



WEST ARNHEM REGIONAL COUNCIL AGENDA

**KAKADU WARD ADVISORY COMMITTEE
WEDNESDAY, 3 APRIL 2024**



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Kakadu Ward Advisory Committee Meeting of the West Arnhem Regional Council will be held in Jabiru on Wednesday 3 April 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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING.....	4
2	PERSONS PRESENT.....	5
3	APOLOGIES AND ABSENCES	5
3.1	Apologies, Leave of Absence and Absence without Notice	5
4	ACCEPTANCE OF AGENDA	6
4.1	Acceptance of Agenda	6
5	DECLARATION OF INTEREST OF MEMBERS OR STAFF	7
5.1	Disclosure of Interest of Members or Staff.....	7
6	CONFIRMATION OF PREVIOUS MINUTES	8
6.1	Confirmation of Kakadu Ward Advisory Committee Meeting Minutes	8
7	DEPUTATIONS AND PRESENTATIONS	13
7.1	Presentations and Visitors - Northern Territory Electoral Commission.....	13
8	ACTION REPORTS.....	24
8.1	Review of Action Items	24
9	RECEIVE AND NOTE REPORTS.....	30
9.1	CSM Operational Report.....	30
10	COMMITTEE MEMBER QUESTIONS WITH OR WITHOUT NOTICE.....	43
10.1	Kakadu Ward Advisory Committee Member Questions	43
11	NEXT MEETING	44

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 3 APRIL 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 the Kakadu Ward Advisory Committee record, any apologies, requests for leave of absence and absence without notice from Committee members for the meeting held on 3 April 2024.

RECOMMENDATION

THAT THE COMMITTEE

1. Notes the absence of ...
2. Notes the apology received from ... or Notes no apologies received.
3. Determines ... are absent with permission of the Council.
4. Determines ... are absent without permission of the Council.

COMMENT

The Committee 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 committee 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 3 APRIL 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 Kakadu Ward Advisory Committee meeting held on 3 April 2024.

RECOMMENDATION

THAT THE COMMITTEE accept the agenda papers as circulated for the Kakadu Ward Advisory Committee meeting held on 3 April 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 ARNHAM REGIONAL COUNCIL

FOR THE MEETING 3 APRIL 2024

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

SUMMARY

Kakadu Ward Advisory Committee Members are required to disclose an interest in a matter under consideration at the Committee 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 Committee on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Committee 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 the Committee expressly directs them to do so.

RECOMMENDATION

THAT THE COMMITTEE received the declarations of interest as listed for the Kakadu Ward Advisory Committee meeting held on 3 April 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 3 APRIL 2024

Agenda Reference:	6.1
Title:	Confirmation of Kakadu Ward Advisory Committee Meeting Minutes
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

Unconfirmed minutes from the 5 October 2023 Kakadu Ward Advisory Committee meeting are submitted to the Committee for confirmation that the minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT THE COMMITTEE adopted the minutes of the 5 October 2023 Kakadu Ward Advisory Committee as a true and correct record.

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. 2023.10.05 kakadu ward advisory committee minutes [6.1.1 - 4 pages]



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

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

ELECTED MEMBERS PRESENT

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

STAFF PRESENT

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

GUESTS PRESENT

Department of Chief Minister and Cabinet	Owain Dunn
--	------------

APOLOGIES

3.1 APOLOGIES AND LEAVE OF ABSENCE

The Committee considered Apologies and Leave of Absence.

KWACC20/2023 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Mickitja Onus
That the Kakadu Ward Advisory Committee received and Mayor Ryan's apology for the meeting held on 5 October 2023.

CARRIED

ABSENT WITHOUT NOTICE

4.1 ABSENT WITHOUT NOTICE

The Committee considered Absent Without Notice.

KWACC21/2023 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Mickitja Onus
That the Kakadu Ward Advisory Committee noted there were no member's absences without notice for the meeting held on 5 October 2023.

CARRIED

ACCEPTANCE OF AGENDA

5.1 ACCEPTANCE OF AGENDA

The Committee considered Acceptance of Agenda.

KWACC22/2023 RESOLVED:
On the motion of Councillor Ralph Blyth
Seconded Deputy Mayor Elizabeth Williams
That the agenda for the Kakadu Ward Advisory Committee meeting of 5 October 2023 as circulated be accepted.

CARRIED

Declaration of Conflicts: Nil

CONFIRMATION OF PREVIOUS MINUTES

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

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

KWACC23/2023 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Ralph Blyth
That the minutes of the 6 July 2023 Kakadu Ward Advisory Committee meeting are adopted as a true and correct record of the meetings.

CARRIED

LOCAL AUTHORITY ACTION ITEMS

9.1 REVIEW OF ACTION ITEMS

The Committee considered Review of Action Items.

KWACC24/2023 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams

**Seconded Councillor Micketja Onus
That Kakadu Ward Advisory Committee:**

- 1. Received and noted the updates on Action Items; and**
- 2. Removed completed items from the Action Items Register.**

CARRIED

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

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

GENERAL ITEMS

15.1 WASTE AND RESOURCE MANAGEMENT REPORT

The Committee considered Waste and Resource Management Report.

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

CARRIED

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

15.2 CSM OPERATIONS REPORT ON CURRENT COUNCIL SERVICES

The Committee considered CSM Operations Report on Current Council Services.

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

CARRIED

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

15.3 UPDATE ON JABIRU ROAD PROJECTS

The Committee considered Update on Jabiru Road Projects.

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

CARRIED

15.4 AUSTRALIA DAY 2024 GRANT FUNDING

The Committee considered Australia Day 2024 Grant Funding.

KWACC28/2023 RESOLVED:
**On the motion of Deputy Mayor Elizabeth Williams
Seconded Councillor Ralph Blyth
The Kakadu Ward Advisory Committee**

- 1. Received and noted the report entitled 'Australia Day 2024 Grant Funding'.**
- 2. Provided advice and/or ideas regarding what event Jabiru community may prefer in relation to the National Australia Day Council funding.**

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

CARRIED

Note: Cr Onus to forward ideas to Administration

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

15.5 TOURISM TOWN ASSET GRANT

The Committee considered Tourism Town Asset Grant.

KWACC29/2023 RESOLVED:

On the motion of Councillor Ralph Blyth

Seconded Councillor Mickitja Onus

The Kakadu Ward Advisory Committee:

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

CARRIED

15.6 COMMITTEE MEMBERS QUESTIONS

The Committee considered Committee Members Questions.

KWACC30/2023 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Councillor Mickitja Onus

That the Chairperson invites questions from Committee Members:

Deputy Mayor Williams:

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

Cr Blyth:

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

CARRIED

Owain Dunn left at 11:55

MEETING DECLARED CLOSED

Chairperson Ralph Blyth declared the meeting closed at 12:00

Chairperson

Date Confirmed

West Arnhem Regional Council

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

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 3 APRIL 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 Kakadu Ward Advisory Committee with a list of presentations to be made by various stakeholders of the West Arnhem Regional Council.

RECOMMENDATION

THAT THE COMMITTEE noted the presentations on:

1. 2024 Territory Election by Northern Territory Electoral Commission.

BACKGROUND

At various times, the Committee 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.

Kakadu Ward Advisory Committee Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
2024 Territory Election	Kristen Kelly – Deputy Electoral Commissioner Karen Parker – Manager Corporate Information and training.	Northern Territory Electoral Commission	At their request to attend.

