



# AGENDA

## ORDINARY MEETING OF COUNCIL

### WEDNESDAY, 13 DECEMBER 2023

Notice is given that the next Ordinary Meeting of Council of the Roper Gulf Regional Council will be held on:

Wednesday, 13 December 2023 at 08:30am  
The Council Chambers Roper Gulf Regional Council Support Centre  
2 Crawford Street, Katherine, NT  
Or via

[Click here to join the meeting](#)

Microsoft Teams Meeting  
Meeting ID: 486 758 504 687  
Passcode: u9jhyL

**Or call in (audio only)**

[+61 2 8320 9269,407239041#](#)  
Phone Conference ID: 407 239 041#

Your attendance at the meeting will be appreciated.

David HURST  
ACTING CHIEF EXECUTIVE OFFICER

## PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant.”

## PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”

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## TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
<b>1</b>	<b>PRESENT MEMBERS/STAFF/GUESTS</b>	
<b>2</b>	<b>MEETING OPENED</b>	
<b>3</b>	<b>WELCOME TO COUNTRY</b>	
<b>4</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	
<b>5</b>	<b>QUESTIONS FROM THE PUBLIC</b>	
<b>6</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>	
6.1	Confirmation of Previous Minutes.....	6
<b>7</b>	<b>BUSINESS ARISING FROM PREVIOUS MINUTES</b>	
7.1	Action List .....	22
<b>8</b>	<b>CALL FOR ITEMS OF OTHER GENERAL BUSINESS</b>	
<b>9</b>	<b>DISCLOSURE OF INTEREST</b>	
<b>10</b>	<b>PREVIOUS COMMITTEE MEETING MINUTES</b>	
10.1	Previous Committee Meeting Minutes.....	30
<b>11</b>	<b>INCOMING CORRESPONDENCE</b>	
11.1	Incoming Correspondence .....	35
<b>12</b>	<b>OUTGOING CORRESPONDENCE</b>	
12.1	Outgoing Correspondence .....	37
<b>13</b>	<b>WARD REPORTS</b>	
13.1	Yugul Mangi Ward Report .....	38
13.2	South West Gulf Ward Report.....	43
13.3	Numbulwar Numburindi Ward Report.....	44
13.4	Never Never Ward Report.....	45
13.5	Nyiranggulung Ward Report.....	50
<b>14</b>	<b>GENERAL BUSINESS</b>	
	Nil.	
<b>15</b>	<b>EXECUTIVE REPORTS</b>	
15.1	Update of CouncilBiz and the CouncilBiz Annual Report (and Annual Financial Report).....	55
15.2	Mayor's Report .....	56
15.3	Council Meeting Attendance Report.....	57
<b>16</b>	<b>DEPUTATIONS AND PETITIONS</b>	
	<ul style="list-style-type: none"> <li>• Emergency Management Briefing – Maycee CLEMMENS (NT Emergency Services);</li> </ul>	

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- Cross Government Principles – Linda WEATHERHEAD (Department of the Chief Minister and Cabinet); and
- Regional Development and Engagement – Naomi READ (National Broadband Corporation).

## 17 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

17.1 Aged Care Provider Operations Report .....	58
17.2 Aged Care Capital Assistance Program Grant Opportunity .....	62
17.3 Programs Update Report.....	64
17.4 Ngukurr Community Laundry.....	67
17.5 Sport & Recreation Master Plan Finalisation.....	89
17.6 Indigenous Employee Initiative Funding Variation .....	92

## 18 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

18.1 Never Never Ward By-Election Report.....	111
18.2 Local Authority Projects Update .....	128
18.3 Council's Financial Report as at 30 November 2023 .....	144

## 19 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

19.1 Major Projects Report.....	162
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## 20 CLOSED SESSION

### 20.1 Confirmation of Previous Minutes Confidential Session

*The report will be conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), 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.*

### 20.2 Previous Committee Minutes Confidential Session

*The report will be conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), 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.*

### 20.3 Numbulwar Vet team update

*The report will be conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d) (f), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity; AND information in relation to a complaint of a contravention of the code of conduct.*

### 20.4 Audit and Risk Committee

*The report will be conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iv), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

### 20.5 Tender Award for Provision of Audit Services for a period of 3 years.

*The report will be conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 20.6 Navigating the Transition: Exploring Considerations and Strategies in the Potential Closure of Managed Service Providers

*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

- 20.7 Chief Executive Officer's Report

*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (d), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information subject to an obligation of confidentiality at law, or in equity.*

- 20.8 Request for Fee Waiver

*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(b) (c)(iv), information about the personal circumstances of a resident or ratepayer; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

- 20.9 CDP SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iii) (c)(iv) (e) (f), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND 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; AND information in relation to a complaint of a contravention of the code of conduct.*

- 20.10 Request for Support – Mimal Land Management

*The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iv), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

## **RETURN TO OPEN**

## **21 CLOSE OF MEETING**

## **CONFIRMATION OF PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	6.1
<b>TITLE</b>	Confirmation of Previous Minutes
<b>REFERENCE</b>	1385310
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

### **RECOMMENDATION**

That Council:

- (a) confirms the minutes from its Ordinary Meeting held on 25 October 2023 and affirms them to be a true and accurate record of that meeting's decisions and proceedings; and
- (b) accepts the apologies of Councillor Edna ILES and Councillor Patricia FARRELL for the Special Meeting of Council on 15 November 2023.

### **KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

### **BACKGROUND**

The Council held its Ordinary Meeting in Katherine on Wednesday, 25 October 2023.

The Council held its Special Meeting in Katherine on Wednesday, 15 November 2023 at 10:00am.

### **ISSUES/OPTIONS/SWOT**

Attached are the recorded minutes of that meeting for Council's review and confirmation.

Attached are the recorded minutes of Special Meeting for Council's review and confirmation

The next Ordinary Meeting is scheduled to be held on Wednesday, 21 February 2023 at 8:30am in Mataranka.

### **FINANCIAL CONSIDERATIONS**

Nil.

### **ATTACHMENTS**

- 1 Ordinary Meeting of Council 2023-10-25 [2363] Minutes.DOCX
- 2 Ordinary Meeting of Council 2023-11-15 [2366] Minutes.DOCX



MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL  
COUNCIL HELD AT THE COUNCIL CHAMBERS, ROPER GULF REGIONAL  
COUNCIL SUPPORT CENTRE  
2 CRAWFORD STREET, KATHERINE, NORTHERN TERRITORY ON  
WEDNESDAY, 25 OCTOBER 2023 AT 08:30AM

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## **1 PRESENT MEMBERS/STAFF/GUESTS**

### **1.1 Elected Members**

- Mayor Tony JACK;
- Deputy Mayor Helen LEE;
- Councillor Samuel EVANS;
- Councillor Edwin NUNGGUMAJBARR (video conference);
- Councillor Patricia FARREL;
- Councillor Kathy-Anne NUMAMURDIRDI (video conference);
- Councillor Owen TURNER;
- Councillor Jana DANIELS;
- Councillor John DALYWATER;
- Councillor Edna ILES; and
- Councillor Selina ASHLEY.

### **1.2 Staff**

- Marc GARDNER, Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- David HURST, General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance;
- Maricar RHODES, Executive Assistant to the Chief Executive Officer;
- Muna ROKAHA, Finance Officer; and
- Bhumika ADHIKARI, Governance Officer (minute secretary).

### **1.3 Guests**

- Karen HOCKING, Project Manager, Department of the Chief Minister and Cabinet;
- Ian SWAN, Independent Member, Audit and Risk Committee; and
- Carolyn EAGLE, Independent Member, Audit and Risk Committee.

## **2 MEETING OPENED**

The Ordinary Meeting of Council Meeting opened at 8:43am. The Mayor welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

### 3 WELCOME TO COUNTRY

#### 3.1 FORMAL SWEARING IN AND OATH OF OFFICE

Newly Elected Member is formally sworn-in by the Chief Executive Officer, reciting the Affirmation of Office.

**Affirmation:**

*I, Edna ILES, promise that I will well and truly serve the people of the Roper Gulf region as a Councillor on the Roper Gulf Regional Council without fear or favour, affection or ill-will, and that while I continue to be a Councillor I will to the best of my skill and knowledge perform the functions of the Office of Councillor lawfully, impartially and in good faith.*

### 4 APOLOGIES AND LEAVE OF ABSENCE

#### 4.1 APOLOGIES AND LEAVE OF ABSENCE

149/2023 RESOLVED (Selina ASHLEY/Helen LEE)

**CARRIED**

That Council accepts the tendered apologies from Councillor Annabelle DAYLIGHT and Councillor Gadrian HOOSAN.

### 5 QUESTIONS FROM THE PUBLIC

### 6 CONFIRMATION OF PREVIOUS MINUTES

#### 6.1 CONFIRMATION OF PREVIOUS MINUTES

150/2023 RESOLVED (Samuel EVANS/John DALYWATER)

**CARRIED**

That Council confirms the minutes from its Ordinary Meeting held on 23 August 2023 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

### 7 BUSINESS ARISING FROM PREVIOUS MINUTES

#### 7.1 ACTION LIST

151/2023 RESOLVED (Kathy-Anne NUMAMURDIRDI/Jana DANIELS)

**CARRIED**

That Council:

- (a) receives and notes the Action List;
- (b) approves the removal of completed items;
- (c) invites the members from the Local Government Remuneration Tribunal to next Ordinary Meeting of Council scheduled to be held on 13 December 2023; and
- (d) nominates Councillor Edna ILES and Councillor John DALYWATER to attend the Local Government Association of the Northern Territory (LGANT) General Meeting and associated conference, scheduled to be held on 07 November 2023 to 10 December 2023.



**8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS**

- Mayors Leave and CEO leave - Mayor Tony JACK;
- Subdivisional Guidelines and Town Camp Roads - Mayor Tony JACK;
- Community Housing – Cr. John DALYWATER;
- Minyerri Speed bumps – Cr. Edna ILES;
- Letter of Congratulations for Cr. Edwin NUNGGUMAJBARR – Mayor Tony JACK;
- Animal Management for Minyerri – Cr. Edna ILES ; and
- Fee Waive for Catering Shed for Mataranka School – CEO.

**9 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Ordinary Meeting of Council.

**10 PREVIOUS COMMITTEE MEETING MINUTES****10.1 PREVIOUS COMMITTEE MEETING MINUTES**

**152/2023 RESOLVED (Owen TURNER/Selina ASHLEY) CARRIED**

That Council receives and notes the Previous Committee Meeting Minutes report.

Independent Member of Audit and Risk Committee, Ian SWAN and Carolyn EAGLE joined the meeting at 10:18 am and left the meeting at 10:49 am on Briefing Day.

**11 INCOMING CORRESPONDENCE****11.1 INCOMING CORRESPONDENCE**

**153/2023 RESOLVED (Helen LEE/Selina ASHLEY) CARRIED**

That Council:

- (a) accepts the incoming correspondence; and
- (b) approves to waive Community Facility hire fees for the Mataranka Halloween Community event on the 28 October 2023.

**12 OUTGOING CORRESPONDENCE****12.1 OUTGOING CORRESPONDENCE**

**154/2023 RESOLVED (Edna ILES/Edwin NUNGGUMAJBARR) CARRIED**

That Council notes the outgoing correspondence.

**13 WARD REPORTS****13.1 YUGUL MANGI WARD REPORT**

**155/2023 RESOLVED (Owen TURNER/Jana DANIELS) CARRIED**

That Council:

- (a) receives and notes the Yugul Mangi Ward Report;
- (b) approves the recommendations from the 14 September 2023 Ngukurr Local Authority Minutes;
- (c) approves the Provisional recommendations from the 14 September 2023 Urapunga Local Authority Provisional Meeting minutes;
- (d) prepones the Ngukurr Local Authority Meeting date from 05 December 2023 to 04 December 2023; and
- (e) requests the Chief Executive Officer calls for a '21 day nomination period' to fill the two (2) vacancies on the Ngukurr Local Authority.

**13.2 SOUTH WEST GULF WARD REPORT****156/2023 RESOLVED (Samuel EVANS/John DALYWATER)****CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes;
- (c) rescinds the membership of Richard DIXON from the Robinson Local Authority;
- (d) requests the Chief Executive Officer calls for a '21 day nomination period' to fill the one (1) vacancy on the Robinson River Local Authority;
- (e) accepts the nomination received for Jack GREEN for the Borroloola Local Authority; and
- (f) declines the nomination received for Donald SHADFORTH for the Borroloola Local Authority.

**13.3 NUMBULWAR NUMBURINDI WARD REPORT****157/2023 RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS)****CARRIED**

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward Report;
- (b) approves the recommendations from the 15 September 2023 Numbulwar Local Authority minutes; and
- (c) prepones the Numbulwar Local Authority Meeting date from 06 December 2023 to 05 December

**13.4 NEVER NEVER WARD REPORT****158/2023 RESOLVED (Patricia FARRELL/Samuel EVANS)****CARRIED**

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the Provisional recommendations from the Hodgson Downs (Minyerri) Provisional meeting minutes held on 19 July 2023;
- (c) approves the recommendations from the Hodgson Downs (Minyerri) meeting held on 10 October 2023;
- (d) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Mataranka Local Authority;
- (e) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority;
- (f) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Hodgson Downs (Minyerri) Local Authority; and
- (g) postpones the Matakana and Jilkminggan Local Authority meeting date from 13 November 2023 to 30 November 2023;
- (h) appoints Councillor Annabelle DAYLIGHT in accordance with Section 77 of the *Local Government Act 2019*, to be the elected member of Mataranka Local Authority;
- (i) declines the nomination received from Peter MOYLE for the Hodgson Downs (Minyerri) Local Authority; and
- (j) postpones the Hodgson Downs (Minyerri) Local Authority Meeting date from 04 December 2023 to 06 December 2023.

**13.5 NYIRANGGULUNG WARD REPORT****159/2023 RESOLVED (Selina ASHLEY/Kathy-Anne NUMAMURDIRDI)****CARRIED**

That Council:

- (a) receives and notes the Nyiranggulung Ward Report;
- (b) approves the recommendations from the Manyallaluk Local Authority Meeting held on 02 October 2023;
- (c) ratifies and endorses the provisional membership of Benjamin ULAMARI and Sherese

- DOOLEY for the purpose of Quorum of Manyallaluk Local Authority Meeting held on 02 October 2023; and accepts their membership on the Manyallaluk Local Authority;
- (d) amends the Barunga Minutes from 03 October 2023 item 13.9 and adds Barunga entrance (\$15,000) by removing Airport turn off; and
  - (e) sets the Wugularr (Beswick) meeting dates on 27 November 2023 and Bulman Local Authority Meeting date on 28 November 2023 in accordance with Section 96(2) of the *Local Government Act 2019*.

Meeting adjourned at 10:10am and reconvened at 10:28am.

## 14 GENERAL BUSINESS

### 14.1 MAYOR AND CEO LEAVE - Mayor Tony JACK

160/2023 RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR) **CARRIED**

That Council receives, notes and approves:

- (a) the Mayoral leave from 13 November 2023 to 04 December 2023;
- (b) the Deputy Mayor to be officially acting in the position of Mayor (Principal Member) in accordance with Section 59 (2) of the *Local Government Act 2019*; and
- (c) the Chief Executive Officer's leave from 22 November 2023 to 04 December 2023 (inclusive) and Christmas to New Year leave from 27 December to 29 December 2023 (inclusive).

### 14.2 SUBDIVISINAL GUIDELINES AND TOWN CAMP ROADS - Mayor Tony JACK

161/2023 RESOLVED (Helen LEE/Owen TURNER) **CARRIED**

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK and Chief Executive Officer Marc GARDNER in regards to Subdivisional Guidelines and Town Camp Roads, noting responsibilities and functions of Council and other parties;
- (b) requests the Chief Executive Officer to follow up with Chief Executive Officer of Mabunji Aboriginal Resource Indigenous Corporation regarding Town Camp Roads prior to wet season; and
- (c) requests the Chief Executive Officer to follow up with Territory Housing to ascertain driveway maintenance and upkeep responsibilities in communities throughout the region, and especially Ngukurr.

*Cr Samuel EVANS left the meeting, the time being 12:00 pm.*

*Cr Samuel EVANS returned to the meeting, the time being 12:07 pm.*

### 14.3 COMMUNITY HOUSING - Councillor John DALYWATER

162/2023 RESOLVED (John DALYWATER/Selina ASHLEY) **CARRIED**

That Council:

- (a) receives and notes the verbal update on issue regarding Community Housing; and
- (b) requests the Chief Executive Officer to follow up with Department of Territory Housing in regards to the consultation process with Housing Reference Group.

### 14.4 MINYERRI SPEED BUMPS - Councillor Edna ILES

163/2023 RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That Council:

- (a) receives and notes the Cr. ILES concerns pertaining to the inadequacy of the disposition and maintenance of speed bumps in Hodgson Downs (Minyerri);
- (b) receives and note the Chief Executive Officer's outline of the responsibility of Alawa Aboriginal Corporation pertaining to municipal services in Hodgson Downs (Minyerri), including street lights, and maintenance thereof ; and

- (c) requests Chief Executive Officer to follow up delivery of contractual obligations with Alawa Aboriginal Corporation.

**14.7 LETTER OF CONGRATULATIONS FOR CR. EDWIN NUNGGUMAJBARR - Mayor**  
Tony JACK

164/2023 **RESOLVED (Selina ASHLEY/Owen TURNER)** **CARRIED**

That Council requests Chief Executive Officer to write a letter of Congratulations for Councillor Edwin NUNGGUMAJBARR for becoming an ordained Anglican Minister for Numbulwar.

**14.8 ANIMAL MANAGEMENT FOR MINYERRI – Councillor Edna ILES**

165/2023 **RESOLVED (Edna ILES/Samuel EVANS)** **CARRIED**

That Council:

- (a) receives and notes Cr. ILES' concern pertaining to the feral pig situation in Hodgson Downs (Minyerri);
- (b) receives and notes the verbal overview on the feral pig situation in Hodgson Downs (Minyerri) and throughout the region from the Chief Executive Officer; and
- (c) requests the Chief Executive Officer to investigate and come up with right approach to get rid of Feral Pigs.

**14.9 FEE WAIVE FOR CATERING SHED FOR MATARANKA SCHOOL – Chief Executive Officer**

166/2023 **RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI)** **CARRIED**

That Council waives the hire fee for the Mataranka and Jilkminggan Schools to use catering shed for the event of end of year staff gathering.

**15 EXECUTIVE REPORTS**

**15.1 MAYOR'S REPORT**

167/2023 **RESOLVED (Judy MacFARLANE/Owen TURNER)** **CARRIED**

That Council receives and notes the Mayoral Report.

**15.2 COUNCIL MEETING ATTENDANCE REPORT**

168/2023 **RESOLVED (John DALYWATER/Selina ASHLEY)** **CARRIED**

That Council:

- (a) receives and notes the Council Meeting Attendance Report; and
- (b) requests the detail explanation on the reason of apology as made.

**15.3 2024 MEETING SCHEDULE - COUNCIL, COMMITTEE AND LOCAL AUTHORITY MEETINGS**

169/2023 **RESOLVED (Owen TURNER/Edna ILES)** **CARRIED**

That Council:

- (a) receives and notes the 2024 Meeting Schedule – Council, Committee and Local Authority Meetings report;
- (b) reschedules the Audit and Risk Committee Meeting from 10 April 2024 to 19 February 2024;
- (c) reschedules the Ordinary Meeting of Council from 21 February 2024 to 28 February 2024;
- (d) reschedules the Finance and Infrastructure Committee Meeting from 20 March 2024 to 27 March 2024;

- (e) reschedules the Ordinary Meeting of Council from 17 April 2024 to 24 April 2024;
- (f) requests to convene the April Ordinary Meeting of Council in Barunga;
- (g) requests to convene the April Briefing Day in Manyallauk;
- (h) reschedules the Audit and Risk Committee Meeting dates from 05 June 2024 to 12 June 2024;
- (i) reschedules the Audit and Risk Committee Meeting dates from 14 August to 26 August 2024;
- (j) reschedules the Ordinary Meeting of Council from 21 August 2024 to 28 August 2024;
- (k) reschedules the Audit and Risk Committee Meeting dates from 16 October 2024 to 21 October 2024;
- (l) requests to convene October Ordinary Meeting of Council in Katherine;
- (m) reschedules the Finance and Infrastructure Committee from 20 November 2024 to 27 November 2024; and
- (n) reschedules the Ordinary Council Meeting for December 2024 to Wednesday 11 December 2024.

#### 15.4 NOMINATION FOR FINANCE AND INFRASTRUCTURE COMMITTEE MEMBER

170/2023 **RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI)** **CARRIED**

That Council appoints Councillor John DALYWATER for the vacant position of Finance and Infrastructure Committee member.

#### 16 DEPUTATIONS AND PETITIONS

*Cr Selina ASHLEY left the meeting, the time being 10:44 am*

*Cr Selina ASHLEY returned to the meeting, the time being 10:46 am*

#### 17 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

##### 17.1 PROGRAMS UPDATE REPORT

171/2023 **RESOLVED (Edwin NUNGGUMAJBARR/Patricia FARRELL)** **CARRIED**

That Council receives and notes the Programs Update Report.

##### 17.2 NDIA SERVICE OFFER

172/2023 **RESOLVED (John DALYWATER/Judy MacFARLANE)** **CARRIED**

That Council:

- (a) receives and Notes this Report;
- (b) formally accepts, via Resolution, the National Disability Insurance Agency's Service Offer from Services Australia; and
- (i) to be reviewed within 12 months or offer provisions whichever comes first.

##### 17.3 ANIMAL MANAGEMENT PROGRAMME UPDATE

173/2023 **RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRDI)** **CARRIED**

That Council:

- (a) receives and notes this report pertaining to the Animal Management Programme; and
- (b) requests for Parvo virus vaccinations to be made available in Bulman.

**18 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT****18.1 LOCAL AUTHORITY PROJECTS UPDATE**

174/2023 **RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR)** **CARRIED**

That Council:

- (a) receives and notes the Local Authority Projects Update report;
- (b) approves following provisional allocations of Local Authority funding  
**Mataranka:** \$7,000 towards Mataranka fishing Competition; and
- (c) approves following provisional allocations of Local Authority funding Robinson River:
  - o Speed Bumps \$5,000
  - o AFL Gear \$5,000
  - o Softball Gear \$1,000
  - o Fishing Competition \$2000
  - o Solar lights Installation \$40,000
  - o Signage \$5000
  - o Bollards \$10,000
  - o Basketball Equipment \$500
  - o AFL Post Installation \$10,000
  - o Portable BBQ \$2,000
  - o Food for BBQ \$500

**18.2 COUNCIL'S FINANCIAL REPORT AS AT 30 SEPTEMBER 2023**

175/2023 **RESOLVED (Patricia FARRELL/Owen TURNER)** **CARRIED**

That Council receives and notes the Council's Financial Report as at 30 September 2023.

**18.3 COMMUNITY GRANTS PROGRAM 2023-24 ROUND 1**

176/2023 **RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI)** **CARRIED**

That Council receives, notes and approves the proposed the applications for the 2023-24 Community Grants Program, Round 1.

**18.4 DEED OF VARIATION - 4-GBMIB7M COMMUNITY NIGHT PATROLS PROJECT 2023-24**

177/2023 **RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR)** **CARRIED**

That Council:

- (a) receives and notes the Deed of Variation - 4-GBMIB7M – Community Night Patrols Project 2023-24 report;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$240,728.70 funding; and
- (c) approves the use of common seal on the funding agreement documents.

**18.5 DEED OF VARIATION - 4-G2UY0XJ IBMP - 2021-25**

178/2023 **RESOLVED (Owen TURNER/John DALYWATER)** **CARRIED**

That Council:

- (a) receives and notes the Deed of Variation - 4-G2UY0XJ – IBMP - 2021-25;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$14,946.75 funding; and
- (c) approves the use of the common seal on the funding agreement documents.

**18.6 ADOPTION OF ANNUAL REPORT****179/2023 RESOLVED (Edwin NUNGGUMAJBARR/Edna ILES)****CARRIED**

That Council defers this matter to a Special Meeting to be called by the Mayor at a later date in accordance with Sections 90 (5), 91 (2) (a) of the *Local Government Act 2019*.

**19 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT****19.1 MAJOR PROJECTS REPORT****180/2023 RESOLVED (Samuel EVANS/John DALYWATER)****CARRIED**

That Council receives and notes the Major Projects report.

Meeting adjourned at 12:30 pm and reconvened at 1:03 pm

**20.1 CONFIRMATION OF PREVIOUS MINUTES CONFIDENTIAL SESSION****181/2023 RESOLVED (Patricia FARRELL/Selina ASHLEY)****CARRIED**

That Council:

- (a) confirms the minutes from Confidential Session of the meeting held on Wednesday, 23 August 2023 and affirms them to be a true and accurate record of that meeting's decisions and proceedings; and
- (b) makes public the resolution from this report in the open minutes of this Council meeting.

**20.2 PREVIOUS COMMITTEE MINUTES CONFIDENTIAL SESSION****182/2023 RESOLVED (Owen TURNER/Edwin NUNGGUMAJBARR)****CARRIED**

That Council:

- (a) receives and notes the Previous Committee Confidential Session Meeting minutes report; and
- (b) makes public the resolution from this report in the open minutes of this Council meeting.

**20.3 COMMUNITY DEVELOPMENT PROGRAMME (CDP) UPDATE****183/2023 RESOLVED (Selina ASHLEY/Jana DANIELS)****CARRIED**

That Council:

- a) receives and notes the Community Development Programme (CDP) update report.
- b) makes public the resolution from this report in the open minutes of this Council meeting.

**20.4 LOCAL AUTHORITY REVIEW****184/2023 RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI)****CARRIED**

That Council:

- (a) receives and Notes this Report;
- (b) requests for the Minister for Local Government to formally clarify his Guideline's position on:
  - (i) Whether or not there is a prescribed minimum number of Meetings applicable to a Local Authority, noting the provisions of Clause 7.1 and the requirements

- arising out of Section 96(2) of the *Local Government Act 2019*;
- (ii) Whether or not the eligibility rules of Membership of a Local Authority as prescribed at Section 77 of the *Local Government Act 2019* (especially s77(1)(b)) apply for the purposes of Clauses 6.2 and 8 of his Guideline;
  - (iii) Any rules applicable to Provisional Members of a Local Authority who do not have their provisional membership ratified by Council; and
  - (iv) What happens in the event where Council does not ratify Provisional Members in accordance with Clause 6.2 of his Guideline, however the provisional members' appointment was critical to the attainment of a Quorum or a Provisional Meeting.
- (c) makes public the resolution from this report in the open minutes of this Council meeting.

