



WEST ARNHEM REGIONAL COUNCIL AGENDA

**KAKADU WARD ADVISORY COMMITTEE
FRIDAY, 16 MAY 2025**



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Kakadu Ward Advisory Committee Meeting of the West Arnhem Regional Council will be held in Jabiru on Friday 16 May 2025 at 10:00 am.

Katharine Clare Murray
Chief Executive Officer

Code of Conduct: The Local Government Act 2019

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

1. *Honesty and Integrity:* A member must act honestly and with integrity in performing official functions.
2. *Care and diligence:* A member must act with reasonable care and diligence in performing official functions.
3. *Courtesy:* A member must act with courtesy towards other members, council staff, electors and members of the public.
4. *Prohibition on bullying:* A member must not bully another person in the course of performing official functions.
5. *Conduct towards Council staff:* A member must not direct, reprimand, or interfere in the management of, council staff.
6. *Respect for cultural diversity and culture:* A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
7. *Conflict of interest:* A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
8. *Respect for confidences:* A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
9. *Gifts:* Members must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.'
10. *Accountability:* A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
11. *Interests of municipality, region or shire to be paramount:* A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
12. *Training:* A member must undertake relevant training in good faith.

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Acknowledgement of Country

West Arnhem Regional Council acknowledges the First Nations Custodians, and the many Language and Family groups who are Managers and Caretakers to each of their Traditional homelands and Waters across the West Arnhem Region Wards.

West Arnhem Regional Council pays its respects and acknowledges Elders, past, present and rising.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

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

SUMMARY

This report is to table, for the Kakadu Ward Advisory Committee record, any apologies, and requests for leave of absence received from Committee members, as well as record any absence without notice for the meeting held on 16 May 2025.

RECOMMENDATION

THAT THE COMMITTEE:

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

COMMENT

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

LEGISLATION AND POLICY

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

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

SUMMARY

Agenda papers are presented for acceptance at the Kakadu Ward Advisory Committee meeting held on 16 May 2025.

RECOMMENDATION

THAT THE COMMITTEE accept the agenda papers as circulated for the Kakadu Ward Advisory Committee meeting held on 16 May 2025.

LEGISLATION AND POLICY

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

Goal 6.5 Planning and Reporting

Robust planning and reporting that supports Council's decision-making processes

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

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

SUMMARY

Kakadu Ward Advisory Committee Members are required to disclose an interest in a matter under consideration at the Committee meeting:

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

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

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

RECOMMENDATION

THAT THE COMMITTEE received the declarations of interest as listed for the Kakadu Ward Advisory Committee meeting held on 16 May 2025.

LEGISLATION AND POLICY

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

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.4 Risk Management

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

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

SUMMARY

Unconfirmed minutes from the 14 March 2025 Kakadu Ward Advisory Committee meeting are submitted to the Committee for confirmation that the minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT THE COMMITTEE adopted the minutes of the 14 March 2025 Kakadu Ward Advisory Committee as a true and correct record.

LEGISLATION AND POLICY

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. 2025.03.14 Kakadu Ward Advisory Committee Minutes - Unconfirmed [6.1.1 - 4 pages]



Minutes of the West Arnhem Regional Council Kakadu Ward Advisory Committee
Friday, 14 March 2025 at 9:00 am
Jabiru Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Blyth declared the meeting open at 9:00 am, welcomed all in attendance and did an Acknowledgement of Country.

**2 PERSONS PRESENT
ELECTED MEMBERS PRESENT**

Chairperson	Ralph F. Blyth (Councillor)
Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Mickitja Onus

STAFF PRESENT

Interim Chief Executive Officer	Ben Waugh
Director of Community and Council Services	Fiona Ainsworth
Manager Technical Services	Kylie Gregson
Project Officer	Clem Beard
Governance Advisor	Jasmine Mortimore
Jabiru Council Services Manager (Acting)	Kevin Voisey
Senior Council Services Manager	Rick Mitchell
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)

3 APOLOGIES AND ABSENCES

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

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

KWAC1/2025 RESOLVED:

On the motion of Cr Onus

Seconded Deputy Mayor Williams

THAT THE COMMITTEE receive no apologies, leave of absence and absence without notice for the meeting held on 14 March 2025.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Committee considered a report on Acceptance of Agenda.

KWAC2/2025 RESOLVED:

On the motion of Chairperson Blyth

Seconded Cr Onus

THAT THE COMMITTEE accept the agenda papers as circulated for the Kakadu Ward Advisory Committee meeting held on 14 March 2025.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

KWAC3/2025 RESOLVED:

On the motion of Chairperson Blyth

Seconded Deputy Mayor Williams

THAT THE COMMITTEE received no additional declarations of interest as listed for the Kakadu Ward Advisory Committee meeting held on 14 March 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

KWAC4/2025 RESOLVED:
On the motion of Cr Onus
Seconded Chairperson Blyth

THAT THE COMMITTEE adopted the minutes of the 29 November 2024 Kakadu Ward Advisory Committee as a true and correct record.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	7.1
Title:	Invited Guest - NT Police
Author:	Jasmine Mortimore, Governance Advisor

The Committee considered a report on Invited Guest - NT Police.

