



WEST ARNHEM REGIONAL COUNCIL AGENDA

**ORDINARY COUNCIL MEETING
MONDAY, 21 OCTOBER 2024**



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers Maningrida on Monday 21 October 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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

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

SUMMARY

This report is to table, for Council's record, any apologies, and requests for leave of absence received by Council's Chief Executive Officer from Elected Members, as well as record any absence without notice for the Ordinary Council meeting held on 21 October 2024.

RECOMMENDATION

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

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

LEGISLATION AND POLICY

Section 47(o) of the *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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

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

SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 21 October 2024.

RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 21 October 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 21 OCTOBER 2024

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

SUMMARY

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

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

Under disclosure, the Member must abide by the decision of the Council on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting 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 COUNCIL receive the declarations of interest as listed for the Ordinary Council meeting held on 21 October 2024.

LEGISLATION AND POLICY/STATUTORY ENVIRONMENT

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

1. Declaration of Interest Register Elected Members [5.1.1 - 2 pages]



Declaration of Interest Register		
Elected Members	Declared Interest	Connection
Mayor James Woods	Local Government Association Northern Territory (LGANT)	Board Member
	Malala Health Clinic	Staff Member, Board Member
	Maningrida AFL Committee	Committee member
	Maningrida Emergency Response Group	Acting Unit Officer
	Bawinanga Aboriginal Corporation	Board Member
	Maningrida Housing Reference Group	Member
Deputy Mayor Elizabeth Williams		
Cr Ralph F Blyth	Warnbi Aboriginal Corporation	Executive Officer
	Wark Aboriginal Corporation	Director
	Red Lily Health Board	Alternative Director / Board Member
Cr Micketja Onus	Energy Resources Australia (ERA)	Staff Member
Cr Gabby Gumurdul	Gunbalanya Economic Development Aboriginal Corporation	Director
	Gunbalanya Sports and Social Club	Member
Cr Donna Nadjamerrek	National Indigenous Australians Agency (NIAA)	Indigenous Engagement Officer for Gunbalanya, Minjilang and Warruwi.
	Injalak Aboriginal Corporation	Member
	Adjumarllarl Aboriginal Corporation	Member
Cr Otto Dann	Northern Land Council (NLC)	Board Member
	Adjumarllarl Aboriginal Corporation	Member
Cr James Marrawal		
Cr Henry Guwiyul		
Cr Jacqueline Phillips	JP Cultural Solutions	Director
	Northern Land Council (NLC)	Board Member
	Bawinanga Aboriginal Corporation	Chair
	Maningrida Housing Reference Group	Member
	Maningrida Homelands School Company	Board Member
Cr Jermaine Namanurki	Malala Health Centre	Staff Member

✉ PO Box 721, Jabiru NT 0886 ● info@westarnhem.nt.gov.au 🌐 www.westarnhem.nt.gov.au



Jabiru (Head Office)
☎ 08 8979 9444

Gunbalanya
☎ 08 8970 3700

Maningrida
☎ 08 8979 6600

Warruwi
☎ 08 8970 3600

Minjilang
☎ 08 8970 3500



Cr Monica Wilton	Maningrida Homelands School Company	Deputy Chair
	Maningrida School	Teacher / Language and Cultural Team

✉ PO Box 721, Jabiru NT 0886 ● info@westarnhem.nt.gov.au 🌐 www.westarnhem.nt.gov.au



Jabiru (Head Office)
☎ 08 8979 9444

Gunbalanya
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Maningrida
☎ 08 8979 6600

Warruwi
☎ 08 8970 3600

Minjilang
☎ 08 8970 3500



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	6.1
Title:	Confirmation of Ordinary and Special Council Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

SUMMARY

The Minutes of the Ordinary and Special Council meeting held on 30 September 2024 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT COUNCIL

1. Confirm the minutes of 30 September 2024 Ordinary Council meeting as a true and correct record of the meeting.
2. Confirm the minutes of 30 September 2024 Special Council meeting as a true and correct record of the meeting.

STATUTORY AND POLICY

Section 101 and 102 *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 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. Unconfirmed Ordinary Council Meeting Minutes - 30 September 2024 [6.1.1 - 10 pages]
2. Unconfirmed Special Council Meeting Minutes - 30 September 2024 [6.1.2 - 5 pages]



Minutes of the West Arnhem Regional Council Ordinary Council Meeting
Monday, 30 September 2024 at 1:00 pm
Council Chambers

Chairperson Mayor Woods declared the meeting open at 1.10 pm, welcomed all in attendance and did an Acknowledgement of Country.

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Mayor James Woods declared the meeting open at 1:11pm, welcomed all in attendance and did an Acknowledgement of Country.

ELECTED MEMBERS PRESENT

Chairperson	James Woods (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F. Blyth
Councillor	Mickitja Onus
Councillor	Monica Wilton
Councillor	Jermaine Namanurki
Councillor	James Marrawal

STAFF PRESENT

Chief Executive Officer	Andrew Walsh
Director Community and Council Services	Fiona Ainsworth
Director Finance	Jocelyn Nathanael-Walters
General Manager Technical Services (Acting)	Clem Beard
Operations Support Administration Assistant	Pania Withnall

GUESTS

Consultant	Cathryn Hutton
Office of The Hon. Marion Scrymgour MP	Patrick Heenan
Office of The Hon. Marion Scrymgour MP	Ebony Williams-Costa

3 APOLOGIES AND ABSENCES

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

The Council considered a report on Apologies, Leave of Absence and Absent Without Notice.

OCM251/2024 RESOLVED:
On the motion of Cr Blyth
Seconded Cr Onus

THAT COUNCIL:

1. Notes the absence of Cr Dann, Cr Phillips, Cr Gumurdul, Cr Nadjamerrek, Cr Guwiyul.
2. Notes the apologies received from Cr Dann, Cr Phillips, Cr Gumurdul, Cr Nadjamerrek, Cr Guwiyul.
3. Determines Cr Dann and Cr Nadjamerrek are absent with permission of the Council.
4. Determines Cr Phillips, Cr Gumurdul, and Cr Guwiyul are absent without permission of the Council.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Council considered a report on Acceptance of Agenda.

OCM252/2024 RESOLVED:
On the motion of Cr Blyth
Seconded Mayor Woods

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 30 September 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, Governance Advisor

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

OCM253/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

THAT COUNCIL:

1. Receive the declarations of interest as listed for the Ordinary Council meeting held on 30 September 2024; and
2. Request for Mayor Woods to be amended to Acting Unit Officer of Maningrida Emergency Response Group (MERG).

CARRIED

Minute Note: Chairperson Mayor Woods closed the Ordinary Council Meeting at 1:14pm on 30 September to open the Special Council Meeting.

Minute Note: Ordinary Council Meeting re-commenced at 2:26 pm from the Special Council meeting and moved to item 9.6.

Minute Note: Ordinary Council Meeting recommenced at 10:47am on Tuesday 1 October 2024.

6 CONFIRMATION OF PREVIOUS MINUTES

Agenda Reference:	6.1
Title:	Confirmation of Ordinary Council Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Confirmation of Ordinary Council Meeting Minutes.

OCM265/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Namanurki

THAT COUNCIL confirm the minutes of 21 August 2024 Ordinary Council meeting as a true and correct record of the meeting.

CARRIED

Agenda Reference:	6.2
Title:	Confirmation of Special Council Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Confirmation of Special Council Meeting Minutes.

OCM266/2024 RESOLVED:
On the motion of Mayor Woods
Seconded Deputy Mayor Williams

THAT COUNCIL

1. Confirm the minutes of 21 August 2024 Special Council meeting as a true and correct record of the meeting; and
2. Confirm the minutes of 6 September 2024 Special Council meeting as a true and correct record of the meeting.

CARRIED

Agenda Reference:	6.3
Title:	Confirmation of Local Authority Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

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

OCM267/2024 RESOLVED:
On the motion of Cr Marrawal
Seconded Mayor Woods

THAT COUNCIL confirmed the minutes of the following Local Authority meetings and reviewed decisions made by the Local Authority:

Community	Date Held	Quorum	Date of next meeting
Minjilang	9 September 2024	Yes	25 November 2024
Waruwi	10 September 2024	Yes	26 November 2024
Gunbalanya	11 September 2024	Yes	27 November 2024

Maningrida	12 September 2024	Yes	28 November 2024
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1. Approve the membership for Nicodemus Nayilibidj to join the Gunbalanya Local Authority.

CARRIED

Agenda Reference:	6.4
Title:	Confirmation of Kakadu Ward Advisory Committee Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Confirmation of Kakadu Ward Advisory Committee Minutes.

OCM268/2024 RESOLVED:

On the motion of Cr Blyth

Seconded Cr Onus

THAT COUNCIL

1. Confirmed the minutes of 13 September 2024 Kakadu Ward Advisory Committee as a true and correct record of the meeting and reviewed decisions made by the Committee; and
2. Cr Blyth acknowledged the work of the staff and Councillors for the Kakadu Ward Advisory Committee Meeting.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	7.1
Title:	Presentations and Visitors - Department of Logistics and Infrastructure
Author:	Jasmine Mortimore, Governance Advisor

The Council deferred a report on Presentations and Visitors - Department of Logistics and Infrastructure due to technical issues.

Agenda Reference:	7.2
Title:	Presentations and Visitors - Local Government Association of the Northern Territory
Author:	Jasmine Mortimore, Governance Advisor

Deputy Mayor Williams left the meeting at 11:17am and returned to the meeting at 11:19am.

The Council considered a report on Presentations and Visitors - Local Government Association of the Northern Territory.

OCM263/2024 RESOLVED:

On the motion of Mayor Woods

Seconded Cr Onus

THAT COUNCIL noted the presentation on Membership Services by Local Government Association of the NT.

CARRIED

Agenda Reference:	7.3
Title:	Presentations and Visitors - Northern Territory Governments Remote Power System Strategy
Author:	Jasmine Mortimore, Governance Advisor

Meeting took a break at 11:26am and recommenced at 11:41am.

The Council considered a report on Presentations and Visitors - Northern Territory Governments Remote Power System Strategy.

OCM264/2024 RESOLVED:
On the motion of Cr Onus
Seconded Cr Blyth

THAT COUNCIL notes the presentations on Remote Power System Strategy by Ekistica.

CARRIED

8 ACTION REPORTS

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

Meeting broke at 12:25pm and recommenced at 12:37pm.

The Council considered a report on Review of Action Items.

OCM269/2024 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Blyth

THAT COUNCIL:

1. Receive and note the report titled *Review of Action Items*;
2. Review the outstanding action items and give approval for completed items to be removed from the register;
3. Invite DLI CEO through formal correspondence to discuss Action Item 7, in the action register in detail;
4. Cr Onus and the Elected Members acknowledge and commend Marine Mitchell and staff for all the work and effort put into running the Kurrung Sports Carnival 2024; and
5. Cr Ralph advised that he will raise Action Item 16 with Parks Australia and report back to Council.

CARRIED

Agenda Reference:	8.2
Title:	Jabiru By-Laws 2025 for Consultation
Author:	Ben Heaslip, Information Advisor

The Council considered a report on Jabiru By-Laws 2025 for Consultation.

OCM270/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

THAT COUNCIL

1. Receive and note the report titled *Jabiru By-Laws 2025 for Consultation*.
2. Approve the draft by-laws to go out to public consultation; and
3. Provide feedback to the CEO or Governance Advisor by 21 October 2024.

CARRIED

Agenda Reference:	8.3
Title:	Funeral and Cemetery Policy Review
Author:	Sara Fitzgerald, Waste and Resource Coordinator

Meeting broke for Lunch at 1:31pm and recommenced at 2:16pm.

The Council considered a report on Funeral and Cemetery Policy Review.

OCM271/2024 RESOLVED:
On the motion of Cr Marrawal
Seconded Cr Wilton

THAT COUNCIL:

1. Receive and note the report titled *Funeral and Cemetery Policy Review*;
2. Request that the Cemetery Declarations are attached to the back of the policy; and
3. Approve the Funeral and Cemetery Policy for publication.

CARRIED

Agenda Reference:	8.4
Title:	Proposed Dog Park - Jabiru
Author:	Clem Beard, Acting General Manager Technical Services

The Council considered a report on Proposed Dog Park - Jabiru.

OCM272/2024 RESOLVED:
On the motion of Cr Blyth
Seconded Cr Onus

THAT COUNCIL:

1. Receive and note the report titled *Proposed Dog Park - Jabiru*; and
2. Approve the proposal to construct a Dog Park at the lake with a budget of \$30,000.00.

CARRIED

Agenda Reference:	8.5
Title:	Draft Schedule and Conduct of Meetings (Elected) Policy
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Draft Schedule and Conduct of Meetings (Elected) Policy.

OCM273/2024 RESOLVED:
On the motion of Cr Onus
Seconded Mayor Woods

THAT COUNCIL:

1. Receive and note the report titled *Draft Schedule and Conduct of Meetings (Elected) Policy*;
2. Request formal correspondence to be sent to Cr Phillips, Cr Gumurdul and Cr Guwiyul regarding their absence without permission from the Council for the Ordinary Council Meeting held 30 September 2024;
3. Approve CEO to sign draft 'Schedule and Conduct of Meetings (Elected)' Policy (with amendment); and
4. Request Policy to be circulated to the Elected Members.

CARRIED

9 RECEIVE AND NOTE REPORTS

Agenda Reference:	9.1
Title:	Incoming and Outgoing Correspondence
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Incoming and Outgoing Correspondence.

OCM274/2024 RESOLVED:
On the motion of Cr Namanurki
Seconded Cr Blyth

THAT COUNCIL receive and noted the attached items of incoming and outgoing correspondence.

CARRIED

Agenda Reference:	9.2
Title:	Meetings and Events attended by the Mayor
Author:	Jasmine Mortimore, Governance Advisor

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

OCM275/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Marrawal

THAT COUNCIL receive and note the report titled *Meetings and Events attended by the Mayor*.

CARRIED

Agenda Reference:	9.3
Title:	Meetings and Events attended by the CEO
Author:	Andrew Walsh, Chief Executive Officer

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

OCM276/2024 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Namanurki

THAT COUNCIL receive and note the report titled *Meetings and Events attended by the CEO*.

CARRIED

Agenda Reference:	9.4
Title:	Technical Services Projects Report
Author:	Clem Beard, Acting General Manager Technical Services

The Council considered a report on Technical Services Projects Report.

OCM277/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

THAT COUNCIL receives and notes the report titled *Technical Services Projects Report*.

CARRIED

Agenda Reference:	9.5
Title:	Jabiru Landfill EPA License Update
Author:	Sara Fitzgerald, Waste and Resource Coordinator

The Council considered a report on Jabiru Landfill EPA License Update.

OCM278/2024 RESOLVED:
On the motion of Cr Blyth

Seconded Cr Marrawal

THAT COUNCIL:

1. Receive and note the report titled *Jabiru Landfill EPA License Update*.

CARRIED

Agenda Reference:	9.6
Title:	Finance Report for the period ended 31 August 2024
Author:	Jocelyn Nathanael-Walters, Director Finance

The Council considered a report on Finance Report for the period ended 31 August 2024.

OCM258/2024 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Cr Marrawal

THAT COUNCIL

1. Receive and note the report titled *Finance Report for the period ended 31 August 2024*.

CARRIED

Minute Note: Chairperson Mayor Woods closed the Ordinary Council Meeting at 2:30pm on 30 September 2024 to re-open the Special Council Meeting.

10 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

Agenda Reference:	10.1
Title:	Elected Member Questions with or without Notice
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Elected Member Questions with or without Notice.

OCM279/2024 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Cr Namanurki

Council had no questions with or without notice.

CARRIED

11 PROCEDURAL MOTIONS

Agenda Reference:	11.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Jasmine Mortimore, Governance Advisor

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

OCM280/2024 RESOLVED:

On the motion of Cr Blyth

Seconded Cr Onus

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

CARRIED

12 CONFIDENTIAL ITEMS

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

Agenda Reference:	12.1
Title:	Confirmation of Confidential Ordinary Council Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Confirmation of Confidential Ordinary Council Meeting Minutes.

OCM281/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Mayor Woods

THAT COUNCIL confirm the minutes of 21 August 2024 Confidential Ordinary Council meeting as a true and correct record of the meeting.

CARRIED

Agenda Reference:	12.2
Title:	Confirmation of Confidential Special Council Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Report will remain confidential under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference:	12.3
Title:	Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
Author:	Clem Beard, Acting General Manager Technical Services

The Report will remain confidential under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	12.4
Title:	Confirmation of Risk Management and Audit Committee Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Report will remain confidential under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference:	12.5
Title:	Proposed Yield Up - Lot 660 Maningrida
Author:	Clem Beard, Acting General Manager Technical Services

Cr Wilton declared a conflict due to being the Deputy Chair for the Maningrida Homeland Company. The Council deferred a report on Proposed Yield Up - Lot 660 Maningrida due to loss of quorum.

Agenda Reference:	12.6
Title:	Tender Evaluation - Minjilang Cemetery Construction

Author:	Sara Fitzgerald, Waste and Resource Coordinator
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The Council considered a report on Tender Evaluation - Minjilang Cemetery Construction.

OCM285/2024 RESOLVED:

On the motion of Mayor Woods

Seconded Deputy Mayor Williams

THAT COUNCIL:

1. Receive and note the report titled *Tender Evaluation - Minjilang Cemetery Construction*; and
2. Approve the awarding of tender for Minjilang Cemetery Construction to Stedmans Construction and Engineering Pty Ltd for \$149,419.50 GST Inclusive.

CARRIED

Agenda Reference:	12.7
Title:	Breakdown of costs for Gunbalanya Oval Variation
Author:	Clem Beard, Acting General Manager Technical Services

The Council considered a report on Breakdown of costs for Gunbalanya Oval Variation.

OCM286/2024 RESOLVED:

On the motion of Mayor Woods

Seconded Cr Onus

THAT COUNCIL receive and note the report titled *Breakdown of costs for Gunbalanya Oval Variation*.

CARRIED

Agenda Reference:	12.8
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Jasmine Mortimore, Governance Advisor

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

OCM287/2024 RESOLVED:

On the motion of Cr Onus

Seconded Cr Blyth

THAT COUNCIL open the meeting to the public after the discussion of confidential items, and approve to disclose the resolutions 12.1, 12.6, and 12.7 from the confidential section of this meeting in the non-confidential meeting minutes.

CARRIED

13 NEXT MEETING

The next meeting is scheduled to take place on 22 October 2024.

14 MEETING DECLARED CLOSED

Chairperson Mayor Woods declared the meeting closed at 4:46pm on Tuesday 1 October 2024.

This page and the preceding pages are the minutes of the Ordinary Council Meeting held on Monday 30 September 2024.

[Click here](#) to view the agenda for the Ordinary Council Meeting held on 30 September 2024.



Minutes of the West Arnhem Regional Council Special Council Meeting
Monday, 30 September 2024 at 1:00 pm
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Mayor Woods declared the meeting open at 1:15pm, welcomed all in attendance and did an Acknowledgement of Country.

ELECTED MEMBERS PRESENT

Chairperson	James Woods (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F. Blyth
Councillor	Mickitja Onus
Councillor	Monica Wilton
Councillor	Jermaine Namnurki
Councillor	James Marrawal

STAFF PRESENT

Chief Executive Officer	Andrew Walsh
Director Council and Community Services	Fiona Ainsworth
Director Finance	Jocelyn Nathanael-Walters
General Manager Technical Services (Acting)	Clem Beard
Operations Support Administration Assiatnt	Pania Withnall

GUESTS

Consultant	Cathryn Hutton
Office of The Hon. Marion Scrymgour MP	Patrick Heenan
Office of The Hon. Marion Scrymgour MP	Ebony Williams-Costa

3 APOLOGIES AND ABSENCES

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

The Council considered a report on Apologies, Leave of Absence and Absent Without Notice.

OCM254/2024 RESOLVED:

On the motion of Cr Onus

Seconded Cr Namanurki

THAT COUNCIL:

1. Notes the absence of Cr Dann, Cr, Phillips, Cr Guwiyul, Cr Nadjamerrek, and Cr Gumurdul;
2. Notes the apology received from Cr Dann, Cr Phillips, Cr Guwiyul, Cr Nadjamerrek and Cr Gumurdul;
3. Determines Cr Dann and Cr Nadjamerrek are absent with permission of the Council; and
4. Determines Cr Phillips, Cr Guwiyul and Cr Gumurdul are absent without permission of the Council.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Council considered a report on Acceptance of Agenda.

OCM255/2024 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Cr Blyth

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 30 September 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, Governance Advisor

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

OCM256/2024 RESOLVED:

On the motion of Deputy Mayor Williams

Seconded Cr Wilton

THAT COUNCIL:

1. Receive the declarations of interest for Cr Blyth on agenda item 6.2 as listed for the Special Council meeting held on 30 September 2024; and
2. Mayor Woods requests amendments for declaration register to reflect Acting Unit Officer for Maningrida Emergency Response Group.

CARRIED

6 ACTION REPORTS

Agenda Reference:	6.1
Title:	LGANT Call for Motions
Author:	Andrew Walsh, Chief Executive Officer

Deputy Mayor Williams left the meeting at 1:38pm and returned to the meeting at 1:49 pm.
Cr Marrawal left the meeting at 1:53 pm and returned to the meeting at 1:55 pm.

The Council considered a report on LGANT Call for Motions.

**OCM257/2024 RESOLVED:
On the motion of Cr Blyth
Seconded Cr Wilton**

THAT COUNCIL:

1. Receive and note the report titled *LGANT Call for Motions*;
2. Submit a motion on cost associated with funding the Governance requirements of Council including allowance; and
3. Final draft motion is approved by the Mayor prior to the submission date.

CARRIED

Agenda Reference:	6.2
Title:	Remote Jobs & Economic Development Program
Author:	Andrew Walsh, Chief Executive Officer

The Council deferred a report on Remote Jobs & Economic Development Program due to loss of quorum.

Meeting broke at 1:58pm on 30 September 2024 and recommenced in the Ordinary Council Meeting agenda item 9.6.

7 PROCEDURAL MOTIONS

Agenda Reference:	7.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Jasmine Mortimore, Governance Advisor

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

**OCM259/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Mayor Woods**

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

CARRIED

8 CONFIDENTIAL ITEMS

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

Agenda Reference:	8.1
Title:	West Arnhem Regional Council Organisational Structure and Budget Revision
Author:	Andrew Walsh, Chief Executive Officer

The Report will remain confidential with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

Cr Onus left the meeting at 3:26 pm and returned to the meeting at 3:28 pm.
Cr Blyth left the meeting at 3:33 pm and returned to the meeting at 3:234 pm.
Cr Marrawal left the meeting at 5:18 pm.
meeting closed at 5:20pm on 30 September 2024 and recommenced at 8:39am on Tuesday 1 October 2024.

Agenda Reference:	8.2
Title:	Review of Council's Organisational Structure
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Report will remain confidential with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

Apology received at 9:44 am on 1 October 2024 from Cr Gumurdul.
Cr Wilton left the meeting at 9:43 am and returned to the meeting at 9:47 am.

Agenda Reference:	8.3
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Jasmine Mortimore, Governance Advisor

Cr Blyth left the meeting at 8:50am and returned to the meeting at 8:53am.
Cr Wilton left the meeting at 9:43am and returned to the meeting at 9:47am.

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

OCM262/2024 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

THAT COUNCIL open the meeting to the public after the discussion of confidential items and approve to disclose no resolutions and reports from the confidential section of this meeting in the non-confidential meeting minutes.

CARRIED

The public was re-admitted at 10:22am on Tuesday 1 October 2024.

10 MEETING DECLARED CLOSED

Chairperson Mayor Woods declared the meeting closed at 10:25am on Tuesday 1 October 2024.

This page and the preceding pages are the minutes of the Special Council Meeting held on Monday 30 September 2024.

[Click here](#) to view the agenda for the Special Council Meeting held on Monday 30 September 2024

UNCONFIRMED

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

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

SUMMARY

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

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report entitled *Review of Action Items*; and
2. Review the outstanding action items and give approval for completed items to be removed from the register.

BACKGROUND

Action items arise out of resolutions of Council or questions asked by Councillors. 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 Council to determine whether the item remains active or is complete and can be removed.