## 20.5 HUMAN RESOURCE STRATEGY

185/2023 RESOLVED (Samuel EVANS/Jana DANIELS)

**CARRIED**

That Council:

- (a) receives and notes the Human Resources Strategy Progress report; and
- (b) makes public the resolution from this report in the open minutes of this Council meeting.

## 20.7 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE

186/2023 RESOLVED (John DALYWATER/Helen LEE)

**CARRIED**

That Council:

- (a) receives and notes the report in relation to the Chief Executive Officer Review Committee;
- (b) makes public the resolution from this report in the open minutes of this Council meeting.

## 20.8 LEASE OF LOT 58 LARRIMAH

187/2023 RESOLVED (John DALYWATER/Edwin NUNGGUMAJBARR)

**CARRIED**

That Council:

- (a) receives and notes the report in relation to the Lease of Lot 58 at Larrimah;
- (b) defers the matter to the Finance and Infrastructure Committee on the 29 November 2023;
- (c) requests Chief Executive Officer to invite Mr. Steve BALDWIN, of Larrimah, to the next Finance and Infrastructure Committee Meeting on the 29 November 2023 to present his proposal for the Lease of the above property; and
- (d) makes public the resolution from this report in the open minutes of this Council meeting.

## 20 CONFIDENTIAL ITEMS

### DECISION TO MOVE TO CLOSED SESSION

188/2023 RESOLVED (Kathy-Anne NUMAMURDIRDI/Selina ASHLEY)

**CARRIED**

That pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and regulation 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda:-

**20.1 Confirmation of Previous Minutes Confidential Session** - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(e), 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.*

**20.2 Previous Committee Minutes Confidential Session** - *The report will conducted in*



accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(e), 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.

- 20.3 Community Development Programme (CDP) Update** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(c)(i) (c)(iii) (c)(iv) (e) (f), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND 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; AND information in relation to a complaint of a contravention of the code of conduct.
- 20.4 Local Authority Review** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.5 Human Resources Strategy** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(c)(iii), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.
- 20.6 Successful Community Grants for Round 1, 2023-2024** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.7 Chief Executive Officer Review Committee** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(a), (c)(iii), (d), (e), information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information subject to an obligation of confidentiality at law, or in equity; AND 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.
- 20.8 Lease of Lot 58 Larrimah** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 r51(1)(b), (c)(i)-(iv), (e), (f), information about the personal circumstances of a resident or ratepayer; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND 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; AND information in relation to a complaint of a contravention of the code of conduct.

The meeting moved to the Confidential Session at 1:04pm.

#### RETURN TO OPEN

189/2023 RESOLVED (Owen TURNER/John DALYWATER)

**CARRIED**

That pursuant to Section 99(2) and 293(1) of the Local Government Act 2019 and Regulation 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to the public.

The meeting re-opened to the public at 2:34 pm.

**21 CLOSE OF MEETING**

The meeting closed at 2:34 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Wednesday, 25 October 2023 and will be confirmed at the next meeting.

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Mayor Tony JACK  
Confirmed on Wednesday, 13 December 2023.

Unconfirmed



MINUTES OF THE SPECIAL MEETING OF THE ROPER GULF REGIONAL  
COUNCIL HELD AT THE COUNCIL CHAMBERS, ROPER GULF REGIONAL  
COUNCIL SUPPORT CENTRE  
2 CRAWFORD STREET, KATHERINE, NT  
ON WEDNESDAY, 15 NOVEMBER 2023 AT 10:00AM

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## 1 PRESENT MEMBERS/STAFF/GUESTS

### 1.1 Elected Members

- Mayor Tony JACK;
- Deputy Mayor Helen LEE;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Kathy-Anne NUMAMURDIRDI;
- Councillor John DALYWATER;
- Councillor Jana DANIELS;
- Councillor Annabelle DAYLIGHT; and
- Councillor Selina ASHLEY.

### 1.2 Staff

- Marc GARDNER, Chief Executive Officer;
- Cindy HADDOW; General Manager Corporate Services and Sustainability;
- Cristian COMAN, Manager Corporate Compliance (minute-secretary);
- James SANDERS, Finance Manager; and
- Kenny JOHANSEN, (Acting) Information Communication Technology Manager.

### 1.3 Guests

- Matthew KENNON, Merit Partners (Council's Auditors)
- Lawrence AUTENCIO, Merit Partners (Council's Auditors)

## 2 MEETING OPENED

The Special Meeting of Council opened at 10:00am. The Mayor welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

## 3 WELCOME TO COUNTRY

## 4 APOLOGIES AND LEAVE OF ABSENCE

### 4.1 APOLOGIES AND LEAVE OF ABSENCE

190/2023 RESOLVED (Annabelle DAYLIGHT/Selina ASHLEY)

**CARRIED**

That Council accepts the tendered apologies from Councillor Gadrian HOOSAN, Councillor Samuel EVANS, Councillor Owen TURNER, Councillor Edna IIES and Councillor Patricia

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FARRELL. The apologies of Councillor Patricia FARRELL and Councillor Edna ILES were not received due to an Information Communication Technology (ICT) issue. Their apologies will be deferred to the next Ordinary Meeting of Council for consideration.

**5 QUESTIONS FROM THE PUBLIC**

**6 CONFIRMATION OF PREVIOUS MINUTES**

**7 BUSINESS ARISING FROM PREVIOUS MINUTES**

**8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS**

**9 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Ordinary Meeting of Council.

**10 PREVIOUS COMMITTEE MEETING MINUTES**

**11 INCOMING CORRESPONDENCE**

**12 OUTGOING CORRESPONDENCE**

**13 WARD REPORTS**

**14 GENERAL BUSINESS**

**15 EXECUTIVE REPORTS**

**16 DEPUTATIONS AND PETITIONS**

**17 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT**

**18 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT**

**18.1 ADOPTION OF ANNUAL REPORT**

**191/2023 RESOLVED (Helen LEE/Selina ASHLEY)**

**CARRIED**

That Council, in accordance with Chapter 14 of the *Local Government Act 2019* (the Act), formally adopts the Annual Report and all content therein, with edits, as a true and accurate record of:

- (a) Its audited Annual Financial Statement (in accordance with ss 207, 208, 290, 291 (1) of the Act);
  - (b) Its assessed performance against its stated goals as outlined in its Regional Plan; and
  - (c) All other reportable obligations according to applicable law;
- for the 2022-2023 Financial Year.

**19 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT**

*The meeting re-opened to the public at 0:00am/pm.*

**20 CLOSE OF MEETING**

The meeting closed at 10:24 am.

This page and the preceding pages are the minutes of the Special Meeting of Council held on Wednesday, 15 November 2023 and will be confirmed at the next meeting.

---

Mayor Tony JACK  
Confirmed on Wednesday, 13 December 2023.

Unconfirmed

**BUSINESS ARISING FROM PREVIOUS MINUTES**



<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	Action List
<b>REFERENCE</b>	1380763
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council:

- (a) receives and notes the Action List; and
- (b) approves the removal of completed items.

**11.1 INCOMING CORRESPONDENCE**

*120/2023 RESOLVED (Kathy-Anne NUMAMURDIRDI/Edwin NUNGGUMAJBARR) CARRIED*

That Council:

- (a) accepts the incoming correspondence;
- (b) requests the Chief Executive Officer to invite the Remuneration Tribunal to Ordinary Meeting of Council scheduled to be held on Wednesday, 25 October 2023 in Ngukurr;
- (c) requests the Chief Executive Officer to include Agenda item on the Big Rivers Region Mayors and CEOs' Meeting;
- (d) requests the Chief Executive Officer to write to the Remuneration Tribunal with further queries about \$5000 budget capped per year for the vehicle allowance; and
- (e) requests the Chief Executive Officer to write a letter of support to the Murweh Shire Council, Office of the Mayor in relation to Remote Australians Matter conference.

*Completed*

**14.2 NT REMUNERATION TRIBUNAL DETERMINATION – VEHICLE ALLOWANCE – CEO MARC GARDNER**

*128/2023 RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR) CARRIED*

That Council invites the members of the NT Remuneration Tribunal to the October Ordinary Meeting of Council in Ngukurr to consult the Council in relation to the amendments to the determination Local Government Elected Members and Local Authority Allowances Determination.

*Refer to item 11.1 on page 17*

**14.7 LOCAL AUTHORITY REVIEW**

**132/2023 RESOLVED (Selina ASHLEY/Samuel EVANS)**

**CARRIED**

*No*

That Council requests the Chief Executive Officer provide a report to Council on the review of all Local Authorities of the Roper Gulf Regional Council for the 25 October 2023 Ordinary Meeting of Council.

**18.8 HUMAN RESOURCES AND TRAINING**

**108/2023 RESOLVED (Edwin NUNGGUMAJBARR/Gadrian HOOSAN)**

**CARRIED**

*To be organised early next year*

That Council:

- (a) receives and notes the Human Resources and Training report; and
- (b) requests that training is organised for Councilors for Strategic Planning and Community Engagement.

**13.1 YUGUL MANGI WARD REPORT**

**1/2023 RESOLVED (Owen TURNER/Jana DANIELS)**

**CARRIED**

That Council:

- (a) receives and notes the Yugul Mangi Ward Report;
- (b) approves the recommendations from the 14 September 2023 Ngukurr Local Authority Minutes;
- (c) approves the Provisional recommendations from the 14 September 2023 Urapunga Local Authority Provisional Meeting minutes;
- (d) prepones the Ngukurr Local Authority Meeting date from 05 December 2023 to 04 December 2023; and
- (e) requests the Chief Executive Officer calls for a '21 day nomination period' to fill the two (2) vacancies on the Ngukurr Local Authority.

*Completed*

**13.2 SOUTH WEST GULF WARD REPORT**

**156/2023 RESOLVED (Samuel EVANS/John DALYWATER)**

**CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes;
- (c) rescinds the membership of Richard DIXON from the Robinson Local Authority;

*Completed*

- (d) requests the Chief Executive Officer calls for a '21 day nomination period' to fill the one (1) vacancy on the Robinson River Local Authority;
- (e) accepts the nomination received for Jack GREEN for the Borroloola Local Authority; and
- (f) declines the nomination received for Donald SHADFORTH for the Borroloola Local Authority.

### 13.3 NUMBULWAR NUMBURINDI WARD REPORT

157/2023 **RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS)** **CARRIED**

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward Report;
- (b) approves the recommendations from the 15 September 2023 Numbulwar Local Authority minutes; and
- (c) prepones the Numbulwar Local Authority Meeting date from 06 December 2023 to 05 December

*Completed*

### 13.4 NEVER NEVER WARD REPORT

158/2023 **RESOLVED (Patricia FARRELL/Samuel EVANS)** **CARRIED**

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the Provisional recommendations from the Hodgson Downs (Minyerri) Provisional meeting minutes held on 19 July 2023;
- (c) approves the recommendations from the Hodgson Downs (Minyerri) meeting held on 10 October 2023;
- (d) requests the Chief Executive Officer open a '21-day Nominations Period' to fill two (2) vacancies on the Mataranka Local Authority;
- (e) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority;
- (f) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Hodgson Downs (Minyerri) Local Authority; and
- (g) postpones the Matakana and Jilkminggan Local Authority meeting date from 13 November 2023 to 30 November 2023;
- (h) appoints Councillor Annabelle DAYLIGHT in accordance with Section 77 of the *Local Government Act 2019*, to be the elected member of Mataranka Local Authority;
- (i) declines the nomination received from Peter MOYLE for the Hodgson Downs (Minyerri) Local Authority; and postpones the Hodgson Downs (Minyerri) Local Authority Meeting date from 04 December 2023 to 06 December 2023.

*Completed*



**13.5 NYIRANGGULUNG WARD REPORT**

**159/2023 RESOLVED (Selina ASHLEY/Kathy-Anne NUMAMURDIRDI) CARRIED**

That Council:

- (a) receives and notes the Nyirranggulung Ward Report;
- (b) approves the recommendations from the Manyallaluk Local Authority Meeting held on 02 October 2023;
- (c) ratifies and endorses the provisional membership of Benjamin ULAMARI and Sherese DOOLEY for the purpose of Quorum of Manyallaluk Local Authority Meeting held on 02 October 2023; and accepts their membership on the Manyallaluk Local Authority;
- (d) amends the Barunga Minutes from 03 October 2023 item 13.9 and adds Barunga entrance (\$15,000) by removing Airport turn off; and
- (e) sets the Wugularr (Beswick) meeting dates on 27 November 2023 and Bulman Local Authority Meeting date on 28 November 2023 in accordance with Section 96(2) of the *Local Government Act 2019*.

*Completed*

**14.2 SUBDIVISINAL GUIDELINES AND TOWN CAMP ROADS - Mayor Tony JACK**

**161/2023 RESOLVED (Helen LEE/Owen TURNER) CARRIED**

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK and Chief Executive Officer Marc GARDNER in regards to Sudivisional Guidelines and Town Camp Roads, noting responsibilities and functions of Council and other parties;
- (b) requests the Chief Executive Officer to follow up with Chief Executive Officer of Mabunji Aboriginal Resource Indigenous Corporation regarding Town Camp Roads prior to wet season; and
- (c) requests the Chief Executive Officer to follow up with Territory Housing to ascertain driveway maintenance and upkeep responsibilities in communities throughout the region, and especially Ngukurr.

*(a) Completed  
(b), (c) In progress*

**14.3 COMMUNITY HOUSING - Councillor John DALYWATER**

**162/2023 RESOLVED (John DALYWATER/Selina ASHLEY) CARRIED**

That Council:

- (a) receives and notes the verbal update on issue regarding Community Housing; and
- (b) requests the Chief Executive Officer to follow up with Department of Territory Housing in regards to the consultation process with Housing Reference Group.

*In progress*

**14.4 MINYERRI SPEED BUMPS - Councillor Edna ILES**

163/2023 **RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRDI)** **CARRIED** *Completed*

That Council:

- (a) receives and notes the Cr. ILES concerns pertaining to the inadequacy of the disposition and maintenance of speed bumps in Hodgson Downs (Minyerri);
- (b) receives and note the Chief Executive Officer’s outline of the responsibility of Alawa Aboriginal Corporation pertaining to municipal services in Hodgson Downs (Minyerri), including street lights, and maintenance thereof ; and
- (c) requests Chief Executive Officer to follow up delivery of contractual obligations with Alawa Aboriginal Corporation.

**14.7 LETTER OF CONGRATULATIONS FOR CR. EDWIN NUNGGUMAJBARR - Mayor Tony JACK**

164/2023 **RESOLVED (Selina ASHLEY/Owen TURNER)** **CARRIED** *Completed*

That Council requests Chief Executive Officer to write a letter of Congratulations for Councillor Edwin NUNGGUMAJBARR for becoming an ordained Anglican Minister for Numbulwar.

**14.8 ANIMAL MANAGEMENT FOR MINYERRI – Councillor Edna ILES**

165/2023 **RESOLVED (Edna ILES/Samuel EVANS)** **CARRIED** *In progress*

That Council:

- (a) receives and notes Cr. ILES’ concern pertaining to the feral pig situation in Hodgson Downs (Minyerri);
- (b) receives and notes the verbal overview on the feral pig situation in Hodgson Downs (Minyerri) and throughout the region from the Chief Executive Officer; and
- (c) requests the Chief Executive Officer to investigate and come up with right approach to get rid of Feral Pigs.

**14.9 FEE WAIVE FOR CATERING SHED FOR MATARANKA SCHOOL – Chief Executive Officer**

166/2023 **RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI)** **CARRIED** *Completed*

That Council waives the hire fee for the Mataranka and Jilkminggan Schools to use catering shed for the event of end of year staff gathering.

**15.2 COUNCIL MEETING ATTENDANCE REPORT**

168/2023 **RESOLVED (John DALYWATER/Selina ASHLEY)** **CARRIED** *Completed*

That Council:

- (a) receives and notes the Council Meeting Attendance Report; and
- (b) requests the detail explanation on the reason of apology as made.

**15.3 2024 MEETING SCHEDULE - COUNCIL, COMMITTEE AND LOCAL AUTHORITY MEETINGS**

**169/2023 RESOLVED (Owen TURNER/Edna ILES)**

**CARRIED**

That Council:

- (a) receives and notes the 2024 Meeting Schedule – Council, Committee and Local Authority Meetings report;
- (b) reschedules the Audit and Risk Committee Meeting from 10 April 2024 to 19 February 2024;
- (c) reschedules the Ordinary Meeting of Council from 21 February 2024 to 28 February 2024;
- (d) reschedules the Finance and Infrastructure Committee Meeting from 20 March 2024 to 27 March 2024;
- (e) reschedules the Ordinary Meeting of Council from 17 April 2024 to 24 April 2024;
- (f) requests to convene the April Ordinary Meeting of Council in Barunga;
- (g) requests to convene the April Briefing Day in Manyallauk;
- (h) reschedules the Audit and Risk Committee Meeting dates from 05 June 2024 to 12 June 2024;
- (i) reschedules the Audit and Risk Committee Meeting dates from 14 August to 26 August 2024;
- (j) reschedules the Ordinary Meeting of Council from 21 August 2024 to 28 August 2024;
- (k) reschedules the Audit and Risk Committee Meeting dates from 16 October 2024 to 21 October 2024;
- (l) requests to convene October Ordinary Meeting of Council in Katherine;
- (m) reschedules the Finance and Infrastructure Committee from 20 November 2024 to 27 November 2024; and
- (n) reschedules the Ordinary Council Meeting for December 2024 to Wednesday 11 December 2024.

*Completed*

**17.2 NDIA SERVICE OFFER**

**172/2023 RESOLVED (John DALYWATER/Helen LEE)**

**CARRIED**

*Completed*

That Council:

- (a) receives and Notes this Report;
- (b) formally accepts, via Resolution, the National Disability Insurance Agency’s Service Offer from Services Australia; and to be reviewed within 12 months or offer provisions whichever comes first.

**17.3 ANIMAL MANAGEMENT PROGRAMME UPDATE**

**173/2023 RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRDI)**

**CARRIED**

*Completed*

That Council:

- (a) receives and notes this report pertaining to the Animal Management Programme; and
- (b) requests for Parvo virus vaccinations to be made available in Bulman.

**18.4 DEED OF VARIATION - 4-GBMIB7M – COMMUNITY NIGHT PATROLS PROJECT 2023-24**

**177/2023 RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR) CARRIED Completed**

That Council:

- (a) receives and notes the Deed of Variation - 4-GBMIB7M – Community Night Patrols Project 2023-24 report;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$240,728.70 funding; and
- (c) approves the use of common seal on the funding agreement documents.

**18.5 DEED OF VARIATION - 4-G2UY0XJ – IBMP - 2021-25**

**6/2023 RESOLVED (Owen TURNER/John DALYWATER) CARRIED Completed**

That Council:

- (a) receives and notes the Deed of Variation - 4-G2UY0XJ – IBMP - 2021-25;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$14,946.75 funding; and
- (c) approves the use of the common seal on the funding agreement documents.

**18.6 ADOPTION OF ANNUAL REPORT**

**179/2023 RESOLVED (Edwin NUNGGUMAJBARR/Edna ILES) CARRIED Completed**

That Council defers this matter to a Special Meeting to be called by the Mayor at a later date in accordance with Sections 90 (5), 91 (2) (a) of the *Local Government Act 2019*.

**20.4 LOCAL AUTHORITY REVIEW**

**184/2023 RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI) CARRIED Correspondence sent to Minister**

That Council:

- (a) receives and Notes this Report;
- (b) requests for the Minister for Local Government to formally clarify his Guideline’s position on:

- (i) Whether or not there is a prescribed minimum number of Meetings applicable to a Local Authority, noting the provisions of Clause 7.1 and the requirements arising out of Section 96(2) of the *Local Government Act 2019*;
  - (ii) Whether or not the eligibility rules of Membership of a Local Authority as prescribed at Section 77 of the *Local Government Act 2019* (especially s77(1)(b)) apply for the purposes of Clauses 6.2 and 8 of his Guideline;
  - (iii) Any rules applicable to Provisional Members of a Local Authority who do not have their provisional membership ratified by Council; and
  - (iv) What happens in the event where Council does not ratify Provisional Members in accordance with Clause 6.2 of his Guideline, however the provisional members' appointment was critical to the attainment of a Quorum or a Provisional Meeting.
- (c) makes public the resolution from this report in the open minutes of this Council meeting.

## 20.8 LEASE OF LOT 58 LARRIMAH

187/2023 **RESOLVED (John DALYWATER/Edwin NUNGGUMAJBARR)** **CARRIED**

That Council:

*Invited to OMC*

- (a) receives and notes the report in relation to the Lease of Lot 58 at Larrimah;
- (b) defers the matter to the Finance and Infrastructure Committee on the 29 November 2023;
- (c) requests Chief Executive Officer to invite Mr. Steve BALDWIN, of Larrimah, to the next Finance and Infrastructure Committee Meeting on the 29 November 2023 to present his proposal for the Lease of the above property; and
- (d) makes public the resolution from this report in the open minutes of this Council meeting.

## ATTACHMENTS

Nil.

**PREVIOUS COMMITTEE MEETING MINUTES**

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<b>ITEM NUMBER</b>	10.1
<b>TITLE</b>	Previous Committee Meeting Minutes
<b>REFERENCE</b>	1385311
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council receives and notes the Previous Committee Meeting Minutes report.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The Finance and Infrastructure Committee met on Wednesday, 29 November 2023 at 9:00am having attained a Quorum.

The next Finance and Infrastructure Committee Meeting will be held on Wednesday, 24 January 2024 at 9:00am.

The Audit and Risk Committee met on Monday, 23 October 2023 at 11:00am having attained a Quorum.

The next Audit and Risk Committee Meeting will be held on Wednesday, 10 April 2024 at 10:00am.

**ISSUES/OPTIONS/SWOT**

The Finance and Infrastructure Committee attained a Quorum and proceeded with the meeting on Wednesday, 29 November 2023. Minutes of that meeting were not ready at the time of Agenda compilation.

The Audit and Risk Committee attained a Quorum and proceeded with the meeting on Monday, 23 October 2023. Attached are the recorded minutes of that meeting.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

- 1 Audit and Risk Committee 2023-10-23 [2358] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, AUDIT AND RISK COMMITTEE MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE,  
2 CRAWFORD STREET, KATHERINE, NT  
ON MONDAY, 23 OCTOBER 2023 AT 11:00AM

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## 1 PRESENT MEMBERS/STAFF/GUESTS

### 1.1 Members

- Independent Member Ian SWAN (Chairperson);
- Independent Member Carolyn EAGLE;
- Independent Member Claudia GOLDSMITH (video conference);
- Councillor John DALYWATER; and
- Councillor Patricia FARRELL.

### 1.2 Staff

- Marc GARDNER, Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Cristian COMAN, Manager Corporate Compliance;
- Maricar RHODES, Executive Assistant to the Chief Executive Officer; and
- Bhumika ADHIKARI, Governance Officer (minute secretary).

### 1.3 Guests

Nil.

## 2 MEETING OPENED

The Audit Committee Meeting opened at 11:07 am.

## 3 WELCOME TO COUNTRY

## 4 APOLOGIES AND LEAVE OF ABSENCE

### 4.1 APOLOGIES AND LEAVE OF ABSENCE

149/2023 RESOLVED (Patricia FARRELL/John DALYWATER)

**CARRIED**

That the Audit and Risk Committee receives and notes the apologies and leave of absence report.

## 5 QUESTIONS FROM THE PUBLIC

**6 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF AUDIT AND RISK COMMITTEE PREVIOUS MINUTES - 16 AUGUST 2023****150/2023 RESOLVED (Patricia FARRELL/Carolyn EAGLE)****CARRIED**

That the Audit and Risk Committee confirms the draft minutes of the Audit and Risk Committee Meeting held on 16 August 2023 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

**7 BUSINESS ARISING FROM PREVIOUS MINUTES****7.1 ACTION LIST****151/2023 RESOLVED (John DALYWATER/Patricia FARRELL)****CARRIED**

That the Audit and Risk Committee:

- (a) receives and notes the Action List; and
- (b) approves the removal of completed items.

**8 CALL FOR ITEMS OF GENERAL BUSINESS****9 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Audit Committee Meeting.

**10 INCOMING CORRESPONDENCE**

Nil.

**11 OUTGOING CORRESPONDENCE**

Nil.

**12 GENERAL BUSINESS****13 EXECUTIVE REPORTS****13.1 PROCUREMENT OF AUDITING SERVICES FOR A PERIOD OF 3 YEARS****152/2023 RESOLVED (Claudia GOLDSMITH/Patricia FARRELL)****CARRIED**

That the Audit and Risk Committee receives and notes the procurement activity being undertaken for the provision of auditing services for a period of 3 years.

**13.2 AUDIT AND RISK COMMITTEE MEMBER ATTENDANCE REPORT****153/2023 RESOLVED (Claudia GOLDSMITH/John DALYWATER)****CARRIED**

That the Audit and Risk Committee receives and notes the Audit and Risk Committee Member Attendance Report.

**14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT**



**15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT****15.1 COUNCIL'S FINANCIAL REPORT AS AT 30 SEPTEMBER 2023**

154/2023 RESOLVED (Patricia FARRELL/Carolyn EAGLE)

**CARRIED**

That the Audit and Risk Committee:

- (a) receives and notes the Council's Financial Report as at 30 September 2023; and
- (b) requests provided with update (out of session) on the balance of Account Receivable amount.

**16 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT****17 CONFIDENTIAL ITEMS****MOVE TO CONFIDENTIAL ITEMS**

155/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)

**CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

..

**17.1 Confirmation of Previous Minutes of the Confidential Session** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**17.2 Risk Register Update** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

**17.3 Executive Report - Corporate Services and Sustainability** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**17.4 Draft Audit and Risk Committee Work Plan 23-24** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**17.5 Update on current legal matters** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d), information subject to an obligation of confidentiality at law, or in equity.

**17.6 Unaudited Financial Statement** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

**17.7 Terms of Reference Review** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

The meeting moved to the Confidential Items at 12:11pm.

