

AGENDA ORDINARY MEETING OF COUNCIL WEDNESDAY, 26 JUNE 2024

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

Wednesday, 26 June 2024 at 8:30 am
The Council Chambers Roper Gulf Regional Council Support Centre
2 Crawford Street, Katherine, NT

Or via Microsoft Teams meeting

Join the meeting now

Meeting ID: 436 708 722 612 Passcode: AJBcmT

Or please call (audio only)

+61 2 8320 9269

When prompted, enter Conference ID: 744 346 79#

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 lisin 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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20	CLO	CLOSED SESSION					
	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 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	Action List The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), 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.					
	20.3	Previous Committee Minutes Confidential Session The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d) (e), information					

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

20.4 Compliance Review Report

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.

20.5 Numbulwar Gravel Pit

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.

20.6 Printer Provider Tender Submission and Recommendations

The report will 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.

20.7 iAge Health Consultancy Agreement

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.

20.8 Recruitment of Chief Executive Officer

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

RETURN TO OPEN

21 CLOSE OF MEETING

SUSTAINABLE • VIABLE • VIBRANT

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 6.1

TITLE Confirmation of Previous Minutes

REFERENCE 1404128

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council confirms the minutes from its Ordinary Meeting held on 24 April 2024, and Special Meeting held on 30 May 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

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 Barunga on Wednesday, 24 April 2024.

The Council held its Special Meeting on Thursday 30 May 2024.

ISSUES/OPTIONS/SWOT

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

The next Ordinary Meeting is scheduled to be held on Wednesday, 28 August 2024 at 8:30am in Hodgson Downs (Minyerri).

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Ordinary Meeting of Council 2024-04-24 [2454] Minutes.DOCX
- 2 Ordinary Meeting of Council 2024-05-30 [2486] Minutes.DOCX



MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL COUNCIL HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE BARUNGA. NT

ON WEDNESDAY, 24 APRIL 2024 AT 8:30 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK;
- Deputy Mayor Helen LEE;
- Councillor Edna ILES;
- Councillor Patricia FARRELL;
- Councillor Annabelle DAYLIGHT;
- Councillor Kathy-Anne NUMAMURDIRDI;
- Councillor Owen TURNER; and
- Councillor John DALYWATER.

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;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary); and
- Daniele PIGA, Acting Governance Officer.

1.3 Guests

- Karen HOCKING; Project Manager, Department of the Chief Minister and Cabinet;
- Dr Andrew TAYLOR, Senior Hydrogeologist in the Groundwater Systems Team and Groundwater Management group of Commonwealth Scientific and Industrial Research Organisation (CSIRO) Environment Business Unit (via videoconference);
- Cameron HUDDLESTONE-HOLMES, Geologist, Senior Research Scientist CSIRO (via videoconference);
- Neil HUTH, Research Scientist (Farming Systems) CSIRO (via videoconference);
- Dr Heather STEWART, Senior Research Consultant indigenous Science and Knowledge, Community Engagement and Information Program Environment, CSIRO (via videoconference); and
- Jodie HAYWARD, Research Technician Beetaloo Communication and Information Program, CSIRO (via videoconference).

2 MEETING OPENED

The Ordinary Meeting of Council Meeting opened at 8:52 am. 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

36/2024 RESOLVED (Patricia FARRELL/Annabelle DAYLIGHT)

CARRIED

That Council:

- (a) accepts the tendered apologies from Councillor Gadrian HOOSAN, Councillor Samuel EVANS, Councillor Selina ASHLEY, Councillor Edwin NUNGGUMAJBARR; and
- (b) does not accept the tendered apology from Councillor Jana DANIELS.

5 QUESTIONS FROM THE PUBLIC

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

37/2024 RESOLVED (Helen LEE/Kathy-Anne NUMAMURDIRDI)

CARRIED

That Council confirms the minutes from its Ordinary Meeting held on 28 February 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

Councillor Owen TURNER joined the meeting at 9:06 am.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 ACTION LIST

38/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Edna ILES)

CARRIED

That Council:

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

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

- Barunga Festival and Planning Chief Executive Officer (CEO) Marc GARDNER;
- Roads Central Arnhem, Roper and Carpentaria Highway; Mayor Tony JACK;
- Mulggan Camp Management, Mayor Tony JACK; and
- Thank you Letter to Actor Chris HEMSWORTH, Mayor Tony JACK.

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

39/2024 RESOLVED (Helen LEE/Annabelle DAYLIGHT)

CARRIED

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

11 INCOMING CORRESPONDENCE

11.1 INCOMING CORRESPONDENCE

40/2024 RESOLVED (Owen TURNER/Edna ILES)

CARRIED

That Council accepts the incoming correspondence.

12 OUTGOING CORRESPONDENCE

12.1 OUTGOING CORRESPONDENCE

41/2024 RESOLVED (Patricia FARRELL/Kathy-Anne NUMAMURDIRDI) CARRIED

That Council notes the outgoing correspondence.

13 WARD REPORTS

13.1 NEVER NEVER WARD REPORT

42/2024 RESOLVED (Annabelle DAYLIGHT/Edna ILES)

CARRIED

That Council:

- (a) receives and notes the Never Never Ward Report; and
- (b) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority.

13.2 NYIRANGGULUNG WARD REPORT

43/2024 RESOLVED (John DALYWATER/Helen LEE)

CARRIED

That Council:

- (a) receives and notes the Nyirranggulung Ward Report;
- (b) approves the Provisional recommendations from the Wugularr (Beswick) Local Authority Provisional Meeting held on 02 April 2024;
- approves the recommendations from the Barunga Local Authority Provisional Meeting held on 03 April 2024;
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Barunga Local Authority; and
- (e) accepts the nominations received for Aiden LINDSAY, Margaret LINDSAY, Nathaniel MILLER and Shantal MUNDAL for the Bulman Local Authority.

13.3 SOUTH WEST GULF WARD REPORT

44/2024 RESOLVED (Patricia FARRELL/Kathy-Anne NUMAMURDIRDI) CARRIED

That Council receives and notes the South West Gulf Ward Report.

13.4 NUMBULWAR NUMBURINDI WARD REPORT

45/2024 RESOLVED (Edna ILES/Owen TURNER)

CARRIED

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward Report; and
- (b) reschedules the Numbulwar Local Authority Meeting from 06 June 2024 to 05 June 2024.

13.5 YUGUL MANGI WARD REPORT

46/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Owen TURNER)

CARRIED

That Council receives and notes the Yugul Mangi Ward Report.

Deputy Mayor Helen LEE left the meeting, the time being 09:43 am.

Deputy Mayor Helen LEE returned to the meeting, the time being 09:48 am.

14 EXECUTIVE REPORTS

14.1 COUNCIL MEETING ATTENDANCE REPORT

47/2024 RESOLVED (Helen LEE/Edna ILES)

CARRIED

That Council receives and notes the Council Meeting Attendance Report.

14.2 ACTING PRINCIPAL MEMBER'S ALLOWANCE

48/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Annabelle DAYLIGHT) CARRIED

That Council receives and notes the Acting Principal Member's Allowance Report.

14.3 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

49/2024 RESOLVED (Helen LEE/Owen TURNER)

CARRIED

That Council:

- receives and notes the Information Sheet Personal Use of Social Media Report; and
- requests to table this report to all the Local Authority Meetings.

Meeting Adjourned at 10:27 am and reconvened at 10:50 am.

Cr Owen TURNER left the meeting, the time being 10:51 am.

14.4 DECLARATIONS OF INTEREST

50/2024 RESOLVED (Patricia FARRELL/Annabelle DAYLIGHT)

CARRIED

That Council:

- (a) receives and notes the Conflict of Interest Register report; and
- (b) requests to present Conflict of Interest video to all the Local Authority Meetings.

14.5 AUTHORISATION OR RATIFICATION THROUGH COUNCIL RESOLUTION OF FUNDING AGREEMENTS AND DEEDS OF VARIATIONS EXECUTED WITH THE COMMON SEAL- PERIOD - BETWEEN 01 JULY 2021 TO 27 MARCH 2024

51/2024 RESOLVED (John DALYWATER/Patricia FARRELL)

CARRIED

That Council provides retrospective resolutions for all Funding Agreements and Deeds of Variation received at the Finance and Infrastructure Committee Meetings from 01 July 2021 to 27 March 2024, signed and executed with the common seal.

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

15.1 POLICY REVISION - HUMAN RESOURCE MANAGEMENT

52/2024 RESOLVED (Edna ILES/John DALYWATER)

CARRIED

That Council adopts via resolution the following policies pertaining to Human Resource Management:

- (a) COR06 Code of Conduct (staff);
- (b) HR002 Bullying, Discrimination and Harassment Policy;
- (c) HR003 Employee Discipline Policy;
- (d) HR011 Leave Policy; and
- (e) HR031 Performance Management Policy.

15.2 POLICY REVISION - FINANCIAL MANAGEMENT

53/2024 RESOLVED (Edna ILES/John DALYWATER)

CARRIED

That Council resolves to:

- (a) adopt the revised OCEO002 Financial Delegations Manual;
- (b) adopt the revised GOV031 Procurement Policy; and
- (c) rescind the FIN003 Purchasing and Payment Policy.

15.3 BUDGET REVIEW AND AMENDEMENT

54/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Helen LEE)

CARRIED

That Council approves the budget review and the following budget amendments:

- (a) addition of \$250,000 for Project Management outsourcing through a Consultancy;
- (b) reduction of \$250,000 of Wages and Salaries in Infrastructure Services and Projects Division (ISP) to account for the Project Management Consultancy;
- (c) addition of \$150,000 for the completion of the Mataranka Aged Care facility;
- (d) addition of \$10,000 for the Lot Development and Section 19 (S19) lodgement for a new lot in Barunga;
- (e) addition of \$75,000 for Financial Accounting Consultancy;
- (f) reduction of \$75,000 of Wages and Salaries in the Corporate Services and Sustainability Division to account for the Financial Accounting consultancy; and
- (g) addition of \$111,422 for the employment expenses of a Procurement Coordinator.

15.4 COUNCIL'S FINANCIAL REPORT AS AT 31 MARCH 2024

55/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Annabelle DAYLIGHT) CARRIED

That Council receives and notes the Council's Financial Report as at 31 March 2024.

15.5 LOCAL AUTHORITY PROJECTS UPDATE

56/2024 RESOLVED (John DALYWATER/Helen LEE)

CARRIED

That Council:

- (a) receives and notes the Local Authority Projects Update Report; and
- (b) authorise acceptance of the Local Authority Funding Acquittal 2023-24 Financial Year as laid before the Council today and as resolved at the Finance and Infrastructure Committee Meeting on the Wednesday, 27 March 2024.

16 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

16.1 PROGRAMS UPDATE

57/2024 RESOLVED (Edna ILES/Patricia FARRELL)

CARRIED

That Council receives and notes the Programs Update Report.

16.2 AGED CARE & DISABILITY SERVICES REPORT

58/2024 RESOLVED (Helen LEE/John DALYWATER)

CARRIED

That Council receives and notes this Aged Care & Disability Services Report.

16.3 NGUKURR NIGHT PATROL UPDATE

59/2024 RESOLVED (Helen LEE/John DALYWATER)

CARRIED

That Council receives and notes the Ngukurr Night Patrol Update Report.

16.4 AGED CARE STRATEGIC PLAN UPDATE

60/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/John DALYWATER) CARRIED

That Council receives and notes this Aged Care Strategic Plan Update Report.

16.5 COUNCIL ACKNOWLEDGEMENT ON ANTIPARASITIC TREATMENT ANALYSIS STUDY

61/2024 RESOLVED (Patricia FARRELL/Annabelle DAYLIGHT)

CARRIED

That Council supports the formal acknowledgement (recognition) of Council's contribution to the Animal Management in Rural and Remote Indigenous Communities (AMRRIC) Antiparasitics Treatment Study.

17 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

17.1 POTENTIAL PROJECT NGUKURR SPORTS HALL

62/2024 RESOLVED (Edna ILES/Helen LEE)

CARRIED

That Council receives and notes the following report pertaining to a potential project for an ablution block at the Ngukurr Sports Hall.

Meeting adjourned at 12:11 pm and reconvened at 12:52 pm.

18 DEPUTATIONS AND PETITIONS

Heather STEWART, Jodi HAYWARD, Cameron HUDDLESTONE-HOLMES, Neil HUTH, Andrew TAYLOR presented to Council on Underground Water research and Agricultural (Land Management & impacts at 9:30 am and left the meeting at 10:10 am.

19 GENERAL BUSINESS

19.1 BARUNGA FESTIVAL AND PLANNING - CEO Marc GARDNER

63/2024 RESOLVED (Patricia FARRELL/Kathy-Anne NUMAMURDIRDI) CARRIED

That Council receives and notes the verbal update from the Chief Executive Officer on the Barunga Festival and Planning.

19.3 ROADS – CENTRAL ARNHEM, ROPER AND CARPENTARIA HIGHWAY - Mayor Tony JACK

64/2024 RESOLVED (John DALYWATER/Annabelle DAYLIGHT)

CARRIED

That Council:

- receives and notes the verbal update from the Chief Executive Officer on Roads Central Arnhem, Roper and Carpentaria Highway; and
- (b) requests Department of the Infrastructure Planning and Logistics (DIPL) to provide information on roads Upgrade to the Community and sources (website) to find the road upgrade information.

Note: affected areas due to wet season Buffalo Creek, Donkey Flat, Roper River Policeman crossing, Central Arnhem Roads shoulders.

Cr Kathy-Anne NUMAMURDIRDI left the meeting, the time being 01:30 pm. Cr Kathy-Anne NUMAMURDIRDI returned to the meeting, the time being 01:33 pm.

19.4 MULGGAN CAMP MANAGEMENT - Mayor Tony JACK

65/2024 RESOLVED (Annabelle DAYLIGHT/Edna ILES)

CARRIED

That Council receives and notes the verbal update on Mulggan Camp Management.

Note: Gary GILES joined the meeting at 1:39 pm and updated on Alcohol Management Plan in Mulggan Camp, working on register to identify residents and visitors of Mulggan Camp, Matthew AHMAT is consulting with residents on Alcohol Management plan as well as future plans for accommodation, repairs and maintenance. Additionally developing a visitors management plan. Overall working on future of Mulggan Camp. He left the meeting at 1:46 pm.

19.5 THANK YOU LETTER TO CHRIS HEMSWORTH - Mayor Tony JACK

66/2024 RESOLVED (John DALYWATER/Helen LEE)

CARRIED

That Council writes to Actor Chris HEMSWORTH for his recent visit to the Council area including Wugularr(Beswick), Nitmiluk, Bulman and Weemol.

S.1 REGIONAL PLAN 2024-2025

67/2024 RESOLVED (Annabelle DAYLIGHT/Edna ILES)

CARRIED

That Council in accordance with Section 35 (3) of the Local Government Act 2019:

- (a) approves the Draft 2024-2025 Regional Plan; and
- (b) resolves to formally put the Draft 2024-2025 Regional Plan out to public consultation in accordance with Section 35(3)(c) of the *Local Government Act 2019*.

20.1 CONFIRMATION OF PREVIOUS MINUTES CONFIDENTIAL SESSION

68/2024 RESOLVED (Edna ILES/Patricia FARRELL)

CARRIED

That Council:

- (a) confirms the minutes from Confidential Session of the meeting held on Wednesday, 28
 February 2024 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

69/2024 RESOLVED (John DALYWATER/Kathy-Anne NUMAMURDIRDI) 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 CONFIDENTIAL ITEMS

DECISION TO MOVE TO CLOSED SESSION

70/2024 RESOLVED (John DALYWATER/Kathy-Anne NUMAMURDIRDI) 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:-
- 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 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 conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d) (e), 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.
- 20.3 Incoming Correspondence The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), 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.
- 20.4 Action List The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), 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.
- 20.5 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)(iv) (d), 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.
- 20.6 Compliance Review Report 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.
- 20.7 Audit Response 2022-23 The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(ii) (c)(iii), 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.
- 20.8 Repugnant Resolution The report will 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.
- 20.9 Independent Auditor Management Letter 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.
- 20.10 Audit and Risk Committee 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.
- 20.11 CouncilBiz update The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), 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.
- 20.12Steps to Improve Procurement Compliance 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.
- 20.13Rates and charges review The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(ii), 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.
- 20.14Councillor Travel Allowance Matter The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(ii) (c)(iii) (e), 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 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.
- 20.15ICT Transition Plan (Guide) 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.
- 20.16CDP 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.
- 20.17Roper Gulf Regional Council Approved Back on Track Service Provider The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(a) (c)(iii), 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.
- 20.18 Proposed Lease 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.
- 20.19 Fees and Charges CHSP, HCP, NDIS 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.

The meeting moved to the Confidential Session at 2:05 pm.

RETURN TO OPEN

71/2024 RESOLVED (Patricia FARRELL/Kathy-Anne NUMAMURDIRDI) 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 3:42 pm.

21 CLOSE OF MEETING

The meeting closed at 3:42 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Wednesday, 24 April 2024 and will be confirmed at the next meeting.

Mayor Tony JACK Confirmed on Wednesday, 26 June 2024.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, SPECIAL MEETING OF COUNCIL HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE 2 CRAWFORD STREET, KATHERINE, NT ON THURSDAY, 30 MAY 2024 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK (via Videoconference);
- Deputy Mayor Helen LEE (via Videoconference);
- Councillor Samuel EVANS (via Videoconference);
- Councillor Edwin NUNGGUMAJBARR (via Videoconference);
- Councillor Edna ILES (via Videoconference);
- Councillor Annabelle DAYLIGHT (via Videoconference);
- Councillor Gadrian HOOSAN (via Videoconference);
- Councillor Kathy-Anne NUMAMURDIRDI (via Videoconference);
- Councillor Owen TURNER (via Videoconference); and
- Councillor Selina ASHLEY (via Videoconference).

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Claire CUPITT, Acting General Manager Council Services and Community Engagement;
- Cristian COMAN, Manager Corporate Compliance;
- Bhumika ADHIKARI, Governance Engagement Coordinator; and
- Daniele PIGA, Governance Officer.

2 MEETING OPENED

The Ordinary Meeting of Council Meeting opened at 10:09 am. 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

82/2024 RESOLVED (Samuel EVANS/Selina ASHLEY)

CARRIED

That Council receives and notes the absences of Councillor John DALYWATER, Councillor Jana DANIELS, Councillor Patricia FARRELL and Councillor Annabelle DAYLIGHT.

- 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 EXECUTIVE REPORTS
- 15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT
- 15.1 REGIONAL PLAN 2024-2025

83/2024 RESOLVED (Owen TURNER/Edna ILES)

CARRIED

That Council in accordance with Section 35 (3) of the Local Government Act 2019:

- (a) approves the Draft 2024-2025 Regional Plan (prepared in accordance with Section 34 of the Local Government Act 2019); and
- (b) resolves to formally put the Draft 2024-2025 Regional Plan out to public consultation in accordance with Section 35(3)(c) of the *Local Government Act 2019*.

Councillor Annabelle DAYLIGHT joins the Meeting at 10:21am.

15.2 CDP FUNDING AGREEMENT

84/2024 RESOLVED (Helen LEE/Selina ASHLEY)

CARRIED

Unanimous

That Council resolves to consider an additional Item of Business for the Special Meeting – the CDP contract extension.

15.3 COMMON SEAL EXTENTION CDP CONTRACT

85/2024 RESOLVED (Helen LEE/Selina ASHLEY)

CARRIED

Unanimous

That Council:

- (a) receives and notes the CDP contract extension documents from NIAA;
- (b) approves the extension of the contract as tabled; and
- (c) authorises the use of the Common Seal for application to the Contract Documents

- 16 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT
- 17 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT
- 18 DEPUTATIONS AND PETITIONS
- 19 GENERAL BUSINESS
- 20 CLOSE OF MEETING

The meeting closed at 10:33am.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Thursday, 30 May 2024 and will be confirmed at the next meeting.

Mayor Tony JACK Confirmed on Wednesday, 26 June 2024.

SUSTAINABLE . VIABLE . VIBRAN

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 7.1

TITLE Action List

REFERENCE 1405299

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council:

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

KEY OUTCOME AREA

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

BACKGROUND

The Action List is a summary of tasks that Council has requested be undertaken by Council Staff.

The Action List is a **non-authoritative** reference document for Business Arising out of Previous Minutes. The highlighted points are the actionable item of each **resolved** matter.

14.7 LOCAL AUTHORITY REVIEW Report in the Agenda

132/2023 RESOLVED (Selina ASHLEY/Samuel EVANS) CARRIED YES

That Council requests the Chief Executive Officer provide a report to Council on the review of all Local Authorities of the Roper At Item 14.2

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 YES

That Council: At Item 14.2

- (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.



14.2 SUBDIVISINAL GUIDELINES AND TOWN CAMP ROADS - Mayor Tony JACK 161/2023 RESOLVED (Helen LEE/Owen TURNER) YES CARRIED That Council: At Item 14.2 (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 Mabunii Aboriginal Resource Indigenous Corporation regarding Town Camp Roads prior to wet season; and 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. 14.3 COMMUNITY HOUSING - Councillor John DALYWATER 162/2023 RESOLVED (John DALYWATER/Selina ASHLEY) **CARRIED** YES That Council: Item 14.2 receives and notes the verbal update on issue regarding Community Housing; and 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 DECLARATIONS OF INTEREST 50/2024 RESOLVED (Patricia FARRELL/Annabelle DAYLIGHT) **CARRIED** YES That Council: At Item 13.3 receives and notes the Conflict of Interest Register report; and requests to present Conflict of Interest video to all the Local Authority Meetings. 14.8 ANIMAL MANAGEMENT FOR MINYERRI – Councillor Edna ILES 165/2023 RESOLVED (Edna ILES/Samuel EVANS) YES CARRIED That Council: At Item 16.1 (a) receives and notes Cr. ILES' concern pertaining to the feral pig situation in Hodgson Downs (Minyerri); 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.

14.7 TOWN CAMP ROADS BORROLOOLA AND OUTSTATION ACCESS ROADS

204/2023 RESOLVED (John DALYWATER/Owen TURNER)

CARRIED

That Council:

- (a) receives and notes the verbal update from the Mayor on Town Camp roads and pot holes;
- (b) requests Council to provide assistance with temporary repairs of major issues; and
- (c) requests a report is presented to Finance and Infrastructure Committee Meeting on 24 January 2024 in relation to the funding and management of Outstation Access Road.

NO
(Outside of delegation of Finance and Infrastructure Committee)

14.8 ROAD TOWARDS RUBBISH DUMP OR NUMBULWAR AIRPORT

205/2023 RESOLVED (Edwin NUNGGUMAJBARR/Owen TURNER)

CARRIED

YES

That Council advocates to Department of Infrastructure Planning and Logistics (DIPL) in relation to poor road condition and safety hazard of the Numbulwar road from the Airport turnoff to the Numbulwar dump.

At Item 14.2

17.4 NGUKURR COMMUNITY LAUNDRY

215/2023 RESOLVED (John DALYWATER/Kathy-Anne NUMAMURDIRDI) CARRIED

YES

That Council:

At Item 13.5

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

13.5 YUGUL MANGI WARD REPORT

11/2024 RESOLVED (Owen TURNER/Jana DANIELS)

CARRIED

YES

That Council:

At Item 13.5

- (a) receives and notes the Yugul Mangi Ward Report;
- (b) approves the recommendations from the Ngukurr Local Authority Meeting held on 06 December 2023;
- (c) approves the Provisional recommendations from the Urapunga Local Authority Provisional Meeting held on 06 December 2023; and

(d) requests that report is presented to the Ngukurr Local Authority Meeting on the 05 March 2024 in relation to Community Safety.

14.1 FLOODING ISSUES – LOCAL EMERGENCY COMMITTEES AND RESPONSES – DISASTER PLANNING – Chief Executive Officer, Marc GARDNER

12/2024 RESOLVED (Samuel EVANS/Edna ILES)

CARRIED

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK on Flooding issue in Borroloola;
- (b) requests to write to Minister for Emergency Services on
 - Government projects and Roads projects occurring during wet season effecting Carpentaria Highway particularly;
 - Need for more Flood Infrastructure such as Gates and roads condition alerts along arterial roads;
 - Need for Local Government to be an integral part of Disaster Management including Disaster Management Plans; and
 - Need for Local Government and Community Businesses/ Stakeholders to have greater involvement in Disaster preparation.
- (c) requests Department of Infrastructure Planning and Logistics have consistent messages on road signs and alerts relating to roads conditions.

14.4 MATARANKA WATER ALLOCATION PLAN - Mayor Tony JACK

15/2024 RESOLVED (Owen TURNER/Edwin NUNGGUMAJBARR)

CARRIED

YES

YES

At Item 14.2

That Council requests Department of Environment, Parks and Water Security hold a Community Meeting based at Mataranka about the draft Mataranka Tindall Limestone Water Allocation Plan.

At Item 13.1

14.6 MULGGAN CAMP - Mayor Tony JACK

17/2024 RESOLVED (Annabelle DAYLIGHT/Owen TURNER)

CARRIED

That Council requests the Chief Executive Officer (CEO):

- (a) undertake an inspection for repairs and maintenance issues of dwellings at Mulggan Camp; and
- (b) prepare a report for the next Council meeting that outlines the range of issues and action plan.

YES

At Item 14.2

14.7 COMMUNITY SAFETY IN NGUKURR TO IMPROVE SCHOOL ATTENDANCE - Councillor Owen TURNER

18/2024 RESOLVED (Owen TURNER/Jana DANIELS) CARRIED That Council requests: YES prepare a report to Local Authority on Community Safety and to convene a Community Safety Reference Group; and

prepare a report on all Night Patrol operations to the April Ordinary Meeting of Council.

At Item 16.1

14.10 MORNINGTON PENINSULA REGIONAL COUNCIL VISIT - Mayor Tony JACK

21/2024 RESOLVED (John DALYWATER/Patricia FARRELL) CARRIED

At Item 12.1

YES

That Council:

- (a) receives and notes the verbal update from the Chief Executive Officer and the Mayor in relation to recent visit to Mornington Peninsula Regional Council and formally thanks Councillor and Mr Murray and Mrs Carol TURNER for their hospitality; and
- write to the Victoria Land Council to make them aware of our Friendly Council Partnership with Mornington Peninsula Regional Council.

15.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) CALL FOR MOTIONS - NATIONAL GENERAL **ASSEMBLY 2024**

23/2024 RESOLVED (Gadrian HOOSAN/John DALYWATER)

CARRIED

That Council:

(a) consider submitting following motions to the Australian Local Government Association (ALGA) scheduled to be held in Canberra from 02 July 2024 to 04 July 2024.

YES

At Item 14.2

- Roads and Transport;
- Community Housing:
- National highway issue support is provided by Northern Territory Government to improve National Highway; and
- Youth Crime.
- approves the attendance of Mayor, Deputy Mayor, Councillor Owen TURNER, Councillor Annabelle DAYLIGHT, Councillor Patricia FARRELL and Gadrian HOOSAN at the ALGA Meeting in Canberra on 02 July 2024 to 04 July 2024.

17.2 SPORT & RECREATION MASTER PLAN FINALISATION

30/2024 RESOLVED (Patricia FARRELL/Owen TURNER) **CARRIED**

That Council:

YES

receives and notes Sports and Recreation Master Plan finalisation report; and

(b) endorse the proposed amendments to the Sport & Recreation Master P	lan and adopt this as the final version.	At Item 16.1
13.1 NEVER NEVER WARD REPORT		
42/2024 RESOLVED (Annabelle DAYLIGHT/Edna ILES)	CARRIED	YES
 That Council: (a) receives and notes the Never Never Ward Report; and (b) requests the Chief Executive Officer open a '21-day Nominations Period Authority. 	d' to fill one (1) vacancy on the Jilkminggan Lo	At Item 13.1
13.2 NYIRANGGULUNG WARD REPORT		
43/2024 RESOLVED (John DALYWATER/Helen LEE)	CARRIED	YES
 That Council: (a) receives and notes the Nyirranggulung Ward Report; (b) approves the Provisional recommendations from the Wugularr (Beswick April 2024; (c) approves the recommendations from the Barunga Local Authority Provis (d) requests the Chief Executive Officer open a '21 days nomination period Authority; and (e) accepts the nominations received for Aiden LINDSAY, Margaret LINDS, the Bulman Local Authority. 	sional Meeting held on 03 April 2024; ' to fill the one (1) vacancy on the Barunga Lo	cal
14.3 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA		
49/2024 RESOLVED (Helen LEE/Owen TURNER)	CARRIED	YES
That Council requests to table this report to all the Local Authority Meetings.		At Item 13.3
15.3 BUDGET REVIEW AND AMENDEMENT		
54/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Helen LEE)	CARRIED	YES
That Council approves the budget review and the following budget amendment (a) addition of \$250,000 for Project Management outsourcing through a Council approves the budget review and the following budget amendment (a)		At Item 15.1

(b) reduction of \$250,000 of Wages and Salaries in Infrastructure Services and Projects Division (ISP) to account for the Project Management Consultancy;

- (c) addition of \$150,000 for the completion of the Mataranka Aged Care facility;
- (d) addition of \$10,000 for the Lot Development and Section 19 (S19) lodgement for a new lot in Barunga;
- (e) addition of \$75,000 for Financial Accounting Consultancy;
- reduction of \$75,000 of Wages and Salaries in the Corporate Services and Sustainability Division to account for the Financial Accounting consultancy; and
- (g) addition of \$111,422 for the employment expenses of a Procurement Coordinator.

19.3 ROADS - CENTRAL ARNHEM, ROPER AND CARPENTARIA HIGHWAY - Mayor Tony JACK

64/2024 RESOLVED (John DALYWATER/Annabelle DAYLIGHT)

CARRIED

YES

That Council requests Department of the Infrastructure Planning and Logistics (DIPL) to provide information on roads Upgrade to the Community and sources (website) to find the road upgrade information.

At Item 12.1

Note: affected areas due to wet season Buffalo Creek, Donkey Flat, Roper River Policeman crossing, Central Arnhem Roads shoulders.

19.5 THANK YOU LETTER TO CHRIS HEMSWORTH - Mayor Tony JACK

66/2024 RESOLVED (John DALYWATER/Helen LEE)

CARRIED

YES

That Council writes to Actor Chris HEMSWORTH for his recent visit to the Council area including Wugularr(Beswick), Nitmiluk, Bulman and Weemol.

At Item 12.1

ATTACHMENTS

Nil.

PREVIOUS COMMITTEE MEETING MINUTES

ITEM NUMBER 10.1

TITLE Previous Committee Meeting Minutes

REFERENCE 1403894

AUTHOR Bhumika ADHIKARI, Governance Officer



RECOMMENDATION

That Council:

- (a) receives and notes the Minutes of the Finance and Infrastructure Committee Meeting;
- (b) ratifies the Decisions made by the Finance and Infrastructure Committee as tabled in the same; and
- (c) reschedules, in accordance with Section 96 (1) (b) of the *Local Government Act 2019*, the next Meeting of the Finance and Infrastructure Committee to Monday 22 July 2024.

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, 22 May 2024 at 9:00am having attained a Quorum.

The next Finance and Infrastructure Committee Meeting was scheduled to be held on Wednesday, 24 July 2024, however Council is requested to reschedule that Meeting for Monday 22 July 2024 due to operational requirements.

The Audit and Risk Committee met on Wednesday, 12 June 2024 at 10:00am having attained a Quorum.

The next Audit and Risk Committee Meeting will be held on Monday, 26 August 2024 at 10:00am.

ISSUES/OPTIONS/SWOT

The Finance and Infrastructure Committee attained a Quorum and proceeded with the meeting on Wednesday, 22 May 2024. Attached are the recorded minutes of that meeting.

The Audit and Risk Committee attained a Quorum and proceeded with the meeting on Wednesday, 12 June 2024. Minutes from this Meeting were not ready at the time of Agenda compilation.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1 Finance Infrastructure Committee Meeting 2024-05-22 [2478] Minutes.DOCX



MINUTES OF THE FINANCE AND INFRASTRUCTURE COMMITTEE 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, 22 MAY 2024 AT 9:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK (Chairperson);
- Deputy Mayor Helen LEE;
- Councillor Samuel EVANS;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Owen TURNER;
- Councillor John DALYWATER; and
- Independent Member Awais UR REHMAN (via videoconference).

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Clare CUPITT, Acting General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance;
- Luke HADDOW, Assets Manager;
- Bhumika ADHIKARI, Governance Engagement Coordinator; and
- Daniele PIGA, Governance Officer.

1.3 Guests

Nil.

2 MEETING OPENED

The Finance Committee Meeting opened at 9:13 am. The Mayor welcomed members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

27/2024 RESOLVED (Samuel EVANS/Owen TURNER)

CARRIED

That the Finance and Infrastructure Committee accepts the tendered apology from Councillor Annabelle DAYLIGHT.

4 DISCLOSURES OF INTEREST

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

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 COMFIRMATION OF FINANCE AND INFRASTRUCTURE COMMITTEE PREVIOUS MINUTES - 24 JANUARY 2024

28/2024 RESOLVED (Edwin NUNGGUMAJBARR/Helen LEE)

CARRIED

That the Finance and Infrastructure Committee:

- (a) ratifies all decisions made at its previous Meeting on 27 March 2024; and
- (b) confirms the minutes from the meeting held on 27 March 2024 and affirms them to be true and accurate record of that meeting's decisions and proceedings.

6 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 ACTION LIST - FICM

29/2024 RESOLVED (Awais Ur REHMAN/Edwin NUNGGUMAJBARR)

CARRIED

That the Finance and Infrastructure Committee:

- (a) receives and notes the Action List;
- (b) approves the removal of completed items; and
- (c) Independent Member (working with Committee Members) provides recommendation to the Finance and Infrastructure Committee in relation to Financial Report content and layout so as to assist in informed decision making of the same.

7 CALL FOR ITEMS OF GENERAL BUSINESS

Nil.

8 INCOMING CORRESPONDENCE

Nil.

9 OUTGOING CORRESPONDENCE

Nil.

10 EXECUTIVE REPORTS

10.1 FINANCE AND INFRASTRUCTURE COMMITTEE MEMBER ATTENDANCE REPORT

30/2024 RESOLVED (Owen TURNER/Awais Ur REHMAN)

CARRIED

That the Finance and Infrastructure Committee receives and notes the Finance and Infrastructure Committee Member Attendance Report.

11 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

11.1 LOCAL AUTHORITY PROJECTS UPDATE

31/2024 RESOLVED (Samuel EVANS/Helen LEE)

CARRIED

That the Finance and Infrastructure committee receives and notes the Local Authority Projects Update report.

Cr Owen TURNER left the meeting, the time being 10:33 am.

Cr Owen TURNER returned to the meeting, the time being 10:35 am.

11.2 COUNCIL'S FINANCIAL REPORT AS AT 30 APRIL 2024

32/2024 RESOLVED (Awais Ur REHMAN/Edwin NUNGGUMAJBARR) CARRIED

That the Finance and Infrastructure Committee:

- (a) receives and notes the Council's Financial Report as at 30 April 2024; and
- (b) notes the administrative error at page 26 (36 Million to be 9.2 Million).

12 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

13 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

13.1 MAJOR PROJECTS REPORT

33/2024 RESOLVED (Owen TURNER/Helen LEE)

CARRIED

That the Finance and Infrastructure Committee receives and notes the Major Projects report.

Meeting adjourned at 10:56 am and reconvened at 11:47 am.

14 CONFIDENTIAL ITEMS

MOVE TO CONFIDENTIAL

34/2024 RESOLVED (Samuel EVANS/John DALYWATER)

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.
- 14.1 Confirmation of Finance and Infrastructure Committee Previous Confidential Minutes The report will 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.
- 14.2 Corporate Governance 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..
- 14.3 Action List 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.
- 14.4 Commercial Rate Charge 6 Roper Terrace Mataranka The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(b) (c)(iv) (d), 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; AND information subject to an obligation of confidentiality at law, or in equity.
- **14.5** Printer Replacement and Tender Approval The report will 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.

The meeting moved to the Confidential Session at 11:50 am.

RETURN TO OPEN

35/2024 RESOLVED (Samuel EVANS/Helen LEE)

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 12:30 pm.

15 CLOSE OF MEETING

The meeting closed at 12:31 pm.

This page and the proceeding pages are the Minutes of the Finance and Infrastructure Committee Meeting held on Wednesday, 22 May 2024 and will be confirmed on .

Mayor Tony JACK Confirmed on 24 July 2024.

SUSTAINABLE . VIABLE . VIBRANT

INCOMING CORRESPONDENCE

ITEM NUMBER 11.1

TITLE Incoming Correspondence

REFERENCE 1403874

AUTHOR Daniele PIGA, Customer Service 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	22/05/2024	The Hon. Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government & The Hon. Kristy MCBAIN MP, Minister for Regional Development, Local Government and Territories	His Worship Mayor Tony JACK	Funding allocations - Roads to Recovery Program	1403862
02	18/04/2024	Chanston James PAECH, Minister for Local Government	Marc GARDNER, Chief Executive Officer	Notice of Rateability of Conditionally Rateable Land for 2024-2025 Financial Year	1401257
03	23/04/2024	Sandi SEVIOR, Assistant Director Aged Care, Australian Government Department of Health and Aged Care	Marc GARDNER, Chief Executive Officer	Territories Stolen Generations Redress Scheme	1400971
04	19/06/2024	Chanston James PAECH, Minister for Local Government	David HURST, Acting Chief Executive Officer	Grants allocation – Community Places for People	1407379

ATTACHMENTS

Nil.

SUSTAINABLE . VIABLE . VIBRANT

OUTGOING CORRESPONDENCE

ITEM NUMBER 12.1

TITLE Outgoing Correspondence

REFERENCE 1401372

AUTHOR 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	16/04/2024	Marc GARDNER, Chief Executive Officer	Meeta RAMKUMAR, Director Local Government Sustainability and Compliance/ Local Government Inspector, Department of the Chief Minister and Cabinet	Compliance Review Action List	1401364 & 1401368
02	20/06/2024	David HURST, Acting Chief Executive Officer	Victorian Aboriginal Heritage Council	Friendly Council Partnership with Mornington Peninsula Shire Council	1407375

ATTACHMENTS

Nil.

WARD REPORT

ITEM NUMBER 13.1

TITLE Never Never Ward Report

REFERENCE 1404131

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator



RECOMMENDATION

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 07 May 2024;
- (c) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 07 May 2024; and
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Jilkminggan 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 Jilkminggan Local Authority met and held a meeting on Tuesday, 07 May 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Mataranka Local Authority met and held a meeting on Tuesday, 07 May 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Hodgson Downs (Minyerri) Local Authority met and held a meeting on Monday, 03 June 2024. Attached are the Minutes from that meeting for Council to review.

At the Ordinary Meeting of Council held on 24 April 2024, Council resolved as below.

42/2024 RESOLVED (Annabelle DAYLIGHT/Edna ILES)

CARRIED

That Council:

DATE

- (a) receives and notes the Never Never Ward Report; and
- (b) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority.