KWAC7/2025 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

THAT THE COMMITTEE notes the update on Law and Order by the NT Police.

CARRIED

8 ACTION REPORTS

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

The Committee considered a report on Review of Action Items.

KWAC5/2025 RESOLVED:
On the motion of Chairperson Blyth
Seconded Mayor Woods

THAT THE COMMITTEE:

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

CARRIED

9 RECEIVE AND NOTE REPORTS

Agenda Reference:	9.1
Title:	CSM Operations Report on Current Council Services
Author:	Kevin Voisey, Council Services Manager, Jabiru (Acting)

The Committee considered a report on CSM Operations Report on Current Council Services.

KWAC6/2025 RESOLVED:
On the motion of Chairperson Blyth
Seconded Cr Onus

THAT THE COUNCIL receives and note the report titled *CSM Operations Report on Current Council Services*.

CARRIED

Agenda Reference:	9.2
Title:	Jabiru Waste Report
Author:	Sara Fitzgerald, Waste and Resource Coordinator

The Committee considered a report on Jabiru Waste Report.

KWAC8/2025 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

THAT THE COMMITTEE receive and note the report titled *Jabiru Waste Report*.

CARRIED

Agenda Reference:	9.3
Title:	Technical Services Jabiru Projects Report
Author:	Clem Beard, Project Manager

The Committee considered a report on Technical Services Jabiru Projects Report.

KWAC9/2025 RESOLVED:
On the motion of Cr Onus
Seconded Deputy Mayor Williams

THAT THE COMMITTEE receives and notes the report titled *Technical Services Jabiru Projects Report*.

CARRIED

10 KAKADU WARD ADVISORY COMMITTEE MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

The Committee considered a report on Kakadu Ward Advisory Committee Member Questions.

KWAC10/2025 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Mayor Woods

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

1. Cr Onus raised Jabiru organisations supporting local businesses.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on 16 May 2025.

12 MEETING DECLARED CLOSED

Chairperson Blyth declared the meeting closed at 10:07 am.

This page and the preceding pages are the minutes of the Kakadu Ward Advisory Committee Meeting held on Friday, 14 March 2025.

[Click here](#) to view the agenda for the Kakadu Ward Advisory Committee Meeting held on Friday, 14 March 2025.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

Agenda Reference:	7.1
Title:	Presentations - Power Water
Author:	Jasmine Mortimore, Governance Advisor

SUMMARY

The purpose of this report is to provide Kakadu Ward Advisory Committee with a list of presentations to be made by various stakeholders of the West Arnhem Regional Council.

RECOMMENDATION

THAT THE COMMITTEE notes the presentations on the cable replacement project by Power Water.

BACKGROUND

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

COMMENT

The following visitors/presentations will attend today's meeting.

Kakadu Ward Advisory Committee Meeting – Presentations / Visitors				
Topic	Time	Presenter/Visitor	Organisation	Invited by
cable replacement project	10:30am	Rob Rappa (Senior Project Manager)	Power Water	At their request to attend

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

Agenda Reference:	7.2
Title:	Invited Guest - NT Police
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

SUMMARY

The purpose of this report is for the NT Police and Local Authorities to discuss issues and concerns in their communities. These discussions are supported by the MoU between West Arnhem Regional Council and the NT Police.

RECOMMENDATION

THAT THE LOCAL AUTHORITY noted the update on Law and Order by the NT Police.

BACKGROUND

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

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

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

SUMMARY

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

RECOMMENDATION

THAT THE COMMITTEE:

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

BACKGROUND

Action items arise out of resolutions of the Kakadu Ward Advisory Committee or questions asked by Members. The attached register provides the current status of the action items as provided by the administration. The administration recommends items as complete but it is for the Committee to determine whether the item remains active or is complete and can be removed.

COMMENT

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. KWAC action items (1) [8.1.1 - 1 page]

Item	Status	Action Required	Assignee/s	Action Taken
1	In Progress	KWAC35/2024 RESOLVED: Request signs for old clinic building be removed	Kevin Voisey, Rick Mitchell	24/02/2025 Rick Mitchell Signage around Jabiru township has been amended to reflect actual location of clinic. New signs have been ordered on 30th January 2025, to be positioned around the township to direct members of the public to the new clinic. Senior Council Services Manager has emailed Red Lily management team to facilitate having the signs removed from the previous clinic building on 21st of February 2025. 08/05/2025 Jasmine Mortimore Interim CEO had escalated signage issue with the Department of Chief Minister and Cabinet on 7 March 2025 that then referred the matter to NT Health who have advised they will engage a contractor to remove the signage. Multiple follow up emails have been with no action to date. Administration will continue to follow up until signage has been removed.
2	In Progress	KWAC43/2024 RESOLVED: Request through Rio Tinto funding for a BMX track and Splash park for Jabiru residents.	Leanne Johansson	19/02/2025 Jasmine Mortimore Submission will be lodged for the Rio Tinto project by June 2025.
3	Recommend Complete	KWAC12/2024 RESOLVED: Expand the tour of the Solar farm for Jabiru to include information on operations. 5 October 2023 KWAC24/2023 Organise tour of Jabiru for all Councillors at OCM including waste facility and solar farm (including catering)	Jasmine Mortimore	05/04/2024 Ben Heaslip 27 March 2024 – Jasmine Mortimore Will work with CEO on a date to for tour to be completed. 07/05/2025 Jasmine Mortimore Tour was completed with Elected Members on Tuesday 29 April 2025.
4	Recommend Complete	KWAC37/2024 RESOLVED: Refer Australia Day events to the Reconciliation Action Plan Working Group to make recommendations to Council.	Ben Waugh, Gina Carrascalao	07/05/2025 Gina Carrascalao Item will be referred to the RAPWG and will be revitalized in the next financial year.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 May 2025