**RETURN TO OPEN****156/2023 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH)****CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to the public.

*The meeting re-opened to the public at 1:45 pm.*

**18 ITEMS FOR NEXT MEETING****19 CLOSE OF MEETING**

The meeting closed at 1:46 pm.

This page and the preceding pages are the minutes of the Audit and Risk Committee Meeting held on Monday, 23 October 2023 and will be confirmed .

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Chairperson Ian SWAN  
Confirmed on {insert date}

**INCOMING CORRESPONDENCE**

<b>ITEM NUMBER</b>	11.1
<b>TITLE</b>	Incoming Correspondence
<b>REFERENCE</b>	1385121
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council accepts the incoming correspondence.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

Item No.	Date Received	Sender	Sent To	Correspondence Details	InfoXpert Number
01	15/11/2023	Cr Ernie CAMP, Burke Shire Council Mayor	His Worship Mayor Tony JACK	2023 Annual General Meeting invitation	1382916
02	30/11/2023	Australian Government, Department of Health and Aged Care, Office of the Gene Technology Regulator	Marc GARDNER, Chief Executive Officer	Notification of decision on Application DIR 196 FROM Takeda pharmaceutical Australia Pty Ltd for the commercial supply of a genetically modified (GM) Dengue vaccine, Qdenga	1385233
03	01/12/2023	Hon. Chansey PAECH, Minister for Local Government	His Worship Mayor Tony JACK	Rates exemption for Community Housing Providers And Updates to the <i>Local Government Act 2019</i>	1385201, 1385202, 1385203, 1385204, 1385219 & 1385205
04	01/12/2023	Shane TEPPER, A/Executive Director Civil Services, Department of Infrastructure, Planning and Logistics	Marc GARDNER, Chief Executive Officer	Black Spot Program 2024-25 Nominations	1385206
05	04/12/2023	Peter STOKE, Chief Customer Officer, Bureau of Meteorology	His Worship Mayor Tony JACK	Bureau-owned infrastructure upgrade from May 2024	2385207

<b>06</b>	06/12/2023	Russell ANDERSON, Northern Territory Grants Commission	Marc GARDNER, Chief Executive Officer	Letter of Appreciation	1385574
<b>07</b>	09/11/2023	Jennifer JENKINS, Mataranka School	Marc GARDNER, Chief Executive Officer	Community Town Hall, fees waiving request	1382909
<b>08</b>	21/11/2023	Sean HOLDEN, Chief Executive Officer, Local Government Association of the Northern Territory	Marc GARDNER, Chief Executive Officer	Options for a change to the <i>Guideline 3</i> Borrowing Minor Transactions thresholds	1383433, 1383432 & 1383431

**ATTACHMENTS**

Nil.

**OUTGOING CORRESPONDENCE**

<b>ITEM NUMBER</b>	12.1
<b>TITLE</b>	Outgoing Correspondence
<b>REFERENCE</b>	1385122
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council notes the outgoing correspondence.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

Item No.	Date Sent	Sender	Sent To	Correspondence Details	InfoXpert Number
01	30/10/2023	Marc GARDNER, Chief Executive Officer	Anna MALGORZEWICZ, Department of the Chief Minister and Cabinet	A stronger connected Local Government Sector	1378719
02	31/10/2023	Marc GARDNER, Chief Executive Officer	Northern Territory Remuneration Tribunal, Chief Northern Territory Government	Concerns pertaining to the Remuneration Tribunal's Decision on Allowances for Elected Members	1380537
04	15/11/2023	Marc GARDNER, Chief Executive Officer	The Honourable Chanston PAECH, Minister for Local Government	Annual Report for Council for Financial Year 2022-2023	1382910
03	15/11/2023	Marc GARDNER, Chief Executive Officer	Cr Ernie CAMP, Burke Shire Council Mayor	2023 Annual General Meeting invitation response	1382915
05	05/12/2023	David HURST, Acting Chief Executive Officer	The Honourable Chanston PAECH, Minister for Local Government	Request for Clarification – Guideline 1 – Local Authorities	1385209

**ATTACHMENTS**

Nil.

## WARD REPORTS

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<b>ITEM NUMBER</b>	13.1
<b>TITLE</b>	Yugul Mangi Ward Report
<b>REFERENCE</b>	1385361
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

### RECOMMENDATION

That Council:

- (a) receives and notes the Yugul Mangi Ward Report;
- (b) accepts or declines the nomination received for Keith ROGERS and Melissa ANDREWS for the Ngukurr Local Authority; and
- (c) requests the Chief Executive Officer calls for a 21 day nomination period to fill the two (2) vacancies on the Ngukurr Local Authority

### BACKGROUND

The Yugul Mangi Ward includes the Ngukurr Local Authority and Urapunga Local Authority.

The Ngukurr Local Authority met and held a meeting as a Provisional and the meeting turned into a **Quorum** on arrival of Mayor Tony JACK on Monday, 04 December 2023. Minutes of the Ngukurr Local Authority Meeting held on 04 December 2023 were not ready at the time of Agenda compilation.

The Urapunga Local Authority scheduled a meeting on Monday, 04 December 2023, as a **Provisional** meeting. Minutes of the Urapunga Local Authority Meeting held on 04 December 2023 were not ready at the time of Agenda compilation.

### UPCOMING MEETINGS

#### DATE

05 March 2024 at 11:00am

05 March 2024 at 3:00pm

#### MEETING

Ngukurr Local Authority

Urapunga Local Authority

### ISSUES/OPTIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
Ngukurr Local Authority	2
Urapunga Local Authority	0

### FINANCIAL CONSIDERATIONS

Nil.

### ATTACHMENTS

- 1 Nomination for Keith and Melissa.pdf




## Local Authority Nomination Form

### What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.

 For more information, please contact your local office or the Governance Officer, Bhumika ADHIKARI.

 **Email:** [bhumika.Adhikari@ropergulf.nt.gov.au](mailto:bhumika.Adhikari@ropergulf.nt.gov.au)  
**Phone:** (08) 8972 9008 | **Fax:** (08) 8944 7020

Location: NOUKUN Date: 7-11-2023

Name of Nominee: Keith Rogers

### **Key Areas of Interest: (please indicate)**

- |                            |              |                        |
|----------------------------|--------------|------------------------|
| Waste Management ✓         | Aged Care ✓  | Administration ✓       |
| Animal Management ✓        | Child Care ✓ | Sport and Recreation ✓ |
| Roads and Infrastructure ✓ | Youth ✓      | Parks and Gardens ✓    |



**Any other information relevant to my nomination to the Local Authority:**

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Signature of nominee:

*Keith Rogers*

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## Local Authority Nomination Form

### What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.

✉ For more information, please contact your local office or the Governance Officer,  
@ Bhumika ADHIKARI.

☎ **Email:** [bhumika.Adhikari@ropergulf.nt.gov.au](mailto:bhumika.Adhikari@ropergulf.nt.gov.au)  
**Phone:** (08) 8972 9008 | **Fax:** (08) 8944 7020

Location: Ngukurr Date: 6/11/2023

Name of Nominee: Melissa Andrews

### Key Areas of Interest: (please indicate)

Waste Management	Aged Care	Administration
Animal Management	Child Care	Sport and Recreation
Roads and Infrastructure	Youth	Parks and Gardens

\* Interest in all



**Any other information relevant to my nomination to the Local Authority:**

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**Signature of nominee:**

*Melissa W*

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**WARD REPORTS**

<b>ITEM NUMBER</b>	13.2
<b>TITLE</b>	South West Gulf Ward Report
<b>REFERENCE</b>	1385362
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council:

- (a) receives and notes the South West Gulf Ward Report; and
- (b) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Robinson River Local Authority.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The South West Gulf Ward is comprised of the Borroloola Local Authority and Robinson River Local Authority.

The Borroloola Local Authority scheduled a meeting to be held on Tuesday, 21 November 2023 at 9:00am was **Cancelled** due to lack of member attendance.

The Robinson River Local Authority scheduled a meeting to be held on Tuesday, 21 November 2023 at 3:00pm was **Cancelled** due to lack of member attendance.

**UPCOMING MEETINGS**

<b>DATE</b>	<b>MEETING</b>
08 February 2024 at 9:00am.	Borroloola Local Authority Meeting
08 February 2024 at 3:30pm	Robinson River Local Authority

**ISSUES/OPTIONS/SWOT**

<b>LOCAL AUTHORITY</b>	<b>NUMBER OF VACANCIES</b>
Borroloola Local Authority	0
Robinson River Local Authority	1

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS**

**WARD REPORTS**

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**ITEM NUMBER** 13.3  
**TITLE** Numbulwar Numburindi Ward Report  
**REFERENCE** 1385363  
**AUTHOR** Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council receives and notes the Numbulwar Numburindi Ward Report.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation including engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The Numbulwar Numburindi Ward includes one Local Authority, the Numbulwar Local Authority.

The Numbulwar Local Authority scheduled a meeting to be held on Wednesday, 05 December 2023 was **Cancelled** due to lack of Member attendance.

**UPCOMING MEETINGS**

<b>DATE</b>	<b>MEETING</b>
06 December 2023 at 10:30am	Numbulwar Local Authority

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

**WARD REPORTS**



<b>ITEM NUMBER</b>	13.4
<b>TITLE</b>	Never Never Ward Report
<b>REFERENCE</b>	1385372
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) requests the Chief Executive Officer open a ‘21-day Nominations Period’ to fill one (1) vacancy on the Hodgson Downs (Minyerri) Local Authority;
- (c) requests the Chief Executive Officer open a ‘21-day Nominations Period’ to fill one (1) vacancy on the Mataranka Local Authority;
- (d) requests the Chief Executive Officer open a ‘21-day Nominations Period’ to fill one (1) vacancy on the Jilkminggan Local Authority; and
- (e) accepts or declines the nomination received for Helen HAWKINS for the Mataranka Local Authority.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation including engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The Never Never Ward is comprised of the Mataranka Local Authority, Jilkminggan Local Authority, Hodgson Downs (Minyerri) Local Authority and the townships of Larrimah and Daly Waters.

The Mataranka Local Authority scheduled a meeting to be held on Thursday, 30 November 2023 at 1:00pm was **Cancelled** due to lack of member attendance.

The Jilkminggan Local Authority held a meeting and met as a Provisional and turned into a **Quorum** on arrival of Anne-Marie WOODS on 30 November 2023. Minutes from the Jilkminggan Local Authority Meeting held on 30 November 2023 were not ready during the time of Agenda compilation.

The Hodgson Downs (Minyerri) Local Authority held and met with a **Quorum** on Wednesday, 06 December 2023. Minutes from the Hodgson Downs (Minyerri) Local Authority Meeting held on 06 December 2023 were not ready during the time of Agenda compilation.

**UPCOMING MEETINGS**

<b>DATE</b>	<b>MEETING</b>
06 February 2024 at 10:00am	Jilkminggan Local Authority Meeting
06 February 2024 at 1:00pm	Mataranka Local Authority Meeting
04 March 2024 at 11:00am	Hodgson Downs (Minyerri) Local Authority Meeting
08 May 2024 at 10:30am	Larrimah Community Consultative Meeting
08 May 2024 at 1:30pm	Daly Waters Community Consultative Meeting

**ISSUES/OPTIONS/SWOT**

<b>LOCAL AUTHORITY</b>	<b>NUMBER OF VACANCIES</b>
Mataranka Local Authority	1
Jilkminggan Local Authority	1

Hodgson Downs (Minyerri) Local Authority

1

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

- 1 Helen Hawkins Nomination.pdf
- 2 Letter.pdf




## Local Authority Nomination Form

### What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.

 For more information, please contact your local office or the Governance Officer, Bhumika ADHIKARI.

 **Email:** [bhumika.Adhikari@ropergulf.nt.gov.au](mailto:bhumika.Adhikari@ropergulf.nt.gov.au)  
**Phone:** (08) 8972 9008 | **Fax:** (08) 8944 7020

Location: Wataronka, Date: 28.11.23

Name of Nominee: Helen Hawkins

### Key Areas of Interest: (please indicate)

Waste Management <input checked="" type="checkbox"/>	Aged Care	Administration <input checked="" type="checkbox"/>
Animal Management	Child Care	Sport and Recreation
Roads and Infrastructure <input checked="" type="checkbox"/>	Youth	Parks and Gardens <input checked="" type="checkbox"/>



**Any other information relevant to my nomination to the Local Authority:**

I have been a resident + land  
owner in Maderanica for 29 yrs.  
Am very interested in the future  
+ Development of Maderanica therefore  
would be interested in being a L.A.  
member

Signature of nominee:

Helen Hawkins





To whom it may concern

I would like to register my interest in becoming a member of the local Authority in Mataranka.

I have been a resident of Mataranka since 1994. 30 yrs next year. We have a property here and my family also live here. I have a vested interest in the future and prospects of Mataranka. I would be honored to be part of the future of the town.

I work for RG in the Library and have also in the past worked with RG at Jilkminggan and Beswick.

Thank you

Kind regards

Helen Hawkins



**WARD REPORTS**

<b>ITEM NUMBER</b>	13.5
<b>TITLE</b>	Nyiranggulung Ward Report
<b>REFERENCE</b>	1385373
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council:

- (a) receives and notes the Nyiranggulung Ward Report; and
- (b) approves the recommendations from the Barunga Local Authority Meeting held on 03 October 2023.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation including engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The Nyiranggulung Ward is comprised of the Barunga Local Authority, Beswick Local Authority, Bulman Local Authority and Manyallaluk Local Authority.

The Wugularr (Beswick) Local Authority met and held a meeting on Monday, 27 November 2023 with **Quorum**. Minutes from that meeting were not ready at the time of Agenda Compilation.

The Bulman Local Authority met and held a meeting on Tuesday, 28 November 2023 as a **Provisional**. Minutes from that meeting were not ready at the time of Agenda compilation.

The Barunga Local Authority met and held a meeting on Tuesday, 03 October 2023 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

**UPCOMING MEETINGS**

<b>DATE</b>	<b>MEETING</b>
08 January 2024 at 10:00am	Wugularr (Beswick) Local Authority Meeting
08 January 2024 at 2:30pm	Manyallaluk Local Authority Meeting
09 January 2024 at 10:00am	Barunga Local Authority Meeting
11 January 2024 at 10:00am	Bulman Local Authority Meeting

**ISSUES/OPINIONS/SWOT**

There are currently no vacancies in the Nyiranggulung Ward.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

- 1 Barunga Local Authority 2023-10-03 [2353] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BARUNGA LOCAL  
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE  
DELIVERY CENTRE, BARUNGA  
ON TUESDAY, 3 OCTOBER 2023 AT 10:00AM

---

**1 PRESENT MEMBERS/STAFF/GUESTS**

**1.1 Members**

- Anne-Marie LEE (Chairperson);
- Councillor Helen LEE;
- Ambrose BULUMBARA;
- Charlane BULUMBARA; and
- Danielle BUSH.

**1.2 Staff**

- Samantha WRIGHT, Acting Community Services Manager;
- Michael McFARLANE, Senior Projects Coordinator
- Maricar RHODES, Executive Assistant to the Chief Executive Officer; and
- Bhumika ADHIKARI, Governance Officer (minute secretary).

**1.3 Guests**

- Karen HOCKING, Project Manager, Department of the Chief Minister and Cabinet;
- William BRIDGEMAN, Senior Regional Project Officer, Department of the Chief Minister and Cabinet; and
- Matthew AHMAT; Principal Alcohol Action Officer, Mental Health, Alcohol and Other Drugs, NT Health.

**2 MEETING OPENED**

The Barunga Local Authority Meeting opened at 10:17 am with **QUORUM**. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

**3 WELCOME TO COUNTRY**

**4 APOLOGIES AND LEAVE OF ABSENCE**

**4.1 APOLOGIES AND LEAVE OF ABSENCE**

*BAR Q-31/2023* (Charlane BULUMBARA/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority accepts the tendered apologies from Vita BRINJEN and Nell BROWN.

## 5 QUESTIONS FROM THE PUBLIC

## 6 DISCLOSURES OF INTEREST

There were no declarations of interest at this Barunga Local Authority Meeting.

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 BARUNGA LOCAL AUTHORITY MEETING PREVIOUS MINUTES

BAR Q-32/2023 (Anne-Marie LEE/Charlane BULUMBARA) **CARRIED**

That the Barunga Local Authority:

- (a) confirms the minutes from the meeting held on 04 July 2023 and affirms them to be a true and accurate record of that meetings decisions and proceedings; and
- (b) amends the spelling error for William BRIDGEMAN.

Local Authority Member Danielle BUSH joined the meeting at 10:25 am.

## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

### 8.1 ACTION LIST

BAR Q-33/2023 (Charlane BULUMBARA/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority:

- (a) receives and notes the Action List;
- (b) approves the removal of completed items;
- (c) requests to get a Quote for Barunga Cemetery Arch;
- (d) requests to put the Steel Bollards near Lot 294; and
- (e) reapply for S19 lease for Basket Ball court near Lot 330.

Matthew AHMAT joined the meeting at 10:55 am and presented to Barunga Local Authority regarding Alcohol Opt out Model and left the meeting at 11: 15 am.

Meeting adjourned at 11:16 am and reconvened at 11:20 am.

Chief Executive Officer Marc GARDNER joined the meeting at 11:25 am and left at 11:40 am.

## 9 CALL FOR ITEMS OF OTHER BUSINESS

- Norforce Park; no funding available – to be raised at OMC;
- Sprinkler Water near Cemetery to notify Liam;
- Barunga Statement Memorial; and
- Shelter near Airport.

## 10 INCOMING CORRESPONDENCE

Nil.

## 11 OUTGOING CORRESPONDENCE

Nil.

**12 OPERATIONAL REPORTS****12.1 BARUNGA LOCAL AUTHORITY PROJECTS UPDATE**

BAR Q-34/2023 (Danielle BUSH/Charlane BULUMBARA) **CARRIED**

That the Barunga Local Authority receives and notes the Local Authority Projects Update report.

**13 GENERAL BUSINESS****13.1 COMSAFE REPORT TO THE BARUNGA LOCAL AUTHORITY MEETING**

*Deferred this report to the next Local Authority Meeting.*

**13.2 COUNCIL SERVICES REPORT**

BAR Q-35/2023 (Anne-Marie LEE/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority:

- (a) receives and notes the Council Services Report;
- (b) requests fishing spot near old pump to be graded; and
- (c) requests update on School holiday Program.

**13.3 ELECTED MEMBER REPORT**

BAR Q-36/2023 (Charlane BULUMBARA/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority receives and notes the Elected Member report.

**13.4 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT**

BAR Q-37/2023 (Anne-Marie LEE/Danielle BUSH) **CARRIED**

That the Barunga Local Authority:

- (a) receives and notes the Local Authority Member Attendance Report;
- (b) amends the attendance report to add Ambrose BULUMBARA in the list as present; and
- (c) amends the spelling error for Charlane BULUMBARA.

**13.5 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.08.2023**

BAR Q-38/2023 (Charlane BULUMBARA/Danielle BUSH) **CARRIED**

That the Barunga Local Authority receives and notes the Council Financial Report for the 2023\_24 August YTD period.

**13.6 ALCOHOL OPT OUT MODEL**

BAR Q-39/2023 (Helen LEE/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority receives and notes the verbal update on Alcohol opt Out Model from Department of Health.

*Note: further consultation to be done and 60% of the Community have to agree the Consultation process.*

**13.7 IRRIGATION SUPPLY TO CEMETERY**

BAR Q-40/2023 (Anne-Marie LEE/Danielle BUSH) **CARRIED**

That the Barunga Local Authority requests to install Irrigation supply near Cemetery.

**13.8 BARUNGA STATEMENT MEMORIAL**

BAR Q-41/2023 (Danielle BUSH/Charlane BULUMBARA) **CARRIED**

That the Barunga Local Authority requests Community consultation in regards to Barunga Statement Memorial.

**13.9 SHELTER NEAR AIRPORT**

BAR Q-42/2023 (Charlane BULUMBARA/Danielle BUSH) **CARRIED**

That the Barunga Local Authority allocates total \$30,000 for small Shelter near Airport (\$15,000) and Airport turn off (\$15,000).

William BRIDGEMAN clarify that Barunga is Alcohol restricted area, Barunga can apply for other changes like general restricted condition.

**14 OTHER BUSINESS**

**15 CLOSE OF MEETING**

The meeting closed at 12:06 pm.

This page and the proceeding pages are the Minutes of the Barunga Local Authority Meeting held on Tuesday, 3 October 2023 and confirmed .

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Chairperson  
Confirmed on

## **EXECUTIVE REPORTS**

---



<b>ITEM NUMBER</b>	15.1
<b>TITLE</b>	Update of CouncilBiz and the CouncilBiz Annual Report (and Annual Financial Report).
<b>REFERENCE</b>	1380843
<b>AUTHOR</b>	Marc GARDNER, Chief Executive Officer

### **RECOMMENDATION**

That Council:

- (a) receives and note the report in relation to the CouncilBiz update; and
- (b) receives and note the CouncilBiz Annual Report including the CouncilBiz Audited Annual Financial Statements.

### **KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

### **BACKGROUND**

CouncilBiz is a subsidiary of Roper Gulf Regional Council in partnership with other regional councils in the Northern Territory that provide 'back of house' information technology services and make up a significant component of our Council's Enterprise Resource Plan (ERP).

### **ISSUES/OPTIONS/SWOT**

The CouncilBiz Board met on the 3 November 2023 and the minutes of this meeting are attached. The Board at this meeting accepted the organisation's annual report and audited annual financial statements. The annual report is available on CouncilBiz's website for information.

### **FINANCIAL CONSIDERATIONS**

Nil.

### **ATTACHMENTS**

There are no attachments for this report.

## **EXECUTIVE REPORTS**

---



<b>ITEM NUMBER</b>	15.2
<b>TITLE</b>	Mayor's Report
<b>REFERENCE</b>	1385374
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

### **RECOMMENDATION**

That Council receives and notes the Mayoral Report.

### **KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

### **BACKGROUND**

The Mayor undertakes range of official duties on behalf of Council. This report outlines the Mayor's activities and undertaking since Council's last Ordinary Meeting on 25 October 2023.

### **ISSUES/OPTIONS/SWOT**

A summary of the Mayor's undertakings is as follows:

- Local Government Association of the Northern Territory – 07 November to 10 November 2023;
- Ngukurr Local Authority Meeting – 05 December 2023;
- Urapunga Local Authority Meeting – 05 December 2023; and
- Hodgson Downs (Minyerri) Local Authority – 06 December 2023.

Acting Principal Member attended following Meetings on behalf of Principal Member

- Wugularr (Beswick) Local Authority Meeting – 27 November 2023;
- Bulman Local Authority Meeting – 28 November 2023; and
- Finance and Infrastructure Committee Meeting – 29 November 2023.

### **FINANCIAL CONSIDERATIONS**

Nil.

### **ATTACHMENTS**

Nil.



**EXECUTIVE REPORTS**

<b>ITEM NUMBER</b>	15.3
<b>TITLE</b>	Council Meeting Attendance Report
<b>REFERENCE</b>	1385375
<b>AUTHOR</b>	Bhumika ADHIKARI, Governance Officer

**RECOMMENDATION**

That Council receives and notes the Council Meeting Attendance Report.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The *Local Government Act 2019* states that the members will be disqualified as a member of a Council if the person is absent, without permission or the approved apologies of the Council in accordance with the regulations, from two (2) consecutive Council meetings.

**Council Member Attendance**

Elected Members	22 February 2023	27 April 2023	21 June 2023	23 August 2023	25 October 2023
Mayor Tony JACK	P	P	P	P	P
Deputy Mayor Helen LEE	P	P	P	P	P
Councillor Samuel EVANS	P	P	AP	P	P
Councillor Owen TURNER	P	AP	No AP	AP	P
Councillor Edna ILES	-	-	-	-	P
Councillor Edwin NUNGGUMAJBARR	AP	P	P	P	P
Councillor Kathy-Anne NUMAMURDIRDI	P	P	AP	P	P
Councillor John DALYWATER	P	P	P	P	P
Councillor Annabelle DAYLIGHT	P	AP	P	P	AP
Councillor Selina ASHLEY	No AP	P	No AP	P	P
Councillor Patricia FARRELL	AP	P	P	P	P
Councillor Jana DANIELS	AP	No AP	P	No AP	P
Councillor Gadrian HOOSAN	P	AP	P	P	AP

\*\* Table Key

P Present

AP Apologies given and accepted

No AP No apologies given and not present at meeting

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

**COMMUNITY SERVICES AND ENGAGEMENT  
DIVISIONAL REPORT**

---



<b>ITEM NUMBER</b>	17.1
<b>TITLE</b>	Aged Care Provider Operations Report
<b>REFERENCE</b>	1383115
<b>AUTHOR</b>	Clare CUPITT, Program Manager

**RECOMMENDATION**

That Council:

- (a) receives and notes the Aged Care Provider Operations Report; and
- (b) endorse the Chief Executive Officer to sign the Governing Body Statement.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

Council is an approved Aged Care provider and delivers aged care services in a number of its regional communities. As part of its compliance and reporting obligations, each year Council must submit an Operations Report to the Australian Government Department of Health & Aged Care. The Governing Body Statement forms part of the Operations Report and is a declaration from the provider's governing body affirming whether or not the provider has complied with its responsibilities under the *Aged Care Act 1997* (Cth) and its requirements under the *Aged Care Quality & Safety Commission Act 2018* (Cth). The Governing Body Statement must be signed by a member of the approved provider's governing body.

**ISSUES/OPTIONS/SWOT**

The Operations Report will provide details to the Department of Health & Aged Care on Council's aged care service provision for the period 1 July 2022 to 30 June 2023 on areas including:

- Key personnel as registered with the Aged Care Quality & Safety Commission;
- Governing body membership;
- Diversity and inclusion of both staff and clients; and
- Feedback, complaints and improvements.

One non-compliance issue has been noted in the Operations Report. This is in relation to the financial reports which were overdue. This non-compliance issue has since been rectified, however must be noted in the report as having occurred during the reporting period.

The signed Governing Body Statement is submitted with the Operations Report. The Statement is intended to support the governing body to examine the provider's compliance with its responsibilities and requirements. The signed Statement allows the governing body to demonstrate its understanding of, and accountability for, issues affecting the quality care of clients.