UPCOMING MEETINGS

DATE	MEETING
01 August 2024 at 10:00am	Jilkminggan Local Authority Meeting
01 August 2024 at 1:00pm	Mataranka Local Authority Meeting
06 November 2024 at 10:30am	Larrimah Community Consultative Meeting
06 November 2024 at 1:30pm	Daly Waters Community Consultative Meeting
02 September 2024 at 11:00am	Hodgson Downs (Minyerri) Local Authority Meeting

MEETING

ISSUES/OPTIONS/SWOT

Council opened 21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority. This has been advertised but no nomination received.

LOCAL AUTHORITY	NUMBER OF VACANCIES
Mataranka Local Authority	0
Jilkminggan Local Authority	1
Hodgson Downs (Minyerri) Local Authority	0

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Mataranka Local Authority 2024-05-07 [2469] Minutes.DOCX
- 2 Jilkminggan Local Authority 2024-05-07 [2468] Minutes.DOCX
- 3 Hodgson Downs (Minyerri) Local Authority 2024-06-03 [2491] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, MATARANKA LOCAL AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, MATARANKA ON TUESDAY, 7 MAY 2024 AT 1:00 PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Annabelle DAYLIGHT;
- Shaunette MARTIN;
- Rachael WALTERS;
- Margaret MINNET;
- Johnny BILLY;
- Sue EDWARDS; and
- Desmond BARRITT.

1.2 Staff

- David HURST; Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Maricar RHODES, Executive Assistant to the Chief Executive Officer;
- Tracey WALLACE, Council Services Coordinator (Jilkminggan)
- Daniele PIGA, Governance Officer (minute secretary); and
- Sarka HIEKOVA, Senior Administration Support Officer.

1.3 Guests

- Mayor Tony JACK;
- Ian WATSON, Group Leader, Commonwealth Scientific and Industrial Research Organisation (CSIRO) (via videoconference);
- Dr Heather STEWART, Project Leader, Beetaloo Information and Communication Project, CSIRO;
- Dr Andrew TAYLOR, Senior Hydrogeologist in the Groundwater Systems team and Groundwater Management group of CSIRO Environment Business Unit;
- Dr Cameron HUDDLESTONE HOLMES, Geologist, Senior Research Scientist, CSIRO;
- Dr Chris PAVEY, Principal Research Scientist, CSIRO;
- Dr Neil HUTH, Research Scientist (Farming Systems), CSIRO (via videoconference);
- Dr Cuan PETHARM, Senior Principal Research Scientist (hydrology), CSIRO (via videoconference);
- Jodie HAYWARD, Research Technician, Beetaloo Communication and Information Program, CSIRO (via videoconference);

- Anna EGERTON, Project Officer, Northern Territory Electoral Commission;
- Nicole JOY, Senior Manager Water Management, Water Resources Division Department of Environment, Parks and Water Security Northern Territory Government;
- Phillipa Hunter, Director Water Management, Water Resources Division Department of Environment, Parks and Water Security Northern Territory Government;
- Sean HARTLEY, Project Manager, Department of Chief Minister and Cabinet (via videoconference);
- Troy WILLIAMS, Community Member; and
- Glenys SOMERS, Community Member.

2 MEETING OPENED

The Mataranka Local Authority Meeting opened at 1:25 pm 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

MAT Q-1/2024 (Sue EDWARDS/Desmond BARRITT)

CARRIED

That the Mataranka Local Authority accepts tendered apology from Michael SOMERS.

5 QUESTIONS FROM THE PUBLIC

- Telstra and network issues; and
- Commercial to residential charges.

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MATARANKA LOCAL AUTHORITY MEETING PREVIOUS MINUTES

MAT Q-2/2024 (Sue EDWARDS/Desmond BARRITT)

CARRIED

That the Mataranka Local Authority confirms the minutes from the meeting held on 01 August 2023, and affirms them to be a true and accurate record of the meetings decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

MAT Q-3/2024 (Sue EDWARDS/Johnny BILLY)

CARRIED

That the Mataranka Local Authority receives and notes the Action List.

Dr Heather STEWART, CSIRO's Project Leader for the Beetaloo Information and Communication Project, joined the Meeting at 1:52pm and presented on the CSIRO Beetaloo Communication and Information Project and left the meeting at 2:26pm.

Nicole JOY, Senior Manager Water Projects, Department of Environment, Parks and Water Security, joined the Meeting at 2:27pm and presented on the Mataranka Water Allocation Plan Report and left the meeting at 2:57pm.

Sue EDWARDS and Desmond BARRITT left the meeting at 2:30pm.

Anna EGERTON, Project Officer, Norther Territory Electoral Commission, joined the Meeting at 2:59pm and presented on the August 2024 Northern Territory Election Plan Report and left the meeting at 3:10pm.

9 CALL FOR ITEMS OF OTHER BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

12.1 COMMUNITY SAFETY UPDATE

MAT Q-4/2024 (Johnny BILLY /Rachael WALTERS)

CARRIED

That the Mataranka Local Authority receive and note this Community Safety Update Report.

12.2 LOCAL AUTHORITY MEMBER ATTENDANCE

MAT Q-5/2024 (Rachael WALTERS/ Johnny BILLY)

CARRIED

That the Mataranka Local Authority receives and notes the Local Authority Member Attendance Report.

12.3 RE-ELECTION OF CHAIRPERSON

MAT Q-6/2024 (Johnny BILLY /Margaret MINNETT)

CARRIED

That the Mataranka Local Authority:

- (a) receives and notes the Re-Election of Chairperson Report; and
- (b) elects Rachael WALTERS as Chairperson for a term of 12 Months

12.4 MATARANKA LOCAL AUTHORITY PROJECTS UPDATE

MAT Q-7/2024 (Rachael WALTERS/Annabelle DAYLIGHT)

CARRIED

That the Mataranka Local Authority receives and notes the Local Authority Projects Update Report.

13 OTHER BUSINESS

13.1 MULGGAN CAMP

MAT Q-8/2024 (Rachael WALTERS/Shaunette MARTIN)

CARRIED

That the Mataranka Local Authority receives and notes the proposal to relocate the entire community to the Camp, while reserving the bottom ground for safety considerations.

14 GENERAL BUSINESS

14.1 COUNCIL SERVICE MANAGER (CSM) REPORT

MAT Q-9/2024 (Rachael WALTERS/Shaunette MARTIN) CARRIED

That the Mataranka Local Authority receives and notes the Council Services Manager Report.

14.2 DRAFT MATARANKA TINDALL LIMESTONE WATER ALLOCATION PLAN

NO RESOLUTION PASSED

That the Mataranka Local Authority receives and notes the Draft Mataranka Tindall Limestone Water Allocation Plan Report.

14.3 ELECTED MEMBER REPORT

MAT Q-10/2024 (Rachael WALTERS/Margaret MINNETT) CARRIED

That the Mataranka Local Authority receives and notes the Elected Member Report.

14.4 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.03.2024

MAT Q-11/2024 (Rachael WALTERS/Shaunette MARTIN) CARRIED

That the Mataranka Local Authority receives and notes the Financial (Expenditure) Report for the period 1 July 2023 to 31 March 2024.

14.5 COMMUNITY DEVELOPMENT PROGRAMME

MAT Q-12/2024 (Rachael WALTERS/Shaunette MARTIN) CARRIED

That the Mataranka Local Authority receives and notes the Community Development Program (CDP) Report.

S.1 LA PROJECT FUNDING CERTIFICATION

MAT Q-13/2024 (Rachael WALTERS/ Johnny BILLY) CARRIED

That the Mataranka Local Authority approves the Certification of Local Authority Reports for the 2022-23 financial year.

15 CLOSE OF MEETING

The meeting closed at 3:51 pm.

This page and the proceeding pages are the Minutes of the Mataranka Local Authority Meeting held on Tuesday, 7 May 2024 and confirmed .

Chairperson
Confirmed on 01 August 2024.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, JILKMINGGAN LOCAL AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, JILKMINGGAN ON TUESDAY, 7 MAY 2024 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Annabelle DAYLIGHT(Chairperson);
- Cecilia LAKE;
- Shirley ROBERTS;
- Lisa MCDONALD; and
- Anne-Marie WOODS.

1.2 Staff

- David HURST; Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Maricar RHODES, Executive Assistant of the CEO;
- Daniele PIGA; Governance Officer (minute secretary);
- Tracey WALLACE, Community Development Programme (CDP) Employment Coordinator; and
- Rachel WALTERS, Admin Support Officer.

1.3 Guests

- Mayor Tony JACK;
- Ian WATSON, Group Leader, Commonwealth Scientific and Industrial Research Organisation (CSIRO) (via videoconference);
- Dr Heather STEWART, Project Leader, Beetaloo Information and Communication Project, CSIRO;
- Dr Andrew TAYLOR, Senior Hydrogeologist in the Groundwater Systems team and Groundwater Management group of CSIRO Environment Business Unit;
- Dr Cameron HUDDLESTONE HOLMES, Geologist, Senior Research Scientist, CSIRO;
- Dr Chris PAVEY, Principal Research Scientist, CSIRO;
- Dr Neil HUTH, Research Scientist (Farming Systems), CSIRO (via videoconference);
- Dr Cuan PETHARM, Senior Principal Research Scientist (hydrology), CSIRO (via videoconference);
- Jodie HAYWARD, Research Technician, Beetaloo Communication and Information Program, CSIRO (via videoconference);
- Anna EGERTON, Project Officer, Northern Territory Electoral Commission;

- Nicole JOY, Senior Manager Water Management, Water Resources Division Department of Environment, Parks and Water Security Northern Territory Government;
- Phillipa HUNTER, Director Water Management, Water Resources Division Department of Environment, Parks and Water Security Northern Territory Government;
- Sean HARTLEY, Project Manager, Department of Chief Minister and Cabinet (via videoconference):
- Helena LARDY, Manager of Jilkminggan Community Aboriginal Corporation; and
- Victoria HAIG, Chief Executive Officer, Yugul Mangi Development Aboriginal Corporation.

2 MEETING OPENED

The Jilkminggan Local Authority Meeting opened at 10:09 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

JIL Q-16/2024

(Anne-Marie WOODS/Shirley ROBERTS)

CARRIED

That the Jilkminggan Local Authority does not accept no tendered apologies from Timothy BAKER and Morgan COCKYELL.

4 QUESTIONS FROM THE PUBLIC

5 DISCLOSURES OF INTEREST

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

6 CONFIRMATION OF PREVIOUS MINUTES

7.1 JILKMINGGAN LOCAL AUTHORITY MEETING PREVIOUS MINUTES

JIL Q-17/2024

(Anne-Marie WOODS/Lisa McDONALD)

CARRIED

That the Jilkminggan Local Authority confirms the minutes from the meeting held on Tuesday, 06 February 2024 and affirms them to be a true and accurate record of the meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

JIL Q-18/2024

(Anne-Marie WOODS/Lisa McDONALD)

CARRIED

That the Jilkminggan Local Authority receives and notes the Action List.

8 CALL FOR ITEMS OF OTHER BUSINESS

Nil.

9 INCOMING CORRESPONDENCE

10.1 INCOMING CORRESPONDENCE

JIL Q-19/2024 (Anne-Marie WOODS/Shirley ROBERTS)

CARRIED

That the Jilkminggan Local Authority receives and notes the Incoming Correspondence.

10 OUTGOING CORRESPONDENCE

Nil.

11 OPERATIONAL REPORTS

12.1 COMMUNITY SAFETY UPDATE

JIL Q-20/2024 (Shirley ROBERTS/Anne-Marie WOODS)

CARRIED

That the Jilkminggan Local Authority receive and note this Community Safety Update Report.

12.2 COUNCIL SERVICES REPORT

JIL Q-21/2024

(Cecilia LAKE/Lisa McDONALD)

CARRIED

That the Jilkminggan Local Authority receives and notes the operational Report.

12.3 JILKMINGGAN LOCAL AUTHORITY PROJECTS UPDATE

JIL Q-22/2024

(Anne-Marie WOODS/Shirley ROBERTS)

CARRIED

That the Jilkminggan Local Authority receives and notes the Local Authority Projects Update Report.

Heather STEWART, CSIRO's Project Leader for the Beetaloo Information and Communication Project, joined the Meeting at 10:39 am and presented on the CSIRO Beetaloo Communication and Information Project and left the meeting at 11:29 am.

Nicole JOY, Senior Manager Water Projects, Department of Environment, Parks and Water Security, joined the Meeting at 11:37 am and presented on the Mataranka Water Allocation Plan Report and left the meeting at 12:20 pm.

Anna EGERTON, Project Officer, Norther Territory Electoral Commission, joined the Meeting at 12:35 pm and presented on the August 2024 Northern Territory Election Plan Report and left the meeting at 12:42 pm.

12.4 RE-ELECTION OF CHAIRPERSON

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority:

- (a) receives and notes the Re-Election of Chairperson report; and
- (b) elects Councillor Annabelle DAYLIGHT as Chairperson until 31 August 2025.

12 GENERAL BUSINESS

13.1 LOCAL AUTHORITY MEMBER ATTENDANCE

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority receives and notes the Local Authority Member Attendance Report.

13.2 ELECTED MEMBER REPORT

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority receives and notes the Elected Member Report.

13.3 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.03.2024

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority receives and notes the Financial (Expenditure) Report for the period 1 July 2023 to 31 March 2024.

13.4 COMMUNITY DEVELOPMENT PROGRAMME

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority receives and notes the Community Development Program (CDP) Report.

S.1 LA PROJECT FUNDING CERTIFICATION

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority approves the Certification of Local Authority Reports for the 2022-23 financial year.

13 OTHER BUSINESS

14.1 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

14.2 CONFLICT OF INTEREST

NO RESOLUTION PASSED AND ITEM DEFERRED

That the Jilkminggan Local Authority receives and notes the Conflict of Interest Report.

15 CLOSE OF MEETING

The meeting closed at 12:51 pm and was deferred.

This page and the proceeding pages are the Minutes of the Jilkminggan Local Authority Meeting held on Tuesday, 7 May 2024 and confirmed.

Chairperson
Confirmed on 01 August 2024.



MINUTES OF THE HODGSON DOWNS (MINYERRI) LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, MINYERRI ON MONDAY, 3 JUNE 2024 AT 11:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Patricia FARRELL;
- Councillor Edna ILES;
- Beth JOHN;
- Jonathon WALLA;
- Sonia ROBERTS (Chairperson); and
- Naomi WILFRED.

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Clare CUPITT, Acting General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance; and
- Daniele PIGA, Governance Officer.

1.3 Guests

- Mayor Tony JACK; and
- Adelaide LAQERE; Regional Project Officer, Department of the Chief Minister and Cabinet.

2 MEETING OPENED

The Hodgson Downs (Minyerri) Local Authority Meeting opened at 11:21am 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

HOD Q-1/2024 (Patricia FARRELL/Sonia ROBERTS)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority accepts the tendered apology from Jones BILLY.

5 QUESTIONS FROM THE PUBLIC

6 DISCLOSURES OF INTEREST

There were no declarations of interest at this Hodgson Downs (Minyerri) Local Authority Meeting.

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF THE HODGSON DOWNS (MINYERRI) LOCAL AUTHORITY MEETING PREVIOUS MINUTES

HOD Q-2/2024 (Beth JOHN/Jonathon WALLA)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority confirms the minutes from the meeting held on Wednesday, 06 December 2023 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

7.2 RE-ELECTION OF CHAIRPERSON

HOD Q-3/2024 (Naomi WILFRED/Edna ILLES)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority elects Sonia ROBERTS as Chairperson for a term of 6 months.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

HOD Q-4/2024 (Patricia FARRELL/Jonathon WALLA)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Action List.

9 CALL FOR ITEMS OF OTHER BUSINESS

Water Allocation Plan Meeting.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

12.1 NIGHT PATROL UPDATE

HOD Q-5/2024 (Naomi WILFRED/Beth JOHN)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Night Patrol Update Report.

12.2 COMMUNITY DEVELOPMENT PROGRAMME

HOD Q-6/2024 (Jonathon WALLA/Beth JOHN)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Community Development Program (CDP) Report; and
- (b) requests for Council's CDP management work with Alawa Aboriginal Corporation (AAC) CDP advise process for CDP activities counting as community service hours.

12.3 MINYERRI LOCAL AUTHORITY PROJECTS UPDATE

HOD Q-7/2024 (Beth JOHN/Naomi WILFRED) CARRIED

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) requests for speed bumps to be scoped for the community, and allocates \$15,000 for the same:
- (c) allocates \$32,000 for pigs removal;
- (d) allocates \$4,000 for steel for bin holders;
- (e) requests two (2) traffic signs (slow down for children) to be placed outside of school, and allocates \$5,000 for same;
- (f) allocates \$5,000 for sports equipment for Alawa Aboriginal Corporation (AAC) to purchase; and
- (g) requests for playground for Hodgson Downs (Minyerri) to be scoped.

12.4 QUOTE FOR PIG REMOVAL

HOD Q-8/2024 (Naomi WILFRED/Patricia FARRELL) CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Quote for Pig removal Report.

13 GENERAL BUSINESS

13.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

HOD Q-9/2024 (Patricia FARRELL/Jonathon WALLA) CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Local Authority Member Attendance Report.

13.2 REGIONAL PLAN 2024-2025

HOD Q-10/2024 (Edna ILLES/Beth JOHN)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority in accordance with Section 81 of the *Local Government Act 2019* receives and notes the draft 2024-25 Regional Plan, and proposed budget for the same.

Nb: The draft Regional Plan 24-25 is publicly available on Council's website. https://www.ropergulf.nt.gov.au/our-business/news/2024/draft-regional-plan-2024-2025

13.3 COUNCIL'S FINANCIAL REPORT FOR THE PERIOD 30.04.2024

HOD Q-11/2024 (Jonathon WALLA/Patricia FARRELL)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Financial Report for the period 1 July 2023 to 30 April 2024.

13.4 ELECTED MEMBER REPORT

HOD Q-12/2024 (Naomi WILFRED/Beth JOHN)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Elected Member Report.

13.5 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

HOD Q-13/2024 (Edna ILLES/Patricia FARRELL)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

13.6 CONFLICT OF INTEREST

HOD Q-14/2024 (Jonathon WALLA/Beth JOHN)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Conflict of Interest report.

S.1 LA PROJECT FUNDING CERTIFICATION 2022-2023

HOD Q-15/2024

(Patricia FARRELL/Edna ILLES)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority approves the Certification of Local Authority Report for the 2022-2023 financial year.

S.2 COUNCIL SERVICES REPORT

HOD Q-16/2024

(Jonathon WALLA/Patricia FARRELL)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Services Report.

14 OTHER BUSINESS

14.1 WATER ALLOCATION PLAN

HOD Q-17/2024

(Naomi WILFRED/Jonathon WALLA)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority requests for it to be formally, and appropriately consulted with during the formal local Water Allocation Planning process (across government), noting, with displeasure, that it has not been formally or appropriately consulted with to date.

14.2 WATER PARK

HOD Q-18/2024

(Jonathon WALLA/Patricia FARRELL)

CARRIED

That the Hodgson Downs (Minyerri) Local Authority requests for Council to engage with Alawa Aboriginal Corporation (AAC) regarding status of water park and for repairs to be scoped.

15 CLOSE OF MEETING

The meeting closed at 1:14 pm.

This page and the proceeding pages are the Minutes of the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 3 June 2024 and confirmed.

Chairperson

Confirmed on 02 September 2024.

SUSTAINABLE • VIABLE • VIBRANT

WARD REPORT

ITEM NUMBER 13.2

TITLE Nyiranggulung Ward Report

REFERENCE 1404154

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Nyirranggulung Ward Report;
- (b) notes the resignation tendered by Anne Marie RYAN from the Wugularr (Beswick) Local Authority;
- (c) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Wugularr (Beswick) Local Authority; and
- (d) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Barunga Local Authority;
- (e) reschedules the Wugularr (Beswick) and Manyallaluk Local Authority from 01 July 2024 to 08 July 2024, Barunga Local Authority from 02 July 2024 to 09 July 2024 and Bulman Local Authority from 04 July 2024 to 11 July 2024.

KEY OUTCOME AREA

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

BACKGROUND

The Nyirranggulung Ward is comprised of the Barunga Local Authority, Wugularr (Beswick) Local Authority, Bulman Local Authority and Manyallaluk Local Authority.

There were no Barunga, Wugularr (Beswick), Manyallaluk and Bulman Local Authority Meeting scheduled during this period.

The Australian Local Government Association (ALGA) Conference is scheduled to be held in Canberra from 02 July 2024 to 04 July 2024. Attendees include the Mayor, Councillors, Acting Chief Executive Officer and the Governance teams. However there's a conflict with the Wugularr (Beswick) and Manyallaluk Local Authority on 01 July 2024, Barunga Local Authority on 02 July 2024 and the Bulman Local Authority on 04 July 2024 coinciding with ALGA conference.

At the Ordinary Meeting of Council held on 24 April 2024, Council resolved as below.

43/2024 RESOLVED (John DALYWATER/Helen LEE)

CARRIED

That Council:

DATE

- (a) receives and notes the Nyirranggulung Ward Report;
- (b) approves the Provisional recommendations from the Wugularr (Beswick) Local Authority Provisional Meeting held on 02 April 2024;
- (c) approves the recommendations from the Barunga Local Authority Provisional Meeting held on 03 April 2024;
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Barunga Local Authority; and
- (e) accepts the nominations received for Aiden LINDSAY, Margaret LINDSAY, Nathaniel MILLER and Shantal MUNDAL for the Bulman Local Authority.

UPCOMING MEETINGS

DAIL	
01 July 2024 at 10:00am Wugular	r (Beswick) Local Authority Meeting
01 July 2024 at 2:30pm Manyalla	aluk Local Authority Meeting
02 July 2024 at 10:00am Barunga	Local Authority Meeting

MEETING

Bulman Local Authority Meeting

ISSUES/OPINIONS/SWOT

Council is requested to reschedule the Local Authority Meeting to the subsequent week.

Item (d), Council opened 21-day Nominations Period' to fill one (1) vacancy on the Barunga Local Authority. This has been advertised but no nomination received.

LOCAL AUTHORITY	NUMBER OF VACANCIES
Wugularr (Beswick) Local Authority	1
Barunga Local Authority	1
Manyallaluk Local Authority	0
Bulman Local Authority	0

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1 Anne-Marie RYAN resignation.pdf



Postal Address: PO Box 1321 Katherine NT 0850 ABN: 94746956090

Tel: 08 8972 9000 Fax: 08 8972 3714

To whom it may concern,

RE: Letter of Resignation

an e Rowish to resign my position as a Local Authority Member from Local Authority.

I request that the Beside Local Authority please accept this letter of resignation.

Yours Sincerely, am Manie Pyr

Name: Ann Marie Ryan

Full Title: Date:

SUSTAINABLE • VIABLE • VIBRANT

WARD REPORT

ITEM NUMBER 13.3

TITLE South West Gulf Ward Report

REFERENCE 1404192

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the South West Gulf Ward Report; and
- (b) approves the recommendations from the Robinson River Local Authority Meeting held on Thursday, 09 May 2024.

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 Robinson River Local Authority met and held a meeting on Thursday, 09 May 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Borroloola Local Authority scheduled to be held on Thursday, 09 May 2024 was **Cancelled** due to lack of member attendance.

At the Ordinary Meeting of Council held on 24 April 2024, Council resolved 49/2024 **RESOLVED** (Helen LEE/Owen TURNER) CARRIED and requested to table the Information – Sheet – Personal Use of Social Media Report to the Local Authority.

Council also resolved 50/2024 RESOLVED (Patricia FARRELL/Annabelle DAYLIGHT)

CARRIED

- (a) receives and notes the Conflict of Interest Register report; and
- (b) requests to present Conflict of Interest video to all the Local Authority Meetings.

UPCOMING MEETINGS DATE

DATE
07 August 2024 at 9:00am
07 August 2024 at 3:30pm

MEETING
Robinson River Local Authority
Borroloola Local Authority Meeting

ISSUES/OPTIONS/SWOT

Currently, Information – Sheet – Personal Use of Social Media Report and Conflict of Interest video Report has been ongoing and being presented at the Local Authority Meetings.

LOCAL AUTHORITY	NUMBER OF VACANCIES
Borroloola Local Authority	0
Robinson River Local Authority	0

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

1 Robinson River Local Authority 2024-05-09 [2472] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, ROBINSON RIVER LOCAL AUTHORITY MEETING HELD AT THE MUNGOORBADA OFFICE, ROBINSON RIVER

ON THURSDAY, 9 MAY 2024 AT 9:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Tony JACK; (via videoconference)
- Timothy SIMON (Chairperson);
- Shandel DICK;
- Freddy JACKSON;
- Susan GEORGE; and
- Patsy-Anne GEORGE.

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary); (via videoconference) and
- Daniele PIGA, Governance Officer (via videoconference).

1.3 Guests

- Margaret SHADFORTH, Community Member;
- Ruth STORER, Project Manager, Department of the Chief Minister and Cabinet;
- Dr Heather STEWART, Project Leader, Beetaloo Information and Communication Project, Commonwealth Scientific and Industrial Research Organisation (CSIRO) (via videoconference);
- Dr Andrew TAYLOR, Senior Hydrogeologist in the Groundwater Systems team and Groundwater Management group of CSIRO Environment Business Unit (via videoconference);
- Dr Neil HUTH, Research Scientist (Farming Systems), CSIRO (via videoconference)
- Jodie HAYWARD, Research Technician, Beetaloo Communication and Information Program, CSIRO (via videoconference); and
- Anna EGERTON, Project Officer, Northern Territory Electoral Commission (via videoconference).

2 MEETING OPENED

The Robinson River Local Authority Meeting opened at 9:30 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

ROB Q-7/2024 (Freddy SHADFORTH/Susan GEORGE)

CARRIED

That the Robinson River Local Authority accepts the tendered apologies from Councillor Samuel EVANS, Councillor Gadrian HOOSAN and Melissa NOBLE.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF THE ROBINSON RIVER LOCAL AUTHORITY MEETING PREVIOUS MINUTES

ROB Q-8/2024 (Timothy SIMON/Susan GEORGE)

CARRIED

That the Robinson River Local Authority confirms the minutes from the meeting held on 08 February 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

ROB Q-9/2024 (Patsy-Anne GEORGE/Timothy SIMON)

CARRIED

That the Robinson River Local Authority:

- (a) receives and notes the Action List; and
- (b) requests to update the Action list prior to the next meeting.

9 CALL FOR ITEMS OF OTHER BUSINESS

- Regional Plan 2024-2025; and
- Northern Territory Electoral Commission.

Dr Heather STEWART, Project Leader, Beetaloo Information and Communication Project, CSIRO dialled in at 10:00 am and presented to the Local Authority on Ground Water Research Findings and left the meeting at 10:30 am.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

12.1 COMMUNITY SAFETY UPDATE

ROB Q-10/2024 (Patsy-Anne GEORGE /Susan GEORGE) CARRIED

That the Robinson River Local Authority receive and note this Community Safety Update Report.

12.2 ROBINSON RIVER LOCAL AUTHORITY PROJECTS UPDATE

ROB Q-11/2024 (Timothy SIMON/Patsy-Anne)

CARRIED

That the Robinson River Local Authority receives and notes the Local Authority Projects Update Report.

13 GENERAL BUSINESS

13.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

ROB Q-12/2024 (Freddy SHADFORTH/Susan GEORGE)

CARRIED

That the Robinson River Local Authority receives and notes the Local Authority Member Attendance Report.

13.2 ELECTED MEMBER REPORT

ROB Q-13/2024 (Patsy-Anne GEORGE /Freddy SHADFORTH)

CARRIED

That the Robinson River Local Authority receives and notes the Elected Member Report.

Anna EGERTON, Project Officer Northern Territory Electoral Commission joined the meeting at 10:41 am and presented on the upcoming 2024 Election in August. Electing the NT. Local Member is Steve EDGINGTON. The Commission plan to distribute pamphlets and information regarding the election, including voting timings set for 12 August 2024. Specific voting locations within the Robinson River Community will be announced soon. Neville KHAN Community Engagement and Education Program on enrollment will provide assistance as interpreter and left the meeting at 10:51 am.

13.3 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.03.2024

ROB Q-14/2024 (

(Shandel DICK/Freddy SHADFORTH)

CARRIED

That the Robinson River Local Authority receives and notes the Financial (Expenditure) Report for the period 01 July 2023 to 31 March 2024.

S.1 LA PROJECT FUNDING CERTIFICATION

ROB Q-15/2024 (Freddy SHADFORTH/Timothy SIMON)

CARRIED

That the Robinson River Local Authority approves the Certification of Local Authority Reports for the 2022-23 financial year.

14 OTHER BUSINESS

14.1 CONFLICT OF INTEREST

ROB Q-16/2024 (Timothy SIMON/Freddy SHADFORTH)

CARRIED

That the Robinson River Local Authority receives and notes the Conflict of Interest Report.

14.2 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

ROB Q-17/2024 (Freddy SHADFORTH/Shandel DICK)

CARRIED

That the Robinson River Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

14.3 REGIONAL PLAN 2024-2025

ROB Q-18/2024 (Freddy SHADFORTH/Timothy SIMON)

CARRIED

That the Robinson River Local Authority, in accordance with Section 81 of the *Local Government Act 2019* receives and notes the draft 2024-25 Regional Plan, and proposed budget for the same.

N.b: The draft Regional Plan 24-25 is publicly available on Council's website. https://www.ropergulf.nt.gov.au/our-business/news/2024/draft-regional-plan-2024-2025

The proposed budget was extrapolated from the current 23-24 Regional Plan by increasing the Robinson River allocations by 3%, a copy of the plan is publicly available at <u>Roper Gulf Regional Plan 2023-2024.pdf (nt.gov.au)</u>.

15 CLOSE OF MEETING

The meeting closed at 11:03 am.

This page and the proceeding pages are the Minutes of the Robinson River Local Authority Meeting held on Thursday, 9 May 2024 and confirmed .

Chairperson
Confirmed on 07 August 2024.

SUSTAINABLE • VIABLE • VIBRANT

WARD REPORT

ITEM NUMBER 13.4

TITLE Numbulwar Numburindi Ward Report

REFERENCE 1404196

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward report; and
- (b) approves the recommendations from the Numbulwar Local Authority Meeting held on Wednesday, 05 June 2024.

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 met and held a meeting with **Quorum** on Wednesday, 05 June 2024. Attached are the recorded Minutes from that meeting for Council to review.

UPCOMING MEETINGS

DATE MEETING

04 September 2024 at 10:30am Numbulwar Local Authority

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1 Numbulwar Local Authority 2024-06-05 [2494] Minutes.DOCX



MINUTES OF THE NUMBULWAR LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, NUMBULWAR ON WEDNESDAY, 5 JUNE 2024 AT 10:30 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Kathy-Anne NUMAMURDIRDI (Chairperson);
- Councillor Edwin NUNGGUMAJBARR;
- Roland NUNDHIRRIBALA;
- Felicity RAMI;
- Rhonda SIMON;
- Douglas WUNUGMURRA;
- Travis MIRNIYOWAN; and
- Amanda NGALMI.

1.2 Staff

- David HURST Acting Chief Executive Officer (via audio/video teleconference);
- Cindy HADDOW, General Manager Corporate Services and Sustainability (via audio/video teleconference);
- Cristian COMAN, Manager Corporate Compliance;
- Aimee RILEY, Community Services Manager;
- Bhumika ADHIKARI, Governance Engagement Coordinator (via audio/video teleconference) (minute secretary);
- Daniele PIGA, Governance Officer (via audio/video teleconference); and
- Alexis AUSTIN, CDP Senior Employment Coordinator.

1.3 Guests

- Mayor Tony JACK; and
- Ella DOONAN, Executive Officer, Numburindi Corporation (via audio/video teleconference).
- Jo BEST, Troppo Architects (via audio/video teleconference);
- Mathilda LIPSCOMBE, Remote Water Demand Coordinator, Power Water Corporation;
- Joel SPRY, Water Demand Manager, Power Water Corporation;
- Patrick GRAY, Senior Hydrogeologist, Power Water Corporation;
- Susannah CLEMENT, Senior Policy Officer, Remote Water; and
- Anna EGERTON, Senior Project Officer, Northern Territory Electoral Commission (via audio/video teleconference).

2 MEETING OPENED

The Numbulwar Local Authority Meeting opened at 10:39 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

Nil.

- 5 QUESTIONS FROM THE PUBLIC
- 6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF THE NUMBULWAR LOCAL AUTHORITY MEETING PREVIOUS MINUTES

NUM Q-1/2024 (Douglas WUNUNGMURRA/Felicity RAMI)

CARRIED

That the Numbulwar Local Authority confirms the minutes from the meeting held on Friday, 15 September 2023 and affirms them to be a true and accurate record of the meeting decisions and proceedings and ratifies the same.

7.2 RE-ELECTION OF CHAIRPERSON

NUM Q-23/2024 (Felicity RAMI/Roland NUNDHIRRIBALA)

CARRIED

That the Numbulwar Local Authority:

- (a) receives and notes the Re-Election of Chairperson report; and
- (b) elects Councillor Kathy-Anne NUMAMURDIRDI as Chairperson for a term of six (6) months.
- 8 BUSINESS ARISING FROM PREVIOUS MINUTES
- 8.1 ACTION LIST

NUM Q-45/2024

(Roland NUNDHIRRIBALA/Douglas WUNUNGMURRA) CARRIED

That the Numbulwar Local Authority receives and notes the Action List.

- 9 CALL FOR ITEMS OF OTHER BUSINESS
- Council Services Manager Report.
- 10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

12.1 COMMUNITY SAFETY UPDATE

NUM Q-6/2024 (Felicity RAMI/Douglas WUNUNGMURRA) CARRIED

That the Numbulwar Local Authority:

- (a) receives and notes the Community Safety Update Report; and
- (b) requests National Indigenous Australians Agency (NIAA) to supply data for every six(6) months.

12.2 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

NUM Q-7/2024 (Douglas WUNUNGMURRA/Rhonda SIMON) CARRIED

That the Numbulwar Local Authority receives and notes the Local Authority Member Attendance Report.

12.3 ELECTED MEMBER REPORT

NUM Q-8/2024 (Edwin NUNGGUMAJBARR/Felicity RAMI) CARRIED

That the Numbulwar Local Authority receives and notes the Elected Member Report.

12.4 NUMBULWAR LOCAL AUTHORITY PROJECTS UPDATE

NUM Q-9/2024 (Douglas WUNUNGMURRA/Roland NUNDHIRRIBALA) CARRIED

That the Numbulwar Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) requests scoping for the basketball Court projects including fencing and ablution to be tabled at the next Numbulwar Local Authority Meeting scheduled to be held on 04 September 2024; and
- (c) deliberated and considered Cemetery Projects scoping including updates and requested for the Cemetery Consultants' visit to be announced around Numbulwar.

12.5 RECYCLING CANS UPDATE

NUM Q-10/2024 (Roland NUNDHIRRIBALA/Felicity RAMI) CARRIED

That the Numbulwar Local Authority receives and notes the Recycling Cans Update Report.

13 GENERAL BUSINESS

14.1 REGIONAL PLAN 2024-2025

NUM Q-11/2024 (Felicity RAMI/Douglas WUNUNGMURRA) CARRIED

That the Numbulawr Local Authority in accordance with Section 81 of the *Local Government Act 2019* receives and notes the draft 2024-25 Regional Plan, and proposed budget for the same.

Nb: The draft Regional Plan 24-25 is publicly available on Council's website. https://www.ropergulf.nt.gov.au/our-business/news/2024/draft-regional-plan-2024-2025

14.2 COUNCIL FINANCIAL REPORT FOR THE PERIOD 1.07.2023 - 30.04.2024

NUM Q-12/2024 (Douglas WUNUNGMURRA/Edwin NUNGGUMAJBARR) CARRIED

That the Numbulwar Local Authority receives and notes the Financial (Expenditure) Report for the period 1 July 2023 to 30 April 2024.

14.3 COMMUNITY DEVELOPMENT PROGRAMME

NUM Q-13/2024 (Rhonda SIMON/Travis MIRNIYOWAN) CARRIED

That the Numbulwar Local Authority receives and notes the Community Development Program (CDP) Report.

14.4 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

NUM Q-14/2024 (Felicity RAMI/Amanda NGALMI)

CARRIED

That the Numbulwar Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

Meeting adjourned at 12:30 pm and 1:06 pm.

14.5 CONFLICT OF INTEREST

NUM Q-15/2024 (Felicity RAMI/Rhonda SIMON)

CARRIED

That the Numbulwar Local Authority receives and notes the Conflict of Interest Report.

14.6 COMMUNITY SERVICES MANAGER REPORT

NUM Q-16/2024 (Roland NUNDHIRRIBALA/Douglas WUNUNGMURRA) CARRIED

That the Numbulwar Local Authority receives and notes the Community Services Manager (CSM) Report.

S.1 LA PROJECT FUNDING CERTIFICATION 2022-2023

NUM Q-17/2024 (Roland NUNDHIRRIBALA/ Travis MIRNIYOWAN) CARRIED

That the Numbulwar Local Authority approves the Certification of Local Authority Reports for the 2022-2023 Financial Year.

14 OTHER BUSINESS

- received Deputation from Power Water Corporation;
- · received Deputation from Troppo Architects; and
- received Deputation from Northern Territory Electoral Commission.

15 CLOSE OF MEETING

The meeting closed at 2:19 pm.

This page and the proceeding pages are the Minutes of the Numbulwar Local Authority Meeting held on Wednesday, 5 June 2024 and confirmed.

Chairperson
Confirmed on 04 September 2024

SUSTAINABLE • VIABLE • VIBRANT

WARD REPORT

ITEM NUMBER 13.5

TITLE Yugul Mangi Ward Report

REFERENCE 1405093

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council receives and notes the Yugul Mangi Ward Report.

BACKGROUND

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

The Ngukurr and Urapunga Local Authority scheduled a meeting to be held on Tuesday, 04 June 2024 was Cancelled due to funeral.

At the Ordinary Meeting of Council held on 13 December 2023, Council resolved as below.

17.4 NGUKURR COMMUNITY LAUNDRY

215/2023 RESOLVED (John DALYWATER/Kathy-Anne NUMAMURDIRDI) CARRIED

That Council:

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

At the Ordinary Meeting of Council held on 28 February 2024, Council resolved as below.

13.5 YUGUL MANGI WARD REPORT

11/2024 RESOLVED (Owen TURNER/Jana DANIELS)

CARRIED

That Council:

- (a) receives and notes the Yugul Mangi Ward Report;
- (b) approves the recommendations from the Ngukurr Local Authority Meeting held on 06 December 2023;
- (c) approves the Provisional recommendations from the Urapunga Local Authority Provisional Meeting held on 06 December 2023; and
- (d) requests that report is presented to the Ngukurr Local Authority Meeting on the 05 March 2024 in relation to Community Safety.

UPCOMING MEETINGS

DATE MEETING

03 September 2024 at 11:00am Ngukurr Local Authority
03 September 2024 at 3:00pm Urapunga Local Authority

ISSUES/OPTIONS/SWOT

17.4, item (b), This Action has been Completed, letter was sent on 31 January 2024.