Agenda Reference:	9.1
Title:	Human Resources Report as at 30 April 2025
Author:	Linda Veugen-Yong, Human Resources Manager (Acting)

SUMMARY

The purpose of this report is to inform the Local Authority of Council employment statistics within the Local Government area and employment vacancies.

RECOMMENDATION

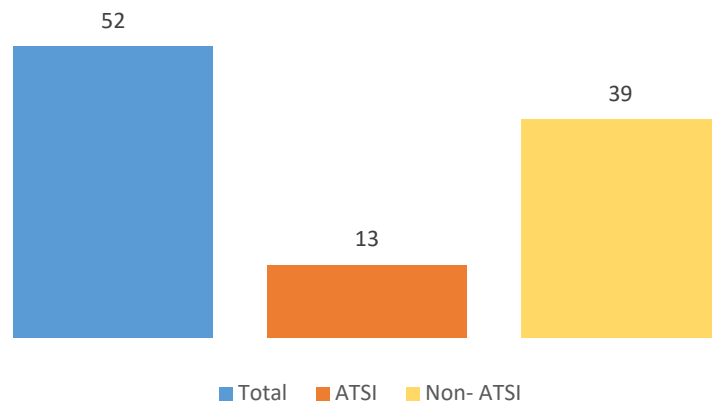
THAT THE LOCAL AUTHORITY receive and note the report titled *Human Resources Report as at 30 April 2025*.

