

WEST ARNHEM



REGIONAL COUNCIL



WEST ARNHEM REGIONAL COUNCIL AGENDA

**MINJILANG LOCAL AUTHORITY
MONDAY, 25 NOVEMBER 2024**



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Minjilang on Monday 25 November 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 25 NOVEMBER 2024

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

SUMMARY

This report is to table, for the Minjilang Local Authority record, any apologies, and requests for leave of absence received from Authority members, as well as record any absence without notice for the meeting held on 25 November 2024.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

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

COMMENT

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

LEGISLATION AND POLICY

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

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

STRATEGIC IMPLICATIONS

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

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

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

SUMMARY

Agenda papers are presented for acceptance at the Minjilang Local Authority meeting held on 25 November 2024.

RECOMMENDATION

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

LEGISLATION AND POLICY

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

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

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

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

SUMMARY

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

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

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

Staff Members of the Council are required to disclose an interest in a matter at any time on which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise their delegated authority unless Council expressly directs them to do so.

RECOMMENDATION

THAT THE LOCAL AUTHORITY received the declarations of interest as listed for the Minjilang Local Authority meeting held on 25 November 2024.

LEGISLATION AND POLICY

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

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

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

STRATEGIC IMPLICATIONS

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

PILLAR	6	FOUNDATIONS	OF	GOVERNANCE
Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical		and		transparent.
Goal	6.4		Risk	Management
The monitoring and minimisation of risks associated with the operations of Council.				

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

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

SUMMARY

Unconfirmed minutes from the 9 September 2024 Minjilang Local Authority meeting are submitted to the Local Authority for confirmation that the minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT THE LOCAL AUTHORITY adopted the minutes of the 9 September 2024 Minjilang Local Authority as a true and correct record.

LEGISLATION AND POLICY

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

Clause 13.1 *Guideline 1: Local Authorities 2021*.

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

STRATEGIC IMPLICATIONS

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

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

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

ATTACHMENTS

1. Unconfirmed Minjilang Local Authority Meeting Minutes - 9 September 2024 [6.1.1 - 6 pages]



Minutes of the West Arnhem Regional Council Minjilang Local Authority
Monday, 9 September 2024 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Matthew Nagarlbin declared the meeting open at 10:19 am, welcomed all in attendance and did an Acknowledgement of Country.

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams

STAFF PRESENT

Chief Executive Officer	Andrew Walsh
Governance Advisor	Jasmine Mortimore
General Manager Technical Services (acting)	Clem Beard

3 APOLOGIES AND ABSENCES

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

The Local Authority considered a report on Apologies, Leave of Absence and Absence Without Notice.

MIN29/2024 RESOLVED:
On the motion of Member S Wauchope
Seconded Member Makings

THAT THE LOCAL AUTHORITY:

1. Notes the absence of Member Audrey Lee.
2. Notes the absence of Cr Henry Guwiyul.
3. Determines Cr Henry Guwiyul is absent without permission of the Authority; and
4. Determines Member Audrey Lee is absent with permission of the Authority.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

MIN30/2024 RESOLVED:
On the motion of Member Yirrawala
Seconded Member C Wauchope

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 9 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 Local Authority considered a report on Disclosure of Interest of Members or Staff.

MIN31/2024 RESOLVED:
On the motion of Member S Wauchope
Seconded Member Makings

THAT THE LOCAL AUTHORITY receives no declarations of interest as listed for the Minjilang Local Authority meeting held on 9 September 2024.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

MIN32/2024 RESOLVED:
On the motion of Mayor Woods
Seconded Chairperson Nagarbin

THAT THE LOCAL AUTHORITY adopts the minutes of the 5 June 2024 Minjilang Local Authority as a true and correct record.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	7.1
Title:	PowerWater- 4G Power Meter System
Author:	Jasmine Mortimore, Governance Advisor

The Local Authority considered a report on PowerWater- 4G Power Meter System.

MIN34/2024 RESOLVED:
On the motion of Member S Wauchope
Seconded Mayor Woods

THAT THE LOCAL AUTHORITY

1. Notes the presentations on the Meter Replacements by Power Water Corporation; and
2. Thanks presenter Jayde Armstead from Power Water Corporation.

CARRIED

Agenda Reference:	7.2
Title:	NT Health - Community Alcohol Plan
Author:	Jasmine Mortimore, Governance Advisor

The Local Authority considered a report on NT Health - Community Alcohol Plan.

MIN35/2024 RESOLVED:
On the motion of Chairperson Nagarbin
Seconded Member Yirrawala

THAT THE LOCAL AUTHORITY

1. Notes the presentations on Community Alcohol Plan by NT Health; and
2. Thanks presenter Sofia McPherson from NT Health.

CARRIED

Agenda Reference:	7.3
Title:	Aboriginal Peak Organisation Northern Territory - Aboriginal Education Steering Committee
Author:	Jasmine Mortimore, Governance Advisor

The Local Authority considered a report on Aboriginal Peak Organisation Northern Territory - Aboriginal Education Steering Committee.

MIN36/2024 RESOLVED:
On the motion of Member Makings
Seconded Member Yirrawala

THAT THE LOCAL AUTHORITY notes the Aboriginal Peak Organisation of the NT did not present to the Authority.

CARRIED

Agenda Reference:	7.4
Title:	NT Police - Law and Order Update
Author:	Jasmine Mortimore, Governance Advisor

The Local Authority considered a report on NT Police - Law and Order Update.