13.5, Item (d), The Report was presented to April Ordinary Meeting of Council and has been submitted to both March and May Ngukurr Local Authority Meeting. However, it's uncertain if the Local Authority members had the opportunity to review the report as the meetings Cancelled.

LOCAL AUTHORITY	NUMBER OF VACANCIES
Ngukurr Local Authority	0

Urapunga Local Authority

n

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

SUSTAINABLE • VIABLE • VIBRANT

EXECUTIVE REPORTS

ITEM NUMBER 14.1

TITLE Mayor's Report

REFERENCE 1405303

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

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 24 April 2024.

ISSUES/OPTIONS/SWOT

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

- Finance and Infrastructure Committee Meeting 22 May 2024;
- Jilkminggan Local Authority Meeting 07 May 2024;
- Matakana Water Allocation draft Plan 07 May 2024;
- Robinson River Local Authority Meeting 09 May 2024;
- Hodgson Downs (Minyerri) Local Authority Meeting 03 June 2024;
- Numbulwar Local Authority Meeting 05 June 2024; and
- Elected Members' Code of Conduct Review Committee 04, 18 June 2024.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil.

SUSTAINABLE • VIABLE • VIBRANT

EXECUTIVE REPORTS

ITEM NUMBER 14.2

TITLE Chief Executive Officer's Report

REFERENCE 1406635

AUTHOR Cristian COMAN, Manager Corporate Compliance; David HURST,

Acting Chief Executive Officer

RECOMMENDATION

That Council receives and notes the (Acting) Chief Executive Officer's 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.

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

BACKGROUND

The (Acting) Chief Executive Officer (CEO) implements the Resolved decisions of Council and undertakes range of official duties on behalf of Council. This report outlines the Acting CEO's activities and undertaking since Council's last Ordinary Meeting on 24 April 2024.

ISSUES/OPTIONS/SWOT

The Acting Chief Executive Officer has executed / followed up on a range of outstanding action items as Resolved by Council, outlined below:

14.7 LOCAL AUTHORITY REVIEW

132/2023 RESOLVED (Selina ASHLEY/Samuel EVANS)

CARRIED

23 August 2023 (OMC)

This matter cannot be progressed as the perquisite information was not captured for the period of calendar years 2022-23 inclusive. The matter is currently being addressed, however it cannot be retrospectively applied.

18.8 HUMAN RESOURCES AND TRAINING

108/2023 RESOLVED (Edwin NUNGGUMAJBARR/Gadrian HOOSAN)

CARRIED

21 June 2023 (OMC)

Council has requested training on Human Resources Principles. This is partially executed, with the training session for Elected Members on Strategic Planning on 27 June 2024.

14.2 SUBDIVISINAL GUIDELINES AND TOWN CAMP ROADS

161/2023 RESOLVED (Helen LEE/Owen TURNER)

CARRIED

25 October 2023 (OMC)

The Senior Leadership met with Department of the Chief Minister and Cabinet and received an update on DIPL's activities in terms of inspection of the roads at Garrawa 2. Council has arranged a follow up meeting to gain an understanding of the outcome of the inspections. Contact has also been made with National Indigenous Australians Agency (NIAA) to gain a better understanding of the way forward with land tenure blockages in the town camps. The Mayor and CEO are planning to meet with the Mabunji Aboriginal Resource Corporation board of Directors as soon as possible to negotiate a joint way forward.

14.3 COMMUNITY HOUSING

162/2023 RESOLVED (John DALYWATER/Selina ASHLEY)

CARRIED

25 October 2023 (OMC)

Requests the Chief Executive Officer to follow up with Department of Territory Housing in regards to the consultation process with Housing Reference Group (HRG). This has been executed and the HRG now comprises of local residents.

14.8 ROAD TOWARDS RUBBISH DUMP OR NUMBULWAR AIRPORT

205/2023 RESOLVED (Edwin NUNGGUMAJBARR/Owen TURNER)

CARRIED

13 December 2023 (OMC)

This is a Department of Infrastructure, Planning and Logistics (DIPL) owned road. The issue has been raised with the DIPL Regional Director. Council is awaiting further information on planned upgrades and maintenance activities.

14.1 FLOODING ISSUES - LOCAL EMERGENCY COMMITTEES AND RESPONSES - DISASTER PLANNING

12/2024 RESOLVED (Samuel EVANS/Edna ILES)

CARRIED

28 February 2024 (OMC)

This issue was raised as a motion through the Local Government Association of the Northern Territory (LGANT) for the April meeting, with expectation of attendance by the Police Commissioner, however he did not attend. The CEO will be raising this issue through the Big Rivers Regional Coordination Committee in preparedness for the next wet season.

14.6 MULGGAN CAMP

17/2024 RESOLVED (Annabelle DAYLIGHT/Owen TURNER)

CARRIED

28 February 2024 (OMC)

A briefing was provided to Council at the April Ordinary meeting of Council by the Contracts Coordinator. The Department of Territory Families, Housing and Communities has indicated an intention to extent the funding by twelve months.

15.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) CALL FOR MOTIONS - NATIONAL GENERAL ASSEMBLY 2024

23/2024 RESOLVED (Gadrian HOOSAN/John DALYWATER)

CARRIED

28 February 2024 (OMC)

This matter was not executed.

20.8 REPUNGANT RESOLUTION CONFIDENTIAL SESSION

1/2024 RESOLVED (Helen LEE/Annabelle DAYLIGHT)

CARRIED

24 April 2024

This matter was resolved by Council on 24 April 2024, with the repugnant resolution being overturned according to law.

The Acting Chief Executive Officer has, since appointment, attended the following meetings/formal actions on behalf of Council:

- (1) Met with Senator the Honourable Malarndirrri McCARTHY to advocate on Council's behalf on matters including;
 - (a) Major Projects, including the Borroloola Cyclone Shelter, and proposed Ngukurr and Numbulwar cyclone shelters;
 - (b) Numbulwar Aged Care upgrades;
 - (c) Aged Care services across Council, including the need for additional infrastructure to support expanded service delivery;
 - (d) Coordinated emergency management planning for pre-wet season preparations;
 - (e) Council partnerships with; and
 - (f) Council's plan for capacity building for local staff.
- (2) Met with the Chair and Deputry Chair of the Millwarparra Aboriginal Corporation in relation to a potential partnership for local service delivery;
- (3) Supported the Mayor with hosting His Honour, the Administrator at the Barunga Festival;
- (4) Participated in the Big Rivers Regional Committee Meeting in Lajamanu;
- (5) Numerous key stakeholder meetings.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

EXECUTIVE REPORTS

ITEM NUMBER 14.3

TITLE Council Meeting Attendance Report

REFERENCE 1405371

AUTHOR Bhumika ADHIKARI, Governance Officer

ROPERGUIT REGIONAL COUNCIL SUSTAINABLE · VIBRANT

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	25 October 2023	13 December 2023	28 February 2024	24 April 2024
Mayor Tony JACK	Р	Р	Р	Р
Deputy Mayor Helen LEE	Р	Р	AP	Р
Councillor Samuel EVANS	Р	AP	Р	AP
Councillor Owen TURNER	Р	Р	Р	Р
Councillor Edna ILES	Р	Р	Р	Р
Councillor Edwin NUNGGUMAJBARR	Р	Р	Р	AP
Councillor Kathy-Anne NUMAMURDIRDI	Р	Р	Р	Р
Councillor John DALYWATER	Р	Р	Р	Р
Councillor Annabelle DAYLIGHT	AP	Р	Р	P
Councillor Selina ASHLEY	Р	AP	AP	AP
Councillor Patricia FARRELL	Р	AP	Р	Р
Councillor Jana DANIELS	Р	No AP	Р	No AP
Councillor Gadrian HOOSAN	AP	Р	Р	AP

^{**} Table Key

P Present

AP Apologies given and accepted

NO AP No apologies given and not present at meeting

ISSUES/OPTIONS/SWOT

According to clause 6.7 Individual Responsibility of Elected Members of CL006, Elected Member Administration Policy, Elected Members failure to attend a prescribed activity without a lawful, and reasonable excuse, including travel costs, activity costs, and accommodation costs. Such costs are generally recovered by way of deduction from an Elected Members monthly allowance, however Council may undertake other steps to ensure its costs are recovered in full.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER 15.1

TITLE Regional Plan 2024-25

REFERENCE 1406637

AUTHOR Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council adopts the 2024-25 Regional Plan and all contents therein in accordance with Section 35 (1) of the *Local Government Act 2019* (the Act) and its statutory instruments, including:

- (a) Elected Member Allowances in accordance with 106 of the Act;
- (b) Declared Rates in accordance with Sections 237 and 238 of the Act, having been certified by the Acting Chief Executive Officer in accordance with Regulation 29 of the Local Government (General) Regulations 2021;
- (c) Budget for Financial Year 2024-25 in accordance with Section 203 of the Act; and

And authorises the Acting Chief Executive Officer to submit the finalised, adopted version of the Regional Plan 2024-25 to the Minister for Local Government.

BACKGROUND

Council is required by Part 3.3 of the *Local Government Act 2019* to develop and adopt a Regional Plan for each coming financial year that prescribe its goals, Elected Member allowances, declared rates, and budget.

The draft Regional Plan was compiled in accordance with applicable law and was put out to public consultation for a period of no less than three (3) weeks in accordance with s35 (3) of the *Local Government Act 2019*. This included advertising of the draft document and seeking feedback on Council's website, social media as well as an advertisement placed in the Northern Territory News public notices section.

ISSUES/OPTIONS/SWOT

Council is requested to review the draft Regional Plan 2024-25, having been already put out to public consultation and developed in accordance with applicable law.

Council, if satisfied with the contents contained therein, is requested to formally adopt the Regional Plan 2024-25, with or without edits.

Council is required by law to adopt a Regional Plan before 30 June of every year.

The Regional Plan 2024-25 document shall be presented separately due to formatting and size constraints.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER 15.2

TITLE Policy Review

REFERENCE 1406376

AUTHOR Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council resolves to:

- (a) Rescind the:
 - (i) FIN006 Accounting and Policy Manual;
 - (ii) FIN012 Revenue Growth and Sustainability Policy;
 - (iii) FIN013 Petty Cash Policy;
 - (iv) FIN015 Use of External Auditors and Non-Audit Services Policy;
 - (v) FIN019 Public Benefit Concessions Policy for Commercial Ratepayers Policy;
 - (vi) HR027 Staff Criminal Offences Policy;
 - (vii) ADM006 Computer, Telephones, Internet and Email Policy;
 - (viii) ADM010 Media Policy;
 - (ix) ADM013 Social Media Policy; and
- (b) Adopt the revised:
 - (i) FIN007 Fraud Protection Policy;
 - (ii) FIN005 Corporate Credit Card Policy
 - (iii) FIN010 Borrowing Policy;
 - (iv) FIN020 Accountable Forms Policy; and
 - (v) ASS002 Asset Management Policy.

KEY OUTCOME AREA

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

BACKGROUND

Council has legislative obligations arising out of the *Local Government Act 2019* (and its statutory instruments) to make policy pertaining to financial management and human resources management.

ISSUES/OPTIONS/SWOT

As part of Council's ongoing policy review, the following policies have been identified as obsolete, as well as repugnant as their topic is captured by other policies and administrative instruments. Council is requested to rescind the following policies:

- (1) HR027 Staff Criminal Offences Policy completely unnecessary and captured by other instruments and processes;
- (2) ADM006 Computer, Telephones, Internet and Email Policy obsolete, rendered repugnant by code of conduct, corporate information system administrative framework;
- (3) ADM010 Media Policy obsolete, rendered repugnant by code of conduct, corporate information system administrative framework;
- (4) ADM013 Social Media Policy obsolete, rendered repugnant by code of conduct, corporate information system administrative framework;

- (5) FIN006 Accounting and Policy Manual obsolete, repugnant with policies and Regional Plan(s), not a policy, not legislative requirement;
- (6) FIN012 Revenue Growth and Sustainability Policy obsolete, repugnant with FIN011 Investment Policy, not a legislative requirement;
- (7) FIN013 Petty Cash Policy obsolete, not applicable as a policy, not a legislative requirement;
- (8) FIN015 Use of External Auditors and Non-Audit Services Policy obsolete, repugnant with Financial and Non-Financial Delegation Manuals, and GOV031 Procurement Policy, not a legislative requirement; and
- (9) FIN019 Public Benefit Concessions Policy for Commercial Ratepayers Policy obsolete as of 01 July 2021 (COVID-19 pandemic response no longer applicable), repugnant with Rating Policy and Rates Declaration.

As part of Council's ongoing policy review, the following policies have had administrative amendments made that are outlined as follows:

- (1) FIN007 Fraud Protection Policy administrative amendments in reference to the *Local Government Act 2019* and statutory instruments;
- (2) FIN005 Corporate Credit Card Policy administrative amendments in reference to *Local Government Act 2019* and operational requirements;
- (3) FIN010 Borrowing Policy administrative amendments in reference to the *Local Government Act 2019* and statutory instruments;
- (4) FIN020 Accountable Forms Policy administrative amendments in reference to the *Local Government Act 2019* and statutory instruments; and
- (5) AS002 Assets Management Policy administrative amendments in reference to the *Local Government Act 2019* and statutory instruments, including amending the definition of the major asset threshold from \$10,000 to \$5,000.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

- 1 ASS002 Asset Management Policy.docx
- 2 FIN007 Fraud Protection Policy.doc
- 3 FIN005 Corporate Credit Card Policy.doc
- 4 FIN010 Borrowing Policy.docx
- 5 FIN020 Accountable Forms.docx

Roper Gulf Regional Council

ASS002 – Asset Management Policy



1. POLICY CERTIFICATION

Policy title:	Asset Management Policy
Policy number:	ASS002
Category:	Council Policy
Classification:	Asset and Infrastructure
Status:	Approved

2. PURPOSE

The purpose of the Asset Management Policy is to set guidelines for implementing consistent asset management processes and to provide a whole of organisation approach. This will achieve best appropriate asset management for Roper Gulf Regional Council (Council) which will sustain services according to community needs throughout the Roper region.

3. ORGANISATIONAL SCOPE

The Asset Management Policy applies to the operation, maintenance, refurbishment, renewal, upgrading and development of all Council owned or controlled existing and new assets and associated services and activities.

4. POLICY STATEMENT

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that:

- Assets are managed in accordance with current legislation;
- The asset base is not increased without considering the impact on Council's ability to fund future maintenance and renewal programs;
- Assets that are deemed underutilised at the end of their life will not be replaced.
- Council continually improves maintenance and renewal practices, including increasing contributions and other funding to ensure assets are maintained for their service level prescribed;
- Assets are maintained in a manner which is acceptable to Council and the community in terms of safety, access, quality, impact on the environment and meeting needs of the community;
- Preparation and review of detailed Asset Management plans for all major classes of assets and using these plans to assist Council to determine the priorities for expenditure;
- Information about assets is recorded and kept up to date for both technical and financial aspects of the assets; and
- Assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

ASS002 - Asset Management Policy



Council's overall goal in managing infrastructure assets is to provide the required level of service in a sustainable manner to present and future consumers.

5. **DEFINITIONS**

Asset	A resource controlled by Council that has a current or future economic value. Assets include land, leases, buildings, infrastructure, plant and machinery, motor vehicles, furniture and fittings, intangible assets and inventory.	
Major asset	An asset with a value of or above \$5,000 (exclusive of GST) or another amount less than \$5,000 (exclusive of GST) as determined by the Council.	
Portable and attractive asset	An asset with a value below the value of a major asset.	
Asset Management	The processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.	
Asset Register	A record of asset information considered worthy of separate identification including inventory, historical, condition, construction, technical and financial.	
CEO	Chief Executive Officer.	
Council	Roper Gulf Regional Council.	
Infrastructure Assets	Includes roads (including bridges and pathways), drainage, parks and nature reserves, buildings and in-situ plant.	
Level of Service	The defined quality and quantity of services to meet community expectations delivered by Council. In the context of asset management, this applies to assets such as parks and reserves, roads and infrastructure, buildings, drainage, natural areas and traffic and transportation.	





Life Cycle	The cycle of activities that an asset goes through while it retains an identity as a particular asset.
Lifecycle Cost	The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, disposal and rehabilitation costs.
Maintenance	Regular ongoing day to day work necessary to keep an asset operating.
New	Creation of a new asset to meet additional service level requirements.
Record	Recorded information in any form that is required to be kept by a public sector organisation as evidence of the activities or operations of the organisation as per the <i>Information Act 2002</i> .
RGRC	Roper Gulf Regional Council.
Risk	Probability and consequence of an event that could impact on the Council's ability to meet its corporate objectives.
Upgrade	Enhances existing asset to provide a significant higher level of service.
Useful Life	The period over which a depreciable asset is expected to be used.

6. PRINCIPLES

- 6.1. Asset management encompasses all of the various actions that Council must take to ensure that its assets are planned, delivered, managed, renewed and retired to serve both present and future generations sustainability.
- 6.2. A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all departments of Council. All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- 6.3. Asset management principles will be integrated within existing planning and operational processes. Asset Management Plans will be developed for major

Page 3

ASS002 - Asset Management Policy



- service/ asset categories. The plans will be informed by community consultation and financial planning and reporting.
- 6.4. An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 6.5. Service levels agreed through the budget process and defined in adopted Asset Management Plans will be fully funded in the annual budget estimates.
- 6.6. Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long-term financial plans will be fully funded in the annual budget estimates. Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- 6.7. Prior to consideration of new infrastructure works, renewal, or upgrade:
 - A strategic review of the need for, and the life cycle cost of that asset (including capital, maintenance, operating and renewal costs) will be carried out:
 - Asset Renewal Plans will be implemented progressively based on priority, the level of service required and the effectiveness of the current performance of the asset; and
 - Plans to upgrade existing infrastructure will be considered and evaluated according to the need to increase the asset's level of service.
- 6.8. Systematic and cyclical reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- 6.9. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- 6.10. Future service levels will be determined in consultation with the community.
- 6.11. Council will continually seek opportunities for multiple uses of assets, as well as strategic community partnerships and for economic extensions to infrastructure life.
- 6.12. Training in asset and financial management will be provided for Council members and relevant staff.
- 6.13. Roles and Responsibilities
 - 6.13.1. Council
 - Act as custodians and trustees for assets;
 - Provide stewardship of community assets;
 - Approve the Asset Management Plan and monitor its outcomes;
 - After assessing competing priorities, set level of service, risk and cost within available resources:
 - Approve the annual budget on sound asset management principles and ensure appropriate resources for asset management activities are made available; and
 - Evaluate asset management improvement.

ASS002 - Asset Management Policy



6.13.2. Chief Executive Officer

- Develop and agree on the corporate Asset Management Policy with Council;
- Develop and implement the corporate Asset Management Plans with agreed resources;
- Ensure compliance with legal obligations;
- Ensure that adequate records are kept of Council assets
- Monitor, review and report performance of the organisation in achieving the Asset Management Plan; and
- Ensure that accurate and reliable information is presented to Council for decision making.

6.13.3. Senior Management

- Assist the CEO to develop, implement and regularly review the Asset Management Policy and Plan;
- Develop Asset Management Plans for individual asset groups, using the principles of whole life cycles analysis;
- Implement maintenance programs and capital works programs in accordance with Asset Management Plan, Operational Management Plan and Budget;
- · Develop and maintain asset information systems;
- Participate in appropriate training to develop skills required to undertake asset management tasks as appropriate for the responsibility of the role or the position;
- Deliver levels of service to agreed service risk and costs standards;
- Present information to the CEO and Council in terms of whole life cycle risks and costs; and
- Undertake a stocktake of inventory once each year as per Section 25 of the *Local Government (General) Regulations 2021*.
- Maintain a register of Council's major assets and portable and attractive assets as per Section 26 of the Local Government (General) Regulations 2021.

7. REFERENCES

Related Policies	FIN009 Asset Disposal Policy
Applicable Law	Local Government Act 2019;
	Local Government Act (General)
	Regulations 2021; and
	Information Act 2002
Related Supporting Documents	Asset Management Strategy
38902 - 807.2	Asset Management Plans
	Long Term Financial Sustainability Plan





RGRC Maturity Assessment – Asset	1
Management	

8. DOCUMENT CONTROL

Policy Number	ASS002
Policy Owner	Asset and Infrastructure
Approved By	Council
Approval Date	18 December 2013
Revisions	May 2017
Amendments	31 May 2017, 22 February 2023, 26 June 2024
Next revision due	July 2028

10. CONTACT PERSON

Position Assets Manager

FIN007 - Fraud Protection Policy



1. POLICY CERTIFICATION

Policy title:	Fraud Protection Policy
Policy number:	FIN007
Category:	Policy
Classification:	Finance
Status:	In-Force

2. PURPOSE

Roper Gulf Regional Council (Council) is required to establish and maintain a fraud protection plan in accordance with the *Local Government (General) Regulations 2021* in order to detect and prevent fraud from within and outside of Council.

3. ORGANISATIONAL SCOPE

This Policy relates to all Elected Members, employees, and contractors irrespective of position or length of service.

4. POLICY STATEMENT

Council considers fraud to be a serious offence and that all Elected Members and employees have an obligation to ensure strong and effective fraud control. The Council will endeavor to:

- Reduce losses through fraud by developing and implementing financial and operating asset protection procedures
- Foster a working environment which promotes honesty and integrity
- Be committed to detecting, investigating and prosecuting individual cases of criminal behaviour, including fraud.

Fraudulent acts against Council are unacceptable, may constitute a criminal offence and may be legally prosecuted. Prompt action needs to be taken when fraudulent activity is detected. This will assist in preventing fraud both by bringing the fraudulent activity to an end, and to discourage the future actions of others who may be inclined to commit similar conduct. Transparency is the foundation of public accountability and organisational fraud prevention.

5. **DEFINITIONS**

Fraud	For the purpose of this policy, fraud against Council is described as: "The willful misuse of Council's resources or using one's position and power for personal gain."
	 A basic test for fraud could include the following questions: Was benefit gained through deceit? Was the action illegal? Did the action result in money or other benefits being received by a person to which he or she was not entitled?
	 Was there a deliberate attempt to gain benefit from an action to



FIN007 - Fraud Protection Policy

	which that person was not entitled?
Theft	Being the dishonest appropriation of the Council's property with intent to deprive the Council of it permanently.
Corruption	The use of bribery, fraud or the irregular alteration and or distortion of records to conceal and/or misappropriate assets of the Council.
Whistle blowing	Action by an employee to disclose malpractice in the form of irregularity, wrong-doing or serious failures of standards at work.

6. PRINCIPLES

6.1 COUNCIL EXPECTATIONS

Asset protection and fraud prevention goes beyond monitoring the effectiveness of financial controls. It also requires maintaining an ethical climate which encourages all staff to be active in protecting Council's funds and assets, and in reporting any breaches of accepted standards.

Council expects its Elected Members and staff to maintain a high standard of ethical conduct in all activities, in particular with respect to Council resources, information and authority. The community rightly expects Council to conduct its business in a fair and honest manner.

Council management (including Chief Executive Officer (CEO), General Managers, Managers and Supervisors) are expected to play a leadership role in promoting fraud prevention and ethical behaviour, and are responsible for:

- Fostering an environment within their areas of responsibility which makes asset protection a responsibility of all staff,
- Issuing clear standards and developing and implementing procedures to minimise the potential for fraud.

All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision making within their responsibility levels. Measures to prevent fraud will be continually monitored, reviewed and developed.

Council's COR006 Code of Conduct (Employee and Contractor) policy outlines what Council considers to be the acceptable behavioural standards of its employee and contractors. Council expects all staff to be familiar with and act in accordance with COR006 Code of Conduct (Employee and Contractor) policy.

The Mayor and Elected Members are expected to comply with the Code of Conduct as per Schedule 1 of the *Local Government Act 2019*.

FIN007 - Fraud Protection Policy



6.2 FRAUD PREVENTION

The Council believes that an emphasis on fraud prevention rather than fraud investigation will lead to a reduction of these opportunities. Preventative measures include the preemployment screening, and information and technology security systems thereby reducing the potential for opportunistic fraud.

Upholding Council's values and code of conduct is central to the Council's fraud prevention. However, in the event that these values and ethics are not upheld, the public and staff need to understand that fraudulent acts against Council are unacceptable and may constitute a criminal offence. Any effective asset protection strategy must recognise that prompt action needs to be taken when fraud is detected, both to bring the fraud to an end and to discourage others who may be inclined to commit similar conduct.

6.3 PROMOTION OF FRAUD PREVENTION

The promotion of the Fraud Prevention Policy may include activities such as:

- Training awareness seminars,
- Development and implementation of procedures and policies across all operational and financial activities of the Roper Gulf Region,
- Regular review and promotion of Council's Code of Conduct
- Encouragement of anti-fraud reporting processes, and
- Immediate investigative and/or disciplinary action taken against all reported fraudulent activities.

6.4 AUTHORISED DELEGATIONS

The OCEO002 Financial Delegations Manual has been approved by Council and all amendments to this manual must be approved by Council. The Financial Delegations Manual lists all financial authorisations associated with positions in Council. It also expresses the limits of these authorisations qualitatively and quantitatively.

The electronic Financial Management System allows for the limits on authorisations associated with position allocated to employees. The signing of cheques requires dual signatures and the electronic banking requires two authorisations. The Financial Delegations Manual defines the authorising positions.

6.5 INVESTIGATION

The CEO has over-riding responsibility for the investigation of suspected fraud within Council, however may delegate this to other Management Staff. If the matter involves the CEO the investigation will be managed by the Council. It is a requirement of this policy that all Elected Members and employees report any suspected fraudulent behaviour and assist with any investigation if required.

6.6 THE REPORTING PROCEDURE

- Suspected or known fraudulent activity shall be reported to a General Manager or the CEO. If the employee has reason to believe that their General Manager may be involved, the employee shall notify the CEO.
- 2. General Managers shall communicate any suspected or known fraudulent act to the CEO. The CEO may initiate internal investigative actions of the suspected act.
- General Managers shall:
 - take no action without consulting the CEO, recommend an appropriate temporary disciplinary action when there is evidence of wrong-doing, and if suspension or termination is recommended, consult with the Human Resources Department.

FIN007 - Fraud Protection Policy



- All participants in a fraud investigation shall keep the details and results of the investigation confidential.
- 5. No person acting on behalf of Council shall dismiss or threaten to dismiss an employee; discipline or suspend or threaten to discipline or suspend an employee, impose any penalty upon an employee; or intimidate or coerce an employee because the employee has reported suspected fraud. Any violation of this section may result in disciplinary action up to and including termination of employment.
- 6. Reports by the public of suspected fraud will be immediately referred to the CEO.
- 7. Any staff member who knows or is aware of fraudulent activity and fails to report will be subject to disciplinary action.
- 8. The CEO or Delegated Officer will report all instances of fraudulent activity to the Independent Commissioner for Corruption (ICAC) as required under the ICAC Mandatory reporting requirements.

6.7 PROTECTION OF WHISTLE BLOWERS

- An employee who suspects or reports suspected dishonest activity or any such activity witnessed may remain anonymous should he/she so require.
- No person will suffer any penalty or retribution for good faith reporting of any suspected or actual incident of fraud.
- All managers should discourage employees or other parties from making allegations, which are false and made with malicious intentions. Deliberate false allegations with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

6.8 CORRECTIVE ACTIONS AND DISCIPLINE

Appropriate and timely action will be taken against those proven to have committed a fraudulent act. The form of action taken will depend on the level and circumstances of each case. The form of action may include, but not limited to:

- Disciplinary action (where the Council elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under the Local Government Industry Award).
- Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
- 3. Forwarding information to the appropriate authorities for criminal prosecution.
- 4. Institution of civil action to recover losses.

6.9 CONFIDENTIALITY

All investigations will be conducted in confidence. The name or names of those communicating information about fraudulent activity and the name or names of those suspected of fraudulent activity will only be revealed when required by law in conjunction with the investigation or legal action.

6.10 POLICE INVOLVEMENT

In accordance with Regulation 27 of the *Local Government (General) Regulations* 2021, the CEO is required to report to Police any loss or damage (attributable to fraud) if;

- (a) The loss of money exceeds \$500;
- (b) The loss or damage of an asset or assets exceeds \$2,000.

FIN007 - Fraud Protection Policy



6.11 MEDIA

All media enquiries will be referred to the CEO. At no point is an employee to broadcast or communicate Council business with the media unless sanctioned by the CEO.

7. REFERENCES

Acknowledgements (original author/source documents)	 Local Government Act 2019; and Local Government (General) Regulations 2021.
Related Policies	 SCH1-LGA2019 Members Code of Conduct; OCEO002 Financial Delegations Manual; FIN003 Purchasing and Payments Policy; COR006 Employee and Contractor Code of Conduct; and HR003 Employee Discipline Policy
Related Publications	

8. DOCUMENT CONTROL

Policy number	FIN007
Policy Owner	Finance Manager
Endorsed by	FCM
Date approved	25/07/2012 OCM
InfoXpert ID	673953
Amendments	September 2016
	22 February 2023
Next revision due	February 2027

9. CONTACT PERSON

Position

Manager Corporate Compliance





1. POLICY CERTIFICATION

Policy title:	Corporate Credit Card Policy
Policy number:	FIN005
Category:	Policy
Classification:	Finance
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council utilises Corporate Credit Card facilities as defined in the OCEO002 Financial Delegations Manual. This purchasing option is designed to facilitate procurement arrangements for those issued with Corporate Credit Card without exposing the region to undue risk or liability.

3. ORGANISATIONAL SCOPE

This policy is to clarify the allocation and use of credit cards issued by Roper Gulf Regional Council's employees and Elected Members (as applicable) to prevent fraudulent behaviour. The policy provides clear and concise guidelines for the use of Corporate Credit Cards of the Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council offers the use of Corporate Credit Cards to nominated positions deemed appropriate by the Chief Executive Officer (CEO). The acceptance of a credit card by staff is not compulsory.

All transactions made with Corporate Credit Cards are to be completed in accordance with the *Local Government Act 2019* (and statutory instruments), the COR006 Employee Code of Conduct, the OCEO002 Financial Delegations Manual, and the guidelines set down in this policy document.

5. DEFINITIONS

SLT	Strategic Leadership Team
PIN	Personal Identification Number

6. PRINCIPLES

6.1 Approval

Any two (2) delegates as authorised by CEO are to approve each individual requiring a Corporate Credit Card. Corporate Credit Cards are issued in accordance with the OCEO002 - Financial Delegations Manual. The Delegate Team includes members from SLT and Finance Manager.

6.2 Transaction Limits

Transaction limits are defined in the OCEO002 Financial Delegations Manual. Each card issued will have a single transaction maximum limit, and a monthly maximum limit. There is no cash advance functionality.





6.3 Travel Related Transaction Types

- Transactions related to official travel and accommodation must be approved through the normal procurement procedures.
- Incidental travel-related expenses normally covered by Travel Allowance are not to be paid for with Corporate Credit Cards.

6.4 Transactions by Phone

Transactions with Corporate Credit Cards by telephone are not encouraged, unless a receipt can be emailed or faxed through immediately.

6.5 Revocation of Corporate Credit Card

Each issued Corporate Credit Card remains the sole property of Roper Gulf Regional Council. The General Managers, and the Chief Executive Officer may control or revoke the use of one or more Corporate Credit Cards at any time.

6.6 Responsibilities of Corporate Cardholders

- The Cardholder is defined as the person within Council to whom a credit card has been issued. The cardholder agrees to the conditions of use by signing the Corporate Credit Card Agreement Form as part of the application process.
- Corporate Credit Cards are to be used for legitimate work purposes only, and are not
 for personal use at any time. All transactions made with Corporate Credit Cards must
 be consistent with the Council's program objectives, and must be within the approved
 annual budget for the area of responsibility.
- Employees found using Corporate Credit Cards for personal use will be subject to disciplinary proceedings.
- Liability for purchases made on Corporate Credit Cards lies with the corporate cardholder, and not Councils.
- Each cardholder will have the responsibility of obtaining proofs of purchase documentation (i.e. itemised receipts or tax invoices) for each transaction, and regularly providing this documentation for all transactions to Council's Finance Department for processing.
- Given due notice, if a Corporate Cardholder does not provide proof of purchase documentation for a certain transaction, and /or the purchase was for illegitimate purposes, the cardholder will be liable to reimburse the amount incurred and will be subject to disciplinary proceedings.

6.7 Loss or theft of Corporate Credit Card

Upon notification that a corporate card has been misplaced, lost or stolen then that card is to be cancelled immediately with no exceptions. The Finance Department must be notified immediately of the situation so that they can cancel the card immediately, thereby reducing exposure possible or unnecessary financial risk.

6.8 PIN numbers are confidential

The Cardholder should keep the card secure, preferably in a safe or on person, when not in use. The number is to be kept strictly confidential to minimise opportunities for fraud. Cardholders are not to disclose their credit card details (including "PIN") to other corporate members.





6.9 Keeping receipts and coding credit card transactions

Cardholders are responsible for managing their Corporate Credit Cards, by inputting their card details into the system every month, coding transactions according to the Roper Gulf Regional Council Chart of Accounts, and attaching receipts for submission to finance. Finance Department staffs are able to assist with credit card management training.

Upon genuine loss of receipt, the cardholder may complete a statutory declaration to state an undocumented transaction was for legitimate work purposes, and to provide reasons for loss of receipt. Excessive use of statutory declarations (depending on circumstance) in this regard, defined as more than one per three months, will be investigated and may result in disciplinary proceedings and/or removal of the use of the Corporate Credit Card facility.

7. REFERENCES

Related Forms	Incident Report
Related Policies	COR006 Code of Conduct; OCEO002
	Financial Delegations Manual
Related Publications	Local Government Act 2019 (and statutory
	instruments)

8. DOCUMENT CONTROL

Policy number	FIN005
Policy Owner	Finance Manager
InfoXpert Doc ID	670849
Endorsed by	Ordinary Meeting of Council
Date approved	25 July 2012
Revisions	September 2016, June 2024
Amendments	August 2016 – Changes reflect the June 2016
	Organisational Restructure, 26 June 2024
	OMC
Next revision due	2018

9. CONTACT PERSON

Position	Manager	Governance	&	Corporate
	Planning			
Contact number	8972 9000			



FIN010 - Borrowing Policy

1. POLICY CERTIFICATION

Policy title:	Borrowing Policy
Policy number:	FIN010
Category:	Council Policy
Classification:	Finance
Status:	Approved

2. PURPOSE

This policy has been developed to help Elected Members and employees of Roper Gulf Regional Council (Council) understand the parameters and considerations required in the decision to borrow funds. The policy details a set of guiding principles to ensure sound management of the existing and future debt of Council. The purpose of this policy is to ensure:

- Sound management of Council's existing and future debt;
- The set of circumstances and risks that should exist when Council is considering the use of debt to fund projects and other capital purchases are clearly outlined;
- The information that must be taken into consideration when Council is considering the use of debt is provided;
- Funds are available as required to meet approved outlays;
- Interest rates and other risks (for example, liquidity risks and investment credit risks) are to be acknowledged and responsibly managed;
- Net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term;
- Outstanding debt is repaid as quickly as possible resulting in gross debt being minimised; and
- Compliance with Part 10.3 of the Local Government Act 2019 (Act) and Ministerial guideline made under the Act, Guideline 3: Borrowing.

3. ORGANISATIONAL SCOPE

This policy applies to all Elected Members and Council staff and extends to all borrowing activities of Council and any controlled entities.

4. POLICY STATEMENT

Council will only consider to undertake borrowing if the following general principles are abided by:

- All alternative options for undertaking the project without borrowing have been investigated and proved less advantageous to the Council;
- The benefit received from undertaking the borrowing is greater, over the life of the borrowing, than the costs of borrowing; and



FIN010 - Borrowing Policy

Repayments will be met from project income or other untied income of Council.

Council shall monitor its capacity to pay, to ensure the community is not burdened with unnecessary risk, and will review the interest rates, liquidity risks, and investment credit risks.

5. DEFINITIONS

Borrow	As per section 196 of the Act, a Council borrows money if the Council obtains any form of financial accommodation.	
Financial Accommodation		
Council	Roper Gulf Regional Council.	
CEO	Chief Executive Officer.	
Long Term	Term greater than 5 years.	
Medium Term	Term between 18 months and 5 years.	
Short Term	Less than 18 months.	
Minor Transaction	A borrowing transaction within a cumulative borrowing amount of \$300,000 or less.	
The Act	The Act Local Government Act 2019	
Cumulative Borrowing Amount The cumulative borrowing is the total amount borrowed calculated by adding together all amounts borrowed for each borrowing (excluding borrowings that have been approved Minister).		

6. PRINCIPLES



FIN010 – Borrowing Policy

Council shall consider the following principles while determining the annual borrowing program.

6.1 Borrowing Purposes

Borrowing can be an appropriate source of funds for Local Government. However, the use of debt is only appropriate if certain circumstances apply, and Council has a responsibility to ratepayers to employ the funds raised from new borrowings in an efficient and productive manner.

Debt is a productive and equitable source of funds only to the extent that it provides leverage to:

- Fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works; or
- Upgrade obsolete technology, fleet and plant, or to intensify the capital base of Council so as to reduce the ongoing cost of operating programs.

Debt is not a productive or equitable use of Council resources when used as a substitute for current revenue in maintaining or replacing the existing levels of asset infrastructure, or for covering, whether directly or indirectly, the cost of interest on debt. Debt should not be used for these purposes.

6.2 Debt Term

Council will borrow new loans for a period that maximizes efficiency. Council will plan to repay borrowings over the physical life of the asset as determined by the Australian Taxation Office *Guide to Depreciating Assets*, with a renewal period of every five (5) years.

Maximum term for small loans (<\$1 million) will be set for five (5) years. Consideration will be given to whether required funds can be sourced from existing cash reserves or through the imposition of rates, special rates or other charges.

6.3 Long Term Financial Viability

Roper Gulf Regional Council will maintain a *Long Term Strategic Financial Plan* in order to demonstrate its long term financial viability and ability to service loan repayments. This plan will forecast future revenue and expenditure levels including loan borrowings and servicing costs. The plan will be reviewed annually during the budget process to ensure that Council remains financially viable in the long term and that the proposed budgets are consistent with the adopted strategy.

6.4 Borrowing Sources

Council shall raise all external borrowings at the most competitive rates available and from sources available, as defined by legislation, with a financial credit rating equivalent to or better than Northern Territory Government and the Department of Treasury and Finance.



FIN010 – Borrowing Policy

6.5 Minor Transactions

A 'minor transaction' for the purposes of Section 197(2) of the Act is an amount of \$300,000 or less. This amount is a total amount inclusive of all borrowings that have not been approved by the Minister and includes overdraft facilities, financial leases, secured or unsecured loans, bank overdrafts, lines of credit or any other credit facility.

6.6 Borrowing Limits

Minor transactions do not require Ministerial approval. All other borrowing transactions will require Ministerial approval as per *Guideline 3: Borrowing*.

6.7 Credit Cards

Each credit card limit is taken to be the amount borrowed and is included in the cumulative borrowing amount.

6.8 Implementation and Delegation

Council must approve all borrowings by way of resolution as per Section 197(3,4) of the Act. The resolution will be in accordance with Section 197(5) of the Act.