COMMENT

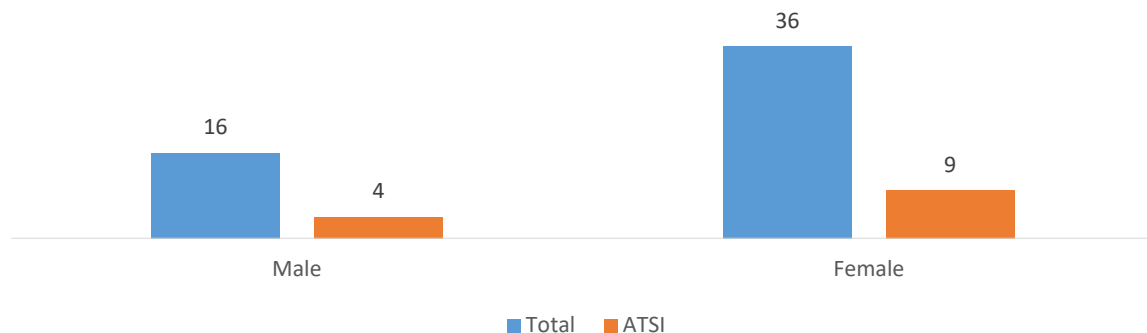
Workforce Report

As of 30 April 2025

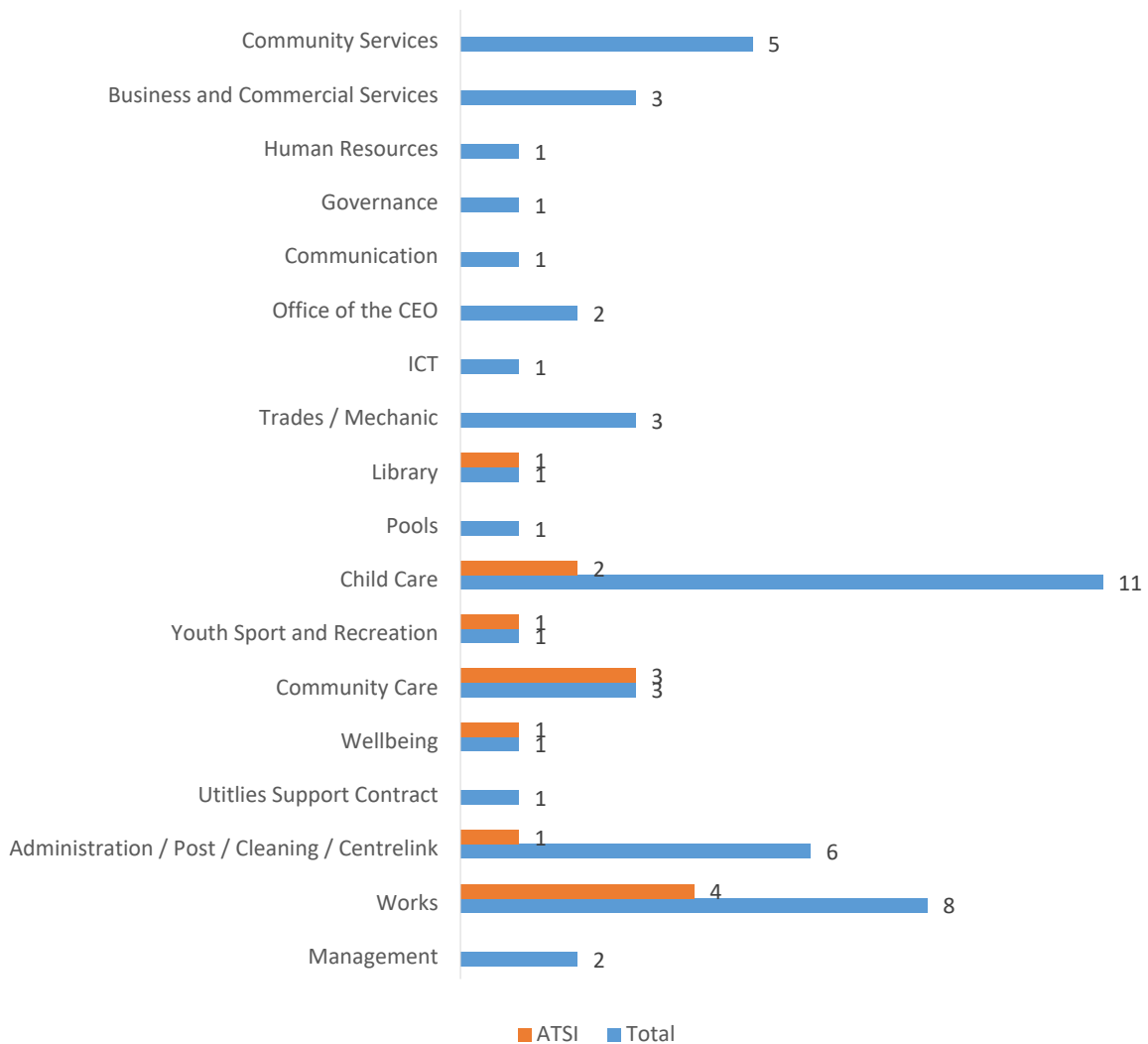
EMPLOYEE NUMBERS - JABIRU



EMPLOYEE BY GENDER - JABIRU



EMPLOYEES BY WORK GROUP - JABIRU



Vacancies by location as of 1 May 2025

Jabiru

- **Council Services Manager** – Closed 2 April 2025
- **Relief Administration Officer** – Closed 14 May 2025
- **Wellbeing Services Coordinator** – Closed 30 April 2025
- **Pool Officer** – Open until filled
- **Works Officer** – Open until filled

LEGISLATION AND POLICY

Local Government Act 2019 (Act)
Council's Organisational Structure
Council's Budget and Long-Term Financial Plan

FINANCIAL IMPLICATIONS

The Council must maintain an organisational chart showing the council's staff structure, per regulation 6(1)(a) of the *Local Government (General) Regulations 2021*. The Council approved Organisational Structure is used to develop, and later review, the Budget and Long-Term Financial Plan.

The CEO is responsible for the appointment of the council's staff in accordance with a budget allocated to staff expenditure approved by the Council, per section 170 of the Act.

STRATEGIC IMPLICATIONS

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

PILLAR 2 INCREASED LOCAL INDIGENOUS EMPLOYMENT

We are committed to investing in and supporting local Indigenous employment. We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.

Goal 2.1 Indigenous Employment Framework

Create Council Indigenous employment framework including tailored pathways to employment.

Goal 2.2 Policy and Procedures

Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment.

Goal 2.3 Policy and Procedures

Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment.

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.2 Health and Safety

Staff and public safety is achieved via planning, education and training.

Goal 3.3 Training and Development

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

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

Agenda Reference:	9.2
Title:	CSM Operations Report on Current Council Services
Author:	Kevin Voisey, Seniors Works Officer

SUMMARY

This report will present the Kakadu Ward Advisory Committee (KWAC) with an update on council services provided in the Jabiru township for the period 01 February 2025 – 31 March 2025, as prepared by Manager Regional Council Services, Rick Mitchell and presented by Acting Council Services Manager (CSM), Kevin Voisey.

RECOMMENDATION

THAT THE COUNCIL:

1. Receive and note the report titled *CSM Operations Report on Current Council Services*.

BACKGROUND

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

COMMENT

1. Community recruitment

Positions filled during the report period:

- Senior Centrelink Officer – Commenced on 24 February 2025.
- Services Assistant – Commenced on 04 February 2025.

2. Administration Services

2.1 Administration

The Jabiru Council administration office was open from 8:00am to 4:30pm on each business day during the report period except for the below periods:

- 03 February 2025 – Council wide closure.

Highlights occurred during the reporting period:

- Trade Officer currently on light-duties, currently provide administration and front counter support as required.
- Administration Coordinator Jabiru continue to provide support and training to staff on Little Hotelier and Post Office services across the region.
- Recruitment commenced for a second Relief Administration Officer Jabiru.

2.2 Post Office

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

- 03 February 2025 – Council wide closure.
- Post Office staff have been doing cross-training with the Jabiru administration team, to provide support and coverage in the council office as required.
- Retail and Post Office Team Leader resigned, last day with council being the 12 March 2025. Recruitment commenced for this full-time position.

