,000	18,981,000	19,474,506
Materials and Contracts	7,113,838	7,331,107	7,521,716	7,717,280
Elected Member Allowances	399,170	405,860	405,860	405,860
Elected Member Expenses	48,000	48,000	48,000	48,000
Council Committee & LA Allowances	26,450	26,450	26,450	26,450
Council Committee & LA Expenses	-	-	-	-

Depreciation, Amortisation and Impairment	7,388,700	7,388,700	7,388,700	7,388,700
Interest Expenses	-	-	-	-
Finance expenses	13,798	14,000	14,364	14,737
	Financial Year (Annual) Budget FY24/25 \$	2025-2026 Budget \$	2026-2027 Budget \$	2027-2028 Budget \$
Travel, Freight and Accom Expenses	1,263,554	1,300,000	1,333,800	1,368,479
Fuel, utilities and communication	2,377,335	2,400,000	2,462,400	2,526,422
Other Expenses	5,572,312	5,500,000	5,637,442	5,774,176
TOTAL OPERATING EXPENDITURE	43,899,401	42,914,117	43,819,732	44,744,611
BUDGETED OPERATING SURPLUS / (DEFICIT)	(6,622,700)	(7,238,700)	(7,430,806)	(7,627,907)
Remove NON-CASH ITEMS				
Less Non-Cash Income	(6,952,975)	(7,133,752)	(7,319,230)	(7,509,530)
Add Back Non-Cash Expenses	14,341,675	14,522,452	14,900,036	15,287,437
TOTAL NON-CASH ITEMS	7,388,700	7,388,700	7,580,806	7,777,907
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(715,000)	(147,000)	(150,000)	(150,000)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	(147,000)	(150,000)	(150,000)	(150,000)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(862,000)	(297,000)	(300,000)	(300,000)
Add ADDITIONAL INFLOWS				
Proceeds from Sale of Assets	96,000	-	-	-

Capital Grants Income	-	-	-	-
	Financial Year (Annual) Budget FY24/25 \$	2025-2026 Budget \$	2026-2027 Budget \$	2027-2028 Budget \$
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	-	-	-	-
Transfers from Reserves	-	147,000	150,000	150,000
TOTAL ADDITIONAL INFLOWS	96,000	147,000	150,000	150,000
NET BUDGETED OPERATING POSITION	-	-	-	-

Table 2. Budgeted capital expenditure

CAPITAL EXPENDITURE	Financial Year (Annual) Budget FY24/25 \$	2025-2026 Budget \$	2026-2027 Budget \$	2027-2028 Budget \$
Plant & Equipment	-	-	-	-
Infrastructure	-	-	-	-
Roads	-	-	-	-
Buildings	715,000	-	-	-
Furniture, Fittings and Office Equipment	-	-	-	-
Vehicles	-	147,000	150,000	150,000
TOTAL CAPITAL EXPENDITURE*	715,000	147,000	150,000	150,000

CAPITAL EXPENDITURE	Financial Year (Annual) Budget FY24/25 \$	2025-2026 Budget \$	2026-2027 Budget \$	2027-2028 Budget \$
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating income (amount allocated to fund capital items)	619,000	-	-	-
Capital Grants	-	-	-	-
Transfers from Cash Reserves	-	147,000	150,000	150,000
Proceeds from Sale of Assets	96,000	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	715,000	147,000	150,000	150,000

Table 3. Budget for each local authority area for 2024-25

LOCAL AUTHORITY BUDGETS FOR THE YEAR ENDING 30 JUNE 2025	Jabiru and Darwin Offices Budget \$	Gunbalanya \$	Maningrida \$	Minjilang \$	Warruwi \$	Total Annual Budget \$
OPERATING INCOME						
Rates	1,414,798	351,384	589,597	56,128	90,941	2,502,848
Charges - Sewerage	738,802	-	-	-	-	738,802
Charges - Water	1,994,892	-	-	-	-	1,994,892
Charges - Waste	303,185	390,621	735,252	67,857	106,664	1,603,579

LOCAL AUTHORITY BUDGETS FOR THE YEAR ENDING 30 JUNE 2025	Jabiru and Darwin Offices Budget \$	Gunbalanya \$	Maningrida \$	Minjilang \$	Warruwi \$	Total Annual Budget \$
Fees and Charges	600,274	86,798	119,278	28,892	25,864	861,106
Operating Grants and Subsidies	14,411,244	159,700	371,200	543,833	578,862	16,064,839
Interest / Investment Income	154,000					154,000
Income allocation	6,302,744	415,924	82,188	134,569	17,550	6,952,975
Other income	12,500	18,500	133,020	7,000	5,500	176,520
Income Agency and Commercial Services	1,581,158	1,778,255	1,274,187	824,921	768,620	6,227,141
TOTAL OPERATING INCOME	27,513,596	3,201,181	3,304,722	1,663,201	1,594,001	37,276,701
OPERATING EXPENDITURE						
Employee Expenses	11,164,353	2,406,243	2,277,193	1,741,973	2,106,481	19,696,245
Materials and Contracts	5,821,399	1,292,439	-	-	-	7,113,838
Elected Member Allowances	399,170	-	-	-	-	399,170
Elected Member Expenses	48,000	-	-	-	-	48,000
Council Committee & LA Allowances	-	8,100	8,000	4,450	5,900	26,450
Council Committee & LA Expenses	-	-	-	-	-	-
Depreciation, Amortisation and Impairment	7,388,700	-	-	-	-	7,388,700
Interest Expenses	-	-	-	-	-	-
Finance expenses	7,870	3,088	1,125	1,055	660	13,798
Travel, Freight and Accom Expenses	591,855	119,857	202,556	180,093	169,193	1,263,554
Fuel, utilities and communication	1,013,761	326,743	431,206	364,919	240,706	2,377,335
Other Expenses	3,294,918	647,319	651,382	491,279	487,415	5,572,312
TOTAL OPERATING EXPENDITURE	29,730,026	4,803,789	3,571,462	2,783,769	3,004,455	43,899,401
BUDGETED OPERATING SURPLUS / (DEFICIT)	(2,216,429)	(1,602,608)	(266,740)	(1,120,569)	(1,410,454)	(6,622,700)
Remove NON-CASH ITEMS						\$0.00

LOCAL AUTHORITY BUDGETS FOR THE YEAR ENDING 30 JUNE 2025	Jabiru and Darwin Offices Budget \$	Gunbalanya \$	Maningrida \$	Minjilang \$	Warruwi \$	Total Annual Budget \$
Less Non-Cash Income	(6,302,744)	(415,924)	(82,188)	(134,569)	(17,550)	(6,952,975)
Add Back Non-Cash Expenses	13,691,444	415,924	82,188	134,569	17,550	14,341,675
TOTAL NON-CASH ITEMS	7,388,700					7,388,700
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	(435,000)	(200,000)	(80,000)			(715,000)
Borrowing Repayments (Principal Only)	-	-	-	-	-	-
Transfer to Reserves	(147,000)	-	-	-	-	(147,000)
Other Outflows	-	-	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(582,000)	(200,000)	(80,000)	-	-	(862,000)
Add ADDITIONAL INFLOWS						
Proceeds from Sale of Assets	96,000	-	-	-	-	96,000
Capital Grants Income	-	-	-	-	-	-
Prior Year Carry Forward Tied Funding	-	-	-	-	-	-
Other Inflow of Funds	-	-	-	-	-	-
Transfers from Reserves	-	-	-	-	-	-
TOTAL ADDITIONAL INFLOWS	96,000	-	-	-	-	96,000
NET BUDGETED OPERATING POSITION	4,686,271	(1,802,608)	(346,740)	(1,120,569)	(1,410,454)	(0)

Schedule of Fees and Charges 2024 - 25

The following fees and charges apply to all Service Delivery Centres unless otherwise stated.
A 10% discount can be provided to Pensioners upon appropriate documentation being shown.