COMMENT

The actions that Council resolves to occur are to be acted upon by the administration. This report enables Council 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. Action Item Register Ordinary Council Meeting 21 October 2024 [7.1.1 - 12 pages]

Item	Status	Action Required	Assignee/s	Action Taken
1	In Progress	<p>OCM19/2024</p> <ol style="list-style-type: none"> 1. Directed Council to reach out to the Office of Marion Scrymgour to offer funding better suited to West Arnhem and to accept funding for purchase of community buses. 2. Requested alternative letter outlining organisations in communities better suited to deliver service within the communities, cc'ing in those organisations 	Fiona Ainsworth, Jasmine Mortimore	<p>15/04/2024 Jasmine Mortimore</p> <p>Outcome from action has changed as the offer of buses is being negotiated with the Office of Marion Scrymgour. WARC have sent a proposal to use buses for sport and recreations as this fits within the funding guidelines.</p> <p>10/05/2024 Jasmine Mortimore</p> <p>Working with Office of Marion Scrymgour, updates will be provided out of session.</p> <p>23/09/2024 Jasmine Mortimore</p> <p>As off 23 September 2024 administration has reached out to Office of Marion Scrymgour 5 times without response. Will continue to follow up.</p> <p>15/10/2024 Jasmine Mortimore</p> <p>Office of Marion Scrymgour Office attended Council Meeting on 30 September and provided an update.</p>
2	In Progress	<p>OCM190/2023</p> <p>Cr Phillips and Cr Woods raised issues with new drain out the front of Maningrida clinic / road quality for wet season.</p>	Hilal Ahmad	<p>22/03/2024 Ben Heaslip</p> <p>05 December 2023 – Hilal Ahmad: A Council report is included in the agenda today for discussion of options to be presented to Council members.</p> <p>10 January 2024 – Hilal Ahmad: Purchase Order raised to concrete the crossing, U shaped rails installed on both sides of the crossing to make it safe. 22 Check dams installed in the drain to slow the water and stop scouring.</p> <p>09 February 2024 – Hilal Ahmad</p> <p>Contractor will commence the works, depending on the weather.</p> <p>11 March 2024 – Hilal Ahmad</p> <p>Contractor will commence the works, depending on the weather as concreting works are involved installing additional culverts.</p> <p>12/04/2024 Hilal Ahmad</p> <p>Contractor will commence work by the end of April 2024 and will complete the work by mid May 2024.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>07/05/2024 Clem Beard</p> <p>Contractor will commence at the end of the month. Project delayed due to late rains in Maningrida. Works include concreting entrance and both sides of the culvert to the takeaway stores opposite clinic.</p> <p>07/06/2024 Clem Beard</p> <p>Planned works are scheduled to commence mid June - delays due to local available capacity.</p> <p>18/07/2024 Sara Fitzgerald</p> <p>Works Scheduled to begin first week of August, will be completed in 2 parts with driveway widening being part of a tender for drainage maintenance being advertised prior to end July.</p> <p>12/08/2024 Sara Fitzgerald</p> <p>Drainage tender to be awarded this meeting anticipated works complete prior to wet season</p> <p>16/09/2024 Hilal Ahmad</p> <p>Tender awarded to BV Contracting and the works to commence in mid of October 2024. All works are scheduled to be completed prior to the onset of wet season.</p> <p>10/10/2024 Clem Beard</p> <p>BV Contracting will mobilise on the 28th of October and expected to be onsite for three (3) weeks to complete drainage/driveway works on Mallabam Road.</p>
3	In Progress	<p>OCM101/2022 MANINGRIDA SUBDIVISION HANDOVER REVIEW FROM NTG TO WARC</p> <p>The Administration will instruct NTG to complete the civil remedial works for new subdivision to the required Australian Standards per independent consultant</p>	Andrew Walsh, Jasmine Mortimore	<p>22/03/2024 Ben Heaslip</p> <p>09 August 2023 – Hilal Ahmad: WARC works staff in conjunction with JMK will continue to clean out drains progressively and complete prior to onset of wet season to reduce flooding and scouring in the new subdivision.</p> <p>13 September 2023 – Hilal Ahmad</p> <p>WARC works staff continue working in conjunction contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL's representative to attend the next LA to discuss the deteriorating condition of new subdivision.</p> <p>03 November 2023 – Hilal Ahmad</p>

Item	Status	Action Required	Assignee/s	Action Taken
		<p>recommendations and Delay for another wet season to ensure the roads, drains, road furniture and culverts are sufficiently designed and constructed to accommodate wet season run off and to mitigate any potential areas of flooding.</p> <p>OCM62/2023 New Subdivision meeting held with DIPL and WARC 17 March 2023 The Administration to: - Assist representatives from DIPL to conduct a full and comprehensive conditional report for Maningrida Subdivision post Wet Season 2022/23. - Instruct a subcontractor to carry out immediate works on the remediation of potholes in Maningrida.</p> <p>Background: 05 December 2022: Administration drafted a response to the NTG stating conditions of handover required</p>		<p>DIPL representative will attend the OCM to discuss the new subdivision handover in Maningrida and Gunbalanya.</p> <p>05 December 2023 – Hilal Ahmad WARC works staff continue working in conjunction with contractors where required to complete drainage clean out as part of Pre-Cyclone wet season internal road network maintenance program. If works staff capacity is limited, WARC will engage subcontractors to complete the works. WARC has requested DIPL's representative to attend the December OCM to discuss the deteriorating condition of new subdivision.</p> <p>9 February 2024 – Hilal Ahmad WARC works staff continue working in conjunction with contractors where required to complete drainage clean out, mowing grass and weed spraying.</p> <p>11 March 2024 – Hilal Ahmad WARC works staff continue working in conjunction with contractors where required to complete drainage clean out, mowing grass and weed spraying. 6 Bags of Cold mix (1 Ton each) delivered to Maningrida to fix the potholes.</p> <p>12/04/2024 Hilal Ahmad A site meeting was held on 5th April 2024 with Anuerin Townsend, Regional Director of West Arnhem region for the Department of Chief Minister and Cabinet on the current status of the civil infrastructure of the new subdivision. West Arnhem Regional Council was ensured that the request will be escalated to the Department of Infrastructure, Planning and Logistics regarding the failings of the current civil infrastructure with remediation solutions accordingly.</p> <p>07/05/2024 Clem Beard Administration will continue to advocate for additional works by DIPL for new subdivision.</p> <p>11/06/2024 Clem Beard Funding has been allocated to carryout remedial works by DCT Australia for the intersection at the entrance of the new subdivision under construction. Council will continue to advocate for additional drainage works throughout the new subdivision to reduce flooding of drains and culverts.</p> <p>18/07/2024 Sara Fitzgerald DCT works are complete. Council staff continue to advocate for further improvements to overall drainage and stormwater management of New Subdivision</p> <p>12/08/2024 Sara Fitzgerald No further actions at this stage. Working with Office of Chief Minister and Cabinet to advocate for better drainage in New sub.</p>

Item	Status	Action Required	Assignee/s	Action Taken
		<p>prior to accepting ownership.</p> <p>24 March 2023: Report included in April OCM</p> <p>09 June 2023: WARC met with DIPL on site and discussed the current deteriorating condition and fire risk of the drainage network. DIPL has agreed to cover the cost for the drainage works rectification and has requested WARC to provide a quote for the remediation of the drainage network. WARC is awaiting quotes from JMK and City Earthmoving for the drainage network remediation.</p> <p>OCM269/2024 RESOLVED: Invite DLI CEO through formal correspondence to discuss Action Item 7, in the action register in detail.</p>		<p>16/09/2024 Hilal Ahmad</p> <p>As part of the remediation works for stage 1 of the new subdivision:</p> <p>a) The intersection to the new subdivision will be reconstructed to eliminate drainage issues and water ponding. The works will be completed by early November</p> <p>b) The damaged section of road parallel to the drain will be resealed. The seal is bleeding due to heavy traffic utilized when the new houses were constructed, and this road will be utilized as the main entrance road to the subdivision under construction in Maningrida. The works will be completed next year when the spray sealing contractors are onsite sealing the new subdivision roads by the end of the project completion.</p> <p>23/09/2024 Jasmine Mortimore</p> <p>CEO recommends that Council accept ownership of the Maningrida Subdivision in current condition.</p> <p>15/10/2024 Jasmine Mortimore</p> <p>Action from 30 September OCM still in progress</p>
4	In Progress	<p>OCM159/2024 RESOLVED: Review procurement policy to include community benefit as a criteria of assessment.</p>	Sara Fitzgerald	<p>18/07/2024 Sara Fitzgerald</p> <p>Review of procurement strategy and policy is underway wholistically to encompass items of Indigenous participation, environmental sustainability, inclusivity and community benefit will be included in this. Council will be delivered a draft of any strategy or policy prior to publishing for endorsement.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>12/08/2024 Sara Fitzgerald</p> <p>Procurement working group established to ensure policy and strategy is legislatively compliant and comprehensive to Council's strategic plan</p> <p>19/09/2024 Sara Fitzgerald</p> <p>Draft policy to be delivered at the October OCM.</p> <p>11/10/2024 Sara Fitzgerald</p> <p>Draft Procurement Policy under executive review for presentation to Council in November OCM</p>
5	In Progress	<p>OCM136/2024 RESOLVED:</p> <p>Invite Demed and BAC CEO to Council meeting to discuss gravel usage surrounding Gunbalanya township area.</p>	Andrew Walsh, Jasmine Mortimore	<p>15/08/2024 Ben Heaslip</p> <p>Waiting for DEMED CEO recruitment to be finalised.</p>
6	In Progress	<p>OCM137/2024 RESOLVED:</p> <p>Request policy of fleet disposal to be updated to include assessment of each vehicle and expression of interests within community before auction in Darwin.</p>	Graham Baulch, Sara Fitzgerald	<p>18/07/2024 Sara Fitzgerald</p> <p>Vehicle disposal policy is being adjusted to reflect the following items</p> <ul style="list-style-type: none"> - All efforts will be made to offer passenger vehicles for disposal in community - When disposing of a vehicle in community a reasonable estimate of repair costs will be provided to interested community members. - If a vehicle is deemed beyond repair it will be removed from community for sale at auction or disposal to scrap to prevent excessive waste generated by council remaining in community <p>All of the above items once formalised will be administered by the Fleet Coordinator in collaboration with the mechanic to ensure process is fair and transparent and follows the guidelines set out by the Local Government Act 2019.</p> <p>12/08/2024 Sara Fitzgerald</p> <p>Policy creation still in process</p> <p>19/09/2024 Sara Fitzgerald</p> <p>Draft policy in review, new documents have been created to support the EOI process.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>11/10/2024 Sara Fitzgerald</p> <p>First round of EOI has been completed, further information on effectiveness available at next OCM</p>
7	In Progress	<p>OCM149/2024 RESOLVED: Investigate using the heavy vehicle rest area initiative funding for wash down bay at Cahills Crossing and truck stop near Jabiru entrance.</p> <p>OCM269/2024 RESOLVED: Cr Blyth advised that he will raise Action Item 16 with Parks Australia and report back to Council.</p>	Andrew Walsh	<p>18/07/2024 Sara Fitzgerald</p> <p>A Submission was made to the Heavy Vehicle Rest area program to suggest improvements to the rest areas surrounding Jabiru with detailed information on Cahills crossing and the need for a wash down bay. Unfortunately, this program is not for new rest areas</p> <p>12/08/2024 Sara Fitzgerald</p> <p>Working with DIPL to recommend they access the SLIRP funding pool to install truck washdown facility. Awaiting feedback from Parks Australia to support this initiative from a biosecurity level.</p> <p>19/09/2024 Sara Fitzgerald</p> <p>WARC staff will continue to advocate for this project with new Department of Infrastructure and Logistics. Recommend complete.</p>
8	In Progress	<p>OCM155/2024 RESOLVED: Investigate inviting appropriate department for Identification Cards to a Ordinary Council meeting.</p>	Andrew Walsh, Jasmine Mortimore	<p>24/07/2024 Leanne Johansson</p> <p>Currently ascertaining which is the appropriate department.</p> <p>21/08/2024 - OCM</p> <p>Appropriate Department is the MVR. CEO will seek to meet with the Responsible Officer</p> <p>15/10/2024 Jasmine Mortimore</p> <p>Change of Government has delayed progress, will provide further update in December OCM post meeting with relevant department.</p>
9	On Hold	<p>OCM157/2023 RESOVLED: Request increased advocacy for AFL in West Arnhem Region please refer to AFL in West Arnhem document</p>	Marnie Mitchell	<p>04/04/2024 Jasmine Mortimore</p> <p>Updates: Hall/oval and highly successful event in Warruwi. 5 community members signed up for umpiring. 15 January 2024 – Matt Griffiths: Nil further. AFL & AFLW included on YSR participation plans. 12 February 2024 – Marnie Mitchell: Matt Levens from AFLNT continues to work with Warruwi and Minjilang. Sport and Recreation staff in community are working with Community to have bi monthly visits to community working in conjunction with the school and council.</p>

Item	Status	Action Required	Assignee/s	Action Taken
		<p>BACKGROUND: Marnie Mitchell: Through a partnership with AFL NT remote development managers will help support program and development sessions for both Minjilang and Warruwi with WARC covering accommodation/travel /meal costs and AFLNT cover wages of the staff. Community leadership are working together to facilitate the community visits bimonthly. Council Services Managers continue to support AFL initiatives within their Sport and Recreation Teams</p> <p>OCM109/2024 RESOLVED: Requests further information on the details including cost of Tiwi Bombers football team for AFL NT.</p> <p>OCM215/2024 Approach West Arnhem stakeholders to support the development of a</p>		<p>13 February 2024 – Dana Hewett: Jabiru – Plans are to continue with Auskick in 2024.</p> <p>02/05/2024 Marnie Mitchell</p> <p>This is an advocacy and strategic item for WARC.</p> <p>My suggestion is that the WARC staff work with the Council and Mayor to discuss the role of WARC in this process of having a team in the AFLNT from West Arnhem.</p> <p>Sport and Recreation staff will continue to provide fundamental training and mentoring opportunities for players, coaches and umpires as well as support ongoing community lead AFL competitions.</p> <p>AFLNTs recommendations form part of the WARC Australian Rules Plan.</p> <p>11/06/2024 Marnie Mitchell</p> <p>I have made initial contact with the Tiwi Bombers president Lindsey Whiting based on a introduction from AFLNT. We had an indepth conversation around the prospect of having a West Arnhem team in the Premier level.</p> <p>His feedback is noted: *700-800K per year including the cost of a General Manager, travel and other costs to run successfully and professionally * Grants and fundraising is required to cover the costs *Men's and women's team represent Tiwi Bombers *Currently they fly in players weekly to Darwin from Tiwi dependant on game time and accommodate in Darwin *13 of 16 games are played in Darwin with only 3 home games. AFL subsidise the cost of teams travelling to Tiwi to play *They have an affiliation with Tracey Village - when players for Tracey in Div I and II are ready they then move to play Premier level with Tiwi *They train across 3 communities in Tiwi plus Darwin and only come together on game day</p> <p>I have also made contact with the appropriate staff at the AFLNT Leigh Elder - Leigh.Elder@afl.com.au and Gavin May - gavin.may@afl.com.au to discuss financial. governance, logistical and venue challenges.</p> <p>I hope to be able to source specific information and contacts that will be useful for the AFL programs in Maningrida.</p>

Item	Status	Action Required	Assignee/s	Action Taken
		West Arnhem AFL team		<p>AFL 9s boys competition for 13-17 years including Maningrida, Gunbalanya and Jabiru is scheduled for 4th July in Jabiru. It is hoped that it will be expanded to include girl's next time.</p> <p>12/06/2024 Jasmine Mortimore</p> <p>Made initial contact with Jabiru Bombers Football Club, they are currently awaiting the election of a new president and will continue conversations when role has been filled.</p> <p>11/07/2024 Marnie Mitchell</p> <p>AFL9s mini carnival was held in Jabiru during the school holidays. Young men 13-17 years from Maningrida (two teams), Gunbalanya and Jabiru played games Thursday afternoon and Friday. They camped at Jabiru school, cooked BBQ, played basketball into the night and then all sat together and yarned. This was a very successful event facilitated and managed by the Sport and Rec teams across the three communities.</p> <p>TeamHealth, AFLNT, School Attendance officer, Red Lily and Jabiru school helped with transport, coaching and supervision with the community of Jabiru supporting the event by spectating, running water and umpiring the games.</p> <p>Some of the big boy's plan on coming back to Jabiru to play in the men's teams for Football and Basketball for Kurrung Sports Festival at the end of August.</p> <p>Next time we would like to have all communities involved.</p> <p>New AFLNT Staff Graham Hayes is now based in Maningrida. His role is to support and facilitate community training, competition and upskilling of players, coaches, umpires and other volunteers. Sport and Recreation team in Maningrida will support AFLNT.</p> <p>08/08/2024 Marnie Mitchell</p> <p>8/8/24 Marnie Mitchell</p> <p>AFLNT new staff member has started in Maningrida. Rec and Sport team working with AFLNT staff to ensure a team is training and coming to compete at the Kurrung Festival at the end of August.</p> <p>AFLNT Darwin office are also engaging with Jabiru staff in relation to other events and opportunities to engage in competitions and tournaments.</p> <p>There has been no further progress or discussion about a team in the AFLNT.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>18/09/2024 Marnie Mitchell</p> <p>Australian Rules Football played a major part in the recent Kurrung Festival with men's teams from all communities competing.</p> <p>Maningridas upcoming L'urra Festival also includes Australian Rules Football games across various age groups. West Arnhem Regional Councils Sport and Recreation staff are playing support roles across the festival football activities.</p> <p>Jabiru Bombers AFLNT official season begins 12th October 2024.</p> <p>Letters to be sent to West Arnhem stakeholders seeking support to develop a West Arnhem AFL Team - further update will be provided at the November Ordinary Council Meeting.</p> <p>23/09/2024 Jasmine Mortimore</p> <p>Meeting scheduled with Sydney Swans on 24 September 2024 to discuss AFL in West Arnhem.</p> <p>15/10/2024 Jasmine Mortimore</p> <p>Request item be put on hold until conflicting priorities are resolved regarding Councils position. (following government advice and direction received in September 2024).</p>
10	On Hold	OCM91/2024 RESOLVED: Raised petition to change WARC logo to be circulated with staff, LA members and Elected Members.	Andrew Walsh, Heidi Walton	<p>24/07/2024 Ben Heaslip</p> <p>12/06/2024 Jasmine Mortimore Work to commence in the new financial year</p> <p>21/08/2024 OCM Communications Coordinator will commence work on this project after completion of the Annual Report</p> <p>15/10/2024 Jasmine Mortimore Item on Hold - Pending vote of the Elected Members during Action Items discussion.</p>
11	Recommended Complete	OCM59/2024 RESOLVED:	Clem Beard	<p>10/04/2024 Clem Beard</p> <p>The administration has reached out for a quote from Quality Garden NT to travel by road to Gunbalanya when access is available to inspect the football oval surface and provide an</p>

Item	Status	Action Required	Assignee/s	Action Taken
		Requests report on Gunbalanya oval, including surface works.		<p>assessment report on the current condition and anticipated costs of repairs to football oval. The quote received for assessment purposes only \$4,950.00</p> <p>07 June 2024 - Clem Beard The quote for proposed works will be tabled at the next Gunbalanya Local Authority meeting scheduled 14th June 2024 to fund the assessment of the oval for remediation works.</p> <p>18/07/2024 Sara Fitzgerald Gunbalanya Local Authority Have agreed to fund the investigation into complete oval resurfacing at Gunbalanya Oval with view to requesting this project be funded from surplus funds from Gunbalanya oval lights program. Once an accurate budget is established an amendment to the NTG Capital Grant Program will be requested to undergo works with a commitment from Gunbalanya Local Authority to fund up to \$100,000 in works on the oval if required.</p> <p>12/08/2024 Sara Fitzgerald Awaiting final quote on resurfacing and Irrigation works to enable tendering process to begin</p> <p>17/09/2024 Clem Beard Administration has engaged the services of Think Water Darwin to carryout upgrades to the oval for irrigation and oval resurfacing.</p> <p>10/10/2024 Clem Beard Project Plan as seen below - recommended complete</p> <p>Week 21/10/2024 - 25/10/2024 Mobilize Pump Electrician Install flow switch and test existing pump and electrical infrastructure suitability. Pressure test existing supply pipeline to oval. Basic test and leak inspection.</p> <p>Week 28/10/2024 - 01/11/2024 Mobilize irrigation team - Remove old irrigator points. Connect to existing supply pipeline and install new pipeline across oval. Commission and test new irrigator water points.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>Assemble, set up, commission and test new irrigator machines.</p> <p>Week 4/11/2024 - 15/11/2024 Mobilize landscape teams and commence oval surface and soil improvement works. Completion</p> <p>Line marking is subject to procurement process.</p>
12	Recommended Complete	<p>OCM136/2024 RESOLVED: Invite Territory Families, Housing and Communities to Council meeting to advocate on behalf of community safety.</p>	Jasmine Mortimore	<p>15/08/2024 Ben Heaslip Invitation planned for November OCM</p> <p>23/09/2024 Jasmine Mortimore Invitation to be extended to the NT Police to attend and discuss this item at the November OCM.</p> <p>15/10/2024 Jasmine Mortimore MOU is activated and NT Police will be attending the November Ordinary Council Meeting.</p>
13	Recommended Complete	<p>OCM215/2024 RESOLVED: Contact the new Arafura MLA after the election to raise concerns and seek support for upgrades to the Maningrida subdivision</p>	Hilal Ahmad, Jasmine Mortimore	<p>17/09/2024 Clem Beard Recommend to write to the newly elected Local Government Minister to visit Maningrida to advocate for financial assistance for additional remediation works in the subdivision for ongoing drainage and erosion issues.</p> <p>23/09/2024 Jasmine Mortimore Congratulation Letter sent on 19/09/2024 with a request to meet with Mayor and CEO - awaiting response</p>
14	Recommended Complete	<p>OCM257/2024 RESOLVED: Submit a motion on cost associated with funding the Governance requirements of Council including allowance; and Final draft motion is approved by the</p>	Jasmine Mortimore	<p>15/10/2024 Jasmine Mortimore Item was not completed due to opposing information received by LGANT. Submissions were to be individualised and was not a matter for the LGANT discussion on motions.</p>

Item	Status	Action Required	Assignee/s	Action Taken
		Mayor prior to the submission date.		

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	7.2
Title:	Approval to Dispose of Surplus Fleet Assets
Author:	Graham Baulch, Project Coordinator Fleet Operations

SUMMARY

This report seeks Council approval for the disposal of surplus fleet assets by in community Expression of Interest.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled Approval to Dispose of Surplus Fleet Assets; and
2. Approve the disposal of listed assets: 988044 and 988063 offered for expression of interest in community with no reserve.

BACKGROUND

In accordance with the fleet asset retention and disposal schedule developed within Council's Strategic Asset Management Policy, the General Manager Technical Services and Project Coordinator Fleet Operations identify surplus vehicles and plant to be disposed of.

COMMENT

During ongoing audits two plant items from Minjilang were identified as being surplus to requirements.

Mitsubishi Flatbed Truck – Rego No: 900 044

This truck has been out of service for a number of years, is surplus to requirements and not viable to maintain. The vehicle will be offered for sale unreserved.



Isuzu Cab Chassis with Tank – Rego No: 988 063

This truck is extensively rusted and has been removed from the asset register since 2017. The vehicle will be offered for sale unreserved.



LEGISLATION AND POLICY

This asset disposal will be conducted in accordance with relevant provisions in the Local Government Act 2019.

FINANCIAL IMPLICATIONS

Income from the sale of surplus vehicles and plant will be utilised to support the purchase of replacement vehicles and plant in line with Council’s Strategic Asset Management Policy.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

Goal 4.2 Fleet, Plant and Equipment

Provide a modern and well-maintained fleet of plant and vehicles capable of meeting service delivery requirements.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	7.3
Title:	Amendment to Expenditure of WaRM Grant Funding
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

This report is to seek Council's approval on amending how the 2023/24 expenditure of the annually allocated Waste Resources Management funding pool (WaRM Grant)

RECOMMENDATION

THAT COUNCIL:

1. Received and noted the report titled *Amendment to Expenditure of WaRM Grant Funding*; and
2. Approved the expenditure of the following amounts from the WaRM Grant Funding of \$140,000:
 - \$85,000 contribution towards purchase of a new Wheel Loader for Maningrida;
 - \$25,000 for Recycling activities and infrastructure;
 - \$15,000 for Community Engagement Activities;
 - \$10,000 for Reduce, Reuse, Recycle Community Grant Program; and
 - \$ 5,000 to run a West Arnhem Waste Forum.

BACKGROUND

Every year Council Receives an allocation of funding from the office of Chief Minister and Cabinet for use in Waste and Resource Management. This year our funding has been allocated at \$140,000 which requires Councils resolution for expenditure. In February 2024 Council approved expenditure on the following:

- \$85,000 contribution towards purchase of a new Wheel Loader for Maningrida;
- \$40,000 for Community Engagement Activities;
- \$10,000 for Reduce, Reuse, Recycle Community Grant Program; and
- \$ 5,000 to run a West Arnhem Waste Forum.

COMMENT

The Waste and Resource Coordinator proposes that the following adjustment be made to how this money is spent:

1. A sum of \$85,000 allocated to the purchase of a wheel loader and accessories for Maningrida with the knowledge that an application of \$247,000 has been submitted to the Community Benefit fund to fund the remaining costs of this purchase;
2. A sum of \$25,000 to be used for recycling activities and infrastructure;
3. A sum of \$15,000 allocated to community engagement as outlined in attachment 8.4.1 2024 Waste and Sustainability Community Engagement Program;
4. A sum of \$10,000 allocated to create a Reduce, Reuse, Recycle Community Grant program as outlined in attachment 8.4.1 2024 Community Grants Program; and
5. A sum of \$5000 allocated to a West Arnhem Waste Forum to bring together all staff working in waste across the region to share ideas and devise a regional waste measurement system.

The above allocation was made considering the Council's operational and strategic needs including the West Arnhem Waste Strategy 2021-26 and the Reduce, Reuse, Recycle Strategy. The adjustment to allocate money towards Recycling activities and infrastructure will allow Jabiru Landfill to maintain its compliance with EPA License requirements.

LEGISLATION AND POLICY

Local Government Act 2019

West Arnhem Regional Council Waste Strategy 2021-2026

FINANCIAL IMPLICATIONS

Insert text here

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.

Goal 1.3 Communication

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

Goal 4.3 Waste and Water Management

Deliver environmentally and economically sound solid waste, water and sewerage services.

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	7.4
Title:	Remote Jobs & Economic Development Program
Author:	Andrew Walsh, Chief Executive Officer

SUMMARY

This report is to inform Council on the new Remote Jobs and Economic Development (RJED) program and seek nominations for jobs to be applied for by West Arnhem Regional Council (WARC).

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Remote Jobs & Economic Development Program*; and
2. Approve West Arnhem Regional Council applying for the following positions and support funding under the Remote Jobs and Economic Development program:
 - a. Animal Control Officers – Jabiru x 2
 - b. Funeral Cultural and Burial Liaison Officer – Maningrida x 2
 - c. Oval and Sports Field Caretaker – Maningrida, Gunbalanya, Jabiru x 2 (per location).
 - d. Aquatic Lifeguard – Maningrida, Jabiru x 2 (per location)
 - e. Data & Records Officer Trainee – Darwin x 1
 - f. Resource Officers (Waste Awareness) - All Locations

BACKGROUND

The Remote Jobs and Economic Development (RJED) Program consultation draft has been issued. The grant program detail is not finalised and is still in consultation stage. National Indigenous Australians Agency (NIAA) presented the most recent draft to West Arnhem Regional Council (WARC) employees as part of the continuing consultation process. Representatives have also meet with the elected members to discuss the details of the program.