Total postage received	13,817 kg
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2.3 Centrelink

The Jabiru Centrelink Office opened between 8:00am to 4:30pm each business day during the report period with exception:

- 03 February 2025 – Council wide closure of services.

Highlights occurred during the reporting period:

- Council has received positive feedback on the staff and the services provided in Centrelink.
- New Senior Centrelink Officer was recruited in February 2025,

2.4 Cleaning

Scheduled cleaning of council assets for reporting report has been completed as follows:

- Council office – Daily Monday – Friday – total of 39 occasions.
- Library – Daily Monday – Friday – total of 39 occasions.
- Playground amenities – Daily Monday – total of 39 occasions.
- Public toilets – Daily Monday – Friday – total of 39 occasions.
- Town Hall – Twice a week – total of 16 occasions.
- Community Care (Aged Care) Office – Twice a week – total of 16 occasions.
- Centrelink Office – Twice a week – total of 16 occasions.
- Post Office – Twice a week – total of 16 occasions.
- Workshop Office – Once a week – total of 8 occasions.
- Brockman oval & Magela oval amenities – Once a week and restocked prior to games being played – total of 8 occasions.
- Basketball Court amenities – Cleaned as required.

Highlights occurred during the reporting period:

- Cleaning of the Jabiru Childcare Centre has returned to council cleaning staff with the recruitment of a new casual Services Assistant in February 2025.
- Visiting staff accommodation and pre-employment staff housing cleaning occurs as required.

3. Wellbeing Services

3.1 Sport & Recreation

Sport and Recreation team delivered activities involving after-school sessions, school holiday initiatives, and young adult-oriented programs. The activities offered included:

- Basketball
- ALF football
- Fishing
- Arts and craft
- Table tennis
- Disco
- Golf
- Swimming at pool
- Computer and console games

Highlights occurred during the reporting period:

- During February 2025, after-school sessions generally operated Monday – Friday 3:00pm - 4:30pm, which has seen a dramatic increase with the inclusion of regular fishing trips along the Kakadu highway, late night gaming nights and youth basketball competitions. The after-school program continues to be well received, with future planning to alter shifts to allow for later finishes and on-going activities for the Jabiru community.
- Wellbeing Services Coordinator, and Sport and Reaction staff are currently working closely with Red Lily and Caulfield College to ensure delivery out of school hours programs continue to be supported, and activities increased.
- As of March 2025, after-school sessions continued to operate Monday – Friday 3:00pm - 4:30pm, with a fortnightly schedule established including weekly basketball nights (Thursdays 5:00pm – 7:30pm), fortnightly late night gaming nights (Wednesdays 6:00pm – 8:30pm) and other sporadic inclusions.

- The youth basketball competition continues to grow, strengthening inter-stakeholder ties with Caulfield.
- Council AFL NT training and BBQ night held on Thursday 27 March 2025.
- Sport and Recreation team after-school program worked with the youth to create an amazing banner to show their support for the Jabiru Bombers men’s and women’s teams. The Youth, Sport and Recreation Officer and local community volunteer shared important messages about the importance of perseverance, effort and being a team player.



Sport and Recreation banner for the Jabiru Bombers men’s and women’s teams.



After school activities, youth basketball competition, fishing trips and ALF training.

Attendance totals	1,555
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3.2 Aquatic Centre (Jabiru and Maningrida only)

The Jabiru aquatic centre was open Monday, Wednesday, Saturday, Sunday and Public Holidays 1.30pm – 6.30pm, Tuesday, Thursday and Friday 1.30pm – 6pm as per regular schedule.

- Jabiru Community (Australia) Day event held on Saturday 01 February 2025 at the Jabiru Pool.
- Council wide closure of services occurred on 03 February 2025.

- Aqua Fitness still occurring once week on Tuesdays, weather permitting.
- Jabiru Under Water Hockey resumed on 03 February 2025, meeting every Monday night.
- Royal Life Saving Society Northern Territory (RLSS NT) community 'Come and Try' activity held on Wednesday 19 March 2025, with good attendances from the community.
- Caulfield Grammar students have resumed regular weekly visits, commencing on 15 March 2025.

Attendance totals	1,389
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3.3 Library (Jabiru only)

The library operates Monday to Friday, 10:30am to 4:30pm, and Saturday 10:00am – 2:00pm, during the reporting period.

- Council wide closure on Monday 03 February 2025.
- Community Care (Aged Care) clients visit the library on Friday 07 February and Friday 21 February 2025, for a movie and lunch activity.
- New Sport and Recreation games night program commencing on 13 February 2025, to occurring regularly in the monthly schedule, with second games night held on 05 March 2025.
- The library space was used to conduct Bronze Medallion theory training with 12 participants on 18 March 2025.
- International Women's Day (IWD) event held at the library on Friday 07 March 2025, with guest speaker Casey Day and special guest Grace showcasing dancing.
- Library continues to be used for various community stakeholder meeting, including NDIS service provider client meeting, Clontarf, Bininj Kunwok language group, and after school activities.



International Women's Day (IWD) at the Jabiru Library.

Attendance totals	513
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3.4 Early Learning (Jabiru, Minjilang, Waruwi only)

The Jabiru Childcare Centre hours of operation are Monday to Friday, 7:30am – 5:00pm.

