



Minutes of the West Arnhem Regional Council Minjilang Local Authority  
Thursday, 13 March 2025 at 10:00 am  
Minjilang Council Chambers

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1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Nagarlbin declared the meeting open at 10:12 am, welcomed all in attendance and did an Acknowledgement of Country.

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Steven Nabalmarda

STAFF PRESENT

Interim Chief Executive Officer	Ben Waugh
Director of Finance	Jocelyn Nathanael- Walters
Governance Advisor	Jasmine Mortimore
Senior Council Services Manager	Rick Mitchell
Council Services Manager Minjilang	Damian Sandilands
Manager Technical Services	Kylie Gregson
Project Manager	Clem Beard

### 3 APOLOGIES AND ABSENCES

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

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

MIN1/2025 RESOLVED:  
On the motion of Member Yirrawala  
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY notes the absence of Clint Wauchope.

CARRIED

### 4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

MIN2/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY accepts the agenda papers as circulated for the Minjilang Local Authority meeting held on 13 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 Local Authority considered a report on Disclosure of Interest of Members or Staff.

MIN3/2025 RESOLVED:  
On the motion of Member Yirrawala  
Seconded Chairperson Nagarlbini

THAT THE LOCAL AUTHORITY receive no declarations of interest as listed for the Minjilang Local Authority meeting held on 13 March 2025.

CARRIED

### 6 CONFIRMATION OF PREVIOUS MINUTES

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

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

MIN4/2025 RESOLVED:

On the motion of Chairperson Nagarlbin  
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY adopted the minutes of the 25 November 2024 Minjilang Local Authority  
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

Item was deferred until after item 7.3.

Clint Wauchope left the meeting at 10:50am.

The Local Authority considered a report on Invited Guest - NT Police.

MIN7/2025 RESOLVED:

On the motion of Chairperson Nagarlbin  
Seconded Member S Wauchope

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

CARRIED

Agenda Reference:	7.2
Title:	Invited Guest - Department of Children and Families
Author:	Jasmine Mortimore, Governance Advisor

The Department of Children and Families were unable to attend meeting.

The Local Authority deferred a report on Invited Guest - Department of Children and Families.

Agenda Reference:	7.3
Title:	Presentation - NT Health
Author:	Jasmine Mortimore, Governance Advisor

Clint Wauchope joined the meeting at 10:28am.

The Local Authority considered a report on Presentation - NT Health.

MIN5/2025 RESOLVED:

On the motion of Member Yirrawala  
Seconded Chairperson Nagarlbin

THAT THE LOCAL AUTHORITY notes the discussions with Maeve Cullen and Reginald Sailor from NT  
Health's Community Led Alcohol Harm Reduction Unit.

CARRIED

## 8 ACTION REPORTS

Agenda Reference:	8.1
Title:	Finance Report to 31 December 2024
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Local Authority considered a report on Finance Report to 31 December 2024.

MIN6/2025 RESOLVED:

On the motion of Member Yirrawala

Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY receives and note the report titled *Finance Report to 31 December 2024*.  
CARRIED

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

Clint Wauchope joined the meeting at 11:01am.

Meeting broke at 11:02am and recommenced at 11:04am.

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

MIN8/2025 RESOLVED:

On the motion of Member Yirrawala

Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Review of Action Items*;
2. Review the outstanding action items and give approval for completed items to be removed from the register; and
3. Item 3 to remain on the action items until Department of Children and Families attend Local Authority Meeting.

CARRIED

Agenda Reference:	8.3
Title:	Connection of Water Service - New Cemetery
Author:	Clem Beard, Project Manager

The Local Authority considered a report on Connection of Water Service - New Cemetery.

MIN9/2025 RESOLVED:

On the motion of Chairperson Nagarlbini

Seconded Member C Wauchope

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Connection of Water Service - New Cemetery*; and
2. Approve the allocation of approx. \$20,465.63 for the co contribution of 50% for the connection of water service to the cemetery.