At this stage of the program's development RJED will be available for WARC to apply for a grant to employ people in our regions (both West Arnhem and Darwin) who are current or eligible Community Development Program (CDP) participants. Participants can also include young people 15 to 24 years old and a person leaving prison.

There are two elements to RJED:

- Job Creation and Community Business Fund (Job Creation) for direct real job creation; and
- Community Jobs and Business Fund (CJBF) which will supply funding for minor capital, equipment and capacity building directly supporting Job Creation.

RJED will be available to the 60 CDP regions around Australia, with an anticipated budget of \$707 million over four years. In the first year, 2024/2025, there will be two rounds of grant applications received, the first was anticipated to be September 2024 and the second in early 2025.

The regions that will directly apply to WARC are:

- Arnhem Land and Groote Eylandt with an allocation of 65 jobs in Round 1 and 66 jobs in Round 2; and
- Top End and Tiwi with an allocation of 83 jobs in Round 1 and 84 jobs in Round 2.

There are a range of requirements to qualify. The most relevant to WARC are that local government qualifies and the positions and organisation must have community support for the jobs to be created.

To qualify as Job Creation, the positions must be:

- An entry level position that will build work skills, experience and confidence;
- Be casual, part time or full time positions
- Be designed through engagement with and support of the community.
- Positions cannot be a current vacant position or be able to be funded from another source.

Eligible expenditure

Job Creation eligible expenditure includes wages/salary, superannuation and leave entitlements.

Eligible CJBF expenditure (subject to change) may include:

- Up to \$100,000 for fixed assets and equipment
- Up to \$100,000 for equipment and tools, uniforms, lease of vehicles etc.
- A negotiable amount for mentoring and specific training for Job Creation positions and to cover the wages of supervisory staff up to 12 months.
- Up to \$50,000 for capacity building within the organisation, including Human Resources (HR), supervisor training, payroll system upgrades, etc; and
- Up to 15% to cover Job Creation employee on-costs and overheads, HR support, etc.

CJBF expenditure can not cover ongoing operational costs, administration to cover existing employees or other existing expenditure.

Once the final grant guidelines are released and applications are open, WARC can confirm how the grant aligns with WARC's goals and apply accordingly. Applications will be assessed by NIAA against the guidelines and may be granted in full, partially granted or denied.

Within WARC, suggested community positions include:

- Animal Control Officers – Jabiru x 2
- Funeral Cultural and Burial Liaison Officer – Maningrida x 2
- Oval and Sports Field Caretaker – Maningrida, Gunbalanya, Jabiru x 2 (per location).
- Aquatic Lifeguard – Maningrida, Jabiru x 2 (per location)
- Data & Records Officer Trainee – Darwin x 1
- Resource Officers (Waste Awareness) - All Locations

Another idea is to set up Community WARC Taster positions where RJED based employees can spend 6 months working part time across all areas of the WARC Council Services in their community so they can understand what each job involves and how it meets up with their own interests and skills.

This can then lead to a full-time position with Council (or another employer) in a mainstream position.

There is substantial work involved in applying for this grant and then setting up requirements for all or some of the positions noted above. Access to capacity building funds will be important so a short term position can be created to set up the HR requirements of these positions.

A mentor in each community who will work with the RJED positions, assisting especially those who are new to the work force to adapt to a work environment, is also seen as essential to the success of RJED within WARC.

COMMENT

The RJED program is still being developed, with the final grant guidelines expected before the end of 2024. This will be an important resource for WARC to develop real and meaningful jobs in our communities for West Arnhem residents. Once proposed positions are approved by Council, the administration will commence the grant application process.

LEGISLATION AND POLICY

FINANCIAL IMPLICATIONS

TBC

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.

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.

Goal 2.1 Indigenous Employment Framework

Create Council Indigenous employment framework including tailored pathways to employment.

PILLAR 3 SAFETY AND WELLBEING

As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.

Goal 3.1 Cultural Safety

Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan.

Goal 3.3 Training and Development

Deliver training and development which is effective and culturally appropriate, engaging and increases future employment opportunities and pathways.

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. niaa-factsheet- RJE D-program [7.4.1 - 2 pages]
2. RJED Job Type Factsheet - May 2024 [7.4.2 - 1 page]
3. rjed-comparison with previous remote employment programs [7.4.3 - 1 page]
4. rjed-consultation-discussion-paper-7-5-2024 [7.4.4 - 20 pages]
5. RJED GoGs factsheet 10 7 2024 1 [7.4.5 - 3 pages]
6. RJED GoGs for consultation 10 7 2024 2 [7.4.6 - 46 pages]
7. rjed-journey-map-7-5-2024 [7.4.7 - 1 page]



Australian Government
National Indigenous
Australians Agency



NIAA

Working with Aboriginal and Torres Strait Islander peoples

Remote Jobs and Economic Development Program

The Remote Jobs and Economic Development Program (RJED) is coming for people living in remote areas of Australia. It will start in the second half of 2024 and create 3000 jobs over three years.

The Remote Jobs and Economic Development Program (RJED) will:

- create local, paid jobs with good conditions
- let communities decide what jobs are created
- be developed in partnership with First Nations peoples.

How will the RJED program work?

Communities will identify the jobs they want and need. The Government will pay for these jobs to be created so community organisations and local government can hire local people.

There will also be a fund for businesses to apply for money for equipment and capital. This will help create jobs by giving money to projects the community wants and needs.

Because each community is different, the RJED program may be different in each place.

Some communities already know what jobs they need straight away, while others will need more time.

People will still have support from the Community Development Program (CDP) if they need it.

How will the RJED program be designed?

We are designing the RJED program by talking to the people who it will impact.

This includes people living in remote communities, community organisations, CDP providers and participants and peak bodies.

In 2023, we heard from more than 2250 people and visited more than 100 CDP remote communities about what a new program should look like.

They said a new program should:

- be planned and led by communities



- recognise roles carried out in communities
- take a new approach for youth
- support local jobs and people
- be flexible
- invest in local priorities
- assist people who can't work right now

We are also learning from [three different trials](#) that are currently taking place.

We will continue talking to people as we implement the RJED program about what is working and what isn't working.

Is this like the old Community Development Employment Projects?

The RJED program will be different to the Community Development Employment Projects (CDEP). Past programs like the CDEP did have some benefits but there were also things that were unfair.

Under CDEP, people did not get fair workplace conditions such as:

- a paid job
- good wages
- decent conditions
- superannuation
- leave.

Plus, community organisations had to do complicated paper work.

The new RJED program will include leave and superannuation. It will also be simpler for community organisations to get involved and to manage.

For more information

- Visit niaa.gov.au/remote-jobs
- Email us at remote.jobs@niaa.gov.au
- [Subscribe for updates on the RJED program](#)
- Contact your [local NIAA regional office](#) on 1800 079 098





Australian Government

Local jobs for local people

What types of jobs would be useful in your community?

Depending on your community's circumstances and the design of the new **Remote Jobs and Economic Development program**, some of these jobs might fit. Or you might have other ideas.



National Indigenous Australians Agency

Strong in culture

- Interpreter
- Tour guide
- Artist
- Mentor
- Mediator
- Teaching culture
- Teaching language
- Cultural advisor



Caring for Country

- Land manager
- Feral pest control
- Animal welfare
- Sacred site manager
- Gardener/Tidy town
- Cattle station worker
- Cool fire management
- Cultural heritage adviser



Caring for people

- Aged care
- Support worker
- Disability care
- Night patrol
- Youth worker
- Holistic wellbeing
- Safe house worker
- Drug and Alcohol worker
- Caring for children



Building community

- Machine operator
- Site manager
- Trade assistant
- Public area maintenance



Servicing community

- Kitchen hand
- Cleaning
- Event organiser
- Sport coach
- Bus driver
- Customer service
- Funeral support services
- Working in a shop
- Cemetery maintenance



Small business enterprise

- Selling local art
- Fishing
- Natural medicine
- Hairdressing
- Hospitality
- Farming





Australian Government

Local jobs for local people

What's different about the Remote Jobs and Economic Development Program?

It will support people in remote communities to move into employment by funding meaningful jobs that communities want.



National Indigenous Australians Agency

FOR CONSULTATION ONLY

	Remote Jobs and Economic Development program (RJED) 2024	Community Development Program (CDP) 2015 - current	1000 Jobs Package 2019 - 2023	Remote Jobs and Communities Program (RJCP) 2013 - 2015	Community Development Employment Projects (CDEP) 1977 - 2013
Developed by community	✓	✗	✗	✓	✓
Proper wages	✓	N/A	✓	N/A	Wages paid until 2009, then transition to income support
Superannuation	✓	N/A	✓	N/A	✗
Sick leave	✓*	N/A	✓	N/A	✗
Paid holiday leave	✓*	N/A	✓	N/A	✗
Health and Safety requirements	✓	✓	✓	✓	✓
Purchase of capital and equipment	✓ Community Jobs and Business Fund**	✗	✗	✓	✓
Mutual obligations	Not relevant***	✓	Not relevant***	✓	✓ 2009 - 2013

*Does not apply to casual employees.

**The purchase of capital and equipment is subject to consultations and final design. It will be assessed on a case-by-case basis.

***The participation in RJED and 1000 Jobs will be voluntary.



Australian Government
National Indigenous
Australians Agency



NIAA

Remote Jobs and Economic Development Program

Discussion paper

May 2024

Working with Aboriginal and Torres Strait Islander peoples



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Acknowledgment of Country

The National Indigenous Australians Agency (NIAA) acknowledges the Traditional Owners and Custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to people, cultures and Elders past and present

Working together for a future of equality
An artwork by Jordana Angus for the Australian Government.



Foreword from the Minister for Indigenous Australians, the Hon Linda Burney MP



The Albanese Labor Government is transforming the old Community Development Program (CDP) and replacing it in two stages. The first stage, announced in February 2024, is the new Remote Jobs and Economic Development program (Remote Jobs).

The Remote Jobs program will provide communities with the jobs you want and need, creating 3,000 jobs over 3 years to boost economic opportunities. These jobs will be real jobs, with proper wages and decent conditions, starting in the second half of 2024.

The second stage, expected to start in the second half of 2025, will look to support people to prepare for and find employment – to help people get ready for local job opportunities.

The purpose of this consultation paper is to provide you with an opportunity to inform the design and implementation of the first stage, the Remote Jobs program.

I will work in partnership with First Nations peoples to design the new program.

I know that when we listen to First Nations communities about the design and implementation of policies they are far more likely to make a lasting positive difference, and importantly help close the gap.

I strongly encourage you to look at the key issues in this paper and provide your views.

I look forward to hearing your views on this once in a generation reform.

The Hon Linda Burney MP



Purpose of the discussion paper

The purpose of this discussion paper is to seek views from interested stakeholders on the design and implementation of the RJED program. To ensure the new program meets community needs it must be developed in partnership with remote communities.

This is phase two of the consultation process and will help finalise recommendations to Government on program design prior to the launch of the program in the second half of 2024. The third stage of consultations will be to design a new employment service program to support the RJED program.

Phase one consultations were held between February to June 2023. The NIAA consulted with over 100 CDP communities and heard from over 2,250 people about what should be included in a new jobs program in CDP communities. We also received more than 210 anonymous survey responses and 50 'Have Your Say' web-forms. We heard from stakeholders that a new program should:

- Be planned and led by community.
- Support more local jobs for local people.
- Include something fair and meaningful for the community or for your job prospects in return for income support.
- Recognise the roles done in community including a new approach for youth.
- Have support for people who cannot work right now.
- Be flexible to invest in local priorities.

You can read the consultation report by visiting niaa.gov.au/remote-jobs.

The NIAA are also [testing new approaches to remote employment](#) to inform the design of the new program.

This discussion paper is about designing the RJED program. Consultation on the new employment services program will be later in the year.

Submissions are open until 30 June 2024.



Background

The Australian Government is committed to improving job opportunities for remote communities. What we know is that the current [Community Development Program](#) (CDP) is not working for everyone.

The CDP is a remote employment and community development service. CDP aims to support job seekers in remote Australia to build skills, address barriers to employment and contribute to their communities through activities and training. CDP supports Indigenous and non-Indigenous job seekers in remote communities and is administered by the NIAA.

The first step to replace the CDP is to design a new program that provides real jobs, proper wages and decent conditions.

On 31 August 2022, the Hon Linda Burney MP, Minister for Indigenous Australians, hosted a Remote Employment Roundtable. The Roundtable formally began consultation on the Government's commitment to replace the CDP. The Roundtable was one of a number being held by Ministers in the lead-up to the Government's Jobs and Skills Summit on 1–2 September 2022.

The objectives of the Roundtable were to harness expertise and insights on employment challenges and labour markets in remote Australia, particularly those experienced by First Nations peoples. The Roundtable involved representatives from peak bodies, relevant alliances and unions, community and business leaders as well as a number of local councils.

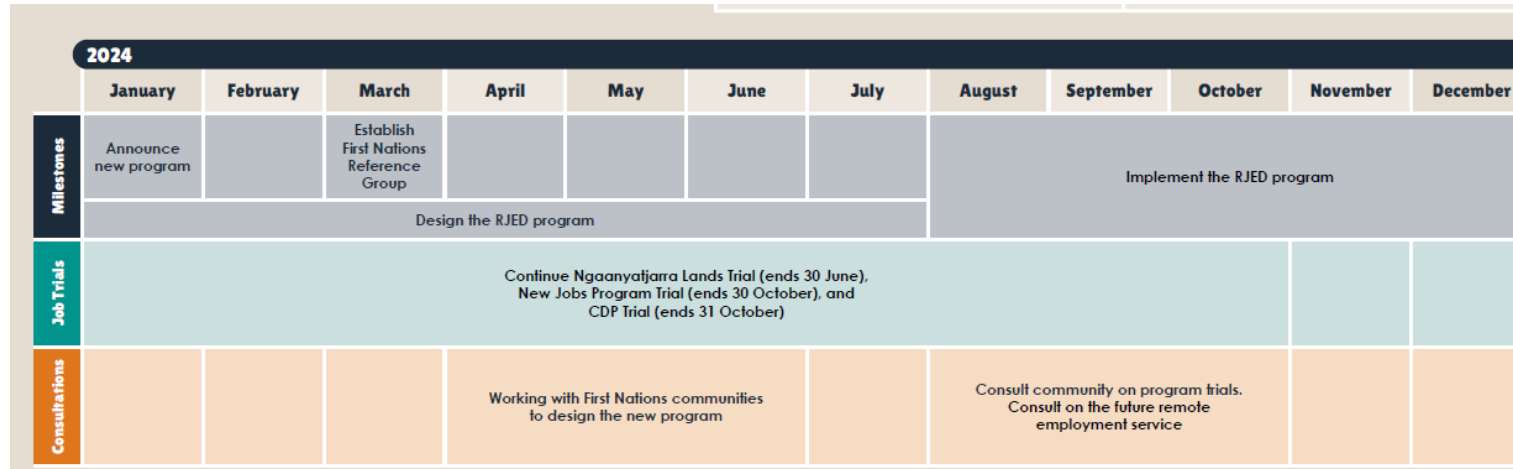
The 2022-23 Budget provided funding to trial remote jobs programs to empower First Nations peoples to choose their own destiny. The trials are used to test practical solutions and consult on the best way to build a new program that supports remote communities. There are four [job trials](#) underway: the 1000 jobs package, CDP Trials, the New Jobs Program Trial and the Ngaanyatjarra Lands Trial.

On 13 February 2024, the Prime Minister announced the RJED program as a part of the Commonwealth's [Closing the Gap Implementation Plan 2024](#). The Government is investing \$707 million to deliver the RJED program in the second half of 2024. The RJED program will continue to be developed in partnership with First Nations peoples. For more information, read [Prime Minister Albanese's announcement](#) and [Minister Burney's announcement](#).

The NIAA is now undertaking a second phase of consultations using what we heard in the first phase to test design options for the RJED program.



Timeline for the Remote Jobs and Economic Development Program



Why are we seeking feedback?

We want to hear from you about how the NIAA can work with communities to identify the programs and services they want and the jobs that can be created. The Government has made some decisions on what the RJED program will do from what we heard during our first phase of consultations. This is your second opportunity to provide feedback on what you need from the program to create opportunities in your community.

It is important to remember that the RJED program is providing funding to organisations to create jobs. This is different to the Community Development Program, which provide employment services only.

We are seeking feedback on how the program can be designed to take into account local conditions so it works for all remote communities.

The challenge for the RJED program is creating jobs where little or no job market exists. This requires funding for local organisations to become employers of choice in their communities and support for people looking for work to move into these jobs.



What we will do with your feedback?

Feedback on the design of the new program will be collected via stakeholder engagement, community consultation, written submissions, survey responses as well as other sources and will be recorded in the NIAA Client Relationship Management system. The feedback will be analysed and synthesised using Qualitative Data Analysis Software and will be reported on publically.

The Remote Jobs and Economic Development Program

The RJED program aims to:

- Fund the creation of new jobs in remote communities with priorities set by local communities.
- Support employees of new jobs to gain relevant work experience and skills for future employment.
- Support community organisations to deliver programs, services and opportunities communities want and need.
- Fund small scale capital, equipment and capacity building that is directly connected to the jobs created through the program.
- Contribute to Closing the Gap:
 - Target 7: By 2031, increase the proportion of Aboriginal and Torres Strait Islander youth (15-24 years) who are in employment, education or training to 67 percent.
 - Target 8: By 2031, increase the proportion of Aboriginal and Torres Strait Islander peoples aged 25-26 who are employed to 62 per cent.
 - Priority Reform 1 Outcome: Aboriginal and Torres Strait Islander people are empowered to share decision-making authority with governments to accelerate policy and place-based progress on Closing the Gap through formal partnership arrangements.
 - Priority Reform 2 Outcome: Building the community-controlled sector: There is a strong and sustainable Aboriginal and Torres Strait Islander community-controlled sector delivering high quality services to meet the needs of Aboriginal and Torres Strait Islander peoples across the country.



- Priority Reform 3 Outcome: Improving mainstream institutions: Governments, their organisations and their institutions are accountable for Closing the Gap and are culturally safe and responsive to the needs of Aboriginal and Torres Strait Islander people, including through the services they fund.
- Priority Reform 4 Outcome: Aboriginal and Torres Strait Islander people have access to, and the capability to use, locally-relevant data and information to set and monitor the implementation of efforts to close the gap, their priorities and drive their own development.

The RJED program will initially run over 3 years from 2024-25 to 2026-27 through a grant process. The RJED program will provide funding to organisations to create new jobs in communities that are located within the current CDP regions. The program will fund proper wages and conditions, including superannuation and on costs for 3,000 jobs that communities want over three years.

The RJED program will support remote communities to determine local projects and economic priorities to increase job opportunities in their areas. There will also be a focus on youth to improve their employment opportunities. Eligible community organisations will be funded to create new jobs to employ local people at least at the minimum wage or applicable entry level award wage plus conditions. Jobs are likely to be part-time in most cases, reflecting community feedback for flexibility. The RJED program will support part-time jobs.

Organisations in the current CDP regions that can apply for funding will work together with local communities to decide the jobs that will be created and the training, equipment or capital needed to deliver these jobs.

A critical component of the RJED program will be a requirement for organisations that apply for funding to show how communities have been involved in deciding the priorities for their community, and how this relates to the jobs that are created.

Who can apply for RJED funding?

To apply for funding under RJED, organisations must be in a CDP region, have the support of community to apply for the grant and be a community organisation, local government or a joint (consortia) application, where the lead organisation is a community organisation or local government.

Proposed eligible entity types could include:

- An Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).
- A community organisation or local government or a joint (consortia) application, where the lead organisation is a community organisation.
- A company incorporated in Australia under the *Corporations Act 2001*.
- An incorporated association.



- An incorporated cooperative.
- An organisation established through a specific piece of Commonwealth or state/territory legislation (e.g. churches and universities).
- An incorporated trustee on behalf of a trust.
- A partnership.
- A joint (consortia) application with a lead organisation that satisfies the entity type.

Who will fill the jobs created by the RJED program?

Successful RJED grant applicants will need to work with a CDP provider to find the right people to be employed in the new jobs.

Once people have gained experience, there may be further opportunities to connect them with jobs in the public or private sectors. It's important to note that the RJED program is aimed at supporting people into jobs and lifting their skills and experience so they can move into a long term, permanent job.

When a person starts in a new job through the RJED program they will become employees. The RJED program will provide funding for additional support provided through their employer (the local organisation) including training and mentoring.

What types of jobs will the RJED program support?

Design principles have been established for jobs that will be funded through the RJED program and they include that the job is:

- not a currently funded position (a “new” job)
- supported and designed through engagement with the local community
- an entry-level job designed to build work skills, experience and confidence of employees, and
- casual, part-time or full-time with the number of hours worked per fortnight to be negotiated between participants and their employer to reflect local and individual circumstances.



Examples of jobs that may be supported by the RJED program

Strong in culture	Caring for Country	Caring for people	Building community	Servicing community	Small business enterprise
Interpreter	Land manager	Aged care	Machine operator	Kitchen hand	Selling local art
Tour guide	Feral pest control	Support worker	Site manager	Cleaning	Fishing
Artist	Animal welfare	Disability care	Trade assistant	Event organiser	Farming
Mentor	Sacred site manager	Night patrol	Public area maintenance	Sports coach	Natural medicine
Mediator	Gardener, lawn, moving/tidy town	Youth worker		Bus driver	Hairdressing
Teaching culture	Cattle station worker	Holistic wellbeing		Customer service	Hospitality
Teaching language	Cool fire management	Safe house worker		Funeral support services	
Cultural adviser	Cultural heritage adviser	Drug and Alcohol worker		Administration	
		Childcare		Working in a shop	
		Before and after school care		Cemetery maintenance	



What could the RJED program fund?

Organisations will be able to apply through the RJED program for funding for:

- Wages/Salaries - Relevant award for entry level positions or National Minimum Wage rate (where there is no relevant award).
- Superannuation (if applicable).
- Leave loading (if applicable).
- On costs – which could include (and may not be limited to).
 - workers compensation/ insurance
 - human resources support
 - training, or travel costs.
- Community Jobs and Business Fund - for one-off business costs directly related to creating jobs.

Economic Development

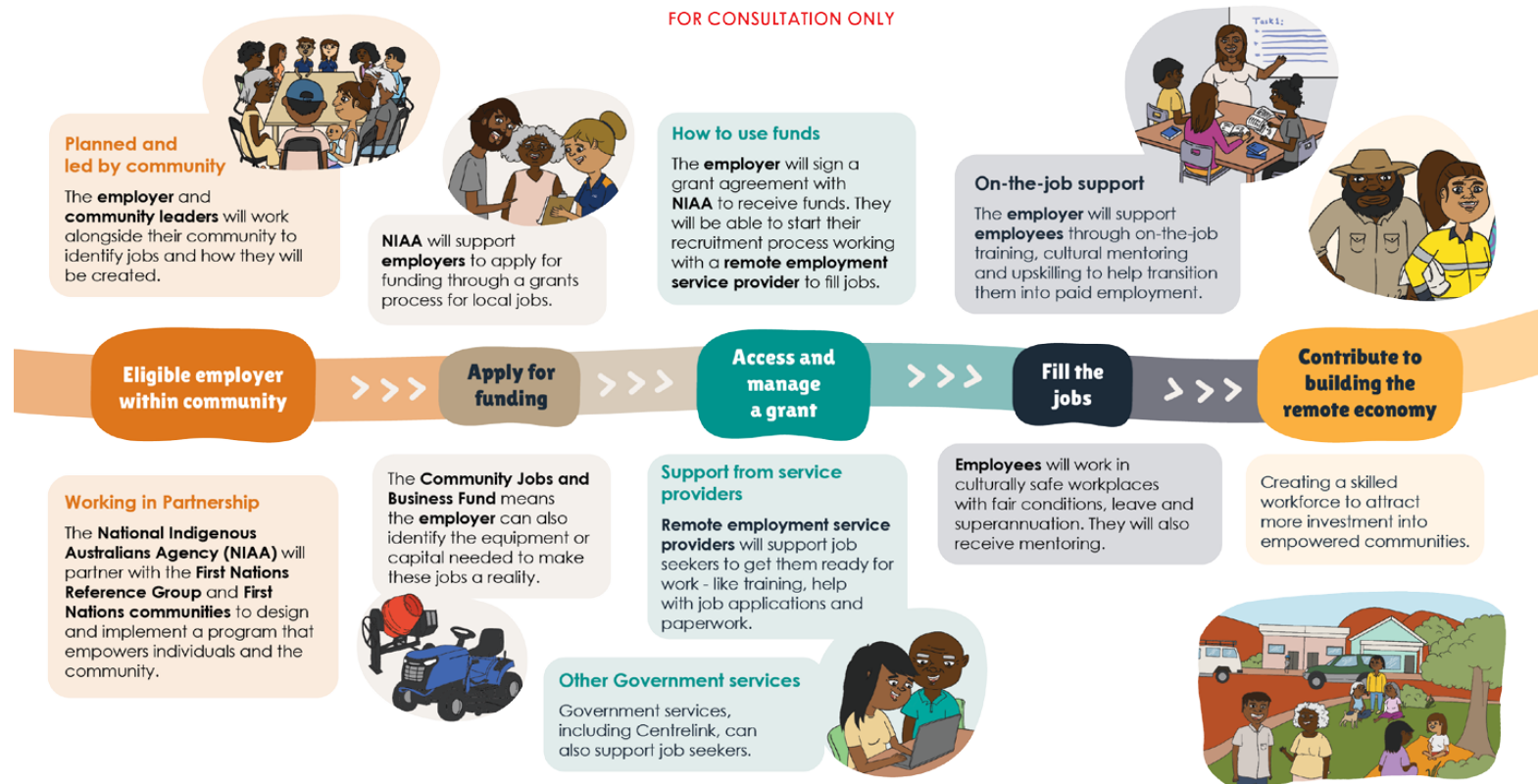
The economic development aspect of the new program aims to increase economic opportunities in remote communities and generate long term permanent jobs. For example, by localising jobs under fly in fly out programs and service delivery and by generating jobs in the care sector and infrastructure and resource sectors.