MIN38/2024 RESOLVED:
On the motion of Member Yirrawala
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY

1. Notes the presentations on Law and Order Update by NT Police.
2. Thanks presenter Chris Harden from the NT Police.
3. Request a letter be sent to Territory Families, Housing and Communities regarding concerns over known behaviours of Territory Families client transporting illegal substances into community; and
4. Invite Territory Families, Housing and Communities to attend the Local Authority meeting to discuss consideration and needs for a safe house in Minjilang.

CARRIED

Agenda Reference:	7.5
Title:	National Indigenous Australians Agency - Remote Jobs and Economic Development
Author:	Jasmine Mortimore, Governance Advisor

The Local Authority considered a report on National Indigenous Australians Agency - Remote Jobs and Economic Development.

MIN39/2024 RESOLVED:
On the motion of Mayor Woods
Seconded Member Makings

THAT THE LOCAL AUTHORITY

1. Notes the presentations on the overview of the Remote Job Economic Development by National Indigenous Australians Agency; and
2. Thanks presenter Bec Langdon from the National Indigenous Australians Agency.

CARRIED

8 ACTION REPORTS

Agenda Reference:	8.1
Title:	Finance Report for the period ended 31 July 2024
Author:	Corey White, Management Accountant

The Local Authority considered a report on Finance Report for the period ended 31 July 2024.

MIN37/2024 RESOLVED:
On the motion of Member Yirrawala
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY receive and note the report titled *Finance Report for the period ended 31 July 2024*.

CARRIED

Agenda Reference:	8.2
--------------------------	------------

Title:	Review of Action Items
Author:	Ben Heaslip, Information Advisor

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

MIN33/2024 RESOLVED:

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

THAT THE LOCAL AUTHORITY:

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

CARRIED

Agenda Reference:	8.3
Title:	Minjilang Cemetery Update
Author:	Sara Fitzgerald, Waste and Resource Coordinator

Broke for lunch at 12:57 and recommenced 13:18

The Local Authority considered a report on Minjilang Cemetery Update.

MIN40/2024 RESOLVED:

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

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Minjilang Cemetery Update*.
2. Approve for Solar Light to be the first priority if surplus funds are available after tender works are completed.
3. Approve plumbing works to be the second priority if surplus funds are available after tender works are completed.
4. Request the Cemetery facing east; and
5. Add additional gates to plans.

CARRIED

9 RECEIVE AND NOTE REPORTS

Agenda Reference:	9.2
Title:	CSM Operations Report on Current Council Service
Author:	Rick Withers, Council Services Manager

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

MIN41/2024 RESOLVED:

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

THAT THE LOCAL AUTHORITY receive and note the report titled *CSM Operations Report on Current Council Service*.

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

**MIN42/2024 RESOLVED:
On the motion of Member Yirrawala
Seconded Member Makings**

THAT THE LOCAL AUTHORITY recorded no action the following questions from Members.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on 25 November 2024.

12 MEETING DECLARED CLOSED

Chairperson Matthew Nagarlbin declared the meeting closed at 2:09 pm.

This page and the preceding pages are the minutes of the Minjilang Local Authority held on Monday 9 September 2024.

[Click here](#) to view the agenda for the Minjilang Local Authority Meeting held on 9 September 2024.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	7.1
Title:	NT Police - Law and Order Update
Author:	Jasmine Mortimore, Governance Advisor

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY

1. Noted the presentations on Law and Order Update by NT Police.

BACKGROUND

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

COMMENT

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

Minjilang Local Authority Meeting – Presentations / Visitors			
Topic	Presenter/Visitor	Organisation	Invited by
Community Law and Order Update	Christopher Harden	NT Police	Council

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	8.1
Title:	Finance Report for the period ending 31 October 2024
Author:	Corey White, Management Accountant

SUMMARY

This Local Authority Finance Report is for the period 1 July 2024 to 31 October 2024 (the first four months of the 2024-25 financial year) for Minjilang.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Finance Report for the period ending 31 October 2024*; and
2. Receive and note the Minjilang Local Authority Certification of the 2023-24 Local Authority Project Funding.

BACKGROUND

This Local Authority Finance Report includes a graphical presentation with reports on:

- Revenue and expenses that relate to the community as compared to the budget;
- The Local Authority Project Funds (LAPF) balance not yet allocated to a project;
- The progress of Local Authority's projects from the last LA meeting report to now; and
- Council grant funding activities and community projects happening in the community.

Each year a certification of the LAPF income and expenditure for the preceding financial year ending 30 June must be laid before the Local Authority.

COMMENT

The Local Authority Finance Report covers the Council's activities and projects within the community. Included in the Report are activities that relate to the Council's Core Services funded by both tied and untied Commercial Services and Community Services funding. From time-to-time there are some projects that are funded from Council's own money.

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

Actuals v Budget - Minjilang

as at 31 Oct 2024

Description	MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	59,724	27,175	32,549	100%+	81,526	73%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	64,281	22,619	41,662	100%+	67,857	95%
Income Council Fees and Charges	496	7,100	(6,604)	(93%)	21,300	2%
Income Operating Grants	713,383	1,237,545	(524,162)	(42%)	1,222,874	58%
Income Allocation	21,897	46,048	(24,151)	(52%)	138,145	16%
Other Income	2,328	2,333	(5)	(0%)	7,000	33%
Income Agency and Commercial Services	260,035	284,307	(24,272)	(9%)	852,921	30%
Total Operational Revenue	1,122,146	1,627,128	(504,982)	(31%)	2,391,623	47%
Operational Expenditure						
Employee Expenses	469,312	531,171	(61,859)	(12%)	1,663,638	28%
Contract and Material Expenses	166,204	220,260	(54,057)	(25%)	652,075	25%
Finance Expenses	609	352	257	73%	1,055	58%
Travel, Freight and Accom Expenses	48,022	55,883	(7,861)	(14%)	166,649	29%
Fuel, Utilities & Communication	92,643	117,548	(24,905)	(21%)	347,644	27%
Other Expenses	110,936	168,798	(57,862)	(34%)	796,240	14%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	1,950	2,225	(275)	(12%)	4,450	44%
Council Committee & LA Expenses	-	35	(35)	(100%)	105	0%
Total Operational Expenditure	889,675	1,096,272	(206,597)	(19%)	3,631,857	24%
Total Operational Surplus / (Deficit)	232,471	530,856	(298,386)	(56%)	(1,240,234)	0%