Should Council choose not to sign the Governing Body Statement, it will be deemed non-compliant and further non-compliance notices may be issued. If these non-compliance orders cannot be rectified, Council may lose its approved provider status.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

- 1 23\_12\_13 - Attachment - GBSDeclaration.pdf



**Australian Government**  
**Department of Health and Aged Care**

## **Governing Body Statement**

*Information for the governing body member signing the statement*

### **Declaration by a member of the governing body of an approved provider**

Section 53G of the [Accountability Principles 2014](#), requires approved providers of aged care that deliver home care services or residential care services to submit a statement about the provider's compliance with its responsibilities and requirements.

The Governing Body Statement MUST be accompanied by a declaration signed by a member of the approved provider's governing body on behalf of all members of the governing body for each approved provider that delivers a residential care service or a home care service.

- The Governing Body Statement is completed as part of the Provider Operations Collection Form on the Government Provider Management System (GPMS).
- The Declaration is on page 3 of this document. The signed Declaration is to be uploaded to the Provider Operations Collection Form for submission through GPMS.

### **The Governing Body Statement**

The Governing Body Statement details:

- Whether or not the governing body of the approved provider believes the approved provider has complied with its responsibilities under the *Aged Care Act 1997* and the requirements under the *Aged Care Quality and Safety Commission Act 2018* between 1 July 2022 and 30 June 2023 (the reporting period)

- If the governing body believes the approved provider failed to comply with one or more responsibilities under the *Aged Care Act 1997* or requirements under the *Aged Care Quality and Safety Commission Act 2018*, details of:
  - each responsibility or requirement that the approved provider failed to comply with
  - the reasons why the approved provider failed to comply
  - actions that the provider has taken or will take to rectify the non-compliance

In all cases of compliance and failed compliance, the statement must be signed by a member of the approved provider's governing body on behalf of all members of the governing body.

With the exception of the governing body member's details, no personal information is to be included in the statement.

The statement is intended to support the governing body to examine the approved provider's compliance with its responsibilities and requirements. The signed statement allows governing bodies to demonstrate their understanding of, and accountability for, issues affecting the quality of care of care recipients.

The process of completing a statement can assist approved providers to proactively look to identify and improve any areas of non-compliance. A provider's demonstrated and transparent commitment to addressing non-compliance can give confidence to care recipients about an approved provider's commitment to quality and safety.

The reporting of this information aims to increase approved provider transparency and accountability and help drive continuous improvement across the sector.

#### **How Will the Statement and the Declaration be Submitted?**

The Governing Body Statement and the declaration signed by a member of the approved provider's governing body are to be electronically submitted to the department as part of the Provider Operations Collection Form through the GPMS **by 31 October each year.**

Further information on the Provider Operations Collection Form, including the Governing Body Statement is available on the Department's [website](#).



**Australian Government**  
**Department of Health and Aged Care**

## Declaration by a member of the governing body of the approved provider

This page must be uploaded to the Provider Operations Collection Form once signed by a member of the governing body of the provider.

I certify that:

- I am a member of the governing body of the below approved provider:

\_\_\_\_\_  
*(Insert name of the approved provider)*

- This Governing Body Statement detailed in the Provider Operations Collection Form on the Government Provider Management System is true and correct to the best of my knowledge and belief.
- This statement does not include any personal information other than my own name, role and signature.
- I understand that my name and role may be published by the Department as part of this statement.

Full Name	Position
Signature	Date

**Note to the governing body member signing this form:**

Giving false or misleading information or documents is an offence under Division 137 of the *Criminal Code Act 1995* (Cth) with a maximum penalty of 12 months imprisonment.

Approved providers have a responsibility to:

- comply with section 63-1G of the *Aged Care Act 1997* in relation to the giving of information relating to a reporting period to the Secretary of the Department of Health and Aged Care; and
- comply with other such responsibilities as are specified in the *Accountability Principles 2014* under paragraph 63-1(m) of the *Aged Care Act 1997*, including reporting responsibilities detailed in section 53G of the *Accountability Principles*.

**Submission due date**

You must submit the completed Governing Body Statement, including this signed declaration, by **5:00pm on 31 October 2023** online via the Provider Operations Collection Form on the Government Provider Management System.

**COMMUNITY SERVICES AND ENGAGEMENT  
DIVISIONAL REPORT**

---



<b>ITEM NUMBER</b>	17.2
<b>TITLE</b>	Aged Care Capital Assistance Program Grant Opportunity
<b>REFERENCE</b>	1383134
<b>AUTHOR</b>	Clare CUPITT, Program Manager

**RECOMMENDATION**

That Council:

- (a) receives and notes the Aged Care Capital Assistance Program Grant Opportunity report; and
- (b) provides written support for the grant application and endorse the Chief Executive Officer to sign said letter.

**KEY OUTCOME AREA**

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

**BACKGROUND**

The Aged Care Capital Assistance Program Grant was announced on 16 November 2023. Through this grant program, the Federal Government is providing \$135 million in infrastructure grants to support aged care providers operating in thin markets. This grant opportunity is for aged care providers in small rural, remote, and very remote communities and will support infrastructure projects such as for staff accommodation and upgrades and new builds for residential or home-based services in regional and remote locations.

**ISSUES/OPTIONS/SWOT**

Under the Aged Care Capital Assistance Program, there are four different funding streams. These streams are:

- Stream 1: Staff Accommodation;
- Stream 2: Upgrades, Expansions or New Builds;
- Stream 3: Specialised Homeless; and
- Stream 4: National Aboriginal and Torres Strait Islander Flexible Aged Care Program (NATSIFAC) Minor Projects and Equipment.

Although Stream 1 is specifically for residential aged care providers, it is proposed that under Council apply for funding under this Stream to develop and/or improve accommodation for aged care staff in Mataranka, Beswick and Ngukurr. These locations have been identified as having the greatest need for potential residential aged care in the future.

Under Stream 2, it is proposed that Council apply for funding to:

1. Complete the Mataranka Aged Care Hub;
2. Develop a residential aged care facility in Ngukurr;
3. Upgrade the kitchen in the Barunga recreation hall to commercial standard; and
4. Upgrade the existing aged care facilities in Beswick and Numbulwar.

Council is not eligible for Streams 3 and 4.

There is no guarantee that an application will be successful, as this grant funding will be highly competitive. There is no limit on the number of applications which can be submitted, or the amount of funding applied. By submitting multiple applications for a range of different projects, Council will increase its chances of securing funding.

Although none of the proposed projects are shovel-ready, it is within the eligible scope of the grant to utilise funding for planning and design purposes. Grant monies can also be used for:

- Engaging a project manager;
- Construction materials and labour costs;
- Connection of sewerage, water, electricity, and other services;
- Upgrades to utility services;
- Safety and compliance;
- Landscaping, paths and outdoor areas; and
- Security upgrades, including perimeter fencing, camera systems, etc.

Applications close on 12 January 2024 and must be accompanied by an activity work plan, an indicative budget, a risk management plan, and a letter of support from the organisation's governing body.

Should Council decide not to provide a letter of support, then any applications under this grant funding will be inadmissible as not meeting the selection criteria.

### **FINANCIAL CONSIDERATIONS**

If Council decides not to apply for this grant funding, or are unsuccessful in their application, any proposed infrastructure projects under this funding initiative would need to be fully funded by Council. By submitting a grant application, Council is being fiscally responsible and potentially saving millions in untied funds.

If Council is successful in its application, grant activities can commence no earlier than June 2024. The term of the grant agreement is three (3) years, ending on 30 June 2027.

### **ATTACHMENTS**

There are no attachments for this report.

**COMMUNITY SERVICES AND ENGAGEMENT  
DIVISIONAL REPORT**

---



<b>ITEM NUMBER</b>	17.3
<b>TITLE</b>	Programs Update Report
<b>REFERENCE</b>	1383175
<b>AUTHOR</b>	Clare CUPITT, Program Manager

**RECOMMENDATION**

That Council receives and notes the Programs Update Report.

**KEY OUTCOME AREA**

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The Program business unit includes the delivery areas of Aged Care & Disability Services, Children Services, and Community Safety. All of these programs are externally funded by bodies such as the National Indigenous Australians Agency, Northern Territory Government, the Community Child Care Restricted Fund, and the Department of Health & Aged Care. These services are critical to the life cycle and function of community.

**ISSUES/OPTIONS/SWOT****Major Projects**

- Remote Pools Project  
The Borroloola and Ngukurr pools are both operational, opened on 14 October and 27 October respectively. (YMCA NT) YNT now have staff and volunteers based in each community and are creating employment opportunities for local residents. Lifeguard training has been arranged by YNT for December, which will result in a number of local staff gaining employment. The pools will be open over the school holiday period.

**Program Update**

All of the funded programs are currently being successfully delivered as per the funding agreement guidelines. No proposals were submitted to retain underspends from Financial Year 2022-23, as this information was not available in time to meet the

- Aged Care & Disability Services (including National Disability Insurance Scheme, Home Care Package, and Commonwealth Home Support Package)

Aged Care and NDIS delivery is running smoothly in line with aged care standards and NDIS standards. This includes activities for clients such as meals on wheels, personal support, transport services, and group support.

All monthly reporting for CHSP and HCP is currently up to date. The previously overdue annual financial reports for FY22 and FY23 have been submitted. Currently the only outstanding report is the Operations Report, for which a declaration needs to be signed by Council. A separate report requesting this has been submitted to this Ordinary Meeting of Council.



The most recent client audit was conducted from 13 to 17 November 2023, in the presence of Culturally Diverse Care Solutions. A Centre Pay audit was conducted on 14 November 2024.

Across the region, there are currently:

- 54 CHSP clients
  - 16 HCP clients
  - 8 NDIS clients
- Creche  
Creche continues to be delivered successfully in line with funding agreements. The key challenge to delivery continues to be availability of suitably qualified and trained staff, as under the Community Child Care Restricted Fund (CCCRF) guidelines there are strict educator to child ratios. On occasion, this has resulted in the Creche needing to be closed or children turned away from the service. All Creche facilities will close for the Christmas – New Year period from 18 December 2023 to 1 January 2024 inclusive.
  - School Nutrition Program  
The School Nutrition Projects (SNP) continues to be delivered successfully in line with the funding agreement. When required, third party contractors were utilised to ensure consistency of service. The delivery of SNP will cease over the school holiday period from 15 December 2023. Services will recommence when school returns on 29 January 2024.
  - Outside School Hours Care  
The Outside School Hours Care (OSHC) program continues to be delivered in line with funding agreements. Engagement from parents/carers continues to be low which negatively impacts on meeting program KPIs. Targeted activities are being designed to meet the *My Time, Our Place* learning framework, which will result in more structured delivery for staff and an improved educational environment for children.
  - Community Night Patrol  
Night Patrol continues to be delivered successfully across the region. No incident or interaction data is currently available, as the reporting period is still current. An update will be provided at the next Ordinary Meeting of Council for the period 1 October to 31 December 2023.
  - Sport & Recreation (including Indigenous Sport & Recreation Program and the Remote Sport Program)  
Sport & Recreation activities continue to be delivered successfully and in line with funding agreements. The development of school holiday programs is currently underway in consultation with community-based teams. No attendance data is currently available, as the reporting period is still current. An update will be provided at the next Ordinary Meeting of Council for the period 1 October to 31 December 2023.
  - Youth Reconnect  
The Youth Reconnect program continues to be delivered in line with funding requirements, with the revised guidelines under the new agreement proving beneficial for community.
  - Indigenous Broadcasting  
The Indigenous Broadcasting program continues to be delivered successfully in line with the funding agreement in the communities of Barunga and Ngukurr. There are ongoing challenges in delivery in Bulman, Numbulwar and Wugularr.

- **Libraries**  
Library services continue to operate in line with community need and funding requirements. No facility usage data is currently available, as the reporting period is still current. An update will be provided at the next Ordinary Meeting of Council for the period 1 October to 31 December 2023.
- **AOD Education**  
The Alcohol & Other Drug Education program continues to be delivered in line with funding requirements.
- **Barunga Youth Café**  
The Barunga Youth Café continues to be delivered in line with funding requirements.

## **FINANCIAL CONSIDERATIONS**

Nil.

## **ATTACHMENTS**

There are no attachments for this report.

**COMMUNITY SERVICES AND ENGAGEMENT  
DIVISIONAL REPORT**

---



<b>ITEM NUMBER</b>	17.4
<b>TITLE</b>	Ngukurr Community Laundry
<b>REFERENCE</b>	1384229
<b>AUTHOR</b>	Clare CUPITT, Program Manager

**RECOMMENDATION**

That Council:

- (a) receives and notes the Ngukurr Community Laundry report; and
- (b) provides a letter of in-principle support to AIG for the community laundry to be co-located at the Ngukurr swimming pool complex.

**KEY OUTCOME AREA**

**Wellbeing:** Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

**Infrastructure:** Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

**Economic Development:** Foster strengthening and growing jobs, industries, and investment attraction.

**BACKGROUND**

On Friday 17 November 2023, Council staff met with representatives from YMCA Northern Territory (YNT) and Aboriginal Investment Group (AIG) to discuss the potential opportunity to collaborate through the Remote Laundries Project for a community laundry to be based in Ngukurr and co-located at the swimming pool complex.

The Remote Laundries Project, an AIG initiative, is aimed at breaking the cycle of conditions such as scabies and skin sores which through continued exposure can lead to rheumatic heart disease and kidney disease. Purpose-built and set in a secure shipping container, the Remote Laundries Project provides communities with free access to laundry services. By washing with the correct detergents, high water temperatures, and hot drying cycles, laundry users can kill the scabies mite and break their reproductive cycle. This greatly influences health outcomes, with a 60% reduction in scabies presentations recorded at the Barunga clinic since the community laundry was established there in 2019.

AIG advised that they have been trying to establish a community laundry in Ngukurr for some time. AIG have not been able to achieve this due to not being able to secure a suitable location and issues with land tenure. AIG have been in discussions and liaising with the Yugul Mangi Development Aboriginal Corporation (YMDAC) in regard to potential locations, but were unable to find a way forward.

YNT and AIG have an existing relationship and are currently collaborating on co-locating a community laundry for Lajamanu at their swimming pool complex. The operation of the swimming pool and the community laundry will be overseen by YNT. Both YNT and AIG saw the similarities between Lajamanu and Ngukurr, and have taken this as an opportunity to collaborate with Council for the benefit of the Ngukurr community.

Co-locating the community laundry at the swimming pool complex has multiple benefits. This includes the ability to access land where there is an existing tenure and available space, access to utilities such as water and electricity, workforce streamlining with YNT managing staff at both the swimming pool and the laundry, and increased employment and training opportunities for local residents.

AIG have already secured funding for the development and build of the laundry, as well as funding for the first year of operational costs. To make the Ngukurr community laundry a reality, the only thing missing is somewhere to establish it. To this end, AIG are seeking in principle support from Council to develop the community laundry at the Ngukurr swimming pool complex.

### **ISSUES/OPTIONS/SWOT**

Although Council already hold tenure over the swimming pool complex where it is proposed the laundry is located, endorsement by the Northern Land Council (NLC) will be required before the project can go ahead. Investigative works will also need to be undertaken to ensure the site is suitable.

If Council provides it support and NLC also approves the project, AIG will liaise with all other stakeholders, including Power & Water, engineers, surveyors, and town planners to navigate and ensure all the correct and relevant approvals are obtained.

AIG proposes to engage YNT through a service agreement to operate the laundry, similar to the arrangement Council has with YNT to operate the swimming pool. The initial agreement between AIG and YNT will be for twelve months and in line with the funding which has already been secured. Operation of the laundry will need to be renegotiated after this time, which may potentially require Council to take on a larger role in relation to the laundry's funding and operation.

Should Council choose not to support the co-location of the community laundry at the Ngukurr swimming pool complex, it will further delay a laundry service being made available in the community. This will result in the continuation of disease, with no timeframe for if a community laundry may ever be established.

### **FINANCIAL CONSIDERATIONS**

As AIG have already secured funding to build and install the laundry and cover operating costs for the first year of operation, there will be no initial cost to Council. During this time, Council will be able to claim for utilities against the laundry funding for the cost of water and electricity. AIG will also cover all costs associated with the project management, site approvals, delivery, and installation of the laundry.

Once the laundry is established, AIG will seek additional funding to cover operating costs. This however is not guaranteed, and Council may be approached to take over the operation of the laundry including all expenses. If this is the case, AIG have indicated that the laundry asset will be gifted to Council to ensure the continuation of the service. Operating costs for the laundry are budgeted at approximately \$143,278.00 excluding GST per annum, with the asset itself valued at approximately \$199,000.00 excluding GST. Council is able to decline the request to operate the laundry if it chooses.

There will also be costs to Council associated with ensuring the site is suitable before the install takes place. This will be to erect fencing which separates the laundry from the swimming pools. This is estimated to cost in the region of approximately \$72,000.00. This price is based on previous fencing work at the Ngukurr swimming pool complex of 270 meters; should the fence length required be less, then the cost estimation will come down. AIG have indicated that they may be able to assist with the costs of this fencing. It should be noted that it has already been identified that the perimeter fencing of the swimming pool complex needs to be replaced and Council is seeking grant funding to facilitate this; there is potential that the required laundry fencing could be incorporated into this project if it goes ahead.

### **ATTACHMENTS**

- 1 23\_12\_13 - Attachment - Community Laundry Information Pack.pdf



# Stronger Communities Through Washing

Remote Laundries Information Pack



# Table of Contents

<b>Aboriginal Investment Group (AIG)</b> .....	3
<b>Remote Laundries Overview</b> .....	4
<b>Key Outcomes</b>	
Health.....	5
Quality of Life.....	6
Employment.....	7
ROI.....	8
<b>Remote Laundries</b>	
The Design.....	9
Capital Costs.....	14
Operating Model.....	15
Operating Costs.....	17
<b>Getting Started</b> .....	18
<b>Frequently Asked Questions</b> .....	19

# Aboriginal Investment Group (AIG)

## Who we are

AIG is 100% Indigenous owned and self-funded. The AIG Board, elected by their communities, provides an authentic and meaningful voice. AIG is an agile organisation that finds new solutions to old problems.

## Mission

Engage in sustainable development to enable prosperity for Aboriginal people

## Strategic objectives

Economic development, social dividend & community development, and ecological development & sustainability



# Remote Laundries Overview

## A New Solution to Old Problems

Overcrowding is a serious issue with tragic consequences in remote Aboriginal communities. There have been countless interventions aiming to break the cycle of disease but, without community guidance or individualisation, many fail.

Remote Laundries is a solution driven by Traditional Owners and tailored to the unique needs of each individual community as advised by community members.

Set in a secure shipping container, Remote Laundries provides communities with free access to laundry services via a purpose built and fully automated laundromat, which:

- Improves health of Aboriginal people
- Improves quality of life for Aboriginal people
- Creates employment for Aboriginal people

***“This laundry here  
means a lot to us...  
It is good to have one of these  
and it is helping everyone.”***

***- Freddie Scrubby,  
Barunga laundry attendant***



# Key Outcomes - Health



## Reducing Scabies

Scabies is a parasite responsible for serious illness in Aboriginal communities.

Tragically, 8 out of 10 Aboriginal children living in remote communities will contract scabies before their first birthday.

Washing with the correct detergent, high water temperatures, and hot drying cycles kills the scabies mite and eggs.

Since the Barunga laundry's first cycle in 2019, Sunrise Health Services recorded a 60% decrease in scabies presentations in the Barunga community.

This significant decrease shows that the Remote Laundries model greatly influences health outcomes in remote communities.

# Key Outcomes – Quality of Life

## Living Without the Burden of Disease

Improved quality of life is delivered with the absence of disease – both primary conditions, such as the painful skin sores associated with scabies, as well as the secondary conditions including rheumatic heart disease and kidney disease, which are commonly caused by repeat scabies infestations.

Remote Laundries also promotes school attendance in communities by keeping children healthy. Similarly, communities with a Remote Laundries unit have reported that access to clean school uniforms have reduced bullying amongst students.

Having access to reliable laundry facilities means that men, women, and children wake up every morning with a sense of pride, greatly contributing to mental wellbeing as much as physical wellbeing.



# Key Outcomes – Employment



## Employment/Job Creation

Each laundry creates up to five jobs for local staff.

Employing locals means the money stays in the community. This helps build a stronger local economy that better serves the whole community.

Laundry attendants undergo thorough training at the Darwin unit or onsite upon laundry connection depending on which option better suits the community.

During this training, staff learn how to operate the laundry, undertake daily maintenance, collect data, and provide customer service to laundry patrons.

The laundry also invites opportunities for local apprenticeships in areas such as laundry and dry cleaning or leadership.

# Key Outcomes - ROI

**1 Laundry over 5 Years  
NET BENEFIT**

Health	\$247,087
Social & Economic	\$339,503
QoL	\$3,968,244
Expenses	\$757,491
	<hr/>
	<b>\$3,797,342</b>

**\$6.01 return for every \$1 invested**

**Laundries Benefit Everyone**

In 2021, KPMG calculated the costs and social & economic benefits of Remote Laundries to demonstrate the project's return on investment.

**7 Laundries over 5 Years  
NET BENEFIT**

Health	\$4,429,001
Social & Economic	\$2,376,520
QoL	\$71,147,670
Expenses	\$5,302,438
	<hr/>
	<b>\$72,650,753</b>

**\$14.7 return for every \$1 invested**

**Improved Health**

**\$247,087 = Avoided Medical Costs**

Access to laundry facilities reduces the incidence of Primary and Secondary medical conditions associated with skin infections.

**Improved Social & Economic Outcomes**

**\$339,503 = Direct Employment of Local Staff**

Each laundry creates 5 sustainable Indigenous-identified employment positions within the respective community, which in turn saves unemployment costs. Additionally, the laundry avoids social costs by reducing missed education, which leads to negative indirect employment & criminality outcomes.

**Improved Quality of Life**

**\$3,968,244 = Improved Wellbeing from Absence of Disease**

QoL is improved through the reduction of infections, acute rheumatic fever, rheumatic heart disease, blindness, deafness, kidney disease, and mental health.

# Remote Laundries – The Design



## Standard Design – Main Space

Each laundry is set in repurposed shipping container manufactured in Katherine, NT. The unique elements of the design was patented in 2021.

The virtually indestructible unit arrives to site ready for connection, or as a ‘plug and play’ model.

The unit is completely secure – accessible via a large cantilever door which is securely locked outside of operating hours.

Each unit is equipped with large commercial washers and dryers.

The machines come with Insights which allows the remote monitoring of all machines, records the number of cycles in real time and initiates the automated chemical distribution system. Each unit also includes a wall mounted fan.



# Remote Laundries – The Design



## Standard Design – Chemical Room

The chemical room is equipped with a custom hot water system to ensure water reaches a temperature suitable for eliminating scabies and bacteria.

It also has a custom-built stainless-steel shelving and a chemical distribution system. This system automatically injects industrial strength detergent, sanitiser, and softener into each wash cycle.

Additionally, the service room houses the internet modem, first aid kit, fire extinguisher, chemical spill kit, and a sink.



# Remote Laundries – The Design

## Standard Design – Maintenance Entrance

The maintenance entrance is accessed via secure doors built into the back of the unit which can only be unlocked via a custom-built locking mechanism in the chemical room. The purpose of this entrance is to provide easy access for technicians to perform preventative maintenance without disrupting laundry operations.

This space is designed to improve workplace ergonomics. The lint filter typically accessed at the bottom of machines was redirected to the rear allowing daily maintenance to be completed safely.

The custom lint filter also serves as a cooling tank, ensuring wastewater reaches an appropriate temperature before entering the sewage system.



# Remote Laundries – The Design



## Customisable Aspects – Size

A standard model is equipped with four washer/dryer stacks, however this can be scaled based on need as determined through community consultation. The standard 20-foot container can house up to six stacks by removing the table, stereo, and TV typically included in the unit. If more than six stacks are required, the unit may be constructed in a larger container.

Similarly, the laundry can have fewer machines leaving space for other community groups/purposes. The laundry can also utilise a smaller container if required.





# Remote Laundries – The Design



## Customisable Aspects – Addons

Additional addons are available for each laundry, including external signage, additional storage and/or a shade sail. These items are quoted at market value.

AIG can also assist clients in landscaping and fixtures requested for the grounds surrounding the laundry. This may include decking, concrete surrounds, fencing, and/or permanent seating.



# Remote Laundries – Capital Costs



<b>Standard Unit – Complete Fit Out</b>	\$199,000
<b>Project Management</b>	\$25,000
<b>Delivery to Community <sup>1</sup></b>	\$10,000
<b>Site approvals <sup>1</sup></b>	\$25,000
<b>Installation <sup>12</sup></b>	\$50,000
<b>Travel <sup>13</sup></b>	\$25,000
<b>TOTAL (ex GST)</b>	<b>\$334,000</b>

Costs are estimates and will vary depending on location

<sup>1</sup> Charged at cost in arrears

<sup>2</sup> Installation includes connection to utilities and concrete stumps for Laundry foundations. It excludes Site landscaping and utility upgrades as required by Power & Water

<sup>3</sup> Two site visits for one AIG staff

14



# Remote Laundries – Operating Model



## Service Level Agreement

AIG manages each laundry with the support of a local organisation(s). AIG provides services related to opening hours, daily operation, staff provision and management, finance, supplier management, data collection/analysis, communication, preventative maintenance, and additional external activities.

The partnering organisation retains specific responsibilities related to set up, provision of an onsite contact, staff support, promotional events, and operational costs.



# Remote Laundries – Operating Model



## Staffing

Each laundry creates approximately five casual positions for local staff who are recruited by AIG and the partnering organisation.

The laundry is required to be staffed throughout the duration of operating hours. Staff are responsible for operating the remote start tablet, loading/unloading machines, stocktake, customer service, and daily maintenance.

Staff may also be required to assist with promotional activities and services depending on the needs of the individual community.