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

1. Our Territory - division snapshot COVER [7.1.1 - 1 page]
2. Arafura electorate snapshot [7.1.2 - 1 page]
3. Kakadu Advisory Committee meeting presentation [7.1.3 - 8 pages]

2024 TERRITORY
ELECTION

OUR TERRITORY

**YOUR
VOTE**

GET READY
**FOR THE 2024
TERRITORY ELECTION**

Key dates

Postal voting applications open
Now

Nominations open
Thursday 1 August

Electoral roll closes
Friday 2 August

Nominations declared
Thursday 8 August

Voting starts
Monday 12 August

Postal voting applications close
Thursday 22 August

ELECTION DAY
Saturday 24 August

Check your enrolment

Territorians aged 18 years or over must enrol to vote. You may already be enrolled to vote.

You should check if you are enrolled and that your enrolment is correct.

To enrol or check your enrolment go to: | www.aec.gov.au

Remember the date

Election day is Saturday 24 August.

Voting services will start from Monday 12 August.

Details about when and where to vote will be on our website.

If you can't vote at a voting centre, you can apply for a postal vote.

To apply for a postal vote go to: www.ntec.nt.gov.au/apply-postal

Learn the steps to voting

If you don't know how to vote you can watch a video to learn.

The video is in English and 14 Aboriginal languages.

To watch the video go to: www.ntec.nt.gov.au/how-to-vote

ntec.nt.gov.au



Northern Territory
Electoral Commission
EVERY VOICE COUNTS

ELECTORATE SNAPSHOT

2024 TERRITORY ELECTION

ARAFURA

Arafura has 6,172 enrolled electors as at 28 February 2024.

Past voting data

2023 Arafura by-election data

- 5,536 enrolled electors at close of roll
- 3,214 total votes counted
- 58.1% turnout rate by number of votes counted

2020 Territory Election data

- 5,183 enrolled electors at close of roll
- 2,733 total votes counted
- 52.7% turnout rate by number of votes counted

Observations

Arafura had the lowest voter turnout at the 2020 Territory Election with 52.7% .

Voter turnout has been increasing in the division of Arafura however there is a lot more work to be done.

Division members

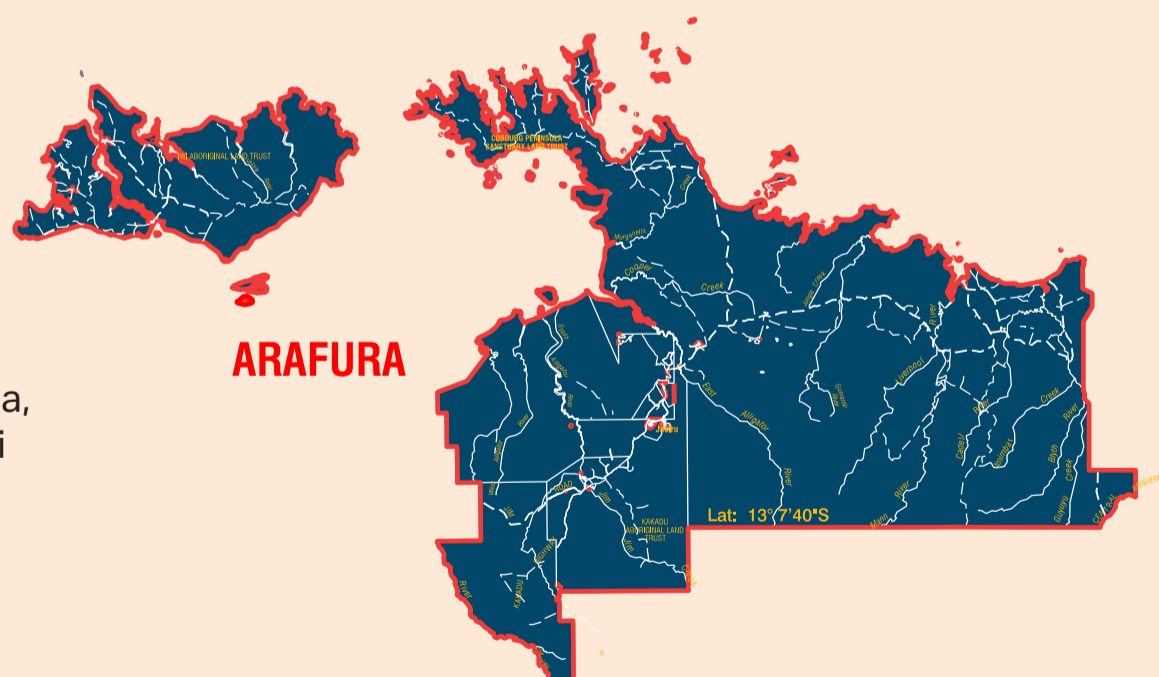
Member	Affiliation	Period
M Brown	ALP	Current
L Costa	ALP	2016 - 2022
F X Kurrupuwu	CLP	2012 - 2016
M R Scrymgour	ALP	2001 - 2012
M J Rioli	ALP	1992 - 2001
S G Tipiloura	ALP	1987 - 1992
R L Collins	ALP	1983 - 1987

Location

The division of Arafura is in the 'Top End' of the Northern Territory.

Approx. area: 57,410 km²

Arafura Communities include Gunbalanya, Jabiru, Maningrida, Waruwi, Minjilang and the Tiwi Island.



ntec.nt.gov.au



Northern Territory
Electoral Commission
EVERY vote counts

Kakadu Advisory Committee

Kirsten Kelly/Karen Parker



Northern Territory
Electoral Commission

Agenda

1. Who we are
 - Introductions
 - Who is the NT Electoral Commission and what elections do we run
2. 2024 Territory Election
 - Key dates
 - Distributing information
3. Community Engagement and Education Program
 - Overview
 - Employment opportunities (local assistants)
4. Snapshot of the Arafura electorate
 - Past voting data
 - Current and past local members
5. Federal Direct Enrolment Update (FDEU)
 - How FDEU works
 - Unsure of enrolment? Attend a voting location
6. Questions



Northern Territory
Electoral Commission



Who we are

- Introduction
- We are the Northern Territory Electoral Commission
- We run Territory government elections with the next election being held August 2024. Kakadu/Jabiru is in the Arafura electorate
- We run local government elections with the next election being held in August 2025. Kakadu/Jabiru is in the West Arnhem Regional Council area
- We don't run federal elections
- We didn't run the 'Voice' Referendum



- The Territory Election is to elect the NT Government
- Your current local member is Manuel Brown (Labor Party)
- The election is in late August
- We will let you know specific information about voting times and locations in the coming months
- What is the best way for us to distribute and give community information?

An infographic with a teal background at the top and a light orange background at the bottom. The top section features the text "2024 TERRITORY ELECTION" in a small, black, sans-serif font, followed by "OUR TERRITORY" in a blue, hand-drawn font, and "YOUR VOTE" in large, bold, black capital letters. The bottom section is divided into two columns. The left column is titled "GET READY FOR THE 2024 TERRITORY ELECTION" in a blue, hand-drawn font. Below this title, there is a list of key dates: "Postal voting applications open Now", "Nominations open Thursday 1 August", "Electoral roll closes Friday 2 August", "Nominations declared Thursday 8 August", "Voting starts Monday 12 August", "Postal voting applications close Thursday 22 August", and "ELECTION DAY Saturday 24 August". The right column contains several sections of text: "Check your enrolment" (Territorians aged 18 years or over must enrol to vote...), "Remember the date" (Election day is Saturday 24 August...), and "Learn the steps to voting" (If you don't know how to vote you can watch a video to learn...).