Annual Budget Operating Position

as at 31 Oct 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	232,471	530,856	(298,386)	(56%)	(1,240,234)	0%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(21,897)	(46,048)	24,151	52%	(138,145)	16%
Add Back Non-Cash Expenses	(153,687)	(243,027)	89,340	37%	(583,644)	26%
Total Non-Cash Items	131,790	196,979	(65,189)	(33%)	445,500	30%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	14,186	-	14,186	100%	268,948	5%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	14,186	-	14,186	100%	268,948	5%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	250,000	250,000	-	-	250,000	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	250,000	250,000	-	-	250,000	100%
Net Budgeted Operating Position	600,074	977,835	(377,761)	(39%)	(813,682)	0%

Also attached is the Local Authority's Certification of the 2023-24 LAPF.

LEGISLATION AND POLICY

Clause 10 of the *Local Government Guideline 1: Local Authority* states what a local authority agenda must include. Sub-clause 10.1 says the report from the CEO is to include the progress and financial report on local authority projects and a report on current council services and projects in the local authority area.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.1 Financial Management

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

ATTACHMENTS

1. Graphical Financial Presentation [**8.1.1** - 7 pages]
2. MIN Local Authority Project Funding Certification [**8.1.2** - 1 page]



**Minjilang Local Authority Committee
Financial Management Report for the
period ended 31st October 2024**

Actual v Budget – Operational – October 2024



Description	MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	59,724	27,175	32,549	100%+	81,526	73%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
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Income Council Fees and Charges	496	7,100	(6,604)	(93%)	21,300	2%
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Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	1,950	2,225	(275)	(12%)	4,450	44%
Council Committee & LA Expenses	-	35	(35)	(100%)	105	0%
Total Operational Expenditure	889,675	1,096,272	(206,597)	(19%)	3,631,857	24%
Total Operational Surplus / (Deficit)	232,471	530,856	(298,386)	(56%)	(1,240,234)	0%



Actual v Budget – Operational – October 2024



Annual Budget Operating Position as at 31 Oct 2024

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	232,471	530,856	(298,386)	(56%)	(1,240,234)	0%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(21,897)	(46,048)	24,151	52%	(138,145)	16%
Add Back Non-Cash Expenses	(153,687)	(243,027)	89,340	37%	(583,644)	26%
Total Non-Cash Items	131,790	196,979	(65,189)	(33%)	445,500	30%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	14,186	-	14,186	100%	268,948	5%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	14,186	-	14,186	100%	268,948	5%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	250,000	250,000	-	-	250,000	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	250,000	250,000	-	-	250,000	100%
Net Budgeted Operating Position	600,074	977,835	(377,761)	(39%)	(813,682)	0%

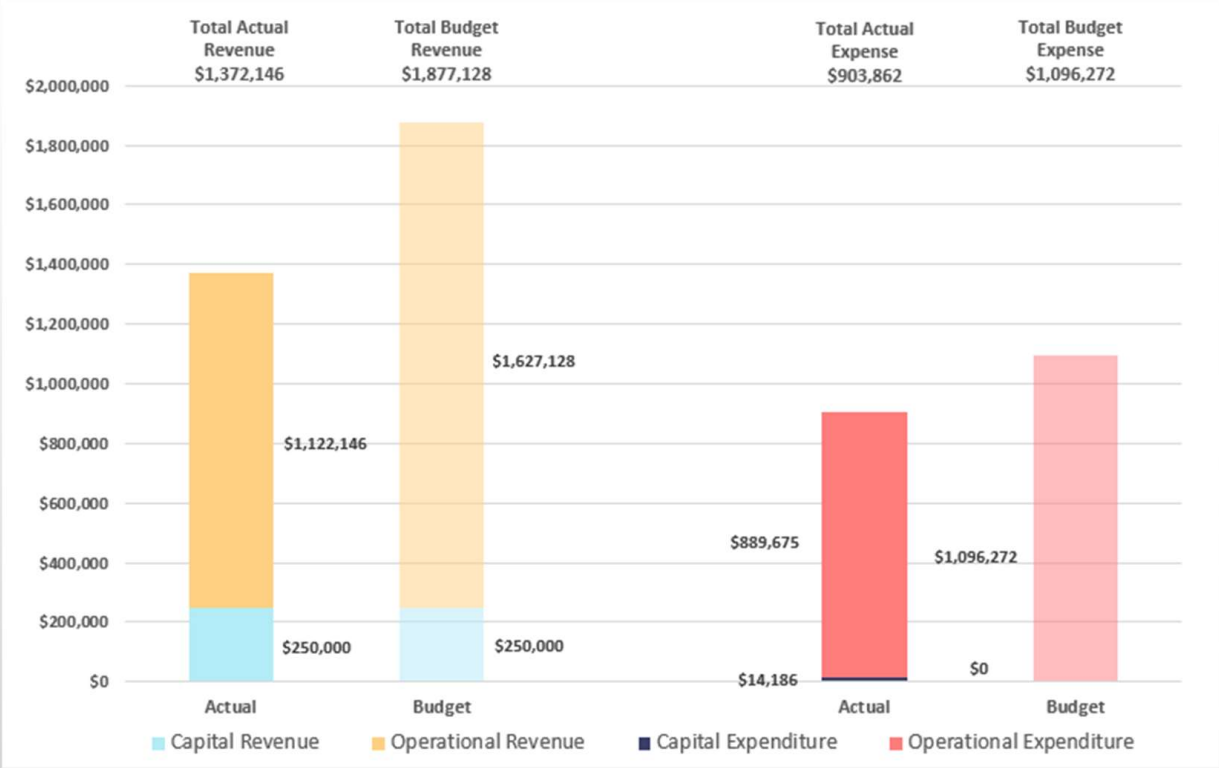
Legend:

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





Actual v Budget – Minjilang – October 2024



Grant Funding – Local Authority Projects – Available Funds – October 2024



Grant Funding - Local Authority Projects	Funding Amount	Funding Year	Funds Received	Funds not yet Received	Allocated	Balance as at 31.10.2024
Local Authority Projects Funding	36,900	FY 22/23	36,900	-	(35,856)	1,044
Local Authority Projects Funding	36,900	FY 23/24	36,900	-	-	36,900
TOTAL FUNDING	73,800		73,800	-	(35,856)	37,944

Add funds available from Projects completed under budget	1,248
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Total available for Allocation	39,192
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Progress of Local Authority Projects – July 2024 to October 2024



Grant Funding - Local Authority Projects - Completed Projects	Approved Budget	Meeting Date/ Resolution	Cash received to date (incl. Carried Forward)	Expenditure prior years	Expenditure to date 2024-25	Commitments	Available Funds as at 31.08.2024	Status
LAP - Animal Management Program 2025	3,602	18.05.2022 OCM78/2022	3,602	-	(3,602)	-	-	Completed
LAP - Animal Management Program 2024	3,366	18.05.2022 OCM78/2022	3,366	-	(3,366)	-	-	Completed
LAP - Purchase of Sea Container for Storage at Basketball Court	40,000	25.03.2024 MIN11/2024	40,000	(21,052)	(14,186)	(3,514)	1,248	Completed
TOTAL LOCAL AUTHORITY PROJECTS	46,968		46,968	(21,052)	(21,154)	(3,514)	1,248	



Grant Funding – Community Projects – October 2024

Grant Funding - Community Projects	Approved Budget (A)	Prior Year Expenditure (B)	Expenditure to date 2024-25 (C)	Commitments to Date (D)	Available Funds as at 31.10.2024 (A-B-C-D)
Regional and Remote Burials Grant	50,000	-	(1,072)	(50,000)	-
Critical upgrades to Minjilang staff housing	250,000	(91,318)	(82,890)	-	75,792
Purchase of a new garbage compactor for Minjilang	250,000	-	-	(201,942)	48,058
TOTAL COMMUNITY PROJECTS	550,000	(91,318)	(83,963)	(251,942)	123,849

Grant Funding - Community Programs	Expenditure to date 2024-25 (A)	Commitments to Date (B)	Total Expenditure (A+B)
Home Care Packages Program (HCP)	(3,356)	-	(3,356)
Commonwealth Home Support Program (CHSP)	(4,050)	-	(4,050)
Night Patrol	(83,383)	(61)	(83,444)
Remote Sport Program	(2,396)	-	(2,396)
Deliver Indigenous Broadcasting Programs (RIBS)	-	-	-
Manage Crèche	(111,108)	(2,917)	(114,025)
Australia Day Grant	-	-	-
NAIDOC Week Activity	(1,565)	-	(1,565)
Celebrating Aboriginal Culture (Australia Day)	-	-	-
Sports and Recreation	(32,946)	-	(32,946)
TOTAL COMMUNITY Programs	(238,805)	(2,978)	(241,783)



West Arnhem Regional Council

CERTIFICATION OF 2023-24 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Minjilang

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2024

LAPF Grant 2023-24	\$36,900.00
Other income/carried forward balance from 2022-2023	\$36,900.00
Other income/carried forward balance from 2021-2022	\$32,820.02
Total Income	\$106,620.02
Total Expenditure	\$42,760.62
Surplus/ (Deficit)	\$63,859.40

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes No
- the LAPF funding guidelines; Yes No
- the *Local Government Act and the Local Government (Accounting) Regulation; and* Yes No
- the Northern Territory Government's buy from Territory enterprise policy. Yes No
- the NT Government's COVID19 Conditions of Contract were met: Yes No
(If no to any questions above please provide a written explanation with this acquittal)

Certification report prepared by Imran Ahmed Shajib 08/11/2024

The local authority projects formed part of the agenda and minutes of Council's ordinary council meeting and local authority meeting. Yes No

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

CEO or CFO/...../20__

DEPARTMENTAL USE ONLY

Grant amount correct: Yes No

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED Yes No

Comments

Grants Officer _____/...../20__

Manager Grants Program _____/...../20__

Department of the Chief Minister and Cabinet



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

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

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

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

COMMENT

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Action Items Minjilang Local Authority Meeting [8.2.1 - 2 pages]