- The Early Childhood Educational Leader continues to provide guidance and support to the team, including programming and planning guidance.
- The team continues to work through programming cycles, making necessary changes to ensure all programming is meaningful and effective.
- The children have participated in a variety of learning experiences this month, including planting and establishing gardens, sustainability and recycling.
- The Jabiru Childcare Centre received a donation from Bunning Palmerston store of gumboots and plants, this has supported our sustainability efforts (see photos below). Plants included a variety of herbs and vegetables.



- Jabiru Childcare Centre participated in the Jabiru Community Day on 1 February 2025, with 3 staff volunteering their time to set-up and oversee a child friendly zone with lots of sensory activities (photos below).



- A trainee service dog has started visiting the centre, offering support to children with social and emotional developmental delays.
- Stars Foundation program (for Aboriginal and Torres Strait Islander girls and young women) collaboration between Jabiru Area School (JAS) and Jabiru Childcare Centre commenced in February 2025 and will continue throughout the year. A small group of young people visited the centre, interacting with the childcare children by reading stories, playing games and guiding children's play.
- Harmony week celebration held 17-21 March 2025 with the children participating in music and movement sessions from different cultures, handprint art and families contributing their handprints to a harmony tree we are making at the service (photos below).



Attendance totals	383
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3.5 Community Care (Gunbalanya, Jabiru, Minjilang, Warruwi)

The Jabiru Community Care team provides services Monday – Friday 9.00am - 3.00pm, to 6 clients.

- Domestic House Cleaning services for one (1) client recommenced in February 2025, at the request of the family. The client is extremely happy with services provided and on-going support.
- Continued discussion between Wellbeing Services Coordinator, Community Care team and several other stakeholders in the Age Care and National Disability Insurance scheme (NDIS) space, to ensure the best possible collaboration for service provision for clients.
- During February 2025, there was an increased participation in social support services such as trips to the Jabiru Library, fishing trips and movie days. This continues through the month of March 2025, with client enjoying these activities provided.
- During March 2025, Wellbeing Services Coordinator and community Care Team Leader collated relevant client information for emergency packs.

Total meals provided	485
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3.6 Disability Care (Gunbalanya, Jabiru, Minjilang, Warruwi)

The Jabiru Community Care team are the Community Connectors and Coordinator of Supports (CoS) under the National Disability Insurance scheme (NDIS). Services provided are as follows:

- Meals
- Personal care
- Household tasks
- Social support
- Transport

Highlights occurred during the reporting period:

- Community Care team continue to deliver breakfast and lunch to NDIS clients. However, due to one (1) client's residential location, the client receives lunch and breakfast for the following day when lunch is delivered.
- Wellbeing Services Coordinator and Community Care team are working closely with NDIS providers such as country connect to increase collaboration and improve service delivery to joint clients.

Total number of NDIS participants	3
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4. Community Works

4.1 Parks and Open Space

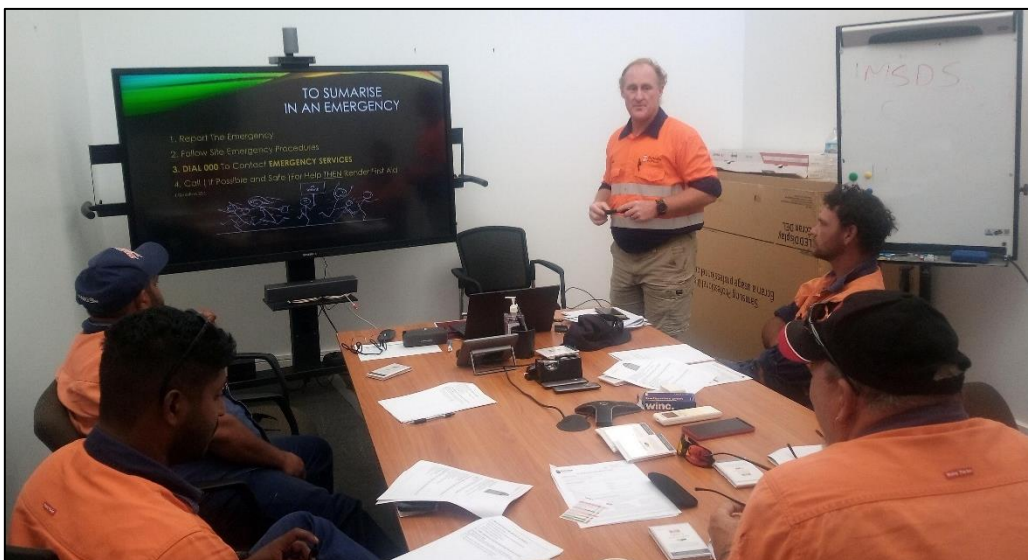
The community is generally clean and tidy with rubbish collection occurring twice per week.

- Senior Works Officer has been Acting Council Services Manager (A/CSM) during the reporting period, while the position is vacant, and recruitment is conducted.
- Tree removed from vacant blocks, parklands and childcare area around Jabiru.
- Watering and mowing parklands and playgrounds around Jabiru Township.
- Maintained feral animal traps around township.
- Maintained plaza lawns, garden beds and carparks.
- Trade Officer currently on light-duties and is providing assistance to front desk.