6.9 Reporting Requirements

The CEO or delegated officer will provide Council a monthly report detailing the following:

- Total Borrowings;
- Debt Service Ratio;
- Debt to Revenue Ratio; and
- Net Financial Liabilities to Revenue Ratio.

In addition, for each loan the CEO or delegated officer will provide Council the:

- Purpose for which the loan was received;
- Security provided for the loan;
- · Financial institution making the loan;
- Type of loan;
- Original loan amount;
- Payments made in the reporting period;
- · Current outstanding balance on the loan;
- Current interest rate; and
- Details of any default on the terms of the loan.

6.10 Australian Accounting Standards Board (AASB)

The accounting for borrowing transactions must be in accordance with standards provided by the Australian Accounting Standards Board.



FIN010 – Borrowing Policy

7. REFERENCES

Related Policies	OCEO002 Financial Delegations Manual;
	FIN005 Corporate Credit Card Policy; and
	FIN006 Accounting and Policy Manual.
Related Publications	Local Government Act 2019
	Local Government (General) Regulations 2021; and
	Ministerial Guideline 3: Borrowing; and
	Australian Taxation Office Guide to Depreciating Assets.

8. DOCUMENT CONTROL

Policy Number	010
Policy Owner	Finance Manager
Approved By	Council
Approval Date	3 September 2012
Revisions	June 2022
Amendments	26 June 2013
	22 February 2023
Next revision due	June 2027

10. CONTACT PERSON

Position

Manager Corporate Compliance



FIN020 - Accountable Forms

1. POLICY CERTIFICATION

Policy title:	Accountable Forms
Policy number:	FIN020
Category:	Policy
Classification:	Finance
Status:	Approved, In-Force

2. PURPOSE

To ensure the proper use and management of accountable forms issued to members and employees, including the Chief Executive Officer (CEO), for the purposes of conducting council business.

3. ORGANISATIONAL SCOPE

This policy applies to all accountable forms, in printed or electronic form.

4. POLICY STATEMENT

Council is committed to the safe custody, provision and proper use of accountable forms by members and employees whilst conducting council business. Members and employees are required to apply good judgement for all expenditure incurred whilst conducting council business.

5. **DEFINITIONS**

Accountable	Readily negotiable financial instruments, other than cash, that
forms	can be used as a method of payment for expenditure (e.g.
	cheques, taxi vouchers, travel vouchers, sport vouchers or
	meal vouchers).
Members	Includes Elected Members, Committee Members and Local
	Authority Members.
Authorised	General Manager, Corporate Services and Sustainability &
delegate	Finance Manager

6. PRINCIPLES

- 6.1. All accountable forms need to be carefully monitored and safeguarded due to their inherent risk of theft, fraud, loss or misuse.
- 6.2. All members and employees are responsible for ensuring that accountable forms are only used in the course of conducting official council business. Accountable forms must not be used for private purposes.
- 6.3. In the event an accountable form is inadvertently used for private purposes, the authorised delegate must be informed and the full value of the transaction must be reimbursed to Council within seven (7) days.
- 6.4. Penalties for misuse will apply as per FIN007 Fraud Protection Policy.



FIN020 - Accountable Forms

- 6.5. Accountable forms may only be used by the individual member or employee who has been issued with the accountable form. A member or employee must not pass the accountable form to any other individual for use.
- 6.6. Once an accountable form has been used, the member or employee must submit the receipt/invoice to the authorised delegate along with the details of the nature of council business, date and time of use of the accountable form within three (3) business days.
- 6.7. It is the responsibility of individual members and employees to ensure all accountable forms issued by Council for conducting council business are kept in a safe and secure place to minimise the risk of theft or unauthorised transactions.
- 6.8. Unused or expired accountable forms must not be destroyed by a member or employee.
- 6.9. Unused or expired accountable forms must be returned to the authorised delegate.

7. REFERENCES

Related Policies	FIN007 Fraud Protection Policy	
Legislation	Local Government (General) Regulations 2021, (especially	
	Regulation 6: Information to be maintained)	

8. DOCUMENT CONTROL

Policy Owner	Finance Manager
Endorsed by	Council
Date approved	22/02/2023
Revisions	
Amendments	
Next revision due	February 2027

9. CONTACT PERSON

	Position	Manager - Corporate Compliance
- 1	Position	Manager – Corporate Compliance

CORP SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER 15.3

TITLE Local Authority Projects Update

REFERENCE 1406540

AUTHOR 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

- Shade shelter and seating at Entrance and Shade shelter for Airstrip, both projects out in Barunga are now complete.
- Two double trailers has been delivered to Borroloola.
- Weemol Basketball Court project completed.
- AFL gears has been delivered to Robinson River.

Plese refer to the attached LA funding report as at 31 May 2024.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1 LA Projects Attachment 31.05.2024.pdf

Summary Local Authority Projects 31 May 2024

	Funds Received from Department & Council	Funds Allocated by Local Authorities	\$ Surplus/(Deficit) from completed projects	Remaining Unallocated funds
Barunga	\$ 419,839.00	\$ 457,145.99	\$ 37,306.99	\$ -
Beswick	\$ 604,321.00	\$ 524,793.10	\$ (79,528.25)	\$ (0.35)
Borroloola	\$ 1,045,408.00	\$ 1,070,063.49	\$ 22,695.49	\$ (1,960.00)
Bulman	\$ 331,440.00	\$ 394,370.49	\$ 68,365.89	\$ 5,435.40
Hodgson Downs	\$ 636,240.00	\$ 586,140.00	\$ 67,240.00	\$ 117,340.00
Jilkminggan	\$ 391,131.00	\$ 382,770.00	\$ 26,222.58	\$ 34,583.58
Manyallaluk	\$ 108,978.00	\$ 122,880.36	\$ 14,131.24	\$ 228.88
Mataranka	\$ 419,763.00	\$ 374,913.20	\$ 53,756.76	\$ 98,606.56
Ngukurr	\$ 1,191,091.00	\$ 1,300,882.61	\$ 4,747.29	\$ (105,044.32)
Numbalwar	\$ 1,068,556.00	\$ 1,265,670.91	\$ 31,823.09	\$ (165,291.82)
Urapunga	\$ 77,600.00	\$ 48,800.00	\$ (4,838.60)	\$ 23,961.40
Robinson River	\$ 97,500.00	\$ 97,500.00	\$ 5,459	\$ 5,459.09
	\$ 6,294,367.00	\$ 6,528,430.15	\$ 241,922.48	\$ 7,859.33

Summary Local Authority Projects 31 May 2024

	Funds Received from		
Project Expenditure	Department	Funds Expended	Unexpended
Barunga \$	419,839.00	\$ 353,965.97	\$ 65,873.03
Beswick \$	604,321.00	\$ 549,568.68	\$ 54,752.32
Borroloola \$	973,931.00	\$ 689,947.24	\$ 283,983.76
Bulman \$	298,859.00	\$ 283,020.01	\$ 15,838.99
Hodgson Downs \$	636,240.00	\$ 510,900.04	\$ 125,339.96
Jilkminggan \$	391,131.00	\$ 323,547.42	\$ 67,583.58
Manyallaluk \$	108,978.00	\$ 80,484.42	\$ 28,493.58
Mataranka \$	419,763.00	\$ 321,156.44	\$ 98,606.56
Ngukurr \$	1,191,091.00	\$ 892,754.85	\$ 298,336.15
Numbalwar \$	1,068,556.00	\$ 705,911.25	\$ 362,644.75
Urapunga \$	77,600.00	\$ 34,949.51	\$ 42,650.49
Robinson River \$	97,500.00	\$ 32,264.55	\$ 65,235.45
\$	6,190,309.00	\$ 4,778,470.38	\$ 1,509,338.62

Barunga	Local Authority Project	Fund	ling			31 May 2024
Funding Re	ceived from Department			\$	419,839.00	
Funds Alloc	ated by Local Authorities			\$	457,145.99	
Surplus/(De	ficit) from completed projects			\$	34,930.89	
Remaining	Unallocated funds			\$	(2,376.10)	
Date Approved						
Project ID	Projects	Projec	ct Budget	Actu	al Expenditure	Project Status
10/01/2023 PR36	Barunga Cemetery Arch	\$	25,130.00			On 10/01/2023 LA provisionally allocated \$20K towards the barunga Cemetery Arch. Officially allocated on 04/04/2023 LA meeting. Quotation request ongoing. Further added \$5130 towards the project on 09/01/2024.In Procurement Phase.PO raised.
03/10/2023 PR 82	Shade shelter and seating at Barunga Entrance	\$	15,000.00	\$	16,188.05	Allocated on 03/10/2023 LA. In procurement phase. PO raised for shade and freight. PO raised for installation. Completed.
03/10/2023 PR 81	Shade shelter for Airstrip	\$	15,000.00	\$	16,188.05	Allocated on 03/10/2023 LA. In procurement phase. PO raised for shade and freight. PO raised for installation. Completed.
3/04/2024	Purchase of Portable toilet with trailer	\$	21,793.67			On 03/04/2024 LA decided to allocate remaining \$21,793.67 towards purchase of portable toilet with trailer. Quotation request ongoing.
	Total for current projects in					
	progress	\$	46,923.67	_	-	
	Total for Completed Projects	\$	410,222.32	\$	375,291.43	
	Grand Total	\$	457,145.99	\$	375,291.43	

Beswick Local Authority Project Funding		31 May 2024
Funding Received from Department	\$ 604,321.00	
Funds Allocated by Local Authority Members	\$ 524,793.10	
Surplus/(Deficit) from completed projects	\$ (79,528.25)	
Remaining Unallocated Funds	\$ (0.35)	

Date Approved Project ID	Projects			Acti Exp	ual enditure	Project Status
9/08/2021 1213821	Catering for community events	\$	3,000.00	\$	1,328.83	CSM notified.
27/11/2023	Lawn mowers and whipper snippers	\$	5,000.00			Allocated for 2X mowers and snippers. In procurement phase. Purchased. Awaiting final invoice.
27/11/2023	Ablution block-Upgrade	\$	28,081.50			Allocated towards upgrade of ablution block.
24/11/2023	Speed bumps	\$	20,000.00			Allocated towards purchase and installation of 5X speed bumps. Quotation request ongoing. Awaiting confirmation from LA before procurement.
	Total for Current projects	\$	56,081.50	\$	1,328.83	
	Total for Completed projects Grand Total	\$ \$	468,711.60 524,793.10	\$ \$	548,239.85 549,568.68	

Borroloola Local Authority Project	31 May 2024			
Eunding received from Department	Funds Allocated	Rema		
r arraing received from Beparament	runus Anocateu	Onanc		
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 N	lembers	\$	1,070,063.49	
Surplus/(Deficit) from completed projects		\$	22,695.49	
Remaining Unallocated funds		\$	(1,960.00)	•

Date				
Approved				
Project ID	Projects	Project Budget	Actual Expenditure	Project Status
Pre 2017 1313818 PR7	Toilet at Cemetery	\$ 25,000.00	\$ 26,960.00	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. PO raised for 2X double trailers. Trailers are currently in Katherine, awaiting delivery to the community. Trailers Delivered. Project Completed.
6/2/2020 1313822 PR9	Replace Toilet Block at Airport	\$ 428,464.49	\$ 117,561.38	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. Undergoing consult with AWS for hydraulics. Tender documentation is currently underway, AWS to undertake project management.
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. All materials are now onsite awaiting installation.
	Total for current projects in progres		\$ 200,874.73]
	Total for Completed projects	\$ 511,768.00	\$ 489,072.51]
	Grand Total	\$ 1,070,063.49	\$ 689,947.24	

Bulman Loc	al Authority Project Fu	ınding			31 May 2024
Funds Received	from Department		\$ 298,	,859.00	
Allocated by Cou	uncil		\$ 32,	,581.00	
Funds allocated	to projects by Local Authority	Members	\$ 394,	,370.49	
Surplus/(Deficit)	from completed projects		\$ 68,	,365.89	
Remaining unal	llocated funds		\$ 5,	,435.40	
Data Annuaria					
Date Approved Project ID		David David David		-114	Beele et Otetes
Project ID	Projects	Project Budget	Actual Expen	diture	Project Status
5/12/2018 1413806 PR6	Toilet near council office/ Community Ablution Block	\$ 144,361.59	\$ 101,	,377.00	\$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. \$19 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. \$19 approved. Awaiting AAPA clearance.AAPA certified. Now this project will need to go for public quotation for installation after completion of hydraulic plans. AWS undertaking tender documentation and projects management.
12/01/2023 PR18	Weemol Basketball Court	\$ 33,400.00		,363.64	On 12/01/2023 LA allocated \$33,400 to extend Weemol Basketball court to a full sized court. S19 approved for extended space. Awaiting AAPA clearance.AAPA certified.Now the basketball court will need to be assessed properly to gain a quote for refurbishment and the costing reassessed. Completed.
	Total for current projects in progress	\$ 144,361.59	\$ 101.	,377.00	
			12.1		
	Total for completed projects	\$ 250,008.90	\$ 181,	,643.01	
	Grand total	\$ 394,370.49	\$ 283,	,020.01	

Hodgson Downs Local Authority Project Funding		31 May 2024
Funds received from Department	\$ 636,240.00	
Funds allocated to projects by Local Authority Members	\$ 586,140.00	
Surplus/(Deficit) from completed projects	\$ 67,240.00	
Remaining unallocated funds	\$ 117,340.00	

Project ID	Projects			Act	ual enditure	Project Status
27/03/2023 PR54	Signage	\$	2,000.00			ON 27/03/2023 LA allocated \$2000 towards Signage. To be completed upon receipt/Invoice from Alawa Corporation.
27/03/2023 PR56	Plantation around public areas	\$	1,000.00			ON 27/03/2023 LA allocated \$1000 towards Plantation around public areas. To be completed upon receipt/Invoice from Alawa Corporation.
6/12/2023	Furniture for Women's Centre	\$	5,000.00			LA allocated 5k towards purchase of furniture for women's centre.Alawa Aboriginal corporation to purchase. To be completed upon receipt/Invoice from Alawa Corporation.
	Total projects in Progress	\$	8,000.00	\$	-	
	Total completed projects	\$ 5	78,140.00	\$	510,900.04	
	Grand Total	\$ 5	86,140.00	\$	510,900.04	

Jilkming	gan Local Authority Project Fu	nding			31 May 2024
Funds receive	unds received from Department			391,131.00	
Funds allocated to projects by Local Authority Members		\$	382,770.00		
Surplus/(Deficit) from completed projects			\$	26,222.58	
lla alla anta			•	24 502 50	
Unallocated	d remaining funds		\$	34,583.58	
Date					
Approved		Project	Act	ual	
Project ID	Projects	Budget	Exp	enditure	Project Status
					On 30/11/2023 LA allocated 33K towards trees for whole community. Awaiting confirmation from LA before
30/11/2023	Trees for Community	\$ 33,000.00			procurement.
	Total for current projects in progress	\$ 33,000.00	\$	-	
	Total for completed projects	\$ 349,770.00	\$	323,547.42	
	Grand Total	\$ 382,770.00	\$	323,547.42	

Manyallaluk Local Authority Project Fund	ing		31 May 2024
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	
Remaining Unallocated funds	\$	228.88	

Date Approved Project ID	Projects	Projec	ct Budget	Actı	ual Expenditure	Project Status
3/04/2023 PR057	Fencing at Top Cemetery	\$	28,264.70			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 27/04/2023. Quotation requests ongoing. Quotations sort are over budget.15/01/24 LA reallocated from bottom cemetery to Top cemetery. Quotes obtained are higher than allocation. To be reallocated in next LA.
	Total for current projects in progress	\$	28,264.70	\$	-	
	projects	\$	94,615.66	\$	80,484.42	
	Grand Total	\$	122,880.36	\$	80,484.42	

Mataranka Local Authority Project Funding	31 May 2024
Funding received from Department	\$ 419,763.00
Funds allocated to projects by Local Authority Members	\$ 374,913.20
Surplus/(Deficit) from completed projects	\$ 53,756.76
Remaining Unallocated Funds	\$ 98,606.56

Date Approved Project ID			Actu Expe		Project Status
	Total for current projects in progress				
	Total for completed projects	\$ 374,913.20	\$	321,156.44	
	Grand Total	\$ 374,913.20	\$	321,156.44	

Ngukurr L	ocal Authority Project Funding					31 May 2024
Funds receive	ed from Department			\$	1,191,091.00	
Funds allocate	ed to projects by Local Authority Members	;	\$	1,300,882.61		
Surplus/(Deficit) from completed projects					4,747.29	
	nallocated funds			\$ \$	(105,044.32)	•
Date						
Approved						
Project ID	Projects	Project	t Budget	Actual	Expenditure	Project Status
29/06/2020 PR41	Sports Court Drainage	\$	160,000.00	\$	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. Works have been completed by TTs Build and a review of the performance has been positive. Completed awaiting final invoice. LA reallocated 10K towards new year and christmas celebrations.
24/06/2021						Initial scoping has identified the need for a S19 lease on the proposed site of the new park. Section 19 submitted. Block spots established awaiting street light report from CSM to proceed
PR43	Town Beautification Project	\$	165,156.61			Manda and the state of the stat
20/09/2022 PR42	Refurbishment of Sport and Recreation Hall.	\$	169,200.00			Need scope from LA & Community, Ideas for indoor activity center been sort for proposal.
4/12/2023	New year eve celebrations	\$	5,000.00			LA reallocated 5k from sports Court project towards NY celebrations. Event was successful. Awaiting final invoice.
4/12/2023	Christmas celebration event	\$	5,000.00			LA reallocated 5k from sports Court project towards christmas celebrations. Event postponed.
	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 May 2024
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	\$ 31,823.09	
Remaining Unallocated funds	\$ (165,291.82)	

Date					
Approved					
Project ID	Projects	Project Budget	Actu	al Expenditur	Project Status
12/6/2018	New/Upgrade Toilets at the Airport	\$ 97,000.00	\$	11,911.82	\$87,000 allocated on 12/06/2018 \$10,000 allocated on
2113805					09/10/2018; Design commenced; Expression of interest with
PR47					NLC has been lodged. Awaiting response. Location to be
l					discussed with TO's. S19 license approved. Preparing
l					design docs and research for options. Site inspections done.
l					Quotes received. Tender documents for the construction
l					being prepared. AAPA clearance required. Change in Scope
l					to portable toilets.
			\bot		Projects Team to soon start Tender process.
9/10/2017	Sports Precinct Upgrade	\$ 349,145.91	\$	11,911.82	Lot - 97 Sports and Rec Hall: \$ 40,000 Allocated on
PR46					09/10/2018 \$66,305.04 Allocated on 20/02/2019; Finalising
l					Design. Extra funding needed. Proposed to allocate \$
l					159,589.97 (no quorum at LA to decide) Approved to go to
l					tender. Site inspections done.
l					Fencing Purchased. Awaiting Mobilization.
			+		Fencing Commenced. Fencing Completed. Reallocation of LAPF towards removal of pigs in the
24/05/2023					community.Contractor has attended community to complete
PR51	Pig Removal	\$ 60,000.00	\$	40 201 92	phase one of the project. Completed.
	- 		+	40,291.02	, , , , , , , , , , , , , , , , , , , ,
	Portable ablution for festival	\$ 10,000.00	4		LA allocated \$10K towards portable abulution for festival.
15/09/2023				05 000 04	LA allocated \$60K towards 6X shade structure and seating
PR62	Shade structure and seatingX6	\$ 60,000.00	\$	35,239.34	at various parks. PO raised.
15/09/2023 PR63	I .	40,000,00		15.535.00	LA allocated 40k towards one solar light in each park. PO raised.
15/09/2023	Solar LightsX4-Park areas	\$ 40,000.00	\$	15,535.00	LA allocated large luminious solar light at the top of boat
PR64	Large solar light-Top of boat ramp	\$ 15.000.00	\$	7.050.00	ramp. PO raised.
	Solar light-old workshop at	\$ 13,000.00	+*-	7,050.00	LA allocated TUK for installing solar light at seating area of
PR65	Newtown	\$ 10,000.00	\$	5,126.36	old workshop. PO raised.
15/09/2023	Seating-Old workshop at	,	+	-	·
PR66	Newtown	\$ 10,000.00			LA allocated 10K for seating at old workshop. LA allocated 4UK for installing 3 large solar lights along dirt
	Large solar lightsX3- Newtown to			10 105 00	
PR67	mission area.	\$ 40,000.00	\$	16,435.00	road from newtown to mission area. PO raised.
	Total for current projects in			400 000 01	
	progress	\$ 631,145.91	+	103,209.34	
	Total for completed projects	\$ 634,525.00	_	602,701.91	
	Grand Total	\$ 1,265,670.91	\$	705,911.25	
					•

Robinson River Local Authority Project Funding		31 May 2024
Funds received from Department	\$ 97,500.00	
Funds allocated to projects by Local Authority Members	\$ 97,500.00	
Surplus/(Deficit) from completed projects	\$ 5,459.09	
Remaining Unallocated funds	\$ 5,459.09	

Date					
Approved					
Project ID	Projects	Pro	ject Budget	Actual Expenditure	Project Status
25/10/2023					Provisionally allocated on 31.08.2023
PR68	Speed Humps	\$	5,000.00		LA.Official allocation OMC 25.10
					Official allocation OMC 25.10 In
					Procurement phase. Equipments received in
25/10/2023					Katherine, awaiting delivery to the
PR69	AFL gear	\$	5,000.00	\$ 1,950.00	community. Delivered. Completed
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					Provisionally allocated on 31.08.2023 LA.
PR72	Solar lights Installation X4	\$	40,000.00	\$ 16,223.64	Official allocation OMC 25.10 PO raised.
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	\$	76,000.00	\$ 16,223.64	
	Total for completed projects	\$	21,500.00	\$ 16,040.91	
	Grand Total	\$	97,500.00	\$ 32,264.55	

Urapunga Local Authority Project Funding		31 May 2024
Funds received from Department	\$ 77,600.00	
Funds allocated to projects by Local Authority Members	\$ 48,800.00	
Surplus/(Deficit) from completed projects	\$ (4,838.60)	
Remaining Unallocated funds	\$ 23,961.40	

Date Approved		Pro	ject	Act	tual	
_ * *	Projects		-	Ex	penditure	Project Status
18/8/2020 PR59	Welcome Sign	\$	10,000.00	\$		Design approved. PO raised. Sign ready for delivery. Delivered sign found to be of poor quality. New sign to be ordered.
	Total for current projects in progress	\$	20,000.00	\$	1,310.91	
	Total for completed projects	\$	28,800.00	\$	33,638.60	
	Grand Total	\$	48,800.00	\$	34,949.51	

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER 15.4

TITLE Leases
REFERENCE 1405346

AUTHOR Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council renews the following Section 19 *Aboriginal Land Rights (Northern Territory) Act* 1976 (Cth) Lease Agreements, and authorises the use of its Common Seal for this purpose:

- (1) Licence to Maintain Lot 191 Beswick Basketball Court;
- (2) Unsurveyed Land Barunga River Pump;
- (3) Licence to Maintain part Lot 208 Beswick Playground; and
- (4) Licence to Maintain Lot 57 Beswick Ablution Block

KEY OUTCOME AREA

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.

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

BACKGROUND

Council has entered into the following Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) with the Northern Land Council.

- (1) Licence to Maintain Lot 191 Beswick Basketball Court;
- (2) Unsurveyed Land Barunga River Pump;
- (3) Licence to Maintain part Lot 208 Beswick Playground; and
- (4) Licence to Maintain Lot 57 Beswick Ablution Block

ISSUES/OPTIONS/SWOT

These leases are due for renewal and Council is requested to enter into renewed agreements by way of authorising the use of its Common Seal.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

There are no attachments for this report.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER 15.5

TITLE Council's Financial Report as at 31 May 2024

REFERENCE 1407028

AUTHOR James SANDERS, Finance Manager

RECOMMENDATION

That the Finance and Infrastructure Committee receives and notes the Council's Financial Report as at 31 May 2024.

KEY OUTCOME AREA

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

BACKGROUND

Attached are the Council's financial reports as at 31 May 2024, 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 April shows that the net operating position is at a deficit of \$12.4M inclusive of depreciation and amortisation costs. This figure represents a variance from budget of \$3.0M which is evident in our Capex income variance this figure is expected to narrow with delivery of grant related projects.

The bank balance as at 31 May is \$36.3M. 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 \$3.43M.

As per the *Local Government Act 2019*, the monthly financial reports has to be certified by the 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 20 June 2024

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 31 May 2024 will be processed prior to month end June. Furthermore all superannuation obligations and insurance premium have been paid by the due date.

Debtors Analysis:

Debtors currently sit at \$152K, current invoices make up 65% of this total with 90 day plus debtors representing an additional 26% of this figure.

A review of 90 day debtors is currently ongoing to ascertain the validity of these amounts and will form the basis of year end bad and doubtful debt write-off reports.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1 Financial Reports - MAY 2024.pdf





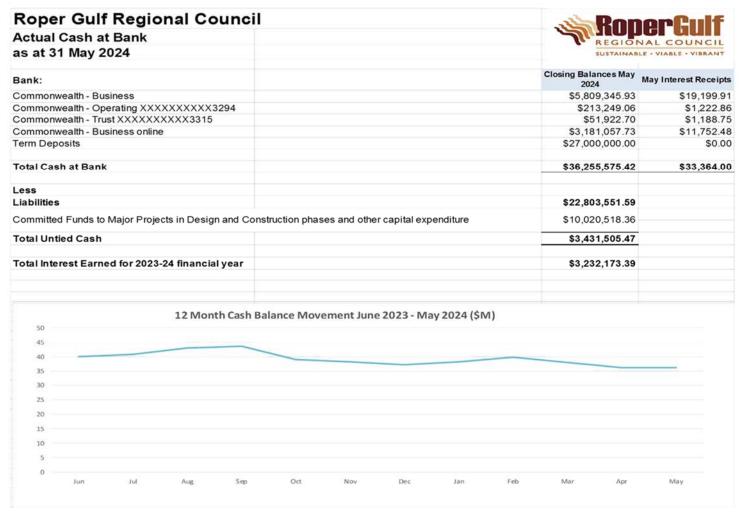
Financial Reports at 31 May 2024



The Balance Sheet – a snapshot of the organisation's financial status at a given point in time



Release Sheet		الالقيا	Anitohet anti	
Balance Sheet		T REGIONAL COL		
31-May-2024		sus	TAINABLE . VIABLE . VIBRANT	
ASSETS	13	LIABILITIES		
Current Assets		Current Liabilities		
Cash	9,264,834	Accounts payable	156,434	
Accounts receivable	154,927	Taxes payable	-26,345	
(less doubtful accounts)	0	Accrued Expenses	159,014	
Rates & Waste Charges Receivable	872,301	Provisions (Annual Leave)	1,994,293	
Inventory	678,158	Contractors Retention and Deposit Bonds	281,633	
Investments	27,000,000	Operating Lease	92,497	
Other current assets	1,318,227	Unspent Grant and Client Funds	10,020,518	
	.,,	Provision for Landfill Rehabilitation	582,630	
Total Current Assets	39,288,446	Total Current Liabilities	13,260,675	
		Total Current Liabilities	13,260,675	
Non-current Assets		Long-term Liabilities		
Land	4,141,000	Non Current Provision (Long Service Leave)	355,143	
Right of Use - Land	4,589,323	Operating Lease Expense Property	4,845,574	
Buildings	40,437,678	Provision for Landfill Rehabilitation	4,342,160	
(less accumulated depreciation and impairment)	-8,034,529	Total Long-term Liabilities	9,542,877	
Fleet, Plant, Infrastructure and Roads	37,074,922			
(less accumulated depreciation)	-15,033,727	Total Liabilities	22,803,552	
Intangible Asset Acquisition(Landfill rehabilitation)	2,604,413			
Work in Progress assets	15,870,035	EQUITY		
Total Non-current Assets	81,649,116	Retained earnings	43,891,271	
Work in Progress assets		Asset Revaluation Reserves	54,242,740	
Other non-current assets		Roads Future Fund	0	
		Total Shareholders' Equity	98,134,011	
TOTAL ASSETS	120,937,563	TOTAL LIABILITIES & EQUITY	120,937,563	



Note: Totals represent physical cash balances as per closing bank account statements 31 May 2024.

Liquidity ratio Analysis

Current Ratio:

The Current ratio measures our council's ability to use its assets to generate income.

Current Assets

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.

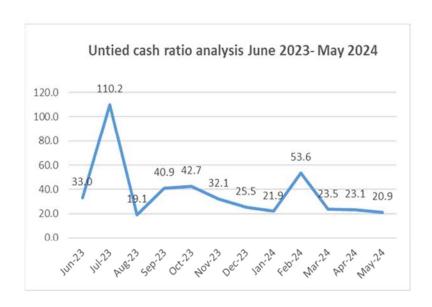
Roper Gulf Current Ratio = 3:1 (2.96)
Including all cash and current assets, we have nearly \$3
for every \$1 of Liability

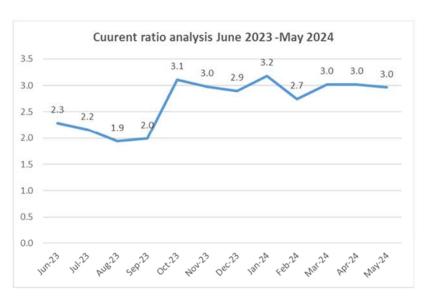
Untied Cash to Creditors Ratio = 21 : 1 (20.9) It is desirable to have at least 1:1 ratio and we have \$21 untied cash for every dollar outstanding for our suppliers of Goods and Services.



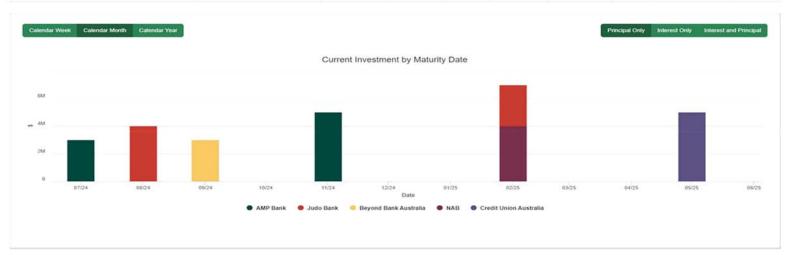
Liquidity Ratio Trend

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





Roper Gulf Regional Council						-				14
Investment Report						1	1		er G	
as at 31 May 2024							RE	GIOI	NAL COL	INCIL
							su	STAINAB	LE . VIABLE .	VIBRANT
Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	Exposure	Rating	Lodgement Date	Maturity Date	Term Days		terest on Maturity	Interest rate
Operating Accounts	CTB - Working Capital	\$9,255,575								
Current Term Deposit Investments										
Regional Bank	Beyond Bank Australia	\$3,000,000	8.27%	A3/BBB+	19/03/2023	19/09/2024	184	\$	77,128.77	5.10%
Major Bank	AMP Bank	\$3,000,000	8.27%	A2/BBB+	17/01/2024	17/07/2024	182	\$	77,038.36	5.15%
Regional Bank	Judo Bank	\$4,000,000	11.03%	A3/BBB+	22/02/2024	22/08/2024	182	\$	101,720.55	5.10%
Major Bank	AMP Bank	\$5,000,000	13.79%	A2/BBB+	16/11/2023	15/11/2024	365	\$	265,000.00	5.30%
Major Bank	NAB	\$4,000,000	11.03%	A1+/AA-	15/02/2024	14/02/2025	365	\$	204,000.00	5.10%
Regional Bank	Great Southern Bank	\$5,000,000	13.79%	A2/BBB+	23/05/2024	23/05/2025	365	\$	262,500.00	5.25%
Regional Bank	Judo Bank	\$3,000,000	8.27%	A3/BBB+	9/05/2024	4/02/2025	271	\$	115,824.66	5.20%
Total cash and investr	nents held	\$36,255,575	74.47%					s ·	1,103,212.33	
Tour cash and myest	neno neo	\$00,200,010	14.47 /0						1,100,212.00	
Matured Funds Reinvested										
Major Bank	AMP Bank	\$3,000,000	8.27%	A2/BBB+	9/05/2023	8/05/2024	365	\$	151,500.00	5.05%
Regional Bank	Great Southern Bank	\$5,000,000	13.79%	A2/BBB+	24/05/2023	23/05/2024	365	\$	255,500.00	5.11%



Income & Expenditure Statement

A financial statement that summarizes the income and expenses incurred during specific period of time

Income & Reserve \$29,880,531 Expenditure \$42,323,110 Net Operating position -12,442,579







Net Operating Position

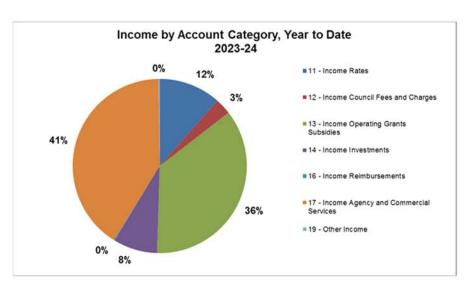
Roper Gulf Regional Council Income & Expenditure Report as at 31-May-2024 SUSTAINABLE - VIABLE - VIBRAN Year to Date Year to Date Full Year Budget Actual (\$) Budget (\$) Variance (\$) Income 11 - Income Rates 3,143,521 2,905,173 238,348 3,169,280 12 - Income Council Fees and Charges 812,121 871,462 -59,341 950,686 13 - Income Operating Grants Subsidies 9,819,404 18,604,046 -8,784,642 20,295,323 14 - Income Investments 2,237,167 1,435,926 801,241 1,566,465 16 - Income Reimbursements 29.295 1,852 27,443 2.020 17 - Income Agency and Commercial Sen 11,164,948 9,427,232 1,737,716 10,284,253 19 - Other Income 71,594 502,728 -431,133 548,430 Total Operating Income 33,748,419 36,816,457 27,278,050 -6,470,369 Operating Expenditure 21 - Employee Expenses 16,790,799 19.928.711 -3,137,912 21,740,412 22 - Contract and Material Expenses 7,062,551 9,971,294 -2,908,743 10,877,775 24 - Depreciation, Amortisation & Impairr 5,427,794 5,270,833 156,960 5,750,000 25 - Other Operating Expenses 2.522.903 4.772.981 6.898.136 4.375.233 26 - Other Operating Expenses 4,055 0 4,055 27 - Finance Expenses 9,862 117,434 -107,572 128,110 31 - Internal Cost Allocations 185 185 Total Expenditure 36,193,381 39,663,505 43,269,278 -3,470,124 Operating Surplus/Deficit -8,915,331 -5.915.086 -3,000,245 -6,452,821 Capital Funding 18 18 - Income Capital Grants 2,602,481 5,155,740 -2,553,260 5,624,444 2,602,481 5,155,740 -2,553,260 5,624,444 Capital Expenditure 53 - WP Assets 9,440,444 6,129,729 8,653,740 -2,524,011 Total Capital Expenditure 6,129,729 8,653,740 -2,524,011 9,440,444

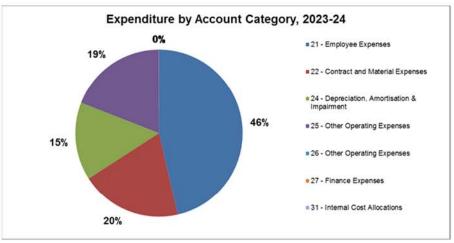
-12,442,579

-9,413,086

-10,268,821

-3,029,493





Variances in Income and Expenditure as at 31 May 2024

Income Rates	238,348	Timing Issue Rates invoiced for full year, variance on full year 26k
Income Council Fees and Charges	-59,341	
Income Operating Grants Subsidies	-8,784,642	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. Variances in revenue reflect activity progress on grant funded projects
Income Investments	801,241	Up 20% on budget due to stronger than forecast interest rates over the YTD period
Income Reimbursements	27,443	Under review to be cleared for June financials
Income Agency and Commercial Services	1,737,716	The major cause in variance is mostly due to CDP income received.
Other Income	-431,133	Budget asset sales have not occurred to date.
Total Variance	-6,470,369	
Expenditure		
Employee Expenses	-3,137,912	The underspend is mainly due to vacancies and staff absences across several departments.
Contract and Material Expenses	-2,908,743	The underspend is mostly due to delays affecting projects related expenses.
Depreciation, Amortisation & Impairment	156,960	YTD 3% variance on depreciation charged for Assets.
Other Operating Expenses	2,526,958	Requires review against budget number of items not budgeted at this level, major spends in this area include IT maintenance contracts and insurances
Finance Expenses	-107,572	Cash balances have remained positive minimising expenses.
Internal Cost Allocations	185	Should be nil
Total Variance	-3,470,124	
Capital Funding		
Income Capital Grants	-2,553,260	Grant based WIP projects currently behind budgeted schedule, RGRC funded activities under review to identify if grant funded to enable revenue recognition.
Total Variance	-2,553,260	5 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 - 3 -
Capital Expenditure		
WIP Assets	-2,524,011	Roadworks budgeted as assets are being expensed due to ownership provisions, variance partially offset through "Other Operating Expenses"
Total Variance	-3,029,493	

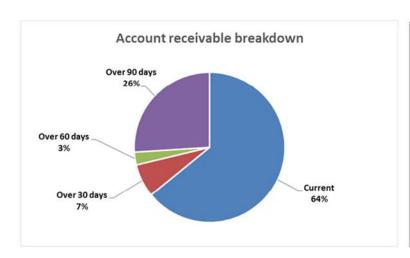
WIP Expenditure as at 31 May 2024

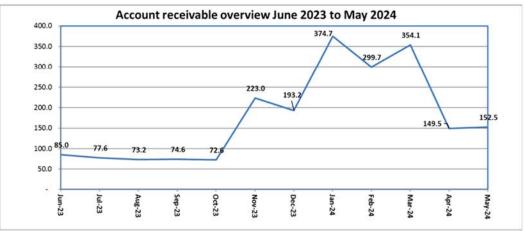
Accoun	t Type	Capital Expenditure	YTD Actual	YTD Budget	Variance	FY Budget
5321	Asset	Buildings	4,259,783.38	2,433,166.67	1,826,616.71	2,919,800.00
5331	Asset	Infrastructure	1,695,818.76	2,891,666.67	-1,195,847.91	3,470,000.00
5341	Asset	Plant & Equipment	174,126.80	958,888.33	-784,761.53	1,150,666.00
		Total Capex YTD	6,129,728.94	6,283,721.67	-153,992.73	7,540,466.00

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
\$97,745.79	\$10,873.77	\$4,183.87	\$39,660.73	\$152,464.16
	\$152,464.16			





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 April 2024

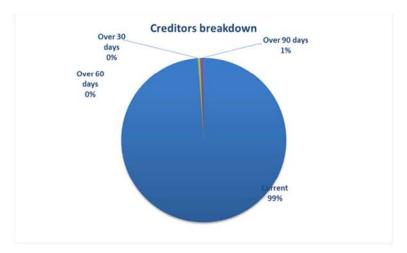
Financial Year	Total Balance (\$)	Percentage of Total Outstanding
2012-13	183.97	0.02%
2013-14	1,243.58	0.15%
2014-15	7,906.98	0.93%
2015-16	5,905.60	0.69%
2016-17	6,274.34	0.73%
2017-18	7,722.84	0.90%
2018-19	20,957.63	2.45%
2019-20	36,052.95	4.22%
2020-21	55,030.68	6.45%
2021-22	102,695.17	12.03%
2022-23	240,818.06	28.21%
2023-24	368,952.40	43.22%
Total	\$853,744.20	100.00%

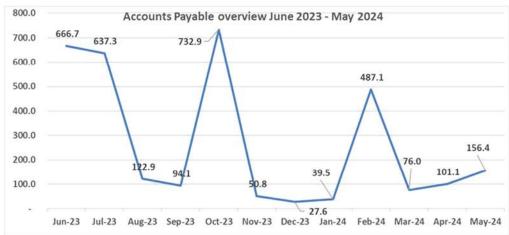
The rates outstanding from the financial year 2014-15 and before are related to properties where we have statutory declarations from the court house. Please also note that the rates run for the year has been processed.