Item	Status	Action Required	Assignee/s	Action Taken
1	In Progress	<p>28 April 2023 The grants team is seeking funding opportunities for this project.</p> <p>October 2022 to August 2023 Concept design developed. QS Services have provided cost estimates for the project of \$586,900.00.</p> <p>10.08.2022 OCM78/2022 Council:</p> <ul style="list-style-type: none"> Approved the allocation of \$25,000 from Minjilang Local Authority funding to meet the costs for the architectural and structural drawings for the Minjilang Council office disabled access ramp and toilet; and Directed the administration to try and seek additional funding for the construction of the Minjilang Council office disabled access ramp and toilet at an estimated cost of \$586,900.00 <p>October 2021 to August 2022: Reports presented at LA meetings.</p> <p>February to June 2021: The technical services team sourced quotes and worked with the building certifier and architect to design a disabled ramp and convert the current toilets to a compliant disabled toilet to provide a scope of work and cost estimate.</p> <p>16.12.2020 OCM197/2020 MINJILANG COUNCIL OFFICE DISABILITY RAMP AND TOILET</p>	Bryony Stracey, Leanne Johansson	<p>27/03/2024 Ben Heaslip</p> <p>4 September 2023 – Leanne Johansson The grants team in conjunction with Technical Services are applying for two (2) stage funding through the 'Growing Regions Program – 1' per below.</p> <p>Expression of Interest close 1 August Full Application closes 12 December (extended to 15 January 2024)</p> <p>15 January 2024: Application submitted.</p> <p>15 March 2024: Awaiting outcomes.</p> <p>08/04/2024 Bryony Stracey Awaiting external response</p> <p>30/04/2024 Leanne Johansson 30 April 2024: Awaiting outcome</p> <p>16/05/2024 Bryony Stracey Notification received 16/05/2024 - We were unsuccessful in this round of this highly competitive grant. Will continue to seek funding.</p> <p>27/08/2024 Leanne Johansson Grants are continuing to seek opportunities to fund this project. A further update will be provided only when we have found an alternative funding source.</p>

Item	Status	Action Required	Assignee/s	Action Taken
		<p>Council directed the administration to provide a scope and budget for the following projects in anticipation of future Local Authority funding:</p> <ul style="list-style-type: none"> • A disability ramp at the Council office in Minjilang. • A public toilet that caters for the disabled. 		
2	In Progress	<p>MIN8/2024 RESOLVED: Approve the administration to apply for appropriate grants funding for trailer screen when available.</p>	Bryony Stracey	<p>08/04/2024 Bryony Stracey Commenced looking for funding options</p> <p>27/08/2024 Bryony Stracey Grants investigating funding. No further updates until potential funding sourced.</p>
3	In Progress	<p>MIN38/2024 RESOLVED: Send a letter to Territory Families, Housing and Communities regarding concerns over known behaviours of Territory Families client transporting illegal substances into community.</p>	Jasmine Mortimore	<p>18/11/2024 Jasmine Mortimore Letter sent on behalf of the Mayor to Territory Families, Housing and Communities on 18/11/2024</p>
4	In Progress	<p>MIN38/2024 RESOLVED: Invite Territory Families, Housing and Communities to attend the Local Authority meeting to discuss consideration and needs for a safe house for Minjilang.</p>	Jasmine Mortimore	<p>18/11/2024 Jasmine Mortimore Invitation sent to Territory Families, Housing and Communities to attend next Local Authority meeting.</p>

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	8.3
Title:	Animal Management Program
Author:	Clem Beard, Projects Manager Technical Services

SUMMARY

This report is to request the Local Authority to allocate ongoing, sustainable and future funding towards the community animal management program for Minjilang.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

- Receive and note the report entitled *Animal Management Program*; and
- Approves a total of \$12,389.40 from future Minjilang Local Authority funding for the next 3 years towards the animal management program as per breakdown below:
 - \$3,853.74 from 2025-2026 Minjilang Local Authority funding.
 - \$4,123.51 from 2026-2027 Minjilang Local Authority funding.
 - \$4,412.15 from 2027-2028 Minjilang Local Authority funding.

BACKGROUND

The administration has released and awarded annual tenders for the previous (3) three years for the delivery of animal management across the West Arnhem region. The animal management program was introduced in 2021 to provide a vet service to each of the communities and aims to assist communities develop and deliver a more effective animal management program.

The service provides treatments and services to improve the health and welfare of animals. The treatments covered in the funding will undertake desexing, tick treatment, euthanasia, flea treatment and minor surgery as required.

Effective animal management also contributes to other determinates such as housing conditions, health, school attendance and community safety. The program therefore aims to aid communities develop and deliver an ongoing and sustainable effective animal management program and vet service.

COMMENT

The animal management tender is a fixed lump sum contract with the majority of funding sourced from the current 24/25 Council budget raised by an animal management rate levy which will be allocated across animal management in all West Arnhem communities.

The additional revenue shortfall is sourced from each of the Local Authorities. This does not include in kind contribution from the Council comprising accommodation and vehicle usage.

It is recommended that the number of visits be based on the population of each community divided by the total funding of the proposed (12) twelve visits for the year. Based on the LA funding contribution and population, Minjilang would have ongoing commitment of 2 veterinarian visits per year, as per scope of works required included in the tender specifications.

The administration is requesting a 7% funding increase per year for the next 3 years to keep in line with the upward change in the consumer price index for, anticipated higher fuel prices, shortage of supplies and increased labour costs.

Last financial year, the Minjilang Local Authority contributed \$3,601.63 for 2 visits.

The table below is a breakdown based on the 7% increase for the next 3 years. An ongoing funding commitment is being requested from the Minjilang Local Authority.