Community Engagement and Education Program

- Our teams will be visiting your community to raise awareness about the 2024 Territory Election
- They will have information about
 - enrolling to vote
 - where to go to vote
 - what happens when our remote voting team visits
 - how to make your vote count
- They want to meet with organisations in the community and community members
- They will be looking for local assistants to help us in the election

Arafura electorate

ELECTORATE SNAPSHOT
2024 TERRITORY ELECTION

ARAFURA

Arafura has 6,172 enrolled electors as at 28 February 2024.

Past voting data

2023 Arafura by-election data

- 5,536 enrolled electors at close of roll
- 3,214 total votes counted
- 58.1% turnout rate by number of votes counted

2020 Territory Election data

- 5,183 enrolled electors at close of roll
- 2,733 total votes counted
- 52.7% turnout rate by number of votes counted

Observations

Arafura had the lowest voter turnout at the 2020 Territory Election with 52.7%.

Voter turnout has been increasing in the division of Arafura however there is a lot more work to be done.

Division members


Member	Affiliation	Period
M Brown	ALP	Current
L Costa	ALP	2016 - 2022
F X Kurrupuwu	CLP	2012 - 2016
M R Scrymgour	ALP	2001 - 2012
M J Rioli	ALP	1992 - 2001
S G Tipiloura	ALP	1987 - 1992
R L Collins	ALP	1983 - 1987


Location

The division of Arafura is in the 'Top End' of the Northern Territory.

Approx. area: 57,410 km²

Arafura Communities include Gunbalanya, Jabiru, Maningrida, Warruwi, Minjilang and the Tiwi Island.



ntec.nt.gov.au




Federal Direct Enrolment Update (FDEU)

- You may be enrolled to vote and not know it
- The AEC adds people to the electoral roll using information from other government agencies
- If you are unsure if you are enrolled to vote or where you are enrolled to vote, come to a voting centre and our remote team will help you.



Questions?

For further information **ntec.nt.gov.au**

Contact Greg Hibble 0400 355 205 or Anna Egerton 0439 735 633

 facebook.com/NTElectoralcommission

 [@NTElecComm](https://twitter.com/NTElecComm)

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 3 APRIL 2024

Agenda Reference:	8.1
Title:	Review of Action Items
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

This report is submitted for Kakadu Ward Advisory Committee to review and discuss the progress on outstanding action items from meetings.

RECOMMENDATION

THAT THE COMMITTEE:

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 Kakadu Ward Advisory Committee 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 Committee to determine whether the item remains active or is complete and can be removed.

COMMENT

The actions that Committee resolves to occur are to be acted upon by the administration. This report enables Committee 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. KWAC Action Items List In Progress 2 [8.1.1 - 5 pages]

Kakadu Ward Advisory Committee Action Item List – In Progress

Meeting Date	Item/Resolution Number	Action Required	Status	Comment	Action Officer
5 October 2023	KWAC15/2023 KWAC27/2023	Line marking and stop sign/give way markings confusing	In Progress	5 October 2023: Hilal to tour Jabiru with Cr Blyth to at look line markings and road issues in general, and discuss ways of educating community 26 March – Hilal Ahmad These works are included and form part of the annual tender for maintenance works. Tenders have been received by the administration and planned works will be awarded in Mid-April.	Technical Services
5 October 2023	KWAC24/2023	Organise tour of Jabiru for all Councillors at OCM including waste facility and solar farm (including catering)	In Progress	27 March 2024 – Jasmine Mortimore Will work with CEO on a date to for tour to be completed.	Executive Assistant
5 October 2023	KWAC25/2023	E-Waste: Investigate ways Council can support community to manage, particularly need for transport to Darwin	In Progress	27 March 2024: Working with Tech Collect to arrange e waste disposal. At this point in time drop off will be at Humpty doo landfill in collaboration with Litchfield Council. Pick-ups in Jabiru cannot be arranged due to transport costs.	Waste and Resource Coordinator
5 October 2023	KWAC29/2023	Tourism Town Asset Grant: Collate and distribute ideas and engage with stakeholders	In Progress	28 October 2023: Dana has been in discussion with GAC and received initial support to promote Jabiru services via signs on the road leading to the town. (Promote Marrawuddi, swimming pool etc). GAC would also like to see a frame or structure where different events could be promoted at different times of the year. 15 March 2024 – Dana Hewett This grant submission did not eventuate. However, local stakeholders are regularly meeting to plan and implement a Town Square Revitalization project, with support from Activate NT who will provide some funding. WARC is commencing with a clean up of garden beds and buildings	Council Services Manager - Jabiru

Kakadu Ward Advisory Committee Action Item List – In Progress

Meeting Date	Item/Resolution Number	Action Required	Status	Comment	Action Officer
				which is works not requiring approvals through GAC and GAC JT (it is under the license to maintain).	
5 October 2023	KWACC30/2023	Deputy Mayor Williams: Jabiru playground upgrades and shadecloth	In Progress	<p>5 September 2023 – Deirdre O’Sullivan: Contacted David Boustead DCM on Rio Tinto Funding for infrastructure for children. The proposal has been passed to Rio Tinto for final approval, DCM will provide an update once finalised</p> <p>7 December 2023 – Dana Hewett: Steering Committee of GAC, NTG, Rio Tinto and GACJT meeting early December, report findings and endorsed actions will be made public when process is completed.</p> <p>9 January 2024 – Dana Hewett A new playground was not included on the short list of items collated by various Jabiru Stakeholders. CMC have requested a report from WARC firming up cost, scope and schedule for six items WARC proposes: Developing a working group to produce a report for a consultant to create a Business Case for a Sport and Recreation Centre; Erecting the grandstand and installing lights at Brockman Oval; Youth Activity Investment (details WIP); a new 4WD Hiace bus with wheelchair access; Smart Poles or Wi-Fi access in mutually agreed spaces.</p> <p>15 March 2024 – Dana Hewett Rio Tinto Social Infrastructure funding progression not communicated to WARC. Discussions still being held between CMC and Rio Tinto around final use of funds for short term wins.</p>	Council Services Manager - Jabiru
5 October 2023	KWACC30/2023	Deputy Mayor Williams: Backroad footpath upgrades to improve accessibility	In Progress	<p>15 March 2024 – Dana Hewett Works crew check footpaths around town during their usual daily works activities. When time and labour allow, overhanging branches are cleared and footpaths are cleaned by street sweeper or blowers. Several kilometres</p>	Council Services Manager - Jabiru

Kakadu Ward Advisory Committee Action Item List – In Progress

Meeting Date	Item/Resolution Number	Action Required	Status	Comment	Action Officer
				of footpath remediation has been included in the 2024 Road Maintenance scope.	
5 October 2023	KWACC30/2023	Deputy Mayor Williams: Hooks on toilet doors for bags and fixing of disabled toilet door	Complete	24 October 2023 – Dana Hewett Disabled toilet door has been fixed.	Council Services Manager - Jabiru
5 October 2023	KWACC30/2023	Cr Blyth: Can we organise ANZAC Flyovers	In Progress	24 October 2023 – Dana Hewett Dana has contacted ADF and been directed to ADF Ceremonial Requests page. Prior to the calendar end of year, Dana to submit a request with what Jabiru would like for ANZAC day, this includes requesting a fly past, catafalque party etc. The request will be assessed early 2024 and air force will advise if fly over will be scheduled for Jabiru. 15 March 2024 – Dana Hewett Request for fly-over of Jabiru has been submitted to the ADF. The request will be assessed and WARC will be advised in due course. CSM has reached out to the local cadets around the catafalque party. WARC volunteer working group for ANZAC day has been established. Admin to email stakeholders for wreath orders in coming days.	Council Services Manager - Jabiru
5 October 2023	KWACC30/2023	Cr Blyth: Brockman Oval Scoreboard electronic upgrades	In Progress	15 March 2024 – Dana Hewett Jabiru does not have an electronic score board, current board is manual. A replacement manual scoreboard option has been investigated and with approval from members WARC will order in preparation for the new football season 24/25 for Brockman Oval.	Council Services Manager - Jabiru