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
\$99,014.93	\$0.00	\$0.00	\$4342.18	\$103,357.11
Baland	\$101,104.48			





The following table lists the top ten suppliers from whom invoices were received and processed during the month of May 2024 All amounts have been paid.

Creditors	Amount \$	Transaction Description
Nida Azhar	20,000.00	Consultancy Service on Happy project
Alawa Aboriginal Corporation	140,779.54	CDP Service Payments
Mogas Regional Pty Ltd	34,838.68	Fuel Purchase
Wex Australia	45,082.40	Fuel Cards May 2024
Australian Institute of management Education & Training	17,600.00	Aim Partner Pack
Councilbiz	19,881.57	Telstra Migration
Telstra Limited	16,465.82	Consolidated Account
Hut Six Pty Ltd	38,774.97	Youth Reconnect Digital reporting App
Clyde & Co	16,500.00	Forensic Examination Fee
Weirys Diesel & Mechanical Services Pty Ltd	48,234.25	Refurbishment cost
Total	398,157.23	

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER 15.6

TITLE Deed of Variation in relation to Aged Care Services

REFERENCE 1407174

AUTHOR Ronald Charles CARTER, Grants Manager

RECOMMENDATION

That Council:

- (a) Receives and notes the Deed of Variation: Agreement ID: 4-7SCH212, Program Schedule ID: 4-7ST90R8
- (b) Approves the Acting Chief Executive Officer to sign the Deed of Variation for \$1,099,491.27 GST excl.
- (c) Approves the use of the common seal on the Deed of Variation.

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.

BACKGROUND

Council entered into an agreement on 4 June 2018 under which the Commonwealth provided grant funding to Council for Aged Care Services for the 2018-19 financial year. Grant funding has continued to be provided in subsequent years up to and including the 2023-24 financial year, under this agreement. This Deed of Variation is a further amendment to the original agreement, for the provision of grant funding for 2024-25 under the Commonwealth Home Support Program (CHSP).

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

- The Deed of Variation provides additional funding for 2024-25, for various activities relating to Aged Care Services totaling \$1,099,491.27 GST excl.
- Funding body is made aware by Aged Care Management team due to increase in client numbers Council will over deliver the services.
- Funding body is not increasing funding for any CHSP providers due to changes coming in 2025 to aged care funding arrangement.

ATTACHMENTS

- 1 CHSP Deed of Variation 4-7ST90R8 Extension Funding 2024-25.pdf
- 2 CHSP Activity Work Plan 4-7ST90R8 Extension Funding 2024-25.pdf



Australian Government

Department of Health and Aged Care

Organisation ID:	1-1I4OFB
Agreement ID:	4-7SCH2I2
Program Schedule ID:	4-7ST90R8

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 4 June 2018 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)
Personal Care - Community and Home Support	4-7W4TGLC	2018-2019	\$493.63	\$0.00	\$493.63
Personal Care - Community and Home Support	4-7W4TGLC	2019-2020	\$85,680.00	\$0.00	\$85,680.00
Personal Care - Community and Home Support	4-7W4TGLC	2020-2021	\$86,965.20	\$0.00	\$86,965.20
Personal Care - Community and Home Support	4-7W4TGLC	2021-2022	\$88,443.61	\$0.00	\$88,443.61

Commonwealth Deed of Variation - Version 3 - January 2020

Page 1 of 7

Personal Care - Community and Home Support	4-7W4TGLC	2022-2023	\$89,770.26	\$0.00	\$89,770.26
Personal Care - Community and Home Support	4-7W4TGLC	2023-2024	\$94,258.78	\$0.00	\$94,258.78
Personal Care - Community and Home Support	4-7W4TGLC	2024-2025	\$0.00	\$97,557.84	\$97,557.84
Transport - Community and Home Support	4-7W4TGTS	2018-2019	\$35,050.26	\$0.00	\$35,050.26
Transport - Community and Home Support	4-7W4TGTS	2019-2020	\$149,760.00	\$0.00	\$149,760.00
Transport - Community and Home Support	4-7W4TGTS	2020-2021	\$152,006.40	\$0.00	\$152,006.40
Transport - Community and Home Support	4-7W4TGTS	2021-2022	\$154,590.51	\$0.00	\$154,590.51
Transport - Community and Home Support	4-7W4TGTS	2022-2023	\$156,909.37	\$0.00	\$156,909.37
Transport - Community and Home Support	4-7W4TGTS	2023-2024	\$166,323.94	\$0.00	\$166,323.94
Transport - Community and Home Support	4-7W4TGTS	2024-2025	\$0.00	\$172,145.28	\$172,145.28
Domestic Assistance - Community and Home Support	4-7W4WZM2	2018-2019	\$43,797.62	\$0.00	\$43,797.62
Domestic Assistance - Community and Home Support	4-7W4WZM2	2019-2020	\$154,800.00	\$0.00	\$154,800.00
Domestic Assistance - Community and Home Support	4-7W4WZM2	2020-2021	\$157,122.00	\$0.00	\$157,122.00
Domestic Assistance - Community and Home Support	4-7W4WZM2	2021-2022	\$159,793.07	\$0.00	\$159,793.07
Domestic Assistance - Community and Home Support	4-7W4WZM2	2022-2023	\$162,189.97	\$0.00	\$162,189.97
Domestic Assistance - Community and Home Support	4-7W4WZM2	2023-2024	\$170,299.47	\$0.00	\$170,299.47
Domestic Assistance - Community and Home Support	4-7W4WZM2	2024-2025	\$0.00	\$176,259.95	\$176,259.95
Meals - Community and Home Support	4-7W4WZU8	2018-2019	\$82,423.40	\$0.00	\$82,423.40
Meals - Community and Home Support	4-7W4WZU8	2019-2020	\$381,000.00	\$0.00	\$381,000.00
Meals - Community and Home Support	4-7W4WZU8	2020-2021	\$386,715.00	\$0.00	\$386,715.00

Commonwealth Deed of Variation – Version 3 – January 2020

Social Support - Individual - Community and Home Support	4-7W4ZFK8	2024-2025 Total	\$0.00 \$5,221,413.11	\$103,296.53 \$1,099,491.27	\$103,296.53 \$6,320,904.38
Social Support - Individual - Community and Home Support	4-7W4ZFK8	2023-2024	\$99,803.41	\$0.00	\$99,803.41
Social Support - Individual - Community and Home Support	4-7W4ZFK8	2022-2023	\$95,050.86	\$0.00	\$95,050.86
Social Support - Individual - Community and Home Support	4-7W4ZFK8	2021-2022	\$93,646.17	\$0.00	\$93,646.17
Social Support - Individual - Community and Home Support	4-7W4ZFK8	2020-2021	\$92,080.80	\$0.00	\$92,080.80
Social Support - Individual - Community and Home Support	4-7W4ZFK8	2019-2020	\$90,720.00	\$0.00	\$90,720.00
Social Support - Individual - Community and Home Support	4-7W4ZFK8	2018-2019	\$15,299.08	\$0.00	\$15,299.08
Social Support - Group - Community and Home Support	4-7W4X02E	2024-2025	\$0.00	\$116,413.56	\$116,413.56
Social Support - Group - Community and Home Support	4-7W4X02E	2023-2024	\$112,476.87	\$0.00	\$112,476.87
Social Support - Group - Community and Home Support	4-7W4X02E	2022-2023	\$107,120.82	\$0.00	\$107,120.82
Social Support - Group - Community and Home Support	4-7W4X02E	2021-2022	\$105,537.75	\$0.00	\$105,537.75
Social Support - Group - Community and Home Support	4-7W4X02E	2020-2021	\$103,773.60	\$0.00	\$103,773.60
Social Support - Group - Community and Home Support	4-7W4X02E	2019-2020	\$102,240.00	\$0.00	\$102,240.00
Social Support - Group - Community and Home Support	4-7W4X02E	2018-2019	\$33,645.67	\$0.00	\$33,645.67
Meals - Community and Home Support	4-7W4WZU8	2024-2025	\$0.00	\$433,818.11	\$433,818.11
Meals - Community and Home Support	4-7W4WZU8	2023-2024	\$419,147.93	\$0.00	\$419,147.93
Meals - Community and Home Support	4-7W4WZU8	2022-2023	\$399,188.50	\$0.00	\$399,188.50
Meals - Community and Home Support	4-7W4WZU8	2021-2022	\$393,289.16	\$0.00	\$393,289.16

Funding amounts in the table above include the Social, Community, Home Care and Disability Services (SACS) Industry Award 2010 supplementation for eligible Activities. Specific SACS dollar amounts are listed in the Schedule.

This variation extends the provider's CHSP agreement through till the end of 2024-25 financial year.

Commonwealth Deed of Variation – Version 3 – January 2020

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:	1-1I4OFB
		Agreement ID:	4-7SCH2I2
		Program Schedule ID:	4-7ST90R8
Executed as a deed			
Signed, sealed and delivered for and on behalf of the represented by and acting through Department of Hepresence of:			
(Name of Departmental Representative)	(Signatur	re of Departmental Repr	esentative)
			//
(Position of Departmental Representative)			
(Name of Milance in full)	/O:		
(Name of Witness in full)	(Signatur	re of Witness)	//
			//
Signed, sealed and delivered by Roper Gulf Regional rules, and who warrants that he/she is authorised to s			cordance with its
(Name and position held by Signatory)	(Signatur	re)	
			/
(Name and position held by second	(Signatur	re of second Signatory/V	Vitness)
Signatory/Name of Witness)	(Olgriatui	e or second digitatory/v	vitiless)

Commonwealth Deed of Variation – Version 3 – January 2020

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
 <u>or</u> 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 4-7ST90R8 is deleted and replaced with the updated Program Schedule 4-7ST90R8 enclosed. **ACTIVITY WORK PLAN**

ORGANISATION ID: 1-1140FB AGREEMENT ID: 4-7SCH212

Organisation name		gional Council	Grant Activ	Grant Activity Name			Personal Care - Community and Home Support				
ACTIVITY DETAILS											
Grant Activity ID	4-7W4TGLC	4-7W4TGLC Activity Start Date				Activity End Da	31/07/2025				
Financials		The total amount of the Grant is \$543,169.32* (GST exclusive). A break down by Financial Year is below									
	Financial Ye	ear			Amount * (excl. 0	GST)					
	2018-2019				\$493.63						
	2019-2020				\$85,680.00 \$86,965.20						
	2020-2021				\$88,443.61						
	2022-2023				\$89,770.26						
	2023-2024				\$94,258.78						
	2024-2025				\$97,557.84						
Activity Requirement:	grooming. Description The Grantee	agrees to ca	ople with support in activities	ibed in the	Program Manu	al to eligible c					
	(https://www.	health.gov.a	vity Work Plan (Item E.2) an u/resources/publications/co	mmonweal	th-home-suppo	rt-programme		W HU-SH			
	The Grantee	The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth.									
		Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. The Grantee otherwise is calculated as a commonwealth notifies the Grantee otherwise. The Grantee otherwise is calculated as a commonwealth notifies the Grantee otherwise.						he Grantee is			
	Grantees are Grantee's ow		to deliver a specific number ost.	of outputs	and any decisio	n to exceed the	ne agreed outp	puts is taker	n at the		

The Activity period for the grant is until 30 June 2025. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2025 is to enable any payment to be made for services delivered in June 2025.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Area Funding and Performance Matrix

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	74	\$493.63
Katherine	2019-2020	Hours	1008	\$85,680.00
Katherine	2020-2021	Hours	1008	\$86,965.20
Katherine	2021-2022	Hours	1008	\$88,443.61
Katherine	2022-2023	Hours	1016	\$89,770.26
Katherine	2023-2024	Hours	1016	\$94,258.78
Katherine	2024-2025	Hours	1016	\$97,557.84
Totals			6146	\$543,169.32

Organisation name		Roper Gulf Re	gional Council	Grant Activ	Grant Activity Name Transport - Community and F			ome Support		
ACTIVITY DETAILS										
Grant Activity ID	4-7W4TGTS	4-7W4TGTS Activity Start Date 01/07/2018 Activity End Date 31/				31/07/2025				
Financials	The total amount of the Grant is \$986,785.76* (GST exclusive). A break down by Financial Year is below									
	Financial Ye	ear			Amount * (excl. 0	GST)				
	2018-2019				\$35,050.26					
	2019-2020				\$149,760.00					
	2020-2021				\$152,006.40					
	2021-2022				\$154,590.51 \$156,909.37					
	2022-2023				\$166,323.94					
	2024-2025				\$172,145.28					
Activity Requirement:	Description The Grantee accordance would be considered accordance would be considered accordance would be considered accordance would be considered accordance with the Grantee accordance with the Gr	agrees to ca with the Activ health.gov.a agrees to pa to the paymor sustainab	arry out the Activity as descrivity Work Plan (Item E.2) an urresources/publications/co articipate in program development amount or schedule will ly managing its service delivito deliver a specific number ost.	ibed in the d the CHSF mmonweal oment active only arise very and nu	Program Manual Progra	al to eligible cual rt-programme ly requested l vealth notifies	lients identified -chsp-manual by the Commo	d for this Act onwealth. otherwise. Ti	he Grantee is	

The Activity period for the grant is until 30 June 2025. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2025 is to enable any payment to be made for services delivered in June 2025.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Area Funding and Performance Matrix

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Trips	832	\$35,050.26
Katherine	2019-2020	Trips	1872	\$149,760.00
Katherine	2020-2021	Trips	1872	\$152,006.40
Katherine	2021-2022	Trips	1872	\$154,590.51
Katherine	2022-2023	Trips	3114	\$156,909.37
Katherine	2023-2024	Trips	3114	\$166,323.94
Katherine	2024-2025	Trips	3114	\$172,145.28
Totals			15790	\$986,785.76

Organisation name	name Roper Gulf		gional Council	Grant Activity Name			Domestic Assistance - Comr Support		unity and Home
ACTIVITY DETAILS									
Grant Activity ID	4-7W4WZM2	4-7W4WZM2 Activity Start Date				Activity End Da	ate 31/07/2025		
Financials	The total amoun		is \$1,024,262.08* (GST exclusive).					
	Financial Ye	ar			Amount * (excl. 0	GST)			
	2018-2019				\$43,797.62				
	2019-2020				\$154,800.00				
	2020-2021				\$157,122.00 \$159,793.07				
	2022-2023				\$162,189.97				
	2023-2024				\$170,299.47				
	2024-2025				\$176,259.95				
Activity Requirement:	Description The Grantee a accordance w (https://www.h	ealthy home agrees to ca ith the Activ nealth.gov.a	arry out the Activity as descr vity Work Plan (Item E.2) an u/resources/publications/co	ibed in the d the CHSI mmonweal	Program Manu P Program Manu th-home-suppo	al to eligible c ual rt-programme	lients identified	d for this Ac	
	responsible for Grantees are	The Grantee agrees to participate in program development activity as reasonably requested by the Commonwealth. Any variation to the payment amount or schedule will only arise if the Commonwealth notifies the Grantee otherwise. responsible for sustainably managing its service delivery and number of clients. Grantees are contracted to deliver a specific number of outputs and any decision to exceed the agreed outputs is take Grantee's own risk and cost.							

The Activity period for the grant is until 30 June 2025. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2025 is to enable any payment to be made for services delivered in June 2025.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Area Funding and Performance Matrix

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	664	\$43,797.62
Katherine	2019-2020	Hours	2064	\$154,800.00
Katherine	2020-2021	Hours	2064	\$157,122.00
Katherine	2021-2022	Hours	2064	\$159,793.07
Katherine	2022-2023	Hours	1899	\$162,189.97
Katherine	2023-2024	Hours	1899	\$170,299.47
Katherine	2024-2025	Hours	1899	\$176,259.95
Totals			12553	\$1,024,262.08

Organisation name		Roper Gulf Re	gional Council	Grant Activity Name Meals			Meals - Community and Home Suppo		
ACTIVITY DETAILS									
Grant Activity ID	4-7W4WZU8 Activity Start Date 01/07/2018			:	Activity End Da	te	31/07/2025		
Financials	The total amour		is \$2,495,582.10* (GST exclusive).					
	Financial Ye	ear			Amount * (excl. 0	GST)			
	2018-2019				\$82,423.40				
	2019-2020				\$381,000.00				
	2020-2021				\$386,715.00				
	2021-2022				\$393,289.16				
	2022-2023				\$399,188.50				
	2023-2024				\$419,147.93				
	2024-2025				\$433,818.11				
Activity Requirement:	Description The Grantee accordance v (https://www. The Grantee Any variation responsible for Grantees are Grantee's ow	agrees to ca vith the Activ health.gov.a agrees to pa to the paym or sustainable contracted to m risk and co	arry out the Activity as descrity Work Plan (Item E.2) and u/resources/publications/contricipate in program development amount or schedule will by managing its service delivation deliver a specific number lost.	d the CHSI mmonweal pment active only arise very and nu- of outputs	Program Man- th-home-suppority as reasonable if the Commonumber of clients.	ual rt-programme oly requested I wealth notifies on to exceed the	chsp-manual by the Commo the Grantee on the agreed outp	onwealth. otherwise. The Grante outs is taken at the	

The Activity Completion date of 31 July 2025 is to enable any payment to be made for services delivered in June 2025.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Area Funding and Performance Matrix

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Meals	17056	\$82,423.40
Katherine	2019-2020	Meals	15240	\$381,000.00
Katherine	2020-2021	Meals	15240	\$386,715.00
Katherine	2021-2022	Meals	15240	\$393,289.16
Katherine	2022-2023	Meals	21934	\$399,188.50
Katherine	2023-2024	Meals	21934	\$419,147.93
Katherine	2024-2025	Meals	21934	\$433,818.11
Totals			128578	\$2,495,582.10

Organisation name		Roper Gulf Re	gional Council	Grant Activity Name			Social Support - Group - Community and Home Support			
ACTIVITY DETAILS										
Grant Activity ID	4-7W4X02E Activity Start Date 01/07/2018 Activity End Date 31				31/07/2025					
Financials	The total amount of the Grant is \$681,208.27* (GST exclusive). A break down by Financial Year is below									
	Financial Y	ear			Amount * (excl. 0	GST)				
	2018-2019				\$33,645.67	•				
	2019-2020				\$102,240.00					
	2020-2021				\$103,773.60					
	2021-2022				\$105,537.75					
	2022-2023				\$107,120.82					
	2023-2024				\$112,476.87					
	2024-2025				\$116,413.56					
Activity Requirement:	Description The Grantee accordance v (https://www. The Grantee Any variation responsible for	agrees to ca with the Activ health.gov.a agrees to pa to the paymor sustainab	le to participate in communication independent living and starry out the Activity as descrity Work Plan (Item E.2) and uresources/publications/contricipate in program development amount or schedule will ly managing its service delivate deliver a specific number lost.	ibed in the d the CHSI mmonweal oment active only arise very and nu	Program Manual Progra	al to eligible cual rt-programme ily requested lives wealth notifies	lients identified -chsp-manual by the Commo	d for this Act) onwealth. otherwise. Th	ivity in ne Grantee is	

The Activity period for the grant is until 30 June 2025. Providers must not carry out any Activities, using this funding, after this date. The Activity Completion date of 31 July 2025 is to enable any payment to be made for services delivered in June 2025.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Area Funding and Performance Matrix

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	1657	\$33,645.67
Katherine	2019-2020	Hours	3408	\$102,240.00
Katherine	2020-2021	Hours	3408	\$103,773.60
Katherine	2021-2022	Hours	3408	\$105,537.75
Katherine	2022-2023	Hours	3607	\$107,120.82
Katherine	2023-2024	Hours	3607	\$112,476.87
Katherine	2024-2025	Hours	3607	\$116,413.56
Totals			22702	\$681,208.27

Organisation name		Roper Gulf Re	gional Council	Grant Activ	ity Name		Social Support - Individual - Community and Home Support				
ACTIVITY DETAILS											
Grant Activity ID	4-7W4ZFK8		Activity Start Date	01/07/2018		Activity End Date		31/07/2025			
Financials	The total amount of the Grant is \$589,896.85* (GST exclusive). A break down by Financial Year is below										
	Financial Ye	ear			Amount * (excl. 0	SST)					
	2018-2019				\$15,299.08						
	2019-2020				\$90,720.00						
	2020-2021				\$92,080.80						
	2021-2022				\$93,646.17						
	2022-2023				\$95,050.86						
	2023-2024				\$99,803.41						
	2024-2025				\$103,296.53						
Activity Requirement:	and company Description The Grantee accordance wong (https://www.) The Grantee Any variation responsible for Grantees are Grantee's own	agrees to ca with the Active health.gov.and agrees to pa to the paymeter sustainable contracted to your risk and con	arry out the Activity as descrity Work Plan (Item E.2) an u/resources/publications/co articipate in program development amount or schedule will by managing its service delivate deliver a specific number lost.	ibed in the d the CHSF mmonweal pment active only arise very and nurse of outputs	Program Manual Progra	al to eligible clual rt-programme. ly requested to wealth notifies on to exceed the	lients identified on the Grantee of the agreed out	d for this Ac). onwealth. otherwise. T puts is taker	tivity in he Grantee is		

The Activity Completion date of 31 July 2025 is to enable any payment to be made for services delivered in June 2025.

Payments are made for activities that comply with requirements outlined in the Program Manual.

Area Funding and Performance Matrix

The following table shows funding and performance expectations for this Activity by service area (Aged Care Planning Region) and by financial year (excluding SACS supplementation funding).

Service Area (Aged Care Planning Region)	FY	Type of Units	No. Units	Amount (excl. GST)
Katherine	2018-2019	Hours	166	\$15,299.08
Katherine	2019-2020	Hours	1008	\$90,720.00
Katherine	2020-2021	Hours	1008	\$92,080.80
Katherine	2021-2022	Hours	1008	\$93,646.17
Katherine	2022-2023	Hours	1441	\$95,050.86
Katherine	2023-2024	Hours	1441	\$99,803.41
Katherine	2024-2025	Hours	1441	\$103,296.53
Totals			7513	\$589,896.85

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER 16.1

TITLE Programs Update

REFERENCE 1405483

AUTHOR Cristie GEER, Program Support Coordinator

RECOMMENDATION

That Council receives and notes this 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 and Disability Services, Children's 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

All funded programs are currently being delivered in line with funding agreements and regulatory requirements. No current data is available. A data update will be provided after 30 June 2024 in line with the reporting requirements under the various funding arrangements.

Updates for the April to June period include:

- Creche: The Australian Children's Education and Care Quality Authority (ACECQA) visited the three creches during this reporting period and generated a service summary on each centre. The visit focused on each Creche's Quality Improvement Plan (QIP) and provided their support, making suggestions to strengthen the Quality Improvement Plans. Beswick and Jilkminggan have been operating and providing full service delivery, with Manyallaluk having several staff closures due to staff shortages.
- School Nutrition Program: Staff working for the School Nutrition Program across the
 region conducted safe food handling training in the Katherine Support Centre and are
 all compliant with training requirements. The funding body, the National Indigenous
 Australians Agency, has also conducted an annual their annual site visits for the
 service.
- Outside School Hours Care: New educational resources have been purchased for Outside School Hours Care, including the creation of a visual book on how to implement the learning activities with the children. OSHC Officers have been training and are implementing the new learning activities into the program to strengthen the children's learning development.
- Remote Sports Program: The NTG Sport, Recreation & Strategic Infrastructure team
 have released the new funding guidelines for the revised Remote Sports Program.
 Under the new guidelines, the program has been re-branded as the Active Regional

and Remote Communities (ARRC) Program. The current funding agreement ends on 30 June 2024, and Council currently finalising this application.

- Community Night Patrol: The Community Night Patrol agreement through the National Indigenous Australians Agency is due to end on 30 June 2024. As at the time of this report, Council has only received verbal advice that the Night Patrol contract will be extended for two years from 1 July 2024 onwards. NIAA have advised to continue service delivery whilst the new agreement is finalized. As part of this process, Council will also renew service subcontracting arrangements with the local Aboriginal Corporations for Minyerri and Robison River.
- Alcohol and other Drugs: Council staff, local stakeholders and community members in Numbulwar have been working with Saltwater Bird Productions to develop media around healthy living in community and how the community members work to support the health and wellbeing of all community members.
- Pools: Council's current agreement with YMCA NT (YNT) Remote Pools Project ends on September 18 2024. Council will be initiating a tender process and going to market to determine costs and identify all potential suitable suppliers in line with local government procurement requirements. A further report will be provided to Council once tenders are received with a recommendation on how to proceed. Under the current agreement with YNT, service provision and safety measures at the pools have improved since being outsourced.

Council has been approached by NBN to assist in raising awareness about the School Student Broadband Initiative. Under this Federally-funded program, households with a school-aged child or children are eligible to access free home broadband services until 31 December 2025. To provide maximum support to community residents, Council is proposing to be the referral organisation for residents; under this model, Council will collect the details of interested and eligible households and pass them on to NBN. NBN will then make the necessary arrangements for installation and setup, all of which is covered under the program. Council sees this approach as being the most beneficial and streamlined approach for both residents and service installers. Once the service is installed, any maintenance or connectivity issues will need to be managed directly by the household with the provider. This program will support improved communications connectivity to improve residents' livability as identified in the Strategic Plan.

The Programs Unit is also undertaking a number of workshops with consultants from Better Cities Group to develop Council's Engagement Strategy. These workshops will be taking place over three days in July for Council employees to strengthen community and stakeholder engagement practices.

The following updates are available from Resolutions made at the Ordinary Meeting of Council held on 28 February 2024, Council resolved as below:

14.7 COMMUNITY SAFETY IN NGUKURR TO IMPROVE SCHOOL ATTENDANCE 18/2024 RESOLVED (Owen TURNER/Jana DANIELS) CARRIED

That Council:

- (a) prepare a report to local authority on Community Safety and to convene a Community Safety Reference Group; and
- (b) prepare a report on all Night Patrol operations to the April Ordinary Meet of Council.

UPDATE: 14.7, item (a), This Action is ongoing. Council has approached the National Indigenous Australians Agency along with the Chief Minister and Cabinet on the 27 March 2024 for advice on convening a Ngukurr Community Safety Reference Group. Further discussions will occur and update to be provided.

UPDATE: 14.7, Item (b), The Report was tabled as requested to the April Ordinary Meeting of Council and has been submitted to both March and May Ngukurr Local Authority Meetings. However, it is uncertain if the Local Authority members had the opportunity to review the report as the meetings were both cancelled.

17.2 SPORT & RECREATION MASTERPLAN FINALISATION 30/2024 RESOLVED (Patricia FARRELL/Owen TURNER)

CARRIED

That Council:

- (a) receives and notes Sports and Recreation Master Plan finalization report; and
- (b) endorse the proposed amendments to the Sport & Recreation Master Plan and adopt this as the final version.

UPDATE: 17.2 (b), The Sport & Recreation Master Plan has been finalised by the consultants and professionally printed. Copies of the Master Plan have been provided to each Council office. A copy of the Master Plan is also published on Council's website.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER 16.2

TITLE Aged Care Council Report

REFERENCE 1405585

AUTHOR Spandana MIKKILINENI, Manager Aged Care and Disability

RECOMMENDATION

That Council receive and note this Aged Care & Disability Services 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

Council is an approved Aged Care provider and delivers the Home Care Package (HCP), and Commonwealth Home Support Program (CHSP) across the region. Council also deliver National Disability Insurance Scheme (NDIS) services across the region under brokerage-arrangements from registered providers. As a service provider, there are reporting requirements to the governing body (ie. Council) under the *Aged Care Act 1997* (Cth). This report provides an update to Council in regard to the operations of Aged Care & Disability Services.

ISSUES/OPTIONS/SWOT

Overview:

Services are currently being delivered in accordance with Aged Care Standards, legislative requirements, and funding agreements. Current client numbers are:

- 62 CHSP
- 25 HCP
- 9 NDIS

Staff are aware that Council is committed to growing its Aged Care service delivery and are actively seeking and on-boarding new clients where appropriate. In the past 12-months, the number of Aged Care clients has doubled across the region with client numbers nearing 100.

Council is currently investigating setting up tele-health for clients. This will enable clients to receive specialist care from professionals such as dieticians, occupational therapists, and physiotherapist. This will alleviate wait times, with some clients having waited over 12-months to access these services in community. A separate report has been submitted to Council with further details of this project.

On 15 May, some aged care clients from Wugularr, Barunga and Mataranka participated in consultation with Social Deck, who are developing educational resources for Aboriginal and Torres Strait Islanders Aged Care clients and their families on new Aged Care Act and Standards. All aged care clients actively participated and voiced their ideas on what aged care look like in communities.

Incidents

Nil incidents were recorded.

Feedback, Compliments, Complaints

Nil

Workforce, Infrastructure and Equipment

The community-based workforce has remained steady with minimal turn-over of staff. Casual staff are utilised as needed if permanent staff are absent or on leave. Casual staff are also used to support the permanent team as client numbers grow and are transferred to permanent positions as they become available. All coordinator-level positions are currently filled.

Council is one of the 17 successful applicants to upgrade aged care facilities from Round 1 of the Aged Care Capital Assistance Program. Through this funding, Council has secured \$1,054,710 for infrastructure works and equipment purchases for Numbulwar Aged Care.

Council will be submitting CHSP ad-hoc grant application before 30 June 2024 to cover unforeseen growing client base expenses. The Department of Health & Aged Care has advised that due to the large number of applications received for this grant, it is extremely competitive and changes of successfully securing funding are low. If there is no ad-hoc funding available additional aged care costs will need to be covered directly by Council's untied funds.

Council also submitted Minor Community Grants (up to \$15k) for upgrading Wugularr Aged Care kitchen. Major Community Benefit Grant (up to \$250k) application would be submitted before 30 August 2024 for building staff toilets and laundry room at Wugularr Aged Care.

Staff from Ngukurr and Mataranka received staff appreciation certificates with staff incentives for their strong work ethic and dedication to our Aged Care clients.

Financial Status

No update can be given on Councils financial position at this time, pending a report from the Finance team.

Provider Compliance Reporting

Council are currently complaint with all reporting requirements.

Information Management

Nil Update.

Risk and Emergency Management

Nil update.

FINANCIAL CONSIDERATIONS

Potential cost to Council to support CSHP clients. It is difficult to determine an exact amount, as it is dependent on if all current CHSP funding is exhausted and whether or not the ad-hoc grant application is successful. If Council does not want to incur direct costs for CHSP delivery, it could investigate the option of potentially declining to take on more CHSP clients. This approach is not advised, as it puts an already highly-vulnerable group more at risk.

ATTACHMENTS

There are no attachments for this report.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER 16.3

TITLE Community Safety Coordinator for Bulman and Weemol

REFERENCE 1405588

AUTHOR Cristie GEER, Program Support Coordinator

RECOMMENDATION

That Council

- (a) receives and notes this report pertaining to a Community Safety Coordinator to be based in Bulman: and
- (b) approves the financial allocation of \$81,761.36 plus super and entitlements from grant funding in order to accommodate this position.

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.

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

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

BACKGROUND

Under the current Organisational Structure the Commuity Safety Team consists of 5 Community Safety Coordinator positions based in Barunga, Wugularr, Jilkminggan, Ngukurr and Numbulwar, overseeing the operations and service delivery of Night Patrol, Sport & Recreation, Youth Reconnect, Broadcasting, Libraries, Alcohol and Other Drugs along with a number of other programs across the region. Due to logistics such as wet season road closures and the distance from the closest community (Wugularr) it is not feasible for the Wugularr-based Community Safety Coordinator to additionally oversee service delivery in the Bulman and Weemol communities. Additionally, Council service delivery requirements and hours already undertaken by the Council Services Coordinator in Bulman means that there is a high risk in the potential for a gap in the coordination of integral services for the Bulman and Weemol communities in the areas of Aged Care, Community Night Patrol, Sport and Recreation, the School Nutrition Program and Broadcasting.

Having a Community Safety Coordinator based in Bulman will largely contribute to Council meeting the 'Wellbeing' key outcome area as identified in Council's Strategic Plan for the Bulman community.

ISSUES/OPTIONS/SWOT

Without the additional Bulman based Community Safety Coordinator position financial allocation being approved, community engagement programs that benefit the community such as Aged Care Services, Community Night Patrol and Sports and Recreation will continue to struggle in Bulman resulting in Council not delivering on the key outcome area of 'Wellbeing – Community Harmony and Safety, Aged Health Care and Service Delivery' for this community.

FINANCIAL CONSIDERATIONS

This position will be funded through untied funds with grant funding from the Northern Territory Government (NTG) Sport & Recreation, NIAA Indigenous Sport & Recreation and Night Patrol accommodating for this position. No untied Council funding is required to support this position.

ATTACHMENTS

There are no attachments for this report.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER 16.4

TITLE Mikey's Cup Cricket Challenge - Fee waiver request

REFERENCE 1405676

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Mikey's Cup Cricket Challenge Fee waiver request Report; and
- (b) waives the fee of Mataranka Sports and Recreation Cricket Oval for the Mikey's Cup Cricket Challenge event scheduled to be held from 03 August 2024 to 05 August 2024.

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

Mataranka Community requests to waive fees for the event of Mikey's Cup Cricket Challenge scheduled to be held from 03 August 2024 to 05 August 2024.

Maryanne LEWIS stated, "This event is planned in memory of our great mate, Mike Harding, whom we lost in a tragic accident in November of 2023, who was an avid cricket player in many local competitions over many years. Traditionally cricket has been played in Mataranka each year at Australia Day celebration events, the Never Never Festivals & Territory Day events & we wish to make this an annual event — something that is a part of the local community calendar. Teams invited to play in this event will be — Sturt Plateau, MLHFS & Mataranka Teams — those close to our friend, Mike, & who have played cricket regularly with him in the past at Mataranka events.

Whilst I understand that there are normally fees associated with booking this facility, I ask for Roper Gulf to waiver these fees for this weekend's planned events due to the connection that Mike Harding had with all Mataranka Community events, as a participant, a volunteer, a sponsor & our bestest tourism ambassador for Mataranka & the region. There will be no profit from the weekend's events for myself or any club, no fees charged for players involved, just some honorable sponsors for awards & trophies to be presented to teams & players."

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

There are no attachments for this report.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER 16.5

TITLE Council Services Update

REFERENCE 1406074

AUTHOR Clare CUPITT, Program Manager

RECOMMENDATION

That Council receive and note the Council Services 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.

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

BACKGROUND

The Community Services & Engagement Division is responsible for the delivery of a range of Core, Agency, and Municipal services across the region. These services are critical to the life cycle and function of community.

ISSUES/OPTIONS/SWOT

Municipal Update

Municipal services are currently being delivered to meet community need and expectations. Management are currently finalising Community Plans, which will be the guide for each community on the delivery and implementation of regular services and special projects, including those identified through Local Authorities.

Staff training continues to be delivered where needed to fill identified skills gaps. An increase in staff retention has meant that less training overall is being delivered.

The Municipal Services contract between Council and Alawa Aboriginal Corporation for Minyerri has expired, with a new contract currently being prepared by Council's solicitors. In the interim, services will continue to be delivered through the concept of contract "carry-over". The new contract will cover the delivery of core municipal services and animal management.

In 2023, support for animal management in Minyerri was sought from the Minyerri Local Authority in the form of assistance to remove feral pigs. Council sourced quotes for this service from Wild Science, who undertook the pig removal in Numbulwar and Ngukurr; this work was estimated at \$32,000. At the Minyerri Local Authority held on 3 June 2024, the Local Authority Members advised that the pig removal was no longer required as the animals had been transported out of community by local residents.

Agency Update

Agency services include Centre Link and Australia Post operations; these are being delivered in line with contract terms. Department of Infrastructure, Planning and Logistics (DIPL) services include maintenance of aerodromes, litter collection, slashing and maintaining fire breaks. Some of these services have needed to be outsourced due to mechanical breakdowns and staffing restraints.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER 16.6

TITLE Numburindi Development Aboriginal Corporation - Local Decision

Making Signing Ceremony, Fee Waiver Request

REFERENCE 1406979

AUTHOR Bhumika ADHIKARI, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Numburindi Development Aboriginal Corporation Local Decision Making Signing Ceremony, Fee Waiver Request Report; and
- (b) waives the fee for Numburindi Development Aboriginal Corporation for the use of equipment and Board room hire cost on 05 July 2025.

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

Numburindi Development Aboriginal Corporation requested for the fee waiver for the following items to assist with the Local Decision Making (LDM) Signing Ceremony on 05 July 2024:

- BBQ hire and gas bottles;
- 5 Tables and 50 Chairs;
- Wet hire for front end loader (for sand and rock placement on the day);
- Operator for loader for 2 hours only;
- Board room basic hire.

Also requested to provide assistance on the day to setup:

- Set up on the day;
- Human resources;
- Marquees;
- Recycled mats for ground sitting x 2.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

INFRASTRUCTURE SERVICES & PLANNING DIVISIONAL RPT



ITEM NUMBER 17.1

TITLE Major Projects Report

REFERENCE 1406659

AUTHOR Belinda McARTHUR, Consultant - Infrastructure Services

RECOMMENDATION

That Council:

- (a) receives and notes the Major Projects report; and
- (b) authorises the Acting Chief Executive Officer to engage Turner and Townsend to Project Manage the Bulman staff housing project, total procurement value of \$674,778.00.

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 through the use of Council's Project Gate System. The system relies on an 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 Acting Chief Executive Officer (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 since assessed the submissions and TTs Build are the successful tenderer. Currently, a construction program, with commencement and completion dates, is currently being finalised jointly by the Council team and TTs Build in such a way that risks of stop and start due to wet weather are minimised. Urapunga Aboriginal Corporation have advised that the initial lot is unsuitable and have proposed lot 7 as an alternative location of the new community hall, formalisation of a lease agreement over this lot are now underway.

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 stalled due to:

- an additional s19 lease over a small portion of land due to realignment of road;
- No Mineral Extraction Agreement in place for the gravel pit, additional gravel will be required to complete the road upgrade. Section 19 Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) application made for a gravel pit in 2021, however this was unsuccessful due to the Northern Land Council (NLC) being unable to reach an agreement with Traditional Owners pertaining to the same. The next scheduled NLC consultations in Numbulwar are October 2024;
- Aboriginal Areas Protection Authority (AAPA) clearances have been received, designed drainage works cannot move forward due to Restricted Work Areas proximity to identified drainage areas;
- Road works will need to be within existing road footprint with no additional drainage works to be carried out;
- New design/works options are now been considered prior to tender release.