YEAR	DESCRIPTION	AMOUNT
Current	Minjilang LA contribution (committed)	\$3,601.63
2025/26	Minjilang LA contribution with 7% increase	\$3,853.74
2026/27	Minjilang LA contribution with 7% increase	\$4,123.51
2027/28	Minjilang LA contribution with 7% increase	\$4,412.15
	Total for the next (3) years	\$12,389.40

LEGISLATION AND POLICY

No by-laws currently exist relating to animal management in WARC'S remote communities.

FINANCIAL IMPLICATIONS

As per approved budget for Local Authority for this project.

STRATEGIC IMPLICATIONS

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

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.4 Community Service Delivery

Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members.

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.4 Risk Management

The monitoring and minimisation of risks associated with the operations of Council.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 November 2024

Agenda Reference:	8.4
Title:	Proposal to Develop By-Laws for Minjilang Community
Author:	Ben Heaslip, Information Advisor

SUMMARY

This report is to introduce the possibility that the Minjilang Local Authority can develop by-laws for the Minjilang community.

RECOMMENDATION

THAT THE LOCAL AUTHORITY receive and note the report entitled *Proposal to Develop By-Laws for Minjilang Community; and*
Request the Administration to commence the process of developing by-laws.

BACKGROUND

Councils have the authority to make by-laws under the Local Government Act. Jabiru has had by-laws in place since the 1980s. These by-laws are managed by West Arnhem Regional Council and cover areas including dog and animal management, roads, and land managed by Council.

COMMENT

This report is to raise the possibility that by-laws could be written to cover the Minjilang Community. Making by-laws gives Council the authority to enforce laws that the community wants. They can only be in certain areas that local councils are responsible for, such as animal management and certain road rules. They can't override Territory or Australian law.

The process to develop by-laws requires community discussion, development of draft by-laws, review by the NT Government and further community discussion and consultation. To become law they need to be passed by the Council and approved by the NT Government.

The first step would be to get some feedback from Local Authority Members on whether you are interested in making by-laws and if so what by-laws would you like to be developed.

LEGISLATION AND POLICY

Local Government Act

FINANCIAL IMPLICATIONS

Not Applicable

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	8.5
Title:	Australia Day Event 2025
Author:	Damian Sandilands, Minjilang Council Services Manager

SUMMARY

This report seeks the community recommendations for the Australia Day 2025 celebrations.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report entitled *Australia Day Event 2025*;
2. Nominate preferred event name (ie: Australia Day or Minjilang Community Day) and date (ie: 26 January 2025 or another date); and
3. Nominate preferred celebration activities.

BACKGROUND

Previous community event celebrations involved smoking ceremony, sport and recreation activities for the children, and a community BBQ. Funded by the grant to the total of:

Grant	Communities	Budget
The National Australia Day Council grant This grant requires the events to be held on 26 January 2025, and the requirement for logo visibility in photos.	Gunbalanya, Jabiru, Maningrida, Minjilang and Warruwi	\$10,000.00 (Estimated \$2,000.00 per community)
The Australia Day Council NT grant This grant offers flexibility to hold events on another day.	Gunbalanya, Jabiru, Maningrida, Minjilang and Warruwi	\$3,000.00 (Estimated \$600 per community)

COMMENT

This report seeks to gain suggestions from Local Authority to facilitate Australia Day celebrations on 26 January 2025. In the past, the events have been put together through West Arnhem Regional Council (WARC) staff. WARC is now looking for feedback from the community to put forward activities and an event that caters for everyone in the community and aims to gain greater participation from those wanting to celebrate, along with aligning with community and cultural needs.

LEGISLATION AND POLICY

As per Grant Funding Guidelines.

FINANCIAL IMPLICATIONS

As per Grant Funding conditions.

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 1.4 Community Events

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

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.4 Community Service Delivery

Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members.

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Australia Day Funding Overview [**8.5.1** - 2 pages]

Australia Day Funding Overview

National Australia Day Council – total funding available \$10,000

Event:

Must be held on Australia Day, 26 January 2025

Branding:

It is a condition of receiving a grant under the Program that the message of ‘Reflect. Respect. Celebrate.’ is promoted through NADC-available collateral. Grant recipients must:

- clearly use the Australia Day Designs in equal proportion to other branding and marketing used on the day;
- display the Australia Day Designs at an event or in a public space; and
- use the Australia Day Designs in the lead up to, and on, Australia Day 2025.
- must acknowledge the support received from the NADC by including the following statement: 'Assisted by the Australian Government through the National Australia Day Council', and using the Australia Day Logo in accordance with the branding guidelines

Eligible use of funding:

promotions/invitations/publicity/communications (using NADC Australia Designs and including accessible formats on written materials). Must ensure that the Event includes an inclusivity element for people with disability.

- artist/talent fees – e.g. celebrity host, musical, theatrical, artistic contributions to the event
- accessibility equipment and formats*
- face-to-face event costs
 - o professional photography/videography services up to \$1,000
 - o catering
 - o promotional material/merchandise using Australia Day Designs
 - o venue fees
 - o equipment hire
 - o accessibility costs (e.g. hire of ramps or other accessibility equipment; Auslan interpretation; live captioning services)

Ineligible use of funding:

- core costs of the organisation’s operating expenses
- purchase of assets or infrastructure including but not limited to:
- costs not clearly attributable to undertaking an Australia Day 2025 event

- events that do not have a clear focus on Australia Day: 'Reflect. Respect. Celebrate.'