Kakadu Ward Advisory Committee Action Item List – In Progress

Meeting Date	Item/Resolution Number	Action Required	Status	Comment	Action Officer
5 October 2023	KWACC30/2023	Cr Blyth: Investigate upgrades to town signage to advertise amenities	In Progress	<p>24 October 2023 – Dana Hewett This will be proposed in the Tourism Grant to improve and enhance town centres and main roads. GAC representative has agreed with this idea and is checking with Traditional Owners for agreement.</p> <p>15 March 2024 – Dana Hewett Signage upgrades within the town plaza will form part of the scope of the Town Square Revitalization project. No progress on other signage around town, including the entrance to the town.</p>	Council Services Manager - Jabiru
6 July 2023	KWAC15/2023	Cr Blyth Requested the addition of previous discussion regarding the wish list (benches & footpaths) relevant to the Rio Tinto funding	In Progress	<p>30 September: Funding wish list has been sent to Rio Tinto for their consideration.</p> <p>28 October 2023 – Dana Hewett: Benches in current town plaza not explicitly noted in the Rio Tinto funding wish list. Considering the existing town centre will be relocated, Rio Tinto may not endorse putting the “smart poles” in current town centre. CSM to investigate alternate funding for shaded benches.</p> <p>15 March 2024 – Dana Hewett WARC do not control the narrative on how the Rio Tinto funds will be spent. As per action KWACC30/2023 the items are still in discussion between Rio Tinto and CMC.</p>	Grants
6 July 2023	KWAC19/2023	Deputy Mayor Williams: NAIDOC celebrations funding to encourage attendance and enthusiasm	In Progress	<p>30 September: \$10,000 received in May 2023 to support NAIDOC across all 5 WARC communities. WARC had put out to community to create committee but unable to form one. Will try again to form ready for next year.</p> <p>28 October 2023 – Dana Hewett: The Jabiru Events Forum are keen to approach 2024 NAIDOC week as a whole community event. Jabiru will request celebrations be held the week prior to the gazetted NAIDOC week so the school</p>	Grants

Kakadu Ward Advisory Committee Action Item List – In Progress

Meeting Date	Item/Resolution Number	Action Required	Status	Comment	Action Officer
				<p>can be involved. Activities similar to 2023 are being considered, as well as a march with the school.</p> <p>20 March 2024 – Theme for 2024 is “Fuelling the Flame – NAIDOC Celebrations across West Arnhem”. Grant of \$10,000 applied for to support NAIDOC celebrations across all 5 WARC communities. Jabiru Events Forum continue to discuss community event in Jabiru to encourage high levels of involvement by community members.</p>	

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 3 April 2024

Agenda Reference:	9.1
Title:	CSM Operational Report
Author:	Dana Hewett, Council Services Manager, Jabiru

SUMMARY

This report will present the Kakadu Ward Advisory Committee with an update on council services provided in the Jabiru township for the period of 15 September 2023 – 29 February 2024, as prepared and presented by Council Services Manager (CSM) Dana Hewett.

RECOMMENDATION

THAT THE KAKADU WARD ADVISORY COMMITTEE received and noted the report entitled *CSM Operational Report*.

BACKGROUND

All issues / matters raised are to be discussed by the Kakadu Ward Advisory Committee members, as detailed in the report.

COMMENT

1. Attendance rates

1.1 Staff Attendance

The Jabiru Council department has averaged 93.2% attendance for the past five (5) months.

- CSM assisted with Community Care meal deliveries when required.
- CSM assisted with library cover as required due to staff shortages.
- CSM covered reception and lunchbreaks at reception throughout the period, due to staff shortages.

New starters in Jabiru for this reporting period:

- Administration Coordinator Jabiru – commenced 20 November 2023.
- Post Office Team Leader – Internal applicant successful, commenced new contract on 11 December 2023, after Acting in the role since 26 October 2023.
- Retail and Post Officer – commenced 11 December 2023.
- Retail and Post Officer – commenced 14 December 2023.
- Pool Officer – commenced 11 December 2023 on a casual basis. Completed Lifeguard Qualification 7 March 2024.
- Wellbeing Services Coordinator Jabiru – position was not backfilled since early 2023. Warruwi Wellbeing Services Coordinator seconded to Jabiru for 12 months from January 2024.
- Early Childhood Educator Assistant – commenced on 25 January 2024.
- Mechanic (servicing Jabiru, Minjilang and Warruwi) – commenced 5 March 2024.

Currently recruiting for the following positions:

- Jabiru Childcare Centre Manager – Interviews completed and Selection Criteria submitted so verbal offer can be made.
- Early Childhood Educational Leader – Interviews completed and Selection Criteria submitted so verbal offer can be made.
- Early Childhood Cook and Educator – Interviews underway.
- Early Childhood Group Leader – Advertising commenced.
- Works Officer – Advertising for casual commenced.

Total number of vacancies	5
---------------------------	---

2. Administration Services

2.1 Administration

The Jabiru Council administration office was open from 8:30am – 4:30pm on each business day during the report period with the exception for the below periods:

- 13 November 2023– Sorry Business.
- 14 November 2023 (morning only) – Sorry Business.
- 15 December 2023 (1 hour) – Sorry Business.
- 19 January 2024– Sorry Business.
- Administration Support provided to Travel, Library, Childcare and Post Office due to staff absence throughout the reporting period.
- The administration team are improving with the fortnightly checklist to ensure regular tasks are completed. Each task is initialed as they are completed resulting in more accountability. New processes are progressively being put in place and the team are working well on them.
- The Administration Coordinator has started reviewing administrative procedures to streamline some of the processes and updating the Administration Manual, including process for incoming correspondence.

Relief Administrator 1:

- Annual Leave – 18 September 2023.
- Centrelink cover – 02-06 October 2023.
- Acting Administration Coordinator – 16-20 October 2023.
- Maningrida Post Office cover – 23- 27 October 2023.
- Personal leave – 06-07 November 2023.
- Jabiru Post Office cover – 27-29 December 2023.
- Maningrida Post Office cover – 07-13 December 2023.
- Maningrida Post Office cover – 02-05 January 2024.
- Annual Leave – 08-29 January 2024.
- Jabiru Post Office cover – 13 February 2023.
- Annual Leave – 02 February 2024.
- Refresher Training Centrelink – 20-23 February 2024.
- Part-time Centrelink cover – 26 February to 05 March 2024.