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.

Barunga Statement Memorial Project

This project is progressing in its design phase. Jensen Plus, the architects, have presented three (3) options on 16 Nov 2023. Our team members have reviewed these options and provided feedback to the architects. On site survey works and investigation of site servicing and site layout of nodes are now underway by Jensen Plus, once these are finalised draft plans will be created and reviewed by team members. 70% design has been reached with final amendments sent back to Jensen Plus for incorporation into the final design. The target is to complete the project by the Barunga Festival 2025.

Barunga Night Patrol Building Installation

Upside Planning have been engaged to process Development Consent Application for the new lot situated between lots 215 and 218. Project staff are progressing Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) application for the same proposed lot.

Mataranka Aged Care Kitchen

Building permit has been approved for kitchen installation and roof replacement, roof replacement and additional flooring joists have been installed. New scope and tender documentation have been created for approval and release once roofing works have been completed. Compliance Team and GMs are currently reviewing these documents. Anticipated Tender Release June 2024.

Mataranka Septic - Council Office

TTs Build, the contractor, completed the work on Stage 1 in December 2023. Stage 2 of the works will be carried out after the Aged Care Kitchen works are completed. Stage 2 design works underway, tender documentation and release will be scheduled early next financial year.

Mataranka Septic - Showgrounds

AWS Consultants have provided the engineering documentation for the new waste water treatment facility with septic tanks and soak and our team has provided their comments. The documents are currently being finalised for incorporation into tender documents and for costing for the purpose of funding exercises. The tender will be publicly advertised as soon as possible.

Borroloola Cyclone Shelter

This project is being project managed by the Department of Infrastructure, Planning, and Logistics (DIPL). The project includes the variation of sport court resurfacing requested by Council. DIPL provided a project progress report for the month of January 2024. The current projected completion date is February 2024, which seems to be affected by wet weather. As per Status Report from DIPL, amended completion date is now the end of July 2024.

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. Utilising this opportunity, our project team has fine-tuned the requirements based on improved clarity on the equipment in the facility and finalised the scope of works. As additional engineering services have been required to ensure compliance with fire and electrical standards and legislation, revised documentation along with design will be released to tender early next financial year. Site Survey will be carried out between the 25th and 28th June 2024.

Borroloola Tamarind Park Power Supply

All materials are now onsite awaiting installation.

Borroloola Airport Toilets – Stage 2

New design drawings were tabled at the Local Authority meeting in November 2023. Despite a lack of quorum, the members present were supportive of the new design documents. The consultants AWS are preparing the tender documents. Anticipate Tender Release Early July 2024.

Bulman Community Ablution Block

The flat pack materials have arrived in Katherine. The s19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) application has been approved. We have also received an AAPA clearance certificate around 17 Jan 2024. A tender process for installation works will commence soon. Work on site is expected to commence towards the end of July, early August 2024.

Weemol Playground and Basketball Court

Section 19 Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) agreement is secured. We have also received an AAPA clearance certificate around 17 Jan 2024. This project is about extending the half basketball court to full and for providing a cover to the extended court. A costing exercise will be carried out soon and followed up with funding options in order to progress the project.

Bulman Staff Housing

The Bulman Staff housing project was identified for engagement of Project Managers to progress in order to meet the deadlines for the Grant Funding agreement that is partially funding this project. Turner and Townsend have provided a project management plan that is inclusive of the procurement of the building and installation. Turner and Townsend will be undertaking the procurement in accordance with Council's legislated procurement obligations. The project is fully budgeted for in 2023/24 and 2024/25.

The project plan is attached for Council's information and consideration.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

- 1 Major Projects Master Report 13.06.24 (002).pdf
- **2** RGRC_Bulman Staffing House_PMP Revision 1.pdf

MAJOR	PROJECT GATEWAY STATUS R	EPORT										
Date Project ID	Project Name	Officer		ates	Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendme nts	PO Number	Contractor	Notes?Next Step
											II.	
Katherine	-	,							r		70	
1/01/2023 PR61	29 Crawford Street Development				100,000		100,000	RGRC				ON HOLD C/F \$100,000 into 2024/25 Budget
4/04/2024	Head Office - Internal Fit Out Modifications				200,000							Design underway by Troppo Design 2024/25 Budget to include \$200,000 allocation - Mick contacted Troppo, no acceptance of design fees received ON HOLD TILL 2024/25
4/04/2024	Head Office Carpark Modifications				100,000							Modifications to allow access between front and back carparks to allow truck turn around, 2024/25 Budget to include \$100,000 for this project
Barunga		*			·							<u>.</u>
CSM's	Minor projects - roads & maintenance				100,000							To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	Potential new project - Upgrades to Sport and Rec Hall											Dependent on Grant Funding
PR12 30/04/2019	Barunga Statement Memorial - Design	Mick			49,200	70,800		GRANT RGRC LA		PO107366	Jensen Plus	place so that design is complete by Barunga Festival. Jensen+ engaging Cross Solutions to attend site next week to carry out measurements & survey. Variations 3 & 4 for additional engineering services approved. Design at 70%.
PR086	Barunga Night Patrol Building Installation	Belinda			10,000					PO 111659	Upside Planning	Seek S19 for lot between lots 218 & 215, seek advice re: lot numbering for connection of power and water. \$10,000 budget amenment being sought April OMC - Approved. Received quote from Upside Planning fro DCA approval. Submitted S19 application to NLC
Beswick	Oval Irrigation & top soil improvements				200,000							Funding required through grant application - costings of works sent to grants team for grant submission.
Beswick												To be indentified & carried out by CSM's. Same allocation in 2024/25
	Minor projects - roads & maintenance				100,000							budget
PR79	Cameron / Maddigan Road Upgrade					39,450				PO109063	TPM	ON HOLD - NEEDS ANALYSIS TO BE CARRIED OUT.
Borroloola	5		100								702	
	Minor projects - roads & maintenance	Paul										To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
PR21	Sports Courts	Joe			292,999	685,548	978,547	Grant RGRC				Quote for resurfacing received. Works to be done by DCT alongside Cyclone Shelter. Another \$100,000 required - check if budget amendment completed as part of cyclone shelter.
PR01	Cyclone Shelter				4,322,955	6,500,000	10,822,955	Grant				Works started by DCT- need to recoup \$ from CBT New drawings received and approved - AWS to project manage
PR09 6/2/2020 1313822	Airport Toilet - Stage 2				386,646	8,856	395,502	LA		PO104785	AWS	project. Quote received for PM Fees, PO raised to AWS, tender documentation underway.
PR04	Recycling Shed	Mick				187,246	207,800 207,800 200,000			PO103230 PO105535 PO101705	Widespan Upside Planning MECNT ASU Certifiers	DCA Approval received 'BCA currently undertaking water, sewer & electrical requirements. Building permit application underway. New tender documentation underway, 25.03.24 Carry forward unspent into 2024/25 WIP - Amended cost estimate for project provided. Total \$962,019 - Shortfall -\$346,419 24.04.24. Survey works to be undertaken last week in June 2024

	R PROJECT GATEWAY STATUS R		6		100000000000000000000000000000000000000	Project	1000000					
Date Project ID	Project Name	Officer	1 2	3 4	Project Budget	Expenditure EX GST	Approved Budget	Funding	Amendme nts	PO Number	Contractor	Notes?Next Step
	Borroloola Office Modifications											Approximate cost \$2.5 million for consideration for 2024/25 budget and funding partners.
	Tamarind Park Power Supply	Mick/Paul			46,071	83,760.00	129,831	LA		PO108046 PO108074 PO108247	ORCA HY-TEC Mansells	All products delivered to Borroloola for installation.
Robinson River Bulman												
	Minor projects - roads & maintenance	CSM		П								To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
PR18 12/01/2023	Weemol Playground and Basketball court	Mick					33,400	LA				S19 obtained AAPA Certificate required awaiting AAPA Clearance Requesting to reallocate funds towards AAPA Certificate
PR06 5/12/2018 1413806	Community Ablution Block	Mick			199.323	144.400	199361 144361.59			PO107114 PO107474 PO104240 PO103787 PO103789	AWS AWS Modus ITSConsult ITSConsult	Modus Toilet deiivered. PWC approvals need to be sought. AWS is preparing services designs AAPA Certificate required, Section 19 obtained . AAPA Certificate received. AWS has submitted quotation for PM Fees. PO Raised to ASW.
PR39	Dump Fencing	Joseph			80,000		80,000	Grant				S19 obtained . Quotes being sought for 360 m of fencing awaiting AAPA Clearance Approximately 70,000 more required - Joseph scoping fence requirements.
1/12/2022 PR80	Bulman Staff Accomodation					8,560	250,000	Grant		PO109182	AWS	Project is part funded by IPG \$ 250,000. Council decision required fo budget allocation. Part of Regional staff housing plan Obtain Costings. AAPA Cewrification required Quotes been obtained.AWS Engaged for Hydraulic services P/W Approval needed. Quotation sought for PM by Turner and Townsend, SCP & BTO. C/F Funding into 2024/25 - need grant extension and budget amendment for full amount required for project. Turner Townsend undertaking project management services.
Manyallaluk	Dump road upgrade (grade to sewer ponds).				300,000		300,000	RGRC				AAPA & MEA Approvals received. New tender documentation create awaiting approval. C/F funding into 2024/25 budget
	Cemetery fencing			П	28,265		28,265	LA				Quotations sort are over budget needs to go back to LA
PR57 3/4/2023 Jilkminggan Mataranka		Liam							1/8 9	,		
mataranna	Minor projects - roads & maintenance	CSM										To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	Minor projects - roads & maintenance	CSM										To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	Carew Heights Development				1,063,120	36,880	1,100,000	RGRC		PO10836	AWS	ON HOLD - Designs and planning will be part of Regional Staff Housing Strategy - site survey requirements
	Aged Care Kitchen				150,000	84,900	81,000	RGRC		PO107827	Northern Build	PO Raised to NBPS for roof replacement & joist supports. New building certificate application underway to include kitchen use amendments. New design approved, tender documents underway, amendment to OMC April \$150,000 - approved 24,04.24 - New tender documentation created, awaiting approval.
PROPOSED	Showgrounds sewerage system											Inititial design works has been carried out for these works due to maj issues with septic systems during public events.AWS has carried out intitial design.

Date Project ID	Project Name	Officer	Ga	tes	Project	Project Expenditure EX	Approved	Funding	Amendme	PO Number	Contractor	Notes?Next Step
Date Project ID	Project Name	Omcer	1 2	3 4	Budget	GST	Budget	runung	nts	r o itamber	Communicion	Hotes Hext Step
												Sewerage system and Project office identified as needed. AWS
												preparing recommendations for septic restablishment. Temp office building found in Ngukurr Muns yard. Quotes been sort for works
										500A0000000000000000000000000000000000	1.5.0700	needed. Contractor selected for sewage works. Awaiting Signed
										PO107597	AWS	contract PO Raised and on hold C/F \$300,000 to 20245/25 budget
PR34	Sewerage Works	Mick			300.000.00	145,359.90	940.000	PCPC		PO107906 PO109338	RRT TTS Built	Stage 2 Septic works priced, tender docs and pm management, PO raised to AWS.
PR58	Footpath Survey				26,432	3,568	30,000			PO108066	Cross Solutions	Survey completed and results provided to RGRC.
2/5/2023		Karyn			20,402	0,000	30,000	5,		1 0 100000	Gross Coldions	burvey completed and results provided to Norte.
Minyerri / Hodgs												
PR54 PR55	Signage Water cart trailer	Ray			2,000 6,027	13,973	2,000			PO108108	OXQUIP	Trailer purchase Delivered 22/8/23
PR56	Plantation around public areas	Ray			0,027	1,000	1,000			PO108574	Alawa	Trailer purchase Delivered 22/0/23
	The state of the s						.,,,,,,,				7.00.00	
Ngukurr												
	Minor projects - roads & maintenance	CSM										To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	New Ablution Block - Sports Court			Т	250,000							Grant submission completed. Quotation received for Pureblue system. \$250,000 - 24/25 Financial Year
PR42 20/9/2022	Sports Hall Renovation (Indoor play area)	Mick			169,200		169,200	LA				ON HOLD
	Ngukurr Staff Housing - Lot 231				400,000							New 2 x bedroom demountable housing - PM to be outsourced.
PR43 24/6/2021	Beatification Project	Cameron			165,156		165,156	1.4				New park area has been identified. S19 lease lodged, Block spots established awaiting street light report from CSM To proceed
Numbulwar	le .	E-C-III-C-III-			100,100		100,100					
PARTIE CONTROLLER	Minor projects - roads & maintenance	CSM										To be indentified & carried out by CSM's, Same allocation in 2024/25 budget
PR60	Council Office Redevelopment	Mick		+	88,410	31,590	120.000	RGRC		PO108370	Тгорро	Design and Documentation only
								Arts &				S19 lease applied for. Designs for Ablution block needed. AAPA
2000		1999000					12251102	Culture				Clearance received, Designs been sort - Awaiting S19's, NLC
PR45	Numbulwar Ablution Block - Festival Ablution Block at Airport	Mick Mick			261,145 210.000		261,145 113000					consultation to occur. NLC discussions booked for October 2024. Public Quotation needed for toilet module. Tender documents for
	Abiution Block at Airport	IVIICK			210,000		97000					construction being prepared. AAPA clearances received - awaiting
PR47							37.233					S19's
PR46	Sports Precinct Upgrades				349,146		349,146	LA				ON HOLD
	Staff Housing - Lot 156				1,100,000							Duplex building - project & pm services to be outsourced.
					-,,							
												Drawings and tender documents being prepared by SCP. Pos Raised
								Grant		PO105012	SCP	for design fees \$81605 exc GST - Recommend engaging local buy contractor to resheet pavement due to AAPA restrictions in area. SCF
PR48	Clinic Road Design Phase	Projects			2.418.395	81,605.00	2,500,000			PO102933	SCP	reworking design to inside road corridor & require MEA for gravel pit.
					2,,500	5.1,553.00	2,000,000					O Comment of the Comm
Urapunga												
												Construction contract currently been reviewed by RGRC, Building permit and PwS approvals with CAT Contracting expected 12/04/24. Not to proceed until land tenure secured by direct lease with UAC.
											TTS Built -	Lot number incorrectly identified as Lot 4 - needs to be developed on
		1			I						Construction	Lot 31. CEO to discuss with UAC re: options as hall design will not
					l .		A 27 CA 1 A 27 C				And the state of t	
DAG 40/0/000	Community Hall Shed	Mick			425,000.00		10000, 415,000				CAT Contracting - Certification	on lot 31 alongside MUNNS area. Lot 7 now identified as preferred site, in negotiations with UAC.

MAJOR PROJECT GATEWAY STATUS REPORT

Date Project ID	100 to 10	Officer	Gates 1 2 3 4	Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendme nts	PO Number	Contractor	Notes?Next Step
Project Managem	ent Fees										
				250,000							To be utilised for Bulman & Borroloola Toilet projects & staff housing projects.
Homelands											
							0				



Project Management Plan

Bulman Staff Housing

Roper Gulf Regional Council (RGRC)

Harmesh Gangar

Senior Project Manager

Turner & Townsend

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Bulman Staff Housing

Project Management Plan Roper Gulf Reginal Council (RGRC)





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Bulman Staff Housing

Project Management Plan Roper Gulf Reginal Council (RGRC)





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15	Approval	30

Rev	Originator	Approved	Date	
1	Perupkar Singh	Harmesh Gangar	11/06/2024	
2				
3				

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1 Introduction

1.1 Purpose of the Document

This Project Management Plan (referred to hereinafter as PMP) is structured in line with the Client requirements and project management principles insofar as it describes the definition, planning, monitoring, and control techniques, which shall be used on this project.

The purpose of this PMP is to ensure that:

- · The roles and responsibilities of various parties are defined;
- The completed project meets the objectives of the client;
- Project governance for the project is clear;
- Project stakeholders are identified and consulted to best ensure all are fully informed;
- Resources required for the successful delivery of the project are identified and briefs are clearly defined;
- · Communication protocols on the project are clear; and
- · Procedures and systems for the management of the project are established and followed.

The procedures detailed in this PMP are to be followed by all project team members including all consultants and contractors. This PMP is not a Contract document; rather it informs and integrates contract administration aspects under a project management framework for implementation by the Project team. It communicates the duties and responsibilities of all concerned and contributes to the overall efficiency of the project.

Alternative procedures may be adopted if approved by Roper Gulf Regional Council (referred to hereinafter as RGRC) at the Consultant Project Manager's recommendations. RGRC must approve all new procedures. Such approved alternative procedures will be incorporated into the next updated version of this PMP.





2 Project Particulars

2.1 Roper Gulf Regional Council

On January 1, 2014, the Northern Territory Government renamed "Shire Councils" to "Regional Councils" and increased the responsibilities of Local Authorities. The Roper Gulf Shire Council adopted this change, becoming Roper Gulf Regional Council. Roper Gulf Shire Council commenced operations on the 1st of July 2008 following the passing by Northern Territory Government of Local Government Act 2008 earlier in that year. The 2008 reforms reduced Local Governments to Municipalities and Shires, with the Roper Gulf Shire formed by merging several councils and unincorporated areas. Despite initial resistance, the reforms led to more efficient governance. In 2012, the CLP opposition, upon winning government, reviewed these changes but retained the existing structure. The first Mayor of Roper Gulf Shire Council was Tony Jack, succeeded by Judy MacFarlane in 2017. The Council now employs 282 staff.

RGRC's office is located within Katherine on the Stuart Highway. RGRC delivers a range of support and operational services across several regions. Roper Gulf Regional Council's vision is to be Sustainable, Viable, and Vibrant. Their mission focuses on delivering services that meet residents' needs and improve their quality of life. Guided by values of honesty, equality, accountability, respect, and trust, the Council aims to enhance community wellbeing, protect the environment, develop infrastructure, foster economic growth, and improve governance efficiency and stakeholder engagement.

The RGRC strongly promotes and values Indigenous culture with traditional ties to the land.

2.2 Project Background

RGRC have been awarded grant funding from the Northern Territory Government (NTG) for the design, construction, and delivery of a two-bedroom dwelling for staff within the Bulman region. The project will address the housing needs of Council employees, ensuring they have access to suitable and comfortable accommodation. The construction of a new housing facility will contribute towards meeting the increase in demand for Staff Accommodation.

RGRC is in urgent need of additional staff housing in the Bulman Community and has identified Lot 50 as suitable location for an extra dwelling. RGRC holds a Section 19 Lease and has NLC approval for this additional housing. Subdividing the lot is unnecessary as the new dwelling can connect to existing services, eliminating the need for additional PWC meters.

The current dwelling on Lot 50 is a ground-level, 3-bedroom, 1-bathroom, laundry-equipped home. Initial site investigations by council staff confirm that a 2-bedroom transportable dwelling can fit on the lot. The new dwelling will include essential amenities and adhere to high construction standards, reflecting the Council's commitment to quality and sustainability.

The new 2-bedroom dwelling on Lot 50 consisting of the following facilities:

- 2 ensuite bedrooms
- A shared kitchen
- A shared laundry
- A Shared living space





The initiative is part of the Council's broader strategy to enhance staff welfare, improve retention, and support effective service delivery in the region. The new dwelling will provide modern living facilities, contributing to a higher quality of living for the staff and enabling them to better serve the local community. This development underscores the Council's commitment to fostering a supportive and sustainable working environment in remote areas. Bulman, being a remote area, often faces challenges in attracting and retaining skilled personnel due to the lack of adequate housing. By providing modern living facilities, the Council seeks to mitigate these challenges, offering a conducive living environment that promotes well-being and stability for its staff. The new dwelling will include essential amenities and adhere to high construction standards, reflecting the Council's commitment to quality and sustainability.

2.3 RGRC's Objectives and Outcomes

- Acquisition and installation of 2 x bedroom transportable dwelling with 2 x ensuite bathrooms to allow for the provision of two separate staff to live or stay in the dwelling, with a shared kitchen, living and laundry space on lot 50 adjacent to existing dwelling.
- Project completion by 31 December 2024.

2.4 Project Brief

The project brief is to work in partnership with Roper Gulf Regional Council to deliver and install a two-bedroom accommodation for staff.

The full scope of works will be:

Project Management - Oversee the project from design to completion.

Tender Documentation - Prepare and issue tender documents for the dwelling's acquisition and installation.

Cost Estimation - Estimate construction and project management costs and secure any additional funding as required.

Construction Oversight - Conduct site inspections and document key construction milestones with photos.

Permits and Approvals - Obtain building certification and Permit to Occupy. Secure Power and Water approvals for additional sewerage requirements.

Project Completion – Fast track delivery in an attempt to best achieve the targeted 31st December 2024 completion target.

The project scope is to include the delivery of;

- A two-bedroom dwelling: Construction of the house with following shared zones.
 - a) 2 ensuite bedrooms
 - b) A shared kitchen
 - c) A shared laundry
 - d) A shared living space





2.5 Procurement

The procurement strategy is to procure a design team to design and document to 50% design completion. This will enable like for like quotation to be compared and contrasted when assessing the Principal Contractor's tender response. The drawings, specifications and schedules produced from this design consultancy will untimely inform the scope of the Principal Contractor tender.

To procure a design team, T&T will approach three suppliers in the market to adhere to RGRC's procurement policies. Given the Principal Contractor tender response will exceed the \$150k threshold, a public tender will be released via RGRC's Tender Link Portal.

2.5.1 Funding

The project is funded through grant funding received from the Northen Territory Government (NTG) which is currently in the region of \$250,000.00. RGRC are aware that the project costs will exceed the extent of the initial funding received but are confident in obtaining an extension to the grant funding to cover any shortfall.

An extension to the grant funding will be formally requested prior to the award of the Principal Contractor Contract, once the final costings have been confirmed as this will ultimately inform the extent of the additional funding required.

Anticipated costs are as follows:

Consultant	Cost (Exc. GST)
(A) Project Management Fees (Confirmed)	\$69,778.00
(B) Geotechnical Investigations (Estimate)	\$30,000.00
(C) Architectural Design Fees (confirmed)	\$30,000.00
(D) Principal Contractor	\$500,000.00
(E) Installation Costs	\$50,000.00
(F) Contingency (10% of D+E)	\$55,000.00
Total	\$674,778.00

The key objective is to deliver a quality project within the designated time and RGRC approved budget that meets project and community requirements.

Project costs will constantly be tracked and reported monthly to RGRC, to ensure that the project budget is not exceeded.

6





Variations to any contract must be agreed upon in writing, with the Project Manager before being issued for approval by the Client.

2.6 Site Identification

The site is located at Lot 50 Bulman, Bulman Weemol, NT,0852.



Figure 1: Aerial Imagery

2.7 Project Roles and Responsibilities

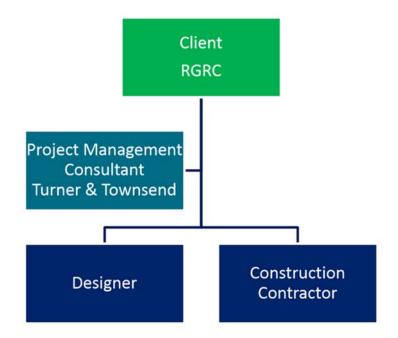
Role/Organisation	Details
Client Roper Gulf regional Council (RGRC)	RGRC are the Client. RGRC are responsible for providing the necessary approvals within a timely manner to enable the project to progress as per the programme.
Funder Northern Territory Government (NTG)	RGRC have secured project funding of \$250,000 for the delivery of the project from NTG. NTG are responsible for ensuring the funding in in place and can be drawn down when required.
Consultant Project Manager Turner & Townsend (T&T)	T&T are responsible for reporting to RGRC's Project Director for the overall delivery of a fit for purpose facility within the time, cost, and quality parameters of the PMP. T&T are also responsible for providing direction to the Design Team and Principal Contractor.
Lead Design Consultant	Ye to be appointed
Principal Contractor	Yet to be appointed





2.8 Project Organisation Chart

2.8.1 Project Hierarchy





2.10 Project Contacts

Company / Address	Person / Role	Phone	Mobile	Email
Roper Gulf Regional Council (RGRC)	Belinda McArthur Consultant – Infrastructure Services	-	0437 748 563	belinda.mcarthur@ropergulf.nt.gov.au





3 Project Communications

3.1 Project Communications

Regular, focused, communication is essential for the efficient operation of all project activities. Communications and records will be primarily undertaken electronically and should be followed for all project communications demonstrated in **Table 1. Project Communication Format.**

All communication with RGRC will be directed to Belinda McArthur - RGRC

Nominated personnel from T&T are Harmesh Gangar and Perupkar Singh, with additional support as and when required from Anthony Di Lembo and Nathan Lewis.

The day-to-day communication on the project will be direct with the relevant person where if the discussion involves decision making or direction the process will be conducted in accordance with the authorities implicit in **2.8 Project Organisational Chart.**

The organisational chart demonstrates the lines of communication for the project and will assist to eliminate poor communication which can lead to misunderstandings and delays.

From time to time, T&T may liaise with various stakeholders independently. However, RGRC representative will be copied in on all relevant correspondence.

Project team members will exercise judgement on the nature of the communications that they are involved in. Relevant parties should be kept in 'the picture' as circumstances dictate.

A common-sense approach to this concept will ensure that involved stakeholders and other parties are not overloaded with information that is not relevant to their work.

The following formats should be used as a guide in all project communications:

Table 1: Project Communication Format

Document Type	Format	Application
Letters, Reports, Minutes, Scopes, Instructions	Electronic & Hard	Microsoft Word / PDF
Schedules	Electronic & Hard	Microsoft Excel / PDF
Agreed Final Documents	Electronic & Hard	PDF
Cost Plans	Electronic	Microsoft Excel / PDF
Presentations	Electronic	Microsoft PowerPoint
Drawings	Electronic & Hard	PDF / CAD





3.2 Project Meeting Structure

The following formal meeting structure has been set up to ensure that project communications are dealt with in an efficient and relevant manner. The name, required input, purpose, output and required attendees for those meetings is detailed below. Requirement of additional meetings will be assessed on a case-by-case basis dependent on the status and stage of the project.

Meeting	Purpose	Attendees
Client Meetings Frequency: As required.	Review/Discuss progress against program	T&T RGRC Head Design Consultant Principal Contractor Other attendees as required Stakeholder Groups (As required)
Outputs: Action Statements/Minutes/Project Actions Register	Review/Discuss performance against scope deliverables Review/Discuss resourcing Review/Discuss financial/budget Review and approve external parties	
Consultant Meetings	Project update / Progress	T&T RGRC
Frequency: Fortnightly, Outputs: Action Statements/Minutes	Design Reviews Provide Decisions as required	Principal Contractor Design Team Other attendees (as required)
Contractor / Site Meetings	Site meeting Project update / Progress/	T&T Principal Contractor
Frequency: Fortnightly, or as required during Construction	Supervision Cost control	
Outputs: Action Statements/Minutes	Risk management	

Over and above the formal meeting structure, consultants are to attend any meetings stated in their consultancy agreements or as reasonably required by the principal.

3.3 Project Reporting Procedures

Unless otherwise agreed, all project related correspondence between directly contracted entities are to be issued to the Project Manager with carbon copy to the relevant recipient.

Turner & Townsend are to provide regular (monthly) reporting to update the Project Control Group (PCG), in relation to the following key areas:

- 1. Occupational Health & Safety;
- 2. Program;
- 3. Cost;
- 4. Quality; and
- 5. Project Issues and Risks.





T&T will manage the design consultancy brief development which will be circulated to the client Project Control Group (PCG) for approval.

3.4 T&T Monthly Reports

The Lead Project Manager will provide monthly client reports formatted to include the following information:

- 1. Executive Summary
- 2. Scope of Work
- 3. Financials
- 4. Master Timeline
- 5. Progress This Month
- 6. Planned for Next Month
- 7. High Risk Items
- 8. Time (Principal Contractor)
- 9. Notices (Design Consultant / Construction Contractor)
- 10. Scope Changes
- 11. Key Issues and Decision Required
- 12. Project Summary Complete

Monthly reports will be issued on the final week of each month.

3.5 Stakeholder Management

The key stakeholders are identified below:

Roper Gulf Regional Council (RGRC);

Turner & Townsend will meet stakeholder and end-user expectations by adhering to the project brief, working within project constraints and through discussions with key stakeholders and communication with RGRC through PCGs and other stakeholder involved meetings.

RGRC will be kept aware of the progress of key deliverables, status of project financials and key risks/issues encountered throughout the project. This will be done through monthly reporting, meetings, and regular communication.





4 Documentation Management

4.1 General Requirements

All documentation is to be submitted per section **3.1 Project Communications** with the main form of communication for documentation being electronic via e-mail with RGRC to be copied in on all relevant correspondence for the project.

Document register will be maintained by T&T throughout the project to ensure transparent tracking of critical contact administration items such as:

- Meeting Minutes/Project Actions Register (PAR);
- Variations Registers;
- RFI Register;
- Risk Register;
- Safety Incident Register (Lost Time from Injury);
- EOT Register; and
- · Master Project Program.





5 Contract Administration

5.1 Contract Execution and Status

When undertaking Contract Administration and Superintendent duties, T&T operates within its best practice company policy which always includes professionalism and integrity. The key drivers to contract administration are to;

- Facilitate the effective progression of the project; and
- Monitor the performance of contractors and consultants.

All parties are to provide copies of up-to-date insurance certificates, including but not limited to, Public Liability, Professional Indemnity, Work Cover, and other relevant certificates as required by contract and specific to the activities.

A list of current contracts relating to this project include:

Contract	Status	
Consultant Project Manager - Turner and Townsend	Appointed	
Design Consultant	To Be Appointed	
Principal contractor	To Be Appointed	





6 Scope Management

6.1 Project Requirements

RGRC is in urgent need of additional staff housing in the Bulman Community and has identified Lot 50 as suitable location for an extra dwelling. The new dwelling will provide modern living facilities, contributing to a higher quality of living for the staff and enabling them to better serve the local community

T&T will guide RGRC though the scoping, design, procurement, and construction process of the Bulman Staff housing, to meet RGRC objectives and project requirements.

A summary of the current project requirements includes;

- Manage the brief development for agency sign off;
- Manage the design documentation;
- Manage the procurement of design consultants;
- Manage the procurement of construction contractors;
- Undertake contract management and construction supervision including the arrangement, chairing and recording of all meetings;
- Coordinate the input of consultant site discipline resources to inspect the work and meet the contract requirements associated with witness and hold points.

6.2 Scope Control

It is imperative that there are agreed governance structures and approval processes in place between the RGRC and T&T to ensure decision making is streamlined and project actions have the highest level of certainty across each delivery phase to minimise revisitation and time lag, and therefore the potential for fee variations.

To help manage and further define the project scope, the project objectives and identification of the required stages and tasks, a scope of services checklist will be compiled to assist delivery of this project for reference by the RGRC and T&T. This matrix will be used as a checklist of consultancy deliverables for the project. T&T will produce this matrix to identify the parties required to action and contribute to consultancy deliverables throughout the project.

The use of the services matrix along with the T&T project quality controls such as fortnightly design meetings, distribution and management of minutes/PAR allows T&T to control deliverables aligned with scope of the project throughout its lifecycle.





6.3 Authority and Approvals

The RGRC is the Decision-Making body for Bulman Staff Housing, following are their responsibilities:

- liaising with funders for relevant approvals in line with grant funding contract requirements
- Provide funding compliance oversight.

T&T are engaged to provide project management services. T&T to develop a proposal that would be received favourably by RGRC and any other consent authority while meeting client and community objectives as per scope of works outlined in their Fee Proposal.

T&T has ongoing relationships with and work regularly with applicable approving authorities that will be associated with this project through our previous and ongoing projects, such as Planning, Building Advisory, the Environmental Protection Authority and the Power Water Corporation.

T&T can provide assistance in liaison with these authorities in order to confirm the requirements and processes for the project development and subsequent delivery. T&T will maintain and record any interactions, and communications will be documented in accordance with the protocols outlined at section **3. Project Communications**.





7 Time Management

7.1 Programmes

A high-level Master Program setting out projected dates and key activities required for the approved stages of the project will be produced in due course and distributed to RGRC for approval. This will be updated throughout the duration of the project lifecycle.

Progress against the proposed timeline is to be reviewed at regular meetings between T&T and the RGRC, including any slippages, causation and risks that may impact deliverables.

As the project progresses, further analysis will be undertaken, and the scope refined which may require the plan to be adjusted at a high level to demonstrate progress and any risk associated with critical milestones.

Procurement of the design team and provision of a design program will also be referenced within the Master Program, with any conflicts or adjustments to be identified and discussed with RGRC at all stages.

T&T in conjunction with the RGRC will maintain a focus on the critical path of the project and when necessary, discuss the contingency planning required to avoid surprises, unforeseen delays, and manage time risk.

Documentation of correspondence relating to program adjustment consideration and approvals will be communicated and recorded pursuant to this PMP.

Accurate time control and programme analysis will be central to the successful management of this project. T&T implement a program hierarchy that combines broad program planning with detailed programming analysis. The program will be subjected to regular reviews and mark-ups to indicate status of actual work against the program. In this way, programming issues will be identified early, and corrective actions prescribed per the risk management procedures in Section 12.

Contractors

Both the Principal Contractor and Principal Designer will be required to produce a program for completion. The Principal Contractor will provide monthly updates to the program, subject to any agreed changes. The construction program identifies the forecasted date for practical completion of their contracted scope of works and a breakdown of the anticipated timeframe of each project work element.

The implementation of this programme will be monitored and reported on, throughout the delivery phase by the Project Manager (T&T).





7.2 Key Dates

Component	Date
Start-up Phase	Forecasted – June 2024.
Design Consultancy Procurement Phase	Forecasted – June – July 2024
Design Development Phase	Forecasted – July 2024 – August 2024
Principal Contractor Procurement Phase	Forecasted – August 2024 – September 2024
Construction Phase (Manufacture and Install)	Forecasted – September 2024 – December 2024
Completion & Handover	Forecasted - December 2024

7.3 Extension of Time (EoT) Process

The Contractor is entitled to submit claims for EOT's where a delay in works affect the date of Practical Completion. The Project Manager is responsible for monitoring time and attending to issues and risk items. Site meeting attendance along with regular contact and site inspections will allow us to be abreast of project frustrations and endeavour to reduce the severity and impact of these issues thereby reducing EOT claims.

When a claim is received, the Project Manager undertakes a due diligence process to assist in making a recommendation and determination to the RGRC as to whether the claim is warranted or undue. Claims may require additional approvals through funders depending on their level of detail and impact on project.

7.4 Building Commissioning, Inspection and Test Programme

Nearing practical completion of the Bulman staff Housing, a defects and commissioning schedule will be produced by the Principal Contractor. A list of defects will be produced, and the Principal Contractor will be required to rectify most issues to make sure the facility is fit for purpose/occupancy before practical completion.

A minor balance of works list will also be produced upon hand over of the facility (if applicable) together with the Occupancy Permit Certification. Any minor items that do not affect occupancy but are pending for remedy at practical completion will be attended to soon after occupancy.





8 Cost Management

8.1 Objectives

The key objective is to deliver a quality project within the designated time and RGRC's approved budget that meets the project requirements.

8.2 Management

Design and Construction costs are constantly tracked and monitored to ensure adherence to the budget. The assessment of variations and EOTs will consider the contractor's entitlement, but also reduces any undue project cost.

T&T are implementing the use of Uniphi software to be used as a multi-user, central database system cost management, monitoring and reporting module. The system forces a disciplined and methodical approach to cost control. The system quickly and easily produces payment advice notices and cost reports and allows cost information to be filtered as required.

8.3 Cash-flow

The Consultant/Contractor submits cash-flow programmes updated monthly as a supporting attachment to their progress claim. The cash-flow programmes will reflect or justify any delta against the forecasted monthly invoice figures corresponding to the approved works programme.

8.4 Variations

Variations must be agreed with the Project Manager before being issued for approval by RGRC. All requests for variation must be in writing (on company letterhead) and clearly identify:

- 1. The variation number;
- 2. The type of variation (from the options below):
- 3. The subject of the variation;
- 4. A detailed description of the variation including justification and backup material / evidence to substantiate the claim (note: variations will not be reviewed by Project Manager until such time that all information has been provided);
- 5. The costs associated with completing the variation in full; and
- 6. A summary of the contract adjustment in the event the variation is approved.

When a Contract variation has been reviewed by the Client, Funder(s), Traditional Owners or Project Manager, a variation approval/rejection will be issued as record for Contract adjustment. Variation approvals are required prior to works commencing unless otherwise agreed in writing.

8.5 Payment Claims and Invoicing

The Consultants and Contractors must submit claims and invoices to Project Manager in accordance with the table below.

Billing Period Timing	/	By the 20 th of each month	
--------------------------	---	---------------------------------------	--

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Invoice Title	RGRC – Bulman staff Housing
Shipping Address	Lot 50 Bulman, Bulman Weemol, NT 0852
Project Name	RGRC – Bulman Staff Housing
Invoice Details	Each invoice must clearly indicate:
	Date of issue;
	Application number;
	Purchase order number;
	Stage and phase number & description (Consultants only);
	Agreed claim per phase or variation (trade breakdown for Contractor);
	Percentage (%) complete;
	Amount previously claimed;
	Amount claimed this period; and
	GST must be shown separately.

Example

Tender Breakdown Goods / Services	Value ex GST	Percentage Complete %	Value Completed	Previously Invoiced Percentage	Previously Invoiced Value	Amount Claiming this Invoice
Examples						
Stage 1 Procurement	\$250,000.00	100%	\$250,000.00	5%	\$12,500.00	\$237,500.00
Stage 2 Installation	\$500,000.00	10%	\$ 50,000.00	0%	\$ -	\$ 50,000.00
Stage 3 Commissioning	\$150,000.00	0%	\$ -	0%	\$ -	\$ -
Defects Liability	\$ 6,000.00	0%	\$ -	0%	\$ -	\$ -
Sub-Totals	\$906,000.00	33%	\$300,000.00	1%	\$12,500.00	\$287,500.00
Goods and services TAX						\$ 28,750.00
TOTALS						\$316,250.00





9 Project Delivery Methodology

The project delivery methodology is yet to be determined.

The two preferred project delivery methods which can be adopted include:

- Design, Document and Construct
- Traditional full design and documentation

Given the impetus on engaging a design consultant to prepare concepts for Development Application the initial design tender will be structured with flexibility to allow for alternate options.

- The principles of DD+C involve:
 - The design team producing refined design documents to 50%;
 - Building services and utility descriptive layouts and detailed capacity specifications;
 - Schedules of performance criteria;
 - Room data sheets;
 - Procurement, tendering to shortlisted and chosen contractors, selecting and engaging;
 - Final buildability and fit out systems details are resolved by the contractor(s);
 - Building and occupancy permits secured by contractor(s) adhering with legislation;
 - Take advantage of a relatively simple build;
 - Expedite design and fast track construction techniques;
 - Project requirements, design quality and finishes will be well defined and available at time of going to construction tender; and
 - Potential for value engineering, innovation with constructor's input into constructability, and flexibility to identify optimum materials and construction methodologies.