We understand each community is different and that is why the new program will support different employment opportunities in every place.

Please note: As not everyone will be ready to go into a job or may require other support services, a remote employment service will still be needed to provide pre-employment support. The CDP will continue to support people looking for work, and/or who become job ready until June 2025, and will then be replaced with a new remote employment service. The NIAA will also continue to work with other parts of Government to help ensure people are getting the right support they need.



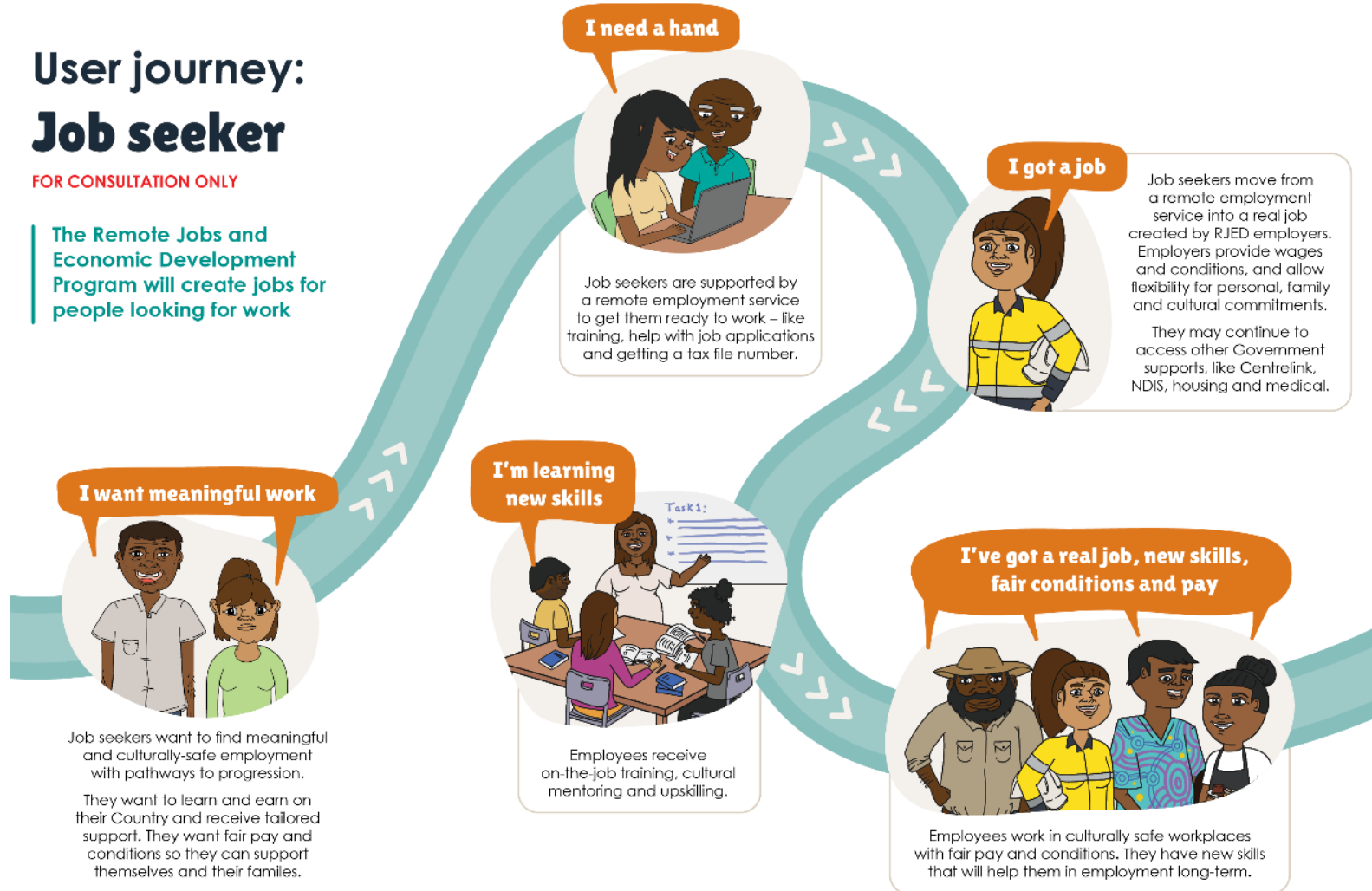
Journey Map: Remote Jobs and Economic Development program



User journey: Job seeker

FOR CONSULTATION ONLY

The Remote Jobs and Economic Development Program will create jobs for people looking for work



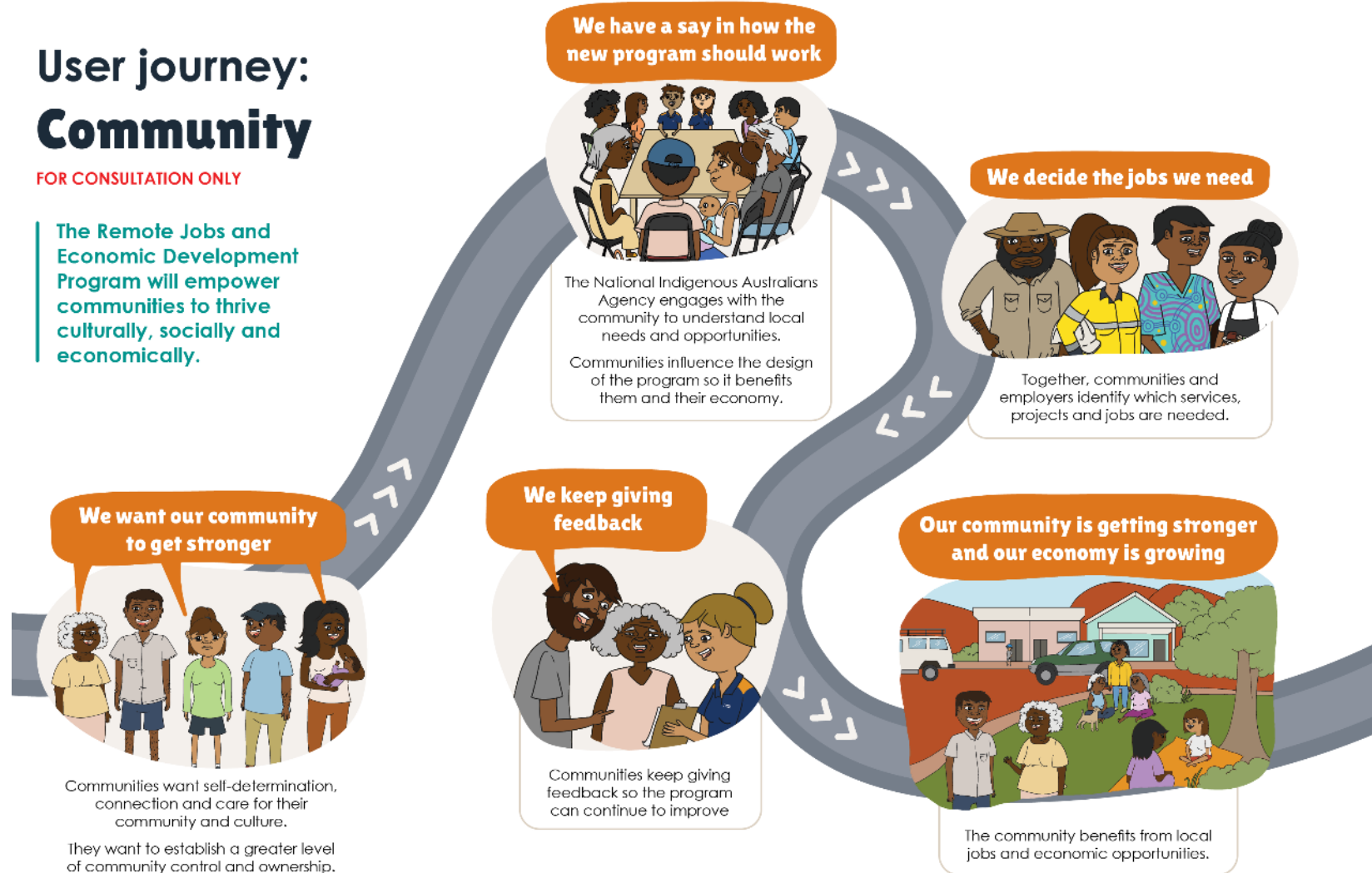
www.war.gov.au/remote-jobs-and-economic-development-program



User journey: Community

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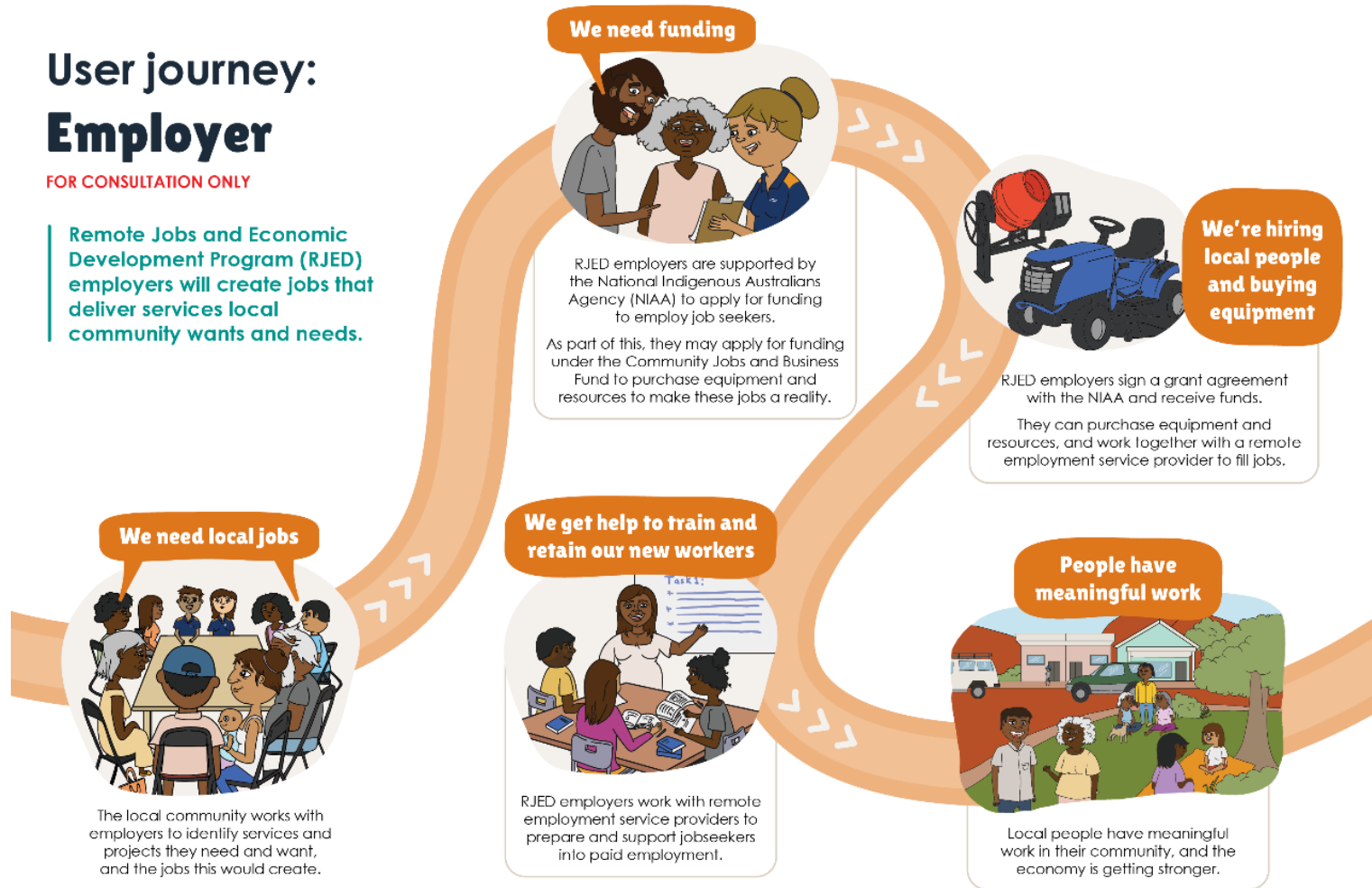
The Remote Jobs and Economic Development Program will empower communities to thrive culturally, socially and economically.



User journey: Employer

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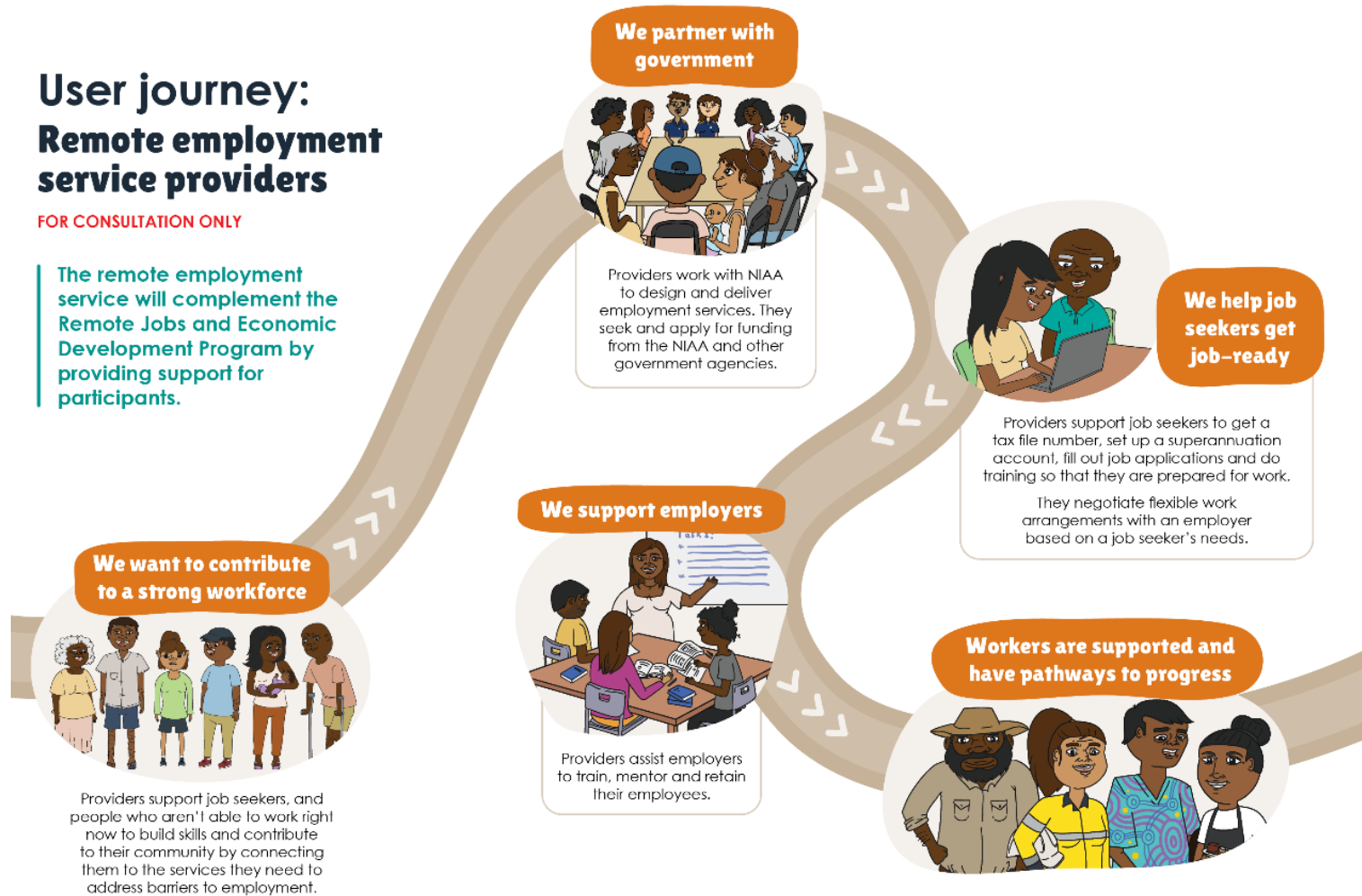
Remote Jobs and Economic Development Program (RJED) employers will create jobs that deliver services local community wants and needs.



User journey: Remote employment service providers

FOR CONSULTATION ONLY

The remote employment service will complement the Remote Jobs and Economic Development Program by providing support for participants.



Discussion questions

Understanding the RJED program – refer to diagram above

What parts of the program do you think will work well or not work well in remote communities?

What would you change about the program?

Job seekers

Who could you talk to in your community if you wanted to create a job you are interested in?

What support could be offered to youth, women and other vulnerable groups to succeed in the program?

What support would you want if you took up a job opportunity created through RJED?

Community

What can be done to maximise community effective led decision making?

Are there benefits other than money that could encourage job seekers and remote communities? For example, meals, clothing, vouchers.

What support do communities need to make sure they get the jobs they need? For example, writing community plans, facilitating meetings.

How could employers demonstrate that the jobs created are the ones communities want?

What can the program include to make sure it is flexible for the unique needs of different communities?

What are good examples of funding or services that are working on the ground?



Community organisations (employers)

Who should be eligible to apply for the program?

What jobs could you create in your local community under this program?

What are the challenges in remote communities to fill jobs?

What do communities need to grow and build a small business?

What support do organisations need to successfully apply for the new program?

How can NIAA work with communities to support sustainability of jobs?

Is there anything else you would like to add?

Remote Employment Service Providers

How can a remote employment service support participants to take up a RJED job opportunities?

How can RJED employer's best work with remote employment service providers?



Next Steps

Provide your feedback

Visit niaa.gov.au/rjed-consultations to provide a submission or complete the accompanying survey. Responses can also be emailed to remote.jobs@niaa.gov.au. You can also find out about upcoming consultations opportunities and subscribe to receive updates on the RJED program.

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Australian Government
National Indigenous
Australians Agency



NIAA

Working with Aboriginal and Torres Strait Islander peoples

Grant Opportunity Guidelines now out for consultation

Remote Jobs and Economic Development program

To help design the new [Remote Jobs and Economic Development \(RJED\) program](#), the Australian Government is seeking feedback on how the program should work.

A common way to provide funding for a program is through a grant. All grant opportunities need to have Grant Opportunity Guidelines (GOGs) developed. GOGs are the documents which provide potential applicants with all the information required to understand the purpose of a grant opportunity and how to make an application.

We want your feedback on the draft RJED program GOGs which have now been released for public consultation. This is the next step in working in partnership to design the program.

Feedback from the [First Nations Reference Group](#), community consultations, and findings from existing evidence on remote employment have informed elements of the draft GOGs. Tell us where you think the draft GOGs may limit opportunities or wouldn't meet the needs of community.

The design of the RJED program and GOGs is not yet final. The feedback we receive from you, together with what we've already heard, will feed into designing a successful program that helps income support recipients in remote Australia move into paid employment.

This will be done by funding organisations to create new jobs that pay wages and entitlements, and deliver programs and services that are a priority for local communities. These jobs will provide employees with relevant work experience and skills to create a sustainable local workforce.

Let us know what you think

We want to hear from potential eligible employers and communities that may want to apply for RJED program funding to create jobs for people living in remote Australia.

Your feedback will be critical to the success of this program.

We'd like your feedback on these specific elements of the GOGs:

- Section 3: Grants amount and grant period, including indicative regional allocations
- Section 4: Eligibility criteria (excluding 4.4 Incorporation requirements, a mandatory condition for all Indigenous Advancement Strategy (IAS) grants agreements)
- Section 5: Eligible grant activities
- Section 6: The assessment criteria

- Section 7: How to apply
- Section 8: The grant selection process (excluding 8.2 Indigenous Preferencing Policy, as applying this policy is mandatory for all IAS grants agreements)
- Section 10: Successful grant applications
- Section 12: How we monitor your grant activity
- Section 15: Glossary

As part of this process, we want to understand what barriers there may be for employers to apply for a grant. We are especially keen to know:

- How do we ensure local community organisations are able to access this grant opportunity to create local jobs to meet community needs?
- How can community advice be considered in the assessment process? Are there existing models that work?
- How can we ensure successful grant applicants are only employing eligible Community Development Program (CDP) participants?
- How can we fairly allocate the funding across all current CDP regions?
- What would be helpful for applicants as part of the grants application process?
- How can smaller organisations be supported to apply?
- What can we do to streamline an assessment process?

Please provide your feedback by sending an email to remote.jobs@niaa.gov.au before 31 July 2024.

How will the grants process work?

It is expected there will be multiple grant rounds throughout the three year period for potential employers to apply for funding to create a job. The first round is expected to open in September 2024 on [GrantConnect](#).

The draft GOGs propose that the RJED program will be an open competitive process. This means that the NIAA will assess applications against the eligibility criteria, it will then compare eligible applications against other applications from the same region.

The NIAA will advise the decision maker on each application's ranking and merits.

What is the proposed eligibility criteria?

The draft GOGs propose that eligible applicants are employers who can:

- demonstrate that the job can be created
- employ a Community Development Program (CDP) participant who resides in a CDP region
- demonstrate community support for the grant activity where it will be delivered
- demonstrate they can cover any costs associated with creating the new job that is outside of the RJED program.

Applicants must also have an Australian Business Number (ABN), be registered for the purposes of GST, have an account with an Australian financial institution and be an eligible entity, as proposed in the draft GOGs (Section 4).

Has the program design already been decided?

The design of the RJED program incorporates feedback from community and stakeholder consultations, and input from the FNRG. Community consultations, which began in April 2024, have asked key questions around the proposed eligibility criteria and questions related to the GOGs through the [discussion paper](#), including who should be eligible and what jobs the program should fund.

The FNRG have provided feedback that a competitive grant process for the RJED program could enable more equitable outcomes for all regions. This is because open competitive processes enable the Government to test the market and provide a greater opportunity to choose the best applicants, which increases the chance of delivering better outcomes for job seekers. You can [read a summary](#) of the options and issues FNRG considered in the program design to inform the draft GOGs.

Next steps

We will publish a report summarising what we heard from community consultations on our website later this year.

The public feedback we are currently seeking on the draft GOGs will help us finalise their design in partnership before the first grant round is expected to open in September 2024.

Further information will be made available on the RJED program and grants process.

More information

For questions on the Grant Opportunity Guidelines for the RJED program or to provide feedback, email remote.jobs@niaa.gov.au

For more information on RJED program consultations, please visit niaa.gov.au/rjed-consultations

You can also speak to an NIAA office in your local area, find the nearest office to you at niaa.gov.au/about-niaa/contact-us/regional-offices-around-australia



Australian Government

National Indigenous Australians Agency

Consultation draft only: Subject to change

Indigenous Advancement Strategy (IAS)

Remote Jobs and Economic Development Program (RJED) Grant Opportunity Guidelines

Opening date:	TBC
Closing date and time:	TBC Note: The National Indigenous Australians Agency (NIAA) may amend the closing date and time at its own discretion by issuing a notice through the GrantConnect website.
Commonwealth policy entity:	NIAA
Administering entity	NIAA
Enquiries:	Applicant help desk
Date guidelines released:	TBC
Type of grant opportunity:	Open competitive

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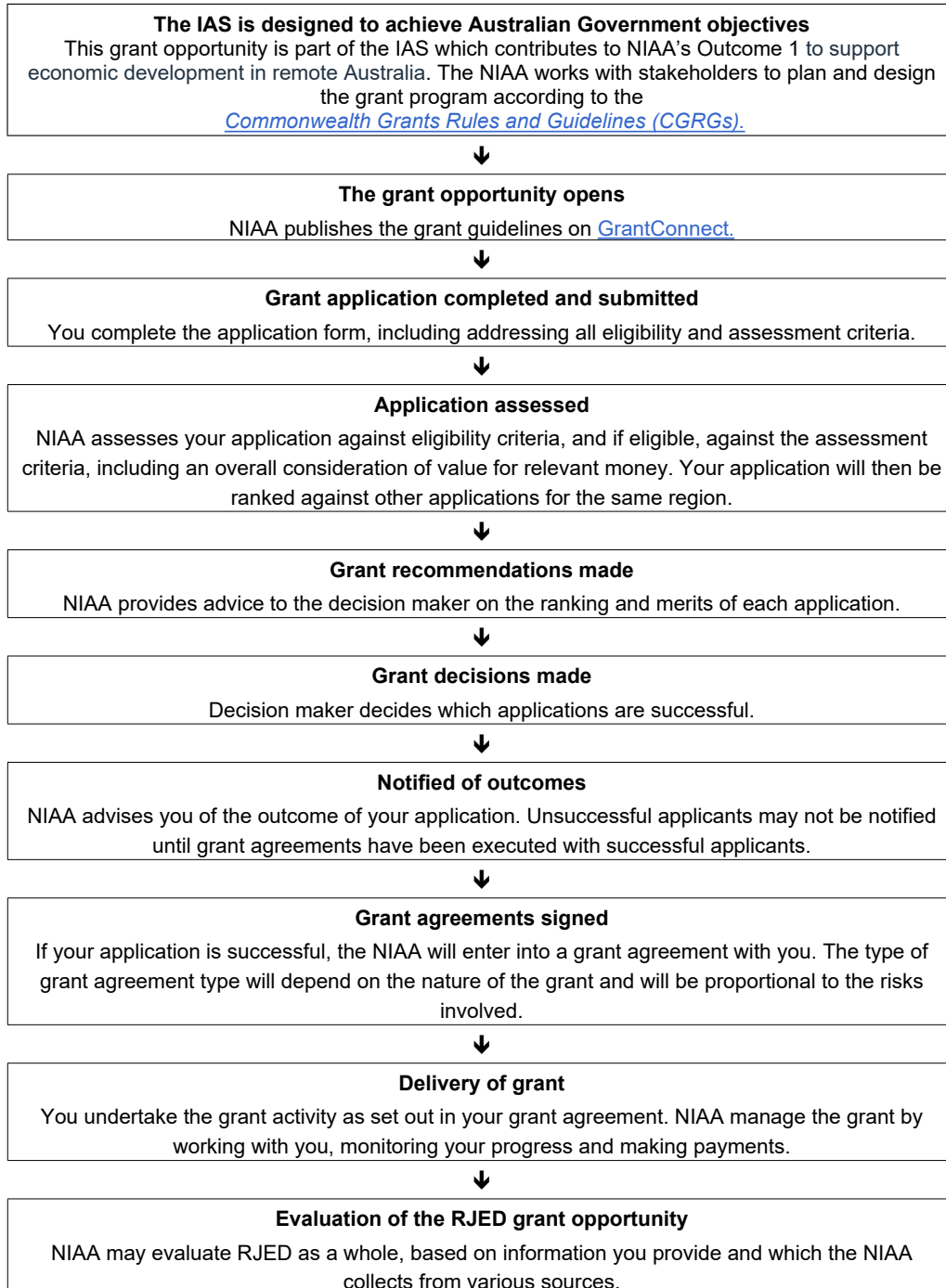
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IAS: Remote Jobs and Economic Development Program processes



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1.1 Introduction

These guidelines contain information for the Remote Jobs and Economic Development Program (RJED) grants.