Relief Administrator 2:

- Maningrida Administration cover – 19 September to 13 October 2023. Also undertaking post office training while in Maningrida.
- Gunbalanya Post Office handover/training – 31 October 2023.
- Gunbalanya Post Office cover – 06-17 November 2023.
- Personal leave – 31 October to 1 November 2023.
- Maningrida Post Office cover – 27 November to 06 December 2023.
- Annual leave – 07 December 2023 to 01 January 2024.
- Annual Leave – 07 December 2023 to 01 January 2024.
- Jabiru Post Office cover – 02-05 January 2024.
- Maningrida Post Office cover – 09-19 January 2024.
- Assisting HR on Thursdays and Fridays – 25 January 2024 at this stage until 23 February 2024.
- Centrelink training started – 24 January 2024 for 2 days a week with Centrelink Officer.
- Worked from Darwin Office – 01-09 February 2024.
- Maningrida Post Office cover – 12-23 February 2024.
- Part-time Centrelink cover – 26 February to 01 March 2024.

2.2 Post Office

Post Office services are provided by Jabiru Council post and administration staff during normal business hours 9.00am – 5.00pm. Mail was received, sorted and dispatched each business day. Post Office was closed for sorry business as outlined in section 2.1 Administration.

- The new team members at the Post Office are settling in well and improving their learnings around all procedures.
- The Post Office opened for reduced hours between 27-29 December 2023. This was planned due to no postage being delivered or collected in previous years; however in 2023, postage was still delivered and collected on these days.
- Relief Administration officers and Administration Coordinator provided lunch break cover to the post office as required throughout the reporting period.
- Focus is on increasing Australia Post sales to increase revenue. Stationary supplier for WARC Jabiru and other local businesses – currently analysing costs vs RRP (Recommended Retail Prices) to ensure viability.
- 26-27 February 2024 – Power issues experienced in the Post Office, which limited operations until the issues were rectified.

Post Office Team Leader:

- Annual Leave – 27-29 December 2023.
- Annual Leave – 23 February to 01 March 2024.
- Training in Darwin GPO – 04-08 March 2024.

Total postage received	50,879.18 kg
------------------------	--------------

2.3 Centrelink

The Jabiru Centrelink Office operates between 9.00am – 3.30pm each business day; however, is closed for lunch from 12:30pm until 01.00pm. The Centrelink office was closed for sorry business as outlined in section 2.1 Administration.

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.
- Senior Admin Officer from Minjilang (Lee Kirschner) – Relief Centrelink cover from 07 to 17 November 2023.
- Both Relief Administration Officers assisted in covering Centrelink Officer's leave with the exception of the above when Lee covered.
- Money Management visit – 19 to 23 February 2024.

Centrelink Officer:

- Personal Leave – 29 September to 6 October 2023.
- Annual Leave – 3 to 17 November 2023.
- Annual Leave – 27 to 29 December 2023.
- Annual Leave – 26 February to 5 March 2024.

2.4 Cleaning

Scheduled cleaning of council assets have been completed as follows:

- Daily Monday to Friday – Council Offices, Plaza toilets, library, Childcare, lake toilets and BBQ area.
- Two to three times per week – Post Office, Centrelink, Aged Care, Brockman oval, workshop office and toilets.
- Weekly – Magela oval amenities, basketball amenities, Town Hall, cleaning storeroom.
- The Cleaner continues to clean residential properties prior to new staff occupying, as required.
- Cleaning of the Jabiru Childcare Centre has been contracted out indefinitely until a casual cleaner can be on board.
- Senior Cleaner continues Language Literacy and Numeracy (LLN) training with Charles Darwin University (CDU) every three weeks.
- Senior Cleaner worked 27-29 December 2023 to focus on deep cleans of the Council office main bathrooms, the plaza bathroom and assisting with a deep clean at Childcare.

3. Wellbeing Services

3.1 Sport & Recreation

- Youth, Sport & Recreation (YSR) Officer, completed fixed term contract and finished with council on 24 November 2023.
- Permanent Youth, Sport & Recreation (YSR) Officer returned from parental leave on 02 January 2024.
- The Jabiru Library offered after school activities for children while no YSR was employed; including arts and crafts, video games and movies.
- Both the YSR Officers assist the Jabiru Area School in running Fun Fri-Yay activities which reward children for good attendance at school.

September 2023 school holiday program included the following activities:

- 28 September 2023 – Golf with volunteers to teach the kids the basics of chipping and putting. Positive feedback received from parents.
- 29 September 2023 – Community Pool Party run in collaboration with ALPA, Catholic Care and Red Lily. Over 30 families and children attended.
- 02 and 03 October 2023 – Development Officer from Tennis NT attended both Jabiru and Gunbalanya to deliver tennis clinics.
- 06 October 2023 – as part of Mental Health Week, in collaboration with Catholic Care and Team Health, a drumbeat session was hosted. This form of group therapy through music was able to teach the children important skills about listening to themselves and others, being present in the moment, how to represent different emotions, and ultimately how to regulate their behaviours.
- There was an hour of craft in the library each morning of these school holidays.

Other YSR activities from October 2023 to December 2023 included:

- 27 October 2023 – Ninja Warrior course was held as an alcohol and other drug diversion activity with funding from NTG. The day was a huge success and thanks to Red Lily who assisted with positive messaging on the day.
- Auskick – As on Monday 30 October 2023, Jabiru was officially registered as an Auskick centre through NTAFL.
- 30 October 2023 – Halloween. The Council collaborated with Caulfield Grammar School to host a Halloween Festival. There were craft activities and snacks, costumes and face-painting, Halloween Carnival activities with prizes, and a disco. It was a wonderful community event, with many families in attendance. “Trick or Treating” was kept totally separate to any council run activity.
- 08 November 2023 – YSR worked with STARS to organise and host a Movie Night in the Jabiru Community Hall.

January school holiday program ran 08-25 January 2024 and included:

- The school holiday program had a focus on the Art Competition with the theme of Kakadu.
- Many children and parents attended the Art Competition showing and winners announcement on 25 January 2024. There were prizes for the winners including back to school bags and lunchboxes. All other participants received small prize bags.

Current YSR activities:

- Each Tuesday and Thursday has been chill zone activities and games in the Community Hall.
- Jabiru YSR officer has been linking in with Stars and Clontarf from Jabiru Area School, to run basketball training sessions every Wednesday afternoon. Training is not only for an after-school activity, but also in preparation for an upcoming basketball competition in Darwin for students aged 11 to 17.
- Friday afternoon activity was movies and popcorn at the library.
- Upcoming activities will include music sessions.

Attendance totals	1110
-------------------	------

3.2 Aquatic Centre

The aquatic centre was open Monday, Wednesday, Saturday, Sunday and public holidays: 1.30pm – 6:30pm; and Tuesday and Thursday 1:30pm – 6:00pm. Additional wet season early morning openings from 06.00am – 08.00am on Tuesday and Thursday.

- Previous Pool Officer resigned, last shift 7 October 2023. This impacted the operating hours of the pool which was closed every Friday from the end of October 2023 until March 2024, when the new Pool Officer achieved his Lifeguard qualifications.
- Pool Team Leader Maningrida – Assisted in Jabiru Pool cover from 12-28 October 2023.
- Learn to Swim (LTS) Lessons had a good response from the community and it is pleasing to see young people enjoying the water more when visiting with family. LTS lessons were held from October 2023 through to early December 2023.
- Daily pool attendances vary – unpredictable from day to day.
- Quieter times spent doing maintenance as required.
- Jabiru Kids Christmas Party was held at the Pool on 26 November 2023.
- Jabiru Splash (Australia Day) on 26 January 2024. It is estimated that around 120 residents attended the pool on this day.
- Aqua Fitness continues twice per week, weather permitting.
- Jabiru under Water Hockey has resumed, however subject to availability of person in charge.
- Clontarf and STARS have commenced early morning pool activities – good attendances.