# Remote Laundries – Annual Operating Costs

<b>Laundry Lease</b> <sup>1</sup>	\$15,600
<b>Project Management</b>	\$52,800
<b>Consumables</b> <sup>2</sup>	\$2,184
<b>Cleaning &amp; Stationary</b> <sup>2</sup>	\$1,548
<b>Insurance</b> <sup>2</sup>	\$4,200
<b>IT software licences</b> <sup>2</sup>	\$1,308
<b>Repairs &amp; maintenance</b> <sup>2</sup>	\$7,416
<b>Wages</b> <sup>2</sup>	\$42,704
<b>Superannuation</b> <sup>2</sup>	\$4,704
<b>Workers Compensation</b> <sup>2</sup>	\$1,284
<b>Travel &amp; accommodation</b> <sup>2,3</sup>	\$6,096
<b>Utilities</b> <sup>2</sup>	\$3,384
<b>TOTAL (ex GST)</b>	<b>\$143,278</b>

Costs are estimates and will vary depending on model, location and usage

<sup>1</sup> Not included where Laundry is purchased outright

<sup>2</sup> Charged at cost in arrears

<sup>3</sup> Quarterly site visits for one AIG staff



# Getting Started



## Consultation

The first step in bringing Remote Laundries to any community is to reach out to AIG.

AIG will always undertake extensive community consultation regarding the laundry location and operation model, and this will be done with the community, for the community.

Every laundry is purpose built for the community that receives it, such that the unique requirements of each community can be met and delivered. That's our commitment.



# Frequently Asked Questions

## **MY COMMUNITY IS WITHIN AIG'S REGION. HOW CAN WE GET A LAUNDRY?**

AIG acts under the direction of its Board of Directors, which is made up of elected representatives from each of its seven regions (NLC). The roll out schedule of Remote Laundries is ultimately up to the Board, however communities can submit a business case demonstrating their community's need for a laundry for consideration by the Board. The business case should include any pertinent community health information, community demographics, available/identified lots suitable for the laundry, and information on potential partners. Contact AIG at [info@aiggroup.org.au](mailto:info@aiggroup.org.au) or 08 8922 2666 for more information on developing/submitting a business case.

## **WILL AIG ASSIST WITH APPLICATIONS FOR GRANT FUNDING?**

AIG applies for grant funding for a Remote Laundries unit on behalf of the communities identified by the Board. AIG can provide information on the benefits, costs, timelines, and general project information for other communities that are interested in applying for grant funding for a laundry. AIG also provides Business Support Services for a fee including the development and submission of grant applications. Contact AIG at [info@aiggroup.org.au](mailto:info@aiggroup.org.au) or 08 8922 2666 for more information on these services.

## **DOES AIG FUND OPERATING COSTS WITH DONATION/PARTNERSHIP FUNDING?**

Donations/partnership funding is distributed evenly across all laundries operating within the regions represented by AIG. The local Aboriginal Corporations are responsible for any shortfall in funding for their laundry each financial year. Laundries operating outside of AIG's regions do not have access to the donations/partnerships and retain all responsibility for operational expenses.

## **CAN I BUY A LAUNDRY WITHOUT AIG MANAGING IT?**

Laundries can be purchased for a flat rate. Contact AIG at [info@aiggroup.org.au](mailto:info@aiggroup.org.au) or 08 8922 2666 to discuss your needs.

Thank you for choosing



Elizabeth Morgan-Brett, CEO  
Aboriginal Investment Group

[Elizabeth.morganbrett@aiggroup.org.au](mailto:Elizabeth.morganbrett@aiggroup.org.au)

T: (08) 8922 2666 | M: 0402 849 906

Candice Basham, Program Manager – Remote Laundries  
Aboriginal Investment Group

[Candice.basham@aiggroup.org.au](mailto:Candice.basham@aiggroup.org.au)

T: (08) 8922 2666 | M: 0402 025 014





**COMMUNITY SERVICES AND ENGAGEMENT  
DIVISIONAL REPORT**

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<b>ITEM NUMBER</b>	17.5
<b>TITLE</b>	Sport & Recreation Master Plan Finalisation
<b>REFERENCE</b>	1384292
<b>AUTHOR</b>	Clare CUPITT, Program Manager

**RECOMMENDATION**

That Council:

- (a) receives and notes the Sport & Recreation Master Plan Finalisation report; and
- (b) formally adopts the Sport & Recreation Master Plan.

**KEY OUTCOME AREA**

**Wellbeing:** Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

**Infrastructure:** Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

**Governance:** Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

Community consultation has shown that the availability of sport and recreation activities and facilities directly impacts on the liveability of the region. In the Strategic Plan 2022-2027, to “increase participation in healthy activities” is a strategic focus. A number of key tasks and strategies fall out from this, which have been addressed through the development of the Sport & Recreation Master Plan.

At the February 2023 Ordinary Meeting of Council, Council resolved to contribute \$103,296.00 in funding towards the development of a regional Sport & Recreation Master Plan. This was 50% of the cost of developing the Plan, with the other 50% contributed by the Northern Territory Government (NTG).

In March, Better Cities Group (BCG) were engaged as the successful tenderer due to their significant experience in developing multi-location, strategic sporting and recreation infrastructure plans for the local government sector. Over the following months, BCG visited each community across the region, performing facility audits and gap analyses, and met with residents and community stakeholders. Through this process, BCG collected data to inform the Master Plan, making presentations to Ordinary Meetings of Council and Finance & Infrastructure Committee Meetings along the way.

A draft version of the Master Plan was reviewed by Council’s Senior Leadership Team (SLT) in September and October, and their suggested changes and feedback were incorporated into the document. The Master Plan was then released for public consultation in November for a period of three weeks. All of the comments and feedback from stakeholders and community residents was collated and reviewed in partnership with BCG, with amendments made to the Plan where applicable.

The Sport & Recreation Master Plan will provide clear strategic and operational guidance for the provision of services and investment in sport and recreation facilities for the short (1-3 years), medium (4-7 years), and long (8-10 years) term. The Master Plan will address and provide guidance on:

- The remaining useful life of legacy infrastructure;

- Sustainable facility management costs;
- The suitability of current facilities to meet population growth projections;
- Opportunities for new investment in facilities to meet population growth projections, including the identification of current and future grant funding opportunities for refurbishment and/or development of facilities;
- Opportunities for new sport and recreation programmes based on demonstrated community needs;
- Reducing facility and programme duplication across different community provider sectors;
- Realistic project targets for infrastructure refurbishments, upgrades, and builds; and
- Potential income stream opportunities to support the running costs associated with the sport and recreation infrastructure and facilities.

Now that the Sport & Recreation Master Plan document has been finalised, Council is in a position to formally adopt it as the framework which will drive its investment in and development of sport and recreation facilities and services for the next ten years (2024 to 2034).

### ISSUES/OPTIONS/SWOT

The following table details the key tasks and performance indicators addressed by the Sport & Recreation Master Plan:

<b>Strategic Focus: increase participation in healthy activities.</b>		
<b>Key Tasks / Strategies</b>	<b>Key Performance Indicators</b>	<b>Comments</b>
Audit sport and recreation facilities and identify gaps.	Audit completed.	Completed. Audit completed by BCG during community visits.
	Gaps Identified.	Completed. Gaps identified during audit and addressed in proposed facility re-design for each community.
Prepare practical designs for water parks consistent with resourcing available.	Community specific designs available.	Completed. The development of waterparks was identified as not viable at this time. Contributing factors include water security issues, unsuitable water quality, and a lack of land tenure and available space. Waterparks were also not requested by community members during the consultation process.
Develop a sport and recreation strategy in consultation with communities.	Strategy completed Year 1.	Completed. With the Strategic Plan released in 2022, the S&R Master Plan was developed throughout 2023.
	Funding sought from NT Government.	Completed. Funding was secured from NTG for 50% of the S&R Master Plan development project.
	Agreed projects included in capital works program.	Not yet completed.

		<p>Once the S&amp;R Master Plan is adopted by Council, the relevant projects will be added to the capital works program with consultation between the Council Services &amp; Community Engagement and the Infrastructure Services &amp; Planning divisions.</p> <p>Note: a 10-year capital works program is also a KPI of the Strategic Plan 2022-2027, so some projects arising from the S&amp;R Master Plan will pre-date the capital works program.</p>
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**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

There are no attachments for this report.

**COMMUNITY SERVICES AND ENGAGEMENT  
DIVISIONAL REPORT**

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<b>ITEM NUMBER</b>	17.6
<b>TITLE</b>	Indigenous Employee Initiative Funding Variation
<b>REFERENCE</b>	1384646
<b>AUTHOR</b>	Clare CUPITT, Program Manager

**RECOMMENDATION**

That Council:

- (a) receives and notes the Indigenous Employee Initiative Funding Variation Report; and
- (b) authorises the use of the Common Seal on the Indigenous Employee Initiative Deed of Variation.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

This Indigenous Employee Initiative (IEI) grant program is part of the Health Workforce Program, an Australian Government Initiative administered by the Department of Health to deliver health workforce outcomes. The objective of the IEI program is to fund jobs that contribute to the delivery of culturally-appropriate aged care for older Aboriginal and/or Torres Strait Islander people. Funding is provided to subsidise wages and training. Under the IEI program, Council is provided with a subsidy for the employment costs of Aboriginal and/or Torres Strait Islander staff who provide non-clinical aged care to older Aboriginal and/or Torres Strait Islander people.

**ISSUES/OPTIONS/SWOT**

Previously, Council has received annual funding of \$691,271.63 excluding GST under the IEI program. Council has received a Deed for Variation from the Department of Health to increase the annual funding for financial year 2024 to \$749,089.59. To ratify the IEI Deed of Variation, Council needs to apply its Common Seal to the document.

**FINANCIAL CONSIDERATIONS**

The IEI grant funding is valued at \$749,089.59 for financial year 2024. Should Council choose not to apply its common seal, then this grant funding will not be received.

**ATTACHMENTS**

- 1 23\_12\_13 - Attachment - IEI DoV 4-ENAZ8M3.pdf
- 2 23\_12\_13 - Attachment - IEI SGA 4-ENAZ8M3.pdf



# Australian Government

## Department of Health and Aged Care

Organisation ID:	1-114OFB
Agreement ID:	4-ENAZ8M1
Program Schedule ID:	4-ENAZ8M3

### Deed of Variation in relation to Aged Care Services

#### 1. Date

This Deed is made on

#### 2. Parties

This Deed is made between:

1. The Commonwealth, as represented by Department of Health and Aged Care, ABN 83 605 426 759 (the 'Commonwealth'); and
2. Roper Gulf Regional Council, ABN 94 746 956 090 (the 'Grantee').

#### 3. Context

- A. The Parties entered in an agreement on 31 July 2020 under which the Commonwealth gave a Grant to the Grantee for Aged Care Services (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the terms and conditions contained in this Deed.

#### 4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

Funding for existing Activities under this Agreement is adjusted as per the table below. This table shows only those existing Activities with funding varied under this Deed:

Activity Name	Activity Id	Financial Year	Current Grant Amount (excl. GST)	Variation Amount (excl. GST)	New Total Grant Amount (excl. GST)
IEI Program (GO 2918)	4-ENAZ8N1	2020-2021	\$663,138.00	\$0.00	\$663,138.00
IEI Program (GO 2918)	4-ENAZ8N1	2021-2022	\$669,835.69	\$0.00	\$669,835.69
IEI Program (GO 2918)	4-ENAZ8N1	2022-2023	\$674,411.35	\$0.00	\$674,411.35
IEI Program (GO 2918)	4-ENAZ8N1	2023-2024	\$691,271.63	\$57,817.96	\$749,089.59
<b>Total</b>			<b>\$2,698,656.67</b>	<b>\$57,817.96</b>	<b>\$2,756,474.63</b>

Revised payment amounts, reporting milestones and other detailed amendments resulting from this Deed are described in the Program Schedule, including any attachments, enclosed.

**5. Entire agreement and interpretation**

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

## Signatures

Organisation ID:	1-114OFB
Agreement ID:	4-ENAZ8M1
Program Schedule ID:	4-ENAZ8M3

## Executed as a deed

Signed, sealed and delivered for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Health and Aged Care, ABN 83 605 426 759 in the presence of:

_____	_____
(Name of Departmental Representative)	(Signature of Departmental Representative)
_____	...../...../.....
(Position of Departmental Representative)	
_____	_____
(Name of Witness in full)	(Signature of Witness)
	...../...../.....

Signed, sealed and delivered by Roper Gulf Regional Council, ABN 94 746 956 090 in accordance with its rules, and who warrants that he/she is authorised to sign this Deed:

_____	_____
(Name and position held by Signatory)	(Signature)
	...../...../.....
_____	_____
(Name and position held by second Signatory/Name of Witness)	(Signature of second Signatory/Witness)
	...../...../.....

### Explanatory notes on the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness (the witness date must be the same as the signatory date). Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are an **individual**, you must sign in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are a **trustee of a Trust**, the signatory must be a trustee (NOT the Trust) – as the trustee is the legal entity entering into the Agreement. If requested by you, the words 'as trustee of the XXX Trust' could be included at the end of the name.

### Schedule – Amendments to the Agreement

- *The Program Schedule 4-ENAZ8M3 is deleted and replaced with the updated Program Schedule 4-ENAZ8M3 enclosed.*





**Australian Government**  

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**Department of Health**

**Commonwealth  
Simple Grant Agreement**

between  
the Commonwealth represented by  
Department of Health and Aged Care  
and  
Roper Gulf Regional Council

## Grant Agreement 4-ENAZ8M1

Once completed, this document, together with each set of Grant Details and the Commonwealth General Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

### Parties to this Agreement

#### The Grantee

<b>Full legal name of Grantee</b>	Roper Gulf Regional Council
<b>Legal entity type (e.g. individual, incorporated association, company, partnership etc)</b>	Local Government
<b>Trading or business name</b>	Roper Gulf Regional Council
<b>Any relevant licence, registration or provider number</b>	
<b>Australian Company Number (ACN) or other entity identifiers</b>	
<b>Australian Business Number (ABN)</b>	94 746 956 090
<b>Registered for Goods and Services Tax (GST)</b>	Y
<b>Date from which GST registration was effective</b>	
<b>Registered office (physical/postal)</b>	2 Crawford Street, KATHERINE EAST NT 0850
<b>Relevant business place (if different)</b>	
<b>Telephone</b>	08 8972 9000
<b>Fax</b>	08 8971 2607
<b>Email</b>	grants.ropergulf@ropergulf.nt.gov.au

#### The Commonwealth

The Commonwealth of Australia represented by Department of Health and Aged Care  
 23 Furzer Street PHILLIP ACT 2606  
 ABN 83 605 426 759

#### Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

## Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms (if any);
- (c) the General Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

## Grant Details

<b>Organisation ID:</b>	1-1I4OFB
<b>Agreement ID:</b>	4-ENAZ8M1
<b>Schedule ID:</b>	4-ENAZ8M3

### A. Purpose of the Grant

The purpose of the Grant is to:

Aboriginal and/or Torres Strait Islander people are often reluctant to engage with mainstream service providers based on past negative experiences including perceived inconsistent, unreliable or culturally insensitive service provision. A key measure of success in this program will be participating aged care services employing Aboriginal and/or Torres Strait Islander people to undertake roles that support these services to deliver culturally-appropriate care to their clients.

Without these workers, older Aboriginal and/or Torres Strait Islander people may need to relocate to residential aged care, possibly away from their lands, community and family, to the likely detriment of their well-being, and at greater monetary and social cost.

This grant program is part of the Health Workforce Program, an Australian Government Initiative administered by the Department of Health to deliver health workforce outcomes.

This grant now merges the previous five existing aged care employment programs, and two associated training programs into a single program that will still be known as the Indigenous Employment Initiative program (IEI program).

Unlike the previous arrangements, this grant will include a subsidy to your organisation for accredited training to ensure that your Aboriginal and/or Torres Strait Islander staff who are providing non-clinical aged care services to older Aboriginal and/or Torres Strait Islander people through this program have the necessary skills.

#### **Policy objective**

The objective of the IEI program is to fund jobs that contribute to the delivery of culturally-appropriate aged care for older Aboriginal and/or Torres Strait Islander people. Funding is provided to subsidise wages and training. In recognition of individual service needs and workforce requirements, funding can be combined or split by aged care services to allow flexible employment arrangements within this program.

The program is not intended to fund the total cost of an aged care provider's Aboriginal and/or Torres Strait Islander aged care workforce. The jobs and number of hours required to be worked is determined by the aged care service provider in line with their service delivery needs. The Department does not direct services on how these allocations are to be made.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Aged Care Services program.

## IEI Program (GO 2918) - 4-ENAZ8N1

### B. Activity

Under the IEI program, your organisation will be provided with a subsidy for the employment costs of your Aboriginal and/or Torres Strait Islander staff who provide non-clinical aged care to older Aboriginal and/or Torres Strait Islander people. The grants may not meet the full employment and training costs of each supported employee. It is your responsibility to meet any shortfall in employment and training costs.

The grant subsidises the employment of people in non-clinical aged care jobs, such as: aged care worker; personal care support workers; kitchen staff; night staff; social support workers; maintenance workers; drivers; gardeners and administration assistants. Each grant can be used to fund a full-time position or a number of part-time and/or casual positions.

As part of this subsidy, a training component will be included for accredited training to ensure your Aboriginal and/or Torres Strait Islander staff who are providing non-clinical aged care services to older Aboriginal and/or Torres Strait Islander people have the necessary skills.

The IEI program allows employing organisations, to directly engage a suitable Registered Training Organisation (RTO). As well as implementing a nationally uniform amount of \$36,840 (GST exclusive) per annum. The grant subsidises both the employment and training costs of employee/s.

Each grant comprises of two components: employment (\$30,056 GST exclusive); and training (\$6,784 GST exclusive).

\*This funding may be subject to indexation. We will advise you in writing each year of the indexation that will apply to the Funding.

The grant is not intended to fund the total cost of an aged care provider's Aboriginal and/or Torres Strait Islander aged care workforce.

Eligible expenditure items are:

- Subsidised wages and employment on-costs; and
- Training, tuition and associated costs, including training consumables, economy travel and accommodation.

As a Grant recipient, your organisation will be required to report on the expenditure from each component listed above.

You **must** not use the grant to meet any part of the following:

- Purchase of land;
- Major capital expenditure;
- Covering of retrospective costs;
- Costs incurred in the preparation of a grant application or related documentation;
- Subsidy of general ongoing administration of an organisation such as electricity, phone and rent;

- Major construction/capital works;
- Overseas travel; or
- Activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

### Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Indigenous staff employed unless prior approval has been received from the Department	100% of salary unit allocation utilised
Organisations secure culturally-appropriate training for staff. Including, where a staff member has low-literacy and/or numeracy, or who require additional mentoring and support	100% of training secured is culturally appropriate
Indigenous staff are receiving appropriate training at least at certificate 1 or diploma level during their employment through the IEI program.	100% of staff have received appropriate training

### Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	Roper Gulf Regional Council	2 Crawford St KATHERINE EAST NT 0850

### Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	State/Territory	NT

### C. Duration of the Grant

The Activity starts on 1 July 2020.

The Activity (other than the provision of any final reports) ends on 30 June 2024, which is the Activity's Completion Date.

The Agreement ends on 31 October 2024 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

### D. Payment of the Grant

The total amount of the Grant is \$2,756,474.63\* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2020-2021	\$663,138.00
2021-2022	\$669,835.69

2022-2023	\$674,411.35
2023-2024	\$749,089.59

\*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

<b>BSB Number</b>	065-902
<b>Financial Institution</b>	Katherine Lot 19 Katherine Terrace CBA
<b>Account Number</b>	10313315
<b>Account Name</b>	Roper Gulf Regional Council Trust Account

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

<b>Milestone</b>	<b>Anticipated date</b>	<b>Amount (excl. GST)</b>	<b>GST</b>	<b>Total (incl. GST)</b>
Payment of IEI funds for period 1 July 2020 to 31 December 2020	3 August 2020	\$331,569.00	\$0.00	\$331,569.00
Payment of IEI funds for period 1 January 2021 to 30 June 2021	15 January 2021	\$331,569.00	\$0.00	\$331,569.00
Payment of IEI funds for period 1 July 2021 to 31 December 2021	16 July 2021	\$331,569.00	\$0.00	\$331,569.00
Indigenous Employment Initiative: 2021-22 Indexation Back Payment	16 July 2021	\$3,348.84	\$0.00	\$3,348.84
Payment of IEI funds for period 1 January 2022 to 30 June 2022	14 January 2022	\$334,917.85	\$0.00	\$334,917.85
Payment of IEI funds for period 1 July 2022 to 31 December 2022	15 July 2022	\$331,569.00	\$0.00	\$331,569.00
Indigenous Employment Initiative: 2022-23 Indexation Back Payment	15 July 2022	\$5,636.67	\$0.00	\$5,636.67
Payment of IEI funds for period 1 January 2023 to 30 June 2023	13 January 2023	\$337,205.67	\$0.00	\$337,205.67
Payment of IEI funds for the period 1 July 2023 to 31 December 2023	17 July 2023	\$345,635.82	\$0.00	\$345,635.82
Payment	7 December 2023	\$57,817.96	\$0.00	\$57,817.96

Payment of IEI funds for the period 1 January 2024 to 30 June 2024	15 January 2024	\$345,635.81	\$0.00	\$345,635.81
<b>Total Amount</b>				
		<b>\$2,756,474.62</b>	<b>\$0.00</b>	<b>\$2,756,474.62</b>

### Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

### Taxes, duties and government charges

Refer to Clause 9. Taxes, duties and government charges.

### E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	In accordance with E.2 the Grantee must provide an Activity Work Plan for the period 1 July 2020 to 30 June 2021	31 August 2020
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 July 2020 to 31 December 2020	5 February 2021
Activity Work Plan	In accordance with E.2 the Grantee must provide an Activity Work Plan for the period 1 July 2021 to 30 June 2022	30 July 2021
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 January 2021 to 30 June 2021	16 August 2021
Financial Acquittal Report	In accordance with E.4 the Grantee must provide a Financial Declaration for the period 1 July 2020 to 30 June 2021	30 October 2021
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 July 2021 to 31 December 2021	7 February 2022
Activity Work Plan	In accordance with E.2 the Grantee must provide an Activity Work Plan for the period 1 July 2022 to 30 June 2023	30 July 2022
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 January 2022 to 30 June 2022	15 August 2022
Financial Acquittal Report	In accordance with E.4 the Grantee must provide a Financial Declaration for the period 1 July 2021 to 30 June 2022	30 October 2022
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 July 2022 to 31 December 2022	6 February 2023



Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 January 2023 to 30 June 2023	14 August 2023
Financial Acquittal Report	In accordance with E.4 the Grantee must provide a Financial Declaration for the period 1 July 2022 to 30 June 2023	30 October 2023
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 July 2023 to 31 December 2023	6 February 2024
Performance Report	In accordance with E.1 the Grantee must provide a Performance Report for the Activity period 1 January 2024 to 30 June 2024	4 August 2024
Financial Acquittal Report	In accordance with E.4 the Grantee must provide a Financial Declaration for the period 1 July 2023 to 30 June 2024	30 September 2024

### E.1 Performance Reports

Performance Reports must be in a format accepted by the Department within the timeframe specified in Item E (Reporting) for the Activity and are to contain information on the performance of the Activity during the reporting period including:

- progress against activity work plan including the Performance Indicators in Item B during the reporting period;
- performance against the activities listed in Item B including any Activity Milestones or other outcomes completed during the reporting period;
- an explanation of any issues, problems or delays encountered in relation to the Activity and how Your Organisation intends to address them;
- Your Organisation will be required to report on the activity, performance and expenditure of the RTO you have engaged; and
- All Reports must be emailed to IEI@dss.gov.au. and at the same time a copy must be cc'd IEI.2020-2023@health.gov.au

A Performance Report template will be provided to your organisation following execution of the grant agreement. Please note: the Department from time to time may vary the template, as required.

### E.2 Activity Work Plan

An Activity Work Plan for the Activity must be submitted within the timeframe specified in Item E (Reporting) and must outline:

- the number of people receiving aged care services being provided by the Aboriginal and/or Torres Strait Islander staff; and
- provide a statement on how your organisation will support the employees and encourage them to attend all training and complete all assessments. For example, by the development of a work plan that allocates time for training, and by selecting a supportive supervisor.

A Budget for the Activity must be submitted within the timeframe specified in Item E (Reporting) and must detail income and planned expenditure of grant funds outlining the:

- number of staff planned to be employed with the grant funding; and

- planned Training, tuition and estimated associated costs, including training consumables, economy travel and accommodation.

### E.3 Annual Report

None specified

### E.4 Accounting for the Grant

Your Organisation must provide a **yearly** Financial Declaration on or before the milestone due dates specified in Item E. The Department will provide you with a Financial Declaration Form prior to the due date specified in Item E.

A Financial Declaration template will be provided to your organisation following execution of the grant agreement.

### E.5 Other Reports

None specified

## F. Party representatives and address for notices

### Grantee's representative and address

<b>Grantee's representative name</b>	Mr Marc Gardner
<b>Position</b>	Director
<b>Postal/physical address(es)</b>	2 Crawford St, KATHERINE EAST, NT, 0850
<b>Business hours telephone</b>	04 3752 5092
<b>Mobile</b>	
<b>Fax</b>	
<b>E-mail</b>	ceo@ropergulf.nt.gov.au

### Commonwealth representative and address

<b>Name of representative</b>	Anita Delmenico
<b>Position</b>	CGH Grant User
<b>Postal/physical address(es)</b>	Department of Health and Aged Care GPO Box 9848 CANBERRA ACT 2601
<b>Business hours telephone</b>	08 6218 1564
<b>Mobile</b>	Not specified
<b>Fax</b>	Not specified
<b>E-mail</b>	anita.delmenico@dss.gov.au

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

## 1. Undertaking the Activity

The Grantee agrees to undertake the Activity in accordance with this Agreement.

## 2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in Material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

## 3. Notices

3.1 Each Party agrees to notify the other Party of anything reasonably likely to adversely affect the undertaking of the Activity, management of the Grant or its performance of its other requirements under this Agreement.

3.2 A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

3.3 The Commonwealth may, by notice, advise the Grantee of changes to the Agreement that are minor or of an administrative nature provided that any such changes do not increase the Grantee's obligations under this Agreement. Such changes, while legally binding, are not variations for the purpose of clause 7.

## 4. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

## 5. Subcontracting

5.1 The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

5.2 The Grantee agrees to make available to the Commonwealth the details of any of its subcontractors engaged to perform any tasks in relation to this Agreement upon request.

## 6. Conflict of interest

The Grantee agrees to notify the Commonwealth promptly of any actual, perceived or potential conflicts of interest which could affect its performance of this Agreement and agrees to take action to resolve the conflict.