You must read these guidelines before filling out an application. This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated and
- responsibilities and expectations in relation to the opportunity.

Any alterations and addenda¹ to these guidelines will be published on [GrantConnect](#).

2. About the RJED grant program

This opportunity is available under Program 1.1 - Jobs, Land and Economy of the Indigenous Advancement Strategy (IAS). The objectives and outcomes of this Program are available at [Appendix A](#). The IAS provides grant funding for activities that address areas of need for First Nations people that aligns with targets agreed under the National Agreement on Closing the Gap (CtG). For more information about CtG, see the [NIAA website](#).

The Agency administers the IAS according to the Commonwealth Grants Rules and Guidelines ([CGRGs](#)).

The Remote Jobs and Economic Development Program (RJED, 'the Program') is a \$707 million investment announced by the Government in February 2024. RJED is comprised of 2 elements; Job Creation and the Community Business Fund. Under the Job Creation element, RJED will initially fund 3,000 jobs to provide people in remote communities with real jobs, proper wages and decent conditions. The Community Jobs and Business Fund (CJBF) element provides funding for minor capital, equipment and capacity building directly supporting the new jobs.

RJED is part of the Government's phased approach towards replacing the Community Development Program (CDP). It will support remote communities across [all current 60 CDP](#) regions to determine local job priorities and related projects to increase economic opportunities in these areas.

Grant funding is available to eligible organisations in eligible locations who work with communities to identify jobs that align with local priorities.

RJED will be delivered in 2024-25 through 2 grant rounds and support up to 930 jobs over 3 years. RJED – Grant Round One will commence in September 2024. RJED – Grant Round Two will commence in early 2025. Further grant rounds will be considered for 2025-26 and 2026-27, informed by the outcomes of Rounds One and Two.

The design of RJED has incorporated learnings and evidence from the New Jobs Program Trial, CDP Trials and other relevant employment based programs delivered by NIAA. Feedback provided

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

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through stakeholder and community consultation undertaken in 2023 and 2024 has and will continue to inform this grant opportunity and delivery of RJED.

Ongoing consultation will be conducted with remote communities and stakeholders on RJED with opportunities to revise and improve the program through future grant rounds.

This RJED grant opportunity contributes to the following [Closing the Gap targets and Priority Reforms](#):

- Target 7 – By 2031, increase the proportion of Aboriginal and Torres Strait Islander youth (15-24 years) who are in employment, education or training to 67 per cent.
- Target 8 – By 2031, increase the proportion of Aboriginal and Torres Strait Islander people aged 25-64 who are employed to 62 per cent. A priority area will be the NT, where a high proportion of Indigenous people live in remote communities and are unemployed.
- Priority Reform One – Formal Partnerships and Shared Decision-making
- Priority Reform Two – Building the Community Controlled Sector
- Priority Reform Three – Transforming Government Organisations
- Priority Reform Four – Shared Access to Data and Information at a Regional Level

This grant opportunity will contribute to these targets through the following objectives, which align with the IAS 1.1 program, to:

- fund the creation of 3,000 new jobs over 3 years in remote communities that are prioritised by local communities, with a pathway to sustainable employment
- support employees in new jobs to gain relevant work experience and skills for future employment
- support eligible organisations to deliver programs, services and opportunities communities want and need and
- Properly resource organisations with funding for minor capital, equipment and capacity building to complement jobs created through the program

The purpose of the RJED program and intended outcomes of the grant opportunity are:

- improving employment outcomes for participants and remote communities through the creation of culturally appropriate and meaningful work
- increasing the number of jobs available and flow-on effects of direct jobs in community and local business sectors, including building local economies and delivering more services in remote communities
- increasing opportunities for local businesses and organisations to train and recruit locals,
- increasing the number of people employed with connection to country and community
- increasing socio-economic and wellbeing outcomes, including increased community self-determination, through economic empowerment.

2.1 NIAA regional presence and National Office

The Agency has a regional presence (the NIAA Regional Offices) across Australia. We have offices in capital cities, and regional and remote locations. Staff from these offices routinely visit over 400 communities. We also have an Agency officer in residence in nearly 50 Indigenous communities.

Agency staff in NIAA Regional Offices can provide information about the IAS, including whether a proposal is or is not consistent with regional priorities. A list of NIAA Regional Offices and contact details is available [here](#).

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The NIAA Regional Offices work in partnership with Indigenous Australians, their communities and other stakeholders to develop solutions tailored to address local need. Solutions may involve the implementation of several complementary activities working together to address a particular issue or challenge.

The NIAA Regional Offices have strong relationships with other Australian Government agencies and departments; state; territory and local government, as well as non-government and industry partners. Staff within each region work with these groups to ensure applications complement existing services and leverage local opportunities.

The NIAA National Office, based in Canberra, provides national oversight, policy advice and program management and support to the NIAA Regional Offices in the implementation of the IAS.

3. Grant amount and grant period

3.1 Grants available

The Australian Government announced in February 2024 a total of \$707.6 million (GST exclusive) over 4 years for RJED.

For the RJED Grant Round One, up to \$XYZ million (GST exclusive) is available over 3 years (2024-25 to 2026-2027).

For the RJED Grant Round Two, up to \$XYZ million (GST exclusive) is available over 3 years (2024-25 to 2026-2027).

The amount of funding for each grant will be determined by the number of jobs approved, the award rate for each of those jobs and the amount of CJBF support requested.

The total of grants awarded cannot exceed the amount of available funds and maximum amounts will be awarded for certain types of expenditure (see section 5.5)

The NIAA will consider value for relevant money and availability of funds to meet priorities in offering a grant. An indicative regional allocation will also be applied (see section 3.3).

3.2 Grant period

The maximum grant period is 3 years. Applicants can apply for funding for activities for up to 3 years, subject to limitations on fixed term contracts under Fair Work laws.

The NIAA can, at its sole discretion, offer to extend the grant period by up to a maximum of one year by giving notice to a grantee at least 60 business days prior to the end of the relevant activity end date. If a grantee accepts the NIAA's offer, the terms of such an extension will be detailed by way of a deed of variation on terms acceptable to the NIAA and such extension will only be effective upon the formal execution of the deed of variation by the NIAA and the grantee.

The NIAA will accept applications:

- RJED Grant Round One from [open date - TBC] until [close date - TBC].
- RJED Grant Round Two from [open date - TBC] until [close date - TBC].

The NIAA may amend the closing date and time at its own discretion by issuing a notice through the [GrantConnect](#) website.

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3.3 Indicative regional allocations

An indicative allocation of jobs has been made for Grant Rounds One and Two based on the allocation methodology of applying CDP caseload within each NIAA region to the available jobs (see table below). Indicative allocations allow for all eligible regions to benefit from RJED funding and the creation of new jobs.

These allocations do not factor in NJPT grant recipients that may transition into RJED during Grant Round One.

Where an eligible NJPT grant recipient transitions into RJED existing jobs funded under NJPT will also transition, which will reduce the total number of available jobs in that region. Updated regional allocations will be available through GrantConnect

Table 1: Indicative RJED job allocations per eligible NIAA region

NIAA Region	Round One allocation	Round Two allocation	Total* no. of jobs
Arnhem Land & Groote Eylandt	65	66	131
Central Australia	59	59	118
Greater Western Australia	70	71	141
Kimberley	49	50	99
North Queensland	85	85	170
South Australia	31	31	62
South Queensland	9	9	18
Top End & Tiwi Islands	83	84	167
Western NSW	11	12	23
Total	-	-	930

*allocations may be lower in some regions if NJPT grant recipients and existing funded jobs transition into RJED

Pending final decisions on grant applications in Grant Rounds One and Two, allocations within each eligible region will be revised and published on GrantConnect. If the entire job allocation for a region is not required for that region, available jobs may be re-allocated to other regions. The Program Delegate makes the final decision on reallocation of jobs within regions.

- Applications will be assessed by region. Eligible applications will be comparatively assessed against other applications for the same region.
- Applications may not be successful even if they meet all the criteria, or may be successful only in part (for example, they may not receive funding for the full number of jobs requested).
- No regional allocations will be applied to funding under the Community Jobs and Business Fund, however, consideration of funding amounts will be determined in proportion to the approved Job Creation element with the Program Delegate making a final decision.

4. Eligibility criteria

In line with the Government's commitment to support remote communities to determine local projects and job priorities to increase economic opportunities in their areas, applicants are required to demonstrate how they work with and have an ongoing commitment to working with their local community on the creation of the new jobs funded under RJED.

Organisations that are not eligible to apply for funding are encouraged to consider partnering with an eligible organisation (refer to section 7.2 for more information).

Grant recipients that are being funded under the New Jobs Program Trial (NJPT) may be eligible for funding under RJED through a transitional arrangement.

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4.1 Who is eligible to apply for a grant?

Your application can only be considered if you satisfy all the eligibility criteria. To be eligible you must:

- be one of the following eligible entity types located in at least one eligible CDP region
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
 - a company incorporated in Australia under the *Corporations Act 2001*, if Indigenous-majority owned
 - an incorporated trustee on behalf of a trust²
 - an incorporated association (incorporated under state/territory legislation, commonly have 'Association' or 'Incorporated' or 'Inc' in their legal name)
 - a partnership
 - a joint (consortia) application with a lead organisation that satisfies the entity type³
 - a registered charity or not-for-profit organisation or
 - an Australian local government body, including Regional Councils and Local Aboriginal Councils
- employ a CDP participant who resides in a CDP region
- demonstrate support for the grant activity from the community where the service will be delivered
- demonstrate that you can create the job and meet any costs not covered by the grant
- have an Australian Business Number (ABN) (exemptions may apply in special cases)
- where relevant, be registered for the purposes of GST and
- have an account, with an Australian financial institution

The NIAA will not accept your application unless you:

- have rectified any issues of previous non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth, or be in the process of rectifying any issues of non-compliance with existing Commonwealth agreements to the satisfaction of the Commonwealth.
- are financially viable to the Agency's satisfaction. The application form has questions about financial viability. The Agency may undertake its own enquiries in relation to the applicant's financial viability.

4.2 Who is not eligible to apply for a grant?

We cannot provide a grant if you receive funding from another government source for the same purpose as RJED as detailed in Section 2.

You are not eligible to apply if you are:

² A trust itself is not a legal entity and cannot enter into a grant agreement.

³ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.2 'Joint Applications'

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- an organisation, or your activity partner, is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- a non-corporate Commonwealth entity
- an individual or sole trader
- unincorporated association
- an overseas resident/organisation (and the NIAA's decision regarding residence will be final)
- declared bankrupt or subject to insolvency proceedings—as relevant to the entity type
- named as currently non-compliant under the *Workplace Gender Equality Act 2012* or
- any organisation not included in section 4.1

4.3 What qualifications, skills or checks are required?

All applicants must be able to demonstrate that they intend to and will be able to comply with all applicable laws if their application is successful. This includes maintaining all qualifications, permits, registrations and licences required by the applicant and participant for the lawful performance of the activity or service the applicant will provide. This also includes, where relevant, compliance with:

- Work Health and Safety laws
- Fair Work laws
- Laws pertaining to Working with Children checks and/or Working with Vulnerable People registration (as required by the jurisdiction in which the activity will take place)
- Industry licenses or registration requirements and/or
- Australian Skills Quality Authority accreditation requirements.

All applicants must demonstrate how they will ensure there is adequate supervision when employees are performing tasks, taking into account the level of experience of the employee, safety risks and cultural protocols within a working environment.

Applicants must also demonstrate the remuneration structure under which they will employ staff. The remuneration structure must align to a relevant state or nationally recognised award and/or a registered Enterprise Agreement or the National Minimum Wage, where there is no award or agreement.

4.4 Incorporation requirements

Subject to certain exceptions, under the Strengthening Organisational Governance Policy, all organisations that receive grant funding totalling \$500,000 or more (GST exclusive) in any single financial year from IAS funding are required to:

- Incorporate under Commonwealth legislation— First Nations organisations will be required to incorporate under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* and other organisations will be required to incorporate under the *Corporations Act 2001* and
- Maintain these arrangements while they continue to receive any IAS funding.

First Nations organisations already incorporated under the *Corporations Act 2001* do not have to change their incorporation status. However, all other First Nations organisations must be incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* so they can access the assistance and support available under the Act.

For further information on incorporation requirements please refer to [Appendix B](#).

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5. What the grant money can be used for

5.1 Eligible grant activities

Eligible grant applicants can apply for 2 elements of funding under RJED:

1. Job Creation
2. Community Jobs and Business Fund (CJBF)

Applicants may apply for:

- Job Creation funding only or
- Both Job Creation and CJBF funding.

Applicants cannot apply for CJBF funding only. In order to receive funding under the CJBF, applicants must be approved for Job Creation funding.

Job Creation funding must directly relate to the RJED outcomes (see 2. *About the RJED Program*).

In addition, the job/s created through RJED must meet the following requirements:

- employ a person that is a current or is eligible to be a CDP participant (NIAA may make exemptions for the NJPT or CDP trialling pathways participants)
- be located in a CDP region
- be a job that is not currently funded or a vacant position (NIAA may make exemptions for existing positions funded under the NJPT or CDP Trial Projects)
- be an entry level job that will build work skills, experience and confidence of employees
- be a job that can be adapted to the particular needs of the employee (e.g. cultural or caring obligations)
- be a casual, part time or full time job with the proposed number of hours worked per fortnight to be indicated in the grant application and
- designed through engagement with and have the support of the local community

To be eligible for funding under Community Jobs and Business Fund, you must meet the following requirements:

- Apply and be assessed as eligible for funding for Job Creation (section 4.1)
- be able to demonstrate how the requested CJBF funding directly relates to supporting the employee/s and the creation of the job/s described in the application's Job Creation element
- have a separate bank account/s for managing CJBF funding where the total budget for this element is more than \$10,000

Where possible and relevant, your proposed grant activities should take into account:

- the cultural and linguistic needs of First Nations Australians and others whose first language is not English, and be mindful of the Commonwealth Ombudsman's Best Practice Principles for interpreting. [Use of Interpreters - Commonwealth Ombudsman](#)
- the needs of Australians with disability including how the proposed activity supports one or more of the seven policy outcome areas outlined in [Australia's Disability Strategy 2021–2031](#)
- differing barriers and opportunities experienced by subsets of the target community, including First Nations men and women, and the impact these might have on access to proposed activities—this could include articulating the specific ways delivery of the activity will address barriers to participation for different groups. For example, how the activity will support youth outcomes in the community.

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Given the changing and variable impacts of COVID-19 across Australia, activities must be delivered in alignment with relevant government and health advice to limit the risk of transmission of COVID-19, particularly with respect to protecting Elders and those with chronic health issues.

5.2 Job Creation - Eligible Employees

A person employed in a job funded through RJED will become an employee of the organisation receiving funding. Successful grant recipients will need to:

- work with a CDP provider to identify a suitable existing or eligible CDP participant for the job
 - exemptions may be requested from NIAA for non-CDP participants to be placed into a job if they are youth (15-24 years) and for people leaving prison;
 - consider age limitations of CDP participants - employees must be 15 years or older
- work with local CDP providers to ensure the employee has the required documentation to commence employment, for example an Australian bank account or superannuation account;
- pay wages, entitlements and provide suitable working conditions, as required by law;
- provide wellbeing and cultural support to employees;
- provide relevant training, mentoring and coaching to upskill employees; and
- continue engaging with the local community on ongoing employment needs, objectives, and progress towards successful outcomes.

5.3 Job Creation - What jobs are not eligible for funding

The following jobs cannot be funded under RJED:

- religious occupations
- an existing job that is vacant
- a job that displaces an existing employee
- commission based jobs
- self-employment or a subcontracted position
- a job subsidised or funded under any other Commonwealth or government program
- a job that is likely to bring RJED, the NIAA or the Commonwealth into disrepute
- jobs that lead to a decrease in other employment opportunities in the region or a reduction in services or
- jobs that are unsafe or carry an unsatisfactory level of risk to the health and safety of the CDP participant.

5.4 Job Creation - Eligible locations

Your grant activity must be delivered in Australia, in one or more of the 60 [CDP regions](#). The NIAA may consider, on an exception basis with the express agreement of the NIAA, a location that is adjacent to or connected to a CDP region or the CDP participant undertaking the job,

If your grant activity seeks funding for jobs located in multiple CDP regions, your application must clearly indicate each region you are applying for and the number of jobs proposed per region.

5.5 Eligible expenditure

Grant funding can only be spent on eligible grant activities between the dates specified in your agreement with NIAA, unless we provide prior agreement in writing to an alternative use.

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A grant agreement must be executed before the NIAA can make any payments. If you choose to start your grant activity before a grant agreement is executed, the NIAA is not responsible for this expenditure and you do so at your own risk.

Grant recipients will be required to verify relevant activity-related expenditure (see section 12.3 for more detail).

5.6 A. Job creation

Eligible expenditure items under this element are:

- Wages and salary expenses at the relevant Award rate for entry level positions (if applicable) or National Minimum Wage rate
 - Determining the appropriate rates of pay will be the applicant's responsibility and, as an employer, you must ensure your employees receive the correct payments for the hours worked, along with other entitlements.
 - Funding includes penalty rates, overtime and other allowances as prescribed by the relevant Award or National Employment Standards, including casual loading and leave entitlements, if applicable.
- Superannuation
 - Applicants must determine the appropriate superannuation payments to meet relevant requirements paying employees their superannuation entitlements, as set out in legislation and by the Australian Taxation Office.
- Leave entitlements
 - Applicants are required to understand and comply with any leave entitlements prescribed by the relevant Award or National Employment standards

The amount of funding provided to approved applicants will depend on the job/s they are creating and whether an employee is entitled to receive an adult or a youth wage, part time or full time, award or minimum wage.

5.7 B. Community Jobs and Business Fund (CJBF) **SUBJECT TO CHANGE**

This element will provide funding for minor capital, equipment and capacity building. Funding requested under the CJBF must clearly and directly support and complement the job/s being created under the *Jobs Creation*.

Additional funding or an increase to funds may be available over the period of the grant agreement, subject to approval by the NIAA.

Eligible expenditure items include but are not limited to those outlined in the table below:

Expenditure item	Maximum expenditure amount	Example items
Minor refurbishment or modification to existing facilities for the benefit of RJED employees	Up to \$100,000 GST exclusive per application	Transportable buildings for office space Provision of safe work spaces and amenities for RJED employees Fixed furniture WHS modifications/adjustments Sheds for equipment storage or work areas

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Expenditure item	Maximum expenditure amount	Example items
Lease or purchase of equipment and materials needed by RJED employees to do their jobs	Up to \$100,000 GST exclusive	<p>Tools and small machinery</p> <p>Purchase or leased vehicle for employee to complete their duties</p> <p>Uniforms and protective equipment</p> <p>WHS modifications/ adjustments</p> <p>ICT equipment, including satellite phones and mobile devices</p> <p>Technical and specialist equipment, such as screen printing, earth moving machinery</p> <p>Vehicles and vessels, such as all-terrain vehicles and fishing vessels</p> <p>Lease or purchase of a bus for employee transport</p>
Materials and consumables to support RJED employees entering and staying in employment	maximum expenditure to be considered on a case by case basis	<p>Engagement of mentoring or other employee support services</p> <p>Development of bespoke employment, training and induction resources for RJED employees</p> <p>Cultural competency training</p> <p>Wages for supervisory staff for RJED-funded employees (maximum 12 months)</p>
Capacity and capability building for organisations to support RJED employees	Up to \$50,000 (GST exclusive)	<p>One-off purchase of payroll processing software or HR software</p> <p>Business planning in relation to employees or employment, e.g. workforce planning, succession planning or career planning</p> <p>Support for development of employee-related policy and processes, e.g. legal advice</p> <p>Time limited payment of supervisor or trainer wages, e.g. six months to train RJED employees to replace fly in / fly out or drive in / drive out services</p> <p>Development of secure remote IT systems to enable RJED employees to work away from the office</p> <p>Training, support and advice related to:</p>

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Expenditure item	Maximum expenditure amount	Example items
		<ul style="list-style-type: none"> • Human Resource Management • Workplace Health and Safety • Workplace Relations <p>Leadership and management training specific to the supervision, leading and management of employees</p> <p>Consultancy and advice on developing programs, policies and processes to recruit, develop and retain employees</p>
On costs and overheads	One-off funding up to 15% of the total job creation costs to cover on-costs	<p>Workers compensation/ insurance</p> <p>Human resources support, such as HR/pay roll costs or upgrading to One-Touch Payroll</p> <p>Property operating expenses</p> <p>Desktop ICT equipment and costs (for example – computer, attributed IT costs such as internet or IT support</p> <p>Training costs</p>

The NIAA may change the list of eligible and ineligible expenditure from time to time. If your application is successful, the version that was applicable on the date you submitted your application applies to your grant activity.

Not all expenditure may be eligible for grant funding. The Program Delegate will make the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

5.8 What the grant money cannot be used for

This section applies to both the Job Creation and CJBF elements of RJED. Grant funding cannot be used for a purpose that does not directly contribute to the outcomes of RJED, including:

- activities that do not clearly align to the RJED outcomes
- purposes that do not directly contribute to the outcomes of the activity, typically including (but not limited to) payment of fines or loans, purchase of gifts, personal debts, or sitting fees
- retrospective costs (i.e. costs incurred before the date of the agreement)
- costs incurred in the preparation of a grant application or related documentation unless specifically agreed with the NIAA
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.
- expenses for which other Commonwealth, state, territory or local government bodies have primary responsibility to provide the source of funding, unless otherwise specifically agreed with the Agency.

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- jobs that are already funded or should be funded from another source, including but not limited to Commonwealth, state, territory or local government bodies
- purchase of land
- ongoing operational expenses not listed at section 5.5 (for example but not limited to salaries and wages for existing organisational staff) not related to the employment of RJED participants.
- existing employees' administrative and/or miscellaneous costs not involved in RJED activities– e.g. wages, rent, overseas travel etc.
- overseas travel
- proposed grant activities outside of Australia
- marketing campaigns or
- activities that commenced prior to the grant agreement being finalised.

6. The assessment criteria

You must address all of Criterion 1-3 in your application. The NIAA will assess and score your application against the points for each criterion, awarding a maximum 5 points for each criterion.

A further criterion (Criterion 4) is included only for those applicants also seeking funding from the CJBF.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. The application form includes word limits.

6.1 Criterion 1: Creating new jobs (5 points)

Applicants must describe the proposed job/s and the plan for supporting CDP participants living in the community/ies move into employment.

Applicants should provide a description of:

- what the proposed job/s are, how they are 'new' and your plan to work towards making the jobs sustainable, including how overhead/on-costs will contribute to the creation of the new job
- For each job, the type of job/s (industry/sector), expected hours of work and the type of employment (casual, part-time or full time)
- how you will work with CDP Providers to identify suitable CDP participants and how you will support these employees to obtain skills, experience and confidence to move off welfare and into employment
- whether the jobs will be focused on supporting priority cohorts, including youth, people leaving prison or people with disability and how you will design the job to support ongoing engagement in employment
- how the proposed job/s align with local priorities identified through employment, economic, development and/or leadership planning. For example Community Development, Local Thriving Communities, Empowered Communities, etc., and
- how the job may be sustainable and actions that will be undertaken to ensure ongoing sustainability of the job beyond the RJED funding.

Applicants must provide supporting evidence, which includes, but is not limited to a detailed budget breakdown of all costs using the template provided, including evidence of expected costs (that may include, but is not limited to, quotes and invoices).

Applicants may also be asked to provide a local employment or economic development plan.

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6.2 Criterion 2: Community need (5 points)

Applicants must demonstrate that they have worked with the local community/ies to identify the job/s, that the community/ies has participated in the planning and design of the proposed job/s and that there is a commitment to continuing this engagement.

Applicants should outline:

- The approach taken to working with the local community, including a description of how the community/ies participated in planning of the job/s, will be engaged in feedback about the job/s and any involvement in delivery of the job/s
- What success looks like in the local context, how you will measure and determine if it has been achieved, including using this to continuously improve
- Examples of community/ies readiness, for example provide details of how people are coming together to lead change and improve employment and economic outcomes and
- The factors in the community/ies driving unemployment and related social impacts and how the funding from RJED for new jobs will support positive change for individuals, their families and the broader community.

Applicants must provide supporting evidence, which may include, but is not limited to:

- a letter of support from community or local relevant Indigenous Organisations and/or
- documentation/evidence that the local community has participated in the planning and design of the proposed job

6.3 Criterion 3: Organisation Capability and Delivery (5 points)

Applicants must demonstrate experience in and/or demonstrate an understating of establishing new jobs and their ongoing management in their organisation.