9.1 Procurement Process

The procurement method for the project was undertaken in alignment with the RGRC's procurement policy and procedures, as well as the signed-off Procurement Plan.

The Northern Territory Government procurement templates will be adopted to this project where applicable, as well as the use of the standard Conditions of Tendering and Conditions of Contract as relevant to the nature of the activity (e.g., design, design, and construction). T&T in liaison with RGRC will make amendments to these standard templates as required to reflect specific RGRC conditions/requirements.

T&T will ensure the documented framework was followed in full compliance with the relevant probity controls.

The procurement plan and process utilised addresses;

- Confidentiality and conflicts of interest;
- Tender assessment framework and process;
- Assessment criteria, scores, rating scales, weightings;
- Assessment panel members;
- Opening of tenders;
- Dealing with tender clarifications;
- The process for receiving tenders and managing queries and escalation procedures for any probity breeches; and
- A risk register.

9.2 Procurement Assessment Panel

A pre-determined assessment framework and process will be adopted for the project prior to advertising for tenders. The panel will be kept to a small number of assessors with the ability to seek advice from specialist technical or professional resources as required to mitigate risk.

The tender assessment panel is yet to be determined. However, will include members of RGRC as advisory panel members.





10 Quality Assurance (QA) Management

The procedures and methods described in this PMP must be implemented by all project team members to ensure that the goals and requirements are met. It is incumbent on the team to advise of any system deficiencies and to make positive suggestions for improvement and increased efficiency. Project quality for the project is being managed through:

- Consultants and Contractors are required to indicate the status of their QA
 Certification in their proposals, and maintain their certification for the duration of the project;
- Procurement of appropriate resources (quality resources);
- Establishment of an approved brief, budget and program (quality brief);
- The procedures and methods described in this plan ensure the objectives, requirements and performance standards are met;
- The Consultants and (as required) Project Manager will carry out quality audit checks, throughout the design, construction and commissioning of the Project;
- A Construction Quality Plan will be prepared by the Contractor prior to mobilising to site; and
- Quality assurance procedures for construction will be detailed in the Preliminaries Specification of all Construction Contracts.

Achievement of the above will ensure delivery of a quality project. Procedures for endorsements, communications and the like will assist in the delivery of these Quality Management objectives.





11 Occupational Health & Safety Management

11.1 General Compliance

The Consultants and Contractors must comply with all safety legislation, the Client's OH&S policy, and any other additions or changes in the regulations or act that may have come in-force during the duration of the project.

"Safety Legislation" means, without limitation, all relevant Acts, Laws and all regulations and subordinate legislation made thereunder.

Principal Contractor Requirements - construction/demolition

- Prior to commencing on site, the Principal Contractor will be required to submit proof of any OH&S approvals & accreditations;
- Principal Contractor to provide a Project Safety Management Plan (PSMP) specific
 to this project and site along with succinct work method statements (SWM's) and
 job safety assessments (JSA's). JSA's must identify all hazards and subsequent
 risk mitigation measures;
- PC to provide details of the safety liaison person and site safety audit schedule;
- This PSMP will be independently audited and areas of concern addressed, as a condition precedent to commencing on site;
- The Principal Contractor is to ensure the site is secured and fenced prior to commencement;
- The Principal Contractor is required to undertake internal and external safety
 audits of the project in accordance with the audit schedule, including holding of
 safety meetings, to report safety related matters and to identify any project risks
 related to safety issues on site. These safety audits and any remedial actions are
 to be included in the minutes of the monthly safety meetings and are to be
 issued to Project Manager;
- As part of Practical Completion / handover of the site, the Principal Contractor will undertake a risk assessment of the site to identify any outstanding items;
 and
- Principal Contractor to manage all site inductions on site and ensure all Subcontractors understand the site risks, rules and behaviour protocols.
- Poses an Occupational Health and Safety Construction Card (White Card)

11.2 Safety In Construction

Under legislation, Safety obligation and liability is imposed upon the Principal during construction. The project will protect the liability of RGRC through the following process:





- The Project Manager will proactively promote a focus on safety during all phases of engagements to endeavour to improve safety outcomes rather than achieving minimum levels of compliance;
- The Client must notify the Project Manager and the Contractor about the presence of any known hazardous materials. The Client must also advise the likelihood of encountering hazardous materials (if known);
- Safety will have a separate item on the agenda of the designated site meetings;
- Safety will have a separate heading within the monthly PCG report, as required;

11.3 Legal and Other Requirements

The Consultants and Principal Contractor must comply with all regulations or acts as stated in the Work Health and Safety (WH&S) Act 2011 and associated regulations (NT), Worker's Rehabilitation Compensation Act (NT), the Clients WH&S policy, and any other additions or changes in the regulations or act that may have come in-force during the duration of the project. All engineering consultants are required to supply a safety in design report for their specific disciple upon completion of the design for the project.

11.4 Site Safety Management Plan

The appointed contractor will be responsible for the site upon construction commencement. It is up to the site supervisor to make sure all personnel who enter the site have first been inducted and sign in upon arrival and sign out upon departure. Each individual must wear the appropriate PPE whilst on site and conduct safe movement and activities whilst on site.

Incident and reporting

The appointed contractor will be required to administer an incident register on site. All incidents must be formally documented and included in their monthly report and the project manager is to be notified of these incidents in the first instance.

11.5 Auditing

Independent 3rd Party Safety Reviews are required to assist RGRC to discharge its obligations under WHS legislation. The Contractor is to complete 3-monthly independent reviews of the implementation of the endorsed construction safety plan to be conducted by a 3rd party safety (RABQSA qualified) consultant throughout construction to. Details of these audits will be provided as part of Contractor's monthly reporting.





12 Environment

The appointed contractor will be required to prepare and submit an Environmental Management Plan (EMP) for review and approval by RGRC and the Project Manager. The key points to be covered within this plan include:

- · Site location, layout and proposal works;
- Key environmental laws and regulations;
- Waste management plan;
- Contractor environmental policies;
- Incident Procedures;
- Roles and responsibilities; and
- · Communication procedures.

The Project Manager may, from time-to-time request to randomly inspect and conduct an audit on the project site against the procedures stated within the EMP. This audit is to ensure that the Contractor is managing the works in accordance with their approved EMP.

13 Risk Management

13.1 Risk Identification

The Project Actions Register (PAR) has been developed and is a working document that will be constantly updated throughout the project. The Register provides the following areas to be filled out for each arising issue:

- Issue number
- Issue status (open/closed)
- What the issue is
- · Who the response is required from
- What date a response is required by
- Additional comments/updates

The aim of this document is to track issues and the corresponding actions taken to resolve them to ensure all issues are dealt with in an appropriate and timely manner.

The PAR tracks the status of any outstanding issues/taskings to secure sufficient confidence to determine a risk is contained. When a risk item is not fully addressed with certainty, the item is documented defining how to maintain a watching brief. If project proceedings indicate an imposition or impediment is possible and the matter needs preventative mitigation, remedial effort is afforded to the matter within a pre-emptive and premeditated item (e.g., unknown presence of asbestos, what do we do?).





13.2 Project Risk Assessment

The below risk management matrix and register identifies the group or person responsible for monitoring and controlling each of the risks. This ensures that risks are handled by the appropriate party against the proposed mitigation strategies. Risk will be an agenda item in monthly reporting, the risk register will be continually updated as the program progresses, and new risk are identified.

Through rating the risks, a priority list is naturally formed and from here mitigation strategies are able to be developed. Risk treatment will involve identifying various options/solutions to prevent risks from occurring (reducing the likelihood) or develop strategies to minimise the effect of risks (minimise the consequence).

The risk is ranked within a risk matrix, which seperately ranks the likelihood and consequence of occurrence on a scale of 1 (low) to 5 (high). The two figures are then multiplied to give a ultimate score which ranks the risk. The maximum score is 25 – a very serious risk, which is very likely to occur.

The risk ranking can be categorised within the following ranges. However, please note that a common-sense approach to risk ranking is required, as there could be an instances where a risk could be rated 1 for occurance and 5 for consequence, and depending on the consequence may not be acceptable despite being considered a low risk within the parameters below.

- Extreme: 21-25 These are unacceptable risks, which would typically be almost certain to occur and/or have a detrimental impact if realised.
- Very High: 16-20 These are unacceptable risks, which would typically be very likely to occur and/or have a very negative impact if realised.
- High: 11-15 These risks should be reduced to a lower category or avoided where possible. High risks would typically be likely to occur and/or have a negative impact if realised.
- Medium: 6-10 These risks are in most cases acceptable but should be reduced to a lower category or avoided where possible. Medium risks would typically be moderately-likely to occur and/or have an undesirable impact if realised.
- Low: 1-5 These risks are in most cases acceptable but should be reduced to a lower category or avoided where possible. Low risks would typically be unlikely to occur and/or have a minor impact if realised.





Identified Risk	Likelihood 1 = low, 5 = high	Consequence 1 = low, 5 = high	Score (likelihood x consequence)	Strategy
Community Unrest – unable to investigate or construct on site	3	2	6	Low – Ensure RGRC inform the PCG of ongoing or immediate risk issues. Investigate contract clauses that enable consultant/contractors to stop works immediately if tensions rise.
Remoteness of community-Inability to access community throughout NT wet season.	3	4	12	Medium - Tailor delivery and programme timeframes to align with seasonal rainfall. Advise of alternative access options where applicable.
Time Delays - Inability to complete the project with the funding agreement time frame	2	4	8	Medium - Identify key milestone activities. Conduct regular programme reviews. Accelerate lagging activities.
Scope Creep - Latent Conditions encountered during construction or design consultant overdesign	3	3	9	Medium - Develop a change management procedure to ensure that a detailed assessment is carried out prior to directing scope changes. All variation endorsed by client representative.
Impact on Daily Operations of the Sporting facility - Adverse affects on community daily activities.	1	1	1	Low – All work method statements to be submitted by the Project Manager (in consultation with the Principal) for works outside the designated 'site'.





Cost Overruns – Inability to be able to provide facility to the End Users	2	5	10	Medium - The qualified quantity surveyor will provide accurate cost reports at various stages of the design
Requirements				From this cost overruns will be identified and value management workshops held

14 Practical Completion

The process of effective completion and handover to the user is essential to the success of any project.

The Project Manager places detailed emphasis on the Principal Contractor during the construction period when obtaining the final handover documentation required by the Proponent.

At Practical Completion, the appointed Contractor are to supply;

- As-Built Drawings and Documents;
- Operation and Maintenance Manuals;
- · Commissioning Results;
- Guarantees and Warranties;
- · Certificates of Compliance; and
- Certificates of Occupancy.

In order to achieve the programme date for Practical Completion, a Practical Completion Agreement Meeting conducted 3 months prior handover will allow the identification of any outstanding documentation, major defects and actions required for the subdivision and titling process.





15 Approval

Prepared by	Name: Harmesh Gangar
	Title: Consultant Senior Project Manager
	Date:11/06/2024
	Signature: 21 Score
Approved by	I confirm I have reviewed the PMP Plan and all related documents
	RGRC: Belinda McArthur
	Date:
	Signature:



INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT



ITEM NUMBER 17.2

TITLE Draft Waste Management Strategy

REFERENCE 1406872

AUTHOR Clare CUPITT, Program Manager

RECOMMENDATION

That Council:

- (a) Receives and notes this Draft Waste Management Strategy report; and
- (b) Approves for the Draft Waste Management Strategy to be released for public consultation.

KEY OUTCOME AREA

Environment: Protect and care for the physical environment, including developing and maintenance of clean and environmentally focused communities.

BACKGROUND

In its Strategic Plan 2022-2027, Council has identified "Environment" as a key outcome area for Council operations. As part of this, Council has identified the improved effectiveness and efficiency of waste management as a key strategic focus area.

In 2022, the Northern Territory Government engaged GHD Pty Ltd (GHD) to undertake a study on the needs, requirements and feasibility of material waste recovery in the Big Rivers region. As part of this study, GHD gathered data from across the Roper Gulf region to inform and develop a localised waste management strategy.

ISSUES/OPTIONS/SWOT

Supported by GHD, Council has developed a draft Waste Management Strategy to address the challenges of waste management across the Roper Gulf region for the next 10-years. The draft Waste Management Strategy outlines strategies in important areas such as:

- Community awareness, engagement and education around waste management.
- Waste reduction, avoidance and re-use.
- Resource recovery and recycling.
- Environmental and public amenity.
- Environmental and operational licensing.

Before the Waste Management Strategy can be finalised, it needs to be released for public consultation. This will enable residents and key regional stakeholders to provide input and feedback into what will be an important driver in leading improved waste management practices.

FINANCIAL CONSIDERATIONS

Nil at this time.

ATTACHMENTS

1 24_06_26 - Attachment - Draft Waste Management Strategy.pdf

Waste Management Strategy 2024-2034







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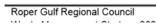
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Appendix A Survey Results
Appendix B Risk Assessment





ACRONYMS

BRWMG Big Rivers Waste Management Group

CDS Container Deposit Scheme

KABNT Keep Australia Beautiful Council Northern Territory **LGANT** Local Government Association of the Northern Territory

NT Northern Territory

NT EPA Northern Territory Environment Protection Agency

RGRC Roper Gulf Regional Council

RGWMS Roper Gulf Waste Management Strategy

WMF Waste Management Facility
WMS Waste Management Strategy



Roper Gulf Regional Council

4



1 INTRODUCTION

Waste management is a vital aspect in striving towards a more sustainable future. However, current waste management practices in the wider Northern Territory (NT) are lagging behind the rest of Australia. One significant factor impacting the achievement of sustainable waste management practices in the NT is the lack of local processing and recycling facilities. Additionally, context-specific environmental, social, and economic challenges also need to be overcome to achieve this aim. These challenges and limitations are also faced by the communities within Roper Gulf Regional Council (RGRC).

To address these challenges, the Big Rivers Region and NT Government engaged GHD Pty Ltd (GHD) to undertake a study on the needs, requirements, and feasibility of constructing a Material Recovery Facility (MRF) in the Big Rivers Region, of which RGRC is a part. The study not only gathered important data about waste generation in the region but also further highlighted the challenges faced by the different councils of the Big Rivers Region in terms of waste management.

Therefore, RGRC has developed a 10-year Waste Management Strategy (WMS) to address the challenges currently facing RGRC and to set objectives and outline actions to overcome these challenges. By implementing this strategy, RGRC aims to provide a waste management service characterized by innovation in resource recovery and waste prevention for the short, medium, and long term. This WMS outlines strategies in important areas such as:

- · Community awareness, engagement and education around waste management
- · Waste reduction, avoidance and re-use
- Resource recovery and recycling
- Environmental and public amenity
- · Environmental and operational licensing.

Community engagement is an essential aspect to be considered in effective WMS. Therefore, surveys were conducted at some communities to gather information about their current waste practices and to identify areas with potential for improvement.



2 COMMUNITIES OF THE REGION

RGRC spans across approximately 201,000km², being one of the largest operating council areas in the Northern Territory. The regional boundary runs from the Northern edge of the Barkly Tablelands to the Southern side of Kakadu, and from the Western fringe of the Stuart Highway to the gulf of Carpentaria and the Queensland border.

The region is comprised of five Wards and within each Ward are 14 townships and remote indigenous communities, which are described in Table 2-1 and shown in Figure 2-2, below.

 Ward
 Township and remote indigenous communities

 Never Never
 Mataranka, Jilkminggan, Larrimah, Daly Waters and Minyerri communities

 Numbulwar-Numburindi
 Numbulwar community

 Nyirranggulung
 Bulman, Manyallaluk, Barunga and Wugularr communities

 South West Gulf
 Borroloola and Robinson River communities

 Yugul Mangi
 Ngukurr and Urapunga communities

Table 2-1. Wards of the Roper Gulf Region

The region has an approximate population of 6,486 people, mostly residing in Ngukurr, Borroloola, Numbulwar and Minyerri, as shown in Figure 2-1. The population median age in the region is 26 years; 75% of the population identify as Aboriginal and/or Torres Strait Islander.

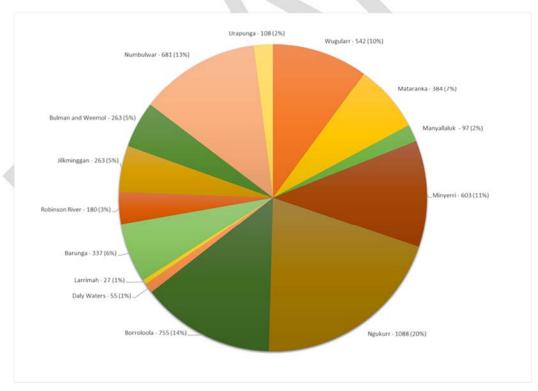


Figure 2-1. Percentage of population in the communities and townships of the region.

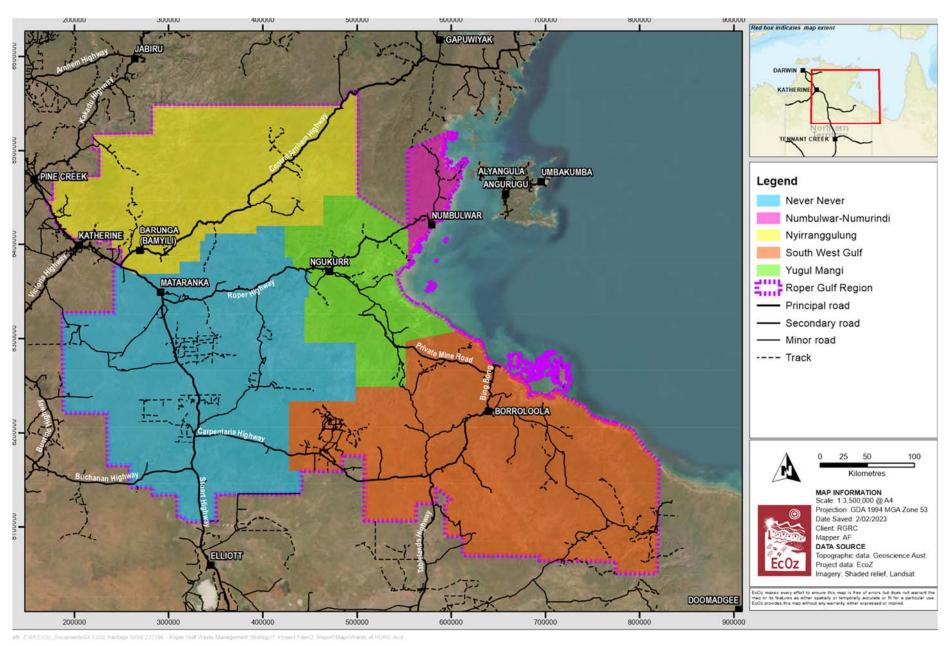


Figure 2-2 Wards of the Roper Gulf Region



3 POLICY AND REGULATORY INFLUENCES

The following section outlines some of the key policy and regulatory influences that have impact on waste management within the RGRC municipality.

3.1 United Nations Sustainable Development Goals

These goals are designed to address pressing global challenges, such as poverty, inequality, climate change, environmental degradation, peace, and justice. Among the 17 global objectives, and their specific targets and indicators, adopted by all United Nations Member States in 2015 are as follows:

- Goal 6: Clean Water and Sanitation
 - Target 6.3 by 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.
- Goal 11: Sustainable Cities and Communities
 - Target 11.6 by 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management.
- Goal 12: Responsible Consumption and Production
 - Target 12.5 by 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse
- Goal 15: Life on Land
 - Target 15.3 by 2030, combat desertification, restore degraded land and soil, including land affected by desertification, drought and floods, and strive to achieve a land degradation-neutral world

3.2 National Waste Policy

This policy provides a framework for waste and resource recovery in Australia, setting the roles and responsibilities for businesses, government, communities and individuals. Five key principles for waste management are also outlined in the policy, and are as follows:

- Avoid waste
- Improve resource recovery
- Increase use of recycled material and build demand and markets for recycled products
- · Better manage material flows to benefit human health, the environment and the economy
- Improve information to support innovation, guide investment and enable informed consumer decisions (Department of Climate change, Energy, the Environment and Water, 2018)

The associate 2019 National Waste Action Plan presents the targets and actions to implement the 2018 National Waste Policy, setting the following targets:

- Ban the export of waste plastic, paper, glass and tyres, commencing in the second half of 2020
- Reduce total waste generated in Australia by 10% per person by 2030
- 80% average resource recovery rate from all waste streams following the waste hierarchy by 2030
- Significantly increase the use of recycled content by governments and industry
- Phase out problematic and unnecessary plastics by 2025



- Halve the amount of organic waste sent to landfill by 2030
- Make comprehensive, economy-wide and timely data publicly available to support better consumer, investment and policy decisions.

3.3 Waste Management and Pollution Control Act 1998 – Northern Territory

The Act focuses on regulating waste management and pollution control activities within the region. It outlines the following:

- Legal requirements and standards aimed at protecting the environment and human health from the adverse impacts of waste generation and pollution.
- Provisions for the proper handling, storage, transportation, treatment, and disposal of various types of waste.
- Mechanisms for monitoring and enforcing compliance with environmental regulations, including issuing permits, conducting inspections, and imposing penalties for violations.
- Provisions for public participation, education, and awareness regarding waste management and pollution control practices.

3.4 Environment Protection (Beverage Containers and Plastic Bags) Act 2011 – Northern Territory

The Act aims at minimising environmental pollution by establishing a container deposit scheme (CDS) and regulating the supply of single use, non-biodegradable plastic bags. The CDS will support the reduction of beverage container waste by providing access to communities to facilities for the collection of empty containers and the payment of refund amounts. In addition, the CDS aims to increase resource recovery, reuse and recycling.

3.5 Northern Territory Circular Economy Strategy 2022 – 2027

The Strategy sets out the actions to be implemented for the achievement of the following strategic priorities listed below, as well as the expected outputs of such actions.

- Priority 1: Modernise the regulatory framework to protect the environment and create the right regulatory settings for growing the circular economy industry
- Priority 2: Start transitioning the Territory to a circular economy
- Priority 3: Establish the circular economy industry as a contributor to the Territory's \$40 billion by 2030 vision.

3.6 Roper Gulf Strategic Plan 2022 – 2027

Five key outcome areas are outlined in the Plan, which aims to guide RGRC in the direction it wishes to take over the five years covered by the plan. One of these five outcome areas is the environment, for which the following waste-related key tasks have been outlined:

- Engagement with and implementation of Big Rivers Region Waste Management Strategy
- Map waste stream to source
- · Complete and operate regional waste management facility in Mataranka
- Investigate cost effective options for recycling.
- Develop a container deposit scheme



- · Establish methods for collection and disposal of derelict vehicles
- Deliver waste management education program for communities

3.7 Other local requirements

Other important regulations identified at a community level are provided below:

- Borroloola Community Government Council (Garbage and Removal and Destruction of Animals) By-Laws 1989;
- Borroloola Community Government Council (Litter and Flammable and Noxious Weeds &c) By-Laws 1993;
- Mataranka Community Government Council (Litter) By-Laws 1987.





4 WASTE MANAGEMENT AND GENERATION

4.1 Current services provided by RGRC

RGRC is responsible for the provision of municipal waste management services, such as (1) the collection of rubbish bins from residential and commercial properties; (2) the operation of the recycling centres in Mataranka and Borroloola; and (3) the management of the landfills in each community and township. Details on the services provided at each community are summarised in Table 4-1 and described in the subsections below. The location of the landfills and recycling centres are shown in Figure 4-1.

Kerbside general waste collection is provided by RGRC to Wugularr, Mataranka, Manyallaluk, Borroloola, Jilkminggan, Bulman and Weemol, Ngukurr, Numbulwar and Urapunga; in Minyerri and Robinson River the service is provided by a subcontractor. Waste is self-hauled in the communities of Daly Waters and Larrimah.

A full-time employee supports the maintenance of the facility in each community, but they are also responsible for the maintenance of parks and gardens. Therefore, all of the facilities are unmanned. The facilities are also not equipped with a weighbridge and information regarding their age is not available, as all landfills were inherited when RGRC was formed in 2008.

All waste types, except asbestos, are accepted at the facilities. However, none of them operate under an environment protection licence.

In addition to the services previously mentioned, RGRC runs an educational program to promote better waste management practices in the community. The program is currently in its pilot stage and is being undertaken only in Jilkminggan. However, several challenges have been encountered since the start of the program, impacting its progress.

A pre-cyclone Clean Up Campaign is run annually in all communities. As part of this campaign, some waste types such as whitegoods and other bulk wastes are collected from residential users, while commercial users are responsible for transportation to their nearest facility.

4.1.1 Mataranka

A landfill and recycling centre are operated by RGRC in Mataranka. Aluminium cans, plastic bottles, glass bottles, flavoured milk cartons, waste mineral and waste cooking oils are accepted at the recycling centre, which also operates as a Container Deposit Scheme (CDS) depot.

The landfill is fenced and gated, and is opened from 7 am to 4 pm, from Monday to Sunday. Access to the site may be limited during severe flooding events. General waste collection is done as a kerbside service provided once a week to residential and commercial users. The recycling centre is open from 9 am to 11 am, Monday to Friday.

A loader is available at the facility for its maintenance. Minimum covering of the above ground landfill is done at the facility.

Some material, such as scrap metal, are collected from the landfill by subcontractors on an ad hoc basis. Waste cooking oil is shipped from the recycling centre to Darwin for processing. Waste mineral oil is transported to RGRC's workshop in Katherine for its collection by subcontractors.

4.1.2 Borroloola

A landfill and recycling centre operate in Borroloola, accepting the same waste types as in Mataranka. The landfill is open to the public from Monday to Sunday, while the recycling centre operates on Tuesday to Wednesdays, from 9 am to 11 am.



The landfill is fenced and gated, and it is equipped with a loader and excavator to support its maintenance. Covering of the above ground landfill is undertaken at this facility. Kerbside general waste collection is provided as a roadside service twice a week for residential and commercial users. Material recovery procedures are similar to those in Mataranka, with the exception that green waste is mulched at this facility.

4.1.3 Barunga

The landfill at Barunga is fenced and gated and operates from Monday to Sunday. A backhoe and tractor are available at the facility for its maintenance. Like other landfills in the region, covering of the above-ground landfill at Barunga is not undertaken, and the community engages in unauthorized and uncontrolled burning of waste at the site.

Kerbside general waste collection is provided by RGRC twice a week for both residential and commercial users. No waste recovery activities are undertaken at this facility.

4.1.4 Ngukurr

The facility at Ngukurr is fenced and gated, and a loader is available at this facility to support maintenance activities. Access to the facility during the wet season requires a 4WD vehicle.

Similar to other landfills, the above-ground landfill at Ngukurr remains uncovered, and waste incineration is a waste management practice conducted by authorised personnel on-site. Although burning of waste may have an impact on public health and the environment, it is a practice undertaken in remote communities to manage waste volumes in landfills due to the limitations posed by remoteness and the costs of waste transport and cover. In Ngukurr, waste burning occurs after general waste is collected from residential and commercial users, which is done twice a week.

No waste recovery activities are undertaken at this facility. Waste is also not sorted before burning.

4.1.5 Wugularr, Jilkminggan and Numbulwar

The facilities at these communities are fenced but not gated, and each is equipped with a backhoe to support maintenance activities, with Numbulwar algo having a loader. Landfill covering is not implemented at these sites, and waste burning is undertaken by authorised personnel on-site to manage waste.

Kerbside general waste collection is provided twice a week by RGRC at each of these communities.

Waste recovery activities vary among the communities. In Wugularr, some materials such as scrap metal are collected on an ad hoc basis from the landfill. In Jilkminggan, containers accepted as part of the CDS are collected on the 15th and 30th of each month.

4.1.6 Manyallaluk, Bulman and Weemol, and Urapunga

The landfills at these communities are all unfenced. Landfill covering is not undertaken at any of them, while waste burning is conducted by authorised personnel at all of the facilities. A backhoe is available at each landfill to support maintenance activities. Accessing the facilities at Urapunga and Bulman and Weemol during the wet season requires a 4WD vehicle.

Kerbside general waste collection is provided twice a week by RGRC at each of these communities.

No waste recovery activities are undertaken at any of these facilities.



4.1.7 Minyerri and Robinson River

The landfills in these communities are unfenced. No equipment is available at Robinson River for maintenance of the facility, while a backhoe is available at Minyerri. Both facilities use a trench filling method without covering, and waste burning is conducted by authorised personnel as a waste management method.

Kerbside general waste collection is provided twice a week by subcontractors. To access both facilities a 4WD is required during the wet season.

No waste recovery activities are undertaken at this facility.

4.1.8 Daly Waters and Larrimah

The landfills in these communities are unfenced, and no maintenance equipment is available. They utilise a trench filling method without any covering. Additionally, waste burning is practiced at both facilities by authorised personnel as a waste management method.

Kerbside general waste collection is not provided at these communities. Instead, waste is self-hauled by the community.

No waste recovery activities are undertaken at these facilities.

4.1.9 Outstations

Approximately 200 people live across the 11 outstations that the RGRC services. Municipal and essential services, such as waste disposal, are among those delivered to outstations (RGRC 2023).

In outstations, all waste generated is placed in tips. Maintenance visits are undertaken by RGRC, during which the level of rubbish around the tip is assessed to identify any health hazards. If a hazard is identified, the waste is removed and correctly disposed of by RGRC. Old tip sites are filled in to prevent any environmental or health hazards.

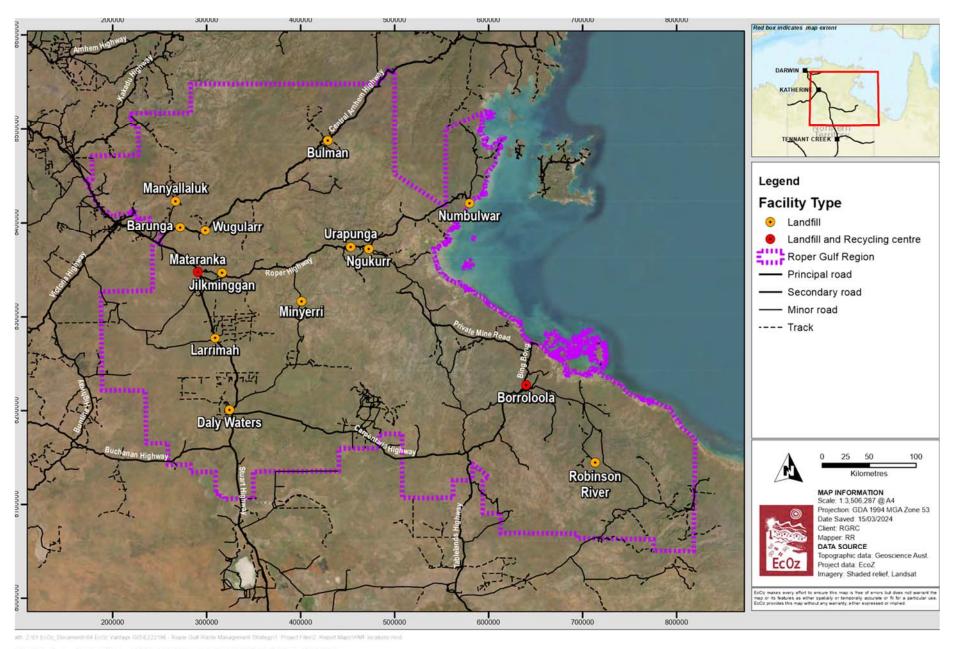


Figure 4-1 | Location of Waste Management Facilities (WMF)



Table 4-1. Services provided by RGRC Source: Adapted from GHD 2023.

					50	ource: Adapt	ed from GHL	J 2023.						
Details	Wugulary	Mataranka	Manyallaluk	Minyerri	Ngukurr	Borroloola	Daly Waters	Larrmah	Barunga	Robinson River	Jilkminggan	Bulman and Weemol	Numbulwar	Urapunga
Opening hours	24 hrs	Mon - Sun 7am-4pm	24 hrs	24 hrs	24 hrs	Mon-Sun	24 n/s	24 5%	Mon-Sun	24 hrs	24 nrs	24 nm	24 hrs	24 brs
				/				A			The second second			170.000.0
Type	Trench/Above Ground	Above ground	Trench	Trench	Above Ground	Above ground	Trench	Trench	Above Ground	Trench	Trench	Above Ground	Above Ground	Trench
Age	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Forecasted operational life	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Cover Burning waste	No Yes	Mnimum cover No	No Yes	No Yes	No. Yes	Yes No	No Yes	No Yes	No Yes - unauthorised	No Yes	No Ves	No Yes	Yes Yes	No Yes
Durning waste	765.	No.	765	785	105	No.	- 111	Tes.	Tes - unauthonsed	185	185	185	res	105
Facility security	Fenced on three sides. No gates	Fenced and gated	Unfenced	Unfenced	Fenced and gated	Fenced and gated	Unfenced	Unfenced	Fenced and gated	Unlenced	Fenced	Unfenced	Fenced	Unfenced
	Weed Spraying/Cutting	Weed Saraying/Cutting of	Weed Spraying/Cutting of		Weed Spraying/Cutting of	Weed Spraying/Cutting of	100	Weed Spraying/Cutting of	Weed Spraying/Outling of		Weed Saraying/Culting of	Weed Spraying/Cutting of	Weed Spraying/Cutting of	Weed Spraying Cutting of
General maintenance	of Firebreaks	Firebreaks	Firebreaks	None	Firebreaks	Firebreaks	None.	Firebreaks	Firebreaks.	None	Firebreaks	Firebreaks	Firebreaks	Firebreaks
Employees	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duses (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as periof other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the Whiff as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the WMF as part of other duties (e.g. parks and gardens)	One full time staff operate the staff as part of other duties (e.g. parks and gardens)
Accessible roads	Yes	Yes	Yes	4WD druring wet season - 25 km gravel section of the Roper Highway	4WD drunng wet season - 60 km gravel section of the Roper Highway	Y61	Yes	Yes	Yes	4WD - 150 km unsealed	Yes	194 km unsealed road		4WD during Wet season - 20 km unsealed
Loader at facility	Unknown	Yes	Unknowh	Unknown	Yes	Yes	Unknown	Unknown	Unknown.	Unknown	Unangen	Unknown	Yes	Unknown
Other equipment available at facility	Backhoe	127	Backhoe	Backhoe	N/A	Excavator	NO.	NI.	Backhoe and tractor	Unknown	Backhoe	Васклое	Backhoe	Backhoe
Waste collection	11													
Kebside general waste collection	Two per week	One weekly roadside service	Two weekly roads de services	Service provided by subcontractor	Two times per week	Two weekly toadside services.	N/A	NA.	Two times per week	Service provided by subcontractor	Two weekly roadside services	Two weekly roads do services	Two times per week	Two times per week
No of bins collected weekly	180	75	21	N/A:	N/A	154	N/A	128	N/A	N/A	20	63	N/A	N/A
Size of bins (L)	240	240	240	NA	NA.	240	NA	240 L	N/A	NA	240	240	NA.	N/A
General waste collection per week				1		(town), once (town	100	and the same of	100					
(commercial)	Two weekly services	One weekly service	Two times per week	N/A	Two times per week	camps)	N/A	N/A	Two times per week.	N/A	Two times per week	Once (twice if needed)	Two times per week	Two times per week
No of bins collected weekly for kerbside:	3000	Tensor	786	1 380	The same of the sa	2851	N. S.	The state of the s	775	5345	66	7 72	- E	- 27
commercial	21 bins	30 bins	12	N/A		24	NIA	N/A	35	N/A	20	40	50	20
Size of bins (commercial)	240 L	240 L	240 L	N/A	240L	240	240 L	240 L	240 L	NIA	240 L	240 L	240 L	240 L
Waste types accepted	All except As bestos	All except As bestos	All except As bestos	N/A	All except As beatos	All except Asbestos	NA	N/A	All except As bestos	N/A	All except Asbestos	All except Asbestos	All except As bestos	All except As bestos
Material currently diverting from landfill/recycling programmes	Ad hoc metal pickup by Simms. Other ad hoc pickups.	Crusher (aluminium, glass). Ad hoc pickups (steel)	NI		- M	CDS, green waste mulched, ad hoc pickups	NO	No	NI	No.	Cans	761	N/	No
Recycling programmes	h-ranks.	Provide (seeq.)	-		7.00	processor		740	1 100		5409	1		
Facility	N/A	Recycling centre	N/A	N/A	N/A	Recycling centre	N/A	NA.	NA.	N/A	CDS depot	N/A	NA.	N/A
	100	suppose series	190	0		Tue - Wed Sam -	- V	100	- 117		15th and 30th day of each month 9:30am -		- 110	1875
Opening hours	N/A	Mon - Fri 9am-11am	N/A	N/A	N/A	11am	N/A	N/A	N/A	N/A	11:30am	N/A	N/A	N/A
		Aluminium caris, plastic bottles, glass bottles, flavoured milk cartons, waste cocking oil and waste				Aluminium cans, plasto bottles, glass bottles, flavoured milk cartons, waste cooking oil and waste					Aluminium cans, plastic bottles, glass bottles and flavoured			
Waste accepted	N/A	mineral or	N/A	N/A	N/A	mineral oil	N/A	N/A	N/A	N/A	milk cartons	N/A	N/A	N/A

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4.2 Waste generation and composition

Information about waste generation within RGRC is limited, given that none of the landfills are equipped with a weighbridge, making it difficult to record volumes of waste disposed of at teach of the 14 landfills.

In a study conducted by GHD (2023) in the Big Rivers region, it was estimated that 3,147 tonnes of waste are landfilled annually in the communities that are part of the RGRC. Notably, Ngukurr and Borroloola are the communities with the highest waste generation, attributed to their larger populations.

GHD (2023) also estimated legacy waste within the RGRC, with approximately 24,602 tonnes stockpiled. This legacy waste includes items such as car bodies, light gauge metal, white goods, mixed hard waste, and tyres.

The information provided in Table 4-2 was estimated by GHD (2023) based on waste audits undertaken in Wugularr and Mataranka on 13 December 2022. A desktop assessment and information obtained through stakeholders were also used to estimate the volumes provided in Table 4-2. It is important to note that results from these waste audits may not accurately represent the actual volumes of waste generated and its composition. Furthermore, the data may not fully reflect seasonal variations in waste generation, particularly due to the impacts of tourism during the Dry season. However, this information is included in this report due to the limited data available.

Table 4-2. Waste to landfill and legacy waste in RGRC. Source: GHD (2023) and internal communication with RGRC.

			Legacy waste	
Communities	Current waste to landfill (t)	Car bodies (t)	Light gauge metal/white goods/mixed hard waste estimate (t)	Tyres (t)
Wugularr	376	30	36.4	30
Mataranka	228	40	50.0	150
Manyallaluk	82	15	26.0	15
Minyeri	293	357	52.0	80
Ngukurr	589	644	104.0	100
Borroloola	409	447	83.0	180
Daly Waters	30	49	19.0	25
Larrimah	15	24	10.0	18
Barunga	182	15	10.0	50
Robinson River	232	154	60.0	113
Jikminggan	142	30	26.0	40
Bulman and Weemol	142	153	47.0	50
Numbulwar	369	600	84.0	100
Urapunga	58	90	37.0	40
Total	3,147	2,648	644.4	991

Waste composition in the communities of RGRC has been determined based on the waste audits undertaken by GHD (2023). As shown in Figure 4-2, food organics and cardboard and papers were the waste types that represented almost 40% of the waste material audited. It is worth noting that the results shown in Figure 4-2 represent waste composition from residential and commercial sources.