DESCRIPTION	QUANTITY	24/25 RATES \$ (GST inc.)
AFTER HOURS CALL OUT / SERVICE FEE		
This call out fee applies to any service provided outside of Council's business hours		
Call out charge	Each	400.00
GENERAL ADMINISTRATION		
Laminating (A4 and A5)	Each	6.00
Laminating (Credit card size)	Each	5.00
Printing & Photocopying (A4, Black and White)	Per page	1.00
Printing & Photocopying (A4, Colour)	Per page	3.00
Printing and Photocopying (A3, Black and White)	Per page	2.00
Printing and Photocopying (A3, Colour)	Per page	6.00
Scanning (max A3)	Per page	1.00
Faxing	Per transaction	3.50
Binding (1-50 double sided pages)	Per document	12.00
Binding (51+ double sided pages)	Per document	18.00
Key Cutting (including blank key)	Each	10.00
REPORTS / POLICIES / APPLICATIONS		
Annual Report	Each	67.00
Regional Plan	Each	45.00
Copy of policies / by-laws / documents	Per double sided page	1.00
Freedom of Information Search (through Jabiru Office only):		
Personal Information		
- Application Fee	Each	Free
- Supervising Examination of Information beyond 2 Hours	Per hour	25.00
Non Personal Information		
- Application Fee	Each	30.00
- Search Fee	Per hour	25.00
- Consideration of Application	Per hour	25.00
- Supervising Examination of Information	Per hour	25.00

TOWN HALL, MEETING / TRAINING ROOMS		
Meeting room	Up to 4 hours	328.00
Meeting room	Full day (office hours only)	447.00
Meeting room Bond (ad hoc users only)	Per use	131.00
Town Hall (Jabiru) - Hall only	Up to 4 hours	189.00
Town Hall (Jabiru) - Hall and toilets	Up to 4 hours	315.00
Town Hall (Jabiru) - Hall, toilets and kitchen	Up to 4 hours	435.00
Town Hall (Jabiru) - Bond	Per use	598.00
Town Hall (Jabiru) - Cleaning Hall only	Per use (if not cleaned by user)	194.00
Town Hall (Jabiru) - Cleaning fee - Hall and toilets	Per use (if not cleaned by user)	267.00
Town Hall (Jabiru) - Cleaning fee - Hall, toilets and kitchen	Per use (if not cleaned by user)	351.00
Video Conferencing facilities	Per hour (min. 1 hr.)	178.00
Video Conferencing facilities	1/2 Day (max 3 hrs.)	476.00
Teleconference facilities	Per hour (min. 1 hr.)	120.00
PORTABLE ASSETS		
Chairs (Non-meeting room use)	Per chair/day	4.00
Tables (Non-meeting room use)	Per table/day	5.00
Tables & chairs Bond	Per use	121.00
Portable whiteboard or screen	Per hour, min 1 hr.	24.00
Portable whiteboard or screen (Bond)	Per use	61.00
Portable PA Sound System	Per Day	37.00
Portable PA Sound System (Bond)	Per use	37.00
ADVERTISING RATES – The Wire		
Full page (Black and white)	Per advert/notice	193.00
Full page (Colour)	Per advert/notice	241.00
Half page (Black and white)	Per advert/notice	113.00
Half page (Colour)	Per advert/notice	146.00
Up to, and including Quarter page (Black and white)	Per advert/notice	85.00
Up to, Quarter page (Colour)	Per advert/notice	98.00
Insert (Black and white)	Per advert/notice	231.00
Insert (Colour)	Per advert/notice	316.00
Insert (Self prepared)	Per advert/notice	165.00

Electronic Edition Ad (full page with hyperlink)	Per advert/notice	85.00
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LIBRARY (JABIRU ONLY)		
Used Paper backs	Each	5.00
Used Hardcover books	Each	7.00
Overdue notice (first notice)	Per book	3.00
Overdue notice (second notice)	Per book	9.00
Overdue notice (third notice)	Per item	Replacement cost
Overdue notice administration fee	Per notice	7.00
WI-FI BYO device	N/A	Free
Internet/Email (non-library members)	20 minutes	3.00
Internet/Email (non-library members)	40 minutes	5.00
Internet/Email (non-library members)	1 hour	7.00
Printing A4 B/W	Per page	1.00
Printing A4 Colour	Per page	3.00

FUNERAL PLOTS (JABIRU ONLY)		
Funeral plots (includes opening and closing of grave)	Each	1,108.00
CONTROL OF DOG BY-LAWS (JABIRU ONLY)		
Registration of Entire Dog (without microchip) – Jul to Dec	Per dog per year (ending financial year)	72.00
Registration of Entire Dog (without microchip) – Jan to Jun*	Per dog per year (ending financial year)	36.00
Registration of Entire Dog (with microchip) – Jul to Dec	Per dog per year (ending financial year)	60.00
Registration of Entire Dog (with microchip) – Jan to Jun*	Per dog per year (ending financial year)	30.00
Registration of De-sexed Dog (without microchip) – Jul to Dec	Per dog per year (ending financial year)	36.00

Registration of De-sexed Dog (without microchip) – Jan to Jun*	Per dog per year (ending financial year)	18.00
Registration of De-sexed Dog (with microchip) – Jul to Dec	Per dog per year (ending financial year)	23.00
Registration of De-sexed Dog (with microchip) – Jan to Jun*	Per dog per year (ending financial year)	13.00
Registration of a Dog trained for the Blind or Hearing Impaired	Per dog	Free
Tag replacement fee	Per tag	12.00
Release fee (includes first day charge)	Per instance	120.00
Pound charge	Per day (after day one)	60.00
Additional Release Fee (out of business hours – by prior arrangement only)	Per instance (refer call out fee)	393.00
*Option available only for new dog registrations made between January and June 2023		

PARKS, ROADS AND PUBLIC AREAS

Stallholders permit (Jabiru only)	Per stall	38.00
Hire of Sport oval - individual residents	Per use	Free
Hire of Sport oval - organisations	Per event (max 8 hours)	149.00
Use of lights	Per hour	13.00
Sign Permit Fee (Jabiru Only)	Annual	82.00
Road Work Permits	Per permit	120.00

STAFF / LABOUR

After hours services will be charged at a 50% rate increase for weekdays after 4:30 PM and 100% rate increase for weekends

Site Supervisor	Per hour, min. 1 hr.	173.00
Administration Assistant	Per hour, min. 1 hr.	99.00
Trade person (plumbing, electrical, painter etc.)	Per hour, min. 1 hr.	136.00
Trade assistant	Per hour, min. 1 hr.	86.00
Plant Operator	Per hour, min. 1 hr.	147.00
Cleaner	Per hour, min. 1 hr.	74.00

ACCOMMODATION

Guest house room / contractors quarters / bed in dorm room	Per person/night	178.00
Guest house room / contractors quarters / bed in dorm room	Per week (Monday to Sunday)	951.00
Self contained Cabin / Unit	Per cabin/night	202.00
Self contained Cabin / Unit	Per week (Monday to Sunday)	1,071.00

Storage of belongings	Per day	Request quote
Entire dwelling rental short/medium/long term	Contact Bus Dev Mgr	Request quote
Laydown areas or additional parking	Contact Bus Dev Mgr	Request quote
Extra cleaning charges	Per hour (50% increase for week days after 4:30pm and 100% on weekends)	68.00

ACCOMMODATION – CLEANING CHARGES – STAYS > ONE WEEK		
Vacate clean - 1 bedroom unit	Per Unit	506.00
Vacate clean - 2 bedroom unit	Per Unit	730.00
Vacate clean - 2 bedroom upstairs/downstairs unit	Per Unit	842.00
Vacate clean - 3 bedroom house	Per Unit	1,122.00
Vacate clean - 4 bedroom house	Per Unit	1,347.00
Standard clean	Per Hour	68.00

SWIMMING POOL COMPLEX (JABIRU ONLY)		
Casual entry (adult)	Each	7.00
Casual entry (13 to 17 years)	Each	4.00
Child (0 to 12 years)	Each	Free
10 Pool Pass (13 to 17 years)	Person	27.00
10 Pool Pass (adult)	Person	64.00
30 Pool Pass (13 to 17 years)	Person	50.00
30 Pool Pass (adult)	Person	100.00
Season Pass adult (3 months)	Person	131.00
Season Pass adult (6 months)	Person	197.00
Season Pass - 13 to 17 years (3 months)	Person	66.00
Season Pass - 13 to 17 years (6 months)	Person	99.00
Season Pass adult (12 months)	Person	341.00
Season Pass - 13 to 17 years (12 months)	Person	171.00
Swimming Lesson	Each	14.00
Swimming Lessons	5 lessons bulk	20.00

Pool Aqua Fitness includes entry	Session	14.00
Pool Aqua Fitness includes entry	10 Sessions Bulk	105.00

SWIMMING POOL COMPLEX (JABIRU AND MANINGRIDA)

Pool Hire Charge	Hour (outside of operational hours)	131.00
Pool Hire Charge (Bond)	Per use	478.00
Pool Inflatable charge	Per hr.	131.00

WASTE COLLECTION AND LANDFILL DUMPING FEES

240ltr Wheelie Bin Replacement	Each	164.00
Commercial dumping fees	Per cubic metre	84.00
Car/vehicles Bodies - Dumping only	Each	113.00
Car/vehicles Bodies - Removal & Dumping	Each	297.00
Sullage Charge	Per litre	1.00
Waste Oil	Per Litre	2.00
Tires – small	Each	21.00
Tires – Medium (Truck Tires)	Each	110.00
Tires – Large (Tractor and Loader)	Each	184.00
Vehicle Batteries	Each	11.00
White Goods (wash machine, fridge, A/C, freezer) - Commercial	Per item	59.00

PLANT & MISCELLANEOUS HIRE – COMMERCIAL RATES

All plant hire rates are for the cost of machinery and operator. No dry hire without the express permission of the Chief Executive Officer.