Attendance totals	6,718
-------------------	-------

3.3 Library

The library operates Monday to Friday, 10:30am to 4:30pm.

- Childcare have recommended excursions to the library for Story time.
- The library continues to be a neutral meeting place for meetings like the Jabiru Events Forum.
- Librarian – Personal leave on 02-09 October 2023
- 25-26 October 2023 – Speech therapist and physiotherapist visits. Session with NDIS client facilitated by Librarian.
- 27 October 2023 – The Community Allied Health Team (CAHT) attended Jabiru, meetings facilitated by Librarian in library.
- 19 October 2023 – Librarian visited Minjilang to launch the Street Library.
- All Street Libraries have been delivered to all West Arnhem Council Locations.
- 15 December 2023 – Library closed for State Funeral for 1 hour.
- NDIS Connector Jabiru launched the Street Library in Warruwi in November 2023.
- Community Engagement Officer Jabiru launched the Street Library in Minjilang in December 2023. The street library was painted and decorated by ALPA Minjilang staff and participants. The library was filled with books and has been placed at the Minjilang Clinic.
- Jabiru Public Library will continue to donate books to the Street Libraries in communities to provide access to literacy for all people.
- 08 December 2023 – Librarian attended the Aged Care Christmas party as a thank you for all her support in the Community Care space.
- The Jabiru Library closed on 21 December 2023 and will re-open on Monday 08 January 2024. Once re-opened the library hosted School Holiday programs.
- Librarian – Annual Leave 21 December 2023 to 21 January 2024.
- The meeting room was booked 3 times in January 2024 and used for a total of 18 hours.
- The Library closed 22-23 February due to staff absences.
- Jabiru Community Events Forum Stakeholder meeting was held at the library on 07 February 2024, with 15 people in attendance.

Attendance totals	1,930
-------------------	-------

3.4 Early Learning

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

- The Childcare Centre closed from Friday 25 December 2023 and re-opened to children on Tuesday 09 January 2024 after staff returned the day prior to get the centre prepared.
- Onboarding of a new Childcare Management System commenced in October 2023, with the system live from the first bookings in 2024.
- 23 November 2023 – Graduation event held at the ALPA building, with catering done by Sodexo. This was a beautiful night to say farewell to our children graduating from our service.
- 30 November 2023 – Jabiru Childcare Centre held their Annual End of year Christmas party. This event would not have been possible without the support of our community.
- Two (2) staff received awards for long service at this year’s thank-you awards, one staff member for 15 year's service and the other staff member 10 year's service.
- 14 February 2024 – Red Lily, came through with Oz harvest. Oz harvest comes each week with a delivery of 2-3 boxes of fruit and Veg with the goal to build community connections, improve life skills and increase healthy eating and food waste awareness. Oz harvest collects good quality surplus food from a network of donors, then delivers direct to Jabiru Childcare free of charge.
- The centre said farewell to some educators during this reporting period:
 - 15 November 2023 – said farewell to Group Leader.
 - 08 December 2023 – said farewell to Food preparation Officer.
 - 22 December 2023 – said farewell to Childcare Assistant Manager.
 - 22 March 2024 – Childcare Centre Manager final day with council after providing several week's notice which was appreciated to assist with recruitment of this position.
- Some new educators were welcomed to the centre during the reporting period:
 - 12 December 2023 – Had two new indigenous staff members commenced as casual employees to provide additional support in the rooms.
 - 17 November 2023 – An additional educator commenced as a casual assisting with a child receiving funding for a 1:1 support educator.
 - January 2024 – Group Leader commenced in an acting capacity and brings a wealth of knowledge and experience working in remote communities.
 - 13 February 2024 – Another indigenous Educator Assistant joined the team.
 - 26 February 2024 – Casual Educator Assistant, previously employed against both Community Care and Childcare, has now transitioned to Childcare only and is hoping to obtain a traineeship if one becomes available.
- The Environmental Health Officer (EHO) conducted an initial kitchen inspection on 14 September 2023. Maintenance items identified as non-compliant were rectified, ready for a follow up inspection in 2024. The Food Safety Management Plan will undergo a review by the new Food Preparation Officer.
- Training undertaken during the reporting period:
 - 14-15 September 2023 – National Association for Prevention of Child Abuse and Neglect (NAPCAN) Safer Communities, Creating Child Safe Organisations and 7-Steps to Safety training sessions. Different Childcare Educators attended on different days and brought information and knowledge back to share with the team.
 - 16 September 2023 – Mandatory reporting course facilitated by NAPCAN, with ten (10) WARC staff attending including the CSM Jabiru and Childcare Centre Manager.
 - 02-03 October 2023 – Food Safety Supervision session with five (5) staff in attendance.
 - 04-05 October 2023 – Food Safety Supervision session with four (4) staff in attendance.
 - 05 October 2023– An Alana Kaye Trainer and Assessor visited Jabiru Childcare Centre to provide support to five (5) staff who are working towards their qualifications in Early Childhood Education and Care Services.

Attendance totals	2,275
-------------------	-------

3.5 Aged Care

Aged Care services operate from 09.00am until 3.00pm each business day. The usual services provided to clients continues to include meal deliveries, domestic assistance, transport and social support.

- The number of clients fluctuated throughout this reporting period. Clients often travel away to spend time with family in Darwin, Katherine and outstations.
- The Environmental Health Officer (EHO) conducted a kitchen inspection at the Community Hall where Aged Care prepare breakfast and lunch sometime. The majority of maintenance items identified as non-compliant have been rectified, with one action outstanding. This kitchen was also successfully registered as a food business, as per regulations.
- All the Community Care ladies are very proud of re-arranging the office and giving it a little lift and more room and space.
- Two Jabiru clients receive assistance with Domestic House Cleaning (DHC) twice per week each.
- 08 December 2023 – Kakadu Community Care team, clients and careers enjoy a Christmas lunch at the Crocodile Hotel.
- 01 March 2024 – A Graduation Ceremony was held for three community care staff who completed their Certificate IV in Community Services.
- Three of the ladies are supported by the three-weekly visit from CDU to work on Language Literacy and Numeracy (LLN) training.
- Focus continues to be growth to increase the services provided in the region.

Total meals provided	223
Total number of participants	5

3.6 Disability Care

The WARC Jabiru National Disability Insurance scheme (NDIS) service operates from 9.00am – 3.00pm each business day. Services provided are as follows:

- Meals, personal care, household tasks, transport and social support.
- Focus is connecting and growth over the next few months

Total number of NDIS meals provided	112
Total number of NDIS participants	3

4. Community Works

4.1 Parks and Open Space

The community is generally clean and tidy. Jabiru has received a 4-star rating from Keep Australia Beautiful.

- Senior Works Officer (SWO) – Covering CSM Warruwi 08 September to 03 October 2023.
- In December 2023 the works crew welcomed two new, indigenous casual staff members: One who had been getting work ready with ALPA, another a local school graduate in 2023.
- Chlorine gas at low level changed over for Jabiru water supply.
- Pressure washing plaza walkways.
- Sprayed Brockman oval line for AFL home games.
- Gunbalanya stock stored at workshop.
- Street sweeper was pick up after repairs, commenced cleaning roads.
- Completed bi-annually bacterial water test on 3 house within the Jabiru township.
- Mowed paddock at landfill.
- Spraying around Jabiru due to wet season growth has been a focus.
- Mowing has increased including vacant park land area due to wet season.
- Removed fallen trees as required after storms.