4.2 Roads

General minor road repairs and maintenance undertaken across the community.

- Minimal street sweeping required around Jabiru during the reporting period, due to weather conditions.
- The Jabiru Works crews welcomed Lecturer from Batchelor Institute, who was in Jabiru to on 03-07 March 2025 to commencing on-site Certificate III in Civil Construction training.



Jabiru Works crew attending first round of Certificate III in Civil Construction training.

4.3 Waste

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

- Segregation bays allow for after-hours access to dump waste.
- Recent reduction from curb-side waste collection from 3 days pre week, down to 2 days per week, has been received well.
- Heavy rains have cause some flooding around parts of the landfill site, with no major impact to operations and services.

5. Essential Services

5.1 Power

- Street light audit completed. Currently obtaining contractor quotes to undertake street light repairs and correct timers.
- Backup generators run weekly, and data recorded on checklist.

5.2 Water

- Telemetry was struck by light during a storm in February 2025, which has damaged plant equipment monitoring the low level tanks, sewage ponds and bore no.2. Quotes obtained and reports submitted to insurance company.
- Council continues to monitor and repair water leaks around Jabiru, engaging contractors to assist with repairs and replacing water meters and valves around the Jabiru community.
- WARC Plumber from Maningrida, assessed water leaks. New meters and parts have been ordered, and when received, Plumber from Maningrida will return to carry out required works.

5.3 Sewage

- Remediation project funded by Parks Australia continues, with solid relationship between the council and the nominated contractor, JN Mousellis.

6. Community

6.1 Community meetings and events

- 13 February 2025 – Program Steering Group meet for Gundjeihmi Aboriginal Corporation Jabiru Town (GACJT).
- 05 March 2025 – Jabiru beatification meeting.
- 07 March 2025 - International Women's Day (IWD) event held at the Jabiru library.
- 17-21 March 2025 – Acting Council Services Manager (Senior Works Officer Jabiru), along with Manager Regional Council Services, attending By-law training with the City of Palmerston.

Total number of meetings and events attended by the CSM	4
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6.2 Community key focus areas

- Sewer ponds rectifications.
- Stormwater and Sewerage Network.
- Parks Australia Road lease and remediation.
- Clarity around responsibilities for the Green Waste Dump management.
- Anzac Day Service and Community events on Friday 25 April 2025.
- Kakadu Triathlon Saturday 10 May 2025.

LEGISLATION AND POLICY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATION

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

Goal 1.4 Community Events

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

Goal 1.6 Youth Engagement

Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them.

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.4 Community Service Delivery

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.3 Waste and Water Management

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

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 16 May 2025

Agenda Reference:	9.3
Title:	Technical Services Jabiru Projects Report
Author:	Kylie Gregson, Manager Technical Services

SUMMARY

This report will present the Kakadu Ward Advisory Committee (KWAC) with an update on the overview of Council projects delivered in the Jabiru, for the reporting period up to 7 May 2025.

RECOMMENDATION

THAT KAKADU WARD ADVISORY COMMITTEE receives and notes the report titled *Technical Services Jabiru Projects Report*.

BACKGROUND

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

COMMENT

The table below provides a comprehensive snapshot of all current projects occurring in Jabiru.

COUNCIL PROJECTS – JABIRU

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	30-09-2025	The design awarded to NTBS is now complete. Additional onsite meetings in progress with Bombers Football Club. Approval required from GACJT at the next board meeting scheduled 20/02/2025. Cultural approval has been received from GAC. Final updated design received & tender submitted, closing early May 2025.	Jabiru Brockman Oval Lights.	70%
In Progress	30-08-2025	Cultural approval received for dog park, playground and outdoor gym from GAC. Waiting for release of funds to commence tender procurement process of projects.	Dog Park, Outside Gym & playground - Lakeside Park (Brockman Oval).	25%
In Progress	TBC	Overview – Replanting of garden beds, install of shade sail structure over existing seating, move park benches under cover, install charging ports and install of new bubble (pending funds availability).	Jabiru Town Square Revitalisation (Rio Tinto).	0%
In Progress	TBC	The GACJT Board agreed to permit the scoping of a catch-and-release fishing project at Jabiru Lake, subject to WARC consulting with both OSS and GACJT during the planning stage. The Board expressed concern that if the program is implemented before remediation, this may delay or impede the remediation which is to be completed by the Office of Supervising Scientists. Once the project has been	The request to introduce a catch and release fishing program in Lake Jabiru was presented to the GACJT Board at their February meeting.	0%

		scoped and a business case developed, the final proposal will be taken back to the GACJT Board for final approval.	
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STATUTORY ENVIRONMENT

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

Goal 4.2 Fleet, Plant and Equipment

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

Goal 4.3 Waste and Water Management

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

Goal 4.4 Local Road Management and Maintenance

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

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

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

Goal 5.2 Procurement

Develop and implement a leading-edge sustainability procurement strategy.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

Agenda Reference:	9.4
Title:	Jabiru Waste Report
Author:	Kylie Gregson, Manager Technical Services

SUMMARY

This report is to provide an update Kakadu Ward Advisory Committee on current activities in the waste management area.