In your application:

- Describe your organisation's skill-set (expertise, authority, interest, influence, governance arrangements and capacity) to deliver high quality employment activities and, where required, understanding of appropriate cultural safety and practices.
- Provide examples of your successes and/or lessons learned from past experiences.
- Outline risks you think may arise and how you plan to mitigate them, including ensuring new jobs are occupied for the funded period and re-filling vacancies in a reasonable period of time and
- State if you hold or can obtain Annual Working with Vulnerable People Statement of Compliant and Annual Work Health and Safety Statement of Compliance

Applicants must provide supporting evidence, which may include, but is not limited to:

- proposed governance arrangements and how you will manage the job, including risks of underspends created by vacancies in the funded positions
- how the job will be managed by the organisation, including processes to terminate employment where required
- how the risks associated with the proposed activity, including work, health and safety risks, will be managed.
- details of any applications for funding for the proposed activity that are currently awaiting a decision and the nature of support for example, funding contribution, in kind support, resources and expertise

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6.4 Criterion 4: Delivering Outcomes and Economic Benefits to the community (only required for applicants seeking funding from Community Jobs and Business Fund)

To apply for funding under the CJBF component, applicants must address this assessment criteria and demonstrate how the funding requested directly links to their proposed Job creation element activities and supports the creation of the new job/s or the development and retention of an eligible employee.

Applicants must describe:

- the items required and the connection to the Job Creation element job/s being created and employment outcomes
- how the funding will impact on delivery of the job/s and
- readiness to commence including, where relevant, purchasing, hiring, designing or building

Applicants must provide the following evidence:

- detailed budget breakdown of all costs, including evidence of expected costs that may include, but are not limited to, quotes and invoices
- a full project plan on how you will manage the proposed activity including time, risk and budget if you are seeking CJBF funding of more than \$100,000, and
- processes to manage the funding and items, including creation of asset registers and safe storage of materials

7. How to apply

It is important to note that any discussion with the NIAA about a grant activity or the lodgement of an application form **does not guarantee that your activity will be funded.**

Before applying, you must read and understand these guidelines and other information available on [GrantConnect](#), including a sample application form, Budget template, FAQs and a sample grant agreement. The NIAA may make changes and issue addenda⁴ to this grant opportunity. Any changes will be published on [GrantConnect](#), as the authoritative source for grants information. You will be automatically notified of any changes if you register on [GrantConnect](#).

To apply you must:

- complete the online application form on [GrantConnect](#)
- provide all the information requested
- address all eligibility criteria and assessment criteria
- include all necessary attachments and
- submit your application/s on [GrantConnect](#) by closing date and time.

A checklist is available at Appendix C to help you submit a completed application. You should keep a copy of your application and any supporting documents.

You are responsible for ensuring that your application is complete and accurate. You cannot change your application after the closing date and time. The Agency is not able to ask for additional information that should have been provided with the application.

⁴ Changes and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

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If you find an error in your application after submitting it, you should contact us immediately at IASAMO@niaa.gov.au. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

We may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

Giving false or misleading information is a serious offence under the Criminal Code 1995. Any false or misleading information will be investigated and may exclude your application from further consideration.

The NIAA will acknowledge it has received your application within 5 working days.

The NIAA may ask for additional information to support your application, including information about your entity structure, associated entities and key personnel (e.g. Directors, Chief Executive Officer, Finance Officer, Accountant/Auditor).

If you need further guidance on the application process or if you are unable to submit an application online contact your local [NIAA Regional Office](#).

7.1 Attachments to the application

Please ensure the following documents are included with your application:

- An itemised budget using the template provided that specifies:
 - a breakdown of costs and funding for each financial year in which the proposed activity will operate and
 - total funding being requested
 - details of funding from other sources that will contribute to the costs of the activity outlined in the application, including whether the funding is approved
 - details of any applications for funding that are currently awaiting a decision and include the nature of the support for example, funding contribution, in kind support, resources and expertise.
- A document containing:
 - a list of key personnel of the organisation - include Director/s, Chief Executive Officer, Chief Financial Officer and Chief Operating Officer. This should include names and position titles.
 - an organisation chart for your organisation
 - if applicable, a chart of associated entities as defined by s50AAA of the Corporations Act 2001. This should show the relationships between companies, including levels of ownership and control
 - evidence of bank account details, such as a copy of a current bank statement. This must be a bank account in your name and which you control.
 - accountant declaration
- evidence of support from the community/ies where you propose to deliver this activity and
- a project management plan, using the template provided

If you do not have a current grant agreement with the NIAA or formerly with Department of the Prime Minister and Cabinet (PM&C) you must also provide the following documentation (government applicants are exempt from this requirement):

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- If you are required by your regulator to keep financial statements a copy of your most recent financial statements such as an audited financial statement (audited expenditure report), income and expenditure statement, or a balance sheet to inform your Organisation Risk Profile (ORP).⁵
- A copy of your Certificate of Incorporation where relevant (Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement).
- A copy of a completed ATO 'Statement by a supplier (reason for not quoting an ABN to an enterprise)' form if you are not able to quote an ABN.

If you are not required by your regulator to keep financial statements, you must provide:

- an income and expenditure statement;
- balance sheet; and
- statement of assets and liabilities.
- A copy of your Certificate of Incorporation, where relevant. Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.

There is a size limit of 2MB for each attachment and a total limit of 10MB for each application. Any applications above this limit will not be received

You must attach supporting documentation to the application form in line with the instructions provided within the form. The NIAA will not consider attached information that is not requested in the application form.

7.2 Joint (consortia) applications

Some organisations may decide to join together as a group to deliver a grant activity. In these circumstances, a 'lead organisation' must be appointed by the group.

Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all members of the proposed group and include a letter of support from each of organisations included in the group. If your application is successful, a formal arrangement between all parties in the joint consortia must be place with prior to execution of a grant agreement.

Each letter of support from an organisation in the group should include:

- details of the organisation
- percentage of First Nations ownership, control and/or management (refer to the glossary for definitions of these).
- overview of how the organisation will work with the lead organisation and any other organisations in the group to successfully complete the grant activity.
- relevant experience and/or expertise the organisation will bring to the group
- roles/responsibilities of the organisation and the resources they will contribute (if any)
- a nominated management level contact officer for the organisation.

⁵ The ORP and the Activity Risk Assessment (ARA) help to determine the level of controls applied to your grant agreement, noting that if your ARA is high or extreme, an annual audited expenditure report will be a standard requirement under your grant agreement. For further information, please refer to section 10.1 and the sample grant agreement available on GrantConnect.

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7.3 Trust applications

For applications made on behalf of a Trust, the application must be made in the name of the Trustee as listed in the Trust Deed. For example, if ABC Trust has a Trustee listed in the Trust Deed as XYZ Pty Ltd, then the application must be made in the name of XYZ Pty Ltd as Trustee for ABC Trust.

The NIAA may request additional information in order to consider your application. This could include a copy of the Trust Deed (in force at the time of application) and other information (including financial information) on the trust and the corporate trustee.

7.4 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates. Late applications may be accepted if extenuating circumstances exist and at the discretion of the Program Delegate.

If you are successful, we expect you will be able to commence your grant activity around TBC.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	2 weeks
Negotiations and award of grant agreements	2-6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of grant activity	TBC
End date of grant activity	As specified in your grant agreement

7.5 Questions during the application process

If you have any questions during the application period, contact your local [NIAA Regional Office](#).

The NIAA will respond to emailed questions within three working days. Answers to questions will be posted on [GrantConnect](#).

8. The grant selection process

8.1 Assessment of grant applications

The NIAA will consider eligible applications through an open competitive grant process.

If eligible, your application will be considered on its merits, based on:

- how well it meets the assessment criteria (section 6)⁶
- how it ranks against other applications for the same region
- whether it provides value with relevant money.

The NIAA will also consider how you have delivered other IAS and/or Commonwealth funded activities, if applicable.

⁶ Your previous performance, demonstrated capability to deliver the activity and/or other information available to the NIAA may be considered when assessing your application against the assessment criteria.

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8.2 Indigenous Grants Preferencing Policy

The Australian Government is committed to increasing the proportion of services delivered by First Nations organisations. To deliver on this objective, the NIAA may preference organisations for IAS grants funding where there are two similarly ranked proposals⁷ as follows:

- First Nations Organisations (at least 51 per cent First Nations ownership and at least 51 per cent First Nations control), then
- organisations with at least 50 per cent First Nations ownership, control or management, then
- any organisation, including non-First Nations organisations, with a demonstrated commitment to increasing First Nations employment, supplier use and/or engagement.

The NIAA may also gather information from grantees to determine:

- the number of First Nations and non-First Nations organisations funded through the IAS
- the number and percentage of First Nations people employed in all funded organisations
- total value and number of contracts for goods and services that are provided by First Nations Enterprises.

Refer to the section ‘15. Glossary’ for definitions of “owners”, “control” and “management” and “First Nations Enterprises”.

8.3 Who will assess applications?

An expert panel will assess each application in accordance with the process set out in this section 8 recommending which grant applications should be awarded a grant. The expert panel will comprise appropriate NIAA staff and relevant **external experts/advisors**.

Any expert/advisor, who is not a Commonwealth Official, will be required to perform their duties in accordance with the [CGRGs](#).

The expert panel may seek additional information about you or your application, including from within the Commonwealth (even if the sources are not nominated as your referees). The expert panel may also consider information about you or your application that is available through the normal course of business.

The expert panel recommends to the Program Delegate which applications to approve for a grant.

To ensure probity, staff who provide support in developing a proposal will not be involved in the assessment of the application.

8.4 Who will approve grants?

The NIAA delegate decides which grants to approve taking into account the recommendations of the assessment committee and the availability of grant funds for the purposes of the grant program.

The Program Delegate’s decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

There is no appeal mechanism for decisions to approve or not approve a grant.

⁷ Applications will be scored and ranked as “Meets”, “Partially meets” or “Does not meet” the criteria.

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9. Notification of application outcomes

You will be advised of the outcome of your application in writing. If you are successful, the NIAA will advise you of any specific conditions attached to the grant.

You can submit a new application for the same grant (or a similar grant) in any future grant opportunities under the program. You should include new or more information to address any weaknesses that may have prevented your previous application from being successful.

9.1 Feedback on your application

If you are unsuccessful, you may ask for feedback from NIAA within 3 months of being advised of the outcome. We will give written feedback within one month of your request.

9.2 Further grant opportunities

If there are not enough suitable applications to meet the program's objectives, the NIAA will deliver subsequent grant opportunities as competitive, targeted or closed non-competitive processes.

10. Successful grant applications

10.1 The grant agreement

If you are successful and choose to accept a grant offer, you must enter into a legally binding grant agreement with the Commonwealth. This agreement may be through a letter of offer or standard grant agreement, or another form of agreement specified by the Commonwealth.

The type of grant agreement and its mandatory terms and conditions will depend on the size and complexity of your grant activity as well as the level of risk associated with the activity. A sample grant agreements is available on [GrantConnect](#).

The grant agreement will provide a detailed description of the funded activity and specific terms and conditions, which may include:

- key performance indicators and performance reporting requirements
- financial reporting requirements
- a funding payment schedule
- mandatory requirements for Working with Children checks, Working with Vulnerable People checks
- mandatory requirements to comply with applicable work health and safety obligations including those provided under Commonwealth work health and safety legislation
- insurance requirements including compliance with the [Work Health and Safety Act 2011](#) to cover your obligations in relation to the grant funding to be delivered
- compliance with the Australian Privacy Principles as set out in Schedule 1 of the [Privacy Act 1988](#). Further information about privacy and confidentiality is also included at section 13.3 of this document
- requirements to maintain the confidentiality of any information deemed by the Commonwealth to be confidential
- record keeping requirements.

To give assurance to the preference to fund suitable Indigenous organisations, your grant agreement may also contain conditions that your organisation must maintain a specified percentage of Indigenous ownership, control, management or employment and be able to provide

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evidence of this, on request. You may also be required to notify the Agency if you have a change in circumstances that means you no longer meet these conditions.

You will work with an Agreement Manager from the [NIAA Regional Office](#) or National Office to effectively manage the grant agreement.

The Agency must execute a grant agreement with you before we can make any payments. There is no guarantee of funding until both parties have executed a grant agreement, and the Agency is not responsible for any of your expenditure until a grant agreement is executed.

If you choose to start your grant activity before you have an executed grant agreement, you do so at your own risk (including incurring financial costs that may not be covered by the grant agreement).

If you receive any grant funding from other Commonwealth, state or territory government granting programs for the same activity this may limit the amount of funding you might be entitled to under the activity, unless specifically agreed to in writing by the Agency. You must provide information about other funding received for the Agency's consideration.

If you fail to meet the obligations of the grant agreement, the Agency may terminate the agreement. The Agency or the Commonwealth may also recover grant funds if there is a breach of the grant agreement.

The Agreement incorporates appropriate safeguards against fraud and unlawful activities and includes the right to request the removal of personnel for other inappropriate conduct or associations that may cause reputational damage to the Agency or Commonwealth.

10.2 Management of Debt and Underspend

A previous debt or underspend of an IAS grant may influence the outcome of an application, including an awarded grant amount. The Agency reserves the right to recover underspends of one grant via offsets in another. Offsetting involves reducing future grant payments up to the amount of the underspend. If a debt has been incurred, the Agency may seek return of those funds or pursue other remedies.

10.3 Negotiation of funded activities

Before a grant agreement is entered into, the Agency will negotiate the scope of the activity and the terms and conditions with you. Relevant community stakeholders may also be involved in these negotiations to ensure the activity is tailored to meet local community or regional need.

If there are unreasonable delays in finalising a grant agreement, the grant offer may be withdrawn and the grant may be offered to a different applicant.

10.4 Execution of the grant agreement

You will have 30 days from the date of a written offer to execute the grant agreement with the Commonwealth or in accordance with other instructions provided by the Agency in writing. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period.

10.5 Specific legislation, policies and industry standards

Whilst you are required to be compliant with all relevant laws and regulations, you may be requested to demonstrate compliance with the following legislation/policies/industry standards:

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- Fair Work Act
- Superannuation Act

To be eligible for a grant, you must declare in your application that you comply with these requirements. You may need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.6 How we pay the grant

The NIAA may make an initial payment of up to 25% on execution of the grant agreement. Subsequent payments of funding, whether quarterly, six monthly or annually, is dependent on you complying with the grant agreement requirements, including satisfactory progress against performance and financial reporting milestones. You will also be required to report how you spent the grant funds during the period of the grant activity or at the completion of the grant activity.

The funding provided by the NIAA will not exceed the total funding amount set out in the funding agreement. If your expenditure exceeds the amount granted you must pay this additional expenditure yourself.

The grant agreement will state the maximum grant amount to be paid. The NIAA will not exceed the maximum grant amount under any circumstances. You must meet any extra costs you incur.

Payment of grant funding will also be dependent on eligible grant recipients being employed in the jobs created within an appropriate period of time.

10.7 Grants Payments and GST

Payments will be [Goods and Services Tax \(GST\)](#) Inclusive unless you are not registered for GST or certain exceptions set out in the GST legislation apply, including for wages. Subject to those exceptions, the NIAA will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Unless otherwise indicated by the NIAA, all figures quoted in grant documentation will be GST exclusive.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. The NIAA recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).⁸ The NIAA do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If a grant agreement is executed, it will be listed on the [GrantConnect](#) website within 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

12. How we monitor your grant activity

The Agency uses a number of approaches to monitor IAS activities. These include the below.

- On-the-ground monitoring, predominately through the NIAA Regional Offices
 - The NIAA uses an active 'on-the-ground' strategy to monitor the RJED grantees and activities primarily through the NIAA Regional Offices. This can involve site visits,

⁸ <https://www.ato.gov.au/>

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discussions with community members and service recipients, and ongoing contact with the grantees. A priority for the Agency is active engagement to assist with early identification and treatment of activity delivery risks and other issues as they arise.

- Periodic reporting by the employer on the performance of activities
 - The NIAA, in conjunction with the grant recipient, will set key performance indicators for each activity to measure progress against identified outcomes, including applicable Closing the Gap targets. The NIAA may include key performance indicators to inform broader data sets, such as Indigenous employment data. These will be set out in the grant agreement. The grant recipient will be assessed against all key performance indicators over the course of the funded activity.
- Compliance operations, where necessary
 - We may visit you during or after the completion of your grant activity to review your compliance with the grant agreement. We may also inspect, copy or remove and retain the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.1 Keeping us informed

If you execute a grant agreement, you must let the NIAA contact officer listed in your grant agreement know if anything is likely to affect your grant activity. This includes key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due. Changes to your organisation include (but are not limited to):

- name
- addresses
- nominated contact details
- bank account details
- ABN
- GST registration or status
- any instance where your organisation may no longer meet the definition of a First Nations organisation (if it initially did).
- if your organisation has an outstanding and overdue Australian Tax Office debt.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

12.2 Reporting

You will be required to periodically report on the overall progress and performance of your activity, and against the key performance indicators in your grant agreement. The frequency and content of reporting requirements will depend on the funded activity and will be contained in the grant agreement. The NIAA will also source a range of data and information to inform its judgement. In completing performance reports, you are encouraged to be open about the status of the activity, any service delivery risks and issues, and to provide data to support any claims made. This instills confidence in your management reporting systems and allows us to better work with you to improve performance, if necessary.

Financial reports are required from grantees to provide evidence that funds have been expended for the purposes provided as agreed and so that any underspend or over spend can be managed. The annual value of the grant and the risk rating of the grantee and the activity determine the

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financial reporting requirements. The default financial reporting requirement is one report per year. Financial reporting requirements will be specified in the grant agreement.

You must submit reports in line with the grant agreement, including:

- progress against agreed grant activity milestones and outcomes
- key performance indicators
- expenditure of the grant, including finance reports.
- The level of detail you provide in reports should be relative to the size, complexity and grant amount.

The NIAA will monitor progress by assessing reports you submit and may also:

- source a range of data and information to inform its judgement.
- request records to confirm details of your reports if necessary.
- undertake on-the-ground monitoring of grantees and activities, including site visits, discussions with community members and service recipients and ongoing contact with the grantees.
- need to re-examine claims, seek further information or request an independent audit of claims and payments.
- We may use data provided to help support compliance activities

12.3 Audited financial acquittal report

The NIAA may ask you to provide an independently audited financial acquittal report, using a specified template. The report is intended to verify that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

The NIAA recognises that unexpected events may affect your progress or impact on your ability to achieve results consistent with the NIAA's priorities. In these circumstances, you or the NIAA can request a variation to your grant agreement, including:

- changing key performance indicators or milestones
- extending the timeframe for completing the grant
- changing grant activities
- changing funding.

You should not assume that a variation request will be successful. The Agency will consider your request based on factors such as:

- how it affects the grant activity outcome
- consistency with the program policy objectives and any relevant policies of the Agency
- changes to the timing of grant payments
- availability of program funding.

All decisions to vary a grant agreement must be mutually agreed to between

The instigating party must put its concerns, issues and proposed changes in writing before the grant agreement end date. Do not assume that a variation request will be successful. The NIAA will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

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All decisions to vary a grant agreement must be mutually agreed by you and the NIAA before a variation can be executed.

12.5 Compliance visits

The NIAA may visit you during or after the completion of your grant activity to review your compliance with the grant agreement. The NIAA will provide you with reasonable notice e.g. 2 weeks, of any compliance visit.

12.6 Record keeping

The NIAA may inspect, copy, remove and/or retain the records you are required to keep under the grant agreement.

12.7 Monitoring, evaluation and learning

The NIAA will monitor and evaluate the RJED program to measure how well outcomes and objectives have been achieved, including outcomes for participants, organisations and communities. Monitoring and evaluation activities may:

- use information from your application and reports
- use systems to understand experiences throughout the program, (this could include apps to report progress from both businesses and participants in the program)
- interview you, participants or other stakeholders, or ask for more information on how the grant impacted your organisation, participants and/or the wider community and how effective it was in achieving its outcomes. This may be in the form of an online application or other methods as directed by the NIAA.
- You may be contacted during and/or after the program to support RJED program monitoring and evaluation. We may request assistance in distributing information related to monitoring and evaluation of the grant activity to participants and other members of your community.
- Engage third parties to collect information or provide information to third parties as needed for monitoring, evaluation and related activities.

12.8 Acknowledgement

If you make a public statement about a grant activity funded under the program, you must use the following statement:

‘This grant activity received grant funding from the Australian Government.’

13. Probity

The Australian Government will ensure the grant opportunity process:

- is fair
- runs in accordance with these guidelines
- incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct
- is consistent with the CGRGs.

The NIAA may make changes to these guidelines and publish the revised guidelines on [GrantConnect](#).

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13.1 Enquiries and feedback

Contact your local [NIAA Regional Office](#) if you have any questions about this grant opportunity, including grant decisions.

If you would like to make a complaint about a grant process, phone (02) 6152 3050 or email complaints@niaa.gov.au. If you do not agree with the way the NIAA has handled your complaint, you may complain to the [Commonwealth Ombudsman](#) on:

Phone (Toll free): 1300 362 072
 Email: ombudsman@ombudsman.gov.au
 Website: www.ombudsman.gov.au

The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the NIAA.

13.2 Conflicts of interest

Conflicts of interest can affect the performance of the grant opportunity or program. There may be an actual conflict of interest, a perceived conflict of interest, or a potential conflict of interest, if the Agency's staff, any member of a committee, panel or advisor and/or you or any of your personnel, including subcontractors and volunteers has, but not limited to:

- A professional, political, commercial or personal relationship with a party who is or is perceived to be able to influence the application selection process, such as an Australian Government officer or member of an external panel.
- A relationship with or interest in, an organisation or individual, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently. And/or
- A relationship with, or interest in, an organisation or individual from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any actual, perceived or potential conflicts of interests or that, to the best of your knowledge, there is no conflict of interest. The Agency will make the final decision on what is determined as an actual, potential or perceived conflict of interest.

If you later identify an actual conflict of interest, a perceived conflict of interest, or a potential conflict of interest, you must inform the Agency in writing immediately and provide further information to the satisfaction of the Agency.

Committee members and other officials including the decision maker must also declare any conflicts of interest.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

13.3 Privacy

The NIAA treats your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information the NIAA collects
- why the NIAA collects your personal information

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- who the NIAA gives your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The NIAA may share the information you provide with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles. You also declare you will impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the NIAA would breach an Australian Privacy Principle as defined in the Act.

The NIAA's [Privacy Policy](#) contains information about how you can access the personal information held by the NIAA and seek correction of the information. It also explains how you can make a complaint about a breach of the Australian Privacy Principles. You can access the Privacy Policy at niaa.gov.au or by emailing privacy@niaa.gov.au for a copy of the policy.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than the NIAA, any confidential information relating to the grant application and/or agreement, without the NIAA's prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The NIAA may at any time, require you to arrange for: you; your employees; agents or subcontractors, to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

The NIAA will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

The NIAA will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations

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- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator
National Indigenous Australians Agency
PO Box 2191
CANBERRA ACT 2601

By email: foi@niaa.gov.au

14. Consultation

These guidelines draw on feedback received from previous public consultation processes and the NIAA's daily role in working with providers and First Nations people and communities across Australia. The NIAA will continue to review the guidelines based on this experience and the experiences of our grantees.

The NIAA will also seek advice from First Nations people, communities, and other stakeholders (such as representative groups) as required.

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Glossary

Term	Definition
Accountable authority	See subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
Assessment criteria	Are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
CDP	The NIAA's Community Development Program.
CDP participant	Is eligible to participate in CDP as a job seeker or volunteer and must have a current address in a CDP region. In general, people living in remote Australia who are looking for a job and receiving income support payments are eligible for CDP services. Those who are not on income support can volunteer to participate in CDP.
Commonwealth entity	A Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
Completion date	The expected date that the grant activity must be completed and the grant spent by

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Term	Definition
Control	<p>Control is related to the people in your organisation that have decision-making authority over strategic direction or governance. For most entities, this will mean your Board or Management Committee. Depending on the legal entity type, control may mean:</p> <ul style="list-style-type: none"> a. Directors and Secretary—Company Limited by Shares, Company Limited by Guarantee, Cooperatives b. Management Committee and Public Officer— ORIC-Registered Indigenous Corporations, Incorporated Associations c. Proprietor/partner—Sole traders, actual person partnerships. <p>Note: for trusts, the trustee will typically be one of the legal entities above.</p>
<i>Corporations Act 2001</i>	<p>An act of the Commonwealth that sets out the laws dealing with business entities in Australia at federal and interstate level. It focuses primarily on companies, although it also covers some laws relating to other entities such as partnerships and managed grant funding schemes. Incorporation can be applied for through the Australian Securities and Investment Commission website.</p>
<i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i>	<p>The law that establishes the role of the Registrar of Aboriginal and Torres Strait Islander Corporations, now called the Registrar of Indigenous Corporations, and allows Indigenous Australian groups to form corporations. The Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) replaced the <i>Aboriginal Councils and Associations Act 1976</i> (ACA Act). Under the CATSI Act, laws governing Indigenous corporations have been modernised while retaining special measures to meet the specific needs of Indigenous Australians. Incorporation can be applied for through the Office of the Registrar of Indigenous Corporations (ORIC) website.</p>
Co-sponsoring entity	<p>When two or more entities are responsible for the policy and the appropriation for outcomes associated with it</p>
Date of effect	<p>Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.</p>
Decision maker	<p>The person who makes a decision to award a grant</p>

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Term	Definition
Eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Empowered Communities	A First Nations designed and led initiative that involves First Nations leaders, communities and governments working in partnership to set priorities, improve services and apply funding effectively at a regional level. This increases First Nations ownership to give First Nations peoples a greater say in decisions that affect them. For further information refer to niaa.gov.au/indigenous-affairs/empowered-communities .
Evaluation	Evaluation is the systematic measurement of the significance, merit and worth of policies and programs, undertaken to understand and improve decisions about investment. Evaluation involves the assessment of outcomes and operations of programs or policy compared to expectations in order to make improvements.
First Nations enterprise	An entity with at least 50% First Nations ownership, as outlined in the Indigenous Procurement Policy.
First Nations organisations (Note: This definition is used for administering the Incorporation Requirements only – Refer to Appendix B)	<p>Aligns with the s29-5 of the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> and Part 2 – Regulation 6 of the Corporations (Aboriginal and Torres Strait Islander) Regulations 2017</p> <ol style="list-style-type: none"> a. If the corporation has five (5) or more members—at least 51% of the members are Indigenous Australians. b. If the corporation has fewer than five (5) members but more than one (1) member—all of the members, or all but one of the members are Indigenous Australians. c. If the corporation has only one (1) member – that member is an Indigenous Australian. <p>Note that “member” is used as a term for ownership and may vary between entity types (e.g. “shareholder” for co-operatives).</p> <p>and</p> <p>Aligns with s246-5 of the Act—<u>a majority of the directors must be Indigenous peoples.</u></p>

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Term	Definition
Grant	For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
Grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
Grant agreement	Sets out the relationship between the parties to the agreement, and specifies the details of the grant
Grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
Grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
GrantConnect	Is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Grantee	The individual/organisation which has been selected to receive a grant
Key Performance Indicator	A measure that provides information about the extent to which the activities or services meet agreed performance requirements.