Reporting:

- Photographs showing the Australia Day Designs in a public place or at the Event; and
- High quality photographs of the Event depicting attendees and participants.
- Provide a brief statement outlining the benefit of the event
- A final report verifying the Funds have been spent in accordance with the Agreement;

Australia Day Council NT – total funding available \$3,000

Event:

The event must be held within two weeks of Australia Day, 26 January 2025

Branding:

Use of logo and acknowledgment of funder is preferable in social media and photographs.

Eligible use of funding:

- The event must be free to attend
- The event must be inclusive to all members of the community
- The event must be recognising or celebrating Australia Day
- The event must be held within the Northern Territory

Reporting:

- Provide a brief statement outlining the benefit of the event
- Provide 4 high resolution photos from the event that are approved to be used in future material
- Provide details on how Australia Day Council Northern Territory was acknowledged in the promotion of the events

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	9.1
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 Minjilang Local Authority meeting.

RECOMMENDATION

THAT THE LOCAL AUTHORITY receive and note 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.

LEGISLATION AN 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. Letter from WARC Mayor - Concerns Over Illegal Substance Transport and Request for Safe House Discus [9.1.1 - 2 pages]



Anthea Motter
Executive Director, Regional Services, Top End
Department of Children and Families

Sent via email: anthea.motter@nt.gov.au

18 November 2024

Concerns Over Illegal Substance Transport and Request for Safe House Discussion for Minjilang

Dear Anthea Motter,

I am writing to express urgent concerns regarding the reported behaviour of individuals who are clients of Department of Children and Families (DCF). These individuals are allegedly transporting illegal substances into the Minjilang community via charters services arranged by DCF for returning clients. This issue has been raised by various stakeholders with our Local Authority members and is understood to be an ongoing problem, posing significant risks to the safety and well-being of residents.

While this matter has been reported to the police, we understand that the absence of a consistent police presence in Minjilang makes it challenging for them to effectively address these concerns. Therefore, we seek the assistance of DCF in implementing measures to address these behaviours and ensure that such substances are not transported using DCF associated resources into the Community of Minjilang.

As stakeholders in Minjilang, it is our collective responsibility to maintain a safe and supportive environment for all community members. Beyond addressing the immediate issue of substance transport, we believe it is crucial to consider broader safety measures for our residents that will have a lasting impact on the community's welfare.

One potential solution raised by the members of the Community is the establishment of a safe house in Minjilang. Such a facility could provide a secure refuge for individuals at risk, facilitate interventions for vulnerable community members, and support supporting safety efforts of the Community.

To further these matters, we would like to formally invite representatives from Department of Children & Families to attend the upcoming **Local Authority meeting** scheduled for **Monday, 25 November 2024** or to the next meeting scheduled for March 2025. This meeting will offer an opportunity to discuss the concerns in greater detail, explore potential solutions and better understand the community's safety and welfare needs.

✉ 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





The support of your department is critical in addressing these concerns. Council hope you will join us for meaningful discussions on how we can work together to address this immediate concern related to transport of prohibited substances and enhance the overall safety and well-being for residents of Minjilang.

Please do not hesitate to contact Jasmine.Mortimore@westarnhem.nt.gov.au if you require further information or clarification prior to the meeting. I look forward to your response and the opportunity to work together for the benefit of our community.

Yours sincerely,

A handwritten signature in black ink, appearing to read "James Woods".

Mayor James Woods
West Arnhem Regional Council



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	9.2
Title:	CSM Operations Report on Current Council Service
Author:	Damian Sandilands, Minjilang Council Services Manager

SUMMARY

This report will present the Local Authority (LA) with an update on council services provided in the Minjilang community for the period 25 August 2024 – 31 October 2024, as prepared and presented by Council Services Manager (CSM) Damian Sandilands.

RECOMMENDATION

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

BACKGROUND

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

COMMENT

1. Attendance Rates

1.1. Staff Attendance

- Utilities Services Contractor (USC) Relief 20–30 October 2024;
- Wellbeing Services Senior Officer on leave 19–29 August 2024 and 11 September 2024 until further notice; and
- Senior Works Officer on leave 21–28 August 2024.

Currently recruiting for the following positions:

- Council Services Manager commenced on 11 October 2024;
- Child Care Officer commenced on 08 October 2024;
- Second Child Care Officer commenced on 21 October 2024; and
- Broadcasting Officer – Interviews conducted and contract underway.

Total number of vacancies	1
---------------------------	---

2. Administration Services

2.1. Administration

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

- Office closed on 30 August 2024 due to sorry business; and
- Office closed on 03 October 2024 due to sorry business.

2.2. Post Office

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

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

Total postage received	242kg + Barge
------------------------	---------------

2.3. Centrelink

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

- Staff were kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.
- NBN repairs completed 27 September 2024.

2.4. Cleaning

Scheduled cleaning of council assets has been completed as follows:

- Council office – twice a week – total of 19 occasions;
- Playground amenities – once a week – total of 9 occasions;
- Public toilets – twice a week – total of 19 occasions; and
- Visitor Accommodation rooms cleaned as required – total 24 rooms cleaned.

2.5. Visitor Accommodation

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

- Various maintenance issues have been rectified throughout the reporting period. These include flooring and locking systems.
- Fire Safety test and tagged occurred on 29 October 2024.
- We have had 19 residents staying in the accommodation during the reporting period.

3. Wellbeing Services

3.1. Sport & Recreation

Sport and Recreation activities have seen an increase in attendance by staff and participants.

- New Sports and Recreation program under development to encompass all ages and to reinvigorate community activities.
- Back to Country to be facilitated through the Sports and Recreation program.
- Women’s Group was established.
- Community Safety team members assisting with taking Aged Care clients out on country once a week. This initiative gives clients an opportunity to collect ochres and suitable bark to teach the younger generation the art of painting.
- Build up Skateboarding in community 30-31 October 2024.