Regular tasks continued as follows:

- Cleaned lane ways and alleyways around Jabiru Township.
- Pushed up green waste.
- Slashed Jabiru sprinkler farm.
- Trees removed from around Jabiru vacant blocks, parklands and child care area.
- Mowing parklands and playgrounds around Jabiru Township.
- Assisted contractor plumber with repairing water leaks around Jabiru Township.
- Maintained feral animal traps around township.
- Housing gardening maintenance completed fortnightly for transit properties.
- Pool car delivery service.
- Freight delivered to other department from workshop.
- Trade officer undertook housing repairs and installed furniture.

4.2 Roads

- Road repairs are planned to continue this financial year with Commonwealth funding.
- Street sweeping.
- Replaced broken drain lids around Jabiru Township.
- The below ongoing issues will hopefully be identified in the investigation in to the Storm Water system by Department of Infrastructure, Planning and Logistics (DIPL), report currently with DIPL, not yet distributed to WARC:
 - Lewis place needs drain to be unblocked as this causes flooding in Auld place during wet season.
 - Drain on corner of Calvert crescent and Civic drive needs to be cleared and potentially modified. There are many tree roots inside the pipework contributing to it flooding when the lake level rises and the drain cannot flow in to the lake.

4.3 Waste

Landfill site operated between Monday to Friday, 7:00am – 3:30pm with no disruption to service.

- Landfill Officer on annual leave 27-29 December 2023. Backfilled by appropriately trained works crew member.
- Roadside rubbish collection around Jabiru Township completed as per usual schedule, except the week after Christmas Day when rubbish was collected on 27-29 December 2023.
- Garbage truck in use for Jabiru domestic rubbish collection, with the exception of 30 January 2024 to 18 March 2024 when it was off the road requiring repairs. During this time, a garbage truck was hired from Coinda to cover rubbish runs in Jabiru. This truck does not have the same capability of the WARC truck so a minimum of 3 works crew required on rubbish days. Rubbish collection was decreased to two days per week for this period.

4.4 Plant and equipment

Maintenance Completed:

- Community Care Troop Carrier had a service and inspection.
- Re secured the roof covers on ride on mowers.
- Both gen sets serviced, low level and sewer plant.
- Tilt tray had wheel alignment rectified.
- Serviced and full brake replacement on Mayors vehicle.
- Street sweeper sent to Darwin for A/C repairs and plastic tank to be repaired.
- Skid steer needs hoses shortened.
- Community Care t Troop Carrier needed battery replaced – works crew completed this.
- Repaired whipper-snippers.
- Replaced flat tyre on cleaner van.
- Garbage truck hydraulic arm broke on Tuesday 30 January and sent to Darwin for repairs.
- Garbage truck wheel alignment in Darwin on 14 March 2023.

5. Essential Services

5.1 Power

- Power and Water have notified WARC that they will no longer be attending Jabiru to repair and maintain streetlights. Executive aware and undertaking further discussions around how this will impact budgets and operations.
- Street light audits completed every month for the reporting period.
- Backup generators run weekly and data recorded on checklist.

5.2 Water

- 20 December 2023 – Emergency repair to water main behind 2 Auld place. Tree removed at landlords cost. Interim repair completed on 22 December 2023 and water returned to residents. Final and complete repair still to happen.
- 15 January 2024 – Bore 2 cable broken. Contractor investigated further and found the bore columns have come undone and pump has dropped to the bottom of the bore sleeve. Contractor to recover bore pump.
- Telemetry upgrade, scheduled works as follows:
 - 25-28 March 2024 – Site Installation Works, Bore 3 MCC replacement and power cable replacement.
 - 02-05 April 2024 – Site engineering works and testing. Jabiru SCADA upgrade, council office panel PC installation and site commissioning.
 - 08-12 April 2024 – Project Documentation handover. Finalising all tasks (COCs, electrical drawings, user manuals); Project handover; staff training.

Regular tasks continued as follows:

- Daily checks of bores completed and data recorded on checklist.
- Daily chlorine levels checked on potable water and data record on checklist.
- Completed bi-weekly bacterial water testing.
- New water leaks around town identified and added to CSM list.
- Contract Plumber repaired water leaks around town replacing water meters and valves.

5.3 Sewerage

- Sewerage line backed up at Lot 2 and Lot 4 Civic Drive in late 2023. Emergency works commenced, landlord removed tree where roots had broken the pipe. Storm water drain had also crushed pipe. First section of sewerage line repaired. The next section toward the re-lift station is also not flowing well. Landlord of adjacent block has committed to removing vegetation which is impacting second section of pipe. Vegetation removal scheduled. Pipe currently flowing adequately for the two residential houses impacted.
- Sewerage line at 1 Harden Close backed up. Tree root systems impacting pipe. Landlord has removed the tree and pipe repaired early 2024.
- Investigated pump problem at sewer pond and found pumps are leaking around foot seals. NTEX pulled up pump and checked seating on foot pedestals. NTEX informed WARC that the foot claw seal was not replaced when new pump was installed. NTEX have now replaced these with new claws and seals.
- Sewage pond full due to wet season rain pump not able to keep up with the demand.

Regular tasks continued as follows:

- Sewage lift pump checked daily and data recorded on checklist.
- Grids and filter for sewage and sprinkler farm cleaned weekly.
- New equipment installed by NTEX kept faulting out the pumps. Department of Infrastructure, Planning and Logistics (DIPL) to fix telemeter to be able to run with new system. One quote received, additional quotes being sourced by Technical Services Department.
- Sourced quote for sewage pond telemetry repairs due to DIPL upgrades. Quote passed on the Technical Services Project Manager.

- Pump recording meter at sewage pond is faulty. Upcoming Telemetry system upgrade should resolve this issue.
- Multiple faults on pump 2 at the sewage ponds after turning the system off to slash the sprinkler farm. Turned the system to pump 1 and system appears to be running. This fault was not repaired prior to handover from DIPL.
- Contractor inspected pump at re-lift station and there appears to be a problem with the soft starter.

6. Community

6.1 Other Projects

- Opportunities
 - Jabiru Street Art: Preparing application for Grant Funding, missed the deadline for AOD funding so looking into the NT Regional Arts Fund Project Grant, which closes on 19 March 2024. A Darwin company called “Proper Creative” to come and, in collaboration with the school and Parks, we originally wanted to paint one or two of the old bus/rubbish shelters. With a focus on improving the Town Centre space for the Dry Season, CSM is investigating whether instead of the bus shelters, we could paint the blank wall of the IGA near the main entrance. GAC have provided approval for the bus shelters as long as the art is culturally appropriate. CSM to revisit discussions with Jabiru Stakeholders around approval for the change of scope.
 - Tourism Town Asset Grant: CSM has consulted with Councilors and GAC and would like to pursue this grant application to improve and enhance main roads. Initially thoughts are for signage on the way in to Jabiru promoting facilities and services like the swimming pool and Marrawudi.
- Future
 - A Safe Drinking Water Act will be drafted in 2024, which will impact how Jabiru manages water. A Safe Drinking Water Management Plan (SDWMP) will need to be developed and adhered to. CSM has discussed the potential for Department of the Chief Minister and Cabinet (DCMC) to assist in capital costs to upgrade the Jabiru water treatment plant. Council need to budget for this in next financial year budget. Consultant is currently completing a report around the current Jabiru Water Treatment Plant Compliance and Recommendations.
 - DIPL have received the report on Jabiru’s Stormwater assessment. Once this is reviewed, it will be passed on to WARC.
 - DIPL Lake investigations: Consultant has installed bores and conducted testing and taken samples. Draft referral expected in March 2024.
 - DIPL Landfill Investigations: Tender has closed and was awarded to Jacobs.
 - DIPL Sewer System Upgrade: Awarded to JN Mousellis from Darwin. JN Mousellis has already reached out to meet CSM and has completed a creditor application so we can charge landfill, water and other costs back.
 - DNP commencing discussions around Weed Management contract. WARC to manage contract, rangers to be deployed and supplemented by WARC staff as necessary.