## 7. Variation

This Agreement may be varied in writing only, signed by both Parties.

## 8. Payment of the Grant

8.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with the Grant Details.

8.2 The Commonwealth may by notice withhold payment of any amount of the Grant where it reasonably believes the Grantee has not

complied with this Agreement or is unable to undertake the Activity.

8.3 A notice under clause 8.2 will contain the reasons for any payment being withheld and the steps the Grantee can take to address those reasons.

8.4 The Commonwealth will pay the withheld amount once the Grantee has satisfactorily addressed the reasons contained in a notice under clause 8.2.

## 9. Spending the Grant

9.1 The Grantee agrees to spend the Grant for the purpose of undertaking the Activity only.

9.2 The Grantee agrees to provide a statement signed by the Grantee verifying the Grant was spent in accordance with the Agreement.

## 10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity, the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant or amounts payable under another agreement between the Grantee and the Commonwealth.

## 11. Record keeping

The Grantee agrees to maintain records of the expenditure of the Grant.

## 12. Intellectual Property

12.1 Subject to clause 12.2, the Grantee owns the Intellectual Property Rights in Activity Material and Reporting Material.

12.2 This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material.

12.3 The Grantee gives the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, publish and adapt Reporting Material for Commonwealth Purposes.

## 13. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

## 14. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

## 15. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and

provide the Commonwealth with proof when requested.

## 16. Indemnities

16.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

16.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

## 17. Dispute resolution

17.1 The Parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

17.2 The Parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

17.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

## 18. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

## 19. Cancellation for convenience

19.1 The Commonwealth may cancel this Agreement by notice, due to:

- (a) a change in government policy; or
- (b) a Change in the Control of the Grantee, which the Commonwealth believes will negatively affect the Grantee's ability to comply with this Agreement.

19.2 The Grantee agrees on receipt of a notice of cancellation under clause 19.1 to:

- (a) stop the performance of the Grantee's obligations as specified in the notice; and
- (b) take all available steps to minimise loss resulting from that cancellation.

19.3 In the event of cancellation under clause 19.1, the Commonwealth will be liable only to:

- (a) pay any part of the Grant due and owing to the Grantee under this Agreement at the date of the notice; and
- (b) reimburse any reasonable expenses the Grantee unavoidably incurs that relate

directly to the cancellation and are not covered by 19.3(a).

19.4 The Commonwealth's liability to pay any amount under this clause is subject to:

- (a) the Grantee's compliance with this Agreement; and
- (b) the total amount of the Grant.

19.5 The Grantee will not be entitled to compensation for loss of prospective profits or benefits that would have been conferred on the Grantee.

## 20. Survival

Clauses 10, 12, 13, 14, 16, 20 and 21 survive termination, cancellation or expiry of this Agreement.

## 21. Definitions

In this Agreement, unless the contrary appears:

- **Activity** means the activities described in the Grant Details.
- **Activity Completion Date** means the date or event specified in the Grant Details.
- **Activity Material** means any Material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.
- **Agreement** means the Grant Details, Supplementary Terms (if any), the Commonwealth General Grant Conditions and any other document referenced or incorporated in the Grant Details.
- **Agreement End Date** means the date or event specified in the Grant Details.
- **Asset** means any item of property purchased wholly, or in part, with the use of the Grant[, excluding Activity Material [and/, Intellectual Property Rights] [and real property].
- **Australian Privacy Principle** has the same meaning as in the *Privacy Act 1988*.
- **Change in the Control** means any change in any person(s) who directly exercise effective control over the Grantee.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Commonwealth General Grant Conditions** means this document.
- **Commonwealth Purposes** does not include commercialisation or the provision of the Material to a third party for its commercial use.
- **Existing Material** means Material developed independently of this Agreement that is

## COMMONWEALTH GENERAL GRANT CONDITIONS

## SCHEDULE 1

incorporated in or supplied as part of Reporting Material or Activity Material.

- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant Details[ and includes any interest earned by the Grantee on that money once the Grant has been paid to the Grantee].
- **Grantee** means the legal entity specified in the Agreement and includes, where relevant, its officers, employees, contractors and agents.
- **Grant Details** means the document titled Grant Details that forms part of this Agreement.
- **Intellectual Property Rights** means all copyright, patents, registered and unregistered trademarks (including service marks), registered designs, and other rights resulting from intellectual activity (other than moral rights under the *Copyright Act 1968*).
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Personal Information** has the same meaning as in the *Privacy Act 1988*.
- **Reporting Material** means all Material which the Grantee is required to provide to the Commonwealth for reporting purposes as specified in the Grant Details and includes any Existing Material that is incorporated in or supplied with the Reporting Material.



**CORPORATE SERVICES AND SUSTAINABILITY  
DIVISIONAL REPORT**

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<b>ITEM NUMBER</b>	18.1
<b>TITLE</b>	Never Never Ward By-Election Report
<b>REFERENCE</b>	1382598
<b>AUTHOR</b>	Cristian COMAN, Manager Corporate Compliance

**RECOMMENDATION**

That Council receives and notes the Northern Territory Electoral Commission's Report on the 2023 Never Never Ward By-Election.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The fourth (4<sup>th</sup>) sitting Roper Gulf Regional Council was elected on 28 August 2021, with the election results for the thirteen Elected Members (Councillors) of Council formally announced by the Northern Territory Electoral Commission (the Commission) on 13 September 2021.

The fourth (4<sup>th</sup>) sitting Roper Gulf Regional Council held its inaugural Ordinary Meeting on 29 September 2021. It was at this Meeting that Council elected its Principal Member (Mayor Tony JACK (of the South West Gulf Ward)) and its Deputy Principal Member (Deputy Mayor Judy MacFARLANE (of the Never Never Ward)).

On 07 July 2023, Deputy Mayor Judy MacFARLANE formally resigned from her position on Council (Deputy Mayor), thereby necessitating a By-Election to be held for the Never Never Ward to fill the extant vacant position on Council.

Council subsequently elected Councillor Helen LEE of the Nyirranggulung Ward to the position of its Deputy Principal Member (Deputy Mayor) at its subsequent Ordinary Meeting on 23 August 2023.

The Commission held a By-Election in September 2023 to fill the vacant position of Councillor for the Never Never Ward, with Edna ILES being duly elected as a result.

Councillor Edna ILES, of the Never Never Ward was formally sworn-in as a Councillor by Mayor Tony JACK at Council's Ordinary Meeting on 25 October 2023.

**ISSUES/OPTIONS/SWOT**

The Never Never Ward By-Election was conducted by the Commission.

The Commission has compiled a By-Election Report, and provided it to Council for its consideration (attached).

**FINANCIAL CONSIDERATIONS**

\$23,981 excluding ancillary costs to Council.

**ATTACHMENTS**

- 1 Never Never Ward by-election report.pdf



# Roper Gulf Regional Council Never Never Ward Election report



Northern Territory  
Electoral Commission  
EVERY vote counts



## NT Electoral Commission version control

### 2023 Roper Gulf Regional Council – Never Never Ward by-election report

Version Number	Purpose/change	Author	Date
1.0	DRAFT report	K. Parker	07.11.23
1.1	Final report	K. Parker	10.11.23

#### Disclaimer

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Cover image: View of thermal pool at Bitter Springs NT.  
Shutterstock Stock Photo ID: 1913729692

The latest version is accessible via the NT Electoral Commission website at [ntec.nt.gov.au](https://ntec.nt.gov.au).

**ISBN:** 978-0-6486023-0-9



## Election timetable

### 2023 Roper Gulf Never Never Ward by-election

15 September 2023

Date	Time	
Monday 21 August		Nominations open
Thursday 24 August	5:00 pm	Electoral roll closes
Friday 1 September	12:00 noon	Nominations close
	1:00 pm	Declaration of nominations, draw for position on ballot papers
Monday 4 September		Postal vote mail-out commences
Monday 11 September	8:00 am	Early voting commences
	6:00 pm	Overseas postal voting despatches cease
Tuesday 12 September	9:00 am	Mobile voting commences
Wednesday 13 September	6:00 pm	All postal voting despatches cease
Thursday 14 September	4:30 pm	Early voting ceases
<b>Friday 15 September</b>		<b>Election day</b>
		Election day voting commences: <i>Mobile voting only</i>
		Election day voting ceases: <i>Mobile voting only</i>
	6:00 pm	Mobile voting ceases
		Primary counts of ordinary, postal and early votes commence
Monday 18 September	9:00 am	Declaration vote verification checks, commence recheck of all counts
Thursday 21 September	9:00 am	Primary counts of accepted declaration votes, further postal counts
Thursday 28 September	12:00 noon	Deadline for receipt of postal votes
		Final counts of postal votes commence
	1:30 pm	Distribution of preferences
Friday 29 September	10:00 am	Declaration of the election result

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## Election timetable

### 2023 Roper Gulf Never Never Ward supplementary by-election 6 October 2023

Date	Time	
Thursday 24 August	5:00 pm	Electoral roll closes
Wednesday 6 September		Nominations open
Friday 22 September	12:00 noon	Nominations close
Monday 25 September		Declaration of nominations, draw for position on ballot papers
Monday 2 October		Postal vote mail-out commences
	8:00 am	Early voting commences
	9:00 am	Mobile voting commences
	6:00 pm	Overseas postal voting despatches cease
Wednesday 4 October	6:00 pm	All postal voting despatches cease
Thursday 5 October	4:30 pm	Early voting ceases
<b>Friday 6 October</b>		<b>Election day</b>
		Election day voting commences: <i>No election day voting</i>
		Election day voting ceases: <i>No election day voting</i>
	6:00 pm	Mobile voting ceases
		Primary counts of ordinary, postal and early votes commence
Monday 9 October	9:00 am	Declaration vote verification checks, commence recheck of all counts
Wednesday 11 October	9:00 am	Primary counts of accepted declaration votes, further postal counts
Thursday 19 October	12:00 noon	Deadline for receipt of postal votes
		Final counts of postal votes commence
	2:00 pm	Distribution of preferences
	4:30 pm	Declaration of the election result

**INDEX**

<b>BACKGROUND</b> .....	1
Election .....	1
Legislation .....	1
Recent legislative changes .....	1
Service level agreement .....	1
<b>BOUNDARY CHANGES</b> .....	2
<b>ENROLMENT</b> .....	2
<b>CANDIDATES</b> .....	2
<b>VOTING SERVICES</b> .....	2
Postal voting.....	2
Early voting .....	3
Remote mobile voting .....	3
Declaration voting .....	4
Voting summary.....	4
Informality.....	5
<b>ELECTION OUTCOMES</b> .....	5
Voting system.....	5
Vote counting – election day.....	5
Post-election day counts.....	5
Distribution of preferences.....	6
Declaration of the results.....	6
<b>PUBLIC AWARENESS</b> .....	6
Website .....	6
Print.....	6
Direct messaging to voters .....	7
Social media .....	7
<b>DONATIONS DISCLOSURE</b> .....	7
<b>ELECTION COSTS</b> .....	7

## BACKGROUND

### Election

A by-election for one vacancy in the Never Never Ward of the Roper Gulf Regional Council was caused by the resignation of a councillor (Judy MacFarlane) on 6 July 2023. The NT Electoral Commission (NTEC) was advised of the vacancy on the same day and was requested to run the by-election on behalf of the council.

Election day for the by-election was scheduled for Saturday 16 September, however with no accepted nominations received by the deadline, this by-election failed. A timetable for a supplementary by-election was therefore arranged, with election day scheduled for Friday 6 October 2023.

The supplementary by-election was contested with the successful candidate declared following a distribution of preferences on 19 October 2023.

### Legislation

Section 54(2)(c) of the *Local Government Act 2019* (the Act) requires a by-election to be held where a casual vacancy occurs 18 months or more before the next general election.

Section 136(7) of the Act allows a council to appoint their CEO or another person (other than the Electoral Commissioner) to be the returning officer for the by-election. The process to be followed including passing the resolution and notifying the Electoral Commissioner is set out in section 136 of the Act. If a person is not appointed, the by-election is to be conducted as decided by the Electoral Commissioner. The Roper Gulf Regional Council has, so far, requested the NTEC run their by-elections.

### *Recent legislative changes*

The 2021 Local Government Elections were the first elections conducted under the new Local Government Act 2019 and consequently updated Local Government (Electoral) Regulations 2021, both of which commenced 1 July 2021.

The relevant electoral legislative changes from the new Act and updated regulations were reported in the Roper Gulf Regional Council report for the 2021 Local Government Elections.

However, new financial disclosure requirements for local government elections, although part of the new Act, did not come into effect until 1 July 2022. This means they did not apply to the 2021 general elections, but did apply to the contested supplementary by-election. See financial disclosure paragraphs on page 7 for more details.

### Service level agreement

A service level agreement (SLA) between the Roper Gulf Regional Council and the NTEC was signed by both parties by 18 August 2023 and established the costing program for the preparation and conduct of the by-election. The same SLA also covered the supplementary by-election.

The SLA stated that the NTEC will apply the requirements of the Act and regulations, and provided details of the voting services. The SLA also detailed any services provided or facilitated by the council which would offset the final costs.

For the Never Never Ward by-election, the Roper Gulf Regional Council opted to provide or facilitate the following in order to offset costs:

- acting as an agent to receive and forward nominations to the NTEC
- promotion of the election on council social media outlets
- premises for voting services at no cost
- participation in de-briefing at the conclusion of the election.

2023 Roper Gulf Regional Council by-election report  
Never Never Ward

### **BOUNDARY CHANGES**

There were no boundary or representative changes made to the Roper Gulf Regional Council area prior to the 2021 Local Government Elections and there were no changes made as a result of the 2022 Local Government Representative Reviews.

### **ENROLMENT**

At the close of the electoral roll on Thursday 24 August at 5:00pm, there was a total of 921 electors enrolled in the Never Never Ward. This is a 13.5% increase in enrolment (up from 811 electors) from the local government general elections held in August 2021.

For supplementary elections, the close of roll date remains the same as the eligible electors for the supplementary by-election must be the same as the eligible electors for the failed election.

### **CANDIDATES**

Nominations opened Monday 21 August and closed Friday 1 September at 12:00 noon. There were no accepted nominations but there were 3 nominations which were all rejected as they were all received after the 12:00 noon deadline. The Never Never Ward by-election was therefore declared failed and a supplementary election with a revised timeline was arranged.

For the supplementary by-election, nominations opened Wednesday 6 September and closed Friday 22 September at 12:00 noon. There were 5 accepted nominations (including one of the nominations received late for the original election), with no rejected or withdrawn nominations.

The declaration of nominations and the draw for ballot paper position order took place at the NTEC office soon after nominations closed. The ballot paper positions for each candidate were selected by a random number generator and results were uploaded onto the NTEC's website and Facebook page once the draw was completed.

#### ***Summary of accepted nominations/candidates***

<b>Position</b>	<b>Candidates in ballot paper order</b>
<b>Councillor (one vacancy)</b>	Edna Prescilla ILES
	William JOHN
	Naomi WILFRED
	Cecilia LAKE
	Virginya BOON

### **VOTING SERVICES**

#### **Postal voting**

All electors have the option to postal vote and applications can be made once a council vacancy has been reported to the NTEC.

Postal votes for the contested supplementary election were despatched from Monday 25 September to Wednesday 4 October, and had to be received by the NTEC by 12:00 noon Thursday 19 October to be eligible to be admitted to the count.

Postal votes were arranged for eligible prisoners at the Territory's correctional centres.

2023 Roper Gulf Regional Council by-election report  
Never Never Ward

**Postal voting statistics**

Postal voting	Number
Postal vote applications received	63
Postal votes issued	60 (95.2% of applications)
Postal vote applications rejected	3 (4.8% of applications)
Postal votes returned	43 (71.7% of postal votes issued)
Postal votes not returned	17 (28.3% of postal votes issued)
Postal votes admitted to the count	26 (60.5% of postal votes returned)
Postal votes rejected	17 (39.5% of postal votes returned)

The reasons for rejecting the postal vote applications were:

- elector not enrolled (2)
- applied too late (1)

The reasons for rejecting the returned postal votes were:

- postal vote certificate dated too late (after election day) (6)
- returned to sender (6)
- postal vote received too late (4)
- elector issued with an ordinary vote (1).

**Early voting**

Early voting services for the supplementary by-election were provided at the NTEC office in Darwin from Monday 2 October to Thursday 5 October 2023 for Never Never Ward electors who were in Darwin during the voting period. The early voting centre issued 2 early votes.

**Remote mobile voting**

A remote mobile voting team provided voting services to communities within the Never Never Ward over 3 days from Tuesday 3 October to Thursday 5 October.

90.1% of all votes counted for the supplementary by-election were cast at a remote mobile voting centre (including the accepted declaration votes). Details of the remote voting schedule and the number of votes issued are in the table below.

**Remote voting statistics**

Community	Date	Time	No. of votes issued*
Minyerri	3 October	10:30am – 4:00pm	136
Jilkmिंगgan	4 October	10:30am – 6:00pm	38
Mataranka	5 October	10:30am – 6:00pm	84
<b>TOTAL</b>			<b>258</b>

\* Note the number of votes issued does not always equate to the number of votes counted. Votes issued includes ordinary and declaration votes.



2023 Roper Gulf Regional Council by-election report  
Never Never Ward

### Declaration voting

A declaration vote can be issued to a person who cannot be found on the electoral roll by completing and signing a declaration envelope. Their ballot paper is placed in the envelope and a scrutiny of all declaration envelopes commences the day after election day.

Legislative amendments passed in May 2021 created a savings provision for local government elections that allows eligible electors who are unenrolled at the close of roll date, a chance to have their vote admitted to the count. During the declaration scrutiny process, all declaration envelopes are forwarded to the Australian Electoral Commission (AEC) and eligible electors are added to the roll using the envelope as an enrolment form. Where the entitlement to vote is confirmed, the vote will count. Where voters are unable to be enrolled, or are found to be already enrolled in a different council area in the NT, the declaration vote is rejected.

A total of 6 declaration votes were issued for the supplementary by-election with 4 admitted to the count. The remaining 2 declaration votes were rejected because:

- enrolled in a different council area or ward (1)
- could not be enrolled (insufficient evidence of identity) (1)

### Voting summary

#### *Number of votes counted by vote type*

Vote type	No. of votes counted	% of total votes
Remote mobile voting	251	88.7%
Early voting centre – Darwin	2	0.7%
Declaration voting	4	1.4%
Postal voting	26	9.2%
<b>TOTAL</b>	<b>283</b>	<b>100%</b>
Formal votes	274	96.8%
Informal votes	9	3.2%

#### *Turnout and participation*

Turnout	Number or percentage
Enrolment at close of roll	921
Total votes counted	283
Turnout rate – by number of votes counted	30.7%
Participation	Number or percentage
Postal votes applications rejected (voter eligible)	1
Postal votes not returned	17
Postal votes returned but rejected	17

2023 Roper Gulf Regional Council by-election report  
Never Never Ward

Participation	Number or percentage
Declaration votes rejected	2
Excuses lodged	4
Total additional participation	41
<b>TOTAL participation</b>	<b>324</b>
<b>Participation rate</b>	<b>35.2%</b>

### Informality

Of the 283 ballot papers counted, 9 (or 3.2%) were deemed to be informal and were therefore not counted. Of the informal votes, 6 were considered to be unintentionally informal and 3 were considered to be intentionally informal.

## ELECTION OUTCOMES

### Voting system

The voting system for local government by-elections where there is just one vacancy to fill is the preferential system. This means:

- electors must number all the boxes on their ballot paper sequentially starting with the number one for their first choice for their vote to be formal
- for a candidate to be elected they must receive more than 50% of the formal votes
- first preference votes for each candidate on the formal ballot papers are counted. If no candidate receives more than 50% of the formal votes, a distribution of preferences is conducted until a candidate does.

### Vote counting – election day

Vote counting began at 6:00pm on Friday 6 October. The initial count of first preference votes was undertaken at the NTEC Darwin office which was the scrutiny centre for this by-election. This count only included ballot papers cast with the remote mobile team.

### Post-election day counts

- On Monday 9 October a fresh scrutiny of the remote mobile votes was conducted. Declaration votes were also forwarded to the Australian Electoral Commission for processing.
- Once the declaration votes were processed, a scrutiny of declaration envelopes was conducted on Wednesday 11 October.
- On Thursday 19 October, following the deadline for the receipt of postal votes at 12:00 noon, an initial count of all admitted postal and declaration votes, as well as the 2 early votes, was conducted. A fresh scrutiny occurred immediately afterwards.

Results from all counts, on and after election day, were published on the NTEC website at the conclusion of each count.

2023 Roper Gulf Regional Council by-election report  
Never Never Ward

### Distribution of preferences

After the final count of postal votes, declaration votes and early votes for the Never Never Ward by-election was conducted at 12:00 noon on Thursday 19 October, the total first preference count for each candidate was as follows:

Candidate	First preference votes
Edna Prescilla ILES	76
William JOHN	27
Naomi WILFRED	47
Cecilia LAKE	55
Virginya BOON	69
<b>TOTAL</b>	<b>274</b>

The number of votes required to win as per the preferential voting system (more than half, or 50% + 1) was 138, which no candidate received from first preference votes.

Following a distribution of preferences, **Edna Prescilla ILES** was elected at count 4. The table below shows the how the preferences were distributed at each count.

Count	Comment	ILES	JOHN	WILFRED	LAKE	BOON	TOTAL
1	First preferences	<b>76</b>	<b>27</b>	<b>47</b>	<b>55</b>	<b>69</b>	<b>274</b>
2	JOHN excluded Progressive	3 <b>79</b>	-27 <b>0</b>	9 <b>56</b>	13 <b>68</b>	2 <b>71</b>	0 <b>274</b>
3	WILFRED excluded Progressive	35 <b>114</b>	0 <b>0</b>	-56 <b>0</b>	19 <b>87</b>	2 <b>73</b>	0 <b>7,559</b>
4	BOON excluded Progressive	42 <b>156</b>	0 <b>0</b>	0 <b>0</b>	31 <b>118</b>	-73 <b>0</b>	0 <b>274</b>

### Declaration of the results

A letter to the CEO of the Roper Gulf Regional Council certifying the result of the by-election was sent via email on Thursday 19 October, and a letter to the Minister for Local Government advising of the result was sent on Friday 20 October 2023.

### PUBLIC AWARENESS

#### Website

A web page for the by-election was launched on Tuesday 5 September. The web page provided information on nominating, a list of candidates, voting services and results.

#### Print

The following statutory advertisements were placed in the NT News:

- 21 August 2023 – Check your enrolment and call for nominations for the initial by-election
- 6 September 2023 – Check your enrolment and call for nominations for the supplementary by-election
- 27 September 2023 – List of candidates and voting times
- 25 October 2023 – Results

2023 Roper Gulf Regional Council by-election report  
Never Never Ward

### Direct messaging to voters

Any elector who has provided either their mobile phone number or email address (or both) are able to be contacted directly by the NTEC to provide election information. Eligible electors in the Never Never Ward received direct messages providing information about voting dates and times for the community they are enrolled in.

- SMS messages were sent to 259 electors
- Emails were sent to 142 electors

### Social media

During the voting period, the NTEC posted on Facebook providing voting information. The council also posted this information on their Facebook page.

### DONATIONS DISCLOSURE

Part 8.6 of the new *Local Government Act 2019* introduced new requirements for all candidates in local government elections, including by-elections, to submit to the NTEC campaign donation returns covering a prescribed disclosure period. Disclosure and publication of such returns aims to provide greater transparency of candidate funding during election campaigns.

Donations disclosure at the local government level requires candidates to submit information about any donations or loans (whether cash or non-cash) they receive for use in an election campaign. This information must be submitted to the NTEC within a legislated timeframe. The NTEC must then make this information available to the public by publishing the returns on its website, and having a hardcopy available in its office.

These new financial disclosure requirements came into effect on 1 July 2022, and were therefore applied to the Never Never Ward by-election.

The key dates of financial disclosure obligations for the by-elections were:

Election day	Thursday 6 October 2023
Disclosure period	1 July 2022 5 November 2023
Return due date	15 December 2023

At the time this report was completed, no campaign donation returns had been received for the by-election.

### ELECTION COSTS

The cost to Roper Gulf Regional Council for the Never Never Ward by-elections, both the initial and supplementary by-elections, was \$23,981. A breakdown of costs for the by-elections is below.

Expense category	Cost
Staff wages	\$8,098
Statutory advertising	\$2,800
Staff travel allowance	\$1,619
Car hire	\$1,527
Staff super/payroll tax	\$1,326
Staff accommodation	\$1,217
Ballot paper printing	\$825
Staff training package	\$745

2023 Roper Gulf Regional Council by-election report  
Never Never Ward

<b>Expense category</b>	<b>Cost</b>
Webpage	\$500
Postage	\$100
SMS/email notifications	\$100
Social media	\$100
<b>Sub-total</b>	<b>18,957</b>
Corporate overhead (15%)	\$2,844
<b>Sub-total</b>	<b>\$21,801</b>
GST (10%)	\$2,180
<b>TOTAL</b>	<b>\$23,981</b>





**CORPORATE SERVICES AND SUSTAINABILITY  
DIVISIONAL REPORT**

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<b>ITEM NUMBER</b>	18.2
<b>TITLE</b>	Local Authority Projects Update
<b>REFERENCE</b>	1384363
<b>AUTHOR</b>	Puspa KARKI, Executive Support Coordinator

**RECOMMENDATION**

That Council receives and notes the Local Authority Projects Update report;

**KEY OUTCOME AREA**

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

**BACKGROUND**

The purpose of Local Authority Project Funding is to encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

**Objectives**

The objectives of the program are to:

- Assist in building stronger communities and assist community priority projects as recommended by local authorities;
- Assist local governing bodies and the constituent communities they represent to become stronger and self-sustaining;
- Assist in the provision of quality community infrastructure that facilitates community activity and integration; and
- Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.

**Local Authority Project Approvals**

Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

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

The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.

**ISSUES/OPTIONS/SWOT**

- Please refer to the attached LA funding report as at 31 October 2023.
- **Borrooloola:** All materials are now onsite awaiting installation of power supply at Tamarind Park.