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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Term	Definition
Management	<p>Management refers to the responsibility for the day-to-day operation of the funded organisation. It includes:</p> <ul style="list-style-type: none"> a. the CEO (or equivalent) b. the people occupying the highest positions in relation to: <ul style="list-style-type: none"> i. service delivery ii. finances iii. operations (e.g. property, ICT), and/or iv. human resources.
NJPT	The New Jobs Program Trial administered by NIAA
Owners	<p>Depending on legal entity type, “Owners” may be based on your:</p> <ul style="list-style-type: none"> a. Members ORIC-Registered Indigenous Corporations, Companies Limited by Guarantee, Incorporated Associations b. Shareholders—Companies Limited by Shares, Cooperatives c. Proprietors/partners—Sole traders, actual person partnerships d. Beneficiaries—Trusts <p>If you are a for-profit entity, ownership relates to those who draw a financial benefit from the entity (other than a salary/wage). For not-for-profits, “benefit” is a broader term that may include social/cultural benefits or maintaining an asset or rights (including native title).</p>
PBS Program	<p>Described within the entity’s Portfolio Budget Statement, PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.</p>

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Term	Definition
Remote	<p>The NIAA generally applies the Accessibility/Remoteness Index of Australia (ARIA)+ to define remote areas, except where otherwise indicated. ARIA is widely accepted as Australia's most authoritative geographic measure of remoteness. ARIA measures the remoteness of a populated locality by its physical distance by road to the nearest urban centre.</p> <p>Please see the map at Figure A for a geographic representation of remote areas defined under ARIA.</p> <p>The NIAA recognises there are some communities located within inner or outer regional areas that may be considered remote that fall outside the definition of remote explained above. These may be communities that have limited access to government services or standards of infrastructure.</p>
Selection process	<p>The method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.</p>
Value with relevant money	<p>Judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.

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Appendix A. Indigenous Advancement Strategy (IAS) Program Information

About the IAS

The IAS is one way the Australian Government funds and delivers programs for Indigenous Australians, to address the targets under the National Agreement on Closing the Gap. There are a number of grant opportunities under the IAS, including the grants process outlined in these guidelines.

The IAS contributes to the NIAA's Outcome 1: *Indigenous—Improve results for Indigenous Australians, including in relation to school attendance, employment and community safety, through delivering services and programs, and through measures that recognise the special place that Indigenous peoples hold in this nation.*

Under the IAS, grant opportunities are available under the following six programs:

- 1.1 Jobs, Land and Economy
- 1.2 Children and Schooling
- 1.3 Safety and Wellbeing
- 1.4 Culture and Capability
- 1.5 Remote Australia Strategies
- 1.6 Research and Evaluation

Program 1.1 Jobs, Land and Economy

14.1 Program objectives

The objectives of the program are to:

- Support Indigenous peoples to find and remain in sustainable work.
- Support remote job seekers' work readiness, through community activities and work experience.
- Foster Indigenous business.
- Assist Indigenous peoples to generate economic and social benefit from natural and cultural assets, including through the effective and sustainable management of their land.
- Assist Indigenous peoples to progress land and sea claims, and township leases under Commonwealth native title and land rights legislation.

14.2 Description

The Jobs, Land and Economy Program supports Indigenous Australians to overcome barriers to employment and economic participation. It does this by connecting Indigenous peoples with sustainable jobs; and ensuring remote job seekers participate in activities that provide both work-readiness experience and that contribute to the broader community. Another key support element is fostering Indigenous business and assisting Indigenous peoples to generate economic and social benefits from natural and cultural assets, through the effective management of Indigenous-owned land and seas and by supporting Indigenous peoples to have their native title rights recognised.

The program complements a range of state, territory and Australian Government programs, which also aim to improve Indigenous Australians' employment outcomes and to support the

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development of First Nations businesses, entrepreneurial skills and community economic participation. It does this by addressing gaps between these activities and targeting additional investment where it can maximise employment opportunities and economic outcomes for Indigenous peoples. The program may also provide funding for projects that address immediate need in community through small scale place based activities that align with IAS objectives.

14.3 Program outcomes

The desired outcomes of the Jobs, Land and Economy Program include:

- Increasing in employment and participation rates for Indigenous peoples.
- Increasing the number of Indigenous participating in activities and work experience that build work-readiness and contribute to community.
- Increasing the proportion of school/tertiary students and graduates connecting to employment through pathway activities including, but not limited to, school based traineeships and cadetships.
- Increasing the number of Indigenous participants who reach 26 weeks and/or longer outcomes in employment.
- Increasing the number and viability of Indigenous enterprises.
- Supporting Australian workplaces to increase their cultural competency and employment of Indigenous peoples.
- Engaging local communities in employment solutions.
- Support for Indigenous peoples in prison to transition into employment on their release from prison.
- Assisting Indigenous peoples engaged in jobs to engage in jobs relating to land and sea management.
- Progressing land and sea claims and township leases under Commonwealth native title and land rights legislation.
- Supporting Indigenous peoples to use their land and sea assets to create economic and social benefits.

14.4 Activities that contribute to program outcomes

Activities contributing to these outcomes that can be funded through the Jobs, Land and Economy Program include:

1. Economic Development

- Support for Indigenous entrepreneurs to establish or grow sustainable businesses.
- Support for Indigenous communities to build and promote increased social and economic outcomes.
- Support for Indigenous land owners to leverage economic benefits from their land assets, including support for Traditional Owners to make well-informed decisions about how they can use their land, economic development opportunities, and understanding land use processes.
- Support for long-term tradable tenure, including land reform and land administration for Indigenous land owners.

2. Employment

- Tailored assistance to support Indigenous peoples to overcome disadvantage in the labour market, connect to sustainable jobs and address barriers to recruitment and retention.

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- Support for Indigenous secondary school and post school students to transition from education into sustainable employment or further education.
- Support Vocational Training Employment Centres to connect Indigenous job seekers with guaranteed jobs and provide the support services necessary to work with and support Indigenous into sustainable employment.
- Increase the number of large Australian companies to build a workforce reflective of the size of the Indigenous population through the Employment Parity Initiative.
- Activities that support jobs in land and sea management, including but not limited to, land and sea management, agriculture and tourism:
 - Supporting employment opportunities and career pathways for individuals in the Indigenous Land and Sea Management (ILSM) sector.
 - Supporting skills and capacity within the ILSM sector, including through traineeships, mentoring and job-ready programs.
 - Supporting employment opportunities for economic development and fee for service arrangements for Indigenous communities through the sustainable use of land and sea.

3. Community Development Program

The Community Development Program (CDP) is a community driven program that prepares job seekers for work while contributing to the goals of the community. Across remote Australia a network of CDP providers deliver a range of activities to respond to the specific needs of local communities and available employment opportunities. This may include:

- Services to assist job seekers to increase their work-readiness, language, literacy and numeracy skills, and contribute to the community.
- Services to support and complement cultural business.
- Services that provide work—like activities that reflect local employment opportunities.
- Services to assist job seekers to overcome vocational and non-vocational barriers.
- Accredited and non-accredited training.
- Services that cater for different work readiness levels and interests.
- Support personal development or community awareness.
- Activities that include and cater for diversity within a caseload.
- Increase access to job opportunities and support job seekers to retain a job.
- Support job seekers to meet their income support mutual obligations.

The NIAA does not generally accept community-led grant applications under the CDP but may on occasion invite applications.

4. Recognition of Native Title and maximising economic and social benefit from the use of native title rights

- Support the performance of statutory functions of native title representative bodies and service providers under the [Native Title Act 1993](#). Only native title representative bodies and organisations invited to apply for funding are able to apply.
- Build the capacity of registered native title bodies corporate, more commonly known as Prescribed Bodies Corporate or 'PBCs', to maximise the economic and social potential of their native title.
- Improve the governance and provide access to training to equip PBCs to build their long-term organisational capacity.

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Further information on funding to support capacity building for PBCs is also available on [GrantConnect](#)

Out-of-scope

The types of activities that will not be funded through the Jobs Land and Economy Program include:

- Activities and training that are not directly linked to employment or do not have a demonstrated aim to overcome barriers to employment.
- Training that is not connected to employment and/or employment positions that are not sustainable, or that is not needed to undertake a CDP activity.
- Activities and services that are the responsibility of states and territory governments or other Commonwealth programs, including:
 - Adult vocational education and training (VET) activities (although assistance that complements the completion of such activities may be considered).
 - Cultural heritage, land rights and land management activities subject to state or territory legislation.
- Funding full wages for employment project positions.
- Areas that are within the responsibility of state and territory governments such as land administration, for example survey and planning, which is not typically funded.
- Jobs already being funded through mainstream employment programs or other service providers (unless agreed under transition arrangements for the NJP trial).
- Businesses that are unviable and/or unsustainable.

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Appendix B: Incorporation requirements

Subject to certain exceptions, under the Strengthening Organisational Governance Policy all organisations receiving grant funding totalling \$500,000 (GST exclusive) or more in any single financial year from the NIAA are required to:

- Incorporate under Commonwealth legislation— First Nation organisations will be required to incorporate under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) and other organisations will be required to incorporate under the [Corporations Act 2001](#).
- Maintain these arrangements while they continue to receive any IAS funding.

The incorporation requirements apply to grant funding under grant agreements or variations executed on or after 1 July 2014. Grants for capital works and funding sourced through procurement activities are not included in the calculation of applicable funding.

Statutory bodies, government bodies, and organisations operating under a specific piece of legislation are excluded from the requirements and do not have to apply for an exemption.

First Nation organisations already incorporated under the [Corporations Act 2001](#) do not have to change their incorporation status. However, all other First Nation organisations in scope of this policy must incorporate under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) so they can access the assistance and support available under the Act.

Organisations will need to comply with this requirement as part of their grant agreement. Non-compliance will constitute a breach and may result in the termination of the grant agreement.

Organisations will have a six-month transition period to comply with the incorporation requirement from the execution of the Grant Agreement or variation of an existing grant agreement. At the NIAA's discretion extended transition periods may be granted to organisations if the organisation has applied for an extension in writing and can provide evidence that they have made reasonable attempts during the six month period to transition, but are unable to meet this requirement in that time.

Organisations may apply for an exemption from the requirement to incorporate under the Strengthening Organisational Governance Policy. Applications for exemption must be submitted using the process outlined by the NIAA. Details about the exemptions policy and the Application for Exemption form can be found on the NIAA's website.

Exemptions will be considered where an organisation can demonstrate at least one of the following:

1. That grant funding received from the Indigenous Affairs Group within the NIAA is a small portion of its total revenue, and as such changing incorporation status may unfairly impose additional requirements on its operations and business model.
2. It is required to incorporate under specific non-Commonwealth legislation as part of its licensing arrangements or funding received through other sources.

Applications for exemption will be considered on a case-by-case basis, and will take into consideration information demonstrating that the organisation is well-governed, high-performing and low risk.

Applications for exemption from the requirements should be lodged through the Agreement Manager in the NIAA Regional Office. Applications should be lodged within the transition period, as soon as practicable once an offer of funding has been made. Organisations will be expected to comply with the requirements within the transition period should an exemption not be granted.

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Support for First Nation organisations transferring to the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) is available through the Office of the Registrar of Indigenous Corporations (ORIC). This includes assistance in developing a rulebook, guidance on the process to transfer incorporation, and access to pro bono legal assistance through the LawHelp service.

Organisations required to transfer their incorporation from state and territory legislation to either the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) or the [Corporations Act 2001](#) may incur some additional, one-off costs for independent legal advice and accountancy services to support the transfer of incorporation. **To assist those organisations required to transfer their incorporation status, the NIAA will provide a one-off \$10,000 (GST exclusive) payment upon receipt of evidence that the transfer has occurred.**

Please refer to the [NIAA's website](#) at [Grants and Funding | NIAA](#) for further information.

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Appendix C: Application checklist

Use the following checklist before you submit an application to ensure the application is complete and contains the information needed for the assessment process.

Before applying

Step	Instruction	Complete
1	You have discussed your proposal with relevant Indigenous groups and others who may have an interest in the project.	<input type="checkbox"/>
2	You have read the Grant Opportunity Guidelines and met all the requirements as described, including eligibility and assessment criteria.	<input type="checkbox"/>
3	You can provide evidence of your incorporation status if required.	<input type="checkbox"/>
4	You have read the sample grant agreement and are willing to accept the terms it describes, if your application is successful. If you are not able to accept the terms of the agreement, you should contact your local NIAA Regional Office before applying.	<input type="checkbox"/>
5	If you have a current NIAA grant agreement, you have found the 'Provider Reference Number' on your existing NIAA grant agreement.	<input type="checkbox"/>

Filling in the application form

Step	Instruction	Complete
1	You have completed the application form in English.	<input type="checkbox"/>
2	You have completed every section of the application form.	<input type="checkbox"/>
3	You have provided the name and contact details of two referees who can support the claims made against the assessment criteria.	<input type="checkbox"/>
4	You have complete the 'Declaration' section by ensuring all fields are completed including the checkboxes. If completing the form online, the applicant or person authorised to act on behalf of the applicant, should type their full name in the signature field.	<input type="checkbox"/>

Attachments to the application form

Step	Instruction	Complete
1	You have attached evidence of bank account details, such as a copy of a current bank statement. This must be a bank account in your name and which you control.	<input type="checkbox"/>
2	You have attached [attachment listed in section 7.1]	<input type="checkbox"/>
3	You have attached [attachment listed in section 7.1]	<input type="checkbox"/>
4	You have attached [attachment listed in section 7.1]	<input type="checkbox"/>

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Applicants who do not have an existing grant agreement with the NIAA – Additional requirements (this does not apply to government applicants)

Step	Instruction	Complete
1	You have attached a copy of your most recent financial statements, such as an audited expenditure report, income and expenditure statement, or a balance sheet.	<input type="checkbox"/>
2	You have attached a copy of your Certificate of Incorporation, where relevant. Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.	<input type="checkbox"/>
3	If you are not able to quote an ABN, you have attached completed a 'Statement by a supplier (reason for not quoting an ABN to an enterprise)' form that can be found on the ATO website.	<input type="checkbox"/>

Joint (consortia) applicants – Additional requirements

Step	Instruction	Complete
1	You can confirm the nominated lead organisation (the applicant) is a legal entity capable of entering into a grant agreement with the NIAA.	<input type="checkbox"/>
2	You can confirm a formal arrangement between all parties in the joint consortia can be place prior to execution of a grant agreement, if your grant application is successful.	<input type="checkbox"/>
3	You have attached a letter of support from each of the proposed organisation in the group.	<input type="checkbox"/>



Journey map



Remote Jobs and Economic Development Program

FOR CONSULTATION ONLY

Planned and led by community

The **employer** and **community leaders** will work alongside their community to identify jobs and how they will be created.

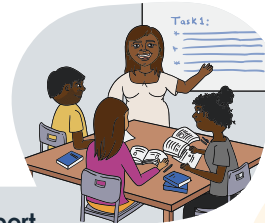


NIAA will support **employers** to apply for funding through a grants model for local jobs.



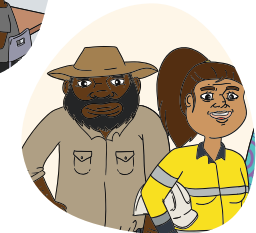
How to use funds

The **employer** will sign a grant agreement with **NIAA** to receive funds. They will be able to start their recruitment process working with a **remote employment service provider** to fill jobs.



On-the-job support

The **employer** will support **employees** through on-the-job training, cultural mentoring and upskilling to help transition them into paid employment.



Eligible employer within community

Apply for funding

Access and manage a grant

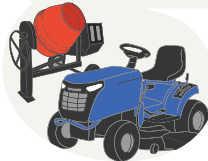
Fill the jobs

Contribute to developing the remote economy

Working in Partnership

The **National Indigenous Australians Agency (NIAA)** will partner with the **First Nations Reference Group** and **First Nations communities** to design and implement a program that empowers individuals and the community.

The **Community Jobs and Business Fund** means the **employer** can also identify the equipment or capital needed to make these jobs a reality.

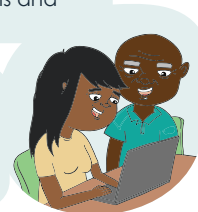


Support from service providers

Remote employment service providers will support job seekers to get them ready for work - like training, help with job applications and paperwork.

Other Government services

Government services, including Centrelink, can also support job seekers.



Employees will work in culturally safe workplaces with fair conditions, leave and superannuation. They will also receive mentoring.

Creating a skilled workforce to attract more investment into empowered communities.



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	8.1
Title:	Incoming and Outgoing Correspondence
Author:	Jasmine Mortimore, Governance Advisor

SUMMARY

This report is to table items of correspondence received and sent since the last Ordinary Council Meeting.

RECOMMENDATION

THAT COUNCIL receive and noted the attached items of incoming and outgoing correspondence.

BACKGROUND

In October 2012 Council resolved only to table hard copy mail due to its volume. In 2021 the Administration aligned its definition of Correspondence with section 55(2) of the *Local Government (General) Regulations 2021*, as all correspondence addressed to, or sent by, the council or its principal member. Correspondence matching that definition is presented to Council in this report.

COMMENT

ATTACHMENT NO	CORRESPONDENCE TYPE	DATE RECEIVED	SENT BY	DOCUMENT NAME
1	Incoming	06 September 2024	Michael Martin OAM – NT Remuneration Tribunal	Mr James Woods - Inquiry into Local Govt Councils Entitlements 2024 MM T C-3
2	Incoming	18 September 2024	Helen Jentz - CEO of Musculoskeletal Health Australia	Cr Wood
3	Incoming	30 September 2024	Selena Uibo – Leader of the Opposition	2024 0025- SJMU - Mayor James Woods
4	Incoming	7 October 2024	Michael Murphy APM Commissioner of Police	Letter to WARC
5	Incoming	9 October 2024	Hugh King A/Director Sustainability and Compliance for Department of Chief Minister and Cabinet	Letter to CEO - WARC - Notification of Compliance Review 2024-25

LEGISLATION AND POLICY

Local Government (General) Regulations 2021 s55(2)
Incoming and Outgoing Correspondence Policy

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars of the *Regional Plan and Budget 2023-2024*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Mr James Woods - Inquiry into Local Govt Councils Entitlements 2024 MM T C-3 [**8.1.1** - 2 pages]
2. Cr Wood [**8.1.2** - 2 pages]
3. 2024 0025- SJMU - Mayor James Woods [**8.1.3** - 1 page]
4. Letter to WARC [**8.1.4** - 1 page]
5. Letter to CEO - WARC - Notification of Compliance Review 2024-25 [**8.1.5** - 2 pages]



NORTHERN TERRITORY OF AUSTRALIA

REMUNERATION TRIBUNAL

**GPO BOX 4396
DARWIN NT 0801**

Telephone: (08) 8999 6539

Mr James Woods
Mayor
West Arnhem Regional Council
PO Box 721
JABIRU NT 0886

Via email: james.woods@westarnhem.nt.gov.au

Dear Mr Woods,

As you may be aware, the Remuneration Tribunal has commenced its inquiry on Local Government Council and Local Authority members' allowances 2024 pursuant to sections 7B(1) and 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* with Councils. As part of these meetings, the Remuneration Tribunal is seeking advice on matters including, among other things:

- meetings involving Council members with local authorities, and funding provided to local authorities;
- the capacity for the council to pay an increase in allowances if the Remuneration Tribunal recommends increasing allowances;
- the workload undertaken by council at both its regular meetings and other meetings, including the frequency of meetings; and
- Examples that show that the travel allowances to attend Council meetings is not adequate.

The Remuneration Tribunal is accepting written submissions from Councils for the inquiry by 12 October 2024. These submissions should address the above questions as well as any other issue that your Councils would like to raise.

There may be unique circumstances relating to your Council which you may wish to advise the Remuneration Tribunal.

Individual Councillors may also consider their own submission.



NORTHERN TERRITORY OF AUSTRALIA

REMUNERATION TRIBUNAL

While the Remuneration Tribunal would like to meet with Councils personally, this is not proving practicable at this stage, but a number of video conference calls have been effective.

It would be appreciated if you could place this letter on the Council's agenda for its next meeting

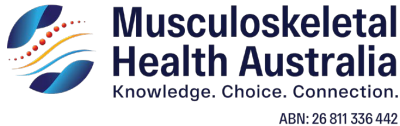
Councils should contact the Remuneration Tribunal's Secretariat on 8999 6539 or via email NTRemunerationTribunal@nt.gov.au for any further queries or to arrange meetings with the Remuneration Tribunal

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Martin OAM'.

MICHAEL MARTIN OAM
Chair
Northern Territory Remuneration Tribunal

6 September 2024



18 September 2024

Cr Wood
West Arnhem Regional Council
Via email: info@westarnhem.nt.gov.au

Dear Cr Wood

On behalf of Musculoskeletal Health Australia (MHA) and our partner, Interpath Global (the makers of Epijoint®), I am seeking your support for an incredibly important public health initiative - The World's Biggest Sit-In.

The WHY

October is Musculoskeletal Health Awareness Month (MHAM), and we are committed to shining a spotlight on the importance of good musculoskeletal health as well as the 150+ musculoskeletal conditions that are often unseen, rarely understood and negatively impact the quality of life of over 7 million Australians. Musculoskeletal conditions such as back pain, arthritis, fibromyalgia and osteoporosis affect 29% of the Australia population and are the second leading contributor to the non-fatal burden of disease in this country.

The HOW

Throughout October MHA along with our amazing partners will be focussed on making musculoskeletal health a top priority. To achieve this, we need individuals and communities to get behind the campaign and support a new, fun and innovative call to action that will get people thinking differently about movement, getting active, and the importance of good musculoskeletal health.



The culmination of MHAM is the World's Biggest Sit In (WBSI). A record attempt at holding the largest chair-based exercise class. I have included with this letter some further information regarding WBSI and MHAM.



WHAT Next

We are asking for the support of you and the West Arnhem Regional Council to help shine a spotlight on the hidden musculoskeletal epidemic in Australia and the importance of good musculoskeletal health

We would like to invite the West Arnhem Regional Council to hold their very own World's Biggest Sit In satellite event to coincide with other planned events, including one in Melbourne. This would be a fantastic way to get your entire community to engage in movement and exercise and build musculoskeletal awareness and understanding.

We would also like the team at the West Arnhem Regional Council (including all the Councillors) to participate in the World's Biggest Sit In and register to raise awareness, funds and even a sweat by committing to improve their musculoskeletal health through chair-based exercise throughout the month of October.

I would really appreciate the opportunity to meet with you to discuss MHAM and WBSI and the incredible benefits better musculoskeletal health will have for the community.

Please feel free to contact me on 0428 040 544 or ceo@muscha.org for further information or to arrange a time when we could meet to discuss further.

On behalf of MHA, I look forward to working with you and the West Arnhem Regional Council to build better musculoskeletal health and wellbeing one constituent at a time

Regards



Helen Jentz
Chief Executive Officer





OFFICE OF THE LEADER OF THE OPPOSITION

Parliament House
State Square
Darwin NT 0800
opposition.leader@nt.gov.au

GPO Box 3700
Darwin NT 0801
Telephone: 08 8923 8000

Mayor James Woods
West Arnhem Regional Council

Email: governance@westarnhem.nt.gov.au

Dear Mr Wood

Thank you for your correspondence dated 19 September 2024 and message of congratulations. It is a privilege to be appointed as Northern Territory Labor's newest leader, a position which comes with great responsibility. I understand the weight of this position and it is not lost on me that this role will come with significant challenges.

I look forward to our continued partnership and our shared commitment to ensure the communities of West Arnhem Regional Council feel supported and are able to thrive across the region.

Again, thank you for taking the time to write to me and I look forward to meeting with you and Mr Andrew Walsh, Chief Executive Officer on 14 October 2024.

Yours sincerely

A handwritten signature in blue ink that reads "Selena Uibo".

SELENA UIBO

30 SEP 2024



OFFICE OF THE COMMISSIONER

Level 6 NAB House
71 Smith Street
DARWIN NT 0800

Postal address
PO Box 39764
WINNELLIE NT 0821

E pfes.exec@pfes.nt.gov.au

T 08 8901 0223

Our reference 04:D24:109802

Please quote in response

Mayor James Woods
West Arnhem Regional Council
GPO Box 721
Jabiru NT 0886

Via email: james.woods@westarnhem.nt.gov.au

Dear Mayor Woods

RE: Call for urgent action – NT Police support in Warruwi Community

Thank you for your letter dated 17 September 2024, regarding your concerns about the level of police presence at Warruwi community in the West Arnhem Region.

The Warruwi Police Post was opened in 2008 as part of the Commonwealth Government initiated Northern Territory Emergency Response. Currently, the police post infrastructure is not suitable for permanent occupation and as such Maningrida Police provide patrols once every five weeks for a period of up to five days at a time.

I have passed on your concerns to Commander Kylie Anderson and her team, including Superintendent Jody Nobbs who will meet with the West Arnhem Regional Council (WARC) Management Team in Jabiru between 10 and 11 October 2024, to discuss how we can work together to improve community safety across West Arnhem communities, including Warruwi and Minjilang.

Proposed arrangements include an increase in the attendance of Aboriginal Liaison Officers (ALOs) who operate in the Arnhem region. The Northern Territory Police also maintain a surge capacity to swiftly respond to any location across the Territory where there is an identified need. This was demonstrated recently with resources being deployed to Warruwi after an edged weapon incident.