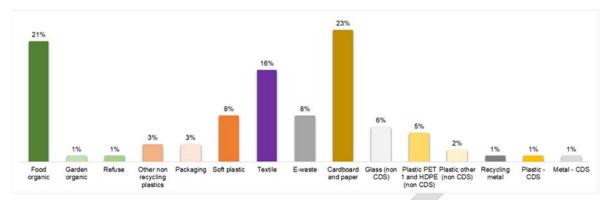


Figure 4-2. Waste composition in RGRC

4.3 Waste diversion and recycling

Kerbiside recycling services are not provided in the communities of the RGRC, but two recycling centres are currently operated by RGRC in the communities of Mataranka and Borroloola. In these centres, empty eligible containers are collected as part of the CDS run in the communities. In addition to these containers, cooking oil and waste mineral oil are also accepted.

The recycling centre in Mataranka also accept wastes from Jilkminggan, Burunga and Wugularr, while that in Borroloola accepts waste from Robinson River.

The CDS has been run in Mataranka since 2016 and Borroloola since 2022. The scheme is also run in Jilkminggan since 2021.

As a result of the CDS implementation, in the 2022-23 financial year, 1.8 million units were collected in Borroloola and 1.1 million in Mataranka. Information about the weight of the material collected and the container material is not available. Therefore, weights in Table 4-3 were estimated using data from the *Environment Protection (Beverage Containers and Plastic Bags) Act 2011 – Annual Report 2023*, where the number of units returned in the Northern Territory in their respective weight are provided.

CommunityNo. Of Units CollectedWeight Returned (Tonnes)Borroloola1,800,000103Mataranka1,100,00063

Table 4-3. CDS annual return rate per community

The ad hoc pick-ups undertaken at the facilities of Wugularr, Mataranka and Borroloola, and mulching of green waste in Borroloola also support the diversion of waste from the landfills. However, records of the quantities of material recovered from the waste management facilities at Wugularr, Mataranka and Borrolloola are not available.

4.4 Waste projections

The current total waste data available for the RGRC combined with the population projections for the area provide a better understanding of the waste expected to be generated in the region. Population projections for the Katherine region, which covers the communities of RGRC, have been reported by the Department of Treasury and Finance (2019). However, such projections include other communities and towns, such as Katherine, which likely skew the results and impact on its representativeness for the communities of RGRC.



For instance, growth rates for the region are on the order of 3 to 5%. However, data available for the RGRC appears to indicate that between 2016 and 2021, the population decreased by 0.3%. Therefore, for the purpose of this waste projection, it is inferred that in the period covered by this WMS, a growth rate of -0.06% annually is assumed.

Table 4-4. Waste generation projections

Year	2023	2024	2025	2026	2027	2028	2029	2030
Population	6,486	6,482	6,478	6,474	6,470	6,467	6,463	6,459
Waste generation (tonnes)	3,147	3,145	3,143	3,141	3,139	3,138	3,136	3,134



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5 COMMUNITY PRACTICES AND OPINIONS

Surveys were conducted in Mataranka, Ngukurr and Larrimah, where a total of 22 individuals were queried about their waste management practices and their willingness to participate in waste management activities lead by Council. The communities and services provided to them are particularly different, considering that out of the three, Mataranka is the only one with a recycling centre, while Larrimah has the smallest population in RGRC and does not have kerbside bin collection services.

Results of the survey are presented in Appendix A and summarised below:

- Overall, the community supports waste management being a priority action area for RGRC
- Recycling practices within the communities are variable. However, the results from Ngukurr, suggest
 that recycling is less likely to be done in communities where recycling options (i.e recycling centre,
 CDS) are not provided. The distance to the nearest recycling centre is identified as an important factor
 limiting recycling practices in these communities.
- In the communities surveyed, tyres, e-waste and bulky items are commonly taken to the nearest waste management facility
- Litter is prevalent within the communities, particularly in Ngukurr, where all residents surveyed noted that waste is commonly observed throughout the community.
- · Overall, residents associate dumping waste in public areas with negative environmental impacts.
- Communities may be willing to participate in activities to address waste management issues led by the Council, although motivation appears to vary among communities.
- Overall, the community express support for education programs targeting waste management issues.



6 CHALLENGES IDENTIFIED

6.1 Waste Industry

National and State and Territory Governments have developed policies and funding to stimulate the development of waste markets, but the range of options available remain small and are concentrated in the most populated parts of Australia. Thus, the bulk of these markets are going to remain interstate for the foreseeable future. A such, the following challenges have been identified:

- Limited access to markets for recycled material and other wastes, such as tyres or e-waste, in the region.
- Elevated costs associated with transport of waste to the closest re-processing facilities, which is
 associated with the remoteness of most communities and the low waste generated at each of
 them
- Fluctuations in global metal prices, which can impact on the profitability of recycling operations.

6.2 Waste management facilities

Based on the operational activities at all RGRC landfills and the broader waste management practices within the community, there is a significant risk to the environment and public safety. Currently, limited control measures are in place at these facilities to mitigate impacts such as air pollutant emissions, odours, leachate generation, and uncontrolled waste dumping. A risk assessment for the landfills is provided in Appendix B. It is worth noting that such assessment is not definitive for each this assessment is not definitive for each landfill, as they each have unique environmental and operational conditions. Instead, the assessment offers guidance on the necessary control measures to be implemented in order to reduce the risks associated with the current management of the facilities.

Overall, multiple challenges have been identified in the current operation of the waste management facilities and are described below. It is worth noting that a risk assessment of the facilities is included in Appendix B.

- None of the facilities currently operate under a licence, even though all listed wastes, except for asbestos, are accepted. In addition, the landfill in Ngukurr services a population of more than 1,000 persons.
 - Under the Waste Management and Pollution Control Act 1998, premises operating for the disposal of waste that service more than 1,000 persons require an environment protection licence. In addition, a licence is also required for the operation of premises associated with collecting, transporting, storing, re-cycling, treating or disposing of a listed waste (e.g. tyres) on a fee for service basis.
- Burning of waste occurs in all but one of the landfills operated by RGRC. This practice does not
 only pose a risk to human health, but also to the environment.
- Seven facilities are unfenced, which can lead to illegal disposal of waste materials. In addition, uncontrolled access of users can pose a risk to their safety. Unfenced facilities can also lead to windblown litter.
- While segregation of certain waste streams such as scrap metal, tyres, and batteries is practiced
 at the landfills, the ongoing issue of inadequate waste disposal by community members
 undermines efforts to maintain the facilities. It is worth noting that signage is also maintained at
 the facilities.
- The capacity and life-expectancy for the landfills is unknown.



- Waste disposed at the WMFs, including the recycling facility, is not weighed, and as such, statistics on waste generation and diversion are not kept. Waste types received at the landfills are also largely unknown. This lack of record keeping also leads to a lack of understanding on how waste generation and composition vary during the wet and dry season.
- Limited staff and equipment available at each of the facilities poses a challenge for the maintenance of the landfills and to support waste segregation activities.
- The access roads to the facilities in Minyerri, Ngukurr, Robinson River, Bulman, and Urapunga are unsealed. This can result in illegal dumping, particularly during the wet season when access to the facilities becomes more challenging.
- Recycling centres are only located at Borroloola and Mataranka. As such, access to recycling
 facilities for the other communities is much more limited. In addition, the materials currently
 accepted at such facilities are limited to containers for the CDS, waste cooking oil and waste
 mineral oil.
- Waste covering is only undertaken at the landfills in Borroloola, Numbulwar and Mataranka.
 Therefore, environmental impacts associated to the operation of the landfills are higher, due to a higher risk of landfill odours, litter, spread of fire, disease vectors and rainwater infiltration and subsequent leachate generation. It is important to note that an assessment of the environmental impacts of the landfills, all unlined, has not been undertaken to date.
- Although waste disposal fees are in place, applying them proves challenging as not all facilities
 are fenced and gated. Furthermore, the current staff responsible for facility operations have other
 duties within the communities (e.g. parks and gardens maintenance) resulting in unmanned
 landfills for the most part.

6.3 Waste disposal practices

Challenges associated to current community waste management practices have been identified. It is worth noting that such challenges are also highly associated with the services provided to the communities and their understanding on the importance of waste management.

- Litter and illegal dumping are major issues identified in the communities. For instance, survey
 results in Ngukurr show that waste can be commonly observed on roads, land, and public areas,
 as highlighted by all surveyed individuals. Waste that is commonly littered include tyres, e-waste,
 PVC plastic pipes and containers, and bulky goods.
 - Illegal dumping, including that undertaken by contractors in the communities, not only poses a human and environmental health risk but also leads to disposal costs that must be managed by RGRC.
- Burning of waste on private property as well as during illegal dumping are practices undertaken in some communities. For instance, dumping and burning of car bodies is a considerable issue in the communities, which poses a risk for human health and the environment.
- Waste segregation is not a common practice undertaken by community members, particularly influenced by their limited access to recycling facilities.

6.4 Legacy waste

As shown in Table 4-2, significant quantities of legacy waste (i.e. car bodies, tyres, whitegoods and mixed hard waste) are stored at RGRC.

• Tyres are accepted at all facilities, with designated disposal areas. However, their illegal disposal limits staff capacity to segregate them effectively. Currently, a large number of tyres are stored at



the facilities, especially at Mataranka. This not only impacts landfill capacity but also poses human health and environmental risks, particularly in the event of a fire. A major issue impacting not only RGRC but also the NT, is the limited options for car tyres processing in the territory.

- Legacy waste is commonly illegally disposed of not only at the landfills but also in other
 unauthorised areas. Despite annual pre-cyclone clean-ups being undertaken, the current
 frequency seems insufficient to prevent illegal dumping. It is worth noting that collection services
 in the clean-up programs are only provided to residential users.
- Scrap metal is collected by a subcontractor on an ad-hoc basis, but only from a limited number of facilities.

6.5 Asbestos

Asbestos is not accepted at any of the landfills operated by RGRC; however, it is known that some buildings within the communities contain this hazardous material. Therefore, its eventual disposal in the landfills cannot be ruled out. Additionally, illegal dumping is known to occur in the region; thus, the possibility of illegal disposal of asbestos in open areas cannot be ignored.

6.6 Other factors

Other factors and the challenges they pose to waste management in RGRC are outlined below:

- Vandalism has impacted on the infrastructure at the facilities, such as signage.
- Limited resources to cover costs associated with waste management, which are elevated considering the geographic isolation of the communities and low waste generation.
- Weather conditions in the communities also pose a challenge for waste management in the
 region. All communities are located in the wet-dry tropics of the Top End and are subject to high
 levels of rainfall in the Wet season, as well as being prone to cyclones. These conditions can
 impact not only the accessibility to the landfills but also the communities themselves, which can
 eventually limit opportunities for transporting waste to other facilities for reprocessing.
- The public perception of the current waste management services provided by RGRC may affect
 their engagement in activities aimed at improving waste management in the communities.
 Feedback obtained through surveys suggests that some resistance could be expected if such
 activities were undertaken. This resistance may stem from the perception that users are already
 charged for the services provided and, therefore, believe that improving waste management is
 solely the responsibility of RGRC.
- Support from staff within the RGRC is also an important factor limiting the development of educational and other activities to improve waste management practices in the communities.
- Community education in waste management is crucial to achieve better practices. However, there
 is limited understanding on the specific educational needs in each community and how to
 effectively target those needs. Communities vary in their requirements and methods of
 engagement, making it challenging to implement uniform educational strategies.



7 WASTE MANAGEMENT STRATEGY

7.1 Vision

The vision of the Roper Gulf Waste Management Strategy (RGWMS) is to ensure the community of the Roper Gulf Region has a total waste management service that:

- ensures a safe and healthy environment within the RGRC townships and localities, by providing efficient waste disposal services and promoting sanitary practices.
- provides cost effective kerbside collection services and waste management facilities, that are
 affordable for users while raising sufficient revenue to maintain service levels and asset value.
- protects the public amenity and lifestyle of the community, ensuring no disturbances from noise, odours, sights, pests and so on.
- protects the environment, by maintaining the quality of surface and ground water, air, native fauna and flora ecosystems, and by eliminating pollution and illegal dumping.
- facilitates the development of a cyclic economy, through providing opportunities and promoting practices to reduce waste, re-use second-hand items, and recycle materials.

7.2 Waste strategy priorities

Based on the challenges identified in Section 6, the priorities and objectives listed in Table 7-1are outlined for this RGWMS. The aim of these priorities and objectives is to provide RGRC with a clear direction over the next ten years. The strategy will enable RGWMS to identify key areas for the improvement of waste management in the community and to achieve sustainable practices that align with regional and national targets. The objectives listed in Table 7-1 also align with the environmental goal outlined by RGRC in their Strategic Plan 2022-27, which is to 'protect and care for the physical environment, including development and maintenance of clean and environmentally focused communities'.

Table 7-1. RGWMS priorities and objectives

Priority	Objectives
1. Waste education	1.1 Engage with and educate the broader Roper Gulf community (e.g. residents, commercial operators, schools, community organisations, etc) on ways to reduce, reuse and recycle waste material, as well as better practices for the management of waste at home/business and the correct use of the waste management facilities.
2. Landfill diversion	 2.1 Increase opportunities for resource recovery in the communities. 2.2 Ensure the current infrastructure and services provided enhance recycling practices in the community. 2.3 Investigate the potential for developing partnerships with and between Council, community groups, commercial operators, education institutes, other regional councils and government agencies to support the development of educational programs, and waste recycling and processing.
3. Data collection and reporting	 3.1 Ensure ongoing accurate and comprehensive waste data collection and review. 3.2 Ensure that objectives and actions set are regularly reviewed to track progress and provide opportunities for continuous improvement and best practices. 3.3 Determine waste types and quantities currently disposed at the facility to better understand waste volumes and composition managed, and identify opportunities for waste reduction, recycling and diversion initiatives.
4. Operational efficiency of services and facilities	 4.1 Ensure ongoing professional levels of support and guidance for waste management staff working in the facilities 4.2 Ensure ongoing whole-of-Council integration of waste management policies and targets, across all areas of RGRC's operations.



Priority	Objectives
	 4.3 Ensure waste management facilities and services meet current and future needs of stakeholders residential and commercial with the RGRC, particularly in larger communities. 4.4 Ensure ongoing compliance with the NT EPA regulations.





8 RECOMMENDED ACTION PLAN

The action plan outlined in Table 8-1 has been developed as a result of the different challenges identified, as well as the key priorities outlined in Section 7. Indicative and high-level timeframes, budgets and relevant stakeholders have been added. It is worth noting that RGRC is a member of the Big Rivers Waste Management Group (BRWMG). Therefore, some of the outlined actions are intended to be joint efforts among other councils that are members of the BRWMG. These efforts aim to address the challenges faced by RGRC, and by extension, other regional councils.

Note that budgets are indicative only. RGRC will need to obtain quotes from relevant contractors and/or engage a quantity surveyor to obtain detailed budget information.



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Table 8-1. Action Plan

	Table 8-1. Action Plan				
	Actions	Objective Achieved	Indicative Timeframe	\$	Stakeholders
	Priority 1 – Waste Education				
1.1	Support existing local community groups, and create new ones where needed, that aim to: educate the community regarding waste and its management collaborate with other existing groups develop programs to encourage the community to reuse, recycle and reduce waste.	1.1 and 2.1	2024 - 2034	15 K	Community Businesses RGRC
1.2	Evaluate the most effective communication channels to transmit information to the community.	1.1	2024		RGRC
1.3	Undertake public forums annually to:	1.1	2024 - 2034	5 K pa	Community Businesses RGRC
1.4	Undertake annual surveys to: receive feedback from users gather information about trends in waste management assess the community's satisfaction with the waste management services provided and campaigns implemented.	1.1 and 3.3	2024 - 2034	5 K pa	Community Businesses RGRC
1.5	Develop an environmental awareness program for RGRC employees to enhance understanding of waste management practices and regional challenges. The goal of this training is to gain support from Council staff for RGRC's initiatives aimed at improving waste management practices within the broader community.	1.1, 4.1 and 4.2	2024 - 2034	5 K pa	RGRC
1.6	Develop an environmental awareness program for the broader community to enhance understanding around waste management practices undertaken in the community, their impacts and how these can be improved.	1.1 and 2.1	2024 - 2034	5 K pa	Community Businesses RGRC
1.7	Undertake annual surveys to obtain feedback from staff involved in the landfills operation, to identify improvement opportunities.	1.1 and 4.1	2024 - 2034	5 K pa	RGRC
1.8	Develop visual campaigns to encourage recycling and waste segregation at all communities.	1.1 and 2.1	2024/2027/2030	10 k pa	RGRC Community Businesses
1.9	Promote waste segregation in public events to provide opportunities for the communities to have a better understanding about waste streams and their management.	1.1 and 2.1	2028 - 2034	20 k	RGRC Community



Actions	Objective Achieved	Indicative Timeframe	\$	Stakeholders
1.10 Develop a food waste avoidance strategy for the community, businesses and schools.	1.1 and 2.1	2028		RGRC Community Businesses Schools
1.11 Liaise with community groups, NTG and NT Police, Fire & Emergency Services to develop information campaigns about risks associated with burning waste.	1.1 and 4.4	2025/2027/2029	5 k	NTG NTFRS NT Police
1.12 Liaise with LGANT to organise meetings with staff from different Regional Councils. These meetings will provide opportunities to share information, discuss management actions, and explore possibilities for joint initiatives.	1.1 and 2.3	2025		RGRC LGANT BRWMG Other regional councils
1.13 Undertake a Waste Education Program targeted to primary schools in the regions, which can include:	1.1 and 2.1	2025	15 k	RGRC Schools
1.14 Liaise with community groups to explore the participation in programs such as:	1.1 and 2.1	2026		RGRC Community KABNT
Priority 2 – Landfill diversion				1
2.1 Liaise with stakeholders with an interest to establishing and operating a recycling centre in large communities, such as Ngukurr, Minyerri and Numbulwar.	2.1, 2.2, 2.3 and 4.3	2026	10 k	Business Community
2.2 Explore the feasibility and requirements to partner with TechCollect (https://techcollect.com.au/) for their involvement in the management of e-waste from the communities.	2.1, 2.2, 2.3 and 4.3	2025		RGRC TechCollect
2.3 Partner with neighbouring councils or communities to increase feasibility of e-waste collection.	2.1, 2.2, 2.3 and 4.3	2026		RGRC BRWMG Other Regional Councils
2.4 Assess the feasibility of accepting e-waste at the recycling centres in Borroloola and Mataranka.	2.1, 2.2, 2.3 and 4.3	2025		RGRC



	Actions	Objective Achieved	Indicative Timeframe	\$	Stakeholders
2.5	Liaise with subcontractors to assess the feasibility of scrap metal collection from the facilities and the quantities required to guarantee that the collection of such material can be undertaken at each landfill (e.g. establish quantity of scrap metal required to get the collection service at each community).	2.1, 2.2, 2.3 and 4.3	2025		RGRC Sims Metal
2.6	Maintain a watching brief and regularly report to Council on the national and regional waste scene, identifying emerging issues that may impact on how RGRC operate, such as: • national programs to deal with specific waste issues (e.g. changes to tyre stewardship) • funding grants that may become available to upgrade facilities and services.	2.1 and 4.3	2024 - ongoing		NTG LGANT
2.7	Liaise with commercial users to identify opportunities for the diversion of recyclable material that they generate (e.g. cardboard and paper).	2.1, 2.2, 2.3 and4.3	2026	10 K	RGRC Commercial users
2.8	Liaise with NTRS in Darwin to assess the potential for collection of cardboard from the communities.	2.1, 2.2, 2.3 and 4.3	2026		RGRC NTRS
2.9	Liaise with WRINT to identify support opportunities for lobbying Product Stewardship Schemes in the region.	2.1, 2.2, 2.3 and 4.3	2027		RGRC WRINT
2.10	D Liaise with KTC, Tyrepower and Tyre Stewardship Australia to assess options for tyres shredding and material re-purposing.	2.1, 2.2, 2.3 and 4.3	2024		RGRC KTC Tyrepower Tyre Stewardship
2.11	I Identify and implement treatment and/or disposal options for tyres.	2.1, 2.2, 2.3, 4.3 and 4.4	2024 - 2034		RGRC
2.12	2 Engage with key stakeholders in each community, including business owners and school staff, to assess potential options for the development of CDS collection points in all communities.	2.1, 2.2, 2.3 and 4.3	2025 – ongoing	2 k	RGRC Business Schools
2.13	B Expand access to the CDS collection points to all communities.	2.1, 2.2, 2.3 and 4.3	2025 – ongoing		RGRC Business Schools Community
2.14	Assess the feasibility of investing in mobile waste and recycling machinery.	2.1 and 2.2	2024 – ongoing		RGRC
	Priority 3 – Data collection and reporting				
3.1	Conduct waste audits to determine the types and amounts of wastes disposed at all facilities across the region. LGANT offers a waste audit toolkit and training materials available for use by NT Local Councils, which can be used by RGRC to undertake the waste audits.	3.1 and 3.3	2024 – ongoing		RGRC



	Actions	Objective Achieved	Indicative Timeframe	\$	Stakeholders
3.2	Implement a monitoring plan to gather data of waste amounts and types disposed at all facilities across the region.	3.1, 3.2 and 3.3	2024 – ongoing	5 K	RGRC
3.3	Review population growth trends in the community.	3.1, 3.2 and 3.3	2025 - ongoing		RGRC
3.4	Maintain records of wastes collected during the pre-cyclone clean-up programs run annually.	3.1, 3.2 and 3.3	2024 – ongoing		RGRC
3.5	Maintain records of waste collected by subcontractors from the waste management facilities.	3.1, 3.2 and 3.3	2024 - ongoing		RGRC
	Priority 4 - Operational efficiency of services and facilit	ies			-
1.1	Undertake landfill covering at all facilities.	4.3 and 4.4	2024 - Ongoing		RGRC
4.2	Install fences and gates in all landfills, to control access of the general public to the sites.	4.3 and 4.4	2025 - 2030	5 k per landfill	
1.3	Evaluate the feasibility of implementing drop off bays and limit general public access to the landfill area.	4.3 and 4.4	2028		
.4	Assess the feasibility of employing at least one full-time staff at the landfills.	4.3 and 4.4	2024		RGRC
1.5	Maintain a full-time staff at each of the landfills, where feasible, to oversee waste disposal and enforce waste disposal fees.	4.3 and 4.4	2025 - ongoing		RGRC
4.6	Assess the feasibility of transitioning from waste burning to alternative waste management practices in the facilities. Where feasible, develop and action plan for the transition.	4.3 and 4.4	2025 - ongoing		RGRC
1.7	Develop an operational plan for all waste management facilities (separate documents). These plans should include at least the following areas: • waste generation (estimates and types) • waste collection and disposal procedures • management, staff and users (rates, roles and responsibilities) • facilities management (operation hours, cell construction and landfilling of waste, bins, signage, litter management, pest and weed control, fire management, leachate and water management • training, communication and awareness (staff training plan, communication plan, educational programs) • environmental risk assessment (refer to Appendix B for guidance on the impacts that have been identified and some control measures that can be implemented) • assessment of opportunities to limit waste burning as a practice undertaken for waste management on site • emergency response plan (incident reporting, incident investigation, inspection report) • monitoring (monitoring procedures, routine inspections, data reporting) • life span assessment based on collected data • closure plan • rehabilitation plan.	4.1, 4.2, 4.3 and 4.4	2024 - 2026	15 k	RGRC Consultant



Actions	Objective Achieved	Indicative Timeframe	\$	Stakeholders
4.8 Complete a life span assessment on the waste facilities to determine remaining life span and capacity of the facilities and guide future closure, rehabilitation and planning of waste management within the RGRC.	4.3 and 4.4	2026 - 2030	10 k per landfill	RGRC Consultant
4.9 Review and update of operational plans annually.	3.2 and 4.3	2024 - Ongoing	2 k	RGRC
4.10 Develop a disaster management plan that includes options for waste management under such events, and includes: • waste streams • processes and procedures in place to respond quickly to waste removal and disposal needs • communication plan • Roles and responsibilities • location of interim sites for temporary storage of waste. This location is recommended to be closer and easily accessible to the community. Skip bins are also recommended to be used to facilitate the later movement of waste to the landfill. • State government agencies that can provide support • Continuous improvement plan.	4.1, 4.2, 4.3 and 4.4	2024 - 2026	15 k	RGRC Consultant
4.11 Liaise with other Regional Councils and LGANT to develop a regional strategy to aid in the management of wastes generated by natural disasters.	4.3 and 4.4	2026		RGRC Regional Councils LGANT
4.13 Obtain an environmental protection licence for the operation of the landfill at Ngukurr.	4.2, 4.3 and 4.4	2025	15 k	RGRC NT EPA Consultant
4.13 Liaise with consultants and NT EPA to address licencing needs of landfills.	4.2, 4.3 and 4.4	2025	5 k	RGRC NT EPA Consultant
4.14 Evaluate the feasibility and benefits of collecting bulk waste on a biannual basis.	4.3 and 4.4	2025	50 k pa	RGRC
4.15 Investigate and implement outsourcing of operations and machinery hire where cost effective tip face management shredding.	4.3	2028	40 K	NTG LGANT RGRC Community Businesses Waste Industry



Actions	Objective Achieved	Indicative Timeframe	\$	Stakeholders
4.16 Liaise with NTEPA, other Councils (e.g. WARC, EARC, KTC, BRC), LGANT and NTG to evaluate options for the removal of legacy waste from the communities.	2.3, 4.3 and 4.4	2025 - ongoing	5K	RGRC NTG Community Business
4.17 Review the charging structure to identify potential sources of funding for the development of the actions proposed in this WMS.	4.2 and 4.3	2024 - ongoing		Community Businesses RGRC
4.18 Support ongoing studies into developing a Big Rivers Regional Waste Management Solution: a centralised landfill transfer stations in all large and small settlements, appropriate to their needs coordinated, comprehensive and ongoing public education and awareness raising partnership arrangements with private enterprises, to support: - facilities management - service delivery - development of recycling markets: - Tyres - Air Conditioners - Building Timbers - Paper/Cardboard - Glass - E-Waste - Oil - Plastics.	4.2 and 4.3	2024 - ongoing	25 k	RGRC NTG LGANT Regional Councils Community Businesses Waste Service Providers



9 NEXT STEPS

The WMS developed for RGRC provides a set of strategies and high-level budgets to be implemented within the community. The following table outlines a series of next steps for RGRC to consider when determining how to proceed with actioning the strategies. Furthermore, in order to identify whether the strategies presented in this WMS are effective for RGRC, an annual review should take place each year to assess this.

Table 9-1. Next steps for RGRC to action strategies

Item	Approach				
1	Community review of the WMS				
2	RGRC to endorse WMS				
3	RGRC to engage or employ staff member to lead actioning of WMS				
4	RGRC to determine priority strategies to action across the next 12 months and staff responsible for their development, whilst also developing a Gantt chart as to the staging of other strategies to be implemented over the next 10 years.				
5	RGRC to review and document progress on the implementation of all actions outlined in the WMS.				





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APPENDIX A SURVEY RESULTS

Questions	Response options	Ngukurr	Mataranka	Larrimah
How long have you lived in this community?		10 - 53 y	2 – 58 y	6 – 24 y
Do you support waste management being a priority	Yes	10	6	3
action area for Council?	No	1	3	-
Do you use the Council's waste management facility	Yes	10		
(i.e. landfill and recycling centre)?	No	À		-
What types of waste do you dispose of at the local	Paper and carton	10	6	3
landfill? (please select all that apply)	Plastic (bags/bottles)	10	3	1
	Food waste	9	2	3
	Tin/cans	10	2	2
	Fiber bags	8	1	-
	Glass	7	2	2
	Not applicable – waste not disposed at local landfill	-	1	-
	Other		1	
What types of waste do you dispose of at the	Paper and carton	10*	1	
recycling centre? (please select all that apply)	Tin/cans	9*	8	1
	Plastic bottles	9*	8	
	Waste cooking oil	9*	-	
	Waste mineral oil	6*	-	
	Not applicable – waste not disposed at recycling centre	-	-	1
	Other	-	-	-
If waste generated in your household are not disposed of at the local landfill, how is it typically	Dumped by the road or street side	7	-	-
disposed of?	Dumped on an open space	6	-	-
	Buried in a hole in own compound	-	-	1
	Incinerated	-	-	1
	Other	4	-	1
	N/A	-	9	-
What prevents you from using the waste	Distance to your home	6		1
collection/disposal services provided by the Council? (please select all that apply)	Accessibility to the site (e.g. inaccessible open road)	-	1	-

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Questions	Response options	Ngukurr	Mataranka	Larrimah
	Other	-	-	1
Do you recycle at home?	Yes	-	-	3
	No	11	-	-
In your opinion, do residents have adequate	Yes	1	-	1
opportunity to recycle within community?	No	10	-	2
Please indicate which products you believe can be recycled in the community? (please respond N/A if recycling services are not available in your community)			-	-
Would you be willing to travel to the recycling centres in Borroloola and/or Mataranka to dispose of the	Yes	5	-	1
recycling waste generated in your household and/or business?	No	6	-	1
	Landfill	6	-	1
How do you dispose of old tyres?	Unsure	3	-	-
	N/A	1	- *	1
	Other	1	-	1
How do you dispose of electronics or bulky items	Unsure	3	-	-
(e.g. sofas, mattresses)?	Landfill	7	-	2
	N/A	-	-	1
Do you ever notice waste on the road, land or and public area?	No	1	-	2
public died:	Yes	9	-	1
Do you consider that dumping waste in public areas is bad for the environment?	No	1	-	1
is bad for the environment:	Yes	9	-	2
If the answer to the above question is 'yes', what	Tyres	10	-	1
type of wastes do you commonly observe that is illegally dumped in your community	Plastics	10	-	2
	Glass	10	-	-
	E-wastes (TV, laptops, (dishwasher, fridge, oven, microwave, etc.)	9	-	1
	Construction waste (pipes, concrete, bricks, etc.)	9	-	1
	Bulky goods (sofas, mattresses, bed frames, etc.)	6	-	1
	Other	-	-	-
If the Council implemented activities to address waste management issues in your community,	Yes	9	3	2
would you be willing to volunteer or participate?	No	1	6	1



Questions	Response options	Ngukurr	Mataranka	Larrimah
Do you believe people in your community would be		10	5	2
willing to volunteer or participate in waste management initiatives?	No	-	4	1
Do you think that your community needs more educational programs on waste management?	Yes	10	7	1
- Caucatoriai programo on music managomoni	No	-	2	2





APPENDIX B RISK ASSESSMENT

This appendix details a general environmental risk assessment of the waste management facilities across the RGRC. It is worth noting that this assessment should not be considered definitive for each of the landfills, as they each possess different environmental and operational conditions.

The ranking for event consequence is shown in Table 1. The likelihood of an event occurring provides a measure of the known or anticipated frequency of occurrences (Table 2). Combining likelihood with consequence provides guidance on risk levels of each aspect and enables key risks to be identified and management strategies to be prioritised (Table 3). The risk assessment for the activities associated with the facilities is provided in Table 4.

Table 1. Consequence ranking

	Consequence					
1	Insignificant	No/low measurable impact on the environment.				
2	Minor	Some minor, temporary environmental impact.				
3	Moderate	Contained temporary or permanent minor, localised environmental damage.				
4	Major	Severe environmental damage.				
5	Catastrophic	Environmental disaster.				

Table 2. Qualitative measures of likelihood

		Likelihood criteria	
Α	Rare	May occur only in exceptional circumstances.	0-1%
В	Unlikely	Could occur at some time.	2-10%
С	Moderate	Might possibly occur at some time.	11-50%
D	Likely	Will probably occur in most circumstances.	51-90%
Е	Almost certain	Expected to occur in most circumstances.	91-100%

Table 3. Risk rankings from combined consequences and likelihood

			Consequen	ce		
		1	2	3	4	5
o	A	1	3	6	10	15
hoo	В	2	5	9	14	19
Likelii	С	4	8	13	18	22
2	D	7	12	17	21	24
	E	11	16	20	23	25

Where;

Red = extreme risk intolerable

Orange = high risk intolerable or tolerable

Yellow = medium risk tolerable or acceptable

Green = low risk acceptable

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Table 4. General risk assessment for RGRC waste facilities

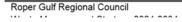
Aspect Impact		Risk Ranking	Recommended mitigation/control measures to be implemented	Residual Risk	
Air quality (dust and odour)	Emissions of air pollutants and odour	High (17)	Frequent covering of waste to minimise exposed waste Respond to any complaints regarding odour, and implement changes where / if required Spray water when necessary Undertake operations outside of the opening times, to prevent exposure of users	Low (6)	
Greenhouse gas emissions	GHG emissions from landfill	Medium (12)	Frequent capping to minimise exposure to water Use of clayey soils to cover waste	Low (3)	
Water quality	Contamination of surface or groundwater from leachate	High (17)	Waste disposed of in landfill immediately (i.e. not stored elsewhere) Frequent covering of waste to minimise exposure to water Use clayey soils for covering of waste Install and manage diversion drains/control measures, if required, to separate clean stormwater from operational areas Ensure regular inspections are undertaken of the landfill and active tip face to detect any potential contaminated runoff	Medium (9)	
Stormwater, erosion and sediment control	Reduced water quality to surrounding waterways due to sediment laden run-off	High (17)	Use of slopes <20% to minimise erosion risk Encourage revegetation of unused areas Install and manage diversion drains/control measures as appropriate to separate clean stormwater from operational areas Landfill staging with slopes to stimulate water to flow off-site Frequent covering of waste to minimise exposure	Medium (9)	
	Ponding water in the facilities which can lead to leachate generation and impacts on on-site activities	Medium (9)	Landfill staging with slopes to stimulate water to flow off-site Implementation of stormwater control measures at all waste facility sites	Low (6)	
Noise	Excessive noise impacts on surrounding environment	Low (5)	All operations to be undertaken within open hours only Minimise excessive noise activities where possible	Low (3)	
Weeds and pests	Introduction or spread of weeds through vehicle movements or waste disposed of on site	Medium (8)	Development of a Weed Management Plan for the region Regular weed and pest monitoring and control Revegetation of exposed areas as soon as practical Maintain a 50 m weed free zone around all waste management facilities to stop the spread of weeds that entered the site into relatively pristine environments Remove all grassy weeds from site that create a high fire risk (if observed at the site)	Low (5)	



Aspect	Impact	Risk Ranking	Recommended mitigation/control measures to be implemented	Residual Risk
	Increased numbers of pests and feral animals in the area due to waste	High (17)	Frequent covering of waste to minimise exposed waste Regular weed and pest monitoring and control Revegetation of exposed areas as soon as practical Regularly clean-up of scattered rubbish Maintain site fencing to keep larger animals out of site	Low (6)
Flora and fauna	Unauthorised clearing	Low (5)	Clearly mark out areas to be cleared with marking tape if any clearing is to be undertaken	Low (3)
	Water quality impacts to surrounding flora and fauna	High (13)	Management of leachate, erosion and stormwater as per above.	Low (6)
Fire	Bushfires that could reach the WMF and damage the facility and surrounding environment	High (13)	Fire breaks of at least 4 m must be maintained around site boundary line and around buildings Emergency response plan and procedures in place Appropriate firefighting equipment maintained on site Maintain a 50 m weed free zone around all waste management facilities to stop the spread of weeds that entered the site into relatively pristine environments Remove all Gamba and other grassy weeds from site that create a high fire risk (if observed at the site)	Low (6)
	Waste facility containing flammable and combustible material and the increased risk of starting a fire – leading to damage of facility and surrounding environment	Extreme (21)	No hot works undertaken during fire bans Fire breaks of at least 4 m must be maintained around site boundary line and around buildings Emergency response plan and procedures in place Appropriate firefighting equipment kept maintained on site No acceptance of chemicals and hydrocarbons for storage or disposal Frequent covering of waste to minimise exposure Maintain mulch/green waste stockpile heights to prevent spontaneous combustion	Medium (6)
Public safety	Public access to the site leading to injuries or casualties	High (17)	Clear and appropriate signage Maintain a clean site, and ensure appropriate disposal of wastes Closing of waste disposal bays when waste bins are full or being emptied/replaced Clearly defined No Go areas for public Provide assistance and clear directions on correct waste disposal areas Maintain road access in good condition	
Waste	Cross contamination of wastes impacting on the ability to recycle wastes	Extreme (23)	Provide assistance and clear directions on correct waste disposal areas Clearly labelled signs at transfer stations Provide facility operators with training to clearly identify types of waste Salvage of recyclable materials incorrectly disposed of	Medium (9)



Aspect	Impact	Risk Ranking	Recommended mitigation/control measures to be implemented	Residual Risk
	Inappropriate management of asbestos and other hazardous or contaminated materials leading to safety concerns and contamination (e.g. leachate generation)		Inform community about types of waste not accepted at the facilities and options for their management Provide facility operators with training to clearly identify types of waste Clear signage with prohibited waste Limit public access Develop an Emergency Response Plan outlining unauthorised waste disposal procedures Site supervision	Medium (9)
	Disturbance of legacy waste at the facilities which could lead to contamination of soil or release of toxic compounds	High (17)	Identify and mark areas where legacy waste is believed to be located Minimal disturbance of soil by using above ground waste disposal technique Use clayey soils to cover waste	Low (6)
	Uncontrolled dumping of waste and litter	High (13)	Provide assistance and clear directions on correct waste disposal areas Clearly labelled signs at transfer stations Salvage of recyclable materials incorrectly disposed of Regular clean-up of scattered and inappropriately disposed waste	Medium (9)



GENERAL BUSINESS

ITEM NUMBER 19.1

TITLE Community Fuel Prices

REFERENCE 1407389

AUTHOR Daniele PIGA, Governance Officer



RECOMMENDATION

That Council receives Councillor NUMAMURDIRDI's concerns in relation to the rising fuel prices in Numbulwar Community, and deliberates on the matter.

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.

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

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

BACKGROUND

Councillor NUMAMURDIRDI has expressed concerns that fuel prices in Numbulwar have been steadily increasing over the past few months, leading to heightened concerns among residents. This increase has affected various aspects of daily life, including transportation, the cost of goods and services, and the overall cost of living. Given the remote location of Numbulwar, the community is particularly vulnerable to fluctuations in fuel prices.

ISSUES/OPTIONS/SWOT

The rising fuel prices in Numbulwar present significant challenges for the Community. The Councillor suggests that if Council is able to assist by taking proactive measures, the Council can help mitigate the impact of these price increases and support the Community's economic stability and well-being. The Councillor suggests immediate action is required to address these concerns and ensure the resilience of the Numbulwar Community.

The Councillor hereby submits this matter for Council's deliberation.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.