RECOMMENDATION

THAT THE COMMITTEE receive and note the report titled *Jabiru Waste Report*.

BACKGROUND

The Jabiru waste management area is a rapidly developing portfolio that has three significant areas of reporting for Kakadu Ward Advisory Committee oversight.

These areas are as follows;

- Waste operations – recent changes to bin collection days;
- Landfill Northern Territory Environment Protection Authority (NTEPA) compliance – progress reporting on maintenance of compliance to EPL351-01;
- Landfill Remediation – current remediation updates according to the Office of Supervising Scientist.

COMMENT

Waste Operations

Operational staff are pleased to report the reduction of rubbish collection services have been successfully received across the community. Three calls were received once implemented in January to confirm the new schedule, but no complaints lodged. This is due to a successful community communication plan that was implemented to inform residents and educate them on correct usage of bin services in Jabiru. It also highlights that we were overservicing the community and the constriction in services will now enable us to allocate resources to other areas needing attention.

Landfill EPA Compliance

Following the return to compliance for Jabiru landfill to EPL351 we have improved the procedures in place for the site to better understand our amounts of hazardous waste and how they are managed. Jabiru Landfill now operates under amended license EPL351-01 which allows West Arnhem Regional Council to transport both tyres and batteries from the site and maintain compliance. At the time of publishing this report there were two tyres and eight batteries stored on the site for future transport by West Arnhem Regional Council staff.

The leachate management system is working, and minor operational improvements have been identified for next wet season to allow for larger volumes of water as this year rainfall has been below average.

An updated report will be provided for the NTEPA in March to advise them of progress and compliance.

Landfill Remediation

The Office of Supervising Scientist (OSS) has taken over from Parks Australia in delivering the Commonwealth Governments remediation obligations. A meeting was held with West Arnhem Regional Council Waste and Resource Coordinator and two OSS representatives on 10 February to

discuss the plans for the Jabiru Landfill remediation project. Some notable points from this meeting are as follows:

- Jacobs are still performing hydrology testing at the site until May 2025. We expect the outcomes of this report to be available not long after that. The initial data from the reports indicate that a two-cell system for future landfill will not be the best course of action. The report's outcome will determine how the Commonwealth Government decides to proceed with remediation.
- The landfill remediation project does not have funding released for it from a federal level and with an impending election announcement and Department Climate Change Energy and Water to be put into caretaker mode no financial release is expected until the 2026 budget.
- With OSS terminating service delivery agreements with the Department of Infrastructure and Logistics they will now be managing the landfill remediation project with their own staff until the project is completed.

Our role in the process is minor as the operator of the site our interests lie in advocating for a remediation solution that is compliant with NTEPA regulations and financially viable for our operations team. West Arnhem Regional Council staff will continue to consult on this project into the future and provide feedback on solutions that best suit the needs of the community.

LEGISLATION AND POLICY

Environmental license EPL351.

FINANCIAL IMPLICATIONS

Any potential liability for penalties imposed due to non-compliance has been overcome.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.3 Waste and Water Management

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

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

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

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

Agenda Reference:	9.5
Title:	Jabiru Waste Report
Author:	Kylie Gregson, Manager Technical Services

SUMMARY

This report is to provide an update Kakadu Ward Advisory Committee on current activities in the waste management area.

RECOMMENDATION

THAT THE COMMITTEE receive and note the report titled *Jabiru Waste Report*.

BACKGROUND

The Jabiru waste management area is a rapidly developing portfolio that has three significant areas of reporting for Kakadu Ward Advisory Committee oversight.

These areas are as follows;

- Waste operations – recent changes to bin collection days;
- Landfill Northern Territory Environment Protection Authority (NTEPA) compliance – progress reporting on maintenance of compliance to EPL351-01;
- Landfill Remediation – current remediation updates according to the Office of Supervising Scientist.

COMMENT

Waste Operations

Operational staff are pleased to report the reduction of rubbish collection services have been successfully received across the community. Three calls were received once implemented in January to confirm the new schedule, but no complaints lodged. This is due to a successful community communication plan that was implemented to inform residents and educate them on correct usage of bin services in Jabiru. It also highlights that we were overservicing the community and the constriction in services will now enable us to allocate resources to other areas needing attention.

Landfill EPA Compliance

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The leachate management system is working, and minor operational improvements have been identified for next wet season to allow for larger volumes of water as this year rainfall has been below average.

An updated report will be provided for the NTEPA in March to advise them of progress and compliance.

Landfill Remediation

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Our role in the process is minor as the operator of the site our interests lie in advocating for a remediation solution that is compliant with NTEPA regulations and financially viable for our operations team. West Arnhem Regional Council staff will continue to consult on this project into the future and provide feedback on solutions that best suit the needs of the community.

LEGISLATION AND POLICY

Environmental license EPL351.

FINANCIAL IMPLICATIONS

Any potential liability for penalties imposed due to non-compliance has been overcome.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.3 Waste and Water Management

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

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 MAY 2025

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

SUMMARY

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

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

RECOMMENDATION

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

ATTACHMENTS

Nil

11 NEXT MEETING

12 MEETING DECLARED CLOSED