CARRIED

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

The Local Authority considered a report on Proposal to Develop By-Laws for Minjilang Community.

MIN10/2025 RESOLVED:

On the motion of Chairperson Nagarlbini

Seconded Member Yirrawala

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Proposal to Develop By-Laws for Minjilang Community*; and
2. Request the administration bring back more information on developing by-laws.

CARRIED

Agenda Reference:	8.5
Title:	Council Draft Regional Plan and Budget 2025-26
Author:	Ben Waugh, Interim Chief Executive Officer

The Local Authority considered a report on Council Draft Regional Plan and Budget 2025-26.

MIN11/2025 RESOLVED:

On the motion of Member Yirrawala  
Seconded Member S Wauchope

THAT THE LOCAL AUTHORITY

1. Receives and note the report titled *Council Draft Regional Plan and Budget 2025-26*; and
2. Request Draft Regional Plan and Budget 2025 - 26 be included in the agenda for the next Local Authority Meeting.

CARRIED

## 9 RECEIVE AND NOTE REPORTS

Agenda Reference:	9.1
Title:	CSM Operations Report on Current Council Service
Author:	Damian Sandilands, Minjilang Council Services Manager

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

MIN12/2025 RESOLVED:

On the motion of Chairperson Nagarlbini  
Seconded Member S Wauchope

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

CARRIED

Agenda Reference:	9.2
Title:	2023-2024 Annual Report
Author:	Jasmine Mortimore, Governance Advisor

Meeting broke at 11:54am and recommenced at 12:33pm.

The Local Authority considered a report on 2023-2024 Annual Report.

MIN13/2025 RESOLVED:

On the motion of Member S Wauchope  
Seconded Chairperson Nagarlbini

THAT THE LOCAL AUTHORITY receive and note the report titled *2023-2024 Annual Report*.

CARRIED

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

The Local Authority considered a report on Minjilang Cemetery Progress Report.

MIN14/2025 RESOLVED:

On the motion of Chairperson Nagarlbini

Seconded Member C Wauchope

THAT THE LOCAL AUTHORITY receives and note the report titled *Minjilang Cemetery Progress Report*.  
CARRIED

Agenda Reference:	9.4
Title:	Technical Services Minjilang Projects Report
Author:	Clem Beard, Project Manager

The Local Authority considered a report on Technical Services Minjilang Projects Report.

MIN15/2025 RESOLVED:

On the motion of Member Yirrawala

Seconded Member S Wauchope

THAT LOCAL AUTHORITY receives and notes the report titled *Technical Services Minjilang Projects Report*.

CARRIED

#### 10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

MIN16/2025 RESOLVED:

On the motion of Chairperson Nagarlbin

Seconded Member C Wauchope

THAT THE LOCAL AUTHORITY recorded no action or questions from Members.

CARRIED

#### 11 TRAINING WITH THE LOCAL GOVERNMENT UNIT

Agenda Reference:	11.1
Title:	Local Authority Roles and Responsibility Training
Author:	Jasmine Mortimore, Governance Advisor

Deputy Mayor William left the meeting at 1:00pm

The Local Authority considered a report on Local Authority Roles and Responsibility Training.

MIN17/2025 RESOLVED:

On the motion of Chairperson Nagarlbin

Seconded Member C Wauchope

THAT THE LOCAL AUTHORITY received Roles and Responsibility of Local Authority Members training from the Department of Housing, Local Government and Community Development.

CARRIED

#### 12 NEXT MEETING

The next meeting is scheduled to take place on 15 May 2025.

#### 13 MEETING DECLARED CLOSED

Chairperson Nagarlbin declared the meeting closed at 1:07 pm.

This page and the preceding pages are the minutes of the Minjilang Local Authority Meeting held on Thursday, 13 March 2025.

[Click here](#) to view the agenda for the Minjilang Local Authority Meeting held on Thursday, 13 March 2025.