- **Bulman:** Section 19, *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) has been approved for both the Community Ablution Block and the Weemol Basketball Court, currently awaiting Aboriginal Areas Protection Authority (AAPA) clearance on both projects.
- **Hodgson Downs:** Rubbish bins worth \$2000 has been delivered to the community.
- **Ngukurr:** Sports Court drainage project has been completed, awaiting final invoice.
- **Numbulwar:** Pig removal project completed, awaiting final invoice.

#### **FINANCIAL CONSIDERATIONS**

NIL

#### **ATTACHMENTS**

- 1 LA Projects attachment 31.10.2023.pdf

**Summary Local Authority Projects**  
**31 October 2023**

	<b>Funds Received from Department &amp; Council</b>	<b>Funds Allocated by Local Authorities</b>	<b>Surplus/(Deficit) from completed projects</b>	<b>Remaining Unallocated funds</b>
Barunga	\$ 419,839.00	\$ 400,222.32	\$ 28,388.81	\$ 48,005.49
Beswick	\$ 604,321.00	\$ 471,711.60	\$ (79,528.25)	\$ 53,081.15
Borrooloola	\$ 1,045,408.00	\$ 1,070,063.49	\$ 24,655.49	\$ (0.00)
Bulman	\$ 331,440.00	\$ 394,370.49	\$ 62,930.49	\$ -
Hodgson Downs	\$ 636,240.00	\$ 581,140.00	\$ 61,012.73	\$ 116,112.73
Jilkminggan	\$ 391,131.00	\$ 349,770.00	\$ 25,537.79	\$ 66,898.79
Manyallaluk	\$ 108,978.00	\$ 122,880.36	\$ 14,131.24	\$ 228.88
Mataranka	\$ 419,763.00	\$ 374,913.20	\$ 45,465.49	\$ 90,315.29
Ngukurr	\$ 1,191,091.00	\$ 1,300,882.61	\$ 4,747.29	\$ (105,044.32)
Numbalwar	\$ 1,068,556.00	\$ 1,265,670.91	\$ 12,114.91	\$ (185,000.00)
Urapunga	\$ 77,600.00	\$ 58,800.00	\$ (4,838.60)	\$ 13,961.40
Robinson River	\$ 97,500.00	\$ 97,500.00	\$ 2,409	\$ 2,409.09
	<b>\$ 6,294,367.00</b>	<b>\$ 6,390,424.98</b>	<b>\$ 194,617.39</b>	<b>\$ 98,559.41</b>

Summary Local Authority Projects  
31 October 2023

Project Expenditure		Funds Received from Department		Funds Expended		Unexpended
Barunga	\$	419,839.00	\$	350,583.76	\$	69,255.24
Beswick	\$	604,321.00	\$	549,568.68	\$	54,752.32
Borrooloola	\$	973,931.00	\$	658,147.24	\$	315,783.76
Bulman	\$	298,859.00	\$	228,426.32	\$	70,432.68
Hodgson Downs	\$	636,240.00	\$	492,127.31	\$	144,112.69
Jilkminggan	\$	391,131.00	\$	314,232.21	\$	76,898.79
Manyallaluk	\$	108,978.00	\$	80,484.42	\$	28,493.58
Mataranka	\$	419,763.00	\$	313,646.44	\$	106,116.56
Ngukurr	\$	1,191,091.00	\$	892,754.85	\$	298,336.15
Numbalwar	\$	1,068,556.00	\$	655,598.52	\$	412,957.48
Urapunga	\$	77,600.00	\$	34,949.51	\$	42,650.49
Robinson River	\$	97,500.00	\$	28,814.55	\$	68,685.45
	\$	<b>6,190,309.00</b>	\$	<b>4,599,333.81</b>	\$	<b>1,688,475.19</b>

<b>Barunga Local Authority Project Funding</b>				<b>31 October 2023</b>	
Funding Received from Department		\$	419,839.00		
Funds Allocated by Local Authorities		\$	400,222.32		
Surplus/(Deficit) from completed projects		\$	28,388.81		
<b>Remaining Unallocated funds</b>		<b>\$</b>	<b>48,005.49</b>		
<b>Date Approved</b>	<b>Project ID</b>	<b>Projects</b>	<b>Project Budget</b>	<b>Actual Expenditure</b>	<b>Project Status</b>
10/01/2023		Oval Beautification	\$ 10,000.00		On 10/01/2023 LA provisionally allocated \$10K for the beautification around the oval and softball oval. Officially allocated on 04/04/2023 LA meeting. <b>In procurement phase. Purchased aerator.</b>
10/01/2023	PR36	Barunga Cemetery Arch	\$ 20,000.00		On 10/01/2023 LA provisionally allocated \$20K towards the barunga Cemetery Arch. Officially allocated on 04/04/2023 LA meeting. <b>Quotation request ongoing.</b>
03/10/2023	PR 82	Shade shelter at Airport turnoff/front park area	\$ 15,000.00		Allocated on 03/10/2023 LA. <b>In procurement phase.</b>
03/10/2023	PR 81	Shade shelter for Airstrip	\$ 15,000.00	\$ 8,750.25	Allocated on 03/10/2023 LA. <b>In procurement phase.</b>
		Total for current projects in progress	<b>\$ 30,000.00</b>	<b>\$ 8,750.25</b>	
		Total for Completed Projects	\$ 370,222.32	\$ 341,833.51	
		Grand Total	\$ 400,222.32	\$ 350,583.76	

<b>Beswick Local Authority Project Funding</b>		<b>31 October 2023</b>
Funding Received from Department	\$	604,321.00
Funds Allocated by Local Authority Members	\$	471,711.60
Surplus/(Deficit) from completed projects	\$	(79,528.25)
<b>Remaining Unallocated Funds</b>	<b>\$</b>	<b>53,081.15</b>

Date Approved	Project ID	Projects	Project Budget	Actual Expenditure	Project Status
9/08/2021	1213821	Catering for community events	\$ 3,000.00	\$ 1,328.83	<b>CSM notified.</b>
		Total for Current projects	\$ 3,000.00	\$ 1,328.83	
		Total for Completed projects	\$ 468,711.60	\$ 548,239.85	
		<b>Grand Total</b>	<b>\$ 471,711.60</b>	<b>\$ 549,568.68</b>	

Borroloola Local Authority Project Funding		31 October 2023	
Funding received from Department	Funds Allocated	Remaining Unallocated Funds	
Funds Received from Department		\$ 973,931.00	
Funds allocated from Council		\$ 71,477.00	
		\$ 1,045,408.00	
Funds Allocated to projects by Local Authority Members		\$ 1,070,063.49	
Surplus/(Deficit) from completed projects		\$ 24,655.49	
<b>Remaining Unallocated funds</b>		<b>\$ (0.00)</b>	

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
Pre 2017 1313818 PR7	Toilet at Cemetery	\$ 25,000.00	\$ 1,000.00	Should include the steel shade structure attached to the toilet block, as well as a concrete slab under the shade and in front of both toilet entries. The septic tank and its location will also need to be identified. The project team working on this project. The toilet from the sports court is non-compliant. Projects team soon to start tender process. Change in Scope to portable toilets. In Procurement Phase. <b>PO raised for 2X double trailers.</b>
6/2/2020 1313822 PR9	Replace Toilet Block at Airport	\$ 428,464.49	\$ 111,721.38	Commenced - Funded allocated \$ 130,580 on 6.12.18. A further \$ 140,000 on 6.2.2020. \$ 17746.45 allocated 8.10.2020. Construction contract signed. Works have begun. Underground plumbing complete. Request for tender paperwork in progress. <b>Undergoing consult with AWS for hydraulics.</b>
9/02/2023 PR38	Tamarind Park Power supply	\$ 129,831.00	\$ 83,313.35	On 9/02/2023 LA allocated \$129,831 to install power supply at the Tamarind Park. Investigating Solar Lights as an option for power supply to BBQ area. Suggest putting solar lights at the memorial and a few trough the park as well. Purchased Solar lightning system and cement premix. <b>All materials are now onsite awaiting installation.</b>
Total for current projects in progress		\$ 583,295.49	\$ 196,034.73	
Total for Completed projects		\$ 486,768.00	\$ 462,112.51	
<b>Grand Total</b>		<b>\$ 1,070,063.49</b>	<b>\$ 658,147.24</b>	

Bulman Local Authority Project Funding				31 October 2023
Funds Received from Department		\$	298,859.00	
Allocated by Council		\$	32,581.00	
Funds allocated to projects by Local Authority Members		\$	394,370.49	
Surplus/(Deficit) from completed projects		\$	62,930.49	
<b>Remaining unallocated funds</b>		<b>\$</b>	<b>-</b>	
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
5/12/2018 1413806 PR6	Toilet near council office/ Community Ablution Block	\$ 144,361.59	\$ 82,747.91	\$72,000 was LA allocated on 05/12/2018 and addition allocation of \$25,000 on 22/08/2019 LA meeting. The project is under planning stage. S19 License approved. PWC to be contacted for services response by 31/3/2021. Currently in Design phase to provide a final costing. 12/6/2021 Unallocated funds (\$ 47,361.59) allocated to toilet block. In procurement phase. Site visit scheduled for Feb 2nd. Project now with RGRC Assets Team. Purchased Ablution block. Projects team soon to start tender documents. AWS preparing services designs. <b>S19 approved. Awaiting AAPA clearance.</b>
12/01/2023	2X Community Notice Boards	\$ 8,000.00		On 12/01/2023 LA allocated \$8000 to purchase two community notice boards. Purchase order raised. In Procurement stage. <b>Order received in Katherine, ready for delivery.</b>
12/01/2023 PR18	Weemol Basketball Court	\$ 33,400.00		On 12/01/2023 LA allocated \$33,400 to extend Weemol Basketball court to a full sized court. S19 approved for extended space. <b>Awaiting AAPA clearance.</b>
	Total for current projects in progress	\$ 185,761.59	\$ 82,747.91	
	Total for completed projects	\$ 208,608.90	\$ 145,678.41	
	<b>Grand total</b>	<b>\$ 394,370.49</b>	<b>\$ 228,426.32</b>	

<b>Hodgson Downs Local Authority Project Funding</b>		<b>31 October 2023</b>
Funds received from Department		\$ 636,240.00
Funds allocated to projects by Local Authority Members		\$ 581,140.00
Surplus/(Deficit) from completed projects		\$ 61,012.73
<b>Remaining unallocated funds</b>		<b>\$ 116,112.73</b>

Project ID	Projects	Project Budget	Actual Expenditure	Project Status
27/03/2023 PR54	Signage	\$ 2,000.00		ON 27/03/2023 LA allocated \$2000 towards Signage. <b>Quotation requests ongoing.</b>
27/02/2023 PR55	Water Cart Trailer	\$ 20,000.00	\$ 2,000.00	towards Water Cart Trailer. In Procurement stage. Quotation requests ongoing. PO raised. <b>Order received in Katherine, ready for delivery. Waiting final invoice.</b>
27/03/2023 PR56	Plantation around public areas	\$ 1,000.00		ON 27/03/2023 LA allocated \$1000 towards Plantation around public areas. <b>In Procurement Phase. PO raised.</b>
27/03/2023	Rubish BinsX60	\$ 2,000.00		ON 27/03/2023 LA allocated \$2000 towards purchase of Rubish BinsX60. Purchase order raised. In Procurement stage. Order received in Katherine, ready for delivery. <b>Delivered bins worth \$2K awaiting final invoice.</b>
	Total projects in Progress	\$ 30,000.00	\$ 2,000.00	
	Total completed projects	\$ 551,140.00	\$ 490,127.31	
	<b>Grand Total</b>	<b>\$ 581,140.00</b>	<b>\$ 492,127.31</b>	



<b>Jilkmिंगan Local Authority Project Funding</b>				<b>31 October 2023</b>
Funds received from Department			\$	391,131.00
Funds allocated to projects by Local Authority Members			\$	349,770.00
Surplus/(Deficit) from completed projects			\$	25,537.79
<b>Unallocated remaining funds</b>			<b>\$</b>	<b>66,898.79</b>
<b>Date Approved Project ID</b>	<b>Projects</b>	<b>Project Budget</b>	<b>Actual Expenditure</b>	<b>Project Status</b>
7/02/2023	Musical Instruments	\$ 10,000.00		On 07/02/2023 LA provisionally allocated \$10K towards purchasing of musical instruments. To be finalised on next LA meeting. Officially allocated on 02/05/2023. In Procurement phase, Purchase Order raised. Order received. <b>Completed, awaiting final invoice.</b>
Total for current projects in progress		\$ 10,000.00	\$	-
Total for completed projects		\$ 339,770.00	\$	314,232.21
<b>Grand Total</b>		<b>\$ 349,770.00</b>	<b>\$</b>	<b>314,232.21</b>

<b>Manyallaluk Local Authority Project Funding</b>		<b>31 October 2023</b>
Funds Received from Department	\$	108,978.00
Funds allocated to projects by Local Authority Members	\$	122,880.36
Surplus/(Deficit) from completed projects	\$	14,131.24
<b>Remaining Unallocated funds</b>	<b>\$</b>	<b>228.88</b>

<b>Date Approved</b>	<b>Project ID</b>	<b>Projects</b>	<b>Project Budget</b>	<b>Actual Expenditure</b>	<b>Project Status</b>
3/04/2023		Fencing at bottom Cemetery	\$ 28,264.70		<i>On 03/04/2023, LA provisionally allocated remaining funding(\$28,264.70) towards purchasing and installing mesh fence at the bottom cemetery. Officially allocated on OMC 27/04/2024. <b>Quotation requests ongoing.</b></i>
		Total for current projects in progress	\$ 28,264.70	\$ -	
		projects	\$ 94,615.66	\$ 80,484.42	
		<b>Grand Total</b>	<b>\$ 122,880.36</b>	<b>\$ 80,484.42</b>	

<b>Mataranka Local Authority Project Funding</b>		<b>31 October 2023</b>
Funding received from Department	\$	419,763.00
Funds allocated to projects by Local Authority Members	\$	374,913.20
Surplus/(Deficit) from completed projects	\$	45,465.49
<b>Remaining Unallocated Funds</b>	<b>\$</b>	<b>90,315.29</b>

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
8/11/2022 PR1813822	Ramp access to Museum	\$ 10,000.00	\$ 1,759.73	On 08/11/2022 LA allocated \$10,000 towards installation of ramp to museum building. <b>COMPLETED. Awaiting final invoice.</b>
2/05/2023	Plaque for the Cemetery	\$ 561.00		On 02/05/2023 LA allocated \$561 towards purchasing of A4 size plaque for Mataranka Better Half Club. <b>Plaque Ordered.</b>
	Mataranka Fishing Competition	\$ 7,000.00		Provisionally allocated on 01.08.2023 LA. Officially allocated OMC 25.10.2023. <b>Invoiced, ready to pay.</b>
	Total for current projects in progress	\$ 17,561.00	\$ 1,759.73	
	Total for completed projects	\$ 357,352.20	\$ 311,886.71	
	<b>Grand Total</b>	<b>\$ 374,913.20</b>	<b>\$ 313,646.44</b>	

Ngukurr Local Authority Project Funding				31 October 2023
Funds received from Department			\$	1,191,091.00
Funds allocated to projects by Local Authority Members			\$	1,300,882.61
Surplus/(Deficit) from completed projects			\$	4,747.29
<b>Remaining Unallocated funds</b>			\$	<b>(105,044.32)</b>
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
29/06/2020 PR41	Sports Court Drainage	\$ 170,000.00	\$ 100,976.14	\$ 170k allocated June 20 - \$ 150k from RGRC. Council approved in Budget 2020/21. Design for storm water drainage received and under reviewed. SCP doing peer review and are putting together a fee to redesign. SCP engaged to do designs. <b>Completed awaiting final invoice.</b>
24/06/2021 PR43	Town Beautification Project	\$ 165,156.61		Initial scoping has identified the need for a S19 lease on the proposed site of the new park . <b>Section 19 submitted.</b>
20/09/2022 PR42	Refurbishment of Sport and Recreation Hall.	\$ 169,200.00		
Total for current projects in progress		\$ 504,356.61	\$ 100,976.14	
Total for completed projects		\$ 796,526.00	\$ 791,778.71	
Grand Total		\$ 1,300,882.61	\$ 892,754.85	

Numbulwar Local Authority Project Funding				31 October 2023
Funds received from Department		\$	1,068,556.00	
Funds allocated to projects by Local Authority Members		\$	1,265,670.91	
Surplus/(Deficit) from completed projects		\$	12,114.91	
<b>Remaining Unallocated funds</b>		\$	<b>(185,000.00)</b>	
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
12/6/2018 2113805 PR47	New/Upgrade Toilets at the Airport	\$ 97,000.00		\$87,000 allocated on 12/06/2018 \$10,000 allocated on 09/10/2018; Design commenced; Expression of interest with NLC has been lodged. Awaiting response. Location to be discussed with TO's. S19 license approved. Preparing design docs and research for options. Site inspections done. Quotes received. Tender documents for the construction being prepared. AAPA clearance required. Change in Scope to portable toilets. <b>Projects Team to soon start Tender process.</b>
9/10/2017	Sports Precinct Upgrade	\$ 349,145.91		Lot - 97 Sports and Rec Hall: \$ 40,000 Allocated on 09/10/2018 \$66,305.04 Allocated on 20/02/2019; Finalising Design. Extra funding needed. Proposed to allocate \$ 159,589.97 (no quorum at LA to decide) Approved to go to tender. Site inspections done. Fencing Purchased. Awaiting Mobilization. Fencing Commenced. <b>Fencing Completed.</b>
24/05/2023 PR51	Pig Removal	\$ 60,000.00	\$ 40,291.82	Reallocation of LAPF towards removal of pigs in the community. Contractor has attended community to complete phase one of the project. <b>Completed awaiting final invoice.</b>
15/09/2023	Portable ablution for festival	\$ 10,000.00		LA allocated \$10K towards portable ablution for festival.
15/09/2023 PR62	Shade structure and seatingX6	\$ 60,000.00	\$ 8,750.25	LA allocated \$60K towards 6X shade structure and seating at various parks. <b>PO raised.</b>
15/09/2023 PR63	Solar LightsX4-Park areas	\$ 40,000.00	\$ 15,535.00	LA allocated 40k towards one solar light in each park. <b>PO raised.</b>
15/09/2023 PR64	Large solar light-Top of boat ramp	\$ 15,000.00	\$ 7,050.00	LA allocated large luminous solar light at the top of boat ramp. <b>PO raised.</b>
15/09/2023 PR65	Solar light-old workshop at Newtown	\$ 10,000.00	\$ 5,126.36	LA allocated 10K for installing solar light at seating area of old workshop. <b>PO raised.</b>
15/09/2023 PR66	Seating-Old workshop at Newtown	\$ 10,000.00		LA allocated 10K for seating at old workshop.
15/09/2023 PR67	Large solar lightsX3- Newtown to mission area.	\$ 40,000.00	\$ 16,435.00	LA allocated 40K for installing 3 large solar lights along dirt road from newtown to mission area. <b>PO raised.</b>
Total for current projects in progress		\$ 691,145.91	\$ 93,188.43	
Total for completed projects		\$ 574,525.00	\$ 562,410.09	
<b>Grand Total</b>		<b>\$ 1,265,670.91</b>	<b>\$ 655,598.52</b>	

<b>Robinson River Local Authority Project Funding</b>		<b>31 October 2023</b>
Funds received from Department	\$	97,500.00
Funds allocated to projects by Local Authority Members	\$	97,500.00
Surplus/(Deficit) from completed projects	\$	2,409.09
<b>Remaining Unallocated funds</b>	<b>\$</b>	<b>2,409.09</b>

<b>Date Approved</b>	<b>Project ID</b>	<b>Projects</b>	<b>Project Budget</b>	<b>Actual Expenditure</b>	<b>Project Status</b>
25/10/2023	PR68	Speed Humps	\$ 5,000.00		Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10
25/10/2023	PR69	AFL gear	\$ 5,000.00		Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10 <b>In Procurement phase.</b>
	PR70	Soft ball gear	\$ 1,000.00		Official allocation OMC 25.10
	PR71	Robinson River fishing competition	\$ 2,000.00		Official allocation OMC 25.10
25/10/2023	PR72	Solar lights Installation X4	\$ 40,000.00	\$ 14,723.64	Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10 <b>PO raised.</b>
	PR73	Signage-Road Safety	\$ 5,000.00		Official allocation OMC 25.10
	PR74	Bollards for the Park	\$ 10,000.00		Official allocation OMC 25.10
	PR75	Basketball Equipment	\$ 500.00		Official allocation OMC 25.10
	PR76	AFL Post Installation	\$ 10,000.00		Official allocation OMC 25.10
	PR77	Portable BBQ	\$ 2,000.00		Official allocation OMC 25.10
	PR78	Food for Community BBQ	\$ 500.00		Official allocation OMC 25.10
		Total for current projects in progress	\$ 81,000.00	\$ 14,723.64	
		Total for completed projects	\$ 16,500.00	\$ 14,090.91	
		<b>Grand Total</b>	<b>\$ 97,500.00</b>	<b>\$ 28,814.55</b>	

<b>Urapunga Local Authority Project Funding</b>		<b>31 October 2023</b>
Funds received from Department	\$	77,600.00
Funds allocated to projects by Local Authority Members	\$	58,800.00
Surplus/(Deficit) from completed projects	\$	(4,838.60)
<b>Remaining Unallocated funds</b>	<b>\$</b>	<b>13,961.40</b>

<b>Date Approved</b>	<b>Project ID</b>	<b>Projects</b>	<b>Project Budget</b>	<b>Actual Expenditure</b>	<b>Project Status</b>
18/08/2020		Irrigation	\$ 10,000.00		<i>Provisionally reallocated to a new project on 14.0</i>
18//8/2020	PR59	Welcome Sign	\$ 10,000.00	\$ 1,310.91	<i>Quotation and Design request ongoing. Design approved. PO raised. <b>Sign ready for delivery.</b></i>
		Total for current projects in progress	\$ 30,000.00	\$ 1,310.91	
		Total for completed projects	\$ 28,800.00	\$ 33,638.60	
		<b>Grand Total</b>	<b>\$ 58,800.00</b>	<b>\$ 34,949.51</b>	

**CORPORATE SERVICES AND SUSTAINABILITY  
DIVISIONAL REPORT**

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<b>ITEM NUMBER</b>	18.3
<b>TITLE</b>	Council's Financial Report as at 30 November 2023
<b>REFERENCE</b>	1385584
<b>AUTHOR</b>	Manisha CHAMKUR, Financial Accountant

**RECOMMENDATION**

That Council receives and notes the Council's Financial Report as at 30 November 2023.

**KEY OUTCOME AREA**

Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

**BACKGROUND**

Attached are the Council's financial reports as at 30 November 2023, including:

- Balance Sheet;
- Income and expenditure report by account category with explanation on variances;
- Financial Ratio Analysis;
- Cash-at-bank Statement and 12-month graph on cash balances;
- Investment Report;
- Capital Expenditure Report;
- Accounts Receivable Age Analysis report and a summary of outstanding rates;
- Accounts Payable Age Analysis report and list of top ten payments made to suppliers

The balance sheet has been prepared as per prevailing accounting standards, practice and in compliance with the applicable *Local Government Act 2019*. The Income and Expenditure Report as at the end of November shows that the net operating position is at a deficit of \$5,945,315. However this is inclusive of non-cash expense such as depreciation and amortisation costs.

The bank balance as at 30 November is \$38.19M. Of this total bank balance, \$27M is invested in various interest earning term deposits. The total balance of untied cash after liabilities and commitments towards major projects is \$1.80M.

As per the *Local Government Act 2019*, the monthly financial reports has to be certified by the Acting Chief Executive Officer

**Acting Chief Executive Officer's Declaration**

To the Council,

I, David HURST, Acting Chief Executive Officer of the Council, certify that to the best of my knowledge, information and belief:

- (i) the internal controls implemented by the council are appropriate: and
- (ii) the council's financial report best reflects the financial affairs of the Council





David HURST,  
Acting Chief Executive Officer  
06 December 2023

### ISSUES/OPTIONS/SWOT

#### Provision for Landfill Rehabilitation

As per recent environmental regulations, Council's waste management operations give rise to obligations to rehabilitate certain sites. As such the liability component of the estimated future cost has to be included in the financial statement for a fair representation of Council's financial affairs.

#### Statement on Australian Tax Office, Payroll and any other obligations.

The reported Payroll Tax obligations were paid by the due date as required by the Tax Office. The Business Activity Statement reporting for November 2023 will be processed in a timely fashion. Furthermore all superannuation obligations and insurance premium have been paid by the due date.

#### Debtors Analysis:

The below summarises the amounts owing to Council for a period over 90 days after any unapplied credits.

Comments	Amount
Workshop services	\$ 3,557.08
Mataranka PO Box	\$ 356.93
Commercial Waste Disposal	\$ 717.50
Accommodation	\$ 16,173.94
Relocation Reimbursement	\$ 934.23
Rental Lease	\$ 19,344.54
Staff Housing Bond	\$ 3,100.00
Burial Charges	\$ 440.00
Community Services	\$ 239.06
Fuel	\$ 280.00
Contract Income - DIPL	\$ 10,194.90
Animal Vaccination	\$ 80.00
Water Charges	\$ 629.45
Overpayment of Allowance	\$ 1,537.81
NDIS Services	\$ 1,369.58
Rates Search	\$ 160.00
Airport Transfer Charges	\$ 140.00
Facility Hire Charges	\$ 1,110.00
Yard Maintenance	\$ 520.00
<b>TOTAL</b>	<b>\$ 60,885.02</b>

### FINANCIAL CONSIDERATIONS

Nil.