Cement mixer (excluding Jabiru)	Per day	169.00
Utility vehicle (no recreational use permitted)	Per day	281.00
Utility vehicle (no recreational use permitted)	Per week (Mon to Sun)	1,686.00
Mini Excavator	Per day	1,786.00
Traxcavator (Gunbalanya, Jabiru and Maningrida only)	Per day	2,388.00
Excavator (20 tonne) (Gunbalanya only)	Per day	2,388.00
Motor grader	Per day	2,388.00
Small drum roller (Maningrida only)	Per day	1,786.00

Wheel Loader under 10 tonne (Maningrida only)	Per day	1,786.00
Wheel Loader over 10 tonne	Per day	1,994.00
Skid steer loader (with attachments)	Per day	1,786.00
Tractor with slasher	Per day	1,786.00
Truck - flat top or tipper (Up to 10 tonne)	Per day	1,511.00
Truck - flat top or tipper (over 10 tonne)	Per day	1,719.00
Truck - with water tank 5000Ltr	Per day	1,719.00
Truck – with water tank 13000Ltr (Maningrida only)	Per day	1,870.00
Truck - Large Tipper & Tag Trailer (Gunbalanya, Maningrida)	Per day	1,870.00
Truck - Tilt Tray – Local work (Jabiru only)	Per day	1,708.00
Truck - Tilt Tray – Outside town limit	Per kilometre	5.00
LED Display screen on Trailer	Per day	264.00
Operator for mobilisation and demobilisation of LED display	Per occasion –mobilisation/ demobilisation	79.00
Water Jetter (Maningrida and Jabiru only)	Per day	2,202.00
Water usage	Per kilolitre	3.00
PLANT & MISCELLANEOUS HIRE – LOCAL COMMUNITY ORGANISATION RATES		
	Day Rates (GST incl)	Hourly Rates (GST incl)
Traxcavator (Gunbalanya, Maningrida and Jabiru only)	2,121.00	303.00
Excavator 20 tonne (Gunbalanya only)	2,121.00	303.00
Grader	2,121.00	303.00
Small drum roller	1,493.00	213.00
Truck – under 10 tonne	1,257.00	179.00
Truck – Over 10 tonne	1,414.00	202.00
Truck – 5000 Ltr water tank	1,414.00	202.00
Truck - 13000 Ltr water tank	1,571.00	224.00
Truck – large tipper and trailer (Maningrida and Gunbalanya only)	1,571.00	224.00
Tilt Tray – Local work (Jabiru only)	1,414.00	202.00
Tilt Tray – Outside town limit (Jabiru Only)	1,414.00	202.00
LED Display screen on Trailer (Maningrida only)	1,972.00	247.00

Operator for mobilisation and demobilisation of LED display	545.00	66.00
Water Jetter (Maningrida and Jabiru only)	2,200.00	315.00

MISCELLANEOUS EQUIPMENT

Barbeque (where available)	Per day	30.00
Barbeque (Bond)	Per use	60.00

STORAGE FEES

Container Storage	Per Week	143.00
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WATER & SEWERAGE (JABIRU ONLY)

Water and sewerage tariffs and charges are regulated by the Territory Government via a Water and Sewerage Pricing Order issued by the Regulatory Minister.

* The 2023-24 regulated charges

Water usage *	Per kiloliter	2.1162
Up to 25mm *	Fixed daily Charge	0.8837
26 – 40mm *	Fixed daily Charge	2.2625
41 – 50mm *	Fixed daily Charge	3.5276
51 – 100mm *	Fixed daily Charge	14.2520
101 – 150mm *	Fixed daily Charge	31.8119
151 – 200mm *	Fixed daily Charge	56.5691
0-2 SF *	One Off Fixed Charge	891.35
3 SF TO 24 SF *	Per Fitting	891.35 plus 606.82 for each fitting more than 2
25 SF TO 49 SF *	Per Fitting	14,241.64 plus 569.21
50 SF TO 99 SF *	Per Fitting	28,471.64 plus 528.48
100 SF TO 149 SF *	Per Fitting	54,895.64 plus 491.04
>149 SF *	Per Fitting	79,447.64 plus 475.51
Sewerage Dumped Waste Disposal	Per Kilolitre	72.00

CHILDCARE CENTRE (JABIRU ONLY)

Discounts may be available.

Daily rate	Per child per day	150.00
Casual daily rate	Per child per day	170.00
Hourly rate (max. 3 hours)	Per child	30.00

CRECHE (MINJILANG & WARRUWI ONLY)

Daily Fee	Per child per day	12.00
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WEST ARNHEM



REGIONAL COUNCIL



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	8.4
Title:	Purchase of Devices for Local Authority
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to inform the Local Authority on outcome of query raised by members regarding the purchase of devices for local authority business.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Purchase of Devices for Local Authority*; and
2. Approve / do not approve the allocation of up to \$4000.00 of local authority funding to purchase 6 tablets.

BACKGROUND

The Minjilang Local Authority requested administration to investigate the use of Local Authority Project Funding to purchase devices for report writing, agenda viewing and any other local authority related business.

COMMENT

Below is the breakdown cost of these tablets

Description	Quantity	Price per item	Total Pricing
Tablet Devices	6	\$447.00	\$2682.00
Cases	6	\$129.00	\$774.00
Screen Protector	6	\$59.00	\$354.00

LEGISLATION AND POLICY

2023 – 2024 Local Authority Funding Guidelines

FINANCIAL IMPLICATIONS

Proposed use of the Minjilang Local Authority Project Funding

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

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.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 June 2024

Agenda Reference:	9.1
Title:	Top End Youth Leadership Summit April 2024
Author:	Marnie Mitchell, Manager Community Services Support

SUMMARY

This report outlines the outcomes of the recent Top End Youth Leadership Summit.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *Top End Youth Leadership Summit April 2024*.

BACKGROUND

In November 2023 the West Arnhem Youth Leadership Summit was held in Jabiru. Young leaders from across the West Arnhem Region – via the public schools came together to meet, engage, collaborate and present their voice to the decision makers in their community. The 2023 program was funded by a once off NIAA grant that was managed through West Arnhem Regional Council.

In 2024, the Department of Education stepped in to fund and present the program, that will now be facilitated across several communities across the Top End, necessitating a name change a more general title of *Top End Youth Leadership Summit*. This change in funding has also meant that only public schools were invited to be a part of the April Summit.

Additionally, other community organisations financially supported the Summit, specifically to allow the attendance of the Island schools.

The Summit dates aligned with the West Arnhem Regional Council April OCM to ensure that the young people could present their ideas to the decision makers from their community. Other funding bodies and stakeholders were also invited to be a part of the panel listening to the student's community presentation.

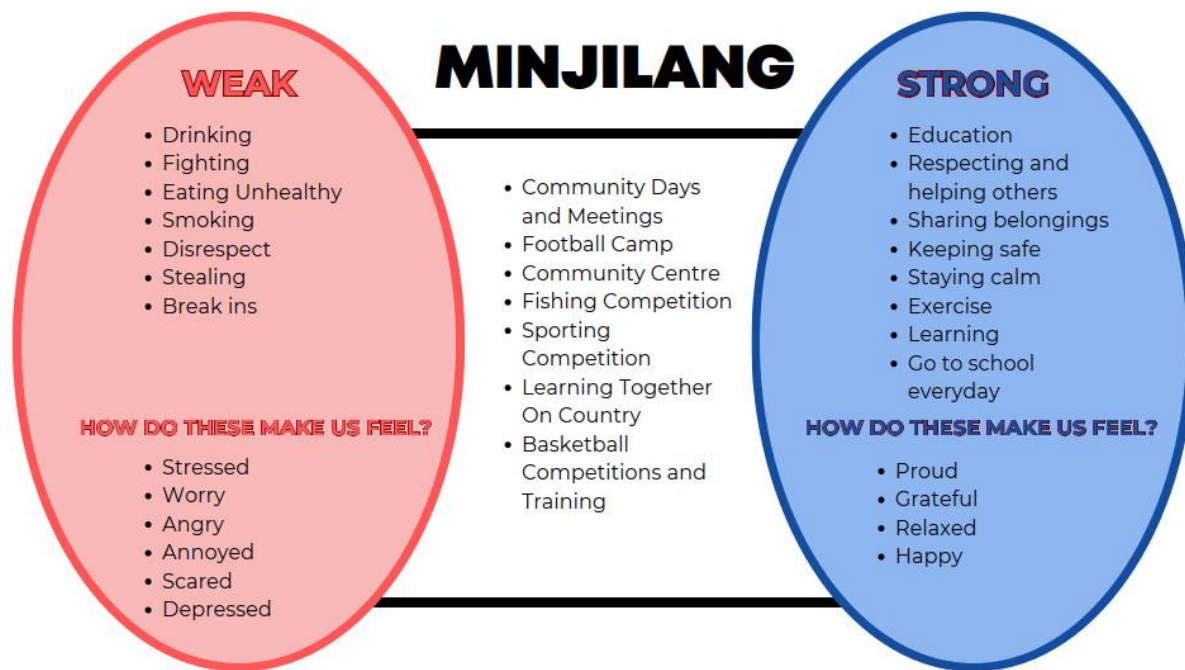
West Arnhem Regional Council supported the Summit with in kind support of Staff in the preparation and facilitation of the event.