6.2 Community meetings and events

- 16 September 2023 – Mandatory Reporting training by NAPCAN.
- 20 September 2023 – Ninja Warrior Planning meeting with all stakeholders (organised by YSR officer).
- 26 September 2023 – ‘Meet and Greet’ meeting at Childcare with ALPA and three potential indigenous employees.
- 28 September 2023 – Northern Region Emergency Committee Meeting via Teams.
- 05 October 2023 – Kakadu Ward Advisory Committee Meeting.
- 05 October 2023 – Jabiru Program Steering Group (PSG) Meeting.

- 11 October 2023 – Meeting with Chief Operating Officer of GAC – these catch up meetings will continue on a fortnightly basis if our schedules allow.
- 12 October 2023 – Support Childcare with the first Parent Advisory Committee Meeting held at 5.00 pm.
- 26 October 2023 – Jabiru Community Events Forum.
- 26 October 2023 – Meeting with Clontarf around future employment opportunities for school leavers.
- 27 October 2023 – Jabiru Ninja Warrior event.
- 01 November 2023 – Catch up meeting between WARC and Parks in council offices.
- 02 November 2023 – Meet and Greet with young indigenous man working at ALPA to organise on-boarding to the Works Crew.
- 03 November 2023 – Catch up with Troy Egan (upon his request), Compliance Officer at ERA.
- 07 November 2023 – Meet and Greet with local, indigenous school leaver to organise on-boarding to the Works Crew.
- 16 November 2023 – Jabiru Program Steering Group Meeting #15 – hosted by GAC JT.
- 16 November 2023 – Jabiru Lake Catchment Environmental Constraints Workshop – hosted by DIPL with Ecoz presenting constraints report.
- 21 November 2023 – Briefing from NT Department of Health in regards to incoming Safe Drinking Water Legislation.
- 21 November 2023 – Teams meeting with SNAICC (Secretariat of National Aboriginal and Islander Child Care).
- 23 November 2023 – “Jabiru Splash” internal working group meeting.
- 24 November 2023 – Mandatory Cultural Awareness Training.
- 27 November 2023 – Jabiru Service Delivery Committee Meeting (JSDC) and Luncheon.
- 27 November 2023 – On site catch up with Department of Health to inspect progress at the Jabiru Childcare kitchen. Inspector pleased with the improvements to assist with compliance.
- 01 December 2023 – Local Emergency Committee Meeting to prepare for wet season and potential disasters.
- 05 December 2023 – End User Training for Harbour Software (the new software for writing Council reports).
- 06 December 2023 – Gunbang Action Group.
- 07 December 2023 – WARC Cemeteries and Regional Burial Grants Program.
- 08 December – Attended the Kakadu Community Care Christmas Party (self-funded meal, program did not incur costs for CSM and three other attendees).
- 11 December 2023 – Jabiru Program Steering Group Meeting #16 – hosted by GAC JT, with Power and Water as a guest to discuss the HV Feeder cable replacement project.
- 13 December 2023 – Jabiru Area School Awards Ceremony – CSM presented two vouchers that WARC contributed.
- 14 December 2023 – Northern Regional Emergency Committee (NREC) Meeting – BOM Situational Awareness update regarding Tropical Cyclone Jasper.
- 15 December 2023 – Set up livestream of State Funeral for Dr Samuel Brush-Blanas.
- 15 December 2023 – Northern Regional Emergency Committee (NREC) Meeting.
- 18 December 2023 – Northern Regional Emergency Committee (NREC) Meeting.
- 19 December 2023– Meeting with DCMC to discuss next steps around the Rio Tinto Social Infrastructure funding.
- 20 December 2023 – Ordinary Council Meeting December 2023 – Attended via Teams.
- 21 December 2023 – Family and Discharge Planning Meeting in relation to an Aged Care Client from Mamukala.
- 21 December 2023 – Handover of Senior CSM from CSM Jabiru to CSM Minjilang.
- 04 January 2024 – Onsite meeting with DCMC (Owain Dunn) to introduce new Project Officer Claire Joyce.

- 10 January 2024 – Meeting with internal and external stakeholders around “Jabiru Splash” Australia Day celebration.
- 11 January 2024 – Northern Region Emergency Committee (NREC) Situational Briefing.
- 15 January 2024 – NREC Situational Briefing.
- 16 January 2024 – Meeting between WARC and DCMC around the Jabiru Water Network and potential grant funding.
- 18 January 2024 – CSM meet with Daryl Browne (DIPL) for informal project updates.
- 23 January 2024 – Meeting between WARC and DCMC to run through WARC report in relation to Rio Tinto Social Funding scopes.
- 25 January 2024 – NREC Situational Briefing.
- 25 January 2024 – YSR Artwork Exhibition and Announcement of winners.
- 26 January 2024 – “Jabiru Splash” Australia Day celebration at the Jabiru pool.
- 29 January 2024 – NREC Situational Briefing.
- 31 January 2024 – Gunbang Action Group.
- 01 February 2024 – Program Steering Group (PSG) #17 Meeting.
- 06 February 2024 – Stakeholder catch up to discuss supporting each other to service outstations (WARC and Red Lily).
- 07 February 2024 – Local Buy presentation, facilitated by LGANT (Teams Meeting).
- 08 February 2024 – Jabiru Community Events Forum.
- 08 February 2024 – WARC and ALPA catch up to introduce new WARC staff (on site at ALPA offices).
- 13 February 2024 – Northern Regions Emergency Committee (NREC) Meeting – Situational brief from BoM.
- 14 February 2024 – Jabiru Town Square Meeting – Facilitated by Jabiru Property Services to discuss improvements to the Town Plaza prior to the Dry Season.
- 15 February 2024 – Catch up with COO of GAC, also introduce new Wellbeing Services Coordinator.
- 16 February 2024 – Northern Regions Emergency Committee (NREC) Meeting – Situational brief from BoM.
- 16 February 2024 – Catch up with Red Lily to discuss outstation client’s movements the following weeks so meal deliveries may happen while client visits the clinic.
- 19 February 2024 – Northern Regions Emergency Committee (NREC) Meeting – Situational brief from BoM.
- 20 February 2024 – Northern Regions Emergency Committee (NREC) Meeting – Situational brief from BoM.

Total number of meetings and events attended by the CSM	62
---	----

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 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 3 APRIL 2024

Agenda Reference:	10.1
Title:	Kakadu Ward Advisory Committee Member Questions
Author:	Jasmine Mortimore, Acting Governance and Risk Advisor

SUMMARY

The purpose of this report is to give Kakadu Ward Advisory Committee Members a forum in which to table items they wish to be debated.

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

RECOMMENDATION

THAT THE COMMITTEE recorded for action the following questions from Members.

ATTACHMENTS

Nil

11 NEXT MEETING

12 MEETING DECLARED CLOSED