Attendance totals	Approximate 250
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3.2. Aged Care

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

- Daily meals are currently being prepared by ALPA Store and delivered by the administration team.
- Plans are underway to provide meals from WARC facilities.

Total meals provided	175
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3.3. Disability Care

The Minjilang Community Care team continues to be the community connectors and services coordinator under the National Disability Insurance Scheme (NDIS).

3.4. Night Patrol

Night patrol services were provided 49 of 49 available nights between 9:00pm and 3:00am.

- Home brewing and illegal alcohol into the community is still present.
- Night Patrol Officers witnessed and prevented two (2) attempted suicides during this reporting period.
- Unattended children are on the rise due to card games and home brew in the community.

3.5. Broadcasting

In conjunction with TEABBA, broadcasting services were provided on 2 of the 98 available days, between 12.00pm and 4:00 pm.

- Services were not provided due to the unavailability of staff.
- Broadcasting Officer recruitment is underway.
- Please note that equipment rectification has now been conducted, and a looping broadcast has now been established for approximately 6 weeks.

4. Community Works

4.1. Parks and Open Space

The community is clean and tidy.

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

4.2. Roads

Road repairs have commenced across the community.

- There is 70kms of general purpose and emergency gravel road maintenance to continue.
- Road base has been delivered to Minjilang and works crew are gradually attending to potholes in the community.
- Bulldust on the barge road has been repaired prior to wet season.

4.3. Waste

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

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

4.4. Plant and equipment

- Grader awaiting tyre replacement to arrive.
- Rubbish truck Power Take Off (PTO) issues rectified by WARC mechanic.
- Aging fleet causing minor issues.

5. Essential Services

5.1. Power

- Planned power outage between 10:00am – 03:00pm on 27 August 2024.
- Genset services as scheduled.
- Scheduled barge fuel deliveries of and transferred fuel to the power station as per schedule.
- Quarterly reads as scheduled.
- Replaced power meters to multiple lots as per service requests.
- Further audit to take place of fuel distribution, transfer, and storage facilities. Replacement of dip sticks, bund valves, isolation valves, transfer pumps, and piping.
- Pest and vermin control required at power station, discussion between WARC and Power and Water to determine how best to proceed.
- Low voltage line short, caused power outage. Power and Water contractor flown out immediately to rectify.

5.2. Water

- Water samples conducted as per scheduled review. All returned positive readings.

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

5.3. Sewerage

- Sewer lift pumps (hours and volumes) readings taken as per schedule.
- Monthly sewer samples taken as per schedule.
- Talks underway with power and water to repair Sewage ponds fence wire.
- Talks with PowerWater to establish fire breaks around PowerWater assets.

5.4. Airfield

- Daily inspections were undertaken by the Aerodrome Reporting Officer (ARO). No significant issues were noted.
- Minjilang still does not have the current Aerodrome Manual which implicates our Emergency Management Plan. This has been reported to the Department of Infrastructure, Planning and Logistics (DIPL) on numerous occasions.

6. Trade Services

6.1. Scheduled Servicing

- Works crew team leader is utilized as a mechanic to enable operations to continue in Minjilang, until the next visit for the Mechanic.
- Test and tag completed on buildings along with fire safety tests 20 October 2024.

7. Community

7.1. Community meetings and events

- Fortnightly Operations Meetings
- Monthly Stakeholders Meetings Minjilang
- EBA meetings ongoing
- OCM meetings
- Emergency planning meetings

Total number of meetings and events attended by the CSM	31
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7.2. Community key focus areas

- Home brewing and illegal alcohol brought into the community is still evident
- Domestic violence is continuing, with no resources available in the community
- Police presence is still minimal in Minjilang with a 4-night visit on 21-25 October 2024.
- School assets damage.

LEGISLATION AND POLICY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

ethical and transparent.

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

Agenda Reference:	9.3
Title:	Minjilang Cemetery Update
Author:	Sara Fitzgerald, Waste and Resource Coordinator

SUMMARY

This report is to provide an update to Minjilang Local Authority on progress towards establishment of the new Minjilang Cemetery.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report entitled *Minjilang Cemetery Update*; and

BACKGROUND

The Council has been working towards delivering a culturally appropriate declared cemetery for the Minjilang Community with the current cemetery nearing capacity.

Northern Territory Government updated the Burials and Cremations Act in 2022 making Local Government the owners of cemetery facilities across the Northern Territory. West Arnhem Regional Council has been successful in making the new site in Minjilang a declared cemetery under the new Act.

During the process of declaring the cemetery West Arnhem Regional Council has been working with the community to provide a design that is both practical and culturally suitable. The administration was successful in securing additional funds from the 'Community Places for People Grant' to fund the establishment works at the cemetery.

COMMENT

Funding for this project has been approved from the Remote Burials grant and the Community Places for People grant.

A tender was released for the construction of the cemetery including fencing, landscaping, shelters and walkways.

Only one submission was received, being from Stedman Constructions who were subsequently awarded the contract.

Initial construction planning meeting was held week commencing 18 November.

LEGISLATION AND POLICY

Local Government Act 2019

Burials and Cremations Act 2022

FINANCIAL IMPLICATIONS

Per Community Places for People Grant guidelines.

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 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.

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.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 25 NOVEMBER 2024

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

SUMMARY

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

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

RECOMMENDATION

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

ATTACHMENTS

Nil

- 11 NEXT MEETING**
- 12 MEETING DECLARED CLOSED**