COMMENT

The Mission of the Summit is to build the capacity of the students as leaders and to collectively present their ideas to decision makers and stakeholders as to what they, as young people need.

This community engagement and resulting reflections and recommendations are not the sole responsibility of one organisation but require an all of community approach.

The Minjilang students' presentation is available in the attached document, but highlights include weak and strong decisions young people make as well as the important ideas to bridge the gap between weak and strong.



Small Idea: Basketball Competitions and Training.

Big Idea: LTOC – Learning Together On Country – mini trips, fishing, camping, hunting.

Notably the young people identified who they believe can be a part of the change and this is also part of the attachment.

LEGISLATION AND POLICY

NA

FINANCIAL IMPLICATIONS

NA

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

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 1.6 Youth Engagement

Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them.

ATTACHMENTS

1. TEYLP - WEST ARNHEM SUMMIT - UPDATED [9.1.1 - 5 pages]
2. West Arnhem Presentations 2024 [9.1.2 - 13 pages]
3. Current Programs Projects WARC SR [9.1.3 - 3 pages]



Department of EDUCATION

TOP END YOUTH LEADERSHIP PROJECT 2024

WEST ARNHEM

Maningrida | Gunbalanya | Warruwi | Minjilang | Jabiru

5-10 Young Leaders from each West Arnhem community

MISSION

A regionally responsive model for building leadership capacity, listening and amplifying student voice, identifying needs and responding with a place-based Collective Impact Approach.

VISION

NT youth have a platform to share their voice, develop as leaders, and make positive contributions to their communities. Vision in alignment with current NT Youth Strategy.



SUMMIT #1

Mon 22nd - Wed 24th
April 2024

Jabiru Croc Hotel

PURPOSE



MISSION

A regionally responsive model for building leadership capacity, listening and amplifying student voice, identifying needs and responding with a place-based Collective Impact Approach.

VISION

NT youth have a platform to share their voice, develop as leaders, and make positive contributions to their communities. Vision in alignment with current NT Youth Strategy.

ATTENDEE CAPACITY BUILDING

- leadership styles
- communication skills
- public speaking
- teamwork
- cooperative vision development
- problem solving

INFORMING STRATEGIC DIRECTION

Throughout the Summit, attendees will be guided through hands-on learning experiences that not only build their personal leadership capacities, but guide a needs analysis from the youth perspective. Attendees will identify strengths, challenges, and needs of youth in their community, and prepare a presentation to share their vision for responding to those needs.

This data will be collected and shared with schools and youth stakeholders in each community to inform strategic direction, where possible.

FOLLOWING THE SUMMIT

Following the Summit, all schools will receive access to additional lessons that guide place-based student inquiry.

This inquiry journey will build upon Summit #1 learnings, in preparation for the intended Summit #2 in November, 2024.

WEST ARNHEM SUMMIT #1

DAY ONE

MON 22ND APRIL

MORNING	Travel to Jabiru
12:00 PM	Lunch and settle in
1:00 PM	Welcome to Country, Welcome to Leadership Summit, Safety Briefing
1:30 PM	Team building: introductions and breaking down barriers
2:00 PM	Leadership: what does it mean to me and my community?
2:15 PM	Adam Drake: Key Note & Workshop
3:45 PM	Afternoon Tea
4:00 PM	Spyland: Peaks and Pits
5:00 PM	Peaks and Pits: Identifying strengths and challenges of youth right now
6:00 PM	Dinner
7:00 PM	Lego Challenge: One Team, One Dream
8:00 PM	Reflections and Closure
8:20 PM	Supper
8:30 PM	Goodnight



WEST ARNHEM SUMMIT #1

DAY TWO

TUES 23RD APRIL

7:00 AM	Breakfast
8:00 AM	Review, Reflection, Biggest Learnings
8:15 AM	The Maze Activity and Debrief
9:20 AM	Thinking Differently: Filling the Gap
10: 15 AM	Morning Tea
10: 45 AM	Leadership and Courage in my Community
12:00 PM	Lunch
1:00 PM	Team Olympics: Croc Hotel
2:00 PM	Team Olympics: Jabiru Swimming Pool
4:30 PM	Free Time in Community Groups
6:00 PM	Dinner
7:00 PM	Richard Tambling: Keynote & Workshop
8:00 PM	Reflections and Closure
8:20 PM	Supper
8:30 PM	Goodnight

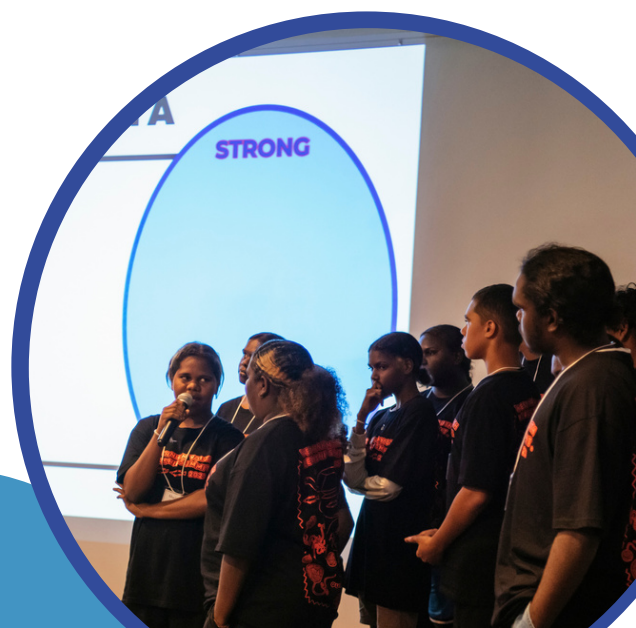


WEST ARNHEM SUMMIT #1

DAY THREE

WED 24TH APRIL

7:00 AM	Breakfast
8:00 AM	Review, Reflection, Biggest Learnings
8:20 AM	Finding Team Synergy Game and Debrief
9:15 AM	Public Speaking Workshop
9:45 AM	Bringing it Together: Creating and Practicing your Pitch
10:15 AM	Morning Tea
10:45 AM	Sharing your Voice: How to Make a Difference
11:00 AM	Presentations: Vision for our Community
12:00 PM	Lunch, Celebration and Farewell
1:00 PM	Return to Community



TOP END YOUTH LEADERSHIP PROJECT



2024

JABIRU

WEAK

- Ditching/Wagging
- Harming wildlife
- Fighting
- Ciggies
- Weed/Vaping
- threats online
- Smashing windows
- Vandalism
- peer pressure
- Staying up at night
- Littering

HOW DO THESE MAKE US FEEL?

- Sad
- Depressed
- Guilty
- Worried

- Safe House
- Social Workers
- Mental Health Support
- Job options for youth
- Youth Centre
- Mens Centre - boxing/gym
- Sports Competitions
- After School Programs
- Free food program
- Mens & Womens Shelter
- Education videos for kids
- Yoga and/or Calm/Quiet areas to go
- Therapy centre/more access to counsellors
- After School Courses to Study

STRONG

- Helping others
- Learning on Country
- Listening to elders
- Eating Healthy
- Sports
- Staying sober
- Listening to doctors
- Looking out for one another
- Standing up for the right thing

HOW DO THESE MAKE US FEEL?

- Proud
- Grateful
- Safe
- Happy
- Inspired

SMALL IDEA	BIG IDEA
<p>WHAT IS YOUR IDEA?</p> <p>After School Program for all year levels</p>	<p>WHAT IS YOUR IDEA?</p> <p>Youth Centre that provides access to youth workers and counsellors</p>
<p>WHO IS IT FOR?</p> <p>Primary Students (current activities work) Older Kids in Years 7-12 need activities as well</p>	<p>WHO IS IT FOR?</p> <p>Upper Primary to Young Adults Year 5 to 19-20 year olds</p>
<p>HOW WILL IT HELP THE COMMUNITY?</p> <p>Keep young ones out of trouble and keep kids active and healthy</p>	<p>HOW WILL IT HELP THE COMMUNITY?</p> <p>Kids will have somewhere to go where they are safe and have things to do. Access to people who can support them</p>
<p>WHAT DO YOU NEED FOR YOUR IDEA?</p> <ul style="list-style-type: none"> Equipment for activities, time, place for it to be advertised, money to pay trained supervisors 	<p>WHAT DO YOU NEED FOR YOUR IDEA?</p> <p>Funding to make this happen (or perhaps the old clinic could be repurposed). We will need equipment such as ICT, chairs, table and staff.</p>
<p>WHO CAN HELP YOU?</p> <p>Sport and Rec Coordinator Stars and Clontarf Parents</p>	<p>WHO CAN HELP YOU?</p> <p>WARC, ALPA, Community Leaders, Local Politicians, Top End Youth Leadership Project</p>

WARRUWI

WEAK

- Bullying
- Stealing
- Graffiti
- Drinking
- Smoking
- Day breaking
- Drugs

HOW DO THESE MAKE US FEEL?

- Sad
- Disappointed
- Angry

STRONG

- Going to school
- Being Kind to others
- Going to sleep at night
- Avoiding fights
- No smoking
- Respecting teachers
- Learning on country
- Working together

HOW DO THESE MAKE US FEEL?

- Happy
- Confident
- Hopeful for the future
- Proud of community
- Makes us want to be better

- Footy Camp
- Fishing competition
- Culture Shed
- Swimming Pool
- Community Festival
- Clontarf
- Bike Riding
- Camping
- Youth Centre
- Basketball Court
- New Oval
- Police 24/7

SMALL IDEA	BIG IDEA
<p>WHAT IS YOUR IDEA? Community Festival</p>	<p>WHAT IS YOUR IDEA? Youth Centre</p>
<p>WHO IS IT FOR? All community members</p>	<p>WHO IS IT FOR? Young people in community</p>
<p>HOW WILL IT HELP THE COMMUNITY? Bringing people together</p>	<p>HOW WILL IT HELP THE COMMUNITY? Give young people a safe place and something to do, keep people out of trouble, mentoring</p>
<p>WHAT DO YOU NEED FOR YOUR IDEA? Performers, Dancers, Music, Drinks, Food, Shops, Bush tucker</p>	<p>WHAT DO YOU NEED FOR YOUR IDEA? New building and funding for it, pool table, gym equipment, gaming room, movie room, kitchen.</p>
<p>WHO CAN HELP YOU? School, teachers, Traditional Owners, West Arnhem Council, Rec Hall</p>	<p>WHO CAN HELP YOU? West Arnhem Council NT Government Federal Government</p>

MANINGRIDA

WEAK

- Cigarettes / Vaping
- Tired of Call of Duty Day Break
- Breaking In
- Rumours
- Fighting
- Drinking

HOW DO THESE MAKE US FEEL?

- Angry
- Frustrated
- Disrespected
- Talking
- Self Concious

STRONG

- Keeping our culture
- Bring Kind
- School Everyday
- Listen to Elders
- Language
- speaking up
- Hunting
- Swimming Pool

HOW DO THESE MAKE US FEEL?

- Safe
- Happy
- Proud
- Responsible & Care\
- Confident

- Community Festival
- Fishing and hunting
- Water Fun Day
- Disco
- Gym
- Croc Farm Visits
- Big Classrooms
- Hair Dresser
- More culture at school
- More out-of-school activities
- Swimming Pool activities
- Skateboard

SMALL IDEA	BIG IDEA
<p>WHAT IS YOUR IDEA? Water Fun Day</p>	<p>WHAT IS YOUR IDEA? Community Gym</p>
<p>WHO IS IT FOR? Families and friends</p>	<p>WHO IS IT FOR? Anyone who wants to use it</p>
<p>HOW WILL IT HELP THE COMMUNITY? People will feel welcome Have fun at school</p>	<p>HOW WILL IT HELP THE COMMUNITY? Gets their mind off bad things Can train if there sport isn't on Exercise and health</p>
<p>WHAT DO YOU NEED FOR YOUR IDEA? Waterbombs New ground slide</p>	<p>WHAT DO YOU NEED FOR YOUR IDEA? Building Treadmill, boxing bags, gloves, weights, rower Talk to council, TO's</p>
<p>WHO CAN HELP YOU? Normarleya School Cafe School budget</p>	<p>WHO CAN HELP YOU? Na-marleya Malala Council Funding, Council BAC, Stedman's</p>

MINJILANG

WEAK

- Drinking
- Fighting
- Eating Unhealthy
- Smoking
- Disrespect
- Stealing
- Break ins

HOW DO THESE MAKE US FEEL?

- Stressed
- Worry
- Angry
- Annoyed
- Scared
- Depressed

STRONG

- Education
- Respecting and helping others
- Sharing belongings
- Keeping safe
- Staying calm
- Exercise
- Learning
- Go to school everyday

HOW DO THESE MAKE US FEEL?

- Proud
- Grateful
- Relaxed
- Happy

- Community Days and Meetings
- Football Camp
- Community Centre
- Fishing Competition
- Sporting Competition
- Learning Together On Country
- Basketball Competitions and Training

SMALL IDEA	BIG IDEA
<p>WHAT IS YOUR IDEA?</p> <p>Basketball competitions and training</p>	<p>WHAT IS YOUR IDEA?</p> <p>LTOC - Learning Together on Country - mini trips: fishing, camping, hunting</p>
<p>WHO IS IT FOR?</p> <p>For kids in primary and secondary</p>	<p>WHO IS IT FOR?</p> <p>Community, families, kids, rangers, stakeholders TO's, Elders, CDP</p>
<p>HOW WILL IT HELP THE COMMUNITY?</p> <p>It provides fun, we can help each other and come together, promote playing and exercise</p>	<p>HOW WILL IT HELP THE COMMUNITY?</p> <p>Bring us together, learning culture</p>
<p>WHAT DO YOU NEED FOR YOUR IDEA?</p> <ul style="list-style-type: none"> Basketballs, teams, gym for training, jersey's, whistles, referees, coaches 	<p>WHAT DO YOU NEED FOR YOUR IDEA?</p> <p>Grandparents, bringers of knowledge</p>
<p>WHO CAN HELP YOU?</p> <p>Rec Hall - redesign courts ALPA - jersey's, scoreboards, whistles</p>	<p>WHO CAN HELP YOU?</p> <p>Stakeholders/CDP/WARC/TO's</p>

GUNBALANYA

WEAK

- Break-Ins
- Teasing
- Drug use
- Stealing
- Not coming to school
- Burning bins
- Forcing each other
- Carrying weapons
- Drinking
- Drug Addiction
- Fighting
- Verbal Abuse
- Sexual Assault
- Graffiti
- Disrespecting

HOW DO THESE MAKE US FEEL?

- Upset
- Angry
- Worried
- Shame
- Bad
- Sad

STRONG

- Going to school
- Helping others
- Looking after your community
- Community strong elders
- Hunting and swimming
- Spending time with family
- Playing sports

HOW DO THESE MAKE US FEEL?

- Successful
- Passionate
- Brave
- Happy

- Youth Safe House
- Afternoon program for the weekend
- Community gym
- Fishing competition
- Op shop for kids open on weekends
- Young Men Shed
- Bush Trips

SMALL IDEA	BIG IDEA
<p>WHAT IS YOUR IDEA?</p> <p>On-Country trips and camps for men and women Camps in 6-week holiday break</p>	<p>WHAT IS YOUR IDEA?</p> <p>Night time and weekend program for youth - gym, movies and safe place.</p>
<p>WHO IS IT FOR?</p> <p>Families together Girls trips boys trips</p>	<p>WHO IS IT FOR?</p> <p>Young people</p>
<p>HOW WILL IT HELP THE COMMUNITY?</p> <p>Young people and families feel happy and strong on country More activities and camps in holidays Uncles teaching boys and aunties teaching girls Connection, teaching old ways</p>	<p>HOW WILL IT HELP THE COMMUNITY?</p> <p>Will help to stop break ins Keeps young people busy and active Safe place for kids and good for their mental health Keeps young people safe at night</p>
<p>WHAT DO YOU NEED FOR YOUR IDEA?</p> <p>Bus, troopy, fishing gear, esky, rubber fish, mats, food, firewood, billycan, tea, first aid kit, pandanus, crowbar. Funding, Grants, Partnerships</p>	<p>WHAT DO YOU NEED FOR YOUR IDEA?</p> <p>Workers, money, things to run activities, gym equipment</p>
<p>WHO CAN HELP YOU?</p> <p>Rangers, Achool, Shire, CDP, Team Health, Youth Centre, Families, Art Centre</p>	<p>WHO CAN HELP YOU?</p> <p>Night patrol, Police Youth Division, Youth Centre, Clontarf, Clinic</p>

THANK YOU



TOP END YOUTH LEADERSHIP PROJECT



2024



WARC Sport & Recreation Programs Linked to Youth Summits

A number of activities informed by findings of the West Arnhem Youth Summit/s have occurred across all communities in West Arnhem. These are a result of being an identified desired activity by youth. These happened during school holiday programs and were facilitated by WARC Sport & Recreation staff in all communities.

From January – April 2024, thirty-five (35) activities occurred across community

- 4 bush trips
- 4 cultural/fishing trips
- 12 swimming/pool days
- 2 youth diversion and wellbeing activities
- 2 youth leadership activities
- 3 community events (school holidays)
- 7 community events (during school term)
- 1 disco (supported by Community Safety Night Patrol)

There were 794 participants across all communities.

Proposed activities, which came from the findings of the Youth Summits, are as follows:

Activity	Location	Youth-Identified Need	Overview
Warruwi Culture Camp	Warruwi	More On-Country learning.	This initiative is aimed at youth in years 7-12 at Warruwi School to engage in an On-Country Culture Camp. Young people will have the opportunity to spend 2 days and 1 night On-Country where they will be engaged in Cultural Enrichment activities such as: <ul style="list-style-type: none"> • Didgeridoo making for boys • Pandanus collecting for girls • Hunting trips





			<ul style="list-style-type: none"> • Walking Country • Corroboree • Sharing Dreaming stories
Stars Sister Speak	Jabiru	More out-of-school activities/learning during school hours.	<p>Sister Speak is a term-long program for young girls to engage in positive conversation and interactions with one another while participating in various wellbeing and recreation activities.</p> <p>The program is designed to:</p> <ul style="list-style-type: none"> • Assist girls in developing positive relationships through yarning • Teach them to respect themselves and others around them • Nurture them to be proud of who they are <p>Program Focus:</p> <ul style="list-style-type: none"> • Respectful Relationships • Emotional Literacy • Yarning & Connecting • Wellbeing & Health
Warddeken Basketball Tournament	West Arnhem	More sporting opportunities and sporting competitions.	<p>This initiative is aimed at youth in the west Arnhem region to engage in a Youth Basketball Tournament and Camp in Darwin. Young people will have the opportunity to spend three days and two nights in Darwin where they will be engaged in Wellbeing Enrichment activities such as:</p> <ul style="list-style-type: none"> • Alcohol and Other Drugs Education Workshops • Social connection • Healthy Lifestyles Workshops • Wellbeing Activities • Life Skills Workshops • Social skills sessions in a culturally safe environment





<p>Little Bro Little Sis Darwin Excursion</p>	<p>West Arnhem</p>	<ul style="list-style-type: none"> - Activities that strengthen community and serve as determinants of happy and healthy living - School trips and camps - More out-of-school activities 	<p>The goals for this project are:</p> <ul style="list-style-type: none"> • To provide sport and recreation opportunities to children from remote communities within the West Arnhem region • To foster relationships with stakeholders such as Build Up Skateboarding • To encourage regular school attendance • To encourage Positive Behaviours for Learning (PBL) • To strengthen links between communities and enable children to engage with one another • To provide children the opportunity to engage in arts and cultural activities • To nurture leadership opportunities for children in remote communities • To promote and nurture civics and citizenship for children in remote communities
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WEST ARNHEM REGIONAL COUNCIL**FOR THE MEETING 5 June 2024**

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

SUMMARY

This report will present the Local Authority with an update on council services provided in the Minjilang community for the period 14 March 2024 – 20 May 2024, as prepared and presented by Acting Council Services Manager (CSM) Rick Withers

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *CSM Operations Report on Current Council Services*.

BACKGROUND

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

COMMENT**1. Attendance Rates****1.1. Staff Attendance**

The Minjilang Council department has averaged 78% attendance for the past two months, which is an increase on previous attendance rates. Attendance rates are still impacting the ability of the Council to complete the required works in the community.

- Utilities Services Contract (USC) Officer on leave 25-30 March 2024.
- Relief USC Officer providing coverage 10-31 May 2024, while USC Officer Acting CSM Minjilang from 22 April until further notice.
- Team Leader Works was Acting Senior Works Officer 22-26 April 2024.
- Senior Administration Officer currently Acting Community Care Senior Project Officer from 15 January 2024 - until further notice. Still providing administration assistance to the Minjilang office as require.
- Sports and Recreation Officer on leave for sorry business, from 17 May 2024 - until further notice.

Currently recruiting for the following positions:

- Community Care Assistant – To be advertised.
- Broadcasting Officer – Currently being advertised.
- Child Care Senior Officer – To be advertised.
- Child Care Officers x 2 – To be advertised. Plan being mapped for crèche re-opening.

Total number of vacancies	7
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2. Administration Services**2.1. Administration**

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

- Mobile communications outage intermittently 14 March 2024 – 01 April 2024.
- Planned power outages 19 – 21 April 2024

2.2. Post Office

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

- There has been a steady flow of postage via online shopping. Storage is becoming problematic, but a solution is being sought.

Total postage received	369kg
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2.3. Centrelink

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

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.

2.4. Cleaning

Scheduled cleaning of council assets has been completed as follows:

- Council office – twice a week – total of 20 occasions.
- Playground amenities – once a week – total of 10 occasions.
- Public toilets - twice a week – total of 20 occasions.
- Visitor Accommodation rooms cleaned as required – total 37 rooms cleaned.

2.5. Visitor Accommodation

The total number of current visitor accommodation available is 12, and bookings can be made through Little Hotelier.

- A deep cleaning was conducted on council permanent accommodation due to end of lease.
- Various maintenance issues have been rectified throughout the reporting period. These include bathroom water leaks, hot water systems, extraction fans, ceiling fans, leaking taps, air-conditioner cleaning, and replacement. Plan for repair is underway.

3. Wellbeing Services

3.1. Sport & Recreation

Youth, Sport, and Recreation (YSR) activities have been seen in increase in attendance by staff and participants.

- Recreation hall deep clean conducted and defect rectification works completed.
- Sports and Recreation equipment audited. Reallocation to new S&R program underway
- New Sports and Recreation program under development to encompass all ages and to reinvigorate community activities.
- Children's football training commenced twice a week in conjunction with Acting CSM. Fruit and ice water provided. The response from the children has been extremely positive with attendance averaging at 15 children per session.

Attendance totals	379
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3.2. Aged Care

The Council provided support for 4 Minjilang clients, Monday to Friday and is currently looking to increase support to a larger client number.

- Daily meals are prepared by ALPA Store and delivered by the administration team.
- We are currently seeking to increase staff levels in the Community Care space, to increase the number of services available to Aged Care recipients.

Total meals provided	120
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3.3. Night Patrol

Night patrol services were provided on 105 of the 147 available nights between 9pm and 3am.

- Home brewing and illegal alcohol into the community has escalated, subsequently increasing community fighting.
- Children have been breaking into the school almost nightly, so they have a safe and secure place to sleep.
- Night patrol staff have been doing extra hours over the weekends, to combat the fighting occurring in the community.
- Community Safety team members assisting with taking Aged Care clients out on country once a week. This initiative gives clients an opportunity to collect ochres and suitable bark to teach the younger generation the art of painting.

3.4. Broadcasting

In conjunction with TEABBA, broadcasting services were provided on 0 of the 63 available days, between 12.00pm and 4:00 pm.

- Services were not provided due to the unavailability of staff.
- Broadcasting Officer recruitment is underway.
- Please note that equipment rectification has now been conducted and a looping broadcast has now been established for 14 days (about 2 weeks).

Total number of On-Air hours	0
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4. Community Works

4.1. Parks and Open Space

The community is clean and tidy with multiple parties visiting the island expressing how great the community looks.

- Emu bobs rubbish pick-up completed once to twice a week, as required.
- Mowing in the community is undertaken as required.
- Tree lopping will now be undertaken due to the reduction of required ground mowing due to the dry season.
- Undertaking mowing of the Red Lily Clinic ground and staff housing, Police Station and Mamaruni School, providing sources of income to WARC.
- Hard rubbish collection occurs every 2 weeks.

4.2. Roads

Road repairs have commenced across the community.

- The grader is awaiting parts to be installed, estimated to be installed by end of May 2024.
- There is 70kms (about 43.5 mi) of general purpose and emergency gravel road maintenance to commence once grader is operational.
- Road base has been ordered for Minjilang so that works crew can start to rectify potholes and cutouts in the community.

4.3. Waste

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

- Rubbish runs continue to operate 2 times per week – Mondays and Thursdays are the designated days, but this may vary on occasion due to staff shortages or public holidays.
- Hard rubbish collected twice per month, 6 times.

4.4. Plant and equipment

- Isuzu 2WD Ute (Rego No: CA21TO) returned to Darwin, to be auctioned.
- One mower out of action, pending parts to arrive.
- Grader needs hydraulic ram bolts and oil.
- Tipper clutch rectified by works team leader.

- Rubbish truck rams rectified and maintained by works crew.
- ESO work vehicle defect rectification completed by works crew.

5. Essential Services

USC Officer undertook Aerodrome Reporting Officer (ARO) training, Breathing Apparatus and Gas Liquid Chlorine training in Darwin through the reporting period. Relief USC appointed to Minjilang for a total of 3 weeks for this coverage.

5.1. Power

- Planned power outages 19 – 21 April 2024.
- Genset services as scheduled.
- Scheduled barge fuel deliveries of and transferred fuel to the power station as per schedule.
- Quarterly reads as scheduled.
- Replaced power meters to multiple lots as per service requests.
- Power Water Mechanical Technical Coordinators onsite 06 - 10 May 2024 to replace Genset No: 3 alternator. Now online.
- Power Water Electrical Technical Coordinators onsite for three weeks in April and May, to cut back trees and audit distribution assets.
- Further audit to take place of fuel distribution, transfer, and storage facilities. Replacement of dip sticks, bund valves, isolation valves, transfer pumps, and piping.
- Pest and vermin control required at power station, discussion between WARC and PowerWater to determine how best to proceed.

5.2. Water

- Water samples conducted as per scheduled review. All returned positive readings.
- Bore pumps and sewer lift pumps (hours and volumes) readings taken as scheduled.
- The Council is working with Stedman Constructions repairing water leaks around the community.
- Service requests completed for Power Water.
- Monthly, quarterly, water and wastewater samples taken.
- Standing bores measured 15 May 2024.
- Chlorine station audited and recommended for full system upgrade with remote reporting.

5.3. Sewerage

- Sewer lift pumps (hours and volumes) readings taken as per schedule.
- Pond gates scraped as per schedule.
- Monthly sewer samples taken as per schedule.
- Macerator removed from pump station due to failure April 2024. Replacement not yet received
- Sewage pump #1 replaced due to failure

5.4. Airfield

- Daily inspections were undertaken by the ARO. No significant issues were noted.
- Medical Evacuations occurred 22, 26 and 27 March 2024, and again on 17 April 2024.
- Minjilang still does not have the current Aerodrome Manual which implicates our Emergency Management Plan. This has been reported to Department of
- Infrastructure, Planning and Logistics (DIPL) on various occasions.

6. Trade Services

6.1. Scheduled Servicing

- Works crew team leader is utilized as a mechanic to enable operations to continue in Minjilang, until the next visit for the Mechanic.
- Electrician: CoC sought for the rectification of works on Council accommodation #236

7. Community

7.1. Local Authority projects

• Current

- Establishment of permanent roofing structure over basketball court and the ability to use as multi-purpose
- Airport terminal upgrade – Stedman’s Construction have taken over the project and it is nearing completion

• Future

- Airport terminal upgrade – Bathroom facilities at the airport.
- A playground for smaller children to be added to the current playground.

7.2. Other projects

• Opportunities

- Disabled ramp and showers at council office.
- Shade cover for playground.
- Replacement of fans in recreation hall due to limited airflow and heat monitoring during sports and recreation activities.

• Current

- Rectification of broken balustrade in recreation hall.
- Rectification of major water leaks at Council Head Office.
- Creche renovations.

• Future

- Community BBQ area at rear of council office
- Permanent stage outdoors at Council Main Office for recreational purposes and community events when attendance exceeds capacity of conference room
- Recreation outstations (freestanding) for community events
- Sports and Recreation items for children (pump track, BMX track, etc.)

7.3. Community meetings and events

- Fortnightly Operations Meetings.
- Monthly Stakeholders Meetings Minjilang
- NIAA Minjilang Community Plan visit and community lunch 15 May 2024
- Foundation Skills Program Graduation 02 May 2024
- Ordinary Council Meeting 22 April 2024
- Mayor Woods and WARC CEO visit to Minjilang 30 April 2024
- Fortnightly Community Care Management Meeting
- Fortnightly Senior Leadership Team meeting

Total number of meetings and events attended by the CSM	Approx 30
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7.4. Community key focus areas

- Home brewing and illegal alcohol brought into the community has escalated.
- Petrol sniffing by children has decreased but has been present on two well-known occasions in this reporting period.
- The school has been broken into on numerous occasions
- Domestic violence is increasing, with no resources available in the community.
- Nil police presence in this reporting period.

LEGISLATION AND POLICY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

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.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 June 2024

Agenda Reference:	9.3
Title:	2022-2023 Annual Report
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to present the Approved West Arnhem Regional Council's 2022-2023 Annual Report to the Local Authority for noting. The Annual Report contains information about Council's operating and financial activities over the past financial year.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received and noted the report entitled *2022-2023 Annual Report*.

BACKGROUND

According to Guideline 1: Local Authorities section 10.2 (a)

Once in each financial year, a local authority agenda must include a review of the Councils Annual report for the previous financial year

COMMENT

Due to size restraints, the 2022-2023 Annual Report document has been tabled as a separate document to the agenda.

LEGISLATION AND POLICY

Local Government Act 2019
Guideline 1: Local Authorities

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

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.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 5 June 2024

Agenda Reference:	9.4
Title:	Local Authority Membership
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members an opportunity to discuss expanding the membership of the Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. Received and noted the report entitled *Local Authority Membership*; and
2. Approved / do not approve nomination for Josephine Cooper to join the Minjilang Local Authority

BACKGROUND

Part 5.1 of the *Local Government Act 2019* (the Act) identifies local authorities as an essential forum for local decision making in remote communities. The key functions of local authorities as outlined in the Act are:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities have the opportunity to express their opinions on questions affecting local government.
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
- d. To take the views of local communities back to the council and act as advocates on their behalf.
- e. To contribute to the development of the relevant regional plan.
- f. To make recommendations to the council in relation to:
 - i. The council's budget; and
 - j. The part of the council's area within which the local authority performs its functions.
- g. To perform other functions assigned to the local authority by the minister, in accordance with any guidelines that the minister may make.

COMMENT

According to the Guideline 1: Local Authorities section 5

5.1 The Council will consider recommendations from the local authority on its composition and membership of the local authority. A council must resolve the number of members for each local authority.

5.2 there must be at least 6 members and a maximum of 14 member for each local authority, unless the Minister approved a different maximum number of members for a particular local authority.

Currently the Minjilang Local Authority has 5 vacancies.

LEGISLATION AND POLICY

Local Government Act 2019

Guidelines 1: Local Authorities

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:

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.

ATTACHMENTS

1. 30042024162419-0001 [9.4.1 - 1 page]

LOCAL AUTHORITY MEMBER NOMINATION FORM

I, JOSEPHINE COOPER
(name of Nominee)

[Signature] 26/04/2024
(signature of Nominee)

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

CRACKER IS MINJILANG
(name of Community)

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

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

(name of Returning Officer)



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 5 JUNE 2024

Agenda Reference:	10.1
Title:	Local Authority Member Questions with or without Notice
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Local Authority Members a forum in which to table items they wish to be discussed.

Local Authority Members are encouraged to raise any issues they wish to discuss during the meeting.

COMMENT

The Minjilang Local Authority raised the following items for discussion

- Local authority funding to support the Mamaruni School food program
- National Indigenous Australians Agency Minilang Community Plan Project

RECOMMENDATION

THAT THE LOCAL AUTHORITY recorded for action the following questions from Members.

ATTACHMENTS

1. 2023 24 local authority funding guidelines [10.1.1 - 5 pages]
2. FAQ Sheet - LAPF FINAL [10.1.2 - 4 pages]

Local Authority Project Funding

Funding Guidelines - 2023-24 onwards

Purpose

Local Authority Project Funding (LAPF) is funding provided to regional councils to support priority projects in individual communities recommended by a local authority through a community consultation process.

Objectives

The objectives of the program are to:

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

Funding Pool

LAPF funding is allocated by the Department for each local authority based on a pre-set formula. Funding is allocated only to those local authorities published in the guidelines made by the Minister for Local Government under Part 5.1 of the *Local Government Act 2019*.

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

Local Authority Project Recommendations and Approvals

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

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

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

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

The local authority must pass a resolution for each project the LAPF will be used for. If the priority of projects changes during the financial year, the local authority must also pass a resolution at a local authority meeting. A copy of the minutes must then be formally considered by the regional council at its next council meeting for consideration and ratification.

The council should ensure projects are considered and approved as expeditiously as possible. Feedback should be provided to the local authority and the community as soon as projects are approved.

If a local authority project is not approved, the local authority is to be advised of the reasons for this decision by council.

Tip: Council may consider holding a special meeting if there is a long delay before the next ordinary council meeting and there are a number of local authority projects to consider.

Delegation of LAPF decision making to local authorities

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

Major Projects

A major project is where a regional council intends to deliver a project combining more than two years' LAPF funding into a single project. The major project must be completed within four years of receipt of the original year's LAPF funding.

The council must submit a project plan on the required template to the Department of the Chief Minister and Cabinet for approval of all local authority projects that seek to combine funding in this way.

NOTE: Regardless of whether a council has delegated decision making to its local authority, all major project plans must only be submitted by the regional council (not the local authority) for approval. If a project is not commenced by the planned date or there are delays caused by the council then the full value of funds may be required to be repaid.

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

Joint projects/pooled funds

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

In these cases, the council should document an agreement which clearly details the financial contributions, roles and responsibilities of each of the parties to ensure the successful delivery of the project. Factors such as risk considerations before, during and after completion of the project must be taken into consideration if funds are to be pooled with other entities (see also Risk Management below).

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

Pre-conditions

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

Risk Management

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

For example:

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

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

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

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

What can LAPF be used for?

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

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

What LAPF shouldn't be used for?

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

Council employee costs

Council employee costs directly related to the delivery of a specific approved LAPF project, such as constructing a playground, or producing flyers and organising a community event, are permitted to be expensed against the LAPF. However ongoing employee costs or employees costs not directly related to the delivery of a specific LAPF project are not permitted to be costed to the LAPF.

Process for Grant Payment

Department of the Chief Minister and Cabinet

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

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

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

Reports to the Local Authority

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

Funds Management

- The LAPF must be fully expended within two years, or in the case of major projects within four years, of receipt of funding.
- All approved projects are required to be procured in accordance with the *Local Government Act 2019* and, as far as practical under the NT Government's Buy Local Plan.
- A funding acquittal for the year ended 30 June for each local authority must be submitted in the required format on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
- Failure to expend the grant within the time limit, major delays, or lack of significant progress may result in the Department of the Chief Minister and Cabinet withholding a LAPF payment for a local authority or seeking repayment of funds.
- Requests to carry-over unspent funds after the allowed time limit are to be submitted via email to: lg.grants@nt.gov.au. All requests will be considered on a case by case basis and approval is not automatic.
- The Department of the Chief Minister and Cabinet reserves the right to withhold future LAPF funds if the regional council has not completed the project within the agreed time limit; or may request all unspent funds to be repaid if there is little or no progress on the major project.
- The Department of the Chief Minister and Cabinet reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

For further information please contact lg.grants@nt.gov.au

FAQ

Local Authority Project Funding (LAPF) grant

1. What is the Local Authority Project Fund (LAPF)?

The LAPF is a grant allocated annually to regional councils for each of their Local Authorities (LA) to undertake projects for the benefit of their local authority community. A specific grant amount is allocated to each LA and is fixed for the term of the council

2. When is the LAPF paid?

LAPF is paid after the regional council submits its LAPF acquittal by 31 August for the previous financial year ended 30 June and an assessment of the acquittal is completed by the Local Government Unit (LGU) of the Department of the Chief Minister and Cabinet (Department).

3. How much funding does each LA get?

A fixed LAPF amount is allocated to each LA and remains the same for the term of the council (subject to the regional council meeting the terms and conditions of the grant each year). The current LAPF allocations are fixed until 30 June 2025.

New LAPF grant allocations for individual LAs will be calculated for 2025-26 and be fixed until the next local government general elections.

4. What can LAPF funding be used for?

LAPF is to be used for projects that benefit people in the local authority area.

The LAPF guidelines provides a list of examples of what the LAPF can and can't be used for. If in doubt then any queries should be sent to: lg.grants@nt.gov.au

5. Can the LAPF grant for one local authority be pooled with another entity?

Yes. Pooling can occur with another organisation. The council will still be responsible to acquit each Local Authority's grant funding on the basis that any projects delivered through pooled funding deliver benefits to the people in the LA area. Where funds are pooled with another LA, acquittals will still be required for each LA's contribution.

6. How are LAPF projects identified?

The funding guidelines require regional councils to work with individual LAs to develop a list of priority projects through a community engagement process. Ideally alternative projects should also be identified to avoid any delays if a particular project cannot be progressed by the regional council.

7. What is a 'major project' under the LAPF Guidelines?

A 'major project' is any project intended to be delivered by pooling up to 4 years' of LAPF grants into a single project.

8. How is the community engagement process to occur?

It is up to individual regional councils to work with their local authorities to decide how it will undertake its community engagement process.

The timing of the community engagement process should allow sufficient time for the list of projects to be finalised by the LA for inclusion in the regional council's budget papers for the forthcoming financial year.

For example: Individual local authority members could liaise with community members outside a local authority meeting and then discuss priority community projects at a local authority meeting; or community engagements could occur during a local authority meeting where community members are invited to bring forward project proposals.

9. What are the timeframes for the delivery of LA projects?

The LAPF funding agreement signed by the regional council will stipulate the date the LAPF funding offered for that year is to be fully spent by. Usually projects will be completed within 2 years of receipt of funding.

For major projects, projects are to be completed within four years of receipt of the first year's funding, with the actual project completion date stipulated in the major project approval given by the LGU.

Councils must be ready to commission a major project at the time it submits its project plan for approval. If there are delays with the major project, the regional council runs the risk of the Department requesting the value of unspent funds older than two years (from the original year of funding receipt) to be repaid if no compelling reason(s) could be demonstrated on why the project was delayed.

Councils must be ready to deliver a major project at the time it submits its project plan for approval.

10. Can LAPF projects span over council election years?

Yes.

11. Does a regional council need approval from the department to undertake a 'major project'?

Yes. A regional council must submit a project proposal to the LGU of the Department for each major project it intends to deliver with the LAPF. All major project proposals will need to be approved by the LGU before multiple years' LAPF are combined for a major project.

12. How do LAPF projects (that are not major projects) get approved?

Where LAs have delegated authority to make decisions on LAPF, then the LA decides on the project/s that are to be delivered at an LA meeting with the minutes of the meeting provided to the regional council for incorporation into the budget.

Where there is no delegation issued to the LA, then the LA is to submit project recommendations to the Regional Council for approval and incorporation into the budget.

13. What if an LA project is not approved by a regional council?

If an LA project is not supported by elected members at a council meeting then LA members must be advised within ten days of the council's rejection and the LA requested to provide alternative project proposal(s).

14. Can a LAPF project be varied or a new project identified after the Council budget has been approved?

Yes, but there are restrictions on varying major projects. Once a major project has been approved by the LGU then it cannot be materially changed unless there are compelling reasons why this is required. Minor project variations are however permitted with variation details included in the year end acquittal. LGU should be consulted if there are any issues with the delivery of a project within the scope provided.

For other projects the following process should be followed:

Delegation issued to LA - Any project changes are to be discussed and resolved at an LA meeting. A copy of the minutes of the meeting are to be included in the regional council's meeting agenda papers for the meeting that is scheduled immediately after the LA meeting. Council staff should then endeavour to progress the project change soon after the resolution is made.

No delegation issued to LA - If no delegation has been issued to the LA then the project change must be considered for approval at the next council meeting. If elected members approve the project then L members should be advised within 10 days of the council resolution and Council staff should endeavour to progress the project change soon after the resolution is made.

If elected members do not approve the project then the LA is to be notified within 10 days of the resolution.

Regardless of whether a delegation has been issued to an LA, if the project change results in a material change to the cost of a project then the regional council should consider whether this needs to be published as a variation in the budget.

15. What if a project falls behind schedule?

The regional council must inform the LGU as soon as it becomes aware a project has fallen behind schedule and that there is a possibility funds may not be able to be fully spent by the stipulated date. An extension approval may be granted by the LGU for the regional council to retain funds beyond the stipulated date if there are compelling reasons as to why the project has fallen behind schedule.

Major projects - Approval must be obtained by the Local Government Unit for a change in the completion date of any major project.

16. Is GST included in the LAPF?

No. GST is excluded from the grant amount.

17. Can an administration or management fee be included as an expense as part of the LAPF acquittal?

No. Administration/management fees are considered in-kind contributions and are not an eligible expense.

18. Can regional councils provide a financial contribution to LAPF projects?

Yes. Financial co-contributions by regional councils are encouraged.

19. Can the LAPF be paid to another organisation or pooled with another organisation to deliver a project?

Yes, so long as the project is delivered predominantly for the benefit of people in the LA area and the council mitigates possible risks that may be associated with funding or pooling funds with another organisation.

FAQ

The council should develop its own internal controls to mitigate any possible risks associated with the provision of the LAPF to any external organisation.

The Department will not be held liable for any risks that may arise if LAPF is used by another entity.

20. What if the total project cost for a major project was completed under budgeted amount?

The council can repurpose any unspent LAPF for the benefit of the LA so long as the unspent amount was not paid more than two years prior to the project completion.

21. How are LAPF funds acquitted?

An annual LAPF acquittal is required for each Local Authority, with a separate status report for individual major project.

22. What does the guideline mean by *fully expend LAPF funds*?

This means actual expenditure incurred and not just accrued, committed or planned to be spent.

23. What information is to be submitted with the LAPF acquittal?

The LAPF acquittal must be submitted in the required format as provided to the council.

The final acquittal of each major project must be submitted in the required format as provided to the council and is to include a ledger print out and photos.

Transitional provisions for 2023-24

As the LAPF guidelines were signed off after Regional Council's budgets were approved and published for 2023-24, regional councils are able to incorporate and publish specific LAPF projects against individual local authority budgets in the first or second Budget Review for 2023-24.

1. Why have the guidelines changed?

The guidelines have changed to provide more flexibility in how the funds can be utilised in the best interests of the communities the Local Authorities represent. Many LAs had difficulty developing, commissioning and completing projects within the previous guidelines. The changes include the ability to pool money and to invest in projects over a longer time period.

2. When will the changes take effect?

The LAPF guidelines takes effect from the 2023-24 financial year.

Any major projects that are planned to be delivered with LAPF can only start to pool funds received in 2023-24 onwards. There is a possibility that the level of funding offered for individual LAs will increase / decrease based on the revised calculations. The regional council should be prepared to cover any funding gaps for major projects that may arise if the value of the LAPF grant decreases in future LAPF allocations.

For any queries or questions please e-mail lg.grants@nt.gov.au

Department of the Chief Minister and Cabinet - Local Government

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