I fully support and will continue work with our partner agencies to advocate for an increase in safe houses within our communities. The Northern Territory Police are also undertaking strategic planning for our infrastructure investment in remote communities.

If you wish to discuss any issues further, please contact Superintendent Nobbs of the Northern Division on telephone 8985 8743 or via email at jody.nobbs@pfes.nt.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Murphy'.

Michael Murphy APM
Commissioner of Police

7 October 2024



Department of
**HOUSING, LOCAL GOVERNMENT
AND COMMUNITY DEVELOPMENT**

Level 11, NT House
22 Mitchell Street Darwin NT 0801

Postal address
GPO Box 4396
Darwin NT0801

E lg.compliance@nt.gov.au

T 08 8999 8868

File reference
2024/1820-21~1

9 October 2024

Mr Andrew Walsh
Chief Executive Officer
WEST ARNHEM REGIONAL COUNCIL

Via Email: andrew.walsh@westarnhem.nt.gov.au

Dear Mr Walsh

Re: Notification of Upcoming Compliance Review

The Department of Housing, Local Government and Community Development is required to undertake a program of compliance reviews of local government bodies in the Northern Territory pursuant to section 298 of the *Local Government Act 2019*.

The purpose of a compliance review is to ensure that a council is conducting its business lawfully. The compliance review also serves to provide feedback on how council is discharging its obligations under relevant legislation, and to assess management practises.

As part of the compliance review program, West Arnhem Regional Council has been selected for a compliance review for the period 1 July 2023 to 31 July 2024. A site visit to your head office has been scheduled for 25 November to 29 November 2024. Please advise as soon as possible if this timing does not suit your council.

To facilitate an efficient review process, can you please provide the details of a nominated point of contact staff member of council. This staff member will be the primary point of contact for Local Government inspectors throughout the review process.

The updated compliance review guidelines detailing the steps of the review and the information required prior to the site visit will be forwarded to your nominated contact. Please note the compliance review guidelines are a guide only and timeframes and steps may be altered.

The inspectors who will be conducting the review are:

- Ms Sarah Strzelecki
- Mr Bilal Abbas
- Mr Theofanis Kokkinomagoulos

If you require any further information in regards to the compliance review, please do not hesitate to contact me on 8999 8868 or email lg.compliance@nt.gov.au.

Yours sincerely



Hugh King
A/Director Sustainability and Compliance

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	8.2
Title:	Jabiru Landfill EPA License Update
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

This report is to provide an update to Council regarding the non-compliance matters raised during recent inspection of the Jabiru Landfill, EPA license EPL351.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Jabiru Landfill EPA License Update*.

BACKGROUND

As per correspondence tabled July Confidential Ordinary Council meeting NTEPA has advised of 15 instances of non-compliance with EPL351 Environmental Protection License held by Jabiru Landfill.

COMMENT

Please see attached response document submitted to NTEPA on Friday 11 October 2024.

The operations team continues to work towards rectifying issues of non-compliance to ensure the best outcome is achieved. Most works now complete and operational plans are being updated to ensure compliance can be maintained.

LEGISLATION AND POLICY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

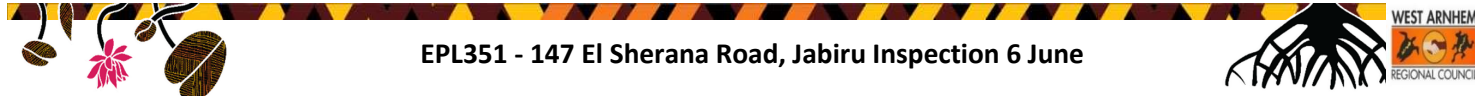
We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.3 Waste and Water Management

Deliver environmentally and economically sound solid waste, water and sewerage services.

ATTACHMENTS

1. EP L 351 12.10 Update [8.2.1 - 9 pages]
2. Photos - Update 12.10.2024 [8.2.2 - 6 pages]



EPL351 - 147 El Sherana Road, Jabiru Inspection 6 June

Submission of response to Observations on Non Compliance Inspection Outcomes 6 June 2024

#	Requirement	Observations	Rectification	Delivery Date
1	<p>EPL351 Condition 4: The licensee must cause clear and legible signage, in English, to be displayed in a prominent location at each public entrance to the premises that includes the following details:</p> <p>4.1: environment protection licence number issued under the WMPC Act;</p>	Signage at the entrance to the landfill does not show the EPL number	New signage ordered - temporary signage installed with licence number and emergency contact details	<p>Rectified temporarily Permanent 30 Oct 24</p> <p>EVIDENCE - TEMPORARY SOLUTION: Photo 1</p> <p>PERMANENT SOLUTION: Attachment 1 : quote for new signage attached. Order to to be completed with Norsign when they reopen Wednesday 5 August</p>
2	<p>EPL351 Condition 4: The licensee must cause clear and legible signage, in English, to be displayed in a prominent location at each public entrance to the premises that includes the following details:</p> <p>4.2: 24 hour emergency contact details.</p>	Signage at the entrance to the landfill does not show the emergency contact details	New signage ordered - temporary signage installed with licence no and emergency contact details	<p>21.08.24 UPDATE PO attached for ordering signage, NORSIGN PO</p> <p>23.09.24 UPDATE Signage Draft attached</p> <p>12.10.24 UPDATE Awaiting Delivery - Sign draft as per photos attachment</p>

3	<p>EPL351 Condition 5: The licensee must cause a copy of this licence to be available for inspection by any person, in hard copy form, at the premises.</p>	<p>Sara Fitzgerald (Waste and Resource Coordinator) advised officers over the phone during the inspection that a hard copy of the licence is not kept at the gatehouse.</p>	<p>A copy of Licence is available at the gatehouse</p>	<p>Rectified EVIDENCE - Photo 2 21.08.24 UPDATE Item Complete</p>
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4	<p>EPL351 Condition 17: The licensee must not exceed any of the storage limits specified in Table 3.</p>	<p>Officers observed three locations of ULABs: Behind the green waste area (as per photos) - 8 wooden pallets containing approximately 150-200 batteries and a further 40 - 50 directly on the ground and most covered in vegetation. Adjacent to the tyre storage area - Officers were unable to estimate the number of batteries due to heavy weed cover. The batteries that could be seen were not on pallets. Adjacent to the waste oil storage – several batteries on the ground</p>	<p>Seeking quotes from contractor to transport excess batteries</p> <p>Long term plan to apply for licence to transport hazardous waste and remove batteries when one pallet is accumulated or on a monthly basis whichever is sooner</p> <p>Legacy Batteries have been removed with improvements made to the drop off area. License ammendment submitted to enable transport of batteries to Darwin</p>	<p>30 June 2025</p> <p>EVIDENCE - CURRENT ACTION: IN PROGRESS - batteries being moved to pallets for safe storage until transport can be arranged - Photos 3, 4 & 5. Will be restacked and wrapped when transport is available</p> <p>INTERMEDIATE SOLUTION: Contractor to transport battery stockpile - attachment 2 - NTEX quote is for removal of ALL batteries and other works</p> <p>FUTURE SOLUTION: WARC to obtain licence to transport batteries to recyclers - Attachment 3 - application for licences to transport waste with NTEPA</p> <p>21.08.24 UPDATE All batteries moved to pallets for transport - they will be strapped down when transport finalised - PO for transport attached. PHOTOS 21.08 & NTEX PO</p>
5	<p>EPL351 Condition 18: The licensee must handle listed waste ULAB (in the form of 'acidic solutions or acids in solid form' and 'lead, lead compounds') in accordance with the Australian Battery Recycling Initiative (ABRI) Packaging Standard for ULAB.</p>	<p>As Section 4 above.</p>	<p>Currently are being moved onto pallets with 8 pallets ready for transport</p> <p>Future storage will have batteries stored on a pallet ready for transport when pallet is full</p> <p>Legacy Batteries have been removed with improvements made to the drop off area. License ammendment submitted to enable transport of batteries to Darwin</p>	<p>12.10.2024 ITEM COMPLETE All batteries removed from landfill. Battery drop off area adjusted for better practice. License to transport submitted</p>

6	<p>EPL351 Condition 19: The licensee must not exceed any of the tyre stack limits specified in Table 4.</p>	<p>Tyres were stored in a bay with the pile being approximately 20 m x 30 m with an average depth of 1 m.</p>	<p>Seeking quotes from contractors to remove 20m³ of tyres (120 units)</p> <p>Determining how to utilise WARC licence to transport in order to arrange transport for remaining tyres and any future collections</p> <p>Legacy tyres have been removed with improvements made to the drop off area. License ammendment submitted to enable transport of tyres to Darwin.</p>	<p>30 June 2025 EVIDENCE - Attachment 2 - NTEX quote for removal of 20m³ to become compliant. Photos 6, 7 & 8</p> <p>FUTURE WORKS: Schedule to be developed for removal of remaining tyres utilising WARC licence</p> <p>21.08.24 UPDATE PO attached for transport of 20m³ of tyres to regain compliance. In process of moving container to site for better storage for remaining tyres. Attached NTEX PO</p>
7	<p>6EPL351 Condition 20: The licensee must maintain a 10 metre wide firebreak around the boundary of the tyre stockpile area.</p>	<p>Three sides of the tyre stockpile bay were clear of vegetation. Vegetation was present in the adjacent bay where batteries were stored. Vegetation was also observed growing over the tyre stockpile.</p>	<p>As much vegetation as possible has been removed surrounding the site with an area cleared for a container to stockpile in the future.</p> <p>Tyres will now be stored in segregation bay on a pallet so they can be moved easily if there is a fire threat. License ammendment submitted to enable transport of tyres to Darwin</p>	<p>12.10.2024 ITEM COMPLETE</p> <p>All tyres removed from landfill. Tyre drop off area adjusted for better practice. License to transport submitted</p>

8	<p>EPL351 Condition 22: The licensee must ensure that all materials that are likely to cause environmental harm are handled and stored in areas with a containment system in accordance with the relevant Australian Standard. Where no relevant Australian Standard exists, the containment system must be sized to contain 110% of the volume of the largest container within the area.</p>	<p>Waste cooking oil and unused motor oil containers were stored on bare ground near the putrescible waste dumping area. Waste motor oil was stored in bund rather than IBCs over a bund.</p>	<p>Excess oil was transferred to IBC including liquid in base of the bund Cover reinstalled to oil container and secured with screws Temporary signage installed to better direct usage New signage ordered - awaiting delivery</p>	<p>30 OCT 2024 EVIDENCE - Photo 9 and attachment 1 Norsign quote 21.08.24 UPDATE PO attached for signs. NORSIGN PO 12.10.2024 UPDATE New signage ordered for installation</p>
9	<p>EPL351 Condition 23: The licensee must segregate waste received or generated at the premises in clearly designated areas for recycling, re-use or disposal.</p>	<p>Lack of signage in drop off bays for clear segregation of waste as per layout of landfill.</p>	<p>Temporary Signage erected New signage ordered - awaiting delivery</p>	<p>30 OCT 2024 EVIDENCE - Photos 10 & 11 and attachment 1 Norsign quote 21.08.24 UPDATE PO attached for signs. NORSIGN PO 23.09.24 UPDATE New signage ordered for installation</p>

10	EPL351 Condition 24: The licensee must ensure that litter:	Small amounts of litter was outside of the premises.	Improved operational management with scheduled daily litter check. Landfill cover is progressing. Council is reviewing how to meet this obligation. Updates will be provided in monthly update Operational improvements made to ensure litter checks are completed daily and that landfill face covering is happening regularly to prevent litter dispersement	ONGOING ACTIVITY will provide evidence in monthly update EVIDENCE - Photos 12 & 13 21.08.24 UPDATE Daily litter checks continue to be done. Evidence of landfill face now covered in attached photos. PHOTOS 21.08
11	EPL351 Condition 24: The licensee must ensure that litter: 24.2 is not deposited or allowed to accumulate in stormwater drain(s), water or leachate dam(s);	Large amounts of litter in water.	Improved operational management with scheduled daily litter check. Landfill cover is progressing. Council is reviewing how to meet this obligation. Updates will be provided in monthly update Operational improvements made to ensure litter checks are completed daily and that landfill face covering is happening regularly to prevent litter dispersement	21.08.24 UPDATE Daily litter checks continue to be done. 21.08.24 UPDATE Daily litter checks continue to be done. More staff hours dedicated to landfill. Photos attached
12	EPL351 Condition 24: The licensee must ensure that litter: 24.3 does not accumulate along the boundary of the premises.	Small amounts of litter had accumulated along the boundary fence	Improved operational management with scheduled daily litter check. Landfill cover is progressing. Council is reviewing how to meet this obligation. Updates will be provided in monthly update Operational improvements made to ensure litter checks are completed daily and that landfill face covering is happening regularly to prevent litter dispersement.	

<p>13</p>	<p>EPL351 Condition 28: The licensee must cover waste in accordance with the NT EPA Guidelines for the Siting, Design and Management of Solid Waste Disposal Sites in the Northern Territory.</p>	<p>No evidence of recent cover material on or over waste</p>	<p>Landfill cover is progressing. Council is reviewing how to meet this obligation. Status updates will be provided in monthly update</p> <p>Operational improvements made to ensure litter checks are completed daily and that landfill face covering is happening regularly to prevent litter dispersement.</p>	<p>1 NOV 2024</p> <p>EVIDENCE - Monthly updates to be provided to NTEPA</p> <p>CURRENT SITUATION: Photo 14 - Cover material prepared for site</p> <p>Photo 15 - Evidence of current coverage of partial landfill face</p> <p>21.08.24 UPDATE Evidence of landfill face now covered in attached photos. PHOTOS 21.08</p> <p>12.10.24 UPDATE Landfill face covering close to completion as per attached photos.</p>
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14	EPL351 Condition 29: The licensee must ensure that all leachate is managed in accordance with the NT EPA Guidelines for the Siting, Design and Management of Solid Waste Disposal Sites in the Northern Territory.	A large pit immediately behind putrescible waste disposal area contained a dark coloured water consistent with leachate (colour and odour). No lined leachate pond was present as per the layout attached to EPL351 and the Environmental Management Plan listed in Table 2 of EPL351	New Environmental Management Plan to be submitted with revised leachate management through evaporation WARC Engineer to revise site drainage and leachate management Contractors to be engaged to perform earthworks to raise the level of the hole to ensure it is only used for leachate management	1 NOV 2024 EVIDENCE - Monthly updates will be provided to NTEPA CURRENT SITUATION: Photo 16 - proof of water evaporation Photo 17 - Proof access to the water pooling area has been reestablished Attachment 2 - Quote to perform earthworks
15	EPL351 Condition 30: The licensee must ensure that neither leachate nor water pond on the surface of the landfill.	As Section 14 above	New Environmental Management Plan to be submitted with revised leachate management through evaporation WARC Engineer to revise site drainage and leachate management Contractors to be engaged to perform earthworks to raise the level of the hole to ensure it is only used for leachate management Earthworks completed with mindful drainage to enable new leachate management plan as per updated environmental management plan	21.08.24 UPDATE PO for earthworks attached awaiting scheduled date for commencement. NTEX PO 23.09.24 UPDATE ACTION COMPLETE - Photos attached filling of hole has been completed with adequate drainage runoff so water will not pool

EPL351 - 147 Elsharana Road, Jabiru

Response Document

West Arnhem Regional Council

ITEMS 1 & 2: New signage proof.

Welcome to
Jabiru Waste Management Facility

Please follow all site signage and any instructions given by staff

COMMERCIAL WASTE FEES APPLY

STOP

The following items are accepted for recycling

- Scrap Metal
- E-waste
- Whitegoods
- Tyres
- Batteries
- Concrete, Bricks, Rubble

The Following Waste Streams are NOT Accepted

- Asbestos
- Sewerage
- Medical Waste
- Declared Weeds
- Acids & basic solutions
- Grease Trap Waste

Unauthorised scavenging is not permitted at this site

This site is staffed Monday- Friday 7am - 3pm
After hours please use the segregation bays provide

This site is operated by West Arnhem Regional Council
For commercial waste fee enquiries please contact
waste@westarnhem.nt.gov.au

THIS SITE IS MONITORED BY CCTV
ILLEGAL DUMPING WILL INCUR PENALITES

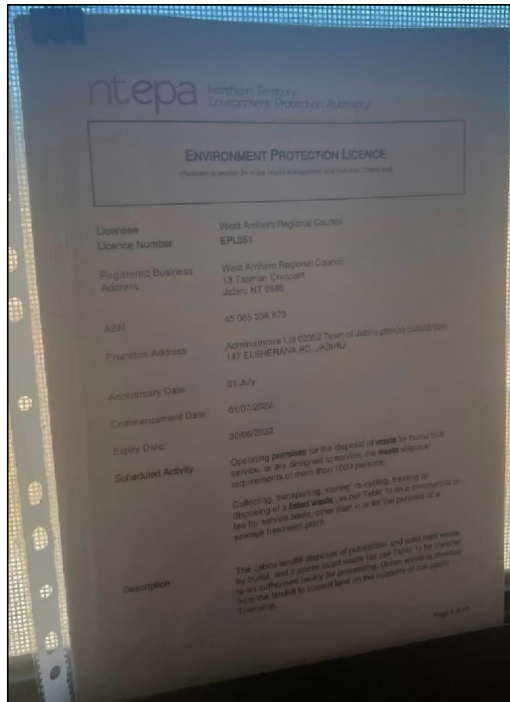
EPL351

WEST ARNHEM

REGIONAL COUNCIL

A/H Emergency ONLY 0475 564 621

ITEM 3: Evidence of License at Landfill.



ITEMS 4 & 5: Evidence batteries ready for transport – 21.08.24.



ITEMS 4 & 5: Grassed area where the batteries were being stored – 21.08.24.



Batteries removed from site – 12.10.24.



ITEMS 6 & 7: Evidence batteries removed from site.



ITEMS 8: Waste oil storage upgrades.



ITEM 9: Temporary signage in segregation bays while we await new signs.



ITEMS 10-12: Litter improvements.



ITEMS 10-13: Evidence of landfill face coverage – mixture of soil and crushed roof tiles.



ITEMS 14 &15: Evidence of rectification leachate pool area .



WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 21 October 2024

Agenda Reference:	8.3
Title:	Technical Services Projects Report
Author:	Clem Beard, Acting General Manager Technical Services

SUMMARY

This report is presented to the Council to provide an overview of all Local Authority and other Council projects delivered across the West Arnhem Regional Council locations, for the reporting period up to 15 October 2024.

RECOMMENDATION

THAT COUNCIL receives and notes the report titled *Technical Services Projects Report*.

BACKGROUND

High level operational/project management reports are provided to ensure transparency, communication, and support are provided to elected members.

COMMENT

As per attached report, a comprehensive snapshot is provided to Council of all current projects being undertaken by the Technical Services Team

STATUTORY ENVIRONMENT

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 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

Goal 4.2 Fleet, Plant and Equipment

Provide a modern and well-maintained fleet of plant and vehicles capable of meeting service delivery requirements.

Goal 4.3 Waste and Water Management

Deliver environmentally and economically sound solid waste, water and sewerage services.

Goal 4.4 Local Road Management and Maintenance

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

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment.

Goal 5.2 Procurement

Develop and implement a leading-edge sustainability procurement strategy.

ATTACHMENTS

1. Technical Services Projects - OCM October 2024 [**8.3.1** - 3 pages]
2. Local Authority Projects - OCM October 2024 [**8.3.2** - 2 pages]

GUNBALANYA TECHNICAL SERVICES PROJECTS

STATUS	PROJECT COMPLETE	STAGE	DESCRIPTION	LOCATION	% DONE
In Progress	30/11/2024	Claim accepted - Works awarded to MJ Builders - Materials in procurement.	Gunbalanya Flood Insurance Toad Hall/Laundry	Gunbalanya	10%
In Progress	15/11/2024	Quote accepted, works awarded to Think Water Drwin.	Gunbalanya Oval resurfacing and irrigation upgrade	Gunbalanya	10%

JABIRU TECHNICAL SERVICES PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	30/11/2024	Awaiting Bore 3 Upgrade works to connect full coverage telemetry system. Radio mast extension works underway.	Jabiru Telemetry System Upgrade	Jabiru	80%
In Progress	30/10/2024	Contractor completed construction - civil works in finalisation.	Jabiru Brockman Oval Grandstands	Jabiru	95%
In Progress	30/11/2024	Design Phase only - Once received will allow for tender release.	Jabiru Brockman Oval Lights	Jabiru	50%
In Progress	30/12/2024	Awaiting GACJT board approval meeting scheduled October 2024.	Dog Park - Lakeside Park	Jabiru	15%
In Progress	18/11/2024	Awaiting OCM Approval.	Langford Smith Drive sealing and Jabiru footpaths resealing	Jabiru	10%

MANINGRIDA TECHNICAL SERVICES PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	1/02/2025	Civil Works in progress/Plumbing civil in progress.	Maningrida Change Rooms	Maningrida	10%

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	1/03/2025	Pre-Construction Planning. Complete works when changerooms are complete.	Maningrida Toilets	Maningrida	5%
In Progress	30/07/2025	Awaiting Local Approval. Additional and extensive consultations are required to proceed.	Maningrida Cemetery	Maningrida	20%
In Progress	30/12/2024	Awaiting Development Application - expected up to 4 week turnaround. NLC to issue lease once development application is received.	Maningrida Airport Structures	Maningrida	20%
In Progress	15/10/2024	Expected to be completed by early October when linemarkers mobilise.	Maningrida Airport Road Line Marking	Maningrida	95%
In Progress	15/11/2024	Expected to be completed by end of November 2024.	Mallabam road Drainage works	Maningrida	5%

MINJILANG TECHNICAL SERVICES PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	30/12/2024	Tender Received - Report in the Confidential Agenda for Council resolution.	New Minjilang Cemetery	Minjilang	15%

WARRUWI TECHNICAL SERVICES PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	30/11/2024	Roof Construction completed - Awaiting electrical upgrade and Installation of new roller doors.	Waruwi Hall Reroof	Waruwi	70%

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	15/12/2024	Awaiting approval of variation from funding body to perform works in Warruwi for staff housing repairs prior to onset of wet season.	Warruwi Staff Housing	Warruwi	15%
In Progress	31/01/2025	Seeking further quotes - per procurement policy.	Warruwi Ground Penetrating Radar	Warruwi	10%
In Progress	31/12/2024	Installation of sea container for storage at recreation hall. Container onsite, installation underway including addition external roof.	Warruwi Recreation Hall Upgrade	Warruwi	50%

GUNBALANYA LOCAL AUTHORITY PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	15/11/2024	Construction in progress - working around community closures due to cultural obligations in Gunbalanya.	Gunbalanya Shelters	Gunbalanya	75%
Completed	15/11/2024	Final Inspection required - additional works identified for full functionality.	Gunbalanya Cold Water Drinking Fountain	Gunbalanya	95%
In Progress	30/11/2024	Awaiting contractor capacity - TB Constructions to commence works by the end of October.	Gunbalanya Aged Care Pavers	Gunbalanya	25%
In Progress	20/10/2024	Materials onsite - TB constructions to undertake works for completion.	Crosswalk/Speed Hump - Gunbalanya Office/Youth Centre	Gunbalanya	25%
In Progress	30/11/2024	Materials ordered - awaiting delivery.	Modifications Office Shelter	Gunbalanya	25%

MANINGRIDA LOCAL AUTHORITY PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	30/10/2024	Contractor JMK completing works.	Grandstands Basketball Court/Footy Oval	Maningrida	65%
In Progress	31/12/2024	Preplanning/permits stage in progress.	NYE Fireworks 2024	Maningrida	35%
In Progress	15/11/2024	Works Complete - awaiting delivery of corner edge kerbing.	Installation Outdoor Gym	Maningrida	95%
In Progress	30/11/2024	Contractor awaiting materials.	Bollards for Cricket Oval	Maningrida	15%
In Progress	1/03/2025	Tender in progress. Request for quotes underway.	Funeral Hearse Vehicle	Maningrida	10%

WARRUWI LOCAL AUTHORITY PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	LOCATION	% DONE
In Progress	30/12/2024	Sourcing quotes.	Repairs to Shade Structure	Waruwi	5%
In Progress	30/10/2024	Works completed by local contractor - Final Inspection required.	Supply and Install Steel Grab Rails	Waruwi	95%

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	9.1
Title:	Elected Member Questions with or without Notice
Author:	Jasmine Mortimore, Governance Advisor

SUMMARY

The purpose of this report is to give Elected Members a forum in which to table items they wish to be debated by Council.

RECOMMENDATION

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

Agenda Reference:	10.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Jasmine Mortimore, Governance Advisor

SUMMARY

Pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

LEGISLATION AND POLICY

Section 99(2) of the *Local Government Act 2019*
Regulations 51 and 52 of the *Local Government (Administration) Regulations 2021*

RECOMMENDATION

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

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

EXCLUSION OF THE PUBLIC

The information in this section of the agenda is classed as confidential under section 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (Administration) Regulations 2021*.

Agenda Reference:	12.1
Title:	Confirmation of Confidential Ordinary and Special Council Meeting Minutes
Author:	Jasmine Mortimore, Governance Advisor

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference:	12.2
Title:	Incoming and Outgoing Correspondence
Author:	Jasmine Mortimore, Governance Advisor

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

Agenda Reference:	12.3
Title:	Tender Evaluation- Langford Smith Drive and footpath resealing works
Author:	Hilal Ahmad, Senior Project Manager

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	12.4
Title:	Gunbalanya Oval Resurfacing and Irrigation Works
Author:	Hilal Ahmad, Senior Project Manager

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	12.5
Title:	Proposed Yield Up - Lot 660 Maningrida
Author:	Clem Beard, Acting General Manager Technical Services

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	12.6
Title:	Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
Author:	Clem Beard, Acting General Manager Technical Services

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	12.7
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Jasmine Mortimore, Governance Advisor

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 21 OCTOBER 2024

RE-ADMITTANCE OF THE PUBLIC

12 NEXT MEETING

13 MEETING DECLARED CLOSED