### ATTACHMENTS

- 1 Financial Report 30.11.2023.pdf



# Financial Reports

at 30 November 2023

# The Balance Sheet – a snapshot of the organisation’s financial status at a given point in time

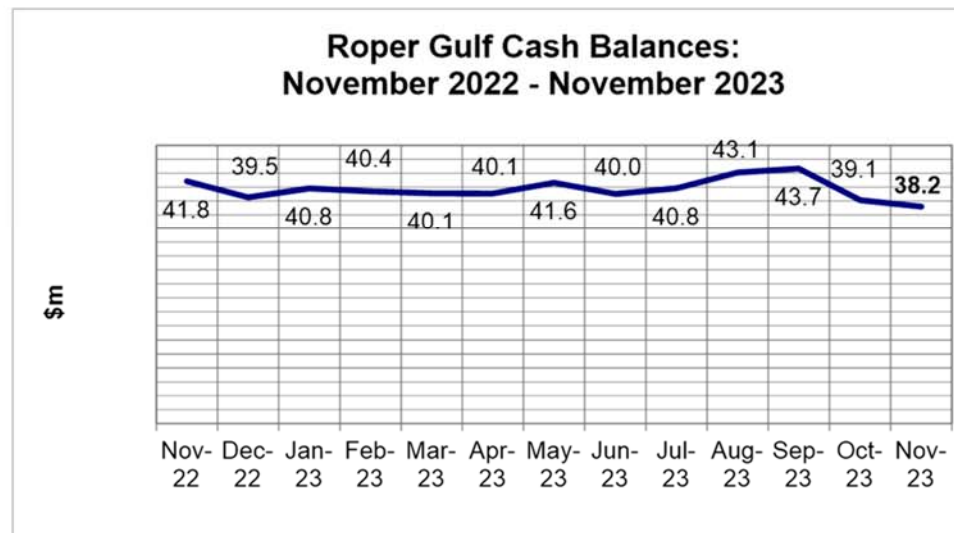


## Balance Sheet as at 30 November 2023

ASSETS (What we own)		LIABILITIES (What we owe)	
<b>Current Assets</b>		<b>Current Liabilities</b>	
Cash	11,209,828	Accounts payable	-482,6
Accounts receivable	222,962	Taxes payable	-608,2
(less doubtful accounts)	0	Accrued Expenses	11,4
Rates & Waste Charges Receivable	940,925	Provisions (Annual Leave)	1,852,0
Inventory	568,474	Contractors Retention and Deposit Bonds	288,8
Investments	27,000,000	Operating Lease	92,4
Other current assets	490,008	Unspent Grant and Client Funds	11,854,9
<b>Total Current Assets</b>	<b>40,432,196</b>	Provision for Landfill Rehabilitation	579,3
		<b>Total Current Liabilities</b>	<b>13,588,1</b>
<b>Non-current Assets</b>		<b>Long-term Liabilities</b>	
Land	4,141,000	Non Current Provision Employee General	397,2
Right of Use - Land	4,589,323	Operating Lease Expense Property	4,845,5
Buildings	40,299,816	Provision for Landfill Rehabilitation	4,368,1
(less accumulated depreciation and impairment)	-6,652,210	<b>Total Long-term Liabilities</b>	<b>9,610,9</b>
Fleet, Plant, Infrastructure and Roads	36,151,116	<b>Total Liabilities</b>	<b>23,199,1</b>
(less accumulated depreciation)	-13,481,188		
Intangible Asset Acquisition(Landfill rehabilitation)	2,604,413	<b>EQUITY (Council's Wealth)</b>	
Work in Progress assets	15,046,395	Retained earnings	45,688,9
<b>Total Non-current Assets</b>	<b>82,698,665</b>	Asset Revaluation Reserves	54,242,7
		Roads Future Fund	
		<b>Total Equity</b>	<b>99,931,7</b>
<b>TOTAL ASSETS</b>	<b>123,130,861</b>	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>123,130,8</b>

## Actual Cash at Bank as at 30 November 2023

<b>BANK:</b>	Closing balance as at 30 November 2023
Commonwealth - Business 10313307	\$8,018,457.60
Monthly interest earned	\$29,881.55
Commonwealth - Operating 10313294	\$65,098.97
Monthly interest earned	\$812.64
Commonwealth - Trust 103133315	\$1,490.86
Monthly interest earned	\$275.52
Commonwealth - Business online - 10381211	\$3,113,087.55
Monthly interest earned	\$10,981.10
Term Deposits in Various Banks	\$27,000,000.00
Monthly interest earned	\$0.00
<b>Total Cash at Bank</b>	<b>\$38,198,134.98</b>
<b>LESS:</b>	
Liabilities	<b>\$23,199,123.00</b>
Committed Funds to Major Projects in Design and Construction Phases and Other Capital Expenditure	<b>\$13,196,119.60</b>
<b>Total Untied Cash</b>	<b>\$1,802,892.38</b>
<b>Total Interest Earned for 2023-24 financial year</b>	<b>\$647,145.50</b>



Note: The "Total Cash at Bank" is the actual Money in the Bank at 30 November 2023.

# Liquidity ratio Analysis

## Current Ratio:

The Current ratio measures our council's ability to use its assets to generate income.

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

A Current ratio of 2:1 means the council has current untied assets of \$2 for every \$1 of current liabilities and is regarded as desirable.

The higher the current ratio, the better the capacity to meet short term financial Commitments.

Roper Gulf Current Ratio = **3 : 1 (2.98)**  
including all cash and current assets, we have \$3 for every \$1 of Liability

Untied Cash to Creditors Ratio = **32 : 1 (32.08)**  
it is desirable to have at least 1:1 ratio and we have \$32 untied cash for every dollar outstanding for our suppliers of Goods and Services.



# Liquidity Ratio Trend

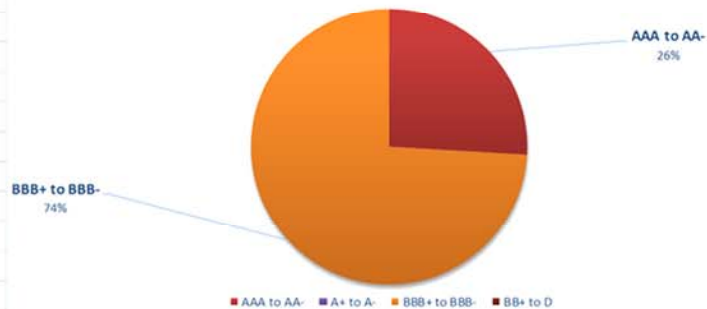
The below graphs depict the progression of the Current and effective ratio for the financial year and Untied Cash to Creditors ratio for the last twelve months



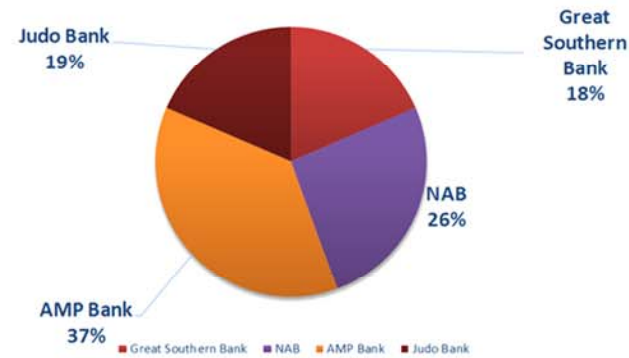
## Investment Report as at 30 November 2023

Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	% of Exposure	Rating	Lodgement Date	Maturity Date	Interest on Maturity	Interest rate	Within Diversification Limits
Major Bank	Commonwealth Bank - Working capital Investments (Deposits)	\$11,198,135	29.32%	A1+/AA-					
Major Bank	NAB	\$4,000,000	10.47%	A1+/AA-	17/08/2023	15/02/2024	\$ 101,000.00	5.05%	✓
Regional Bank	Great Southern Bank	\$5,000,000	13.09%	A2/BBB+	23/05/2023	23/05/2024	\$ 255,500.00	5.11%	✓
Regional Bank	AMP Bank	\$3,000,000	7.85%	A2/BBB+	17/07/2023	17/01/2024	\$ 85,446.58	5.65%	✓
Regional Bank	AMP Bank	\$3,000,000	7.85%	A2/BBB+	9/05/2023	8/05/2024	\$ 151,500.00	5.05%	✓
Regional Bank	AMP Bank	\$5,000,000	13.09%	A2/BBB+	16/11/2023	15/11/2024	\$ 265,000.00	5.30%	✓
Regional Bank	AMP Bank	\$2,000,000	5.24%	A2/BBB+	23/11/2023	22/02/2024	\$ 24,432.88	4.90%	✓
Regional Bank	Judo Bank	\$2,000,000	5.24%	A3/BBB-	22/11/2023	22/02/2024	\$ 101,000.00	5.05%	✓
Regional Bank	Beyond Bank Australia	\$3,000,000	7.85%	A3/BBB-	15/09/2023	15/03/2024	\$ 76,290.41	5.10%	✓
<b>Total cash and investments held</b>		<b>\$38,198,135</b>	<b>100.00%</b>				<b>\$1,060,169.87</b>		

**Credit Rating for Investments (S&P or equivalent)**



**Investment Per institution**


























# Income & Expenditure Statement

A financial statement that summarizes the income and expenses incurred during a specific period of time

<b>Income &amp; Reserve -</b>	<b>Expenditure</b>	<b>=</b>	<b>Net Operating position</b>
<b>\$12,169,181</b>	<b>\$18,114,495</b>		<b>-\$5,945,315</b>



### Income & Expenditure Report as at 30 November 2023

	Year to Date Actual (\$)	Year to Date Budget (\$)	Variance (\$)	Full Year Budget (\$)
<b>Operating Income</b>				
Income Rates	3,087,332	1,320,533	 1,766,798	3,169,280
Income Council Fees and Charges	432,314	396,119	 36,195	950,686
Income Operating Grants Subsidies	2,997,196	8,456,385	 -5,459,189	20,295,323
Income Investments	647,146	652,694	 -5,548	1,566,465
Income Reimbursements	0	842	 -842	2,020
Income Agency and Commercial Services	4,941,818	4,285,105	 656,712	10,284,253
Other Income	52,259	228,513	 -176,254	548,430
<b>Total Operating Income</b>	<b>12,158,063</b>	<b>15,340,190</b>	 <b>-3,182,127</b>	<b>36,816,457</b>
<b>Operating Expenditure</b>				
Employee Expenses	6,914,527	9,058,505	 -2,143,978	21,740,412
Contract and Material Expenses	4,012,542	4,532,406	 -519,865	10,877,775
Asset Expense	2,430,115	2,395,833	 34,281	5,750,000
Other Operating Expenses	3,437,771	1,988,742	 1,449,029	4,772,981
Finance Expenses	4,741	53,379	 -48,639	128,110
Internal Cost Allocations	-3	0	 -3	0
<b>Total Operating Expenditure</b>	<b>16,799,692</b>	<b>18,028,866</b>	 <b>-1,229,173</b>	<b>43,269,278</b>
<b>Operating Surplus</b>	<b>-4,641,629</b>	<b>-2,688,675</b>	 <b>-1,952,954</b>	<b>-6,452,821</b>
<b>Capital Funding</b>				
Income Capital Grants	11,118	2,343,520	 -2,332,403	5,624,444
<b>Total Capital Funding</b>	<b>11,118</b>	<b>2,343,520</b>	 <b>-2,332,403</b>	<b>5,624,444</b>
<b>Capital Expenditure</b>				
WIP Assets (Movement)	1,314,803	3,933,518	 -2,618,716	9,440,444
<b>Total Capital Expenditure</b>	<b>1,314,803</b>	<b>3,933,518</b>	 <b>-2,618,716</b>	<b>9,440,444</b>
<b>Net Operating Position</b>	<b>-5,945,315</b>	<b>-4,278,674</b>	 <b>-1,666,641</b>	<b>-10,268,821</b>

## Variances in Income and Expenditure as at 30 November 2023

Income	Variance (\$)	Comments
Income Rates	1,766,798	The rates run for the year has been processed.
Income Council Fees and Charges	36,195	
Income Operating Grants Subsidies	-5,459,189	The major cause in variance is mainly due to Local Authority projects. As per recent accounting standards, income can only be recognised from tied Grant funding as obligations of the contract are met. As such income is only recognised once expenses are incurred.
Income Investments	-5,548	The council will be receiving the interest on investments in the coming months.
Income Reimbursements	-842	
Income Agency and Commercial Services	656,712	The major cause in variance is mostly due to CDP income received.
Other Income	-176,254	The major cause in variance is due to less income received for fleet disposal as compared to the budget.
<b>Total Variance</b>	<b>-3,182,127</b>	
<b>Expenditure</b>		
Employee Expenses	-2,143,978	The underspend is mainly due to vacancies and staff absences across several departments.
Contract and Material Expenses	-519,865	The underspend is mostly due to Local Authority projects related expenses.
Depreciation, Amortisation & Impairment	34,281	The overspend is due to depreciation charged for Assets.
Other Operating Expenses	1,449,029	The overspend is due to payment of various operating expenses.
Lease Expenses	-48,639	The underspend is mostly due to the NLC payment for the leases for the financial year. This is purely due to a difference in accounting treatment for the expenditure. In reality this is within the budget as it is a recurring expense every financial year.
Internal Cost Allocations	-3	
<b>Total Variance</b>	<b>-1,229,174</b>	
<b>Capital Funding</b>		
Income Capital Grants	-2,332,403	As per the <i>Accounting Standard</i> , tied funds can only be recognised once we meet the performance obligation. Once we deliver or partly deliver the project we will recognise the income.
<b>Total Variance</b>	<b>-2,332,403</b>	
<b>Capital Expenditure</b>		
PP Assets	-2,618,716	Please refer to next slide for further detail
<b>Total Variance</b>	<b>-2,618,716</b>	

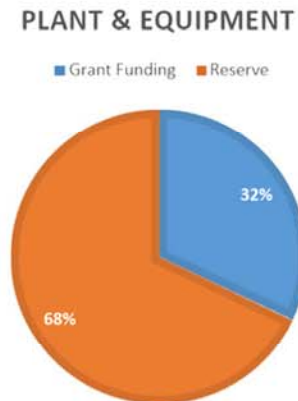
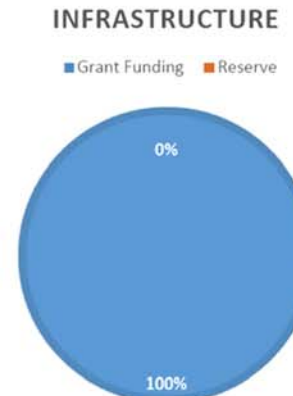
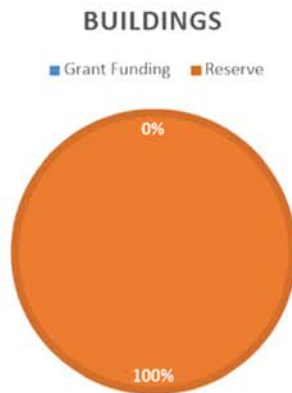
## Capital Expenditure as at 30 November 2023

Capital Expenditure	Year to Date Actual (\$)	Year to Date Budget (\$)	Variance (\$)	Full Year Budget (\$)
Buildings	477,467	1,216,583	(739,117)	2,919,800
Infrastructure	756,376	1,445,833	(689,457)	3,470,000
Plant and Equipment	80,960	479,444	(398,484)	1,150,666
Motor Vehicles	0	383,917	(383,917)	921,400
Roads	0	407,741	(407,741)	978,578
<b>Total Capital Expenditure</b>	<b>1,314,803</b>	<b>3,933,518</b>	<b>-2,618,716</b>	<b>9,440,444</b>

## Major Projects Status and Forecasting

Capital Expenditure	Sum of By Dec 2022	Sum of By Mar 2023	Sum of By Jun 2023	Sum of By Sep 2023
Building	908,508	650,000	1,124,581	320,000
Infrastructure	1,096,000	60,000	261,145	-
Roads	1,170,600	-	350,000	1,000,000
<b>Grand Total</b>	<b>3,175,108</b>	<b>710,000</b>	<b>1,735,726</b>	<b>1,320,000</b>
	Work on going			

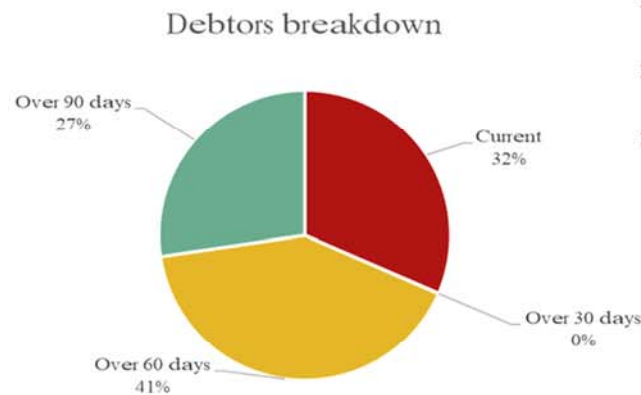
The below graphs depicts the categories of capital expenditure and the percentage used from Council's reserve and Grant Funding



# Accounts Receivable

Accounts Receivable represents the money owed by entities to the council on the sale of products or services on credit.

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$70,148.38	\$159.28	\$91,768.84	\$60,885.02	\$222,961.52
Balance after accounting for Unapplied Credits (\$0.00)				\$222,961.52



The difference in balance as compared to the balance sheet is mainly due to a timing difference in the posting of some transactions

## Rates Outstanding as at 30 November 2023

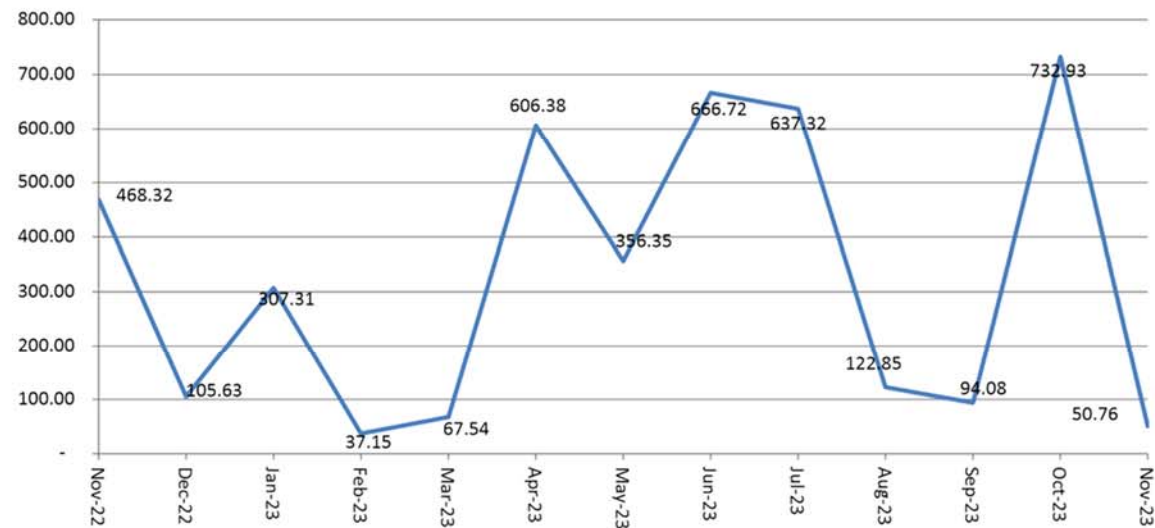
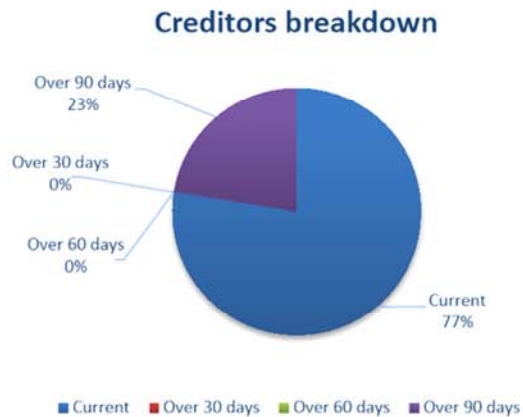
Financial Year	Total Balance (\$)	Percentage of Total Outstanding
2012-13	183.97	0.02%
2013-14	1,243.58	0.13%
2014-15	7,906.98	0.81%
2015-16	5,905.60	0.60%
2016-17	6,274.34	0.64%
2017-18	7,751.84	0.79%
2018-19	20,957.63	2.14%
2019-20	36,052.95	3.67%
2020-21	55,330.68	5.66%
2021-22	102,845.17	11.83%
2022-23	250,499.81	27.15%
2023-24	427,509.54	46.54%
<b>Total</b>	<b>922,462.09</b>	

The rates outstanding from the financial year 2014-15 and before are related to properties where we have statutory declarations from the court house. Please also note that the rates run for the year has been processed.

# Accounts Payable

Accounts Payable represents the money owed by the Council to entities for the purchase of goods and services on credit.

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$51,219.76	\$0.00	\$0.00	\$14,875.63	\$66,095.39
Balance after accounting for Unapplied Credits (\$)				15,339.69
				\$50,755.70



The difference in balance compared to the balance sheet is mainly due to a timing difference in the posting of some payroll transactions



The following table lists the top ten suppliers from whom invoices were received and processed during the month of November 2023. All amounts have been paid.

<b>Creditor</b>	<b>Amount \$</b>	<b>Transaction Description</b>
Alawa Aboriginal Corporation	145,060.48	CDP Service Payment for the month of September 2023
WEX Australia Pty Ltd	49,434.50	Fuel cards for the month of October 2023
Eagle Training Services NT	60,395.00	Training and assessment course for CDP
Heath Motor Group Pty Ltd	153,660.23	Hiace Bus for crèche in Jilkminggan
Arventa Pty Ltd	23,377.20	Subscription renewal for Work Health and Safety
TWAYB Pty Ltd Trading as Casa Del Perro Contracting	44,961.40	Aged care deck repairs for Lot 206 Numbulwar
Telstra	30,480.93	Consolidated payment for October 2023
Mogas Regional Pty Ltd – Ausfuel	53,283.94	Fuel for Numbulwar
AR Equipment	38,830.00	Accessories for Excavator
YMCA of Northern Territory Community Services	410,994.10	Management fee for Remote pools project in Ngukurr and Borroloola

## INFRASTRUCTURE SERVICES & PLANNING DIVISIONAL RPT

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<b>ITEM NUMBER</b>	19.1
<b>TITLE</b>	Major Projects Report
<b>REFERENCE</b>	1385647
<b>AUTHOR</b>	Mruthyunjaya Patil KULKARNI, General Manager Infrastructure Services and Planning

### RECOMMENDATION

That Council receives and notes the Major Projects report.

### KEY OUTCOME AREA

Infrastructure: To support building and maintaining community infrastructure which positively contributes to the delivery of council services in the communities and satisfy the needs and aspirations of residents.

### BACKGROUND

This Major Project Report provides the status of projects – at the stages of pre-design, design and construction stages. This is done through the use of the Project Gate System. The system relies on a measured approach, where project status is assessed in a way that relates to Council's strategic goals. Each new project is assessed by the Project Steering Committees, consisting of the CEO and General Managers, as to its viability, and is reported back to Council when it is ready to enter its business case and procurement phase.

### ISSUES/OPTIONS/SWOT

#### Urapunga Community Hall

The tender for this project closed on 29 August 2023. A tender panel has assessed the submissions and TTs Build are the successful tenderer. Commencement and completion dates are currently being finalized jointly by the Council team and TTs Build.

#### Urapunga Community Welcome Signs

The sign design was approved by the Urapunga Local Authority on 14 September 2023. Signs have been procured since then. We are seeking further information from the CSM on the installation activities.

#### Numbulwar Clinic Road

As reported in the last report, the Clinic Road had to be redesigned as Power and Water did not want their infrastructure moved. The engineering Consultant SCP have been commissioned to carry out the redesign. However, the redesign is dependent on:

- realigned road requires an additional s19 lease over a small portion of land
- accurate identification of hidden services and major Telstra infrastructure is required to be moved
- waiting on a AAPA clearance before any works could be carried out

Once the redesign has been completed the project will be put out to tender.

#### Numbulwar Office Redesign

As advised previously, Troppo Architects have been engaged to do the design work on this project. They visited the community on 15 September to conduct consultations and present to the Local Authority. They have since provided to us two documents setting out:

- their understanding of our requirements
- their design options

The Chief Executive Officer and the General Managers are currently reviewing these documents.

**Numbulwar Pig Eradication Project**

This project is now completed.

**Ngukurr Sports Court Drainage**

Works have been completed by TTs Build.

**Barunga Statement Memorial Project**

This project is progressing in the design phase. Jensen Plus, the architects have presented 3 options on 16 Nov 2023. The CEO and the GM Infrastructure are currently reviewing these options.

**Barunga Playground Softfall**

This project has been completed by the contractor TTK and all test reports have been provided by the contractor to the project team..

**Mataranka Aged Care Kitchen**

The roof is being made temporarily weatherproof by means of a tarpaulin. Efforts by the project team are currently on to list all the scope items to get the facility back functioning. The project team will prioritise these scope items and then finalise the start and completion dates with the contractor Northern Building and Property Services.

**Mataranka Dump Point**

The construction is expected to be completed, ahead of schedule, on 24 November 2023. Testing, certification and handover are expected in the w/c 27 November 2023.

**Mataranka Septic System – Council Office**

TTs Build have been engaged as the contractor and they are in the process of mobilizing to the new site from the Dump Point site. The work is scheduled to commence on 27 November 2023. The expected construction completion date is 8 December 2023.

**Mataranka Septic System – Showgrounds**

AWS Consultants are currently developing the scope of works and engineering documents, which will be incorporated into the tender documents, and the tender will be publicly advertised as soon as possible.

As an immediate measure, we are currently investigating for any blocked drains for the purpose of clearing them and prepare the facilities for use during the ensuing Christmas functions.

**Borroloola Cyclone Shelter**

This project is being project managed by Department of Infrastructure and Planning Logistics (DIPL). DIPL provided a project progress report for the month of November 2023. A project steering committee meeting was then held on 07 December 2023. The current projected completion date is February 2024. This includes the variation of sport court resurfacing.

**Borroloola Recycling Centre**

Further to the contractor withdrawing from the project due to their issues with the concreting subcontractor, we now need to re-tender the work. Our project team is currently in the process of fine-tuning the requirements based on improved clarity on the equipment in the facility and finalizing the scope of works. This will soon be tendered.

**Borroloola Tamarind Park Power Supply**

All materials are now onsite awaiting installation.

**Bulman Community Ablution Block**

The flat pack materials have arrived in Katherine. The Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) application has been approved. An Aboriginal Areas Protection Authority (AAPA) application has been submitted. On receipt of clearance, procurement for installation works will commence.

The project team, awaiting the AAPA clearance, will be commencing the preparation of tender documents in the week commencing 27 November 2023.

**Beswick Cameron and Madigan Roads Upgrade**

AAPA Clearance has been granted and is valid until 2024. Design work is currently underway by external consultants TPM. The project team is making efforts to start construction well before the expiry of the AAPA clearance

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS**