



# **WEST ARNHEM REGIONAL COUNCIL AGENDA**

**ORDINARY COUNCIL MEETING  
TUESDAY, 3 JUNE 2025**



## WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers {meeting-room} on Tuesday 3 June 2025 at 9:00 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 3 JUNE 2025

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies, Leave of Absence and Absent Without Notice</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

This report is to table, for Council's record, any apologies, and requests for leave of absence received by Council's Chief Executive Officer from Elected Members, as well as record any absence without notice for the Ordinary Council meeting held on 3 June 2025.

#### RECOMMENDATION

THAT COUNCIL:

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

#### COMMENT

Council 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 Council will be recorded as absent without notice.

#### LEGISLATION AND POLICY

Section 47(o) 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 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 3 JUNE 2025

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

#### SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 3 June 2025.

#### RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 3 June 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 ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

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

#### SUMMARY

**Elected Members** are required to disclose an interest in a matter under consideration at an Ordinary Council 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 Council on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Council may elect to allow the Member to provide further particulars of the interest prior to requesting them to leave the Chambers.

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

#### RECOMMENDATION

THAT COUNCIL receive the declarations of interest as listed for the Ordinary Council meeting held on 3 June 2025.

#### LEGISLATION AND POLICY/STATUTORY ENVIRONMENT

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 3 JUNE 2025

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Confirmation of Ordinary Council Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The Minutes of the Ordinary Council meeting held on 29 April 2025 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

#### RECOMMENDATION

THAT COUNCIL confirm the minutes of 29 April 2025 Ordinary Council meeting as a true and correct record of the meeting.

#### STATUTORY AND POLICY

Section 101 and 102 *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 04 29 Ordinary Council Meeting [6.1.1 - 11 pages]



Minutes of the West Arnhem Regional Council Ordinary Council Meeting  
Tuesday, 29 April 2025 at 12:00 pm  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Mayor Woods declared the meeting open at 12:00 pm, welcomed all in attendance and did an Acknowledgement of Country.

**2 PERSONS PRESENT**

**ELECTED MEMBERS PRESENT**

Chairperson	James Woods (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F. Blyth
Councillor	Monica Wilton
Councillor	Jermaine Namanurki
Councillor	Jacqueline Phillips
Councillor	James Marrawal (via video)

**STAFF PRESENT**

Chief Executive Officer	Katharine Murray
Director Community and Council Services	Fiona Ainsworth
Director Finance	Jocelyn Nathanael-Walters
Manager Technical Services	Kylie Gregson
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Manager Technical Services	Kylie Gregson
Governance Advisor	Jasmine Mortimore
Information Advisor	Ben Heaslip (via video)
Project Officer	Ben Waugh
Project Manager Technical Services	Clem Beard

**3 APOLOGIES AND ABSENCES**

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

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

**OCM84/2025 RESOLVED:**

**On the motion of Mayor Woods**

**Seconded Deputy Mayor Williams**

THAT COUNCIL:

1. Notes the absence of Tamar Nawirridj, Mickitja Onus, Otto Dann, Donna Nadjamerrek and Steven Nabalmarda.
2. Notes the apology received from Tamar Nawirridj, Mickitja Onus, Otto Dann, Donna Nadjamerrek and Steven Nabalmarda; and
3. Determines Tamar Nawirridj, Mickitja Onus, Otto Dann, Donna Nadjamerrek and Steven Nabalmarda are absent with permission of the Council.

**CARRIED**

**4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Acceptance of Agenda.

**OCM85/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Mayor Woods**

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 29 April 2025.

**CARRIED**

**5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**OCM87/2025 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Cr Namanurki**

THAT COUNCIL

1. Receive the declarations of interest as listed for the Ordinary Council meeting held on 29 April 2025;
2. Cr Phillips declared a conflict for item 12.7 as a board member of the Northern Land Council; and
3. Jasmine Mortimore, Governance Advisor declared a conflict for item 12.6 and 12.8 in relation to business with Gundjeihmi Aboriginal Corporation Jabiru Town.

**CARRIED**

## **6 CONFIRMATION OF PREVIOUS MINUTES**

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Local Authority Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Local Authority Meeting Minutes.

**OCM88/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Deputy Mayor Williams**

THAT COUNCIL noted the minutes of the following Local Authority meetings and reviewed decisions made by the Local Authority:

<b>Community</b>	<b>Date Held</b>	<b>Quorum</b>	<b>Date of next meeting</b>
<b>Maningrida</b>	<b>10 March 2025</b>	<b>Yes</b>	<b>12 May 2025</b>
<b>Waruwi</b>	<b>11 March 2025</b>	<b>Yes</b>	<b>13 May 2025</b>
<b>Gunbalanya</b>	<b>12 March 2025</b>	<b>Yes</b>	<b>14 May 2025</b>
<b>Minjilang</b>	<b>13 March 2025</b>	<b>Yes</b>	<b>15 May 2025</b>

**CARRIED**

<b>Agenda Reference:</b>	<b>6.2</b>
<b>Title:</b>	<b>Kakadu Ward Advisory Committee Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Kakadu Ward Advisory Committee Minutes.

**OCM89/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Deputy Mayor Williams**

THAT COUNCIL noted the minutes of 14 March 2025 Kakadu Ward Advisory Committee and reviewed decisions made by the Committee.

**CARRIED**

<b>Agenda Reference:</b>	<b>6.3</b>
<b>Title:</b>	<b>Confirmation of Special Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Confirmation of Special Council Meeting Minutes.

**OCM90/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Cr Namanurki**

THAT COUNCIL

1. Confirm the minutes of 20 March 2025 Special Council meeting as a true and correct record of the meeting with the administration amendment of Cr Wiltons attendance and the seconder for report item 5.1 5 to be added.
2. Confirm the minutes of 2 April 2025 Special Council meeting as a true and correct record of the meeting.

**CARRIED**

<b>Agenda Reference:</b>	<b>6.4</b>
<b>Title:</b>	<b>Confirmation of Ordinary Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Moved from item 6.4 to 9.1

The Council considered a report on Confirmation of Ordinary Council Meeting Minutes.

**OCM91/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Cr Namanurki**

THAT COUNCIL confirm the minutes of 26 March 2025 Ordinary Council meeting as a true and correct record of the meeting.

**CARRIED**

**7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Visitor - Demed Aboriginal Corporation</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Jocelyn Nathanael-Walters joined the meeting at 12:40pm

The Council considered a report on Visitor - Demed Aboriginal Corporation.

**OCM95/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Mayor Woods**

THAT COUNCIL

1. Notes the discussions with Martin Corrie from Demed Aboriginal Corporation; and
2. Thanks Martin from Demed Aboriginal Corporation.

**CARRIED**



<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Presentation - Department of Mining and Energy</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Cr Wilton left the meeting at 1:08pm and returned at 1:10pm

The Council considered a report on Presentation - Department of Mining and Energy.

**OCM96/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Phillips**

THAT COUNCIL

1. Notes the information on gravity survey by Department of Mining and Energy;
2. Thanks Peter from Department of Mining and Energy; and
3. Request the Department of Mining and Energy attend Ordinary Council Meeting after NLC Consultation.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.3</b>
<b>Title:</b>	<b>Presentation - OneWifi and Infrastructure</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Meeting broke at 1:12pm and recommenced at 1:29pm

Jaala and George joined the meeting at 1:30pm and left at 1:32pm

The Council considered a report on Presentation - OneWifi and Infrastructure.

**OCM97/2025 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Mayor Woods**

THAT COUNCIL

1. Notes the information on First Nations Community Wi-Fi Program for Gunbalanya by OneWifi and Infrastructure; and
2. Endorse the OneWifi and Infrastructure proposal for the First Nations Community Wifi Program in Gunbalanya.

**CARRIED**

## **8 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Cr Phillips declared a conflict for the Remote Jobs and Economic Development Program update as a business applying for this program, left the meeting at 2:07pm and returned at 2:13pm.

Cr Blyth declared a conflict for any future discussions for the Remote Jobs and Economic Development Program.

The Council considered a report on Review of Action Items.

**OCM98/2025 RESOLVED:**

**On the motion of Cr Blyth**

**Seconded Cr Namanurki**

THAT COUNCIL:

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

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Maningrida Football Changerooms - External Colour Scheme</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

The Council considered a report on Maningrida Football Changerooms - External Colour Scheme.

**OCM100/2025 RESOLVED:**

**On the motion of Mayor Woods**

**Seconded Cr Namanurki**

THAT COUNCIL

1. Receive and note the report titled *Maningrida Football Changerooms - External Colour Scheme*.
2. Nominate the external colour scheme for the Maningrida Changerooms to be standard council colours listed in the report.

**CARRIED**

**9 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Incoming and Outgoing Correspondence.

**OCM92/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Mayor Woods**

THAT COUNCIL receive and noted the attached items of incoming and outgoing correspondence.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>Meetings and Events attended by the Mayor</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

The Council considered a report on Meetings and Events attended by the Mayor.

**OCM93/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Wilton**

THAT COUNCIL receive and note the report titled *Meetings and Events attended by the Mayor*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Meetings and Events attended by the CEO</b>
<b>Author:</b>	<b>Ben Waugh, Interim Chief Executive Officer</b>

The Council considered a report on Meetings and Events attended by the CEO.

**OCM94/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Phillips**

THAT COUNCIL receive and note the report titled *Meetings and Events attended by the CEO*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Carpark Sealing at the rear of Maningrida Council Office</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

Moved from item 9.4 to 7.1

Cr Blyth left the meeting at 3:01pm and returned at 3:04pm

The Council considered a report on Carpark Sealing at the rear of Maningrida Council Office.

**OCM101/2025 RESOLVED:**  
**On the motion of Cr Namanurki**  
**Seconded Cr Wilton**

THAT COUNCIL

1. Receive and note the report titled *Carpark Sealing at the rear of Maningrida Council Office*; and
2. Explore options of relocating water line through PowerWater to facilitate further car park options.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Finance Report for the period ended February 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

The Council deferred a report on Finance Report for the period ended February 2025.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.6</b>
<b>Title:</b>	<b>Technical Services Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

The Council considered a report on Technical Services Projects Report.

**OCM102/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Marrawal**

THAT COUNCIL receive and note the report titled *Technical Services Projects Report*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.7</b>
<b>Title:</b>	<b>Regional Cemetery Update</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

The Council considered a report on Regional Cemetery Update.

**OCM103/2025 RESOLVED:**  
**On the motion of Cr Blyth**  
**Seconded Deputy Mayor Williams**

THAT COUNCIL

1. Receive and note the report titled *Regional Cemetery Update*; and
2. Investigate Jabiru Cemetery ownership and responsibility.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.8</b>
<b>Title:</b>	<b>Regional Waste Update</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

The Council considered a report on Regional Waste Update.

**OCM104/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Mayor Woods**

THAT COUNCIL receive and note the report titled *Regional Waste Update*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.9</b>
<b>Title:</b>	<b>Human Resources Report - 1 to 31 March 2025</b>
<b>Author:</b>	<b>Luisa Arango, Human Resources Manager (Acting)</b>

Cr Namanurki left the meeting at 3:37pm and returned at 3:40pm

The Council considered a report on Human Resources Report - 1 to 31 March 2025.

**OCM105/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Mayor Woods**

THAT COUNCIL receive and note the report titled *Human Resources Report - 1 to 31 March 2025*.

**CARRIED**

#### **10 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE**

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Elected Member Questions with or without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Elected Member Questions with or without Notice.

**OCM106/2025 RESOLVED:**  
**On the motion of Cr Namanurki**  
**Seconded Deputy Mayor Williams**

That the Chairperson invites questions with or without notice from Elected Members.

1. Deputy Mayor Williams raised concerns with broken street lights in the Jabiru township.
2. Mayor raised the need for permanent fencing for the Maningrida airport.
3. Cr Phillips raised a Local Authority Funding Project for two speed bump to be installed in Maningrida; and
4. Cr Namanurki raised conditions of alley ways in Maningrida.

**CARRIED**

#### **11 PROCEDURAL MOTIONS**

<b>Agenda Reference:</b>	<b>11.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

Meeting broke at 3:59pm and recommenced at 4:18pm

The Council considered a report on Closure to the Public for the Discussion of Confidential Items.

**OCM107/2025 RESOLVED:**

**On the motion of Cr Blyth**

**Seconded Mayor Woods**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public at {time} to consider the Confidential items of the Agenda.

**CARRIED**

**12 CONFIDENTIAL ITEMS**

<b>Agenda Reference:</b>	<b>12.2</b>
<b>Title:</b>	<b>Confirmation of Confidential Special Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>
<i>The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.</i>	
<b>Agenda Reference:</b>	<b>12.3</b>
<b>Title:</b>	<b>Confirmation of Confidential Ordinary Council Meeting Minutes</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>
<i>The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains 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.</i>	
<b>Agenda Reference:</b>	<b>12.4</b>
<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>
<i>The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.</i>	
<b>Agenda Reference:</b>	<b>12.5</b>
<b>Title:</b>	<b>Disposal of Fleet Toyota Landcruiser 200 Series</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>
<i>The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains 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.</i>	
<b>Agenda Reference:</b>	<b>12.6</b>
<b>Title:</b>	<b>Gundjehmi Aboriginal Corporation Jabiru Town Residential Leases</b>
<b>Author:</b>	<b>Leanne Johansson, Business Development Manager</b>
<i>The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.</i>	



<b>Agenda Reference:</b>	<b>12.7</b>
<b>Title:</b>	<b>Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

<b>Agenda Reference:</b>	<b>12.8</b>
<b>Title:</b>	<b>Local Government Funding Levels Third Update</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

### **13 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**

<b>Agenda Reference:</b>	<b>13.2</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

The public was re-admitted at 12:18 pm.

Meeting closed at 4:35 pm on 29 April 2025 and recommenced at 9:11 am on 30 April 2025.

### **14 NEXT MEETING**

The next meeting is scheduled to take place on Tuesday, 3 June 2025.

### **15 MEETING DECLARED CLOSED**

Mayor Woods declared the meeting closed at 12:18 pm.

This page and the preceding pages are the minutes of the Ordinary Council Meeting held on Tuesday 29 April 2025.

Click [here](#) to view the agenda for the Ordinary Council Meeting held on Tuesday 29 April 2025.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>6.2</b>
<b>Title:</b>	<b>Local Authority Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to provide Council with copies of the unconfirmed minutes of the Local Authority meetings within the region.

#### RECOMMENDATION

THAT COUNCIL noted the minutes of the following Local Authority meetings and reviewed decisions made by the Local Authority:

Community	Date Held	Quorum	Date of next meeting
Maningrida	12 May 2025	Yes	14 July 2025
Warruwi	13 May 2025	Yes	15 July 2025
Gunbalanya	14 May 2025	Yes	16 July 2025
Minjilang	15 May 2025	Yes	17 July 2025

#### BACKGROUND

The Ministerial Guidelines state that:

minutes from local authority meetings or provisional meetings must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting (Section 13.1 *Ministerial Guideline 1 – Local Authorities 2021*).

#### LEGISLATION AND POLICY

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

Clause 13.1 *Guideline 1: Local Authorities 2021*.

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

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

##### Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

## **ATTACHMENTS**

1. 2025 05 13 Warruwi Local Authority [**6.2.1** - 7 pages]
2. 2025 05 14 Gunbalanya Local Authority [**6.2.2** - 8 pages]
3. 2025 05 12 Maningrida Local Authority Meeting [**6.2.3** - 8 pages]
4. 2025 05 15 Minjilang Local Authority (1) [**6.2.4** - 6 pages]



Minutes of the West Arnhem Regional Council Warruwi Local Authority  
Tuesday, 13 May 2025 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Chairperson Mayinaj declared the meeting open at 10.30am, welcomed all in attendance and did an Acknowledgement of Country.

**2 PERSONS PRESENT**

**MEMBERS PRESENT**

Chairperson	Jason Mayinaj
Member	William Wurlurli
Member	Richard Nawirr
Member	Phillip Wasaga
Member	Geraldine Narul
Member	Nicholas Hunter

**ELECTED MEMBERS PRESENT**

Mayor	James Woods
Deputy Mayor	Elizabeth Williams (via video)

**STAFF PRESENT**

Chief Executive Officer	Katharine Clare Murray
Project Officer	Ben Waugh
Manager Technical Services	Kylie Gregson
Communications & PR	Heidi Walton
Manager Regional Council Services	Rick Mitchell (via video)
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Project Manager	Clem Beard
Information Advisor	Ben Heaslip (via video)

**3 APOLOGIES AND ABSENCES**

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

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

**WAR21/2025 RESOLVED:**

**On the motion of Chairperson Mayinaj  
Seconded Mayor Woods**

THAT THE LOCAL AUTHORITY:

1. Notes the absence of Member Gawaraidji, Member Waianga and Cr. Marrawal;
2. Notes the apologies received from Member Gawaraidji, Member Waianga and Cr. Marrawal
3. Determines Member Gawaraidji, Cr. Marrawal and Member Waianga are absent with permission of the Authority.
4. Determines nil are absent without permission of the Authority.

**CARRIED****4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Acceptance of Agenda.

**WAR22/2025 RESOLVED:**

**On the motion of Member Wasaga  
Seconded Member Nawirr**

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Warruwi Local Authority meeting held on 13 May 2025.

**CARRIED****5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**WAR23/2025 RESOLVED:**

**On the motion of Member Wasaga  
Seconded Member Wurluli**

THAT THE LOCAL AUTHORITY received the declarations of interest as listed for the Warruwi Local Authority meeting held on 13 May 2025.

**CARRIED**

**6 CONFIRMATION OF PREVIOUS MINUTES**

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

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

**WAR24/2025 RESOLVED:**

**On the motion of Member Narul**  
**Seconded Chairperson Mayinaj**

THAT THE LOCAL AUTHORITY adopted the minutes of the 11 March 2025 Warruwi Local Authority as a true and correct record.

**CARRIED****7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentations - Red Lily Health Board</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Red Lily Health Board.

**WAR27/2025 RESOLVED:**

**On the motion of Member Nawirr**  
**Seconded Member Wurluli**

THAT THE LOCAL AUTHORITY notes the presentations on update on services by Red Lily Health Board.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Presentations - Australian Border Force</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Australian Border Force.

**WAR28/2025 RESOLVED:**

**On the motion of Member Wurluli**  
**Seconded Chairperson Mayinaj**

THAT THE LOCAL AUTHORITY notes the presentations on Operation LUNAR by Australian Border Force.

**CARRIED**



**8 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

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

**WAR25/2025 RESOLVED:**

**On the motion of Chairperson Mayinaj**

**Seconded Member Nawirr**

THAT THE LOCAL AUTHORITY:

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

**CARRIED**

Council recommended Action Item 1. to be completed.

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Council Draft Regional Plan and Budget 2025-26</b>
<b>Author:</b>	<b>Ben Waugh, Interim Chief Executive Officer</b>

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

**WAR29/2025 RESOLVED:**

**On the motion of Member Narul**

**Seconded Chairperson Mayinaj**

THAT THE LOCAL AUTHORITY receives and note the report titled *Council Draft Regional Plan and Budget 2025-26*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>By-Laws for Warruwi Community</b>
<b>Author:</b>	<b>Ben Heaslip, Information Advisor</b>

The Local Authority considered a report on By-Laws for Warruwi Community.

**WAR26/2025 RESOLVED:**

**On the motion of Member Narul**

**Seconded Chairperson Mayinaj**

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Warruwi Community*;
2. Provide feedback on the by-laws listed in this report; and
3. Approve the Administration to continue the process of developing by-laws by preparing a draft for community consultation and discussion.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Council Draft Regional Plan and Budget 2025-26</b>
<b>Author:</b>	<b>Ben Waugh, Interim Chief Executive Officer</b>

Note that this report is a duplicate of 8.2 (Council Draft Regional Plan and Budget 2025 – 26).

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

**WAR27/2025 RESOLVED:**

**On the motion of Member Narul**

**Seconded Member Wurluli**

THAT THE LOCAL AUTHORITY receives and note the report titled *Council Draft Regional Plan and Budget 2025-26*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.5</b>
<b>Title:</b>	<b>Finance Report for the month of February 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Local Authority considered a report on Finance Report for the month of February 2025.

**WAR28/2025 RESOLVED:**

**On the motion of Member Narul**

**Seconded Member Wurluli**

THAT THE LOCAL AUTHORITY receive and note the report titled *Finance Report for the month of February 2025*.

**CARRIED**

**9 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Incoming and Outgoing Correspondence.

**WAR29/2025 RESOLVED:**

**On the motion of Member Nawirr**

**Seconded Mayor Woods**

THAT THE LOCAL AUTHORITY receives and note the attached items of incoming and outgoing correspondence.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>Human Resources Report as at 30 April 2025</b>
<b>Author:</b>	<b>Linda Veugen-Yong, Human Resources Manager (Acting)</b>

The Local Authority considered a report on Human Resources Report as at 30 April 2025.

**WAR30/2025 RESOLVED:**  
**On the motion of Chairperson Mayinaj**  
**Seconded Member Nawirr**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>CSM Operations Report on Council Services</b>
<b>Author:</b>	<b>Geraldine Narul, Council Services Manager, Warruwi</b>

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

**WAR31/2025 RESOLVED:**  
**On the motion of Chairperson Mayinaj**  
**Seconded Member Nawirr**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Technical Services Warruwi Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

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

**WAR32/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Member Narul**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Warruwi Cemetery Progress Report</b>
<b>Author:</b>	<b>Sara Fitzgerald, Waste and Resource Coordinator</b>

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

**WAR33/2025 RESOLVED:**

**On the motion of Member Nawirr  
Seconded Chairperson Mayinaj**

THAT THE LOCAL AUTHORITY received and noted the report entitled *Warruwi Cemetery Progress Report*.

**CARRIED**

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

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

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

**WAR34/2025 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Chairperson Mayinaj**

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

**CARRIED**

**11 NEXT MEETING**

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

**12 MEETING DECLARED CLOSED**

The Chairperson declared the meeting closed at 1:50pm.

This page and the preceding pages are the minutes of the Warruwi Local Authority meeting held on Tuesday 13 May 2025.

Click [here](#) to view the agenda for the Warruwi Local Authority meeting held on Tuesday 13 May 2025.



Minutes of the West Arnhem Regional Council Gunbalanya Local Authority  
Wednesday, 14 May 2025 at 10:00 am  
Council Chambers

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Chairperson Nayinggul declared the meeting open at 10:30am, welcomed all in attendance and did an Acknowledgement of Country.

**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Member C Nayinggul declared the meeting open at 10:30am, welcomed all in attendance and did an Acknowledgement of Country.

Council Nadjamerrek joined the meeting at 10:45am

**2 PERSONS PRESENT**

**APPOINTED MEMBERS PRESENT**

Member (Chairperson)	Grant Nayinggul
Member	Henry Yates
Member	Evonne Gumurdul
Member	Connie Nayinggul
Member	Maxwell Garnarradj
Member	Kenneth Mangiru

**ELECTED MEMBERS PRESENT**

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Donna Nadjamerrek

**STAFF PRESENT**

Chief Executive Officer	Katharine Clare Murray
Project Officer	Ben Waugh
Director of Community and Council Services	Fiona Ainsworth (via video)
Communication & PR	Heidi Walton
Council Services Manager	Vicki Mccoy
Manager Technical Services	Kylie Gregson

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Executive Assistant to Mayor and CEO

Gina Carrascalao (via video)

Project Manager

Clem Beard

Information Advisor

Ben Heaslip (via video)

**3 APOLOGIES AND ABSENCES**

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

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

**GUN24/2025 RESOLVED:**  
**On the motion of Member Yates**  
**Seconded Member Mangiru**

THAT THE LOCAL AUTHORITY:

1. Notes the absence of Cr. Otto Dann, Chairperson Andy Garnarradj, Councilor Tamar Nawirridj & Member Nicodemus Nayilibidj;
2. Notes the apology received from Cr. Otto Dann, Chairperson Andy Garnarradj, Councilor Tamar Nawirridj & Member Nicodemus Nayilibidj; and
3. Determines nil are absent with permission of the Authority.

**CARRIED****4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Acceptance of Agenda.

**GUN25/2025 RESOLVED:**  
**On the motion of Member Gumurdul**  
**Seconded Member Mangiru**

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Gunbalanya Local Authority meeting held on 14 May 2025.

**CARRIED**

**5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**GUN26/2025 RESOLVED:**

**On the motion of Member Garnarradj**

**Seconded Member Yates**

THAT THE LOCAL AUTHORITY received the declarations of interest as listed for the Gunbalanya Local Authority meeting held on 14 May 2025.

**CARRIED**

**6 CONFIRMATION OF PREVIOUS MINUTES**

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

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

**GUN28/2025 RESOLVED:**

**On the motion of Member Yates**

**Seconded Member Garnarradj**

THAT THE LOCAL AUTHORITY adopted the minutes of the 12 March 2025 Gunbalanya Local Authority as a true and correct record.

**CARRIED**

**7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentations Gunbalanya Sports &amp; Social Club</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations Gunbalanya Sports & Social Club.

**GUN27/2025 RESOLVED:**

**On the motion of Member Gumurdul**

**Seconded Member Mangiru**

THAT THE LOCAL AUTHORITY notes the discussions by Gunbalanya Sports & Social Club.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Presentations - Red Lily Health Board</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Red Lily Health Board.

**GUN28/2025 RESOLVED:**  
**On the motion of Member Yates**  
**Seconded Member Garnarradj**

THAT THE LOCAL AUTHORITY notes the presentations on update on services by Red Lily Health Board.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.3</b>
<b>Title:</b>	<b>Presentations - Department of Housing</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Department of Housing.

**GUN29/2025 RESOLVED:**  
**On the motion of Cr Nadjamerrek**  
**Seconded Member Yates**

THAT THE LOCAL AUTHORITY

1. Notes the presentations on Housing matters by Department of Housing.
2. Request that NTG Housing facilitates an informal meeting with Local Authority members and Gunbalanya Housing Reference Group for the 28 May 2025.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.4</b>
<b>Title:</b>	<b>Invited Guest - NT Police</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

This item was deferred.



**8 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

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

**GUN30/2025 RESOLVED:**

**On the motion of Member Mangiru**

**Seconded Member G Nayinggul**

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Review of Action Items*; and
2. Review the outstanding action items and give approval for completed items to be removed from the register. Members requested to follow up with National Library of Australia regarding presentation on last meeting

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>By-Laws for Gunbalanya Community</b>
<b>Author:</b>	<b>Ben Heaslip, Information Advisor</b>

The Local Authority considered a report on By-Laws for Gunbalanya Community.

**GUN31/2025 RESOLVED:**

**On the motion of Cr Nadjamerrek**

**Seconded Member Mangiru**

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Gunbalanya Community*; and
2. Provide feedback on the by-laws listed in this report; and
3. Approve/Do not approve the Administration to continue the process of developing by-laws by preparing a draft for community consultation and discussion.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Council Draft Regional Plan and Budget 2025-26</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

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

**GUN32/2025 RESOLVED:**

**On the motion of Member G Nayinggul**

**Seconded Member Gumurdul**

THAT THE LOCAL AUTHORITY receives and note the report titled *Council Draft Regional Plan and Budget 2025-26*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Finance Report for the month of February 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Local Authority considered a report on Finance Report for the month of February 2025.

**GUN33/2025 RESOLVED:**  
**On the motion of Cr Nadjamerrek**  
**Seconded Member Gumurdul**

THAT THE LOCAL AUTHORITY receive and note the report titled *Finance Report for the month of February 2025*.

**CARRIED**

## **9 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Incoming and Outgoing Correspondence.

**GUN34/2025 RESOLVED:**  
**On the motion of Member Gumurdul**  
**Seconded Member Mangiru**

THAT THE LOCAL AUTHORITY receives and note the attached items of incoming and outgoing correspondence.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>Human Resources Report as at 30 April 2025</b>
<b>Author:</b>	<b>Linda Veugen-Yong, Human Resources Manager (Acting)</b>

The Local Authority considered a report on Human Resources Report as at 30 April 2025.

**GUN35/2025 RESOLVED:**  
**On the motion of Cr Nadjamerrek**  
**Seconded Member Mangiru**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>CSM Operations Report on Current Council Services</b>
<b>Author:</b>	<b>Vicki McCoy, Council Services Manager, Gunbalanya</b>

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

**GUN36/2025 RESOLVED:**  
**On the motion of Member Yates**  
**Seconded Member Mangiru**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Technical Services Gunbalanya Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

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

**GUN37/2025 RESOLVED:**  
**On the motion of Member G Nayinggul**  
**Seconded Member Gumurdul**

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

**CARRIED**

Council will review options for the billabong.

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Gunbalanya Cemetery Progress Report</b>
<b>Author:</b>	<b>Sara Fitzgerald, Waste and Resource Coordinator</b>

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

**GUN38/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Member Mangiru**

THAT THE LOCAL AUTHORITY receive and note the report titled *Gunbalanya Cemetery Progress Report*.

**CARRIED**

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

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

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

**GUN39/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Member Mangiru**

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

**CARRIED**

**11 NEXT MEETING**

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

**12 MEETING DECLARED CLOSED**

The Chairperson declared the meeting closed at 3:06pm.

This page and the preceding pages are the minutes of the Gunbalanya Local Authority meeting held on Wednesday, 14 May 2025.

Click [here](#) to view the agenda for the Gunbalanya Local Authority meeting held on Wednesday, 14 May 2025.



Minutes of the West Arnhem Regional Council Maningrida Local Authority  
Monday, 12 May 2025 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

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

**2 PERSONS PRESENT**

**APPOINTED MEMBERS PRESENT**

Chairperson	Sharon Hayes
Member	Jessica Phillips
Member	Joyce Bohme
Member	Shane Namanurki
Member	Garth Doolan
Member	Marlene Kernan

**ELECTED MEMBERS PRESENT**

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Jermaine Namanurki
Councillor	Monica Wilton

**STAFF PRESENT**

Chief Executive Officer	Katharine Clare Murray
Projects Officer	Ben Waugh
Director of Community and Council Services	Fiona Ainsworth (via video)
Director of Finance	Jocelyn Nathanael-Walters (via video)
Council Services Manager Maningrida	Scott Page
Information Advisor	Ben Heaslip
Manager Technical Services	Kylie Gregson
Project Manager	Clem Beard
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Senior Council Services Manager	Rick Mitchell (via video)

**3 APOLOGIES AND ABSENCES**

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

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

**MAN23/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Namanurki**

THAT THE LOCAL AUTHORITY:

1. Notes the absence of Member Bohme and Cr Phillips; and
2. Notes the apology received from Member Bohme.

Cr Phillips advised that she would attend the meeting at 11:00 am.

**CARRIED**

Member Bohme entered the meeting at 10:17 am, after the resolution was passed

**4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Acceptance of Agenda.

**MAN19/2025 RESOLVED:**  
**On the motion of Member Namanurki**  
**Seconded Chairperson Hayes**

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Maningrida Local Authority meeting held on 12 May 2025.

**CARRIED**

**5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**MAN20/2025 RESOLVED:**  
**On the motion of Member Phillips**  
**Seconded Cr Wilton**

THAT THE LOCAL AUTHORITY received no declarations of interest for the Maningrida Local Authority meeting held on 12 May 2025.

**CARRIED**

**6 CONFIRMATION OF PREVIOUS MINUTES**

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

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

**MAN21/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Chairperson Hayes**

THAT THE LOCAL AUTHORITY adopted the minutes of the 10 March 2025 Maningrida Local Authority as a true and correct record.

**CARRIED**

**7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentations - Australian Border Force</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Australian Border Force.

**MAN25/2025 RESOLVED:**  
**On the motion of Cr Wilton**  
**Seconded Member Bohme**

THAT THE LOCAL AUTHORITY notes the presentations on Operation LUNAR by Australian Border Force.

**CARRIED**

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

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

**MAN22/2025 RESOLVED:**  
**On the motion of Chairperson Hayes**  
**Seconded Mayor Woods**

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

**CARRIED**

Member Bohme entered the meeting at 10.17

Karen Hocking entered the meeting at 10.34 to deliver training on Local Authority. This training was coordinated with the Governance Advisor after the agenda was run.

**8 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

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

**MAN24/2025 RESOLVED:**

**On the motion of Chairperson Hayes**

**Seconded Member Namanurki**

THAT THE LOCAL AUTHORITY:

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

**CARRIED**

Cr Phillips entered the meeting at 11:19 am.

Members Doolan and Kernan left the meeting at 11:31 am.

Meeting broke for lunch at 11:55 and resumed at 1:00 pm.

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Council Draft Regional Plan and Budget 2025-26</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

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

**MAN26/2025 RESOLVED:**

**On the motion of Cr Phillips**

**Seconded Cr Namanurki**

THAT THE LOCAL AUTHORITY receives and note the report titled *Council Draft Regional Plan and Budget 2025-26*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Finance Report for the month of February 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Local Authority considered a report on Finance Report for the month of February 2025.

**MAN28/2025 RESOLVED:**

**On the motion of Member Phillips**

**Seconded Chairperson Hayes**

THAT THE LOCAL AUTHORITY receive and note the report titled *Finance Report for the month of February 2025*.

**CARRIED**



<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Election of Maningrida Local Authority Chairperson</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Election of Maningrida Local Authority Chairperson.

**MAN29/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Member Bohme**

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Election of Maningrida Local Authority Chairperson*; and
2. Elected Local Authority Member Phillips to the position of Maningrida Local Authority Chairperson for a period of 12 months.

**CARRIED**

Nominees were Member Hayes, Member Namanurki and Member Phillips.

A secret ballot was held which resulted in the election of Member Phillips as Chairperson.

<b>Agenda Reference:</b>	<b>8.5</b>
<b>Title:</b>	<b>By-Laws for Maningrida Community</b>
<b>Author:</b>	<b>Ben Heaslip, Information Advisor</b>

The Local Authority considered a report on By-Laws for Maningrida Community.

**MAN31/2025 RESOLVED:**  
**On the motion of Cr Phillips**  
**Seconded Cr Wilton**

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Maningrida Community*; and
2. Provide feedback on the by-laws listed in this report; and
3. Investigate options for managing feral animals on Council land; and
4. Approve the Administration to continue the process of developing by-laws by preparing a draft for community consultation and discussion on Noise, Animal Management, Commercial Waste and Vehicles.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.6</b>
<b>Title:</b>	<b>Installation Speed Bumps - Top Camp Road - Maningrida</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

The Local Authority considered a report on Installation Speed Bumps - Top Camp Road - Maningrida.

**MAN33/2025 RESOLVED:**  
**On the motion of Member Bohme**  
**Seconded Chairperson Hayes**

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Installation Speed Bumps - Top Camp Road - Maningrida*;
2. Mark up the attached map on preferred locations of speed bumps; and
3. Approve the allocation of \$15,466.00 from the Maningrida Local Authority Project Funding.

**CARRIED**

**9 RECEIVE AND NOTE REPORTS**

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

The Local Authority considered a report on Human Resources Report as at 30 April 2025.

**MAN34/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Namanurki**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>CSM Operations Report on Current Council Services</b>
<b>Author:</b>	<b>Scott Page, Council Services Manager, Maningrida</b>

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

**MAN35/2025 RESOLVED:**  
**On the motion of Cr Phillips**  
**Seconded Chairperson Hayes**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Technical Services Maningrida Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

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

**MAN36/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Namanurki**

THAT COUNCIL receives and notes the report titled *Technical Services Maningrida Projects Report*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Manayingkarirra Cemetery Progress Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

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

**MAN37/2025 RESOLVED:**

**On the motion of Chairperson Hayes**  
**Seconded Cr Wilton**

THAT THE LOCAL AUTHORITY receive and note the report titled *Manayingkarirra Cemetery Progress Report*.

**CARRIED**

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Maningrida Landfill Update</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

The Local Authority considered a report on Maningrida Landfill Update.

**MAN38/2025 RESOLVED:**

**On the motion of Mayor Woods**  
**Seconded Cr Phillips**

THAT THE LOCAL AUTHORITY receive and note the report titled *Maningrida Landfill Update*.

**CARRIED**

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

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

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

**MAN39/2025 RESOLVED:**

**On the motion of Member Bohme**  
**Seconded Chairperson Hayes**

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

**CARRIED**

**11 NEXT MEETING**

The next meeting is scheduled to take place on Monday, 14 July 2025.

**12 MEETING DECLARED CLOSED**

The Chairperson declared the meeting closed at 3:37pm.

This page and the preceding pages are the minutes of the Maningrida Local Authority held on Wednesday 12 May 2025.

Click [here](#) to view the agenda for the Special Council Meeting held on Wednesday 12 May 2025.

UNCONFIRMED



Minutes of the West Arnhem Regional Council Minjilang Local Authority  
Thursday, 15 May 2025 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

In the absence of Chairperson Nagarbin the Local Authority nominated Member Wauchope.... to be Chairperson.

Member S Wauchope declared the meeting open at {time}, welcomed all in attendance and did an Acknowledgement of Country.

**2 PERSONS PRESENT**

**APPOINTED MEMBERS PRESENT**

Member (Chairperson)	Shane Wauchope
Member	Clint Wauchope
Member	Charles Yirrawala
Member	Josephine Cooper

**ELECTED MEMBERS PRESENT**

Mayor	James Woods
Deputy Mayor	Elizabeth Williams (via video)

**STAFF PRESENT**

Chief Executive Officer	Katharine Clare Murray
Project Officer	Ben Waugh
Director of Community and Council Services	Fiona Ainsworth(via video)
Council Services Manager Minjilang	Damian Sandilands
Manager Technical Services	Kylie Gregson
Project Manager	Clem Beard
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Information Advisor	Ben Heaslip (via video)

Charles Yirrawala left the meeting at 12:30 pm

**3 APOLOGIES AND ABSENCES**

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

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

**MIN18/2025 RESOLVED:**

**On the motion of Member Yirrawala**

**Seconded Member C Wauchope**

THAT THE LOCAL AUTHORITY:

1. Notes the absence of Member Nagarbin and Cr Nabalmarda.
2. Notes the apology received from Member Nagarbin and Cr Nabalmarda.
3. Determines Member Nagarbin and Cr Nabalmarda are absent with permission of the Authority
4. Determines nil are absent without permission of the Authority.

**CARRIED**

**4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Acceptance of Agenda.

**MIN19/2025 RESOLVED:**

**On the motion of Member C Wauchope**

**Seconded Member Yirrawala**

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 15 May 2025.

**CARRIED**

**5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**MIN20/2025 RESOLVED:**

**On the motion of Member S Wauchope**

**Seconded Member Yirrawala**

THAT THE LOCAL AUTHORITY received the declarations of interest as listed for the Minjilang Local Authority meeting held on 15 May 2025.

**CARRIED**

**6 CONFIRMATION OF PREVIOUS MINUTES**

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

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

**MIN21/2025 RESOLVED:**  
**On the motion of Member Yirrawala**  
**Seconded Member Cooper**

THAT THE LOCAL AUTHORITY adopted the minutes of the 13 March 2025 Minjilang Local Authority as a true and correct record.

**CARRIED**

**7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentations - Red Lily Health Board</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Red Lily Health Board.

**MIN22/2025 RESOLVED:**  
**On the motion of Member C Wauchope**  
**Seconded Member Yirrawala**

THAT THE LOCAL AUTHORITY notes the presentations on update on services by Red Lily Health Board.

**CARRIED**

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Presentations - Australian Border Force</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Australian Border Force.

**MIN23/2025 RESOLVED:**  
**On the motion of Member Yirrawala**  
**Seconded Member S Wauchope**

THAT THE LOCAL AUTHORITY notes the presentations on Operation LUNAR by Australian Border Force.

**CARRIED**

**8 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

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

**MIN24/2025 RESOLVED:**

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

THAT THE LOCAL AUTHORITY:

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

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>By-Laws for Minjilang Community</b>
<b>Author:</b>	<b>Ben Heaslip, Information Advisor</b>

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

**MIN25/2025 RESOLVED:**

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

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Minjilang Community*;
2. Provide feedback on the by-laws listed in this report; and
3. Approve the Administration to continue the process of developing by-laws by preparing a draft for community consultation and discussion.

**CARRIED**

Members requested Ben Heaslip (Information Advisor) to provide more information on vehicles and rubbish.

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Council Draft Regional Plan and Budget 2025-26</b>
<b>Author:</b>	<b>Ben Waugh, Interim Chief Executive Officer</b>

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

**MIN26/2025 RESOLVED:**

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

THAT THE LOCAL AUTHORITY receives and note the report titled *Council Draft Regional Plan and Budget 2025-26*.

**CARRIED**



<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Finance Report for the month of February 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Local Authority considered a report on Finance Report for the month of February 2025.

**MIN27/2025 RESOLVED:**  
**On the motion of Member Cooper**  
**Seconded Member S Wauchope**

THAT THE LOCAL AUTHORITY receive and note the report titled *Finance Report for the month of February 2025*.

**CARRIED**

## **9 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>CSM Operations Report on Current Council Services</b>
<b>Author:</b>	<b>Damian Sandilands, Minjilang Council Services Manager</b>

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

**MIN28/2025 RESOLVED:**  
**On the motion of Member C Wauchope**  
**Seconded Member Cooper**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.2</b>
<b>Title:</b>	<b>Human Resources Report as at 30 April 2025</b>
<b>Author:</b>	<b>Linda Veugen-Yong, Human Resources Manager (Acting)</b>

The Local Authority considered a report on Human Resources Report as at 30 April 2025.

**MIN29/2025 RESOLVED:**  
**On the motion of Member S Wauchope**  
**Seconded Member Cooper**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Technical Services Minjilang Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

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

**MIN30/2025 RESOLVED:**

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

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

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

**MIN31/2025 RESOLVED:**

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

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

1. Members request Council investigates options for an Arborist to trim trees and provide a report for Lot 118 Council Office.
2. the local authority approves expenditure from LAPF up to \$20,000.00.

**CARRIED**

**11 NEXT MEETING**

The next meeting is scheduled to take place on Thursday, 17 July 2025.

**12 MEETING DECLARED CLOSED**

Member Wauchope declared the meeting closed at 1.21 pm.

This page and the preceding pages are the minutes of the Minjilang Local Authority meeting held on Thursday 15 May 2025.

Click [here](#) to view the agenda for the Minjilang Local Authority held on Thursday 15 May 2025.

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>6.3</b>
<b>Title:</b>	<b>Kakadu Ward Advisory Committee Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The unconfirmed minutes of the of the 16 May 2025 Kakadu Ward Advisory Committee are submitted to Council for noting.

#### RECOMMENDATION

THAT COUNCIL noted the minutes of 16 May 2025 Kakadu Ward Advisory Committee as and reviewed decisions made by the Committee.

#### BACKGROUND

The *Local Government Act 2019* states that minutes from Council committees must be tabled at the next ordinary meeting of Council and confirmed as a correct record of the meeting.

#### COMMENT

Nil

#### LEGISLATION AND POLICY

Sections 101(3) and 101(4) 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 05 16 Kakadu Ward Advisory Council [6.3.1 - 6 pages]



Minutes of the West Arnhem Regional Council Kakadu Ward Advisory Committee  
Friday, 16 May 2025 at 10:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Chairperson Blyth declared the meeting open at 10:30 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 (via video)
Councillor	Mickitja Onus

**STAFF PRESENT**

Chief Executive Officer	Katharine Clare Murray
Project Officer	Ben Waugh
Director of Community and Council Services	Fiona Ainsworth
Manager Technical Services	Kylie Gregson
Council Services Manager Jabiru	
Senior Council Services Manager	Rick Mitchell
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)

**3 APOLOGIES AND ABSENCES**

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

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

**KWAC11/2025 RESOLVED:**

**On the motion of Cr Onus**

**Seconded Mayor Woods**

THAT THE COMMITTEE determines nil Committee Members are absent with or without permission.

**CARRIED****4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Acceptance of Agenda.

**KWAC12/2025 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 16 May 2025.

**CARRIED****5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**KWAC13/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Mayor Woods**

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

**CARRIED****6 CONFIRMATION OF PREVIOUS MINUTES**

West Arnhem Regional  
Council

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Kakadu Ward Advisory  
Committee  
Friday 16 May 2025

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

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

**KWAC14/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Chairperson Blyth**

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

**CARRIED**

## **7 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentations - Power Water</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Local Authority considered a report on Presentations - Power Water.

**KWAC21/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Onus**

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

**CARRIED**

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

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

**KWAC20/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Cr Onus**

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

**CARRIED**

## **8 ACTION REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
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West Arnhem Regional  
Council

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Kakadu Ward Advisory  
Committee  
Friday 16 May 2025

<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

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

**KWAC15/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Onus**

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**

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

The Committee considered a report on Human Resources Report as at 30 April 2025.

**KWAC16/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Cr Onus**

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

**CARRIED**

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

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

**KWAC17/2025 RESOLVED:**  
**On the motion of Cr Onus**  
**Seconded Deputy Mayor Williams**

THAT THE COUNCIL:

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Technical Services Jabiru Projects Report</b>

West Arnhem Regional  
Council

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Kakadu Ward Advisory  
Committee  
Friday 16 May 2025

<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>
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The Committee considered a report on Technical Services Jabiru Projects Report.

**KWAC18/2025 RESOLVED:**  
**On the motion of Chairperson Blyth**  
**Seconded Mayor Woods**

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

**CARRIED**

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>Jabiru Waste Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

The Committee considered a report on Jabiru Waste Report.

**KWAC19/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Mayor Woods**

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

**CARRIED**

#### **10 COMMITTEE MEMBER QUESTIONS WITH OR WITHOUT NOTICE**

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

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

**KWAC22/2025 RESOLVED:**  
**On the motion of Chairperson Blyth**  
**Seconded Deputy Mayor Williams**

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

**CARRIED**

Mayor requested that GACJT CEO and Chair have a meeting with KWAC, explore a collaborative approach between WARC and GACJT. Note of appreciation from KWAC to Ben, Jasmine and all the work crew.



**11 NEXT MEETING**

The next meeting is scheduled for Friday 18 July 2025.

**12 MEETING DECLARED CLOSED**

The Chairperson declared the meeting closed at 3:06pm.

This page and the preceding pages are the minutes of the Kakadu Ward Advisory Committee meeting held on Friday, 16 May 2025.

Click [here](#) to view the agenda for the Kakadu Ward Advisory Committee meeting held on Friday, 16 May 2025.

UNCONFIRMED

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>6.4</b>
<b>Title:</b>	<b>Confirmation of Special Council Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The Minutes of the Special Council meeting held on 21 May 2025 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

#### RECOMMENDATION

THAT COUNCIL confirm the minutes of 21 May 2025 Special Council meeting as a true and correct record of the meeting.

#### STATUTORY AND POLICY

Section 101 and 102 *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 05 21 Special Council Meeting [6.4.1 - 4 pages]



Minutes of the West Arnhem Regional Council Special Council Meeting  
Wednesday, 21 May 2025 at 9:00 am  
Council Chambers

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**1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING**

Mayor Woods declared the meeting open at 9:25am, welcomed all in attendance and did an Acknowledgement of Country.

**2 PERSONS PRESENT**

**ELECTED MEMBERS PRESENT**

Chairperson	James Woods (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F. Blyth (Apologies)
Councillor	Mickitja Onus
Councillor	Otto Dann (Apologies)
Councillor	Tamar Nawirridj (Apologies)
Councillor	Donna Nadjamerrek
Councillor	Monica Wilton
Councillor	Jermaine Namanurki
Councillor	Jacqueline Phillips
Councillor	James Marrawal (Apologies)
Councillor	Steven Nabalmarda

**STAFF PRESENT**

Chief Executive Officer	Katharine Clare Murray
Director Community and Council Services	Fiona Ainsworth
Director Finance	Jocelyn Nathanael-Walters
Manager Technical Services	Kylie Gregson
Executive Assistant to Mayor and CEO	Gina Carrascalao
Communications and Public Relations Coordinator	Heidi Walton
Information Advisor	Ben Waugh

**GUESTS**

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**3 APOLOGIES AND ABSENCES**

<b>Agenda Reference:</b>	<b>3.1</b>
<b>Title:</b>	<b>Apologies, Leave of Absence and Absent Without Notice</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

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

**SCM50/2025 RESOLVED:**  
**On the motion of Cr Wilton**  
**Seconded Cr Nadjamerrek**

THAT COUNCIL

1. Notes the absence of Cr. Blyth, Cr. Marrawal, Cr. Nawirridj & Cr. Dann
2. Notes the apology received from Cr. Blyth, Cr. Marrawal, Cr. Nawirridj & Cr. Dann
3. Notes the absence of Cr. Steven Nabalmarda without notice

**CARRIED**

**4 ACCEPTANCE OF AGENDA**

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Acceptance of Agenda.

**SCM51/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Onus**

THAT COUNCIL accept the agenda papers as circulated for the Special Council meeting held on 21 May 2025.

**CARRIED**

**5 DECLARATION OF INTEREST OF MEMBERS OR STAFF**

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

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

**SCM52/2025 RESOLVED:**  
**On the motion of Deputy Mayor Williams**  
**Seconded Cr Phillips**

THAT COUNCIL receive the declarations of interest as listed for the Special Council meeting held on 21 May 2025.

CARRIED

**6 DEPUTATIONS AND PRESENTATIONS**

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Presentations - Power Water</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

The Council considered a report on Presentations - Power Water.

**SCM533/2025 RESOLVED:**  
**On the motion of Mayor Woods**  
**Seconded Cr Namanurki**

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

CARRIED

**7 ACTION REPORTS****8 RECEIVE AND NOTE REPORTS**

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Finance Report for the period ended 28 February 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

The Council considered a report on Finance Report for the period ended 28 February 2025.

**SCM544/2025 RESOLVED:**  
**On the motion of Cr Wilton**  
**Seconded Deputy Mayor Williams**

THAT COUNCIL receive and note the report titled *Finance Report for the period ended 28 February 2025*.

CARRIED

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Finance Report for the period ended 31 March 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

The Council considered a report on Finance Report for the period ended 31 March 2025.

**SCM55/2025 RESOLVED:**  
**On the motion of Cr Onus**  
**Seconded Mayor Woods**

THAT COUNCIL receive and note the report titled *Finance Report for the period ended 31 March 2025*.

CARRIED

**9 PROCEDURAL MOTIONS**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

The Council considered a report on Closure to the Public for the Discussion of Confidential Items.

**SCM566/2025 RESOLVED:**

**On the motion of Cr Onus**

**Seconded Deputy Mayor Williams**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public at 11:10am to consider the Confidential items of the Agenda.

**CARRIED**

**10 CONFIDENTIAL ITEMS**

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Tender Evaluation - Brockman Oval Lights</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains 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.*

Council noted that Mayor declared that concerns about conflict of interest with some companies tendered for project of Brockman Oval lights.

**11 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**

<b>Agenda Reference:</b>	<b>11.2</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

The public was re-admitted at 11:19 am.

**12 MEETING DECLARED CLOSED**

Mayor Woods declared the meeting closed at 11:19am.

This page and the preceding pages are the minutes of the Special Council Meeting held on Wednesday 21 May 2025.

Click [here](#) to view the agenda for the Special Council Meeting held on Wednesday 21 May 2025.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

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

#### RECOMMENDATION

THAT COUNCIL:

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

#### BACKGROUND

Action items arise out of resolutions of Council or questions asked by Councillors. 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 Council to determine whether the item remains active or is complete and can be removed.

#### COMMENT

The actions that Council resolves to occur are to be acted upon by the administration. This report enables Council 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. Ordinary Council 28 May Action Item [7.1.1 - 8 pages]

Item	Status	Action Required	Assignee/s	Action Taken
Remote Jobs & Economic Development Program	In Progress	<p>OCM303/2024 RESOLVED:</p> <p>Approve West Arnhem Regional Council applying for the following positions and support funding under the Remote Jobs and Economic Development program:</p> <p>Animal Control Officers – Jabiru x 2</p> <p>Funeral Cultural and Burial Liaison Officer – Maningrida x 2</p> <p>Oval and Sports Field Caretaker – Maningrida, Gunbalanya, Jabiru x 2 (per location).</p> <p>Aquatic Lifeguard – Maningrida, Jabiru x 2 (per location)</p> <p>Data &amp; Records Officer Trainee – Darwin x 1</p> <p>Resource Officers (Waste Awareness) - All Location</p> <p>- Human Resource Manager to develop PDs</p> <p>- Business Development Manager to complete applications to RJED</p>	<p>Karen Borgelt, Leanne Johansson</p>	<p>04/11/2024 Leanne Johansson</p> <p>Still awaiting Remote Jobs and Economic Development (RJED) guidelines to be published. Grant applications will not be open until the RJED guidelines are published. Publishing is expected before 31/12/2024.</p> <p>03/12/2024 Leanne Johansson</p> <p>Still waiting on final guidelines and grant opening date. WARC is preparing for the Remote Jobs and Economic Development (RJED) program by developing Position Descriptions for proposed RJED jobs, considering training needs, tools of trade and other staff considerations so we are ready to apply once the grant is open.</p> <p>16/01/2025 Leanne Johansson</p> <p>RJED applications now open and will close on 3 February 2025. West Arnhem Regional Council will lodge two applications.</p> <p>The larger application will be for the NIAA Arnhem Land and Groote Eylandt region with 15 positions across the five communities. WARC's application will include wage costs for the RJED employees, limited partial wage costs for their supervisors, uniforms, and protective clothing, tools of trade and some machinery as required.</p> <p>The other application will be for NIAA Top End and Tiwi Islands region and will be for one position in the Darwin office. WARC's application will include wage costs for the RJED employee, limited partial wage costs for their supervisor, uniforms, and tools of trade as required.</p> <p>All the positions which will form part of the application are as approved by Council. They are:</p> <ul style="list-style-type: none"> <li>- Information Management Assistant (Darwin)</li> <li>- Precinct Officer (Maningrida, Gunbalanya and Jabiru)</li> <li>- Bereavement Support Assistant (Maningrida)</li> <li>- Animal Services Officer (Jabiru)</li> <li>- Waste Collection Assistant (Maningrida, Gunbalanya and Jabiru)</li> <li>- Pool and Safety Assistant (Maningrida and Jabiru)</li> <li>- Transport Driver (Minjilang and Waruwi)</li> </ul> <p>04/02/2025 Leanne Johansson</p> <p>WARC lodged two applications for the Remote Jobs and Economic Development grant on 31/1/2025 as previously authorised by Council.</p> <p>One application was for 15 jobs across the West Arnhem region.</p> <p>The second application was for one job in the Darwin office.</p> <p>The funding body advises it will be at least 8 weeks before the results of the applications will be known.</p> <p>13/03/2025 Leanne Johansson</p> <p>NIAA advises that no decisions have been reached on any applications and they do not have a timeframe for when information will be provided to applicants.</p> <p>15/04/2025 Jasmine Mortimore</p> <p>Outcome correspondence from NIAA was received on 28 March 2025 advising that WARC have been successful in our application. it is noted in the Correspondence that the approved funding may vary from the amount requested in the application and that the Agency will be in contact to offer the terms of this grant funding.</p>



Item	Status	Action Required	Assignee/s	Action Taken
				<p>22/05/2025 Leanne Johansson WARC continues to await further information about the specific outcomes of Round 1 RJED applications. From verbal discussion, the application for an Admin staff in Winnellie has been disallowed as Winnellie is not in an allowed area for RJED. The West Arnhem region application has been partially successful, but WARC has not been advised which parts of the application were successful or unsuccessful. WARC continues to maintain contact with NIAA as we await further information. Round 2 of RJED closed on 7 April 2025. WARC submitted an application for the West Arnhem Region which was a copy of the original Round 1 grant. WARC was advised to do this by NIAA representatives, in the hope that anything not granted in Round 1 will be granted in Round 2.</p>
Report on Jabiru subleases	In Progress	OCM350/2024 RESOLVED: Request administration investigate Jabiru stakeholder support for the rectification of the Jabiru Childcare roof.	Katharine Murray	<p>22/01/2025 Jasmine Mortimore Options being explored through local stakeholders; Rio Tinto funding, Caulfield Grammar and waiting for external grant opportunities.</p> <p>22/05/2025 Gina Carrascalao Obtaining contact details of employees that use the Centre.</p>
Elected Member Questions with or without Notice	In Progress	WAR57/2024 RESOLVED: Request Council advocate with the federal government for a multi purpose safe shelter for Warruwi Community.	Ben Waugh	<p>19/03/2025 Jasmine Mortimore Advocacy letter will be drafted to sent on behalf of the Mayor to all relevant ministers.</p> <p>08/04/2025 Gina Carrascalao letters sent on behalf of the Mayor, to Federal Minister for Social Services, Federal Minister for Indigenous Australians and Federal Minister for Housing and Homelessness</p> <p>28/04/2025 Gina Carrascalao We have received a reply from the Hon Amanda Rishworth MP's office (Housing and Homelessness) advising that the Government is on Caretaker Role, suggested to resend the letter when the new government is in place.</p> <p>22/05/2025 Gina Carrascalao Re-sending letters to all concerned Ministers, advocating for a multipurpose shelter for Warruwi.</p>
Sponsorship Proposal	In Progress	OCM393/2024 RESOLVED: Request a policy be created for Sponsorship and Donations.	Debbie Branson, Jocelyn Nathanael-Walters	<p>22/01/2025 Jasmine Mortimore Policy has been drafted.</p> <p>19/03/2025 Jasmine Mortimore Policy is still being drafted and is being reviewed to align with Delegation Manual.</p> <p>22/05/2025 Gina Carrascalao CEO and Director of Council &amp; Community Services are reviewing the draft copy of Sponsorship Policy</p>
Gundjeihmi Aboriginal Corporation Jabiru Town Residential Leases	In Progress	OCM114/2025 RESOLVED: Request report on Jabiru lease requirements, Outdoor Living Area (OLA) design costings and copy of 30 September report and resolution relating to this information.	Leanne Johansson	<p>22/05/2025 Gina Carrascalao Please refer to reporting paper</p>
Presentation - Department of Mining and Energy	In Progress	The Administration to request the Department of Mining and Energy attend an Ordinary Council Meeting after NLC Consultation	Gina Carrascalao	<p>22/05/2025 Gina Carrascalao Waiting on clarification when is NLC consultation</p>

Item	Status	Action Required	Assignee/s	Action Taken
Carpark Sealing at the rear of Maningrida Council Office	In Progress	OCM101/2025 RESOLVED: Explore options of relocating water line through PowerWater to facilitate further car park options	Clem Beard, George Wheeder, Kylie Gregson	06/05/2025 George Wheeder  Reviewing aerial photos and services in the area to discuss with Power Water about the possible relocation of the water and sewer lines that are in the way.  22/05/2025 Gina Carrascalao Technical Services staff was on site in Maningrida, 21 May 2025, are working with Power & Water to determine further options.
Regional Cemetery Update	In Progress	OCM103/2025 RESOLVED: Investigate Jabiru Cemetery ownership and responsibility.	Kylie Gregson, Rick Mitchell	13/05/2025 Kylie Gregson West Arnhem Regional Council (WARC) has the consent of Gundjeihmi Aboriginal Corporation Jabiru Town (GACJT) to operate the Jabiru cemetery from Lot 967. Authority to Access - terms as follows. 1) Continue to maintain and manage these areas; and 2) Holds the relevant public liability insurance for these areas.  Upon burial request - WARC will need to contact Gundjeihmi Aboriginal Corporation to obtain permission from the Traditional Owners for the burial. We then need a copy of the approval in writing and a copy of the death certificate. The cost of the funeral plot is \$930.00, including the opening and closing of the site.  22/05/2025 Gina Carrascalao Currently recruiting staff for Waste and Resource Coordinator who will lead this matter.
Elected Member Questions with or without Notice	In Progress	OCM106/2025 RESOLVED: 1. Deputy Mayor Williams raised concerns with broken street lights in the Jabiru township.	Fiona Ainsworth, Katharine Murray	22/05/2025 Gina Carrascalao Working with Power & Water, as per OCM27/2025, drafting Public Lightning, Asset & Audit management plan for council consideration.
Elected Member Questions with or without Notice	In Progress	OCM106/2025 RESOLVED: Mayor raised the need for permanent fencing for the Maningrida airport.	Fiona Ainsworth, Kylie Gregson	22/05/2025 Gina Carrascalao Working with DLI for timeline, when funding is released for tender
Elected Member Questions with or without Notice	On Hold	OCM157/2023 RESOLVED: Request increased advocacy for AFL in West Arnhem Region please refer to AFL in West Arnhem document  BACKGROUND: Marnie Mitchell: Through a partnership with AFL NT remote development managers will help support program and development sessions for both Minjilang and Waruwi with WARC covering accommodation/travel/meal costs and AFLNT cover wages of the staff. Community leadership are working together to facilitate the community visits bimonthly. Council Services Managers continue to support AFL initiatives within their Sport and Recreation Teams  OCM109/2024 RESOLVED: Requests further information on the details including cost of Tiwi Bombers football team for AFL	Marnie Mitchell	04/04/2024 Jasmine Mortimore Updates: Hall/oval and highly successful event in Waruwi. 5 community members signed up for umpiring. 15 January 2024 – Matt Griffiths: Nil further. AFL & AFLW included on YSR participation plans. 12 February 2024 – Marnie Mitchell: Matt Levens from AFLNT continues to work with Waruwi and Minjilang. Sport and Recreation staff in community are working with Community to have bi monthly visits to community working in conjunction with the school and council. 13 February 2024 – Dana Hewett: Jabiru – Plans are to continue with Auskick in 2024.  02/05/2024 Marnie Mitchell  This is an advocacy and strategic item for WARC.  My suggestion is that the WARC staff work with the Council and Mayor to discuss the role of WARC in this process of having a team in the AFLNT from West Arnhem.

Item	Status	Action Required	Assignee/s	Action Taken
		<p>NT.</p> <p>OCM215/2024</p> <p>Approach West Arnhem stakeholders to support the development of a West Arnhem AFL team</p>		<p>Sport and Recreation staff will continue to provide fundamental training and mentoring opportunities for players, coaches and umpires as well as support ongoing community lead AFL competitions.</p> <p>AFLNTs recommendations form part of the WARC Australian Rules Plan.</p> <p>11/06/2024 Marnie Mitchell</p> <p>I have made initial contact with the Tiwi Bombers president Lindsey Whiting based on a introduction from AFLNT.</p> <p>We had an indepth conversation around the prospect of having a West Arnhem team in the Premier level.</p> <p>His feedback is noted:</p> <ul style="list-style-type: none"> <li>*700-800K per year including the cost of a General Manager, travel and other costs to run successfully and professionally</li> <li>* Grants and fundraising is required to cover the costs</li> <li>*Men's and women's team represent Tiwi Bombers</li> <li>*Currently they fly in players weekly to Darwin from Tiwi dependant on game time and accommodate in Darwin</li> <li>*13 of 16 games are played in Darwin with only 3 home games. AFL subsidise the cost of teams travelling to Tiwi to play</li> <li>*They have an affiliation with Tracey Village - when players for Tracey in Div I and II are ready they then move to play Premier level with Tiwi</li> <li>*They train across 3 communities in Tiwi plus Darwin and only come together on game day</li> </ul> <p>I have also made contact with the appropriate staff at the AFLNT Leigh Elder - Leigh.Elder@afl.com.au and Gavin May - gavin.may@afl.com.au to discuss financial governance, logistical and venue challenges.</p> <p>I hope to be able to source specific information and contacts that will be useful for the AFL programs in Maningrida.</p> <p>AFL 9s boys competition for 13-17 years including Maningrida, Gunbalanya and Jabiru is scheduled for 4th July in Jabiru. It is hoped that it will be expanded to include girl's next time.</p> <p>12/06/2024 Jasmine Mortimore</p> <p>Made initial contact with Jabiru Bombers Football Club, they are currently awaiting the election of a new president and will continue conversations when role has been filled.</p> <p>11/07/2024 Marnie Mitchell</p> <p>AFL9s mini carnival was held in Jabiru during the school holidays. Young men 13-17 years from Maningrida (two teams), Gunbalanya and Jabiru played games Thursday afternoon and Friday. They camped at Jabiru school, cooked BBQ, played basketball into the night and then all sat together and yarned. This was a very successful event facilitated and managed by the Sport and Rec teams across the three communities.</p> <p>TeamHealth, AFLNT, School Attendance officer, Red Lily and Jabiru school helped with transport, coaching and supervision with the community of Jabiru supporting the event by spectating, running water and umpiring the games.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>Some of the big boy's plan on coming back to Jabiru to play in the men's teams for Football and Basketball for Kurrung Sports Festival at the end of August.</p> <p>Next time we would like to have all communities involved.</p> <p>New AFLNT Staff Graham Hayes is now based in Maningrida. His role is to support and facilitate community training, competition and upskilling of players, coaches, umpires and other volunteers. Sport and Recreation team in Maningrida will support AFLNT.</p> <p>08/08/2024 Marnie Mitchell 8/8/24 Marnie Mitchell</p> <p>AFLNT new staff member has started in Maningrida. Rec and Sport team working with AFLNT staff to ensure a team is training and coming to compete at the Kurrung Festival at the end of August.</p> <p>AFLNT Darwin office are also engaging with Jabiru staff in relation to other events and opportunities to engage in competitions and tournaments.</p> <p>There has been no further progress or discussion about a team in the AFLNT.</p> <p>18/09/2024 Marnie Mitchell</p> <p>Australian Rules Football played a major part in the recent Kurrung Festival with men's teams from all communities competing.</p> <p>Maningridas upcoming L'urra Festival also includes Australian Rules Football games across various age groups. West Arnhem Regional Councils Sport and Recreation staff are playing support roles across the festival football activities.</p> <p>Jabiru Bombers AFLNT official season begins 12th October 2024.</p> <p>Letters to be sent to West Arnhem stakeholders seeking support to develop a West Arnhem AFL Team - further update will be provided at the November Ordinary Council Meeting.</p> <p>23/09/2024 Jasmine Mortimore Meeting scheduled with Sydney Swans on 24 September 2024 to discuss AFL in West Arnhem.</p> <p>15/10/2024 Jasmine Mortimore Request item be put on hold until conflicting priorities are resolved regarding Councils position. (following government advice and direction received in September 2024).</p>
Approval to Dispose of Surplus Fleet Asset	On Hold	OCM137/2024 RESOLVED: Request policy of fleet disposal to be updated to include assessment of each vehicle and expression of interests within community before auction in Darwin.	Graham Baulch, Jocelyn Nathanael-Walters, Kylie Gregson	<p>18/07/2024 Sara Fitzgerald</p> <p>Vehicle disposal policy is being adjusted to reflect the following items</p> <ul style="list-style-type: none"> <li>- All efforts will be made to offer passenger vehicles for disposal in community</li> <li>- When disposing of a vehicle in community a reasonable estimate of repair costs will be provided to interested community members.</li> <li>- If a vehicle is deemed beyond repair it will be removed from community for sale at auction or disposal to scrap to prevent excessive waste generated by council remaining in community</li> </ul>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>All of the above Items once formalised will be administered by the Fleet Coordinator in collaboration with the mechanic to ensure process is fair and transparent and follows the guidelines set out by the Local Government Act 2019.</p> <p>12/08/2024 Sara Fitzgerald Policy creation still in process</p> <p>19/09/2024 Sara Fitzgerald Draft policy in review, new documents have been created to support the EOI process.</p> <p>11/10/2024 Sara Fitzgerald First round of EOI has been completed, further information on effectiveness available at next OCM</p> <p>05/11/2024 Garth Borgelt A report will be tabled at the next Ordinary Council Meeting in December.</p> <p>06/12/2024 Garth Borgelt A draft policy has been prepared, it is expected to be presented to Council in March 2025.</p> <p>19/03/2025 Jasmine Mortimore Draft Vehicle Disposal Policy is currently being updated to address recent auction disposal issue.</p> <p>15/04/2025 Jasmine Mortimore This item is on hold subject to staff availability. New fleet manager commences 28 April 2025.</p>
Identification services in West Arnhem	On Hold	<p>OCM155/2024 RESOLVED: Investigate inviting appropriate department for Identification Cards to a Ordinary Council meeting.</p> <p>OCM6/2025 RESOLVED: Amend item to now request Council partner with MVR to assist with certifying documents for identification services.</p>	Andrew Walsh, Ben Waugh, Fiona Ainsworth, Gina Carrascalao	<p>24/07/2024 Leanne Johansson Currently ascertaining which is the appropriate department.</p> <p>21/08/2024 - OCM</p> <p>Appropriate Department is the MVR. CEO will seek to meet with the Responsible Officer</p> <p>15/10/2024 Jasmine Mortimore Change of Government has delayed progress, will provide further update in December OCM post meeting with relevant department.</p> <p>13/11/2024 Jasmine Mortimore CEO will be meeting with Greg Turner, Director Motor Vehicle Registry on 15/11/2024 to discuss action</p> <p>09/12/2024 Jasmine Mortimore Meeting has been rescheduled.</p> <p>22/01/2025 Jasmine Mortimore MVR would like to look into a partnership with WARC to allow staff to certify documents in community to allow MVR to issue a proof of identification card. Seeking Councils direction to follow this project idea instead of WARC issuing West Arnhem branded cards that may not be recognised by vendors. Request that Council write to LGANT to lead this project for the Local Government sector.</p>

Item	Status	Action Required	Assignee/s	Action Taken
				<p>05/02/2025 Jasmine Mortimore Meeting scheduled with MVR on 11 February including LGANT representatives to further this action.</p> <p>11/02/2025 Jasmine Mortimore Verbal update from meeting held on 11 February 2025 will be provided at the Council meeting. Action is now being assigned to Director of Community and Council Services.</p> <p>19/03/2025 Jasmine Mortimore Further to meeting held in February, MVR is drafting a MOU between MVR and WARC. This is expected to be presented end of June 2025.</p>
Review of Action Items	Recommend Complete	OCM136/2024 RESOLVED: Invite Demed and BAC CEO to Council meeting to discuss gravel usage surrounding Gunbalanya township area.	Andrew Walsh, Jasmine Mortimore	<p>15/08/2024 Ben Heaslip Waiting for DEMED CEO recruitment to be finalised.</p> <p>13/11/2024 Jasmine Mortimore BAC CEO has agreed to meet with Council at a later date, DEMED CEO has been recruited and CEO will reach out to discuss</p> <p>09/12/2024 Jasmine Mortimore Invitation sent to BAC CEO to attend next in person Council meeting to discuss.</p> <p>20/01/2025 Jasmine Mortimore Council to redefine action and its purpose.</p> <p>11/02/2025 Jasmine Mortimore Invitation sent to BAC and DEMED CEO, awaiting confirmation.</p> <p>20/03/2025 Jasmine Mortimore Bawinanga Aboriginal Corporation have confirmed attendance at the upcoming Ordinary Council Meeting scheduled for 26 March 2025. Still awaiting confirmation from Demed Aboriginal Corporation.</p> <p>14/04/2025 Jasmine Mortimore Demed Aboriginal Corporation have confirmed attendance to the upcoming Ordinary Council Meeting scheduled for 29 April 2025.</p>
Elected Member Questions with or without Notice	Recommend Complete	OCM17/2025 RESOLVED: Cr Phillips requested administration reach out to NT Health to provide update relevant to our area	Fiona Ainsworth	<p>11/02/2025 Jasmine Mortimore Director of Community Services has made contact with NT Health to determine availability of de-identified information for our communities.</p> <p>19/03/2025 Jasmine Mortimore Director of Community and Council Services is working with Red Lily, Malala and NT Health to secure information as requested.</p> <p>11/04/2025 Fiona Ainsworth Director Community and Council Services working with Redlily and Malala to secure information and present at agreed recurring timeframes to Council.</p> <p>22/05/2025 Gina Carrascalao Red Lily is providing updates during Council's meeting.</p>

Item	Status	Action Required	Assignee/s	Action Taken
Visitor - Department of Logistics and Infrastructure	Recommend Complete	OCM36/2025 RESOLVED: Raise concerns with Stedmans Construction and Engineering on gravel pit in the Maningrida Subdivision.	Fiona Ainsworth	19/03/2025 Jasmine Mortimore Director of Community and Council Services will reach out to Stedmans Construction and Engineering to discuss matter.  11/04/2025 Fiona Ainsworth Please refer Map onscreen - this is Stedmans Construction proposed solution for improved road impact from their machines and activity. Administration will work with Stedmans Construction to determine viability of this proposal and most effective way to proceed.
Review of Action Items	Recommend Complete	OCM37/2025 RESOLVED: Source quotes on sealing car park out the back off Maningrida Council Office for Councils consideration.  OCM62/2025 RESOLVED: Item 9 information to be provided in a report to the next scheduled council meeting for Council decision.	Clem Beard, Kylie Gregson	20/03/2025 Jasmine Mortimore Director of Community and Council Services is in the process of investigating this item.  04/04/2025 Kylie Gregson Please refer to report "Carpark Sealing at the rear of Council Office - Maningrida", Ordinary Council Meeting April 2025.
Local Government Association of the Northern Territory Symposium	Recommend Complete	OCM63/2025 RESOLVED: Submit the motion on Increased funding for public lighting to the LGANT General Assembly; and Submit the motion on Increased funding to main arterial roads including landfill access and roads in regional and remote Australia to the LGANT General Assembly.	Jasmine Mortimore	14/04/2025 Jasmine Mortimore Motions for increased funding for public lighting and main arterial roads were submitted to LGANT on 1 April 2025.
Elected Member Questions with or without Notice	Recommend Complete	OCM106/2025 RESOLVED: Cr Phillips raised a Local Authority Funding Project for two speed bump to be installed in Maningrida	Fiona Ainsworth	06/05/2025 Jasmine Mortimore Item has been referred and report included in the Maningrida Local Authority Meeting action list.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Call for Nominations NT Place Names Committee LGANT representation</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

#### SUMMARY

This report The purpose of this report is for Council to nominate a delegate to be the LGANT Representative for the Place Names Committee for the Northern Territory.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Call for Nominations NT Place Names Committee LGANT representation*.

#### BACKGROUND

The Minister for Lands, Planning and the Environment is seeking three (3) nominations from LGANT for his consideration to join the Board of the NT Place Names Committee (NTPNC) following Cr Ralph Blyth's resignation.

The Place Names Act 1967 (the Act) provides for one member of the Place Names Committee for the Northern Territory (the Committee) to be appointed from three people nominated by the Local Government Association of the Northern Territory (LGANT).

Consistent with advertising for expressions of interest for appointment of external members to the Committee, LGANT would like 3 nominations to be provided by 30 May 2025.

LGANT members have provided valued contributions over many years to affect place naming that recognizes the unique history, languages and cultures of the Northern Territory.

#### COMMENT

##### The process:

- Nominees can be council staff or elected members.
- Nominees to complete the attached nomination form.
- Nominations must be submitted online to [ceo@lgant.asn.au](mailto:ceo@lgant.asn.au) by CoB 30 May 2025. Late submissions will not be accepted.
- Nominations MUST BE endorsed at a local government council meeting by the council.
- Nomination form MUST BE signed by the local government council CEO prior to submission.
- The LGANT Board will consider the nominations at its June Board meeting and endorse only THREE nominees to the Minister.
- The LGANT Secretariat will forward the LGANT Board endorsed nominee to the Minister for Infrastructure, Planning and Logistics for appointment ONE of the THREE nominations.
- The Department of Infrastructure, Planning and Logistics will contact the successful nominee.

#### LEGISLATION AND POLICY



The Place Names Act 1967

## **FINANCIAL IMPLICATIONS**

N/A

## **STRATEGIC IMPLICATIONS**

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

### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

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

#### **Goal 1.1 Community Engagement**

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

### **PILLAR 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. NT Place Names Committee LGANT Representative Nomination Form [**7.2.1** - 4 pages]



## PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

### Background

Section 18 of LGANT's Governance Charter states:

1. From time to time the Association will be called to nominate delegates to external committees established by other spheres of Government under legislation.
2. The Board shall determine the membership of such committees in accordance with LGANT policy.
3. The Board will call for nominations to external committees as they arise.
4. Potential nominees will be supplied with a nomination pack and must complete the 'External Committee' nomination form.
5. The Board reserves the right to disregard a nomination if the 'External Committee' nomination form is not completed satisfactorily.

### Nominations

Once the LGANT Board endorse a nomination, LGANT will advise the relevant committee. Often the final committee representatives are at the discretion of the Minister therefore LGANT cannot guarantee final membership.

The LGANT Board may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports to LGANT, fails to consult with other councils, or misses committee meetings without just cause.

### Representatives

LGANT committee representatives are required to represent the local government sector rather than their individual council during committee proceedings.

LGANT representatives are required to provide LGANT with regular reports. These reports include, but are not limited to, reports to the Board and to members at the General Meeting in April and November each year. These reports should include updates on current key issues, how representatives are ensuring input and feedback from other councils, as well as any other noteworthy items.

### Sitting fees

LGANT does not pay representatives a sitting fee or travel related expenses for committee representation. Such fees, if any, will be administered by the secretariat managing the respective committee eg. the NTG.



## NOMINATION FORM

### NT Place Names Committee

LGANT Nominations close on 5 June 2025

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**Council Name:**

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**1. Agreement to be nominated**

I, \_\_\_\_\_ agree to be nominated as a member  
(Name in full)

of the **NT Place Names Committee**.

I recognise and understand that as the LGANT representative I am:

- required to represent the sector, rather than my individual council, and
- provide regular reports to LGANT including written reports to the LGANT General Meetings and to the LGANT Board as requested.

I acknowledge that representation on this committee does not entitle me to sitting fees or travel related expense reimbursement from LGANT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Council confirmation of nomination**

I, \_\_\_\_\_ the Chief Executive Officer

hereby confirm that \_\_\_\_\_

was approved by resolution of Council to be nominated as a member of the **NT Place Names Committee** at a meeting held on      /      /     .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Nominee's contact details**

Email address: \_\_\_\_\_

Mobile: \_\_\_\_\_



**4. Nominee's personal details**

The following information is required as per the original nomination form from the Minister.

4.1 Residential address:

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4.2 Postal address (if different from residential address):

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4.3 Gender: male / female / non-binary / prefer not to answer

4.4 Do you identify as Aboriginal or Torres Strait Islander? no / yes / prefer not to answer

4.5 Do you identify as a person with disability? no / yes / prefer not to answer

If yes – are there any adjustments required for you to fulfill duties of a committee member? (please explain)

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4.6 Tell us a bit about yourself (short biography).

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**5. Nominee information**

The following information is required to enable the LGANT Board to make an informed decision. If you would like to submit further information, please attach it to this form.

5.1 What is your current council position? \_\_\_\_\_

5.2 How long have you held your current council position? \_\_\_\_\_

5.3 Please list your educational qualifications:

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5.4 What skills and experience do you have that are relevant to this committee? Briefly outline your experience/exposure/interest in place naming or the history of the NT.

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5.5 Apart from your current position what other local government experience do you have relevant to this committee?

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5.7 Are there any real, perceived or potential conflicts of interest that may arise if you are appointed to the Committee?

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## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>7.3</b>
<b>Title:</b>	<b>Endorse Date for NAIDOC Public Holiday</b>
<b>Author:</b>	<b>Luisa Arango, Human Resources Manager (Acting)</b>

#### SUMMARY

This report determines the date in 2025 and 2026 for additional public holiday days for Council employees as specified under the West Arnhem Regional Council Enterprise Agreement 2024.

#### RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Endorse Date for NAIDOC Public Holiday*; and
2. Approve **Friday 11 July 2025** and **Friday 10 July 2026**, as the additional public holiday dates.

#### COMMENT

The West Arnhem Regional Council Enterprise Agreement 2024 states that in relation to public holidays for employees and the CEO, an additional day during NAIDOC week be selected by WARC.

In 2025 NAIDOC Week runs from Sunday 6 July to Sunday 13 July. In 2026 NAIDOC Week runs from Sunday 5 July to Sunday 12 July. Having Fridays off would allow employee participation in events.

#### LEGISLATION AND POLICY

West Arnhem Regional Council Enterprise Agreement 2024

#### FINANCIAL IMPLICATIONS

None, budgeted employment conditions.

#### STRATEGIC IMPLICATIONS

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

##### **PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING**

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

##### **Goal 1.5 Cultural Awareness Training**

Develop increased understanding and observation of cultural protocols.

##### **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 2.2 Policy and Procedures**

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

#### ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>7.4</b>
<b>Title:</b>	<b>Requesting Sponsorship for Women AFL Team</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

#### SUMMARY

This report presents a sponsorship request from the Arnhem Wildfires Women's Football Team, a newly established initiative led by local Aboriginal women from East and West Arnhem Land. The team seeks a 50/50 financial sponsorship from West Arnhem Regional Council and East Arnhem Regional Council to assist with the purchase of culturally appropriate team jerseys and uniforms. This initiative aims to empower young women, promote regional pride, and foster community unity through sport.

#### RECOMMENDATION

##### THAT COUNCIL:

1. Receive and note the report titled *Requesting Sponsorship for Women AFL Team*; and
2. Approve/Do not approve a 50/50 financial sponsorship for the Women AFL Team.

#### BACKGROUND

The Arnhem Wildfires Women's Football Team was founded by Toni Sagiba (Maningrida/Warruw, West Arnhem) and Whitney Dhurrkay (East Arnhem). Both are active Women's AFL Coordinators in their respective communities and have initiated this project to provide opportunities for young Aboriginal women across Arnhem Land to participate in Australian Rules Football at a regional level.

The team intends to bring together 2–3 young women from each community across Arnhem Land, offering a unique and unifying opportunity for regional representation. The Arnhem Wildfires is the first women's team of its kind in the region, with aspirations to compete in the NT AFL competition, inspired by the legacy of the Tiwi Bombers.

#### COMMENT

##### Sponsorship Request Details

- Request: 50/50 financial sponsorship for the purchase of team jerseys and uniforms.
- Purpose: To outfit the Arnhem Wildfires with culturally appropriate, professional sporting gear.
- Rationale: The uniforms are essential for the team's participation and representation of communities across Arnhem Land.
- Supporting Documents: A flyer and a quote for the uniforms have been provided by the proponents.

#### FINANCIAL IMPLICATIONS

- Budget Impact: The sponsorship amount requested should be specified and considered against the current budget allocations for community support and sponsorships.

- Reporting: Recipients of Council sponsorship are required to provide a financial report detailing expenditure, ensuring transparency and accountability

## LEGISLATION AND POLICY

Council's Previous Sponsorship Decisions: Council has previously considered sponsorship proposals, with recent resolutions including the receipt and noting of sponsorship reports, and the development of a formal Sponsorship and Donations Policy

## STRATEGIC IMPLICATIONS

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

### PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

#### Goal 1.1 Community Engagement

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

#### Goal 1.2 Economic Partnerships

Secure increased income opportunities (grants and commercial) that create employment and/or improve community life.

#### Goal 1.3 Communication

Deliver dynamic communication, which is culturally informed and appropriate, engaging and relevant to the interests of Council.

## ATTACHMENTS

1. Letter to Council 1 [7.4.1 - 1 page]
2. 25-00003740 [7.4.2 - 1 page]



**Co-Founders**

**Toni Sagiba -WestArnhem**

**Whitney Dhurrkay- EastArnhem**

On behalf of the Arnhem Wildfires Women's Football Team (across the Arafura Sea)

**30th April 2025**



To:

West Arnhem Regional Council

Subject: Joint Sponsorship Request for Arnhem Wildfires Women's Football Team

Dear West arnhem Regional Council ,

I am writing on behalf of the newly established Arnhem Wildfires Women's Football Team, a groundbreaking initiative created by local Aboriginal women to promote women's footy cross Arafura Sea of the Arnhemland region (East & West). Founded by Toni Sagiba from Maningrida/Warruw in West Arnhem Land and Whitney Dhurrkay from East Arnhem Land. We are emerging leaders working in the role Womens AFL Coordinators in our communities. We have been inspired and motivated from our roles to form this vision to empower young women through football and foster regional pride through sport.

We respectfully seek your support through a 50/50 financial sponsorship between your offices to assist with the purchase of team jerseys and uniforms. This vital support will help us outfit the Arnhem Wildfires with culturally appropriate, professional sporting gear as we prepare to represent communities from across the region.

Our team aims to bring together **2-3 young women from each community across Arnhem Land**, offering a rare and unifying opportunity for regional players to represent their communities & homelands. The Arnhem Wildfires is the **first women's team of its kind in the region**, with aspirations to eventually enter the NT AFL competition, inspired by the legacy of the Tiwi Bombers and follow in their footsteps.

Your leadership in supporting this innovative initiative will make a lasting impact. It will signal to young Aboriginal women across Arnhem Land that their futures in sport are backed by the very leaders who represent them.

We have attached a flyer to this letter for a visual insight of ' Arnhemland Wildfires' and a quote of the uniforms for reference.

We would welcome the opportunity to meet and discuss this further. Thank you for considering this request and for your ongoing commitment to strengthening our communities through unity, sport, and opportunity.

Yours sincerely,

**Toni Sagiba -WestArnhem**

**Whitney Dhurrkay- EastArnhem**



Gillespie Sports NT Pty Ltd ta CFS Gear

ABN: 96 681 809 683

1/422 Stuart Highway, Winnellie NT 0820

Ph: 08 8947 4454, Fax: 08 8947 3952,

Email: accounts@cfsgear.com.au

**QUOTE 25-00003740**

Sales Person: Graeme F

Date: 20 Mar 2025

CUSTOMER DETAILS			
Billing		Delivery	
Cash Sale Account	P:Toni Sagiba		
Arafura Arnhemland	Account#: IM-560766		
Wildfires			
Toni Sagiba			
Arnhemland 0800			

DESCRIPTION:	QTY:	UNIT PRICE: (INC TAX)	TOTAL: (EX TAX)	TOTAL: (INC TAX)
<b>Fully Sublimated Custom "Womens" AFL Football Jumpers</b> (ID: 129581, MISC, CFSGEAR)	30	\$38.00	\$1,036.36	<b>\$1,140.00</b>
<b>Fully Subliamte Custom "Womens" AFL Football Shorts</b> (ID: 129581, MISC, CFSGEAR)	30	\$26.00	\$709.09	<b>\$780.00</b>
<b>Socks Sekem Official AFL Club Crew Elite</b> (ID: 129581, MISC, CFSGEAR)	30	\$10.00	\$272.73	<b>\$300.00</b>
<b>Fully Sublimated Custom "Womens" S/Sleeve Polo Shirts</b> (ID: 129581, MISC, CFSGEAR)	30	\$36.00	\$981.82	<b>\$1,080.00</b>
<b>Fully Sublimated Custom "Womens" Training Singlet</b> (ID: 129581, MISC, CFSGEAR)	30	\$34.00	\$927.27	<b>\$1,020.00</b>
<b>Att Toni Sagiba</b> (ID: 129581, MISC, CFSGEAR)	1	\$0.00	\$0.00	<b>\$0.00</b>

Freight:	\$0.00	\$0.00
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**OUR DIRECT DEPOSIT DETAILS:**

ACC Name: CFS Trading Account  
BSB: 065102  
ACC: 10491098

TOTAL ITEMS:	151	GRAND TOTAL:	\$3,927.27	\$4,320.00
		TOTAL PAID:		\$0.00
		ROUNDING:		\$0.00
		TOTAL GST:		\$392.73
		BALANCE DUE:		<b>\$4,320.00</b>

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>7.5</b>
<b>Title:</b>	<b>Proposed amendments to the Local Government Act 2019</b>
<b>Author:</b>	<b>Katharine Murray, CEO</b>

#### SUMMARY

The Department of Housing, Local Government and Community Development is undertaking reforms to local government legislation aimed at promoting good governance, transparency, and accountability within councils. Three comprehensive discussion papers were released for public consultation.

Part A focuses on practical amendments to delegations, procurement, and regulatory improvements.

Part B details proposed changes to superannuation payments, rating frameworks and principal member appointment, requiring more in-depth policy consideration.

Part C is dedicated to proposed amendments to the Code of Conduct. Given the foundational role the Code of Conduct plays in shaping the integrity and behaviour of elected members, a separate paper on this topic is being released to allow for more detailed feedback and discussion.

LGANT has held three forums for CEO's and Mayors to discuss the proposed amendments. A submission from all Councils is being prepared by LGANT based on the outcomes of the meetings.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Amendments to Local Government Act*, including the following:

Discussion Paper Part A: Amendments to Local Government Act 2019;

Discussion Paper Part B: proposed changes to superannuation payments, rating frameworks, and principal member appointment;

Discussion Paper C: proposed amendments to the Code of Conduct;

Draft joint LGANT submission.

#### BACKGROUND

Part A proposes practical amendments to delegations within local government, aiming to clarify and streamline how decision-making authority is assigned and exercised. While the discussion papers themselves are not reproduced in the search results, the available information indicates that these amendments are intended to:

- Refine the processes by which councils delegate powers and functions to committees, chief executive officers (CEOs), and other staff, ensuring that delegations are clear, well-documented, and consistent with legislative requirements.
- Improve transparency and accountability by updating delegation frameworks, likely including requirements for maintaining registers of delegations and conducting regular reviews of delegated authorities.

- Enhance operational efficiency by removing ambiguities and potential barriers in the current delegation processes, making it easier for councils to assign appropriate authority and respond to local needs in a timely manner.

#### **Part B Proposed Changes:**

- Consider options to make superannuation payments for elected members more consistent and accessible, potentially removing the need for a unanimous resolution.
- Explore aligning NT with other states (like QLD and WA), where councils have clearer powers to pay superannuation to elected members.
- Seek feedback on whether superannuation should be compulsory, optional, or remain as is.

#### **Proposed Changes:**

- Review and clarify the eligibility and process for conditional rating and rates exemptions, particularly for social and affordable housing.
- Consider how to balance the need for council revenue with the support of social and affordable housing sectors.
- Seek feedback on whether to introduce new exemptions, modify existing ones, or improve transparency and consistency in how exemptions are applied.
- Review the process for appointing the principal member, including whether councils should have greater flexibility (e.g., direct election vs. appointment by council members).

#### **Part C proposes amendments to the Code of Conduct for local government elected members. The key proposals include:**

- **Clarifying Standards of Behaviour:** Updating and refining the Code of Conduct to clearly define the expected standards of behaviour and ethical conduct for elected members.
- **Improved Complaint Handling:** Enhancing procedures for managing complaints, including clearer processes for lodging, investigating, and resolving alleged breaches of the Code.
- **Stronger Enforcement Mechanisms:** Introducing or strengthening measures to ensure compliance, such as clearer sanctions or penalties for breaches, and improved mechanisms for enforcing decisions.
- **Transparency and Fairness:** Ensuring that the Code and its enforcement processes are transparent, fair, and accessible to both council members and the public.
- **Alignment with Best Practice:** Reviewing the Code to ensure it aligns with contemporary

#### **STRATEGIC IMPLICATIONS**

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

##### **PILLAR 6 FOUNDATIONS OF GOVERNANCE**

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

##### **Goal 6.3 Council and Local Authorities**

Excellence in governance, consultation administration and representation.

##### **Goal 6.4 Risk Management**

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

### **Goal 6.5 Planning and Reporting**

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

#### **ATTACHMENTS**

1. DHLGCD Amendments to Local Government Act 2019\_ D [**7.5.1** - 26 pages]
2. DHLGCD Amendments to Local Government Act 2019\_ DP Part B V 04 [**7.5.2** - 26 pages]
3. DHLGCD Amendments to Local Government Act 2019\_ [**7.5.3** - 26 pages]
4. DHLGCD Proposed Elements for Discussion Diagram V 01 [**7.5.4** - 1 page]

# 2025 – Amendments to the Local Government Act 2019

## Discussion Paper - Part A



Document title	2025 - Amendments to the Local Government Act 2019
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Contact details	Department of Housing, Local Government and Community Development
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Approved by	Brent Warren, Deputy CEO DHLGCD
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Date approved	31 March 2025
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Document review	N/A
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TRM number	N/A
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Acronyms	Full form
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"The Department"	Department of Housing, Local Government and Community Development
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LGA "The Act"	Local Government Act 2019
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LGANT	Local Government Association of the Northern Territory
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LGCDU	Local Government and Community Development Unit
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MCoC	Model Code of Conduct
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NT	Northern Territory
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NTEC	Northern Territory Electoral Commission
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SGCC	Standing Governance and Code Committee
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Foreword	3
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How to use this paper	5
Consultation Timeline	6
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## Foreword

**The Local Government Act 2019 provides the legal foundation for how councils operate and make decisions in the Northern Territory. Following ongoing feedback and experience in applying the Act, several areas for improvement have been identified.**

In particular, the *Local Government (General) Regulations 2021* and the *Local Government (Electoral) Regulations 2021* have presented challenges that need to be addressed. This paper forms part of a staged approach to strengthen the overall framework, and it represents the second set of proposed amendments.

These proposals aim to improve how councils' function and support greater transparency, accountability, and fairness in local government decision-making. The paper invites feedback and input from councils, elected members, stakeholders, and the community.

The key topics covered include:

- **Chapter 1** – Delegations
- **Chapter 2** – Miscellaneous Amendments to the Local Government Act 2019
- **Chapter 3** – Tenders by council or local government subsidiary & procurement exemptions
- **Chapter 4** – Amendments to Local Government (Electoral) Regulations 2021
- **Chapter 5** – Superannuation Payments for Elected Members
- **Chapter 6** – Conditional Rating and Rates Exemptions for social and affordable housing
- **Chapter 7** – Appointment of principal member of council
- **Chapter 8** – Code of Conduct

To facilitate focused consultation and ensure

stakeholders have adequate time to consider and respond to the proposed changes, the amendments will be released across three parts. This structured release recognises the breadth of topics and their varying levels of complexity and significance to councils, elected members, and the broader community.

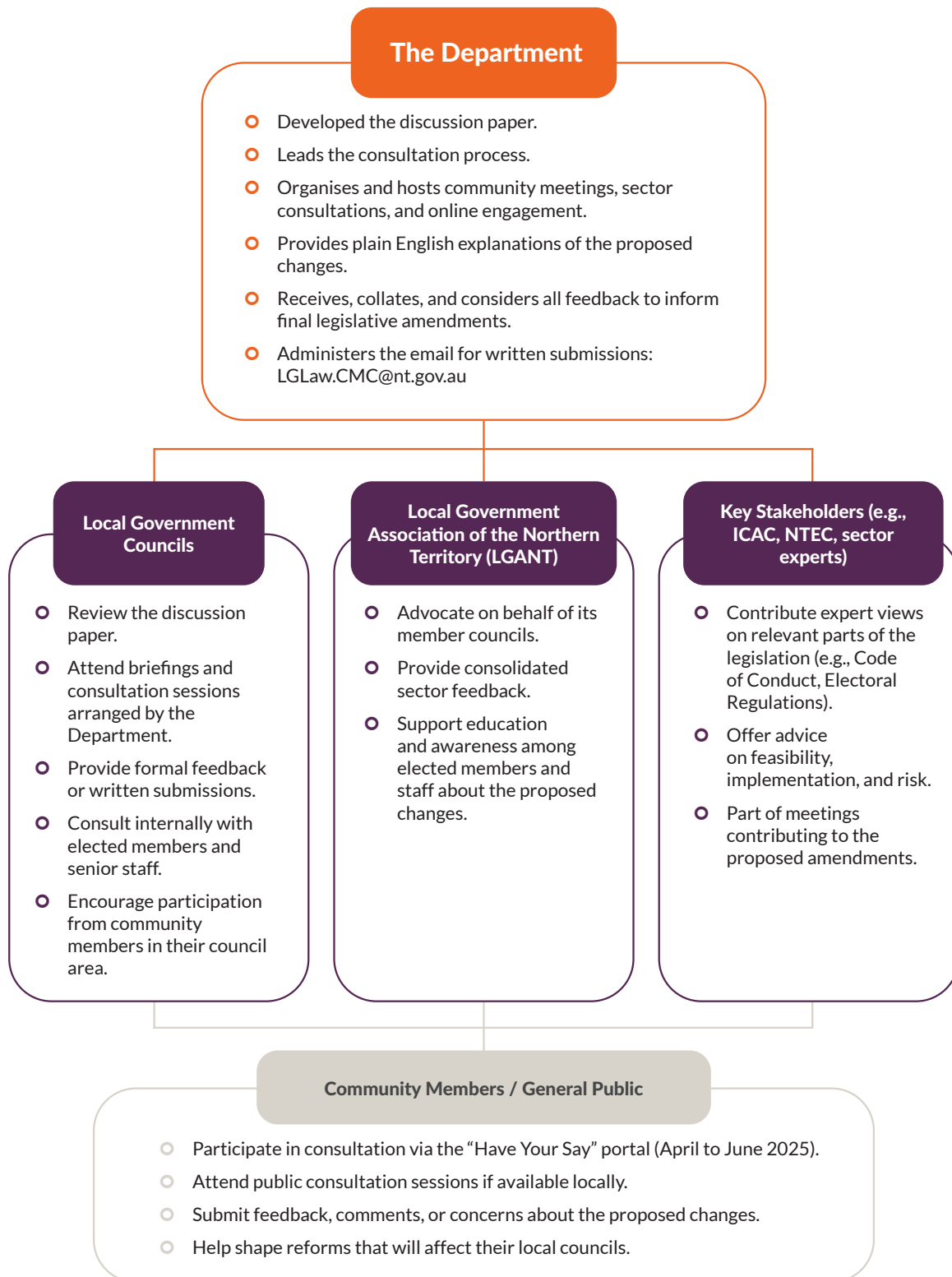
- **Part A** covers Chapters 1, 2, 3, and 4, which focus on practical amendments to delegations, procurement, and regulatory improvements.
- **Part B** includes Chapters 5, 6 and 7, which deals with superannuation payments, rating frameworks and principal member appointment, requiring more in-depth policy consideration.
- **Part C** will be dedicated to Chapter 8, which addresses the Code of Conduct. Given the foundational role this chapter plays in shaping the integrity and behaviour of elected members, it will be released separately to allow for more detailed feedback and discussion.



We welcome your comments on the issues raised and encourage suggestions that will help improve the legislation and support strong, responsive local government across the Northern Territory.



## Roles and Responsibilities



## How to use this paper

The structure of the discussion paper is summarised here. The discussion paper can be read as a whole, or for readers who have a particular interest each chapter largely stands alone.

Chapters reflect the key topics for discussion and review. Each chapter is structured in the following way.

### Current Arrangements

The current provisions of the Act are described

### Key Issues

An analysis of key issues raised by current arrangements.

### Background

This section provides reference to any research, consultation findings, observations and outlines possible ideas from other jurisdictions. These are options for people to think about and discuss. They are not final decisions. They do not reflect the government's position, they are open for debate.

### To Consider

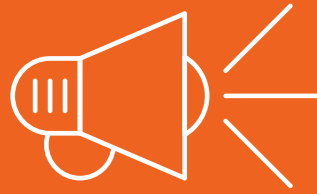
Each chapter includes this section to help guide discussion. These proposals encourage readers to think about possible solutions.  
The aim is to hear from councils, stakeholders, and community members to collectively resolve these issues.

## Next Steps

The consultation timeline articulates the broad range of activities scheduled to follow the release of this paper. Please check the Department web pages for further information.

## Consultation Timeline

Key Action	Anticipated date of delivery	Lead Party	Comments
Release of Discussion paper Part A	31 March 2025	Department	The discussion paper sent to all local government councils, LGANT, as well as any identified key stakeholders.
Note – Discussion paper Part B and Part C to be released in stages			
Website information update	4 April 2025	Department	The Discussion Paper is available on to the Department website including information about why the changes are beneficial to the sector.
Information Session – Part A	4 April 2025	Department	Covers Chapters 1, 2, 3, and 4. Introductory workshop to explain changes.
Information Session – Part B	11 April 2025	Department	Covers Chapters 5, 6 and 7. Introductory workshop to explain changes.
Information Session – Part C	29 April 2025	Department	Covers Chapter 8 – Code of Conduct. Introductory workshop to explain changes.
“Have Your Say” commences	22 April – 20 June 2025	Community/ Stakeholders	<p>A “Have your say” questionnaire on Department website for direct feedback on the proposed amendments to the Act.</p> <p>The discussion paper will be available to download on the website.</p>
Sector consultation	22 April – 20 June 2025	Department & Councils	<p>Sector consultation will be conducted concurrently with the online “Have Your Say” consultation.</p> <p>Sector consultation will take the form of a “road-show.” The Department will arrange to visit all local government councils in the first instance, where possible.</p> <p>An online consultation will be arranged where an in-person visit is not feasible.</p> <p>Elected members and council officials will have an opportunity to ask any questions to clarify matters that are unclear, as well as to provide feedback on the amendments.</p>
Collation of feedback	20-30 June 2025	Department	Collation of all feedback from the consultation process to inform the drafting of the final amendments.



## How to Have Your Say

Your input on the proposed amendments to the LGA can be provided to:

 [LGLaw.CMC@nt.gov.au](mailto:LGLaw.CMC@nt.gov.au)

Please check the Department web pages for further information about online information sessions and consultations.

All feedback, written submissions and community consultation will be completed by **30 June 2025**.



# CHAPTER 1



# Delegations

## Current Arrangements

Section 40 of the Act relates to delegations and enables a council to delegate powers and functions to certain other persons or entities.

Section 40(2) provides as follows:

*A delegation may be made to:*

- a. the CEO; or*
- b. a council committee; or*
- c. a local authority; or*
- d. a local government subsidiary.*

Under section 40(3) of the Act, a tender process can be delegated to the CEO of a council.

Under section 90 a newly elected council is required to set the schedule for holding of ordinary council meetings for the term of the council. Regulation 19 of the *Local Government (General) Regulations 2021* provides that if a council does not schedule an ordinary meeting at least once in each month, the council must delegate to a council committee the necessary powers to carry out, on behalf of the council, financial functions of the council in the months the council does not schedule an ordinary meeting.

Section 82(3) of the Act provides that members of a council committee may consist of, or include, persons who are not members of the council.

## Key Issues

### Tenders

Councils can delegate tender decisions to the CEO, however in some cases, councils are not being provided with information (in a timely fashion, or at all) about the outcome of tenders that the CEO has decided on.

Regulation 38 of the Regulations set out the requirements for tender processes undertaken pursuant to regulation 36.

Greater clarity is needed on when and how information about delegated tender decisions should be reported back to council.

### Committees

A council committee is not subject to the same procedural and accountability requirements as the other delegates presently listed in section 40(2). Section 82(3) of the Act provides that members of a council committee may consist of, or include, persons who are not members of the council.

This can be problematic when non-elected members are delegated powers and functions of council when not having the full range, or potentially any range of, council views and representation or information.



## Background

Part of the work the current round of amendments is designed to overcome is to reduce the potential for conflict between elected members and the CEO as to the availability of information, and to clarify the roles and responsibilities of the elected members and the CEO.

The 2024 Western Australia local government reforms proposed that local governments introduce Council Communications Agreements between the council and the CEO.<sup>1</sup> The purpose of these agreements was to clearly set out what information was to be provided to councillors, how it would be provided, and timeframes for the provision of that information. A default agreement was developed and was deemed to apply to all councils. For any variation to the default agreement, the CEO and an absolute majority of council needed to agree, with the varied agreement to specify how information should be requested and received.

Provisions in the default agreement about how elected members could receive information was to remain unchanged.

While the introduction of a Council Communication Agreement is not presently proposed in the Northern Territory, one of the purposes of amendment to the delegations provisions in the Act, is to clarify the roles and responsibilities as between the elected members, who are responsible to their communities, and to the CEO, who is tasked with supporting and administering the decisions made by the elected members.

## To Consider

It is proposed to remove or restrict the ability of councils to delegate their powers and functions to a council committee. The reasoning behind this proposal is that committees are not subject to the same procedural and accountability requirements as an elected council, can contain non-elected members, and do not have the full range of council views and representation or information. Furthermore, the proposal will create a consistency with the intention of section 84 of the Act, which states that a council committee is subject to control and direction by the council.

This needs to be considered in the context of each council's schedule of meetings. Under section 90 a newly elected council is required to set the schedule for holding of ordinary council meetings for the term of the council. Regulation 19 of the *Local Government (General) Regulations 2021* provides that if a council does not schedule an ordinary meeting at least once in each month, the council must delegate to a council committee the necessary powers to carry out, on behalf of the council, financial functions of the council in the months the council does not schedule an ordinary meeting.

Section 82(3) of the Act provides that members of a council committee may consist of, or include, persons who are not members of the council. This can be problematic when non-elected members are delegated powers and functions of council when not having the full range, or potentially any range of, council views and representation or information. One solution to this is to amend the Act so that only councillors can be members of a council committee. This will preserve governance flexibility whilst upholding accountability.

Amendments to section 40(4) will also need to be considered. Section 40(4) of the Act provides:

*A council may delegate to the CEO the following:*

- a. *the power to enter into a transaction on conditions that are not arm's length conditions if the transaction will provide a community benefit;*
- b. *the power to waive a fee for service (wholly or partly) under section 289(4) if the waiver will provide a community benefit.*

*Note for subsection (4)(b)*

*A decision to waive a fee for service (wholly or partly) under section 289(4) requires a council resolution.*

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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## CHAPTER 2



# Miscellaneous Amendments to the Local Government Act 2019

## i. Offences for conflicts of interest

### Current Arrangements

Section 73(1)(c) (i) of the Act reads:

1. "A person commits an offence if:
  - a. the person is a staff member; and
  - b. the staff member has a personal or financial interest in a matter in regard to which the member is required or authorised to act or give advice; and
  - c. the member does not disclose the interest:
    - i. if the staff member is the chief executive - to the local government subsidiary; or
    - ii. in any other case - to the chief executive."

### Key Issues

The omission of the word 'staff' at subsection (c) has caused confusion as to who commits an offence in the context of this provision.

### To Consider

A minor amendment is proposed to section 73(1)(c) (i) of the Act to add the word "staff" so the provision reads:

1. "A person commits an offence if:
  - a. the person is a staff member; and
  - b. the staff member has a personal or financial interest in a matter in regard to which the member is required or authorised to act or give advice; and
  - c. the staff member does not disclose the interest:
    - i. if the staff member is the chief executive - to the local government subsidiary; or
    - ii. in any other case - to the chief executive."

This is to clarify who commits an offence in the context of this provision.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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## ii. Ordinary and Special Meetings

### Current Arrangements

Section 93 of the Act relates to the publication of notices for ordinary and special meetings of a council.

### Key Issues

Presently, there is no way for the regulator to tell when a notice or business paper was published to the council's website and if it was published within the required timeframe.

### To Consider

It is proposed to amend the section to include a requirement for a date and time of issue to be included on published notices.

Corresponding amendments to regulations 102 -105 of the *Local Government (General) Regulations 2021* will also be required.

**Prompting Questions for Feedback on Proposed Amendments**

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

**1. Do you support the proposed change?**

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

**2. Please explain your selection.**

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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**3. How do you think this proposal will impact your council or community in practice?  
(Open-ended response)**


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**4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)**


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**5. Do you have any additional comments or examples to support your feedback?  
(Optional – open-ended response)**


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### iii. Holding of Elections

#### Current Arrangements

Section 160 of the Act currently permits the Minister to extend the time for holding an election, or for taking any step in relation to holding of an election.

Section 11(1)(a) of the Act relates to public notice for matters in relation to elections. Subsection (1) states:

*"If this Act requires public notice to be given about a matter in relation to an election, notice about the matter must be published as follows:*

*the returning officer for the election must publish information about the matter in a newspaper circulating in the relevant local government area;..."*

#### Key Issues

There may be circumstances where an emergency event requires the election to be postponed at short notice (for example a critical weather event) and timely changes with adequate public notice are critical.

Statutory requirement to provide public notice for matters in relation to elections via newspaper is not keeping up with modern practices and may not be the best medium or communication channel.

#### To Consider

The NTEC has proposed the introduction of a provision that also allows the returning officer to make a change to the election day in an emergency, for a period of not more than 21 days. This process has been proposed to increase efficiency and practicality when time is of the essence during a critical weather event. This is consistent with powers in other jurisdictions.

It is proposed to amend the requirement for public notices in relation to elections be in a manner deemed most appropriate by the returning officer for the relevant local government area. This will ensure that the statutory requirements for public notices for elections are in line with the tranche one amendments of removing newspaper notification (unless that is deemed the most appropriate method), and to ensure that notifications for elections of local government councils are in a manner that is meaningful and targeted for the relevant local government area.

The NTEC has recommended that the statutory requirement to provide public notice for matters in relation to elections be permitted in a format and via a communication channel deemed most appropriate by the returning officer with the aim to maximise distribution of the information in the relevant local government area. This proposed amendment is in line with the sector feedback regarding modernising requirements for public notices, which was introduced during the first tranche of amendments of the Act in March 2025.

It is noted that this proposed amendment will require a consequential amendment to section 5 of the *Electoral Act 2004* to ensure consistency across Territory legislation.

**Prompting Questions for Feedback on Proposed Amendments**

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

**1. Do you support the proposed change?**

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

**2. Please explain your selection.**

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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**3. How do you think this proposal will impact your council or community in practice?  
(Open-ended response)**


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**4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)**


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**5. Do you have any additional comments or examples to support your feedback?  
(Optional – open-ended response)**


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## CHAPTER 3





## Tenders by council or local government subsidiaries and procurement exemptions

This proposal will require amendment to the Local Government (General) Regulations 2021. Part 2 Division 12 Subdivision 1 of the Regulations sets out the general requirements that councils must adopt when seeking quotations and tenders for supplies.

### Current Arrangements

Regulation 36(1) sets out the processes to be adopted when a council or local government subsidiary seeks a tender under regulation 34(2)(c) or 35(2)(b) or proposes to obtain supplies at a cost of more than \$150,000.

Regulation 36(6) requires a tender panel to report to the CEO in relation to the tenders. This panel must be convened by the CEO.

Regulation 36(8) requires the CEO to provide that report to the council or local government subsidiary.

Regulation 38 lists certain circumstances where a quotation or tender is not required under regulation 36.

### Key Issues

Some CEOs have delayed or not provided a tender report to the council, arguing that information is confidential and not in the public domain. This means elected council members may not be aware of details for some months.

There appears to be some conflict between the CEO being required to report to council, notwithstanding the CEO has been given a financial delegation to approve expenditure or to enter a contract on behalf of the council.

### To Consider

To overcome the confusion caused by Regulation 36(8), it could be updated to clarify that the report be provided to council at its next ordinary meeting. Confidential sessions can be used if appropriate, to preserve the privacy of any contract and other commercial considerations. It can be further updated to clarify the reporting process required when a tender process has been delegated.

It is proposed that regulation 38 be updated to state that a quarterly report is required to be presented to Council articulating the instances and reasons if a council elects not to seek quotations or to go to tender.

These proposed amendments are consistent with the functions of council under section 22 of the Act, which includes making prudent financial decisions, planning the use of council resources for the benefit of its area, and to manage the employment of the CEO.

This means that it is the elected members who are responsible for monitoring and understanding council finances. The amendment to regulation 38 would enable council to better monitor compliance with the Act and Regulations.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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## CHAPTER 4



# Amendments to Local Government (Electoral) Regulations 2021

## Current Arrangements

Regulation 26(1)(a) Postal vote application period: Applications for postal votes currently open three months ahead of the election day.

Regulation 26(1)(b) Postal vote application period: Applications for postal votes for local government by-elections currently open after the invitation for nomination of candidates.

Regulation 35 Publishing of candidate statements: This regulation allows a candidate to lodge a candidate statement.

Regulation 65 Scrutiny of postal votes and elector signature matching: This regulation currently requires an elector's signature on a postal vote certificate to be matched with the signature on their postal vote application, before the NTEC will permit the postal vote to be admitted to scrutiny.

Regulation 87 relates to Electoral costs.

## Key Issues

Applications for postal votes for currently open three months ahead of the election day. It is acknowledged that some people would prefer to apply for a postal vote earlier, to ensure they do not miss out on the opportunity to vote is not missed.

Applications for postal votes for local government by-elections currently open after the invitation for nomination of candidates. In some cases, this does not allow a lot of time for delivery, particularly if the postal vote must be delivered to an international location.

Publishing of candidate statements allows a candidate to lodge a candidate statement, however there is no requirement for these statements to be made available to voters. Voters have no access to this information.

Scrutiny of postal votes and elector signature matching currently requires an elector's signature on a postal vote certificate to be matched with the signature on their postal vote application, before the NTEC will permit the postal vote to be admitted to scrutiny. However, most postal vote applications are now made online, meaning there is no way to 'match up' signatures.

There has been conflict between NTEC and councils regarding the costs of managing persons who fail to vote in council elections and by-elections. There has been a divergence of opinion on whether these costs are 'reasonable costs and expenses of conducting the election' as provided for in regulation 87(1) & (2).

## Background

Given that Northern Territory local government elections are presently scheduled to occur during

August 2025, it is proposed that a submission to the Executive Council be prepared at the same time that public consultation on proposed amendments to the Act occur. This will enable the Executive Council to consider the proposals, and if approved, recommend their implementation to the Administrator in advance of the elections.

While it is anticipated these proposed amendments will be in operation as at the date of the local government elections, it is noted that any amendment to Regulation 26 will not take effect until 1 January of a general election year. This means that time has already passed for this amendment to apply in the 2025 elections.

## To Consider

Regulation 26(1)(a) Postal vote application period: The regulation could be updated to allow postal vote applications from 1 January in a general election year. It is noted that this proposed amendment will not change the impact of regulation 26(2), which states that a person who is a registered postal voter within the meaning of the Electoral Act 2004 is taken to have applied for a postal vote for a local government election.

Regulation 26(1)(b) Postal vote application period: The regulation could be revised to allow electors to apply for a postal vote immediately the NTEC is notified of the casual vacancy, allowing the maximum amount of time for an elector to receive their postal vote.

Regulation 35: The NTEC has proposed an amendment to this regulation, to allow the NTEC to publish candidate statements on its website. This will facilitate greater accessibility of information for voters and enhance democracy.

Regulation 65 Scrutiny of postal votes and elector signature matching: It is proposed to remove the requirement to 'match up' an elector's signature before admitting a postal vote to scrutiny. Updating the present requirement will reflect modern voting processes.

Regulation 87 Electoral costs: The NTEC proposes an amendment to clarify that the costs of managing non-voters are not part of the conduct of an election and are therefore not part of reasonable costs passed on to a council. Include a sub-regulation stating that costs for management of non-voters does not form part of the reasonable costs and expenses of conducting an election.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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# 2025 – Amendments to the Local Government Act 2019

## Discussion Paper - Part B





<b>Document title</b>	<b>2025 - Amendments to the Local Government Act 2019</b>
<b>Contact details</b>	Department of Housing, Local Government and Community Development
<b>Approved by</b>	Brent Warren, Deputy CEO DHLGCD
<b>Date approved</b>	7 April 2025
<b>Document review</b>	N/A
<b>TRM number</b>	N/A

<b>Acronyms</b>	<b>Full form</b>
<b>“The Department”</b>	Department of Housing, Local Government and Community Development
<b>LGA “The Act”</b>	<i>Local Government Act 2019</i>
<b>LGANT</b>	Local Government Association of the Northern Territory
<b>LGCDU</b>	Local Government and Community Development Unit
<b>MCoC</b>	Model Code of Conduct
<b>NT</b>	Northern Territory
<b>NTEC</b>	Northern Territory Electoral Commission
<b>SGCC</b>	Standing Governance and Code Committee

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## Foreword

**The Local Government Act 2019 provides the legal foundation for how councils operate and make decisions in the Northern Territory. Following ongoing feedback and experience in applying the Act, several areas for improvement have been identified.**

In particular, the *Local Government (General) Regulations 2021* and the *Local Government (Electoral) Regulations 2021* have presented challenges that need to be addressed. This paper forms part of a staged approach to strengthen the overall framework, and it represents the second set of proposed amendments.

These proposals aim to improve how councils' function and support greater transparency, accountability, and fairness in local government decision-making. The paper invites feedback and input from councils, elected members, stakeholders, and the community.

The key topics covered include:

- **Chapter 1** – Delegations
- **Chapter 2** – Miscellaneous Amendments to the Local Government Act 2019
- **Chapter 3** – Tenders by council or local government subsidiary & procurement exemptions
- **Chapter 4** – Amendments to Local Government (Electoral) Regulations 2021
- **Chapter 5** – Superannuation Payments for Elected Members
- **Chapter 6** – Conditional Rating and Rates Exemptions for social and affordable housing
- **Chapter 7** – Appointment of principal member of council
- **Chapter 8** – Code of Conduct

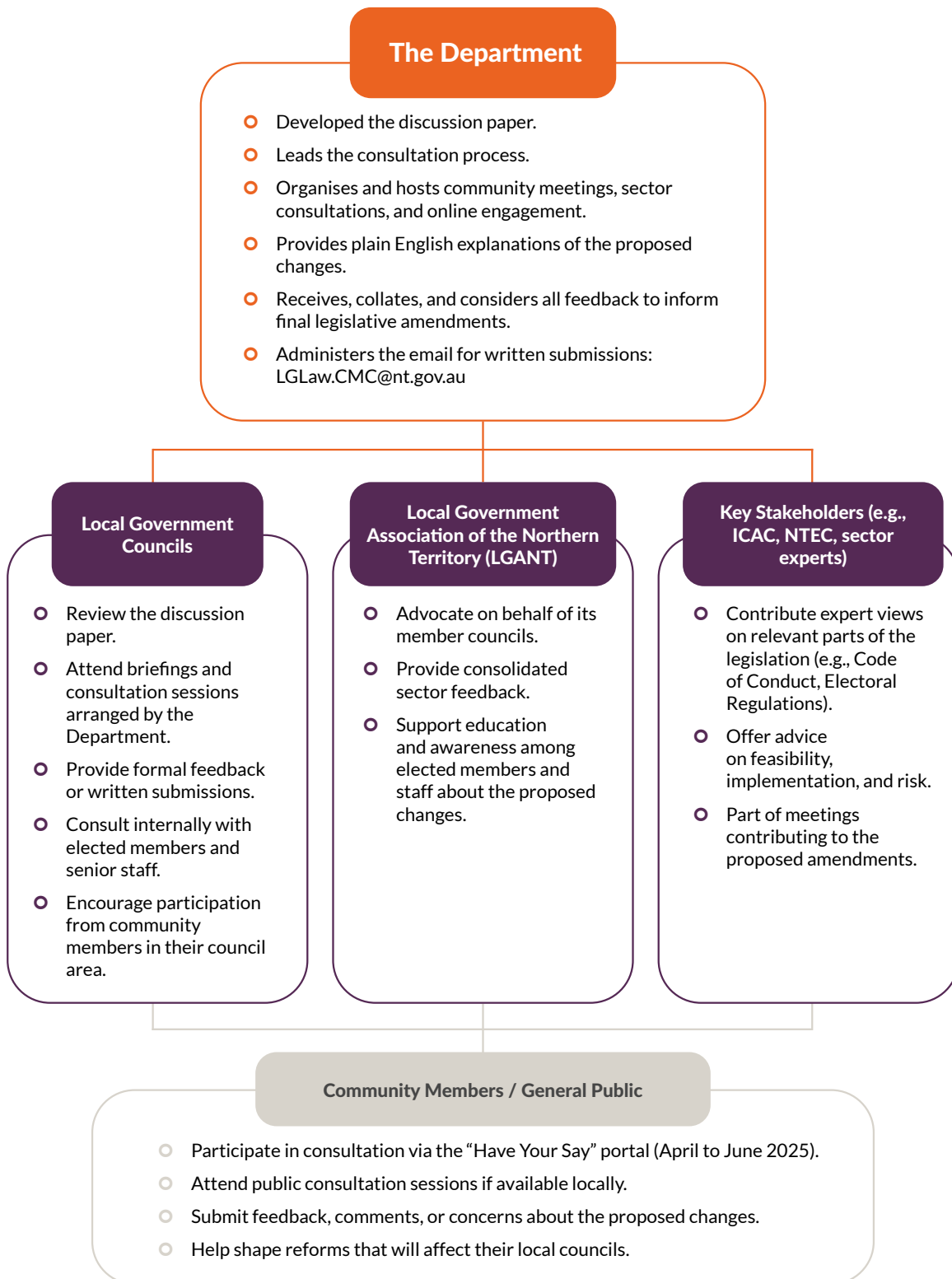
To facilitate focused consultation and ensure stakeholders have adequate time to consider and respond to the proposed changes, the amendments will be released across three parts. This structured release recognises the breadth of topics and their varying levels of complexity and significance to councils, elected members, and the broader community.

- **Part A** covers Chapters 1, 2, 3, and 4, which focus on practical amendments to delegations, procurement, and regulatory improvements.
- **Part B** includes Chapters 5, 6 and 7, which deals with superannuation payments, rating frameworks and principal member appointment, requiring more in-depth policy consideration.
- **Part C** will be dedicated to Chapter 8, which addresses the Code of Conduct. Given the foundational role this chapter plays in shaping the integrity and behaviour of elected members, it will be released separately to allow for more detailed feedback and discussion.



We welcome your comments on the issues raised and encourage suggestions that will help improve the legislation and support strong, responsive local government across the Northern Territory.

## Roles and Responsibilities



## How to use this paper

The structure of the discussion paper is summarised here. The discussion paper can be read as a whole, or for readers who have a particular interest each chapter largely stands alone.

Chapters reflect the key topics for discussion and review. Each chapter is structured in the following way.

### Current Arrangements

The current provisions of the Act are described

### Key Issues

An analysis of key issues raised by current arrangements.

### Background

This section provides reference to any research, consultation findings, observations and outlines possible ideas from other jurisdictions. These are options for people to think about and discuss. They are not final decisions. They do not reflect the government's position, they are open for debate.

### To Consider

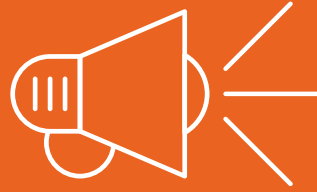
Each chapter includes this section to help guide discussion. These proposals encourage readers to think about possible solutions.  
The aim is to hear from councils, stakeholders, and community members to collectively resolve these issues.

## Next Steps

The consultation timeline articulates the broad range of activities scheduled to follow the release of this paper. Please check the Department web pages for further information.

## Consultation Timeline

Key Action	Anticipated date of delivery	Lead Party	Comments
Release of Discussion paper – Part B	14 April 2025	Department	The discussion paper sent to all local government councils, LGANT, as well as any identified key stakeholders.
Website information update	14 April 2025	Department	The Discussion Paper is available on to the Department website including information about why the changes are beneficial to the sector.
Information Session – Part B	28 April 2025	Department	Covers Chapters 2, 3 and 4. Introductory workshop to explain changes.
Information Session – Part C	28 April – 20 June 2025	Department	Covers Chapter 1 – Code of Conduct. Introductory workshop to explain changes.
“Have Your Say” commences	21 April – 20 June 2025	Community/ Stakeholders	A “Have your say” questionnaire on Department website for direct feedback on the proposed amendments to the Act.  The discussion paper will be available to download on the website.
Sector consultation	20-30 June 2025	Department & Councils	Sector consultation will be conducted concurrently with the online “Have Your Say” consultation.  Sector consultation will take the form of a “road-show.” The Department will arrange to visit all local government councils in the first instance, where possible.  An online consultation will be arranged where an in-person visit is not feasible.  Elected members and council officials will have an opportunity to ask any questions to clarify matters that are unclear, as well as to provide feedback on the amendments.
Collation of feedback	20-30 June 2025	Department	Collation of all feedback from the consultation process to inform the drafting of the final amendments.



## How to Have Your Say

Your input on the proposed amendments to the LGA can be provided to:

 [LGLaw.CMC@nt.gov.au](mailto:LGLaw.CMC@nt.gov.au)

Please check the Department web pages for further information about online information sessions and consultations.

All feedback, written submissions and community consultation will be completed by **30 June 2025**.





## CHAPTER 5



# Superannuation Payments for Elected Members

## Current Arrangements

The Northern Territory legislation does not currently require the payment of superannuation to elected members. Some councils have taken up the option to “opt-in” to payment of superannuation through making a unanimous resolution.

Members of a local government council may unanimously resolve that they wish to be subject to PAYG taxation and then be eligible for the superannuation guarantee rate on top of their member allowances.

Member allowances continue to be determined by the Remuneration Tribunal pursuant to the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

By unanimously resolving to be subject to the federal legislation, a local government council has resolved to be treated as an eligible local governing body.

## Key Issues

LGANT and a number of councils have advocated for improved remuneration and conditions, including payment of superannuation, to support the attraction and retention of elected members.

In Australia, superannuation is regulated by the Commonwealth Government. For a person to be entitled to the superannuation guarantee rate (currently 11%; 12% after July 2025) on their remuneration, they must meet the extended definition of ‘employee’ under section 12 of the Commonwealth’s Superannuation Guarantee (Administration) Act 1992 (SGA Act).

Section 12(9A) of the SGA Act provides that “subject to subsection (10), a person who holds office as a member of a local government council is not an employee of the council”.

Section 12(10) provides that a “person covered by paragraph 12-45(1)(e) in Schedule 1 to the *Taxation Administration Act 1953* (about members of local governing bodies subject to PAYG withholding) is an employee of the body mentioned in that paragraph.

This means that unless the Australian Taxation Office (ATO) declares a council as an eligible local governing body, contributions made on behalf of elected members may not qualify for tax concessions.

There are several challenges with the Commonwealth framework as it relates to local government councils including:

- getting a unanimous resolution may be difficult,
- there are political sensitivities around a council resolving to pay itself superannuation contributions,
- entering PAYG withholding arrangements (having taxation taken out of allowances before they are paid) may have implications for other financial arrangements of individual members.



## Background

The Australian Local Government Association (ALGA) and jurisdictional counterparts, including LGANT, have advocated about superannuation for council members to the Commonwealth government. The Commonwealth has been asked to consider deeming all council members to be employees for the purposes of the SGA Act, irrespective of whether their council has entered into PAYG arrangements. To date, the Commonwealth has not indicated an intention to do so.

## Jurisdictional Comparison

Queensland, New South Wales and Western Australia have amended their local government legislation so that councils may resolve to make contributions into superannuation accounts for elected members. However, there is some doubt whether contributions made by a Queensland or New South Wales council into member superannuation accounts attract the tax concessions (at contribution, accumulation and withdrawal stages) applicable to employer superannuation contributions made under the SGA Act. The Western Australian *Local Government Amendment Act 2024* at section 64(5) expressly states that a superannuation contribution payment paid under that legislation is not salary for the purposes of any written law.

Inserting similar provisions into the Northern Territory legislation would not ensure Northern Territory council members could benefit from all the tax concessions for superannuation, without also seeking the ATO's recognition of Territory local government councils as eligible local governing bodies under the *Taxation Administration Act 1953*.

## Queensland

In Queensland, the exact policy (including whether additional voluntary contributions are allowed) may vary between different local councils, as each council sets its own remuneration and benefits in line with the Remuneration Procedures prescribed by the Queensland Local Government Remuneration Commission. Councils must resolve unanimously to be an 'eligible local governing body' under section 446-5 of the *Taxation Administration Act 1953* (Cth), councillors are regarded as employees and superannuation guarantee contributions must be paid as a minimum. If a council has not resolved to be an eligible local governing body, it is up to the council to decide whether it will make contributions for the councillor.

A maximum contribution rate of 12% applies (see section 226 of the *Local Government Act 2009* (Qld)).

Queensland local government elected members may also enter into agreements with their council to sacrifice some of their remuneration into superannuation, with these contributions treated the same way as employer contributions. This means they are taxed at 15% and count toward the concessional contributions cap.

The costs of paying superannuation to council members is met by each local government out of its existing budget. This may have implications for the setting of future rates.

## Western Australia

As part of the 2024 local government reform in Western Australia, councils can now choose to pay superannuation to elected members by an absolute majority decision. Further changes will commence on 19 October 2025, when prescribed classes of council must compulsorily start to pay superannuation to council members. Other smaller prescribed councils will be entitled to 'opt in' to paying superannuation<sup>1</sup>.

Superannuation is paid into the members nominated account; if a member does not nominate an account, then it is not paid, thereby creating an 'opt out' option for individual council members.

The costs of paying superannuation for council members is met by each local government out of its existing budget. This may have implications for the setting of future rates. The cost varies, depending upon what fees and allowances the Western Australia Salaries and Allowances Tribunal, and the council, have determined to pay for the mayor/president and councillors, and how many council members there are.

For these reasons, only councils with an identified capacity to pay superannuation were prescribed as compulsory superannuation councils.

## Victoria

The Victorian equivalent of the NT Remuneration Tribunal determined that council members not receiving the superannuation guarantee rate were to receive an additional allowance equivalent to the level of the rate.

It would be possible to enable the Victorian approach by amending the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, noting that it would still be at the discretion of the Tribunal to increase allowances in that way.

<sup>1</sup> <https://www.dlgsc.wa.gov.au/departments/news/news-article/2025/01/31/new-provisions-for-council-member-superannuation-payments>; see also "Superannuation for council members" fact sheet, Department of Local Government, Sport and Cultural Industries (WA) accessed at <https://www.dlgsc.wa.gov.au/departments/publications/publication/superannuation-for-council-members>.

### Parity with Members of the NT Legislative Assembly

There is a natural comparison between elected council members and Members of the Legislative Assembly (MLAs). In the Northern Territory, MLAs receive superannuation as a matter of course under a framework established by the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

This entitlement is not contingent on council decisions or opt-in processes—it reflects the expectation that public office, regardless of level, involves time, responsibility, and service that warrant a basic retirement benefit. Superannuation arrangements are administered through PAYG taxation and employer contributions, and are set by the independent NT Remuneration Tribunal, providing consistency and transparency across all members.

### Distinct Roles and Governance Structures

While comparisons are often drawn between MLAs and local government elected members, it is important to recognise that the two operate in fundamentally different spheres of government. The treatment of MLAs as employees for remuneration and superannuation purposes reflects the legal and institutional arrangements of the parliamentary system.

Local government, by contrast, functions under a distinct governance framework with different powers, responsibilities, and legislative oversight. As a result, entitlements provided to MLAs do not automatically translate to council members, and any reform must acknowledge these structural differences.

### To Consider

Given that MLAs are treated as employees for the purpose of superannuation and taxation under a standing legislative framework, should there be broader consideration of whether local government elected members should receive similar treatment—at least in limited respects such as superannuation—through a Territory-wide mechanism to support consistency and clarity?

Given the variation between councils' capacity to pay superannuation to elected members in the Northern Territory, an 'opt in' proposal is suggested, as was implemented for smaller prescribed councils in Western Australia, and largely following the Queensland model.

The compulsory payment of superannuation is not being proposed.

What is being proposed is for the Act to be amended to state that superannuation may be paid to elected members. Councils will also have the option to make a superannuation contribution on behalf of the elected members as a portion of those members' fees.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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## CHAPTER 6



## Conditional Rating and Rates Exemptions for social and affordable housing

### Current Arrangements

Chapter 11 of the LGA deals within rates and charges that may be imposed by local councils.

#### Conditional Rating

Conditionally rateable land refers to land subject to a rating system that falls outside the control of local government. Under the Act, conditional rating refers to the mechanism whereby the appropriate Minister, instead of a council, sets the level of rates for certain types of land located in the Northern Territory.

Section 219(1) of the Act states that conditionally rateable land is:

- Land held under a pastoral lease
- Land occupied under a mining tenement
- Other land prescribed by regulation.

As the Mining Management Act 2001 was repealed in July 2024, section 7 of the Act, which defines “mining tenement,” needs to be updated to change the reference from the old *Mining Management Act 2001* to the new *Environment Protection Act 2019*. Part 5A of the Environment Protection Act 2019 now regulates the carrying out of mining activities on mineral titles and requires a person carrying out mining activities to hold an environmental (mining) licence that authorises that activity.

### Opportunities to Strengthen the Framework

While the current approach under section 219 of the *Local Government Act 2019* (NT) enables the Minister to determine rates for conditionally rateable land, including pastoral leases and mining tenements, there is scope to explore whether a more contemporary model could apply.

In other jurisdictions such as Western Australia, local governments are empowered to set differential rates for land use types, including mining and pastoral categories, while retaining safeguards through oversight thresholds. A carefully calibrated shift towards greater local government discretion, accompanied by protective mechanisms, could offer a more responsive and regionally tailored approach to rating.

## Key Issues

The rating of pastoral leases and mining tenements in the Northern Territory has historically been determined by the Minister. This model recognises the strategic economic significance of these sectors and the need to balance local government revenue with broader industry stability.

In other jurisdictions, such as WA and NSW, local governments have a more direct role in setting rates for these land types, often accompanied by legislative safeguards or oversight mechanisms. A key issue is whether the NT should explore a more flexible approach, allowing for greater regional responsiveness, while maintaining consistency in valuation methods and predictability for landholders.

Any change would need to support long-term financial sustainability for councils and be introduced in a staged, consultative manner that respects the contribution of the mining and pastoral sectors to the Territory economy.

## Background

### Considerations for a Measured Approach

Any future adjustment to the rating powers over conditionally rateable land must be approached carefully and with regard to the broader economic environment. The mining and pastoral sectors have historically relied on the predictability of Ministerially determined rates under section 219 *Local Government Act 2019*.

If change is considered, it would require clear transitional rules, and staged timeframes. These sectors contribute significantly to regional economies and infrastructure and should be brought along through transparent processes, supported by consistent valuation methods and legislative clarity.

### Jurisdictional Comparison

Jurisdictions across Australia have adopted various models to manage the rating of pastoral and mining land. In Western Australia, section 6.33 *Local Government Act 1995* (WA) allows councils to apply differential rates by land use.

In New South Wales, rating categories are prescribed under section 493 of the *Local Government Act 1993* (NSW), including a specific category for mining. In Victoria, under Part 8 of the *Local Government Act 1989* (Vic), valuation for rating purposes generally uses the unimproved capital value (UCV), excluding the value of any extracted resources.

These models reflect a common emphasis on land use-based categories, transparent valuation, and procedural safeguards. Consideration could be given to drawing from these features to support a more regionally responsive and sustainable framework in the Northern Territory.

### Mining Tenements

An existing restriction on the conditional rating of mining tenements is found in the conditions of the Gazette notice made by the Minister each year, which is accessible via <https://dhlgcd.nt.gov.au/local-government/conditionally-rateable-land>. Since conditional rating began in 2008, the notice has always included a restriction in the following (or similar) words:

*"contiguous tenements or reasonably adjacent tenements held by the same person are to be rated as if they were a single tenement".*

The grouping of contiguous and/or reasonably adjacent tenements as a single tenement can have a significant effect, as most mining tenements are subject to the minimum rate. Currently, when a person owns multiple mining tenements that are connected or close together, they are treated as one property for rate-setting purposes. This reduces the total rates they pay, since most tenements only get charged the minimum rate.



### To Consider

- Should a comparable valuation method for pastoral leases and mining tenements be considered to provide clarity and comparability across regions?
- Would introducing a threshold for rate increases during any adjustment period support stability for the mining and pastoral sectors?
- Should local governments be enabled to apply differential rating powers for conditionally rateable land, subject to safeguards similar to other jurisdictions (e.g. Ministerial review if rates exceed a set threshold)?
- How can rating adjustments be phased in to ensure both fiscal sustainability for councils and affordability for ratepayers in the mining and pastoral sectors?

#### Mining Tenements

In order to address the issue of mining tenements grouped for rating purposes, there is a proposal to gradually phase out this rule over ten years, allowing councils to charge rates on each tenement separately in the future.

A further amendment is proposed to section 224 of the Act to make it clearer that councils may apportion rates on conditionally rateable land. At present there is confusion whether councils can impose rates on a pro-rata basis for land which either becomes or ceases to be rateable during a financial year. The proposed amendment will clarify that councils are permitted to apportion the amount of rates payable to the amount of time the land was rateable.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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# Rates Exemptions

## Current Arrangements

Section 222 of the Act provides that land used for a non-commercial purpose by a public benevolent institution (PBI), or a public charity is exempt from rates.

## Key Issues

1. **Defining “Non-Commercial” Use for Charitable Rate Exemptions**  
Section 222(1)(g) of the Local Government Act 2019 (NT) provides a general exemption from rates for land used for charitable purposes. However, uncertainty remains around what constitutes “non-commercial” use—particularly when charitable organisations, such as community housing providers, charge rent. The tension lies in balancing financial sustainability for providers with the original intent of charitable exemptions.
2. **Clarifying the CEO (Housing)’s Ongoing Liability for Rates**  
Uncertainty exists as to whether the CEO (Housing) is required to pay rates for crown land, in circumstances where the Northern Territory does not occupy the land for the purposes of providing public housing, but a charity or PBI does, and that charity or PBI acts as manager and landlord for the property.
3. **Consistency in Legislative Interpretation**  
A recent NTCAT decision concerning a Community Housing Provider highlighted that charitable status and rental-based housing models can intersect in ways that qualify for rates exemptions under current legislation. While the Tribunal found that the provision of affordable housing at below-market rent served a charitable purpose, the outcome has raised broader questions about how section 222(1)(g) should be interpreted in practice—and whether legislative refinement is required to provide clearer policy intent and consistent application across the sector.

## Background

Research has been conducted on approaches taken by other jurisdictions, but consultation with both the community housing sector and councils is also required.

The implications of any amendment for the broader charitable sector also need to be considered.

### To Consider

Should section 222(1)(g) be clarified to more explicitly define “non-commercial” use in the context of housing provided by charitable organisations that charge rent?

In relation to the provision of public housing, the intention was, and the position remains, for the CEO (Housing) to pay rates for the land. It has been identified that the Act needs to be amended to clarify that the CEO (Housing) will continue to pay rates even though public housing has been provided.

Would clearer legislative criteria help ensure that rates exemptions are applied consistently across the Territory and aligned with the broader objectives of social and affordable housing policy?

Provide clarification: that the CEO(Housing) will continue to pay rates in instances where the Territory no longer occupies the Crown land, but still owns it.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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# CHAPTER 7



# Appointment of principal member of council

## Current Arrangements

Under the Act currently, a principal member of a council may be elected or appointed to the office pursuant to section 60 of the Act, depending on a resolution of that particular council.

Section 61 outlines the procedure for electing or appointing the principal member and the deputy principal member. In particular, section 61 (2) states:

*“If appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council after a general election, appoint one of its members to be the principal member.”*

Section 62 of the Act states that the election or appointment of a principal member ends at the conclusion of the next election.

## Key Issues

A number of matters arise in relation to the timing and method of appointing the principal member following a general election.

One issue is the requirement for councils that appoint their principal member at the first meeting of the council. While this ensures leadership is in place immediately, it may present challenges for newly elected council particularly where councillors are unfamiliar with each other or there is high turnover. The adequacy of the current timeframe warrants further consideration.

A second issue relates to the broader question of how principal members are selected. In the Northern Territory, some councils appoint their principal member from among the elected members, while others are elected to the role by the community at large. This difference raises questions about consistency, community expectations, and the role of the principal member within council and in the public domain.

## Background

### Clarifying the Timeframe for Appointment of the Principal Member

Under section 61(2) of the *Local Government Act 2019* (NT), a council that appoints its principal member must do so at its first meeting after a general election. This ensures immediate leadership but may constrain newly elected members—especially where there is significant turnover or limited familiarity among councillors.

Allowing councils until the fourth ordinary meeting to make this decision could provide time to build working relationships and assess leadership strengths, without causing excessive delays. This flexibility would need to be balanced against the importance of early leadership stability in setting council priorities and engaging with the community.

Councillors individually have no powers outside the council as a whole. Councils act as one to make decisions, not individual councillors. Once elected, councillors come together to make decisions collectively on behalf of all the people in the council area.

### Jurisdictional Models Across Australia

Jurisdictions across Australia adopt a range of approaches to appointing or electing principal members. In Queensland and Tasmania, all mayors are directly elected, reflecting a strong emphasis on public mandate.

In contrast, Victoria and most of New South Wales rely on internal appointment by councillors, with only limited exceptions (such as the Lord Mayor of Melbourne).

Western Australia and South Australia use mixed models, allowing for both methods depending on population size, council structure, or local preference.

These variations reflect different priorities such as democratic visibility, leadership stability, and council cohesion. They provide useful comparisons for the Northern Territory's consideration.

### Standardising the Method of Appointment Across the Sector

Eleven regional and shire councils in the Northern Territory appoint their principal member internally. Seven councils have, by way of special resolution, decided to have their principal member elected.

The proposal to require all councils to appoint their principal member would align the NT with most other jurisdictions, such as New South Wales and Victoria (excluding the Lord Mayor of Melbourne), where internal appointment is the preferred model.

This change would promote consistency and may reduce conflict between elected members and directly

elected mayors. However, it also raises questions about leadership legitimacy, particularly in larger or urban councils where the principal member may have served as a high-profile community representative.

### Framing the Governance Implications

The proposed shift from optional direct election to universal appointment of principal members would redefine the way community leadership is understood at the local level. While it strengthens internal council accountability and reduces the potential for executive-legislative tension, it may also alter the visibility, symbolic role, and perceived mandate of principal members, especially in councils with a public-facing leadership tradition.

The reform reflects a broader sector trend, but careful attention must be given to how the community interprets this change in terms of democratic representation.

## To Consider

Should councils be allowed more time to appoint a principal member following general elections, or is early certainty at the first meeting necessary for effective governance?

It is understood that some councils are not ready to proceed to appointment of a principal member at the first meeting of a council after a general election.

Council members, and particularly those newly elected, may require further time to gauge whether a particular member is suitable for the principal member role.

It is proposed that councils be given until the **fourth** ordinary council meeting after a general election to appoint a principal member. This will enable elected members to properly gauge if a person is suitable.

An interim chair or rotating chair will apply until this time.

Would removing the option for direct election of principal members strengthen consistency?

How would the appointment-only model affect the perceived legitimacy, visibility, and representative role of Principal members in larger municipal councils?

Should there be flexibility to retain direct election in specific urban councils, or is a uniform appointment model more appropriate for sector-wide governance alignment?

Section 62 of the Act states that the election or appointment of a principal member ends at the conclusion of the next election. Amendments are now proposed to change the term of office set out in 62.

Reviewing the fixed-term nature of principal member appointments could improve leadership accountability, particularly if councils are given the option to re-appoint or re-elect mid-way through a term.

No changes are presently proposed to section 61(3) of the Act, as there is no absolute requirement for a council to appoint a deputy principal member.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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### 5. Do you have any additional comments or examples to support your feedback? (Optional – open-ended response)

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# 2025 – Amendments to the Local Government Act 2019

## Discussion Paper - Part C



<b>Document title</b>	<b>2025 - Amendments to the Local Government Act 2019</b>
<b>Contact details</b>	Department of Housing, Local Government and Community Development
<b>Approved by</b>	Brent Warren, Deputy CEO DHLGCD
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<b>Acronyms</b>	<b>Full form</b>
<b>"The Department"</b>	Department of Housing, Local Government and Community Development
<b>LGA "The Act"</b>	<i>Local Government Act 2019</i>
<b>LGANT</b>	Local Government Association of the Northern Territory
<b>LGCDU</b>	Local Government and Community Development Unit
<b>MCoC</b>	Model Code of Conduct
<b>NT</b>	Northern Territory
<b>NTEC</b>	Northern Territory Electoral Commission
<b>SGCC</b>	Standing Governance and Code Committee

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## Foreword

**The Local Government Act 2019 provides the legal foundation for how councils operate and make decisions in the Northern Territory. Following ongoing feedback and experience in applying the Act, several areas for improvement have been identified.**

In particular, the *Local Government (General) Regulations 2021* and the *Local Government (Electoral) Regulations 2021* have presented challenges that need to be addressed. This paper forms part of a staged approach to strengthen the overall framework, and it represents the second set of proposed amendments.

These proposals aim to improve how councils function and support greater transparency, accountability, and fairness in local government decision-making. The paper invites feedback and input from councils, elected members, stakeholders, and the community.

The key topics covered include:

- **Chapter 1** – Delegations
- **Chapter 2** – Miscellaneous Amendments to the Local Government Act 2019
- **Chapter 3** – Tenders by council or local government subsidiary & procurement exemptions
- **Chapter 4** – Amendments to Local Government (Electoral) Regulations 2021
- **Chapter 5** – Superannuation Payments for Elected Members
- **Chapter 6** – Conditional Rating and Rates Exemptions for social and affordable housing
- **Chapter 7** – Appointment of principal member of council
- **Chapter 8** – Code of Conduct

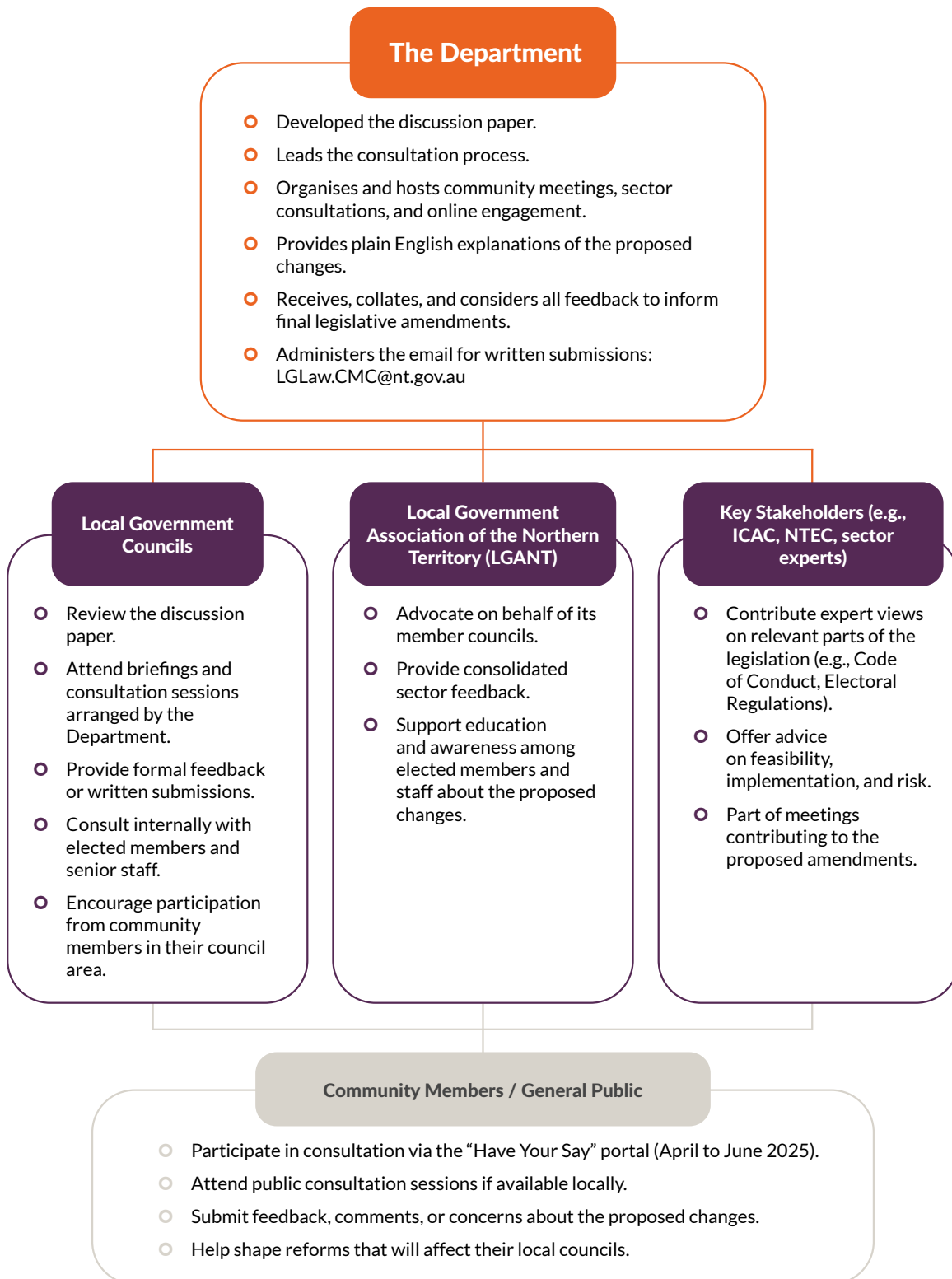
To facilitate focused consultation and ensure stakeholders have adequate time to consider and respond to the proposed changes, the amendments will be released across three parts. This structured release recognises the breadth of topics and their varying levels of complexity and significance to councils, elected members, and the broader community.

- **Part A** covers Chapters 1, 2, 3, and 4, which focus on practical amendments to delegations, procurement, and regulatory improvements.
- **Part B** includes Chapters 5, 6 and 7, which deals with superannuation payments, rating frameworks and principal member appointment, requiring more in-depth policy consideration.
- **Part C** will be dedicated to Chapter 8, which addresses the Code of Conduct. Given the foundational role this chapter plays in shaping the integrity and behaviour of elected members, it will be released separately to allow for more detailed feedback and discussion.



We welcome your comments on the issues raised and encourage suggestions that will help improve the legislation and support strong, responsive local government across the Northern Territory.

## Roles and Responsibilities



## How to use this paper

The structure of the discussion paper is summarised here. The discussion paper can be read as a whole, or for readers who have a particular interest each chapter largely stands alone.

Chapters reflect the key topics for discussion and review. Each chapter is structured in the following way.

### Current Arrangements

The current provisions of the Act are described

### Key Issues

An analysis of key issues raised by current arrangements.

### Background

This section provides reference to any research, consultation findings, observations and outlines possible ideas from other jurisdictions. These are options for people to think about and discuss. They are not final decisions. They do not reflect the government's position, they are open for debate.

### To Consider

Each chapter includes this section to help guide discussion. These proposals encourage readers to think about possible solutions.  
The aim is to hear from councils, stakeholders, and community members to collectively resolve these issues.

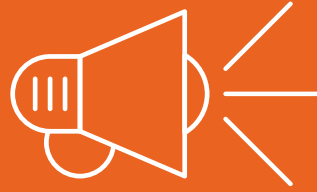
## Next Steps

The consultation timeline articulates the broad range of activities scheduled to follow the release of this paper. Please check the Department web pages for further information.

## Consultation Timeline

Key Action	Anticipated date of delivery	Lead Party	Comments
Release of Discussion paper Part C	14 April 2025	Department	The discussion paper sent to all local government councils, LGANT, as well as any identified key stakeholders.
Website information update	14 April 2025	Department	The Discussion Paper is available on to the Department website including information about why the changes are beneficial to the sector.
Information Session – Part C	28 April 2025	Department	Covers Chapter 1 – Code of Conduct. Introductory workshop to explain changes.
“Have Your Say” commences	28 April – 20 June 2025	Community/ Stakeholders	<p>A “Have your say” questionnaire on Department website for direct feedback on the proposed amendments to the Act.</p> <p>The discussion paper will be available to download on the website.</p>
Sector consultation	21 April – 20 June 2025	Department & Councils	<p>Sector consultation will be conducted concurrently with the online “Have Your Say” consultation.</p> <p>Sector consultation will take the form of a “road-show.” The Department will arrange to visit all local government councils in the first instance, where possible.</p> <p>An online consultation will be arranged where an in-person visit is not feasible.</p> <p>Elected members and council officials will have an opportunity to ask any questions to clarify matters that are unclear, as well as to provide feedback on the amendments.</p>
Collation of feedback	20-30 June 2025	Department	Collation of all feedback from the consultation process to inform the drafting of the final amendments.





## How to Have Your Say

Your input on the proposed amendments to the LGA can be provided to:

 [LGLaw.CMC@nt.gov.au](mailto:LGLaw.CMC@nt.gov.au)

Please check the Department web pages for further information about online information sessions and consultations.

All feedback, written submissions and community consultation will be completed by **30 June 2025**.





## CHAPTER 8



The Local Government and Community Development team delivering professional development training to West Arnhem Regional Council elected members.

# Conduct framework for local government councillors in the Northern Territory

The Code of Conduct (the Code) guides behaviour of the council and decision-making on behalf of the community. The Code lets the community know what standards they can expect from council members. The Department supports councils with advice, guidance, templates, policies and training to promote good governance.

Councillors are first and foremost representatives of their community. The governance role comes with many responsibilities that councillors may not have encountered before.

## Current Arrangements

The Code was established in recognition that local government as an independent sphere of government answerable to their electorate, placing responsibility on councils to manage behavioural issues in the first instance and to ensure that punitive penalties were not weaponised in personal disputes between councillors.

The current framework is designed to require councils to manage behavioural issues in the first instance, with an escalation to the Panels available and, where relevant, there are appeal mechanisms to Northern Territory Civil and Administration Tribunal (NTCAT).

The current conduct provisions within Part 7.4 of the *Local Government Act 2019* were developed as part of a suite of amendments to the now repealed *Local Government Act 2008*.

## Key Issues

The local government sector has advocated for reform, including through the Local Government Association of the Northern Territory (LGANT).

The legislation governing elected member behaviour, including the Code of Conduct, has been identified as inadequate and led to several councils experiencing complex personality-based issues.

Presently, the remedies for a breach of the Code of Conduct are forward-looking improvement actions such as mediation or training but it is evident from the history of such complaints that this is not sufficient for those situations where a council member repeatedly breaches the Code of Conduct.

## Background

This section outlines the sector feedback and jurisdictional observations that informed the development of possible improvements to the current conduct framework. It highlights areas where councils and stakeholders have identified the need for greater clarity, stronger support, and earlier intervention.

The material is provided to assist councils in understanding the basis for the proposed changes and to support consideration of how different approaches might address similar challenges.

The Local Government Association of the Northern Territory (LGANT) assumed responsibility for the prescribed corporation, including the establishment of the Local Government Code of Conduct Panel, on 1 January 2023, pursuant to section 346(2) of the *Local Government Act 2019*. This transition formalised LGANT's role in administering the complaints process relating to councillor conduct.

Consultations with the sector in 2024 identified the following areas for improvement:

- Development of Prevention and Early Intervention strategies including a range of education and support resources;
- Greater clarity of roles and responsibilities and emphasis on the council as a collective entity;
- Developing a Model Code of Conduct that is clearer and less generic as a guide to standards expected;
- Establishing a single point of contact for advice on conduct issues;
- Designing a consistent approach to conducting internal council-based assessments;
- Dealing with interpersonal complaints early and establishing and resourcing an escalation process inclusive of an Independent Arbitrator that has the power to apply penalties; and
- Identifying required legislative and policy change.

It is important that the framework balances self-regulation by councils, as a distinct and separate sphere of government, with strengthened support for the prevention and management of issues that are unlawful, unethical or significantly impede the council in governing for the benefit of the community it serves. The focus on prevention, education, and structured governance support is strongly aligned with contemporary approaches to improving councillor conduct.

This discussion paper provides an overview of proposed elements for a new code of conduct framework reflecting national trends. It incorporates early intervention and clear escalation processes to support better council functioning, equip councils to manage their own affairs to avoid escalation of matters unless warranted, and provide an independent process for review and decision.

## Review findings

Following extensive consultation and independent review, a series of recommendations have been made to strengthen how elected member conduct is managed across the sector. These findings reflect national trends, Northern Territory-specific experiences, and suggestions from key stakeholders. Councils are invited to reflect on these findings and contribute additional insights or alternative proposals that may assist in shaping a more practical and effective framework.

The Department of Housing, Local Government and Community Development (the Department) engaged Management Consulting Alliance (MCA) to conduct a review and recommend changes to the current conduct framework. A reference group with representation from the local government sector,

Local Government Association of the Northern Territory (LGANT), and the Office of the Independent Commissioner Against Corruption (ICAC) provided input into the consultation process undertaken by MCA.

In September 2024, MCA provided a final report 'Review of Code of Conduct Framework', which makes the following 12 recommendations:

1. Assess code of conduct systems in other jurisdictions for suitability for the Northern Territory (NT)
2. Design the code of conduct system and associated processes
3. Recognise the Local Government and Community Development Unit (LGCDU) as the support agency for the code of conduct system
4. Establish a single point of contact for code of conduct advice
5. Develop a model code of conduct
6. Develop prevention and early intervention strategies
7. Design a consistent approach to conducting internal council-based assessments

1 <https://www.dlgsc.wa.gov.au/departments/news/news-article/2025/01/31/new-provisions-for-council-member-superannuation-payments>; see also "Superannuation for council members" fact sheet, Department of Local Government, Sport and Cultural Industries (WA) accessed at <https://www.dlgsc.wa.gov.au/departments/publications/publication/superannuation-for-council-members>.

8. Establish an escalation process including of an independent arbitrator for the code of conduct system
9. Establish a range of penalties proportional to the seriousness of the breach
10. Develop and range of education and support resources
11. Identify required legislative and policy change
12. Enable protection of complainants and respondents

The MCA report also recommends the development of guidance in relation to:

- foundation principles
- roles and responsibilities
- expected standards of behaviour
- criteria for the assessment of complaints
- preventive and early intervention techniques
- conflict of interest and acceptance of gifts, use of social media
- separation of duties
- meeting protocols and procedures
- a range of penalties proportional to seriousness of breaches
- statutory timeframes
- links to additional support and resources
- monitoring for continuous improvement
- a more comprehensive model code of conduct.

A desirable outcome of a revised Code framework is to support the maintenance of council relationships and council integrity and minimise the propensity for individuals to lodge a formal complaint. This would require a focus on prevention, early intervention and a restorative approach.

## Proposed Code of Conduct Framework

Based on the issues raised and recommendations made, the following framework presents a possible way forward for managing conduct consistently across councils in the Northern Territory. It is designed to strengthen council governance through a structured approach that supports early intervention, internal resolution of complaints where appropriate, and a clear escalation process for more serious matters.

The proposed framework incorporates prevention, education and enforceable mechanisms to improve conduct outcomes across the sector. It recognises the need for flexibility in implementation while ensuring consistency in expectations and decision-making.

Key components of the proposed framework include:

- Raising awareness of councillor roles and responsibilities
- Structured induction and professional development training
- Targeted training for the Chair and Deputy Chair
- Regular council health checks
- Establishment of a Standing Council Governance and Code Committee (SGCC)
- Introduction of an Independent Assessor
- Establishment of a Code of Conduct Panel
- Enforceable penalties for serious breaches of the Code

In addition to these core elements, a range of further measures are proposed to support implementation and address systemic or contributing factors. These include provisions relating to vexatious complaints, cost recovery, elected mayor arrangements, and council media protocols.

***Note on clarification questions:** Each section of this chapter includes a short block of clarification questions (Options 1,2 or 3) to guide your thinking. These are designed to support your feedback and assist in designing the core elements of the framework. Please refer to the Prompting Questions for Feedback on Proposed Amendments on page 23 when responding.*

Clarification Question	Option 1	Option 2	Option 3
<i>What is the proposed structure or nature of the Code of Conduct framework?</i>	<i>A mandatory framework with core components legislated, supported by departmental guidance and templates.</i>	<i>A structured model with required outcomes but flexible implementation pathways for councils.</i>	<i>A suggested framework only – councils can adopt, adapt, or propose alternative models that meet intent.</i>
<i>How does the framework support culturally safe and place-based approaches?</i>	<i>Councils may adapt education, awareness, and training tools to suit local needs.</i>	<i>The Department will co-design guidance and tools with Aboriginal councils and leaders.</i>	<i>Regionally specific resources will be developed to support remote implementation.</i>
<i>How does this framework align with what other jurisdictions are doing?</i>	<i>It reflects national practice and incorporates best practice from states like Victoria and NSW.</i>	<i>It borrows key elements from other jurisdictions but is tailored to NT needs.</i>	<i>It serves as a reference model but allows for NT-specific flexibility and diversity.</i>

### 1.1. Raising awareness of councillor roles and responsibilities

This section presents a suggested approach to promoting awareness of councillor roles and responsibilities, aimed at supporting stronger candidate participation and clearer understanding of governance expectations. The intent is to promote a culture of collective leadership. Councils may wish to propose other methods or locally appropriate adaptations that would achieve similar outcomes.

A lack of candidates nominating for elections has been a consistent issue in the Northern Territory. This is due to several factors, such as language and cultural barriers, problems with travelling great distances to meetings, a small pool of people who often occupy several leadership, board and council positions, and limited awareness of the role of local government councils.

Recommendation six of the MCA report is for the development of prevention and early intervention strategies, such as engaging in targeted activities to attract suitable candidates to stand as councillors at council elections, promoting/educating on the role and responsibilities of a councillor, a consistent approach to explaining the expectations of the code of conduct within council's induction processes, and ensuring the signed agreement of every elected member to adhere to the Code.

The Department will support councils to engage with potential candidates. This support will involve the further development of tools and resources for potential candidates, with a key focus on the council operating as an entity, rather than a collection of individuals, and the importance of the elected members setting the culture and standards for the organisation to enhance community confidence in council and underpin productive outcomes.

### 1.2. Councillor induction, professional development training and commitment to the Code

A consistent approach to induction and training helps set clear expectations and improve councillor conduct over the term. This section presents a possible model for structured induction and ongoing development. It is acknowledged that councils may wish to propose different methods for delivering or sequencing this support, based on their experience and context.

Professional development training which emphasises the need for councillors to work together in the interests of the whole council area should be commenced early in the term. Of note, the first round of professional development training following the August 2021 general elections was delivered face-to-face, to enable councillors to develop relationships and work together outside the formality of a council meeting.

It is proposed by the sector that face-to-face group training be the default method of delivery for the required foundational training in the Act. Regional councils will need to be adequately resourced to offset the significant additional costs they face to provide training for their members.

A structured induction program enabling initial interaction, for councillors to get to know each other and to develop working relationships is important. This would include councillors signing an agreement to represent all the people in the council area and to uphold the values, culture and standards of conduct of the council and its community.



### 1.3. Required training for the Chair and Deputy Chair

The proposal for mandatory training for the Chair and Deputy Chair draws on similar requirements in Victoria and New South Wales, where leadership roles are recognised as key to managing conduct and maintaining effective meetings. The proposed content and delivery reflect those models, though councils may identify other ways to achieve the same outcome, particularly in regional or remote contexts.

It is the Chairperson's role to lead the meeting and promote high professional standards, monitor boardroom behaviours, ensure that everyone is heard and respectful to each other, and to bring everyone together to facilitate decision-making. Ineffective chairing, particularly an inability to manage tensions

and conflict, is one of the key facilitators of disruptive behaviour. Support and skills development for the Chair is fundamental to managing issues that may develop into code of conduct matters.

The MCA report notes the importance of Mayors/ Presidents applying behaviour management skills to identify and promptly address any non-complying behaviours by elected members.

Victoria<sup>i</sup> and NSW<sup>ii</sup> have compulsory Chair training. It is proposed that the NT also introduces a compulsory course that includes the importance of leadership, working as a team, managing difficult behaviours, inclusive chairing and continuous evaluation. In relation to specific issues, the Department will provide support to the Chair, where appropriate, or identify additional training or mentors to provide guidance.

Clarification Question	Option 1	Option 2	Option 3
<i>Who is best placed to deliver induction, professional development and mandatory training?</i>	<i>The Department delivers consistent training focused on leadership and conduct.</i>	<i>A shared model where the Department accredits regional trainers or peer mentors.</i>	<i>LGANT or councils lead with Department-approved materials.</i>
<i>What happens if the Chair or Deputy Chair does not complete the training?</i>	<i>The Department may take compliance action and recommend removal from the role.</i>	<i>The councillor is ineligible to act as Chair until the training is completed.</i>	<i>The Minister may intervene if non-compliance persists.</i>

See the Prompting Question tool on page 23 to explain your response to these options



#### 1.4. Council Governance Checks

Many councils already undertake performance assessments or informal reviews. This section proposes a minimum expectation of twice-per-year structured governance checks, with flexibility in how those reviews are conducted. Councils may suggest different review tools or mechanisms, provided they support reflection, continuous improvement, and identification of governance risks.

Elected councils are evaluated at the ballot box. However, it is important within their term of office, to assess how the council is progressing, whether it is achieving its strategic priorities and if the members are working together to make good decisions. Many boards, committees and councils assess their performance regularly. This may be in the form of a quick debrief after the meeting, or a structured evaluation that all councillors are required to complete.

This gives council members the opportunity to identify impediments to their effectiveness and to work together on what might be done better. It also gives an early indication of concerns that councillors may have. The framework could include a requirement for councils to assess their performance in a way that suits them at least two times a year.

Recommendation ten of the MCA report is for the development of a range of education and support resources to enhance the effectiveness of the Code framework across the local government sector. This includes ensuring the code is a key element of councillor induction, that regular discussions are held to enforce expectations of behaviour, specific training is provided for Mayors/Presidents in effective chairing, and provision of ongoing professional development for elected members in topics such as conflict of interest, separation of powers, strategic versus operational decisions, use of media and confidentiality.

Clarification Question	Option 1	Option 2	Option 3
<i>Are governance checks mandatory or optional?</i>	<i>Mandatory twice per year.</i>	<i>Required but with flexible tools and timing.</i>	<i>Voluntary but may be directed where governance issues exist.</i>
<i>Who is best placed to conduct the governance check?</i>	<i>Independent reviewers appointed by the council.</i>	<i>The council uses a Department-approved self-assessment tool.</i>	<i>The Department appoints reviewers in high-risk cases.</i>

See the Prompting Question tool on page 23 to explain your response to these options

### 1.5. Early intervention - Standing Council Governance and Code Committee

The Standing Governance and Code Committee (SGCC) is proposed as an internal mechanism to support early intervention and complaint management. A minimum structure is outlined, including independent membership. Councils may propose alternative arrangements—particularly where council size or governance structure differs—so long as the intended oversight and functions are preserved.

Recommendation seven of the MCA report is for a consistent approach to councils' internal assessment process for Code complaints, supported using a risk matrix to guide decisions as to how to best process each complaint.

A council's internal handling of issues as they arise is fundamental to its effectiveness. It is proposed that councils establish and maintain a SGCC, with a mandatory membership of at least two to three members of the council and an independent Chair. The functions of this committee would include oversight of councillors' professional development, council governance checks, and the management of complaints as required.

The SGCC would have the authority to determine the outcome of the complaint, such as taking no action, referral to a more appropriate body for consideration

(such as the Independent Commissioner Against Corruption (ICAC)), dismissal of a complaint deemed vexatious or frivolous, or recommend remediation measures such as mediation or training. If these measures are not carried out – for example if a respondent refused to engage in mediation or did not attend training – the SGCC will have the authority to escalate the complaint to an Independent Assessor.

Mediation/conciliation is an important step for consideration by councils prior to the determining of the matter by an Independent Assessor. A panel of independent mediators/conciliators would be maintained by the Department to provide these services. The cost of these mediations/ conciliators would be borne by the council.

If a complaint is deemed vexatious or frivolous, the SGCC may ask the complainant to withdraw the complaint. If the complaint is not withdrawn this will be a relevant issue for consideration in the determining of costs and/or penalties at the point of escalation.

In other jurisdictions, repeated complaints of a vexatious nature have been identified as causing unnecessary drain on council resources, particularly if a council has already provided a substantial response. It is proposed that the SGCC be empowered to reject any further complaints once a decision is made that they are unreasonable. The complainant will be entitled to have this decision reviewed by the Independent Assessor.

Clarification Question	Option 1	Option 2	Option 3
<i>Is the SGCC mandatory for all councils?</i>	<i>Yes, all councils must establish one.</i>	<i>Mandatory but flexible in structure for small councils.</i>	<i>Optional for low-risk councils; Department steps in otherwise.</i>
<i>How will councils source independent members or Chairs?</i>	<i>Department maintains a vetted panel.</i>	<i>Councils nominate and vet own candidates.</i>	<i>Councils join regional pools to share members.</i>

See the Prompting Question tool on page 23 to explain your response to these options



### 1.6. Independent Assessor

The Independent Assessor is presented as a consistent triage point for escalated conduct complaints. This reflects external review mechanisms used in several other jurisdictions. While the core functions are intended to be standardised, this section invites feedback on how the role might operate in practice, including potential arrangements or alternate implementation pathways.

Recommendation eight of the MCA report is to establish an escalation process inclusive of an independent arbitrator.

If prevention and internal intervention strategies have been unsuccessful in resolving a matter by the SGCC, a formal complaint alleging a breach of the Code may be lodged in the approved form to an Independent Assessor. A list of qualified Independent

Assessors would be maintained by the Department to provide these services. The referring council would be responsible for the costs of the assessment.

The Independent Assessor would have the role of providing an external triage for complaints. The assessor may resolve that no action is taken, refer parties to training or mediation, refer back to the council if complaint management and resolution options have not been exhausted, dismiss the complaint (including review of vexatious complaints), refer to a more appropriate agency, or schedule for a code of conduct panel review.

If the Independent Assessor is vested with additional powers to apply penalties, such as suspension, withholding of allowance or disqualification from running for council then a merits review process will be required. This will be either to NTCAT or a Code of Conduct Panel.

Clarification Question	Option 1	Option 2	Option 3
<i>How should Independent Assessors be engaged?</i>	<i>Council uses a Department-endorsed panel.</i>	<i>Shared regional model with pooled assessors.</i>	<i>Councils nominate assessors with vetting.</i>
<i>When should an Independent Assessor be engaged?</i>	<i>Councils must work through early intervention strategies before escalating</i>	<i>Only serious matters to be referred; less serious matters can progress if early intervention strategies are unsuccessful</i>	<i>All complaints go to the Assessor for triage.</i>
<i>Do councils with strong governance teams need to use external assessors for low-level matters?</i>	<i>No, SGCC can manage low-level issues internally.</i>	<i>Only serious matters must be referred.</i>	<i>All complaints go to the Assessor for triage.</i>

See the Prompting Question tool on page 23 to explain your response to these options



### 1.7. Escalation to Code of Conduct Panel

The proposed Panel structure is based on models in place in New South Wales, South Australia and Victoria, where serious breaches are determined by an independent body. The structure and thresholds for referral are outlined in this section, but councils are encouraged to consider how such a panel could be composed or supported to ensure regional representation and procedural fairness.

A Code of Conduct Panel (Code Panel) would assess and decide only those complaints referred to it from the Independent Assessor. It is proposed that only those complaints judged to be of a substantial, more serious nature be escalated to a Code Panel.

Panel membership could include independent members with appropriate expertise and/or understanding of the sector. As a comparison, a similarly styled conduct panel in New South Wales<sup>iii</sup> is proposed to include senior councillors/mayors from councils separate to the council member who is the respondent to a complaint. Other jurisdictions have panels comprised of legal, governance and sector experts.

Penalties should be available to the Code Panel as part of the decision-making process and costs may be awarded in the case of vexatious or frivolous complaints.

A number of other jurisdictions provide powers to suspend or dismiss a councillor for a serious breach of their Code. The use of such power is required to meet a high threshold, as councillors are elected officials chosen by their communities.

It is proposed that powers to suspend or dismiss an individual be reserved for use by the Minister for Housing, Local Government and Community Development on recommendation of the Code Panel. Powers could be used for serious and repeated breaches of the Code, including failure to adhere to previous penalties applied by a Code Panel.

It is proposed that if the Code Panel is vested with the power to provide a merit review process, there would be no further administrative appeal of the decision from the Code Panel.

Decisions may be appealed to the Supreme Court on a point of law, as in Victoria.<sup>iv</sup>

Clarification Question	Option 1	Option 2	Option 3
Who appoints members to the Panel?	Department appoints based on expertise of members relevant to the complaint.	Councils nominate to a central pool.	Regional appointment model via joint agreement.
How are decisions enforced?	Council implements with Department oversight.	Non-compliance triggers regulatory action.	Department steps in for high-level penalties.

See the Prompting Question tool on page 23 to explain your response to these options

#### 1.7.1. Code of Conduct Panel Findings Implemented

Managing persistent or frivolous complaints is essential to maintaining council function and integrity. This section outlines powers for the SGCC and Independent Assessor to reject such complaints, in line with approaches used in other jurisdictions. Councils may propose alternative internal mechanisms to identify or respond to these complaints while supporting the principles of procedural fairness.

The penalties outlined in this section are based on escalating consequences, consistent with frameworks in other states. These include reprimands, suspensions, disqualification, and withholding allowances. Councils

may consider how these penalties could be applied in their own context, and whether any adjustments would assist in managing compliance or enforcement locally.

To provide rigour and accountability to the revised Code, any penalties applied must be implemented or be enforceable. Strengthened penalty provisions should align with subsequent implementation, including options for a Code Panel should the applied penalty not be settled. For example, if a councillor refuses to pay a fine, money may be taken from the councillor's basic allowance. To maintain community confidence in their council and a productive working environment amongst council members, it is important that penalties be enforceable and effective.

## Escalation in Available Sanctions

Standing Governance and Code Committee (SGCC)	Independent Assessor (IA)	Code of Conduct Panel
<b>Decision (one or more of)</b>	<b>Decision (one or more of)</b>	<b>Decision (one or more of)</b>
Dismiss complaint	Dismiss complaint	Dismiss complaint
Take no action	Take no action	Take no action
Reprimand	Reprimand	Reprimand
Request apology from elected member	Request apology from elected member	Request apology from elected member
Remedial orders under the Act:	Remedial orders under the Act:	Remedial orders under the Act:
<ul style="list-style-type: none"> <li>○ Recommend training or counselling</li> <li>○ Recommend mediation/conciliation</li> </ul>	<ul style="list-style-type: none"> <li>○ Training or counselling</li> <li>○ Mediation/conciliation</li> </ul>	<ul style="list-style-type: none"> <li>○ Training or counselling</li> <li>○ Mediation/conciliation</li> </ul>
Request Governance Controller	Appoint a Governance Controller	Appoint a Governance Controller
	Removal from position as council representative/Chair of delegated committee	Removal from position as council representative/Chair of delegated committee
	Ineligible to hold office of Mayor/Deputy Mayor for up to 12 months	Ineligible to hold office of Mayor/Deputy Mayor for remainder of term
	Suspension	Disqualification from running for council
	Disqualification from running for council	Withhold allowance
	Withhold allowance ( <i>Would require merit review</i> )	
(If councillor does not follow direction – escalated to Independent Assessor)	(Refer back to Council (if Council has not exhausted resolution options))	Impose fine
		Recommend to Minister for suspension of individual
		Award costs (if complaint deemed vexatious/frivolous)

## 1.8. Resourcing and Costs

The proposed framework includes a general model for cost recovery, involving councils, complainants, and the Department. This mirrors cost-sharing arrangements in use elsewhere in Australia. Councils may suggest modifications based on their own administrative capacity or propose shared service models to improve feasibility and equity.

LGANT is currently responsible for administering the Local Government Prescribed Corporations Panel (PCP) to address complaints of alleged contraventions of the Code. The LGANT Board recoups some of its costs under a fee for service model.

Under the proposed Code framework, the relevant council would be responsible for the costs of the assessor and the sitting costs of the Code Panel. The complainant would be required to pay an application fee to lodge a formal complaint to assist with defraying

the administrative costs. Where a party is successful in defending a complaint, the responsible council or panel may award costs to that party. The Department would resource the administration of the Independent Assessor and the Code Panel.

An important part of the Code framework is investing in support and prevention. The sector is requesting that the NT Government invests considerably more resources to governance and integrity training for elected members as a preventive measure, which is aligned with the best practice Local Government Regulatory Framework.

Additional resources would enable future delivery of the required training under the *Local Government Act 2019*, development of further guidance, tools and sample policies, provision of Code advice, a new early intervention Governance Controller role and secretariat support for the Code Panels, and system monitoring and evaluation.

Clarification Question	Option 1	Option 2	Option 3
<i>Who funds the complaint handling process?</i>	<i>Councils fund SGCC and Independent Assessor; Department funds Panel.</i>	<i>Cost-sharing with pooled regional funds.</i>	<i>Grants provided for small or remote councils.</i>
<i>Can complainants be charged in vexatious cases?</i>	<i>Yes, with safeguards in place.</i>	<i>Only if determined by the Panel.</i>	<i>No, to protect access to complaints process.</i>
<i>Who decides when a Controller is appointed?</i>	<i>Department initiates based on criteria.</i>	<i>Councils may request one.</i>	<i>Minister appoints based on referral.</i>
<i>What powers does the Controller have?</i>	<i>Advisory only.</i>	<i>Access and reporting powers, not decision-making.</i>	<i>Escalating powers based on council response.</i>

See the Prompting Question tool on page 23 to explain your response to these options

## 1.9. Elected Mayors

Councillors individually have no powers outside the council as a whole. Councils act as one to make decisions, not individual councillors, and so it is unusual that the Act allows for election of a Principal member. Once elected, councillors come together to make decisions collectively on behalf of all the people in the council area.

An elected Mayor cannot be removed from the role by the council during the term, and so a council may be trapped with a chair that is not modelling good behaviour or showing leadership and building consensus.

Most of New South Wales<sup>v</sup> relies on internal appointment by councillors, and in Victoria<sup>vi</sup> the only elected mayor is the Lord Mayor of Melbourne, with all other mayors elected by the council and serving a one-year term only.

This issue is considered further in Chapter 5.

### 1.10. Media Policy

The proposed media approach draws on standard practices in other jurisdictions, where councils limit public comment to an authorised spokesperson to reduce conduct risks. This section outlines a suggested model, but councils may recommend other approaches that balance transparency, collective responsibility, and consistency in public messaging.

Media commentary has often fuelled conduct issues. Unfortunately, for those councils that enable all councillors to engage with the media, it is often used as an opportunity to promote individual views and re-prosecute their position. Consideration should be given to mandating a one spokesperson policy and agreeing to a communicate at the end of each meeting.

A council's media policy should be clear about who should comment to the media on council business, and

the circumstances and the content of commentary. Media training should be compulsory for any councillor who is authorised to speak to the media. Most councils have one spokesperson and that is the Principal Member.

This makes sense because the Principal Member/Chair is responsible for summing up discussions at council, ensuring all views have been heard and considered, and ensuring the council is clear about the decision made. The Principal Member/Chair is also responsible for ensuring that decisions and relevant considerations are recorded in the minutes; in other words, that there is a clear council position.

Where all councillors have freedom to speak to the media, the Chair has an important role in ensuring that decisions are well-framed and that councillors are promoting the agreed position, even if they do not personally agree.

Clarification Question	Option 1	Option 2	Option 3
<i>Is a single-spokesperson policy mandatory?</i>	<i>Yes, for consistency and risk mitigation.</i>	<i>Mandatory media policy, flexible in approach.</i>	<i>Council decides under broad guidelines.</i>
<i>Will media training be required?</i>	<i>Strongly encouraged for all members.</i>	<i>Mandatory for Mayor and Chair only.</i>	<i>Optional and left to councils.</i>

See the Prompting Question tool on page 23 to explain your response to these options

### 1.11. Eligibility/Disqualification

This section outlines possible changes to the eligibility and disqualification criteria for elected members. The proposed approach draws on examples from other jurisdictions such as Victoria and Queensland, where a broader range of disqualifying behaviours is considered. Councils may wish to comment on the suitability of these criteria for the Northern Territory and suggest alternative thresholds or safeguards that support integrity while accounting for local context.

Criteria for eligibility or disqualification of elected members should be reviewed and may be extended to those found to have committed, or been disciplined under the Code of Conduct Framework for behaviours of bullying/harassment/discrimination, or psycho-social offences, or to those who have been suspended or dismissed from a board or council (see Victoria and Queensland legislation for examples). A fit-and-proper person set of requirements (police check, ochre card) would need to consider barriers to acquiring these certifications.

Clarification Question	Option 1	Option 2	Option 3
<i>What behaviours trigger disqualification?</i>	<i>Serious misconduct or repeated breaches.</i>	<i>Code Panel or Minister recommendation.</i>	<i>Criminal findings aligned with thresholds.</i>
<i>Will fairness and cultural factors be considered?</i>	<i>Yes, via process and input from community.</i>	<i>Panel may request cultural context.</i>	<i>Local references may inform decisions.</i>

See the Prompting Question tool on page 23 to explain your response to these options

### 1.12. Defining Levels of Complaints

Clear categorisation of complaint types can assist in managing behavioural issues proportionately and consistently. This section explores the use of defined levels of complaint, based on the model used in South Australia, which distinguishes between misbehaviour, repeated misbehaviour, and serious misconduct. Councils may wish to consider whether such a tiered structure would be workable in their setting or propose alternative classification systems that better support complaint handling and resolution.

Communities expect that councillors will act in an appropriate and ethical way, including observing workplace health and safety, environment and criminal laws. If there is an offence or complaint under these other laws, redress should be sought from the appropriate regulator, including ICAC and NT WorkSafe.

Defining separate levels of behaviour may provide additional clarity for the management of complaints.

For example, in South Australia<sup>vii</sup>, councils manage poor behaviour of council members; however, repeated and serious misbehaviour is dealt with by the Behavioural Standards Panel. South Australia has three tiers for complaints:

- Misbehaviour – A complaint alleging misbehaviour by a council member is that the member has not complied with a council's efforts to resolve a behavioural matter that the council has dealt with as a breach of either the Behavioural Standards or the council's own behavioural support policy
- Repeated misbehaviour – A second or subsequent failure by a member to comply with the Behavioural Standards or a council's adopted behavioural support policy.
- Serious misbehaviour – A complaint alleging a council member has failed to comply with the health and safety duties under section 75G of the South Australian legislation<sup>1</sup>.

Clarification Question	Option 1	Option 2	Option 3
Who determines complaint classification?	Independent Assessor.	SGCC advises; Assessor confirms.	Joint tool with shared criteria.
Can councils customise complaint levels?	No – standard model must be used.	Minor variation allowed with approval.	Local use allowed, but decisions follow NT-wide system.

See the Prompting Question tool on page 23 to explain your response to these options

<sup>1</sup> Section 75G of the *Local Government Act 1999* (SA) requires all council members to take reasonable care to ensure the members acts or commission do not adversely affect the health and safety of other council members or council staff.



## To Consider

The elements outlined above represent one possible model for improving councillor conduct and strengthening governance. While this framework has been informed by feedback, jurisdictional comparisons, and sector input, it is not intended to be prescriptive.

Councils are encouraged to consider how these proposals may apply in their context and are invited to suggest alternative approaches that achieve the same underlying objectives:

- Awareness and Early Intervention: Promote understanding of councillor roles and responsibilities, including targeted education campaigns and candidate resources to increase awareness of governance expectations and obligations.
- Structured Induction and Professional Development: Require councils to deliver a structured induction for newly elected members, with signed commitment to the Code, and mandate foundational training with face-to-face delivery as the default method.
- Chair and Deputy Chair Training: Introduce compulsory training for principal members focused on leadership, managing difficult behaviour, chairing inclusive meetings, and setting council culture.
- Council Health Checks: Include a requirement for regular council performance assessments, to support early identification of governance issues and promote continuous improvement.
- Standing Governance and Code Committee (SGCC): Require each council to establish a SGCC with elected members and an independent chair, responsible for overseeing conduct complaints, recommending remedial actions, and escalating matters as needed.
- Independent Assessor: Establish an external Independent Assessor to triage complaints, refer matters for alternative resolution, and recommend escalation to a Code of Conduct Panel where warranted.
- Code of Conduct Panel: Create a formal Code Panel to hear serious or repeated breaches referred by the Assessor, apply penalties, and provide procedural fairness.
- Enforceable Penalties: Introduce a framework of enforceable sanctions including fines, suspension, disqualification, withholding allowances, removal from roles, and Ministerial powers for serious breaches.

Additionally, feedback is sought on the following supporting measures that aim to strengthen the effectiveness of the framework:

- Managing Vexatious Complaints: Provide SGCCs and the Assessor with the power to reject complaints deemed vexatious or frivolous and introduce cost orders for malicious complaints.
- Resourcing and Cost Recovery: Clarify responsibility for costs associated with complaints, including application fees for formal complaints and council responsibility for SGCC, mediation, and panel costs. The Department would support the operation and coordination of panels and assessors.
- Governance Controller Role: Introduce a legislative mechanism enabling early appointment of a Governance Controller to support struggling councils and avoid escalation to dismissal or suspension.
- Media Policy and Training: Mandate media protocols and training for spokespersons, recognising that media commentary can inflame council conduct issues.

## Prompting Questions for Feedback on Proposed Amendments

For each proposal outlined in the Discussion Paper, please respond to the following questions to help inform the final amendments. Your feedback is essential in shaping a fair and effective local government framework.

### 1. Do you support the proposed change?

- ☐ Keep as is (no change required)
- ☐ Agree with proposed change
- ☐ Other (please specify below)

### 2. Please explain your selection.

If you selected 'Keep as is', what is your reason for maintaining the current provision?

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If you selected 'Agree with proposed change', what aspect do you believe improves the current framework?

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If you selected 'Other', please outline your alternative suggestion or concerns.

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### 3. How do you think this proposal will impact your council or community in practice? (Open-ended response)

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### 4. Are there any unintended consequences or practical implementation issues you foresee with this change? (Open-ended response)

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**5. Do you have any additional comments or examples to support your feedback?**  
**(Optional – open-ended response)**

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**5. What elements from the above do you want in the Code of Conduct Framework?**

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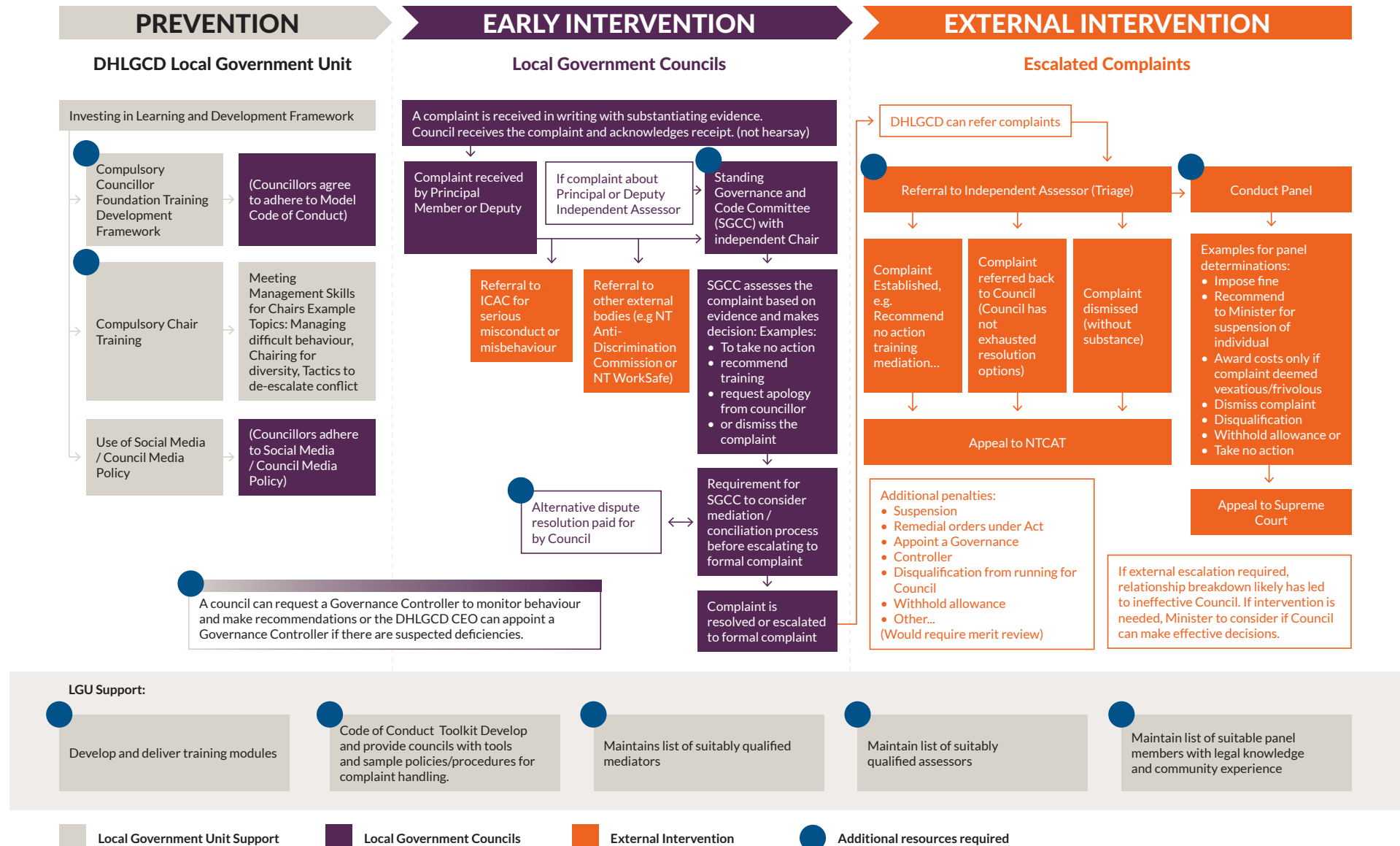
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- i Local Government Act 2020, S27A. Sourced from <https://content.legislation.vic.gov.au/sites/default/files/2025-02/20-9aa024-authorized.pdf> 18 February 2025
  - ii NSW Office of Local Government, Councillor Induction and Professional Development Guidelines. 2018 Sourced from <https://olg.nsw.gov.au/wp-content/uploads/Councillor-Induction-and-Professional-Development-Guidelines-2018.pdf> 21 February 2025
  - iii NSW Office of Local Government. Councillor conduct and meeting practices: a new framework. Sourced from <https://www.olg.nsw.gov.au/wp-content/uploads/2024/09/Councillor-Conduct-and-Meeting-Practices-Discussion-Paper.pdf> 20 February 2025
  - iv Local Government Act 2020, Victoria. Sourced from <https://content.legislation.vic.gov.au/sites/default/files/2025-02/20-9aa024-authorized.pdf> 20 February 2025
  - v Office of Local Government NSW, Fact Sheet: Election of Mayor and Deputy Mayor by Councillors. Sourced from <https://www.olg.nsw.gov.au/wp-content/uploads/2024/09/Mayoral-elections-Fact-Sheet-.pdf> 24 February 2025
  - vi Victoria Electoral Commission. Local council elections. Sourced from <https://www.vec.vic.gov.au/voting/types-of-elections/local-council-elections> 21 February 2025
  - vii S. 262E of Local Government Act 1999, South Australia. Sourced from [https://www.legislation.sa.gov.au/\\_/legislation/lz/c/a/local%20government%20act%201999/current/1999.62.auth.pdf](https://www.legislation.sa.gov.au/_/legislation/lz/c/a/local%20government%20act%201999/current/1999.62.auth.pdf) 21 February 2025





## Stage 3: Proposed Elements for Discussion – Conduct Framework – Northern Territory



## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Incoming and Outgoing Correspondence</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

#### SUMMARY

This report is to table items of correspondence received and sent since the last Ordinary Council Meeting.

#### RECOMMENDATION

THAT COUNCIL receive and noted the attached items of incoming and outgoing correspondence.

#### BACKGROUND

In October 2012 Council resolved only to table hard copy mail due to its volume. In 2021 the Administration aligned its definition of Correspondence with section 55(2) of the *Local Government (General) Regulations 2021*, as all correspondence addressed to, or sent by, the council or its principal member. Correspondence matching that definition is presented to Council in this report.

#### COMMENT

ATTACH MENT NO	CORRESPOND ENCE TYPE	DATE RECEIVED / SENT	SENT BY	RECEIVED BY	DOCUMENT NAME
1	Incoming	15.04.2025	Luccio Cercarelli PSM, CEO of Dep. Of Chief Minister and Cabinet	Mayor James Woods	James Wood - Top End Region
2	Incoming	22.04.2025	Mayor Matt Burnett, President of ALGA	Mayor James Woods	Letter to Mayor James Wood - ALGA invitation
3	Incoming	23.04.2025	Sue Trimble, Principal Gunbalanya School	Mayor Woods & CEO (Katharine)	GIPS Centenary Invitation Mr James Woods Ms Katharine Murray
4	Incoming	23.04.2025	Venus Vong – Brisbane city Council	Mayor James Woods	Invitation to the 2025 Asia Pacific Cities Summit (2025APCS) and Mayors' Forum (27-29 October 2025, Expo City Dubai)
5	Incoming	24.04.2025	Hon Amanda Rishworth MP - Housing and Homelessness	Mayor James Woods	establishment of a multipurpose safe shelter - Warruwi Community
6	Incoming	16.05.2025	National Awards for Local Government	Mayor James Woods	Invitation to the 2025 National Awards for Local Government Awards Ceremony

7	Incoming	19.05.2025	Jemila Rushton – ICAN Australia	Mayor James Woods	Commemorating 80 yrs since Hiroshima & Nagasaki – Report to present to council
8	Outgoing	20.05.2025	Katharine Murray – CEO	Leslie Manda	Requesting additional funding
9	Incoming	28.05.2025	Rachael McKay	Katharine Murray – CEO	2025 Local Government Election
10	Incoming	28.05.2025	Joanne Townsed – CEO DLPE	Katharine Murray – CEO	Amendments to the Planning Act 1999
11	Incoming	22.05.2025	Theo Kokkinomagoulos – LG Compliance	Katharine Murray – CEO	Feedback on Council's Draft Regional Plan 2025/2026
12	Incoming	27.05.2025	Sean Kennedy – CEO of MS	Mayor James Woods	Requesting collaboration with WARC
13	Incoming	23.05.2025	Rachelle Laine-Barclay Director of Citizenship Ceremonies	Mayor James Woods	Refugee Week 2025 - Citizenship Ceremony Organiser Kit
14	Incoming	14.04.2025	Nexia Edwards Marshall NT – Noel Cliford	Jocelyn Nathanael-Walters – Director Finance	Consideration of Fraud and error, compliance with laws & regulations
15	Incoming	29.04.2025	Noel Cliford – Nexia Edwards Marshall NT	Jocelyn Nathanael-Walters – Director Finance	Audit Strategy Memorandum to Council members
16	Incoming	29.04.2025	Nexia Edwards Marshall NT – Noel Cliford	Jocelyn Nathanael-Walters – Director Finance	Engagement letter-Audit of WARC for year ending June 2025
17	Incoming	29.04.2025	Nexia Edwards Marshall NT	Jocelyn Nathanael-Walters – Director Finance	Client Assistance Pack

## LEGISLATION AND POLICY

*Local Government (General) Regulations 2021 s55(2)*  
Incoming and Outgoing Correspondence Policy

## STRATEGIC IMPLICATIONS

This report is aligned to the following pillars of the *Regional Plan and Budget 2023-2024*:

### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

### Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

## ATTACHMENTS

1. James Wood - Top End Region [8.1.1 - 1 page]
2. Letter to Mayor James Wood - ALGA invitation - 22.04.2025 [8.1.2 - 1 page]
3. GIPS Centenary Invitation Mr James Woods Ms Katharine Murray [8.1.3 - 1 page]
4. F W\_ Invitation to the 2025 Asia Pacific Cities Summit (2025 APC S) and Mayors' Forum (27-29 October [8.1.4 - 4 pages]
5. Letter from Hon Amanda Rishworth MP - Safe Shelter in Waruwi [8.1.5 - 1 page]
6. 8.1. Invitation to the 2025 National Awards [8.1.6 - 3 pages]
7. F W\_ Commemorating 80 yrs since Hiroshima & Nagasaki [8.1.7 - 3 pages]
8. WARC CEO to Leslie Manda [8.1.8 - 3 pages]
9. 2025 Local Government Election [8.1.9 - 2 pages]
10. 2025.05.28 DLPE CEO Letter - West Arnhem Regional Council - Ms Katherine Murray [8.1.10 - 1 page]
11. WARC - Comments on Draft Council Plan 2025-26 [8.1.11 - 2 pages]
12. 2025.05.16 - Letter and Informaiton from CEO of MS Society [8.1.12 - 2 pages]
13. F W\_ Refugee Week 2025 - Citizenship Ceremony Organiser Kit \_ SEC OFFICIAL L\_ [8.1.13 - 2 pages]
14. 8.1 Nexia Fraud Letter [8.1.14 - 2 pages]
15. 8.1 WAR C-2025 Audit Strategy Memorandum Nexia [8.1.15 - 23 pages]
16. 8.1 Nexia Audit Engagement Letter [8.1.16 - 11 pages]
17. 8.1 - Nexia Client Assistance Pack [8.1.17 - 8 pages]



Department of  
**THE CHIEF MINISTER AND  
CABINET**

**Chief Executive Officer**  
Level 14 NT House  
22 Mitchell Street Darwin NT 0800

**Postal address**  
GPO Box 4396  
Darwin NT 0801

**E** [ChiefExecutive.CMC@nt.gov.au](mailto:ChiefExecutive.CMC@nt.gov.au)

**T** 08 8999 6490

Mr James Woods  
Top End Region  
[james.woods@westarnhem.nt.gov.au](mailto:james.woods@westarnhem.nt.gov.au)

Dear Mr James Woods

**RE: Dissolution of the Top End Region Regional Economic Growth Committee**

The Northern Territory Government is committed to Rebuilding the Territory Economy to benefit all Territorians. As outlined in the recently launched Rebuilding the Economy Strategy (the Strategy), this includes a focus on being the best place to do business, building a bigger, better workforce, unlocking regional growth, delivering for Australia, and connecting the Territory.

In recent months, the Government has considered the governance and engagement mechanisms required to implement this Strategy and has reviewed all Government Boards and Committees. As a result of these processes, it has been decided to dissolve the existing Regional Economic Growth Committees and establish new arrangements to translate the Strategy into action at local level.

I would like to take this opportunity to thank you for your commitment to regional development during your membership of the Top End Region Regional Economic Growth Committee (REGC). I recognise the contribution that REGCs made in the aftermath of COVID-19, by bringing together a range of important stakeholders in regional economic development.

New consultative arrangements to deliver on the Strategy at the regional level will be announced in due course.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Luccio Cercarelli".

Luccio Cercarelli PSM

15 April 2025

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nt.gov.au





8 Geils Court  
Deakin, ACT 2600

E alga@alga.asn.au  
W alga.com.au

15 April 2025

Mayor Wood  
West Arnhem Regional Council  
PO Box 721  
JABIRU NT 0886

RECEIVED

22 APR 2025

Dear Mayor Wood,

**Register now for our 2025 National General Assembly of Local Government**

I am pleased to invite you, your Councillors and council staff to register for ALGA's 31<sup>st</sup> National General Assembly of Local Government (NGA) in Canberra from 24-27 June.

The attached registration brochure outlines the fantastic program we've put together for this year's event around the theme of *National Priorities Need Local Solutions*.

This will be our first chance to come together after this year's federal election, and I look forward to hearing your council motions and discussing the support and changes we need to build and support stronger and more vibrant communities.

We have set aside the final day of this year's NGA for ministerial engagement forums, as an opportunity to help shape a new government or refocus a returned government on the needs of councils across Australia. This session will be hosted by David Speers, ABC presenter of *Insiders*, to facilitate engagement between delegates and Ministerial representatives.

We're also bringing back the concurrent listening sessions that we launched last year as an opportunity to delve deeper into some big issues. This year we'll be focussing on housing and community infrastructure, safer roads, emergency management capability and capacity, and local government jobs and skills.

I am excited to invite you to attend this year's National General Assembly, and hope to see you in Canberra in June.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Burnett', is written over a light blue horizontal line.

**Mayor Matt Burnett**  
President

P 02 6122 9400

ABN 31 008 613 876

**Building Better  
Communities.**



# GUNBALANYA COMMUNITY SCHOOL CENTENARY CELEBRATION

Gunbalanya Independent Public School Board  
invites

*Mr James Woods & Ms Katharine Murray*

Mayor and CEO, West Arnhem Regional Council

to our Centenary Celebration Day

**Friday, 19th September 2025**

Formal proceedings start at 9am

Recognising 100 Years of School Education  
(50 years as a C.M.S. Mission School plus 50 years as a Government School)  
and Millennia of Indigenous Knowledge Sharing

**Events and activities include:**

- Historical displays, art exhibitions, student presentations from 8am at school
- Re-enactment of the first mission school at the Church
- Main ceremony at School Hall to recognise the occasion
- Book launch of our stories
- Performances by students and families
- Fire pit cooking
- Student enterprise market stalls

**RSVP by May 30th**

**Sue Trimble, Principal**

**[100years.school@education.nt.gov.au](mailto:100years.school@education.nt.gov.au)**



**From:** Info WestArnhem  
**Sent:** Wed, 9 Apr 2025 02:21:16 +0000  
**To:** Gina Carrascalao  
**Cc:** Info WestArnhem  
**Subject:** FW: Invitation to the 2025 Asia Pacific Cities Summit (2025APCS) and Mayors' Forum (27-29 October 2025, Expo City Dubai)

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**From:** Venus Vong <Venus.Vong@brisbane.qld.gov.au>  
**Sent:** Wednesday, 9 April 2025 11:33 AM  
**To:** Info WestArnhem <info@westarnhem.nt.gov.au>  
**Subject:** RE: Invitation to the 2025 Asia Pacific Cities Summit (2025APCS) and Mayors' Forum (27-29 October 2025, Expo City Dubai)

You don't often get email from [venus.vong@brisbane.qld.gov.au](mailto:venus.vong@brisbane.qld.gov.au). [Learn why this is important](#)

**CAUTION:** This is an external email, please take care when clicking links or opening attachments.  
When in doubt, contact your IT Department

Dear Mayor Woods,

I previously emailed you with a personal invitation to the [2025 Asia Pacific Cities Summit \(2025APCS\) & Mayors' Forum](#) from Brisbane's Lord Mayor, which I do hope you received.

I'm delighted to let you know that the [website](#) for this event is live and you can now register to attend the 2025APCS. To take advantage of the **Super Early Bird rate**, as well as special discounts just for mayors, please make sure to register [here](#).

This is the region's landmark event for those interested in the business of cities and will be held in Expo City Dubai from 27-29 October this year. Over these three days delegates from around the world will gather including mayors, policy makers, business leaders, start-ups, young professionals, leading academics and industry professionals.

This year's Summit has the overall theme of "Collaborate. Innovate. Transform" alongside three sub-themes - Centres of Connection, Centres of Solutions and Centres of Resilience. If you have something to share in any of these areas, please make sure to register your interest to speak [here](#). For further details of the wider 2025APCS program please do visit the [website](#).

Finally, the best way to stay up-to-date with this event is via our APCS mailing list. To ensure you are signed up please reply to this email indicating your consent. If you would appreciate a call to discuss how the 2025APCS could benefit yourself or representatives from your organisation, please let me know and I would be delighted to arrange this.

Kind Regards,

**Venus Vong**

Project Officer | 2032 Host City, Global Relations and Economic Partnerships  
City Planning and Sustainability | **BRISBANE CITY COUNCIL**

Brisbane City Hall | Level 2, City Hall, King George Square, Brisbane Qld 4000  
Phone: +61 (0)7 3178 2377  
Email: [venus.vong@brisbane.qld.gov.au](mailto:venus.vong@brisbane.qld.gov.au)



**2025 ASIA PACIFIC  
CITIES SUMMIT  
& MAYORS' FORUM**

Expo City Dubai, UAE  
27-29 October



International Relations and Multicultural Affairs of Brisbane City Council explore opportunities to work with your organisation only on the following portfolios, International Relations, Multicultural Affairs, Asia Pacific Cities Summit and Mayors' Forum, their associated programs and facilitating requests for introductions.

SECURITY LABEL: OFFICIAL

**From:** Venus Vong

**Sent:** Friday, 1 November 2024 5:06 PM

**To:** 'info@westarnhem.nt.ov.au' <[info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)>

**Subject:** Invitation to the 2025 Asia Pacific Cities Summit (2025APCS) and Mayors' Forum (27-29 October 2025, Expo City Dubai)

Dear Mayor Woods,

I hope you are well.

The [2025 Asia Pacific Cities Summit \(2025APCS\) and Mayors' Forum](#), will take place next year in Expo City Dubai from 27-29 October and is the region's landmark event for those interested in the business of cities. Please find **attached** a personal invitation to this event from Brisbane's Lord Mayor for your reference.

The APCS has been welcoming city leaders, future makers and trailblazers for almost 30 years, serving as a catalyst for urban innovation, cooperation and sustainable development, providing a platform for cities to learn, collaborate and thrive. The APCS is an unsurpassed global opportunity

for city and business leaders, providing enriching discussions with diverse viewpoints allowing cities to strive for excellence, embrace change and adapt transformative approaches.

As an award-winning summit (Australian Event Awards Conference of the Year 2020), the alumni of participating cities now surpasses 600. **In 2023, the APCS welcomed almost 1,200 delegates from a record-breaking 171 cities, including 118 Mayors and Deputy Mayors.**

Over three days, delegates from around the world will gather in Expo City Dubai, United Arab Emirates, including mayors, policy makers, business leaders, start-ups, young professionals, leading academics and industry professionals.

The overall theme of the Summit will be "Collaborate. Innovate. Transform" with three sub-themes:

- Centres of Connection
- Centres of Solutions
- Centres of Resilience

I invite you to view the [2023 Asia Pacific Cities Summit and Mayors' Forum highlights video](#), which provides further understanding of the event.

Registration for the 2025APCS, as well as the pricing packages, will be shared in due course. The best way to stay up-to-date with this event is via the APCS mailing list. If you would like to ensure you are signed up to this mailing list, please reply to this email indicating your consent.

Kind Regards,

**Venus Vong**

Project Officer | International Relations and Multicultural Affairs  
City Planning and Sustainability | **BRISBANE CITY COUNCIL**

Brisbane City Hall | Level 2, City Hall, King George Square, Brisbane Qld 4000  
Phone: +61 (0)7 3178 2377  
Email: [venus.vong@brisbane.qld.gov.au](mailto:venus.vong@brisbane.qld.gov.au)



*The International Relations and Multicultural Affairs Branch of Brisbane City Council explore opportunities to work with your organisation only on the following portfolios, International Relations, Multicultural Affairs, Asia Pacific Cities Summit and Mayors' Forum, their associated programs and facilitating requests for introductions.*

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**Australian Government**  
**Department of Social Services**

MC25-003213

Mayor James Woods  
West Arnhem Regional Council  
PO BOX 721 Jabiru NT 0886

Dear Mayor Woods

Thank you for your enquiry of 7 April 2025 to the Minister for Social Services, the Hon Amanda Rishworth MP regarding the establishment of a multipurpose safe shelter addressing the needs of the Warruwi Community. I acknowledge the unique challenges faced by the community in a remote, cyclone-prone region.

With the announcement of the forthcoming election by the Prime Minister, the Hon Anthony Albanese MP, the Australian Government has assumed a 'caretaker role' and the Minister has asked me to reply on her behalf.

By convention, during the caretaker period decisions are not taken or advice given that is likely to commit an incoming Government. Accordingly, while I appreciate you raising these issues with the Minister, you may wish to do so again with the incoming Government.

In your email you requested consideration of funding for the establishment of a safe shelter in the Warruwi Community. You may be interested to know about the National Housing Infrastructure Facility Crisis and Transitional Housing grant and loan program, being operated by Housing Australia. More information on that program can be found here <https://www.housingaustralia.gov.au/national-housing-infrastructure-facility-crisis-and-transitional-housing-nhif-ct>.

To stay informed about other future funding opportunities and grant programs, it is highly recommended that interested parties register for GrantConnect at [www.grants.gov.au](http://www.grants.gov.au). Registration will ensure you receive timely notifications of new grant rounds and any changes to existing programs, allowing you to readily access potential funding avenues.

Thank you again for writing, I hope the above information is of assistance.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'S Peascod', written over a light blue circular stamp.

Sarah Peascod  
Housing and Homelessness

23 April 2025

GPO Box 9820 Canberra ACT 2601  
Telephone 1300 653 227 • National Relay Service: TTY: 133 677, Speak and listen: 1300 555 727  
Internet relay: [www.relayservice.com.au](http://www.relayservice.com.au)  
[www.dss.gov.au](http://www.dss.gov.au)

**From:** Awards  
**Sent:** Fri, 16 May 2025 08:09:04 +0000  
**To:** James Woods  
**Cc:** Awards; Gina Carrascalao; Katharine Murray  
**Subject:** Invitation to the 2025 National Awards for Local Government Awards Ceremony  
[SEC=OFFICIAL]

Some people who received this message don't often get email from awards@infrastructure.gov.au. [Learn why this is important](#)

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OFFICIAL



To: Mayor James Woods

Dear Mayor

Congratulations once again on receiving a category award in the **2025 National Awards for Local Government**.

To recognise and celebrate your council's wonderful achievement and receive the award, you and 2 guests are invited to attend the following event taking place prior to the opening of the National General Assembly:

- Event - **NALG Awards Breakfast Ceremony**
- Date - **Wednesday 25 June 2025**
- Time - **7.30 to 8.45am**
- Venue - **Swan-Torrens Room, National Convention Centre, Canberra.**



**Action Required:**

Please confirm attendance and any dietary / accessibility requirements by **COB Friday 23 May**:

Council Name	Attendee Name	Position

**Assistance on the day:**

If you require assistance with locating the room please approach the National General Assembly registration desk in the foyer of the National Convention Centre Canberra where staff will assist you.

**Parking:**

Paid parking with internal lift access from entry level is available underneath the NCCC. Alternatively, voucher public parking is available across the road from NCCC.

The winners and honorable mentions will be officially announced during the National General Assembly in June 2025. Until that time, please keep the news of the award win limited to those who need to know from within in your council.

We look forward to celebrating this wonderful achievement with you.

Any questions please email: [Awards@infrastructure.gov.au](mailto:Awards@infrastructure.gov.au)

Yours Faithfully

**National Awards for Local Government**

Engagement & Events | Local Government, Regional Intelligence and Data Branch

Regional Development & Local Government Division

[Awards@infrastructure.gov.au](mailto:Awards@infrastructure.gov.au)

GPO Box 594 Canberra, ACT 2601

**Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts**

**CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS**

[infrastructure.gov.au](http://infrastructure.gov.au)



*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.  
I recognise and respect their continuing connection to the land, waters and communities.  
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders*

**OFFICIAL**

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**Disclaimer**

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**From:** Info WestArnhem  
**Sent:** Mon, 19 May 2025 05:37:28 +0000  
**To:** Gina Carrascalao  
**Cc:** Info WestArnhem  
**Subject:** FW: Commemorating 80 yrs since Hiroshima & Nagasaki

Hi Gina,

Please see the below email that is addressed to the Mayor and Council.

regards



**Karen Meyers**  
**Administration Coordinator | West Arnhem Regional Council**  
T: 08 8979 9452 | M: 0412 411 575 | PO Box 721 Jabiru NT 0886  
E: [karen.meyers@westarnhem.nt.gov.au](mailto:karen.meyers@westarnhem.nt.gov.au) | W: [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)

**OUR VALUES:** Respectful Inclusive Innovative Integrity



*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 Regions Wards. West Arnhem Regional Council pay their respects and acknowledge Elders past, present and rising.*

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**From:** Jemila at ICAN Australia <[australia@icanw.org](mailto:australia@icanw.org)>  
**Sent:** Monday, 19 May 2025 1:04 PM  
**To:** Info WestArnhem <[info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)>  
**Subject:** Commemorating 80 yrs since Hiroshima & Nagasaki

You don't often get email from [australia@icanw.org](mailto:australia@icanw.org). [Learn why this is important](#)

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Dear Mayor and Councillors at West Arnhem Shire Council

I'm writing to you on behalf of the International Campaign to Abolish Nuclear Weapons (ICAN), Australia with an invitation to West Arnhem Shire Council to commemorate the 80th anniversaries of the atomic bombings of Hiroshima and Nagasaki in August this year.

Cities and towns have a crucial role to play in rejecting the use of nuclear weapons. 80 years on from the nuclear devastation of Hiroshima and Nagasaki, the threat of nuclear weapons to cities and civilians remains. A single nuclear weapon can destroy a city and kill most of its people. Several nuclear explosions over modern cities would kill tens of millions of people. All over the world cities are rejecting this threat, and calling for urgent action.

**There are many ways that West Arnhem Shire Council can mark the 80th anniversaries of the atomic devastation of the Japanese cities of Hiroshima and Nagasaki on August 6th and 9th.**

**West Arnhem Shire Council can [pass a commemorative motion](#) at a council meeting. Passing a motion based on the text below will also confirm your council's support for nuclear disarmament, non-proliferation and the UN Treaty on the Prohibition of Nuclear Weapons – the only treaty which establishes a framework to prohibit and elimination nuclear weapons, and address the harm caused by their use and testing.**

*That council:*

- a) Acknowledges the 80th anniversaries of the US atomic bombings of the cities of Hiroshima and Nagasaki on August 6th and 9th, 1945. We honour the 210,000+ victims of these attacks, and the Hibakusha and Hibakunesei who continue to live with the legacy of nuclear weapons.*
- b) Notes that our city/town is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world. We firmly believe that our residents have the right to live in a world free from this threat.*
- c) Notes that any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment.*
- d) Endorses the International Campaign to Abolish Nuclear Weapons Cities Appeal, a global call from cities and towns in support of the UN Treaty on the Prohibition of Nuclear Weapons, and calls on our national government to sign and ratify it without delay.*

In addition to passing a council motion, you might also consider circulating a media release or including the anniversary in communications with your constituents, posting about the anniversaries on social media or holding an event or vigil in your local community.

The [Cities Appeal](#) has now been joined by almost 50 cities across Australia and many hundreds of cities around the world, and half the world's nations have now joined the Treaty on the Prohibition of Nuclear Weapons. You can read an overview of Australia's progress on this landmark treaty on the [ICAN Australia Website](#).

I hope you will take up this opportunity to mark these anniversaries to honour the 210,000+ victims of these attacks, and the Hibakusha and Hibakunesei (second generation survivors) who continue to live with the legacy of nuclear weapons.

**Will West Arnhem Shire Council consider passing a motion to add your support to the movement to abolish nuclear weapons?**

We look forward to hearing from you. Please let us know if ICAN Australia can assist with or promote your commemorative activities.

Kind Regards

Jemila Rushton  
Campaigner – ICAN Australia  
0426 962 506

—  
International Campaign to Abolish Nuclear Weapons, Australia  
[icanw.org.au](http://icanw.org.au)





Mr Leslie Manda  
Acting Executive Director  
Department of Housing, Local Government and Community Development  
GPO Box 4621  
DARWIN NT 0821

Email to: [L.Gexecutive.DHLGCD@nt.gov.au](mailto:L.Gexecutive.DHLGCD@nt.gov.au)  
[Leslie.Manda@nt.gov.au](mailto:Leslie.Manda@nt.gov.au)

20 May 2025

Dear Mr Manda

**RE: ONE-OFF ADDITIONAL FUNDING FOR URGENT COMMUNITY PROJECTS**

Firstly, I would like to introduce myself. I am Katharine Murray, and I am the new CEO of the West Arnhem Regional Council (Council). I commenced this role on 28 April and am looking forward to leading Council into its next chapter. Moving forward I will be reviewing our operations and implementing new measures to streamline operations, strengthen internal processes, improve financial sustainability across all levels of Council. My focus will be on rebuilding trust, improving performance and ensuring we deliver better outcomes for the people and communities in our wards.

I have been advised that West Arnhem Regional Council (Council) has been working with the Local Government Unit since April 2024, to rein in expenditure and increase revenue, to operate within Council's recurring grant and own source funding. Following a budget and long-term financial plan review, a \$2.586 million request for financial support for 2024-25 was made to the Department of Housing, Local Government and Community Development.

The Department's initial response was to bring forward 30% of the second half of Council's 2024-25 NT Operational subsidy funding to enable the Council to pay its insurance premiums in September 2024. On 4 December 2024, the Department's Chief Executive Officer, Mr Luccio Cercarelli PSM, advised a financial support subsidy of \$1.1 million had been allocated to the Council in 2024-25 and that payment of the \$1.1 million and any future support was subject to certain reporting conditions.

On 10 March 2025 the Council received the \$1.1 million financial support subsidy. On 26 March 2025, the Council resolved to create an Insurance Reserve with the \$1.1 million received, ready to pay the 2025-26 insurances due in full in August 2025 [OCM 82/2025]. Prior to receiving this \$1.1 million the Council has had limited ability to accumulate funds to create this Insurance Reserve as resources had been needed elsewhere in restructuring and rationalising Council's operations.

The Council to date has delivered three Local Government Funding Level reports, covering the Department's areas of operational concern, as specified in the conditions of the financial support subsidy. The latest Local Government Funding Level report was provided to you on 6 May 2025, and it contained two one-off expenditure items in Council's communities that urgently required external funding as Council is unable to fund the works from within.

PO Box 721, Jabiru NT 0886 • [info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au) • [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)



Jabiru (Head Office)  
☎ 08 8979 9444

Gunbalanya  
☎ 08 8970 3700

Maningrida  
☎ 08 8979 6600

Warruwi  
☎ 08 8970 3600

Minjilang  
☎ 08 8970 3500







The **first urgent one-off expenditure is unforeseen repairs to the Maningrida pool facility** where a recent asset valuation review revealed the apron of the pool has eroded and is now exposing the steel footings. For safety reasons, to prevent further exposure and damage to the footings, and consequently a longer facility closure, urgent repairs to the pool's apron of approximately \$50,000 is required. This is unexpected, unbudgeted expenditure which, if not undertaken in a timely manner, will likely mean public access to the popular Maningrida facility will have to be reduced or closed until funds can be secured. The Council is very conscious that reduced use or, at worst, closure of this facility will likely be detrimental to the residents of Maningrida.

The **second urgent one-off expenditure is the replacement and decommissioning of the Council's fuel tank in Minjilang**, at an estimated cost of \$200,000. A recent review of the on-going saltwater corrosion of the tank has highlighted the need to replace the tank in 2025. Despite this asset being over ten years old no cash-backed provision has been accumulated to fund the tank's replacement from within Council's resources. The Council is the sole supplier of fuel to the community of Minjilang and should the continuing corrosion taint the fuel held in the tank the immediate effect on the residents of Minjilang will be substantial.

The Council is urgently seeking funding to install a new 33,000 litre fuel tank onto the existing external bowsters and decommission the old tank. The replacement tank would be custom made to hold 28,000 litres of diesel and 4,000 litres of opal fuel – enough for both the Council and the residents of Minjilang to use between fuel deliveries. Following replacement of this vital community asset a proposal will be put to the Council to reallocate a portion of funds gained from future fuel sales towards a replacement provision/reserve to fund future tank repairs and replacements from within.

As explained, the two urgent expenditure items identified (the repairs to the Maningrida pool facility of approximately \$50,000 and the replacement of the fuel tank in Minjilang estimated to cost \$200,000) are not able to be funded from within Council's budget. The Council has been very careful in recognising what works it should prioritise, and the focus has been to consider the needs of Council's communities – this has been demonstrated in the Local Government Funding Level reports provided to you, particularly the most recent 'third' report.

In preparing the 2025-26 Annual Plan and Budget, which is now out for public consultation, the Council continues to report a 2025-26 budget cash deficit, largely reflective of the balance of funding support not provided in 2024-25 of \$1.486 million (i.e. the difference between the \$2.586 million original request and received amount of \$1.1 million). Pleasingly the Council expects the carry forward shortfall to reduce to \$1.191 million, approximately \$300,000 less than the unpaid 2024-25 budget deficit balance. This shortfall reflects the changes to Council's operations which are still being worked through. As an example, Council continues to have staff in legacy positions, outside the approved Organisational Structure, which are only to change on natural attrition and not via redundancy.





The Council welcomes any additional one-off funding assistance the Local Government Unit can provide, outside the 2024-25 and 2025-26 financial support subsidy, to fund the two urgent, discrete works identify in this letter (i.e. the repairs to the Maningrida pool facility of approximately \$50,000 and the replacement of the fuel tank in Minjilang estimated to cost \$200,000).

I was at the LGANT conference in Katherine and heard you speak but did not get an opportunity to introduce myself.

I look forward to meeting with you this week to discuss Council's direction and financial position, including these urgent, unbudgeted projects.

Yours sincerely

A handwritten signature in black ink, appearing to read "Katharine Murray".

Katharine Murray  
Chief Executive Officer  
West Arnhem Regional Council





**From:** Rachael McKay  
**Sent:** Tue, 27 May 2025 23:31:30 +0000  
**To:** Gina Carrascalao  
**Cc:** Kathleen Richardson  
**Subject:** 2025 Local Government Election  
**Attachments:** West Arnhem 1 as at 22 May.pdf, West Arnhem 2 as at 29 April.pdf, Timetable.pdf

You don't often get email from rachael.mckay@nt.gov.au. [Learn why this is important](#)

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Good morning Gina,

The 2025 Local Government Election will be held in August this year and I will be running the remote side of it.

I am hoping I can organise a team's meeting with Katharine Murray to discuss the operations side of the election.

I have attached a draft schedule and timetable for the election.

Please let me know when would suit Katharine for the meeting.

**Kind Regards**

**Rachael McKay**  
**Project Officer - Remote**  
**NT Electoral Commission**  
Level 3, TCG Centre, 80 Mitchell St, Darwin | GPO Box 2419, Darwin NT 0801  
T: 08 8999 7655

Our office is on the land of the Larrakia People

[www.ntec.nt.gov.au](http://www.ntec.nt.gov.au)

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Department of  
LANDS, PLANNING  
AND ENVIRONMENT

Level 5  
Energy House  
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DARWIN NT 0800

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DARWIN NT 0801

E [OCEO.DLPE@nt.gov.au](mailto:OCEO.DLPE@nt.gov.au)

T 08 8999 4840

File reference  
2024/3713-0011

Katherine Murray  
Chief Executive Officer  
West Arnhem Regional Council  
PO Box 721  
Jabiru NT 0886

Via email: [info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)

Dear Ms Murray

The Northern Territory Government is committed to rebuilding the Northern Territory economy and has a strong focus on improving regulatory certainty and reducing approval timeframes. This is reflected in the [Rebuilding the Economy: Northern Territory Economic Strategy 2025](#) that was released 19 March 2025.

The Department of Lands, Planning and Environment is committed to reducing its approval timeframes, delivering efficient and effective regulation and supporting economic development to benefit all Territorians.

To support this commitment, the Department is identifying possible amendments to a broad range of legislation it administers to reduce unnecessary regulation and administration, facilitate faster approvals and promote certainty in decision making by addressing legislative inconsistencies and ambiguity.

As part of this work, consideration is being given to amendments to the *Planning Act 1999* to enable streamlined assessments of low-risk applications. I would welcome the opportunity to talk to you about this project. Please contact me if you would like to arrange a time to discuss this project.

I appreciate the ongoing work being undertaken by Council and the Department across our shared priorities and will keep you informed of any changes made by Government.

Yours sincerely

A handwritten signature in purple ink, appearing to read "Joanne", written over a circular purple stamp.

Joanne Townsend  
Chief Executive Officer

22 May 2025

**Council: West Arnhem Regional Council**

**Released on:** 02/05/2025

**Submission closes:** 24/05/2025

Our Ref: 2024/1567-2

Ms Katharine Murray  
Chief Executive Officer  
West Arnhem Regional Council  
PO Box 721  
Jabiru NT 0886

Email: [info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)

Dear Ms Murray

**Re: Feedback on Council's draft 2025–26 Annual Plan out for Public Consultation**

Every year the Department of Housing, Local Government and Community Development as the Agency responsible for regulating the Local Government sector, provides feedback on the draft Annual Plan and budget (draft plan) published by councils.

Although the general public are invited to make a written submission on the draft plan, this letter is not a formal submission on West Arnhem Regional Council's (Council) draft plan. Rather, it is a contribution to support the Council to meet its legislative obligations in relation to its planning and budgeting process under the *Local Government Act 2019* (Act).

Provided at **Attachment A** are sections in the draft plan recommended for review by the Council. Please note, the feedback on the draft plan does not include any assessment or comment on the Council's rates declaration. Council is encouraged to seek its own legal advice in relation to its rates declaration.

Once the Council has considered any written submissions and the final plan and budget is ready to be adopted, it is recommended the Council separately resolves to:

1. Declare the rates (under sections 237 and 238 of the Act).

*NOTE:* before the Council can adopt the budget, the CEO must check the rate records and certify in writing to the Council that to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area (Regulation 29).

2. Adopt the budget (under section 203 of the Act).
3. Adopt the regional plan (under section 35(1) of the Act).

Under the Act the Council must adopt its 2025-26 Annual Plan including the budget on or before 30 June 2025. It is important to note that the Act does not provide the Minister or DHLGCD with the power to defer or waive the stipulated 30 June date.

Should you have any queries in relation to this feedback please email [lg.compliance@nt.gov.au](mailto:lg.compliance@nt.gov.au).

Yours sincerely

The Sustainability and Compliance Team

**Attachment A**

**Draft Annual Plan Feedback**

**Feedback for consideration**

1. On page 31, under “3.1 Cultural Safety”, it is suggested that the strategy referring to the review of the Reconciliation Action Plan (RAP) and related actions be updated to the current year. *i.e. Review success of RAP against actions and determine Council's next steps towards reconciliation actions for 2025 and beyond.*
2. On page 35, under “Pillar 4: Service Delivery and Built Environment” (4.1 Strategic Infrastructure and Asset Management), provides updates on the establishment of gazetted cemeteries in Warruwi, Minjilang and Maningrida. However, there is no mention of a gazetted cemetery being established in Gunbalanya (see LA Meeting Agenda Report for 12 March 2025, item 9.3).
3. On page 57, under “Capital Expenditure and Funding”, the word “Infrastructure” listed in the “Capital Expenditure” column is misspelt. It is recommended this be amended upon completion of the draft plan.
4. On page 58, under “Budget by Planned Major Capital Works”, the word “Infrastructure” listed in the “Class of Assets” column is misspelt. It is recommended this be amended upon completion of the draft plan.

RECEIVED



South Australia &  
Northern Territory

The Multiple Sclerosis  
Society of South Australia  
& Northern Territory Inc.  
ABN 85 662 359 859

26 MAY 2025

T: (08) 7002 6500  
Free Call: 1800 812 311  
E: [info@ms.asn.au](mailto:info@ms.asn.au)  
W: [ms.asn.au](http://ms.asn.au)

Unit 2/3, 10-14 Regency Road  
Kilkenny SA 5009

PO Box 377  
Salisbury South DC SA 5106

Mayor James Woods  
Mr Andrew Walsh, Chief Executive Officer  
West Arnhem Regional Council  
PO Box 721  
Jabiru NT 0886

Dear Mayor Woods & Mr Walsh,

My name is Shaun Kennedy, and I write to introduce myself to you as the CEO of the MS Society SA & NT, a not-for-profit organisation that provides vital support services to over 3,000 South Australians and Northern Territorians living with multiple sclerosis.

Multiple Sclerosis (MS) is the most common acquired neurological disease affecting young Australian adults, often diagnosed between the ages of 20 to 40, and affects three times more women than men. There is no cure. Multiple sclerosis is a chronic, neurodegenerative condition that affects the Central Nervous System (CNS). The body's own immune system attacks the protective sheath of fatty protein, called myelin, which surrounds the nerves in the brain, spinal cord, and the optic nerve. An attack results in inflammation and development of one or more lesions, resulting in scarring or sclerotic plaques, forming on the nerves. These lesions interfere with the speed and efficiency of nerve messages sent back and forward through the brain, and spinal cord.

Every person diagnosed with MS will experience it slightly differently, depending on the location, size and number of lesions formed, and the type of MS diagnosis. Fatigue is very common, and for some, sensations are altered while others have difficulty with muscle strength and movement. Lesions in the brain can affect a person's capacity to process information and may affect their cognition and emotions.

Our comprehensive support services at the MS Society SA & NT go far beyond clinical care, addressing the holistic needs of people living with MS at every stage of their journey. We provide specialised MS nursing support, outreach services, physiotherapy, occupational therapy, continence clinics, NDIS access support and advocacy that work together to empower our clients to maintain independence and quality of life. Our team takes a preventative approach, focusing on early intervention, education, and ongoing symptom management that helps people remain active in their communities and reduces hospital admissions. This integrated model of care not only supports individuals with MS and their families but also delivers significant benefits to the broader healthcare system by reducing the burden on emergency services and hospital resources.

With this letter I have attached a flyer about MS, a copy of our 2023 – 2024 Annual Report and an MS Australia 'MS Nurse Care in Australia' Report Summary. You and your team can also watch this video here:

<https://www.youtube.com/watch?v=iT2Vr4BLXfQ> Further information about MS is also available here:

<https://ms.asn.au/about-ms/>

I look forward to hearing from you, finding ways to collaborate, and working together to support those living with MS in your community.

Yours sincerely,

**Shaun Kennedy**  
Chief Executive Officer

6 / 05 / 2025

Compassion | Innovation | Accountability | Collaboration





## WHAT IS MS?

Multiple sclerosis (MS) is a disease that affects the brain and spinal cord, which make up our central nervous system that controls everything we do, from physical movement to thought processes and decision-making.

Myelin is the coating on our nerves that protects them, and helps them send messages quickly between the brain and the rest of the body

In MS, our immune system attacks myelin by mistake, treating it like an infection. When myelin is damaged, the messages travelling along the nerve become distorted, or they don't get through at all. This interruption of communication signals causes unpredictable symptoms, such as numbness, tingling, mood changes, memory problems, pain, fatigue, vision disturbances, or coordination issues.

## COMMON SYMPTOMS

The symptoms of MS can be both visible and invisible to others, are unpredictable and vary from person to person and from time to time in the same person.

## TWO MAIN FORMS OF MS

### 1. RELAPSING MS

Relapsing MS is where people usually have times of stability in between flareups or relapses. After a relapse, symptoms, which may last for days or even weeks, may ease or go away completely. Growing evidence suggests that early and ongoing treatment with disease-modifying therapies can help manage symptoms, slow the damage, and help reduce relapsing MS attacks.

### 2. PROGRESSIVE MS

Progressive MS is where people experience a gradual worsening of symptoms and disability without periods of recovery. It manifests differently in individuals over time, but without treatment, disability steadily accumulates.

**From:** Info WestArnhem  
**Sent:** Thu, 22 May 2025 23:43:22 +0000  
**To:** Gina Carrascalao; Heidi Walton  
**Cc:** Info WestArnhem  
**Subject:** FW: Refugee Week 2025 - Citizenship Ceremony Organiser Kit [SEC=OFFICIAL]  
**Attachments:** Refugee Week 2025 - Citizenship Ceremony Organiser Kit.pdf

Good morning ladies,

Please see the below for your action.

cheers



**Karen Meyers**  
**Administration Coordinator | West Arnhem Regional Council**  
T: 08 8979 9452 | M: 0412 411 575 | PO Box 721 Jabiru NT 0886  
E: [karen.meyers@westarnhem.nt.gov.au](mailto:karen.meyers@westarnhem.nt.gov.au) | W: [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)

**OUR VALUES:** Respectful Inclusive Innovative Integrity



*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 Regions Wards. West Arnhem Regional Council pay their respects and acknowledge Elders past, present and rising.*

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**From:** NatO Ceremonies <[Natoceremonies@homeaffairs.gov.au](mailto:Natoceremonies@homeaffairs.gov.au)>  
**Sent:** Friday, 23 May 2025 9:08 AM  
**To:** NatO Ceremonies <[Natoceremonies@homeaffairs.gov.au](mailto:Natoceremonies@homeaffairs.gov.au)>  
**Subject:** Refugee Week 2025 - Citizenship Ceremony Organiser Kit [SEC=OFFICIAL]

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**OFFICIAL**

Dear Mayors and Citizenship Ceremony Organisers

This year [Refugee Week](#) will be celebrated from 15 to 21 June 2025.

We encourage you to hold Australian citizenship ceremonies to mark Refugee Week, as an opportunity



to reflect on Australia's long history of resettling refugees and others in humanitarian need, and acknowledge the many contributions they make to Australia.

As you are aware becoming an Australian citizen is the final step in the migration journey. This step has special significance for refugees as they formally bind their identities and their future to the nation that provided them safety and security in their time of need. Ceremonies are a great opportunity to welcome new citizens and celebrate the important contributions of refugees to Australian society, and to share important messages about Australia's national identity and values and the importance of being active citizens and contributing to Australian society.

The Department has a broad range of resources available to promote and support Australian citizenship ceremonies. The attached organiser kit has been developed to provide you with information to assist with organising a Refugee Week citizenship ceremony and key messages you may wish to draw from.

Rachielle Laine-Barclay  
Director | Citizenship Ceremonies Section  
Citizenship Program Delivery Branch | Citizenship and Multicultural Affairs Division  
Immigration Programs Group  
Department of Home Affairs  
P: 02 6223 8290  
M: 0466 855 351  
E: [Rachielle.laine-barclay@homeaffairs.gov.au](mailto:Rachielle.laine-barclay@homeaffairs.gov.au)

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14 April 2025

The Council Members  
West Arnhem Regional Council  
C/- Ms. Jocelyn Nathanael-Walters  
Director Finance  
PO Box 721  
Jabiru NT 0886  
Email: [jocelyn.nathanael-Walters@westarnhem.nt.gov.au](mailto:jocelyn.nathanael-Walters@westarnhem.nt.gov.au)

Dear Council Members,

### Consideration of fraud and error, and compliance with laws and regulations for year ending 30 June 2025

The Australian Auditing Standards ("ASA's") require us as your auditor to obtain reasonable assurance that the financial report is free from material misstatement, whether caused by fraud or error, or non-compliance with laws and regulations.

As part of our audit and in order that we can ensure compliance with the above requirements we are required to make enquiries of management and the directors in relation to these matters. Accordingly, we would appreciate you providing us with your response to the following questions as they relate to the entity's internal control environment:

#### A. Fraud and Error

- Your assessment of the risk that the financial report may be materially misstated due to fraud.
- Your processes for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or account balances, classes of transactions or disclosures for which a risk of fraud is likely to exist.
- Any communications to management and employees regarding the processes for identifying and responding to the risks of fraud in the entity.
- The entity's communications, if any, to employees regarding its views on business practices and ethical behaviour.
- Knowledge of fraud or suspected fraud affecting the entity involving, management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial report.
- Any allegations of fraud, or suspected fraud, affecting the entity's financial report communicated by employees, former employees, analysts, regulators, or others.

#### B. Laws and Regulations

- Details of laws and regulations that may be expected to have a fundamental effect on the operations of the entity.
- Details of policies and procedures regarding compliance with those laws and regulations.
- Details of any policies or procedures that have been adopted for identifying, evaluating, and accounting for litigation claims and assessments.

#### Advisory. Tax. Audit.

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We would appreciate you also provide us with your acknowledgment of management's responsibility for the design and implementation of internal control to prevent and detect fraud.

In order that we may complete your audit in accordance with your established timetable we would appreciate receiving your response as soon as possible.

Please do not hesitate to contact me if you have any queries in respect of the above.

Yours sincerely,

A handwritten signature in blue ink that reads 'Nexia Edwards Marshall NT'.

Nexia Edwards Marshall NT

A handwritten signature in blue ink that reads 'Noel Clifford'.

Noel Clifford  
Partner, Audit and Assurance Services

Direct Line: 08 8981 5585 ext. 506

Mobile: 0417 864 114

Email: [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)



**West Arnhem Regional Council**

**Audit Strategy Memorandum**

**For the Year Ending 30 June 2025**

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29 April 2025

The Council Members  
West Arnhem Regional Council  
C/- Ms. Jocelyn Nathanael-Walters  
Director Finance  
PO Box 721  
Jabiru NT 0886  
Email: [jocelyn.nathanael-Walters@westarnhem.nt.gov.au](mailto:jocelyn.nathanael-Walters@westarnhem.nt.gov.au)

Dear Council Members,

### **Audit Strategy Memorandum to the Council Members for the Year Ending 30 June 2025**

We are pleased to present you with our audit strategy for West Arnhem Regional Council for the year ending 30 June 2025.

The strategy has been developed following discussions with management, an assessment of the key risks facing the Council and the significant financial statements balances.

The key purpose of this document is to:

- confirm our compliance with the professional standards;
- set out the audit approach in summary;
- promote effective communication between the auditor and those charge with governance; and
- identify the key issues which we expect to be the focus of our audit procedures.

We welcome any comments you may have or any additional areas in which you seek comfort or assurance from the audit process. I look forward to the opportunity of discussing our strategy with you.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Noel Clifford', written over a light blue horizontal line.

Noel Clifford  
Partner, Assurance Services

Direct Line: 08 8981 5585 ext 506  
Mobile: 0417 864 114  
Email: [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)

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# keycontacts

Your key contacts for the West Arnhem Regional Council audit are:



**Noel Clifford FCA** (Partner) is a registered company auditor with over 40 years' experience in the audit of large reporting corporations, non-reporting corporations, and Not-for-profit clients.

**Noel Clifford FCA**

t 08 89815585 ext. 506

m 0417 864 114

e [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)



**Vikram Sandhu CPA** (Manager) has over 5 years' experience providing audit and assurance services to a wide range of industries involved in the not-for-profit space, including councils and Aboriginal corporations.

**Vikram Sandhu CPA**

t 08 89815585 ext. 511

m 0433 226 973

e [vsandhu@nexiaemnt.com.au](mailto:vsandhu@nexiaemnt.com.au)



**Sarah McEachern CA** (Partner) has over 20 years' experience in assessing her clients' business needs and providing recommendations that maximise opportunities for them.

**Sarah McEachern CA**

t 08 89815585 ext. 519

m 0419 803 814

e [smceachern@nexiaem.com.au](mailto:smceachern@nexiaem.com.au)

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# snapshot

## Audit Snapshot – Reporting

The following tables outline the audit results and processes that we will report on to the Council Members upon completion of the 2025 audit.

### Audit Results

Any significant audit adjustments required

Any unadjusted differences considered immaterial

Transactions and balances verified in accordance with audit plan

Audit risks and exposures addressed

Any audit risks requiring comment from the Council Members

Any high and/or medium priority control deficiencies identified

Any instances of fraud or error in respect to operations noted

Any material uncertainties, conditions, or events identified to affect going concern noted

Any instances of non-compliance with laws and regulations noted

Any instances of non-compliance with policies and procedures noted

Any expected modifications to auditor's report

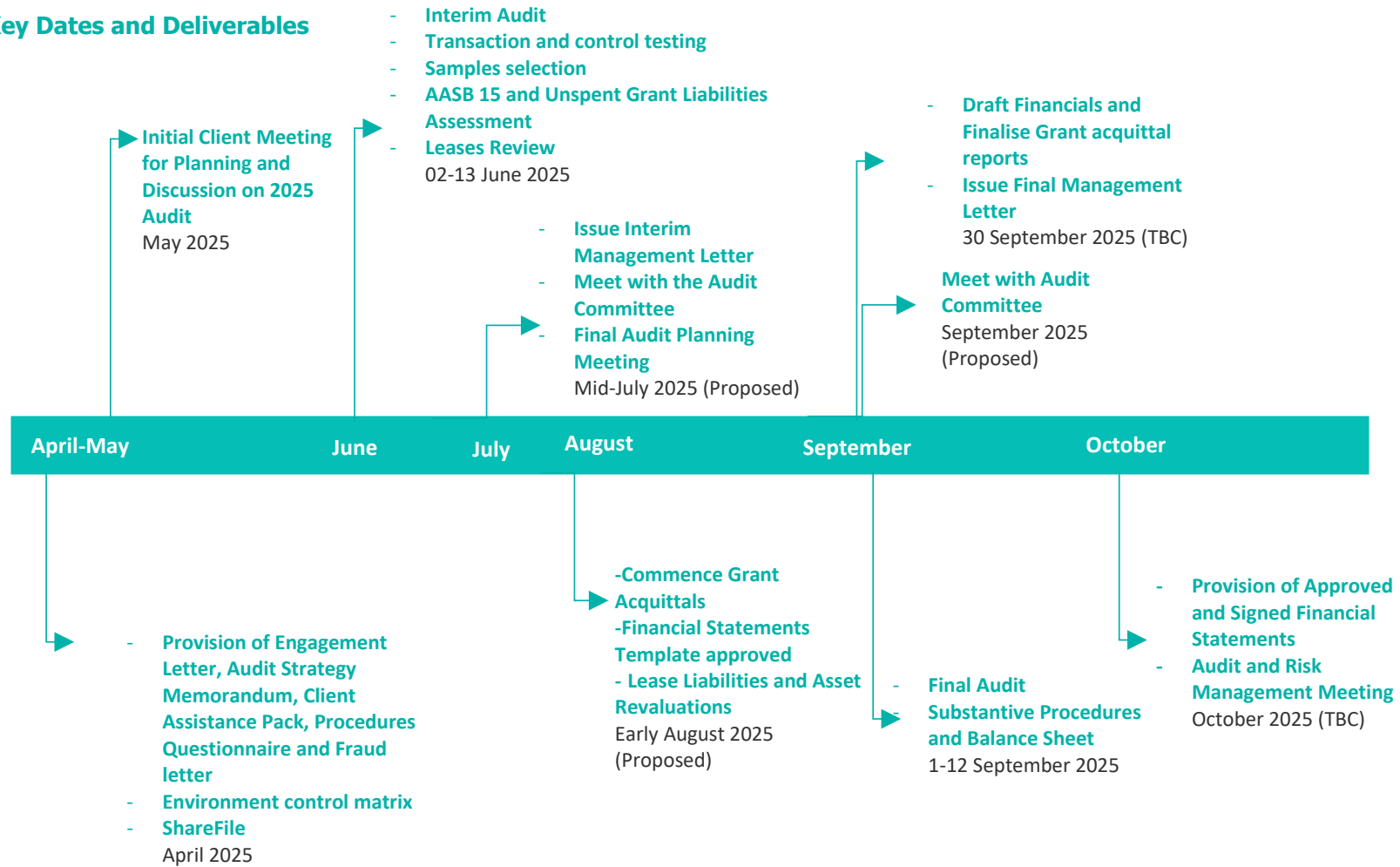
### Audit Process

Level of preparedness for audit sufficient

Draft financial report available at agreed date

# timeline

## Key Dates and Deliverables





**Audit Team, Independence, and Materiality**

Auditor	Role	Email
Noel Clifford	Engagement Partner	nclifford@nexiaemnt.com.au
Vikram Sandhu	Senior Manager	vsandhu@nexiaemnt.com.au
Jaya Giri	Experienced Auditor	jgiri@nexiaemnt.com.au
Gaurab Aryal	Auditor	garyal@nexiaemnt.com.au
Katherine Le	Auditor	kle@nexiaemnt.com.au
Ola Zadroga	Auditor	ozadroga@nexiaemnt.com.au

**Independence**

I confirm, in my capacity as Engagement Partner, that the firm and the members of the Audit Team continue to meet the independence requirements of the *Australian Auditing Standards*, *Australian Accounting Standards* and the Northern Territory of Australia *Local Government Act 2019* and ethical requirements of the Accounting Professional and Ethical Standards Board APES 110: *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to the audit of West Arnhem Regional Council.

**Materiality**

Our auditing standards require that we apply the concept of materiality in planning and performing an audit of a financial report. Misstatements, including omissions, are considered material if they individually or in aggregate, could reasonably be expected to influence the economic decisions of the users of the financial report.

The determination of materiality is a matter of professional judgement and is affected by our perception of the financial information needs of the users of the financial report. Having considered the nature of the Council, the industry, and economic environment in which the Council operates, and the relative volatility of alternative benchmarks, we have determined overall planning materiality based on an equal weighting of the Council's revenue and expenditure for the current year.



## Audit Risk Areas

The items detailed below are the 'key' issues in relation to the audit of West Arnhem Regional Council for the year ending 30 June 2025. We have provided a summary on the impact on our audit approach. Please note that this is neither a complete list of all issues we have considered nor a complete description of our audit procedures.

We have presented the issues in three categories: high, medium, and low risk areas. These are defined as follows:

<b>High</b>	<p>A judgmental assessment of inherent risk as high relates to those risks which require special audit consideration (in terms of the nature, timing, or extent of testing) because of the:</p> <ul style="list-style-type: none"> <li>▪ nature of the risk;</li> <li>▪ likely magnitude of the potential misstatements (including the possibility that the risk may give rise to multiple misstatements); and</li> <li>▪ likelihood of the risk occurring.</li> </ul>
<b>Medium</b>	<p>A judgmental assessment of inherent risk as medium relates to a risk that requires additional audit consideration beyond what would be required for a normal risk, but which does not rise to the level of a high risk.</p>
<b>Low</b>	<p>A judgmental assessment of inherent risk as low is related to relatively routine, non-complex transactions that tend to be subject to systematic processing and require little management judgment. Although it is considered that there is a risk of material misstatement, there are no elevated or special factors related to the nature, the likely magnitude of the potential misstatements, or the likelihood of the risk occurring. We do not, as a matter of course, discuss normal risks with those charged with governance unless we seek their confirmation on the judgment that has been applied.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Cash and Cash Equivalents</b>	<b>Medium</b>	<p>Transactions may be inaccurately recorded, recorded in the incorrect period, or omitted.</p> <p>All bank accounts operated by the Council are not properly brought to account in the Council's financial records.</p> <p>Amounts held in closed bank accounts are not correctly transferred to another of the Council's current bank accounts.</p> <p>Errors in bank reconciliations may not be corrected on a timely basis.</p> <p>Cash on hand is not protected through appropriate safeguards, with physical amounts periodically verified and reconciled.</p>	<p>Accuracy of bank reconciliations at year end will be checked.</p> <p>Any bank accounts that have been closed during the period will be reviewed to determine whether amounts have been correctly transferred into other bank accounts held by the Council.</p> <p>Physical cash counted (if applicable) with the amounts verified against day end reconciliation.</p> <p>Obtain custodian verification of all monies and floats on hand.</p> <p>Test transfers of funds between accounts.</p> <p>Obtain and review bank/term deposits; checking interest and any transfers of monies/deposits in the period.</p>
<b>Trade and Other Receivables</b>	<b>Medium</b>	<p>Cut off errors.</p> <p>Revenue transactions recognised in the wrong financial periods.</p> <p>Provision for doubtful debts incorrectly assessed and any impairment incorrectly calculated and recognised.</p> <p>Revenue transactions recognised in the wrong financial periods, for example:</p> <ul style="list-style-type: none"> <li>• amounts related to revenue to be recognised in future financial years;</li> <li>• amounts related to revenue incorrectly recognised in the current year; and</li> <li>• amounts recognised incorrectly assessed for impairment with a provision for doubtful debts correctly recognised in instances where there are signs of impairment.</li> </ul>	<p>Cut-off testing to be conducted as appropriate.</p> <p>Accuracy of reconciliation between general ledger and trade receivables listing will be checked.</p> <p>Sample of receivable amounts will be examined against underlying documentation and records to determine whether amounts have been recognised in the correct financial year.</p> <p>Recoverability of receivable balances will be assessed by comparison to amounts received in the subsequent year end.</p> <p>Adequacy of provision for doubtful debts will be evaluated.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Prepayments and Other Current Assets</b>	<b>Low</b>	Prepaid expenditure may not be accurately recognised. Other current assets may be inaccurate and/or non-recoverable.	Listing of prepayments and other assets at year-end will be obtained. Accuracy of reconciliation between general ledger and prepayments schedule will be checked. Sample of prepayments will be examined. Listing of Other current assets will be obtained, and material assets verified and if applicable recoverability assessed.
<b>Property, Plant and Equipment</b>	<b>Medium</b>	Capital expenditure may be inappropriately expensed. New assets may be incorrectly recognised and recorded. Asset disposals may not be properly accounted for. Assets previously held by the Council may no longer exist. Assets held by the Council may be incorrectly omitted from the Council's records. Depreciation charges may not be accurately computed and recorded, consistently applied, or reasonable, considering assets' useful lives. Carrying amounts may not have been correctly assessed for impairment with a provision for impairment correctly recognised where there are signs of impairment.	Accuracy of reconciliation between general ledger and fixed asset register/depreciation schedule will be checked. New assets recognised (if any) will be physically sighted, where possible, and/or photos obtained. In addition, appropriate supporting documents, including invoices, will be examined. Any asset disposals that have occurred will be reviewed to determine evidence of appropriate approval and whether correctly recorded. Significant older assets will be physically sighted, where possible, and/or photos obtained. Recent revaluation reports will be obtained, reviewed, and assessed. Documents, assumptions, and workings will be reviewed against the fixed asset register. Depreciation charges will be assessed for consistently and reasonableness. Repairs and maintenance expenditure will be reviewed for any capital expenditure that has been inappropriately expensed. Impairment indicators will be assessed, and management's assessment of any impairment evaluated.



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Inventory</b>	<b>Low</b>	<p>Inventory not being accurately recorded at lower of cost and net realisable value.</p> <p>Cut off errors; incorrect accounting between inventory and cost of goods sold.</p> <p>Non-existence of inventory.</p> <p>Slow moving or damaged stock not being written off.</p>	<p>Photos of significant inventory sites showing items held there to be obtained.</p> <p>Obtain final stocktake reports at 30 June 2025 for all locations. These to be reconciled with the general ledger.</p> <p>Review for obsolescence/damaged stock by discussion with senior management.</p> <p>Testing of stock to assess whether obsolete stock is written down in line with the council's policy.</p> <p>Audit procedures to substantiate the correct recording of the cost of inventory items. We will test a sample of items and check their unit costing and selling prices.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
Trade and Other Payables/ Expenditure	Medium	<p>Trade and other payables may not be recorded.</p> <p>GST may not be properly recorded and reported.</p> <p>Operating expenditure may be inaccurately recorded, inappropriately or inconsistently classified, and/or recorded in the incorrect period.</p> <p>Illegitimate and/or unauthorised payments and expenditure.</p> <p>Payroll clearing accounts such as those related to superannuation and PAYG may not be properly reconciled with amounts cleared/remitted on a timely basis.</p>	<p>Accuracy of reconciliation between general ledger and trade payables listing will be checked.</p> <p>Compare reported trade and other payable balances (including accruals) as at 30 June 2025 with prior years. Explanations will be obtained from management for all material variances.</p> <p>Sample of creditors recognised at year end will be examined.</p> <p>Procedures to identify potential unrecorded liabilities performed.</p> <p>Payments made after year end will be reviewed.</p> <p>GST balances will be compared against balances carried forward and amounts reported and remitted the year.</p> <p>An estimate of GST based on the full financial year will be developed and compared to amounts recorded and remitted, with significant differences investigated.</p> <p>A sample of expenditure that has occurred throughout the year and is recognised at year end will be examined against supporting documents (invoices, evidence of approval, bank statements).</p> <p>We will review on a sample basis, credit card transactions incurred examining supporting documentation and review and authorisation processes.</p> <p>Analytical reviews will be carried out on operating expenditure.</p> <p>Review of payroll clearing accounts including payments made subsequent to year end.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Employee Provisions</b>	<b>Medium</b>	<p>Employee leave entitlements may not be properly calculated and recorded in accordance with legislative requirements and the <i>Australian Accounting Standards</i>.</p> <p>Employees entitled to leave may be omitted from employee leave entitlement calculations.</p> <p>Oncosts may not be properly included in calculating leave entitlements.</p>	<p>Accuracy of reconciliation between general ledger and employee entitlements listing will be checked.</p> <p>Calculation of employee leave entitlements will be checked against legislative requirements and the <i>Australian Accounting Standards</i>.</p> <p>Sample of employee entitlements recognised at year end will be checked for accuracy against payroll records.</p> <p>Payroll records will be reviewed to determine whether any eligible employees have been inappropriately omitted from computation of employee leave entitlements.</p>
<b>Lease Liabilities/ Right of Use Assets</b>	<b>Medium</b>	<p>Inadequate disclosures in the financial statements.</p> <p>Incorrect application of <i>AASB16 Leases</i> - the leasing standard.</p> <p>Incorrect calculation of the present value of the lease liabilities and right of use assets.</p> <p>Incorrect amortisation of the right to use assets.</p> <p>Risk of misstatement due to non-inclusion of applicable leases.</p>	<p>Obtain from the client, a lease commitment/agreement schedule outlining all lease agreements entered into.</p> <p>Obtain all applicable lease agreements and agree the terms and conditions of the leases.</p> <p>Determine that leases have been treated in accordance with the provisions of <i>AASB16 Leases</i>.</p> <p>Test the calculations of the present value of the lease liabilities and right of use assets recognised and check the relevant expenses reported.</p> <p>Test the calculation of the amortisation expense of the right to use assets.</p> <p>Ensure disclosures in the financial statement of lease liabilities and right of use assets is appropriate.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
Grant Income/ Income in Advance/ Unspent Grants/ Contract Liabilities	Medium	<p>Grant income not being recorded completely and accurately.</p> <p>GST on grant income being incorrectly determined and accounted for.</p> <p>Income relating to grants and/or contract revenue being recorded in the incorrect period.</p> <p>Income is recognised before the conditions of the grant/contract have been met.</p> <p>Income in advance is not classified correctly.</p> <p>Monies received are recorded as revenue in the wrong period.</p> <p>Non-compliance with <i>Australian Accounting Standards</i> for the recognition of revenue and income, in particular AASB15 and AASB 1058.</p> <p>Incorrect application of the Revenue Accounting Standards' provisions.</p>	<p>Controls around the billing/invoicing cycle will be reviewed.</p> <p>Funding agreements will be reviewed to ascertain whether these are performance obligations and to determine the correct period for recognition of grant income. In addition, funding agreements will be reviewed to ensure that any applicable financial terms and conditions are being complied with, including any requirements to refund unspent grant funding at 30 June 2025.</p> <p>Unspent grant liabilities and deferred revenue liabilities will be reviewed at year end. Performance obligations and job cost reports being examined along with grant contract registers.</p> <p>Year-end grant acquittals and reconciliations will be reviewed and tested.</p> <p>Job cost reports being examined.</p> <p>All significant grant income in 2025 will be vouched to supporting documentation, including recipient tax invoices, remittances, funding letters, grant agreements (where applicable), and bank statements. Grant income will be checked as to ensure income is properly posted to the general ledger and review account allocations for reasonableness.</p> <p>We will test check to ensure GST has been properly determined, recorded, and accounted for in relation to grant funding received.</p> <p>Revenue accounting policies will be reviewed and matched against the applicable Accounting Standards.</p>





Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Revenue and Other Income</b>	<b>Medium</b>	<p>Revenue is not recognised.</p> <p>Revenue is incorrectly recorded or recorded in the incorrect period.</p> <p>Incorrect application of the Revenue Accounting Standards' provisions.</p>	<p>A sample of revenue that has occurred throughout the year and is recognised at year end will be examined against supporting documents (invoices, rates, engagement letters, contracts, subsequent receipts, and bank statements evidence of service delivery).</p> <p>Rates and charges applied to billings to be confirmed to rates approved by the Council.</p> <p>Rates and charges report to be extracted, tested, reviewed for accuracy, and reconciled to the general ledger.</p> <p>Property valuation reports to be reviewed against rates and billings levied (where applicable).</p> <p>Analytical reviews will be conducted on revenue and other income.</p> <p>A sample of transactions will be tested and checked against invoices, signed rental agreements and subsequent receipts.</p> <p>GST to be checked and verified on revenue transactions tested. GST reasonableness test to be conducted.</p>
<b>Payroll Related Expenditure</b>	<b>Medium</b>	<p>Salaries and wages (and associated costs) may not be correctly calculated, recorded, and remitted.</p> <p>Illegitimate and/or unauthorised payments.</p>	<p>Accuracy of reconciliation between general ledger and payroll will be checked.</p> <p>A sample of payroll transactions that have occurred throughout the year and at year end will be examined against payroll records and other supporting documents (timesheets, employment contracts, and bank statements).</p> <p>Analytical reviews will be conducted on payroll and payroll related expenses.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Litigation</b>	<b>Medium</b>	Inadequate disclosure of litigation and liability being under recorded.	<p>Review of legal expenses incurred during the year to identify any potential litigation.</p> <p>Review of minutes to identify any potential litigation.</p> <p>Where necessary we will consider sending a legal representation letter to your lawyers.</p> <p>Review of disclosures in the financial statements to assess adequacy of disclosure of potential litigation</p>
<b>Going Concern</b>	<b>Medium</b>	The going concern assumption may not be appropriate.	<p>Management's use of the going concern assumption will be evaluated through review of the Council's financial position and performance.</p> <p>This being for the current financial year and also near to the date of the signing of the financial statements.</p> <p>Solvency ratios will be considered.</p> <p>We will also review the Council's:</p> <ul style="list-style-type: none"> <li>• Budgets and cash flow forecasts for the current financial year and for future financial years; and</li> <li>• Bank statements and cash balances subsequent to year end.</li> </ul> <p>Status of government funding and renewal of operational funding contracts to be considered.</p> <p>We will obtain representations from Management or Council Members on the Council remaining a going concern.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Related Party Transactions</b>	<b>Medium</b>	Related party transactions may not be appropriately identified, accounted for, and disclosed in the financial statement.  Inappropriate and/or unauthorised transactions.	Make relevant enquiries of management.  Review financial records and other documents for signs of any undisclosed related party transactions.  Ensure Key Management Personnel remuneration is appropriately disclosed.  Check the accuracy of disclosed related party transactions against amounts recorded and available supporting documentation.  Obtain appropriate representations from the Council that all related party transactions have been appropriately disclosed.
<b>Commitments and Contingencies</b>	<b>Medium</b>	Lack of appropriate disclosure of Council's commitments and contingencies.  Inaccurate determination of commitments and contingencies.	Review legal expenses and associated invoices. Where appropriate obtain legal representation from the Council's lawyer(s).  Obtain register of all lease and rental commitments and agreements.  Ensure disclosures of lease and rental commitments in the financial statements are appropriate testing calculations of amounts to supporting workpapers.  Obtain representations from Management concerning the existence of litigation and contingent liabilities.



# auditrisk

Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Subsequent Events</b>	<b>Low</b>	Lack of appropriate disclosure of significant subsequent events impacting the presentation and the understanding of financial statements.	<p>Review Council's minutes prior and subsequent to year end.</p> <p>Consider status of funding contracts.</p> <p>Obtain an update on the status of any legal claims (if applicable).</p> <p>Consider whether there are any indications of impairment of assets or changes in the assumptions used since year end.</p> <p>Consider whether there are new commitments and/or guarantees year end which should be included as a subsequent event.</p> <p>Discuss with Management whether there are any subsequent events which require disclosure.</p> <p>Obtain representation from Management on whether reportable subsequent events have occurred.</p>
<b>Financial Statement Disclosures</b>	<b>Medium</b>	<p>Requirements to prepare a general-purpose financial report '<i>Simplified Disclosures for Tier 2 Entities</i>' in accordance with the <i>Australian Accounting Standards</i> and relevant legislations.</p> <p>Financial report prepared may not include all required financial statement disclosures, and/or may be inaccurate and/or incomplete.</p>	<p>Review financial report for accuracy against underlying financial records and consistency throughout.</p> <p>Review application and introduction of all new accounting standards (if applicable). Appropriate working papers to be obtained from management and action taken confirmed (if applicable).</p> <p>Review financial records against available templates and disclosure checklists to determine whether all required disclosures have been incorporated into the financial report.</p> <p>Review disclosures by agreeing the notes to the financial statements to supporting documentation and records.</p> <p>Review disclosure in the financial report to ensure they are neutral, consistent, and clear.</p> <p>Ensure disclosures are in accordance with relevant legislations</p>

### Impact on the Audit Approach - Summary

We have assessed the inherent audit risk of the Council for the financial year ending 30 June 2025 to be Medium.

Our audit approach for the financial year ending 30 June 2025 will be largely substantive by nature with controls tested where they contribute to the effectiveness of the audit.

Having determined your materiality, we will use this assessment in the auditing and verification of your material financial statement components. This will include assessing and verifying management's key assumptions, estimates and judgements, obtaining appropriate reconciliations of material balances and amounts, and verifying such balances and transactions where applicable to supporting records.

Details of our proposed audit procedures with respect to each financial statement component has been detailed on the preceding pages.

### Scope

The audit of the financial report of the Council will be conducted in accordance with Australian Auditing Standards, to obtain reasonable assurance about whether the financial report has been prepared in accordance with the applicable *Australian Accounting Standards, Northern Territory of Australia Local Government Act 2019* including:

- giving a true and fair view of the Council's financial position as at 30 June 2025 and of its financial performance and cash flows for the year then ending; and
- complying with Australian Accounting Standards, *Northern Territory of Australia Local Government Act 2019 and the Northern Territory of Australia Local Government (General) Regulations 2021*.

# fraud

## Fraud

*Australian Auditing Standard ASA 240 "The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report"* requires us to consider the risk of material misstatement in the financial report as a result of fraud and error. However, the primary responsibility for the prevention and detection of fraud rests with those charged with governance and management. Management of West Arnhem Regional Council are responsible for maintaining accounting records and controls designed to prevent and detect fraud and error in addition to the accounting policies and estimates in the financial report.

We will conduct a number of procedures during our audit for the consideration of the risk of fraud, including:

- making enquiries of those charged with governance and management to obtain an understanding of how those charged with governance exercise oversight over management's processes for identifying and responding to fraud risks;
- considering whether any fraud risk factors are present at West Arnhem Regional Council;
- making enquiries of management and those charged with governance to determine whether they have knowledge of any known or suspected fraud;
- performing analytical procedures and considering any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing estimates for biases that could result in material misstatement due to fraud;
- obtaining written representations from management that it acknowledges its responsibility for the design and implementation of internal controls and that it has disclosed any known or suspected fraud; and
- specific testing around revenue recognition and journal entries as required under the Auditing Standards. Further, we will perform data mining in and around the suppliers and payroll database.



## Other Matters

### Reliance on Internal Controls

Internal controls will be examined as part of our audit procedures. We will perform test of controls relating to the following cycles at West Arnhem Regional Council:

- governance oversight;
- billings/receipts;
- purchases/payments; and
- payroll.

The review of these areas will allow us to develop an understanding of the financial reporting and operating procedures at West Arnhem Council and also to review the systems for potential weaknesses and assess the likelihood of errors occurring.

It is expected that the results of that testing will allow us to place some reliance on these controls which will have an effect on the nature and extent of substantive tests of details we will conduct on West Arnhem Regional Council.

Accordingly, our comments and review are not intending to cover all aspects of West Arnhem Regional Council's internal controls and accounting systems, and our comments are limited to those matters that arise from our normal audit procedures.

### Reliance on Internal Auditors

West Arnhem Regional Council does not have an internal audit function. As such, no reliance is sought from an internal audit perspective.

## Not-For-Profit Industry Update

### Employees vs contractors

The issue of independent contractors vs employees has long been a problem area for many Australian businesses and NFPs. In many cases, the status of a worker and their entitlements (including superannuation) can be unclear and an in-depth analysis of the entire working arrangement must be undertaken to ensure compliance. Employers that fail to comply with their employer obligations could potentially find themselves with significant unfunded tax liabilities and penalties.

### Indirect Taxes for Not-for-Profits

How can Nexia Edwards Marshall help you?

We work with our not-for-profit clients to maintain tax concessions and exemptions and we perform comprehensive 'health checks' for GST, FBT and broader taxation.

For information on the above issues and how we can help you, please contact our Not-For-Profit Specialist in taxation, Sarah McEachern.



Sarah McEachern CA (Partner) has over 20 years' experience in assessing her clients' business needs and providing recommendations that maximise opportunities for them.

Sarah McEachern CA  
 t 08 89815585 ext. 519  
 m 0419 803 814  
 e [smceachern@nexiaemnt.com.au](mailto:smceachern@nexiaemnt.com.au)

### Cyber Liability Insurance

Cyber liability insurance is insurance with numerous cover options to help protect the business from items such as data breaches or other cyber security issues.

A lot of people say "I have never had a data breach so why do I need it", your business may not have been breached yet but it's a matter of when it will happen.

### What does cyber liability insurance cover?

Cyber liability insurance can help cover costs related to cyber attacks and data breaches. These costs can be numerous items such as following items:

- Data breaches including theft or loss of client information
- Network security breaches
- Business interruption costs
- Forensic investigation into the cause or scope of a breach
- Data recovery costs
- Cyber extortion

Crisis management costs (to protect or mitigate damage to your businesses reputation resulting from a cyber event).

Loss and legal costs, including fines and penalties resulting from a third party claim for data or network security breach against your council.

To ensure you have adequate cyber liability insurance, please see a insurance broker and ask your IT professionals for assistance.





# futuredevelopments

## Not-For-Profit Industry Update (cont.)

### Don't get caught phishing!

Sometimes someone might impersonate a client or customer online and ask you to do something that they never would. With phishing emails on the rise, please make sure that you are being extra careful when opening emails and clicking on unknown links or attachments.

The most accurate definition of a phishing email is an email sent to a recipient with the objective of making the recipient perform a specific task. The attacker may use social engineering techniques to make their email look genuine, and include a request to click on a link, open an attachment, or provide other sensitive information such as login credentials.

When receiving an email, please ask yourself the following:

- Do you know the sender?
- Is this email too generic?
- Were you expecting the email?
- Does the email look like others from this person?
- Is the email correctly addressed to you?
- Is the email address spelt correctly?
- Is the domain name correct? (e.g. The @nexiaem.com.au bit)

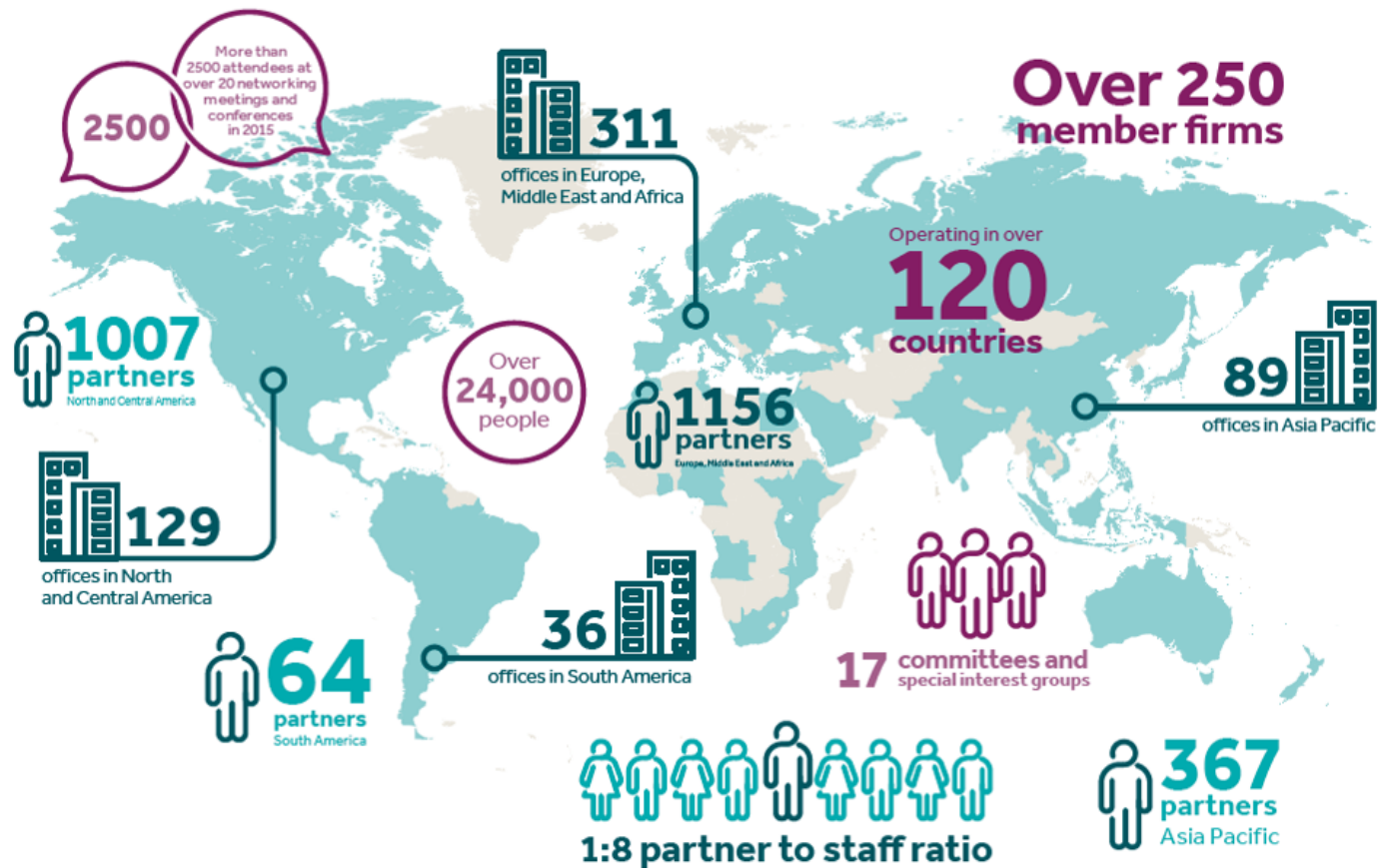
If you click on any web links:

- Is it requesting username and password information?
- Is it requesting you download a file?
- Does the webpage look unusual?
- Has the webpage been blocked by TrendMicro or Windows Defender Smart Screen?

If any of the above questions are 'No' permanently delete the email and contact your Nexia Edwards Marshall Adviser. Even if you are answering yes to these questions the email could still be a phishing scam. If you are still unsure, give the client, supplier, or person a call to confirm that the email is legitimate. A two minute phone call can save you from a catastrophe.



# Our world in numbers



## Nexia International

Nexia International is a leading, global network of independent accounting and consulting firms. When you choose a Nexia firm, you get a more responsive, more personal, partner-led service, across the world.

## Awards and credentials



International Accounting Bulletin Survey 2016



Rising Star Network Award at the IAB Awards 2013



Fee income for 2015



A global network that is where you want us to be

## Service lines

- Accounting and audit
- Tax services
- Management consultancy
- Corporate finance
- Litigation support
- Corporate recovery/insolvency

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Ordinary Council Meeting  
Tuesday 3 June 2025



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29 April 2025

The Council Members  
 West Arnhem Regional Council  
 C/- Ms. Jocelyn Nathanael-Walters  
 Director Finance  
 PO Box 721  
 Jabiru NT 0886  
 Email: [jocelyn.nathanael-Walters@westarnhem.nt.gov.au](mailto:jocelyn.nathanael-Walters@westarnhem.nt.gov.au)

Dear Council Members

### **Engagement letter - Audit of West Arnhem Regional Council for the Year Ending 30 June 2025**

You have requested that we audit the financial report of West Arnhem Regional Council (the "Council") which comprises the statement of financial position as at 30 June 2025 and the statement of profit or loss and comprehensive income, statement of changes in equity and statement of cash flows for the year then ending, and notes to the financial statements, including material accounting policy information, and the Chief Executive Officer Certificate. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

### **Responsibilities of the Auditor**

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

### **Advisory. Tax. Audit.**

Nexia Edwards Marshall NT (ABN 74 414 259 116) is a firm of Chartered Accountants. It is affiliated with, but independent from Nexia Australia Pty Ltd. Nexia Australia Pty Ltd is a member of Nexia International, a leading, global network of independent accounting and consulting firms. For more information please see [www.nexia.com.au/legal](http://www.nexia.com.au/legal). Neither Nexia International nor Nexia Australia Pty Ltd provide services to clients.

Liability limited under a scheme approved under Professional Standards Legislation.



### Responsibilities of the Auditor (Cont.)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In accordance with applicable laws, regulations and relevant ethical requirements, we have responsibilities to report identified or suspected non-compliance with laws and regulations and/or serious financial irregularity to parties outside the Council, such as the Minister and ICAC, under section 211(1)(c) of the Northern Territory of Australia Local Government Act 2019.

### Annual Financial Reports

We will report to the Council's members whether in our opinion:

- the annual financial report complies with the *Northern Territory of Australia Local Government Act 2019* ("the Act"), including:
  - a) giving a true and fair view of the Council's financial position as at 30 June 2025 and of its performance and cash flows for the year then ending, and
  - b) complying with Australian Accounting Standards and the *Northern Territory of Australia Local Government (General) Regulations 2021* ("the Regulations").

We are also required to report whether:

- i) we have been given all the information, explanations and assistance which we believe are necessary for the conduct of our audit;
- ii) the Council has kept financial records sufficient to enable the financial report to be prepared and audited; and
- iii) the Council has kept the other records and registers as required by the Acts.



### **Annual Financial Reports (Cont.)**

The Council Members, Chief Executive Officer and Management are responsible for the other information included with the financial report, including the Chief Executive Officer Certificate. Our opinion does not cover the other information and accordingly we do not express any form of assurance conclusion there on.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of the auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact.

Our auditor's report will be prepared and presented in accordance with Australian Auditing Standards relevant to the engagement. Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* sets out the form and content of our auditor's report, a copy of which can be provided to you upon request. There may be circumstances in which our auditor's report may be modified and differ from its expected form and content. We cannot provide assurance that an unqualified opinion will be issued.

### **Council Members' Responsibilities and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that the Chief Executive Officer, Management and the Council Members acknowledge and understand that they have responsibility:

- a) for the preparation of the financial report that complies with the *Northern Territory of Australia Local Government Act 2019*, *Northern Territory of Australia Local Government (General) Regulations 2021* and Australian Accounting Standards;
- b) the application of Australian Accounting Standards (and the determination of the basis of preparation and the accounting policies adopted), in the preparation of the financial report;
- c) for such internal control as Management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error; and
- d) to provide us with:
  - i) access to all information of which the Council Members, Chief Executive Officer and Management are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
  - ii) additional information that we may request from the Council Members, Chief Executive Officer and Management for the purpose of the audit;
  - iii) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence; and
  - iv) Where applicable, in respect of other information, you will inform us of all the documents that you expect to issue that may comprise other information forming part of the financial report.



### **Council Members' Responsibilities and Identification of the Applicable Financial Reporting Framework (Cont.)**

The Chief Executive Officer and Management are responsible for adjusting the financial reports to correct identified material misstatements. At the conclusion of each financial reporting engagement, we provide Management with a summary of any uncorrected misstatements we identify and request Management to confirm in writing that the effects of any uncorrected misstatements are immaterial both individually and in aggregate, to the financial reports taken as a whole.

As part of our audit process, we will request from Management and the Chief Executive Officer and, where appropriate, the Council Members, written confirmation concerning representations made to us in connection with the audit.

### **Independence**

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of Australian ethical pronouncements and the *Northern Territory of Australia Local Government Act 2019* in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware of a contravention of our independence requirements, we shall notify you on a timely basis. As part of our audit process, we shall also provide you with a written independence declaration as required by the Act and Regulations.

### **Presentation of Electronic Versions of the Audited Financial Report**

The Council may elect to provide electronic copies of the audited financial report and auditors' report to its members or other users of the financial report, either by way of e-mail, or by publishing a copy of the audited financial report and auditors' report on an internet website. When information is presented electronically, the security and controls over the information should be addressed by the entity to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information is beyond the scope of the audit of the financial report. Responsibility for any electronic presentation of the financial report is that of the governing body of the entity.

### **Quality of Service**

It is our desire to provide you with a high-quality service to meet your needs. If you believe that our service to you could be improved, or if you are dissatisfied with any aspect of our service, please raise the matter immediately with me. If you would prefer to discuss these matters with someone other than myself, please contact Mr. Robert Prime, our Managing Partner. This will enable us to ensure that your concerns are dealt with promptly and appropriately.

We design our audit plan and strategy to develop a cost-efficient audit approach and we will discuss with Management ways in which they can assist in containing the time involved on the audit engagement.

### **Fees and Expenses**

We look forward to full co-operation from your staff during the audit and we trust that they will make available to us whatever records, documentation and other information are requested in connection with our audit. Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses at cost. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required.



Our quoted audit fee relates to our engagement to form an opinion on the financial statements as a whole. Unless specifically identified herein, any additional work such as tax advice or assistance with the preparation of the statutory accounts will be subject to a separate agreement setting out the engagement scope, responsibilities and fee estimates.

On the above basis, we propose the following fee structure for the year ending 30 June 2025:

Service	2025
Full scope audit of the financial report for the year ending 30 June 2025	\$42,100
Assistance with preparation of the financial report for the year ending 30 June 2025	\$3,700
Disbursements (fixed out of pocket expenses)	\$1,300
Grant acquittals	\$2,000
IT and Administration Levy (3%*)	\$1,400
<b>Subtotal</b>	<b>\$50,500</b>
GST	\$5,050
<b>Total Amount Due</b>	<b>\$55,550</b>

*\*Our IT and Administration Levy incorporates our continual investment in IT to further enhance the audit and our reporting products to our clients.*

The above fees are based on the following understanding:

- Our fees are fixed subject to the provisions discussed below:
  - i) We have assumed that the financial and accounting records are maintained in a reasonable state that will facilitate an efficient audit;
  - ii) The fee assumes that there is no significant change in scope, size, nature or location of your organisation's operations from the information provided to us as part of our assessment and proposal. If such changes occur, or we become aware of such circumstances during the course of our audit or review, we will discuss the effect of such events on our fees; and
  - iii) Our fees will be billed progressively as the work is performed.

We may receive disclosures under the relevant legislation or where applicable your whistleblower policy. Assessing the eligibility of, and responding to, such disclosures are in addition to the above assurance services. You agree to pay our costs (determined on a time incurred basis at our standard charge rates) as well as any directly attributable external costs we consider reasonable in responding to such disclosures.

#### **Limitation of Liability**

Our liability is limited by a scheme approved under Professional Standards Legislation.





### **Cloud Computing**

We may utilise working paper and other software using cloud computing hosted by an external IT provider in order to perform our Services to you. By agreeing to this engagement and accepting these Services you acknowledge and agree that your personal information and data may be stored electronically using third party cloud computing services, which in some instances may be located overseas.

### **Terms and Conditions of Business**

The Terms and Conditions of Business in relation to our engagement are attached in Appendix I. These terms and conditions form part of and should be read in conjunction with this Engagement Letter. Where there is an inconsistency between the Terms and Conditions of Business and this Engagement Letter, the terms in this letter prevail.

### **Confirmation of Terms**

Please arrange for the Chief Executive Officer to sign and return a copy of this letter to indicate the Council's acknowledgement of, and agreement with, the attached Terms and Conditions of Business and the arrangements for our audit of the financial report including our respective responsibilities. This letter will be effective for future years unless it is terminated, amended or superseded.

We appreciate the opportunity to provide audit services to West Arnhem Regional Council and look forward to working with the Council, its Management, and staff on this engagement.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nexia Edwards Marshall NT'.

Nexia Edwards Marshall NT  
Chartered Accountants

A handwritten signature in blue ink, appearing to read 'Noel Clifford'.

Noel Clifford  
Partner, Audit and Assurance Services

Direct Line: 08 8981 5585 ext. 506  
Mobile: 0417 864 114  
Email: [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)

### *Enclosures:*

Appendix I – Terms and Conditions of Business





**Client Acceptance**

The terms of this engagement are accepted on behalf of West Arnhem Regional Council and I confirm that I am authorised to accept these terms on their behalf.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Appendix I

### Terms and Conditions of Business

These terms of business ("**Terms**") apply in respect of the services ("**Services**") to be performed by Us ("**Nexia Edwards Marshall NT**", "**we**" or "**our**",) for You ("**Client**" or "**your**"), both named in the engagement letter and collectively referred to as the "**parties**", and any subsequent engagement letter to which these Terms apply ("**Engagement Letter**") (which may include an update schedule which advises any changes to material terms contained in the Engagement Letter for a subsequent income year in which we provide services to you - "**Update Schedule**"). These Terms and the Engagement Letter form the Contract ("**Contract**") between the parties for the Services.

The Contract constitutes the entire agreement between Nexia Edwards Marshall NT and you with respect to supply of the Services, despite any other provisions to the contrary contained in any purchaser order or other documents. The Contract supersedes and cancels all prior agreements, understandings or arrangements whether written or oral.

By engaging or continuing to engage Nexia Edwards Marshall NT to provide the Services, you warrant that you have read and accept the terms of this Contract. However, for evidentiary purposes, our strong preference is for the Client Acknowledgement contained at the end of the Engagement Letter to be signed, dated and returned to our office either electronically or by post.

#### 1 Services

Nexia Edwards Marshall NT will provide the Services described in the Engagement Letter to you.

##### 1.1 Timescale

Nexia Edwards Marshall NT will endeavour to carry out our obligations in accordance with the timescales set out in the Engagement Letter, where stated. However, unless both parties specifically agree otherwise in writing, the dates contained in the Engagement Letter are indicative dates intended for planning and estimating purposes only and are not contractually binding. Any estimates of time for completion of the Services are given on the assumption Nexia Edwards Marshall NT receives co-operation, diligence and commitment from you. For the avoidance of doubt, Nexia Edwards Marshall NT will not be liable for any failure or delay in performing the Services if that failure or delay arises from anything beyond Nexia Edwards Marshall NT's reasonable control – including the untimely provision of information by you or the provision of incomplete or incorrect information.

##### 1.2 Changes to Services

Either of the parties may request changes to the Services as set out in the Engagement Letter. Both parties agree to work together to enable both parties to assess the impact of any requested changes on the cost, timing and any other aspect of the Services.

##### 1.3 Nexia Edwards Marshall NT Engagement Team

Where specific Nexia Edwards Marshall NT personnel are named in the Engagement Letter, Nexia Edwards Marshall NT will use reasonable efforts to ensure that those individuals are available to provide the Services. Where any changes are necessary, Nexia Edwards Marshall NT will give you reasonable

notice of the changes. Staff have been allocated to the engagement based upon Nexia Edwards Marshall NT's assessment of the levels of experience, skills and responsibility involved.

#### 2 Information

You agree to provide in a timely fashion all information and documents reasonably required to enable Nexia Edwards Marshall NT to provide the Services. Unless otherwise stated in the Engagement Letter, Nexia Edwards Marshall NT will not independently verify the accuracy of such information and documents and will not be liable for any loss or damage arising from any inaccuracy or other defect in any information or documents supplied by you.

#### 3 Fees and Payment

##### 3.1 How fees will be calculated

Nexia Edwards Marshall NT's fees are calculated on the basis of time spent on the assignment by our personnel in accordance with hourly rates current at the time the Services are performed. Unless otherwise stated, any total quantum of fees indicated in the Engagement Letter are indicative estimates only based upon the preliminary information provided by you and our experience with similar and/or your previous engagements. Any fees quoted are not fixed, unless otherwise stated, and Nexia Edwards Marshall NT reserves the right to render fee invoices for an amount based upon time spent, greater than any quantum indicated in the Engagement Letter.

##### 3.2 Regulatory compliance

If we are required by law or by reason of any judicial, regulatory, professional or administrative process (excluding any claim or regulatory action against us) to produce documents, provide information or give evidence in connection with the Services, you agree to:

- (a) pay for the time spent by us at our then current rates, and any expenses incurred by us, in complying with that requirement; and
- (b) promptly cooperate with us, including providing any consent, to the extent necessary for us to comply with that requirement.

##### 3.3 Performance

Nexia Edwards Marshall NT's performance is dependent on you carrying out your responsibilities as set out in the Contract and You providing all information reasonably requested by Nexia Edwards Marshall NT in a complete and timely manner. Should this not occur, it may lead to an increase in fees depending upon the extent to which Nexia Edwards Marshall NT has to perform more work or reschedule commitments to deliver the Services. Alterations to the scope of Services or delays beyond the control of Nexia Edwards Marshall NT may require a reallocation of engagement staff and a renegotiation of fees.

##### 3.4 Expenses

All charges are exclusive of expenses unless the Engagement Letter states otherwise. You agree to pay Nexia Edwards Marshall NT's reasonable travel, subsistence and document handling costs (photocopying, scanning and imaging, printing, fax and courier, etc) incurred in connection with the Services. Any special expense arrangements will be set out in the Engagement Letter.



### 3.5 Payment of invoices

Nexia Edwards Marshall NT's tax invoices will be issued on a monthly basis or as set out in the Engagement Letter. Nexia Edwards Marshall NT reserves the right to issue tax invoices at more or less frequent intervals. All tax invoices will be due for payment as stipulated on the tax invoice. All tax invoices will be rendered with relevant client details and a summary of work performed.

Detailed time records, however, will not be provided on the tax invoice. If you wish to receive a break-down of time entries this may be requested in writing within fourteen (14) days of the issue of the tax invoice.

Nexia Edwards Marshall NT retains the right to charge interest on tax invoices which are not paid by the due date. Interest will be calculated daily at a rate equal to the one month BBSW benchmark rate as at the date of the tax invoice (as published by ASX) plus a margin of 6%. You agree that the interest payable under this clause is a genuine pre-estimate of the loss suffered by Nexia Edwards Marshall NT due to your failure to make payment on time.

Nexia Edwards Marshall NT reserves the right to recover all reasonable default costs and enforcement expenses in the event tax invoices are not paid by the due date and recovery action is necessary.

### 3.6 GST

Any applicable GST added to our professional costs is shown in our tax invoice and must be paid at the same time that you pay our professional costs charged in our tax invoice.

## 4 Term and Termination

### 4.1 Duration of Contract

This Contract will apply from the date that you sign and return the Client Acknowledgment contained at the end of the Engagement Letter ("**Commencement Date**"). In the event that we decide, at our discretion, to perform Services prior to our office receiving the Client Acknowledgment back from you, then the Contract will be deemed to have commenced from the date of the Engagement Letter.

### 4.2 Termination

The Contract may be terminated by either party by providing written notice to the other. If the Contract is terminated prior to completion of the Services, Nexia Edwards Marshall NT shall be entitled to be paid for work that has been carried out, or for where expenses have been incurred, up to the date of termination.

## 5 Confidentiality

Both parties agree to take reasonable steps to maintain (within the respective organisations) the confidentiality of any proprietary or confidential information of the other.

Other than as required by law, or reasonably necessary in order for you to comply with your legal obligations, if you wish to provide third parties with copies of Nexia Edwards Marshall NT reports, letters, information or advice, you must first obtain the written permission of Nexia Edwards Marshall NT, such permission to be granted or withheld at Nexia Edwards Marshall NT's sole discretion, to disclose the document(s) or information (please note our intellectual property rights referred to in clause 12.1 herein). Nexia Edwards Marshall NT also reserves the right to:

- (a) set the terms on which those copies are given or used; or
- (b) require the third party to enter into a direct relationship with Nexia Edwards Marshall NT or to enter a standard form deed poll of confidentiality.

## 6 Exclusions and limitations of liability and release

Nexia Edwards Marshall NT will use their best endeavours to provide the Services in a professional and timely manner. Notwithstanding this, to the maximum extent permitted by law:

- (a) Nexia Edwards Marshall NT excludes all warranties, conditions and representations in whatever form, express or implied, relating to the Services.
- (b) Nexia Edwards Marshall NT is not liable or responsible for:
  - (i) any damage to your computer system, loss of data, corruption, compromise or other damage arising out of your access to or use of the Services;
  - (ii) any punitive, incidental, economic, special, consequential, direct or indirect loss and damage incurred by you, including but not limited to any direct or indirect losses of actual or anticipated profits and/or income and any data, use, good-will or other intangible losses.
- (c) Nexia Edwards Marshall NT's liability will, at Nexia Edwards Marshall NT's option, be limited to the resupply or the cost of the resupply of the Services except where excluded under the *Competition and Consumer Act 2010* (Cth).
- (d) You release Nexia Edwards Marshall NT in respect of any claim or liability in respect of the Services except to the extent caused or contributed by any wilful default or negligence by Nexia Edwards Marshall NT.
- (e) Nexia Edwards Marshall NT's aggregate liability under this Contract will be limited to the lesser of the fees paid by you to Nexia Edwards Marshall NT in the last 12 months under the Contract or as determined in accordance with the applicable State Professional Standards Legislation and Chartered Accountants Australia and New Zealand Professional Standards Scheme.

Nothing in this Contract excludes or restricts Nexia Edwards Marshall NT's liability for fraud, fraudulent misrepresentation, for death or personal injury resulting from Nexia Edwards Marshall NT's negligence, or for any other liability that may not be excluded or limited by law.

For the purposes of this clause, any reference to Nexia Edwards Marshall NT includes each of its officers, agents, subcontractors and employees.

## 7 Indemnity for liability to third parties

You agree to indemnify Nexia Edwards Marshall NT against all Claims incurred by Nexia Edwards Marshall NT in respect of any third party claim (including your affiliates and lawyers) which is related to, arises out of, or is in any way associated with, this engagement. However, the indemnity does not apply to any costs, charges and expenses in respect of any matters which are finally determined to have resulted solely and directly from Nexia Edwards Marshall NT's negligent or wilful



acts or omissions. Nexia Edwards Marshall NT holds the benefit of this indemnity on trust for itself and its partners, Council Members, employees and contractors.

## 8. Access to working papers

The working papers for this engagement, including electronic documents and files, are the property of Nexia Edwards Marshall NT and constitute confidential information.

We will notify you as soon as practicable (unless restricted by law) where we receive a mandatory notice or request for access to our working papers from a regulator (for example, the Australian Taxation Office or the Australian Securities & Investments Commission). If legal advice is required as to whether any information or documents may be retained and not provided to the third party because such information or documents may be subject to either legal or accountants' professional privilege, then all costs for such advice will be your responsibility.

We are subject to Nexia Edwards Marshall NT's internal and network quality monitoring programs and the Quality Review Program conducted by Chartered Accountants Australia and New Zealand. You acknowledge that our working papers relating to the Services may be selected by those examiners for review.

## 9 Privacy

We understand the importance of protecting the privacy of your personal information. In handling personal information, we comply with the *Privacy Act 1988* (Cth) ("**Privacy Act**"), as amended from time to time, and with the 13 Australian Privacy Principles.

To provide the Services, Nexia Edwards Marshall NT is required to process information relating to an identified or identifiable living individual ("**Personal Data**") on behalf of you. You warrant that you have the authority to provide Personal Data to us in connection with the performance of the Services and that any Personal Data provided to us has been processed in accordance with the Privacy Act and any other applicable law.

We collect, use, disclose, store and otherwise handle your Personal Data in accordance with our Privacy Policy. Our Privacy Policy is available at [www.NexiaEdwardsMarshallNT.com.au/privacy-policy](http://www.NexiaEdwardsMarshallNT.com.au/privacy-policy) and contains further information about these processes and the contact details of our Privacy Officer in each State.

If you would like to access, or seek correction of, the Personal Data we collect and hold about you, or otherwise enquire or complain about our approach to privacy, please contact our Privacy Officer in your State.

You acknowledge that you have read and understood our Privacy Policy and you agree to us collecting, storing, using, disclosing and otherwise handling your Personal Data for the purposes of providing the Services to you and/or for any other purpose set out in the Privacy Policy or otherwise in accordance with law.

## 10 Relationship with other clients

We provide Services to other clients, some of whom may be in competition with you or have interests which conflict with your own. We will not disclose any of your Personal Data, any confidential information, or any commercially sensitive information that may come into our possession as a result of the Contract to those other clients. However, our relationship with you, and our provision of the Services to you under the

Contract does not and will not prevent or restrict us from providing Services to other clients.

## 11 Use of software

We may use or develop software, including spreadsheets, databases and other electronic tools ("**Tools**") in providing the Services. If we provide these Tools to you, you acknowledge that (except where these Tools are a specific deliverable under the Contract) they are not your property, were developed for our purposes and without consideration of any purpose for which you might use them, are made available on an "as is" basis for your use only and must not be distributed to or shared with any third party.

We make no representations or warranties as to the sufficiency or appropriateness of the Tools for any purpose for which you or a third party may use them. Any Tools developed specifically for you will be identified in our Engagement Letter.

## 12 General

### 12.1 Intellectual Property Rights

All copyright and other intellectual property rights in all materials and tools (including software and working papers), data, designs, models, methodologies, analysis frameworks, practices, ideas, concepts and techniques brought to the engagement or created in the course of the engagement of Nexia Edwards Marshall NT shall remain and be irrevocably vested in Nexia Edwards Marshall NT absolutely.

### 12.2 Severance

If a provision in these Terms is held by a court to be wholly or partially void, illegal or unenforceable, then that provision or part thereof must, to that extent, be treated as deleted and severed from these Terms. This severance will not affect the validity or enforceability of the remainder of the provisions contained in the Contract.

This Clause has no effect if severance of the provision of these Terms materially affects or alters the nature or effect of the parties' obligations under these Terms such that performance of those obligations is frustrated or impossible to perform.

### 12.3 Variation

Where an inconsistency exists between these Terms and a matter contained in our Engagement Letter with you, the Engagement Letter shall prevail.

### 12.4 Non-Solicitation of Personnel

During the Contract, and for six (6) months after it ends, you agree not to solicit for employment or contractual consultancy purposes, whether on a part time, full time or casual basis, or to independently contract the services of, any Nexia Edwards Marshall NT personnel who has been involved with performing the Services without Nexia Edwards Marshall NT's prior written consent.

We have the right to charge you a recruitment fee calculated at 30% of the relevant person's gross annual remuneration package ("**Recruitment Fee**") if, in contravention of this clause:

- (a) You offer an employment or consultancy contract to one of our personnel; and
- (b) that person accepts your offer.



You agree that the Recruitment Fee payable under this clause is a genuine pre-estimate of the loss suffered by Nexia Edwards Marshall NT due to your failure to comply with this clause.

#### 12.5 Miscellaneous

Nexia Edwards Marshall NT will provide the Services as an independent contractor. Nothing in the Contract shall be construed to create a partnership, joint venture or other relationship between the parties. No party has the right, power or authority to oblige or contractually bind the other in any manner.

#### 12.6 Governing Law & Jurisdiction

All aspects of the Services and the Contract are governed by, and construed in accordance with, the laws of the State or Territory in which this Engagement Letter is issued and the parties irrevocably submit to the exclusive jurisdiction of the Courts of that State or territory including Federal Courts where relevant.

#### 12.7 Dispute Resolution

If there is a dispute relating to the Services or the Contract, the parties will submit to mediation before having recourse to any other dispute resolution process. Written notice of the dispute must be given to the other party for it to be submitted to mediation before a mediator chosen by the parties or, where the parties cannot agree on the identity or terms of engagement of a mediator, then as selected by the Australian Disputes Centre ("ADC"). The parties will use their best endeavours to settle the dispute promptly. The mediation will be conducted in accordance with the ADC Mediation Guidelines to the extent that they do not conflict with the provision of this clause.

If the dispute is not resolved within 60 days after notice of the dispute or such further period agreed between Nexia Edwards Marshall NT and the Client, then the mediation will terminate.

#### 12.8 Electronic Communication

We may communicate with you electronically from time to time, including sending you Commercial Electronic Messages (as that term is defined in the SPAM Act 2003 (Cth)). You consent to us sending Commercial Electronic Messages to you and you may opt out at any time if you no longer wish to receive these commercial messages from us. You can make this request by contacting our Privacy Officer whose contact details can be found in our Privacy Policy.

Electronically transmitted information cannot be guaranteed to be secure or error or virus free and it may be unsafe to use or cause damage to the effectiveness of your software or computer network or systems. Nexia Edwards Marshall NT will use commercially reasonable procedures to check for the most commonly known viruses before sending information electronically but will not be liable to you or any of your associates in respect of any error, virus or omission or loss of confidential information arising from or in connection with the electronic communication of information to you. You may elect, in writing, not to permit Nexia Edwards Marshall NT to communicate electronically with you.

#### 12.9 Force Majeure

Neither party has any liability under, or may be deemed to be in breach of, the Contract for any delays or failures in performance of the Contract which result from circumstances beyond the reasonable control of that party.

#### 12.10 Professional Standards Scheme

This Contract is subject to the applicable State Professional Standards Legislation and Chartered Accountants Australia and New Zealand Professional Standards Scheme.

Further information on the operation of the Scheme is available from the Professional Standards Council's website: [www.psc.gov.au](http://www.psc.gov.au).

#### 13 Relationship with other Nexia Edwards Marshall NT network firms

We are a member firm of the Nexia Australia Pty Ltd Umbrella Group. The member firms comprising the Nexia Australia Pty Ltd Umbrella Group (including those firms which trade under a name which includes the word NEXIA) are independently owned and operated. Neither Nexia Australia Pty Ltd nor any member firm of the Nexia Australia Umbrella Group accepts any responsibility for the commission of any act, or omission to act by, or the liabilities of, another Nexia member firm.

You agree not to bring any claim (whether in contract, tort (including negligence) or otherwise) against any Nexia network Firm or its personnel in respect of the Services other than the Nexia Firm identified in the Engagement Letter as providing the Services. This clause does not apply if prohibited by the *Councils Act 2001* (Cth).

#### 14 Health and safety

We are required to comply with the provisions of relevant occupational health and safety legislation (OHS Laws) by taking all practical steps to ensure the health and safety of our employees. However, the OHS Laws place the responsibility for their safety on you when our employees visit your site.



**West Arnhem Regional Council  
Client Assistance Pack**

### Client Assistance Pack (CAP)

This Client Assistance Pack (CAP) sets out our:

- Understanding of your 2025 Financial Reporting timetable and requirements; and
- Requirements for completion of your 2025 audit.

#### Interim Audit

- We intend to undertake your 2025 Interim Audit during the period 02 to 13 June 2025.
- During the Interim Audit we will be testing transactions incurred in the period 1 July 2024 to 31 May 2025.
- Audit work to be conducted on your premises and at our premises.

#### Final Audit

- We are intending to undertake your 2025 Final Audit during the period 01 to 6 September 2025.
- During the Final Audit we will review transactions incurred from 1 June to 30 June 2025, test year end balances and assist in the completion of your 2025 financial statements.
- Audit work to be conducted on your premises and at our premises.

We would also like to hold a Planning Meeting with you prior to the commencement of our interim and final audits.

Schedule	Date
Planning Meeting	May 2025
Interim Audit, transactional and control testing, sample selection, AASB 15 and unspent Grant liabilities and Leases Review	02-13 June 2025
Interim Audit Management Letter, Meet with the Audit Committee and Final Audit Planning Meeting	Mid-July 2025 (Proposed)
Commence Grant acquittals	August 2025 (Proposed)
Final Audit, Substantive Procedures and Balance sheet	1-12 September 2025 (TBC)
Draft financial and Finalise Grant acquittal reports and Issue Final Management letter	30 September 2025 (Proposed)
Risk Management and Audit Committee meeting	October 2025 (TBC)
Provision of signed financial report	October 2025 (Proposed)

In connection with our audit of the Council's financial records for the year ending 30 June 2025, please find attached a list of our preliminary audit requirements. We will advise you of our attendance at any annual stocktakes and/or Council governance meetings. We will also coordinate with you, our attendance at interim and final audit completion meetings with Council members and/or Audit and Risk Committee Members.





**West Arnhem Regional Council  
Client Assistance Pack**

Should you have any questions with respect to the documentation/information sought please do not hesitate to contact:

- Noel Clifford, Audit Partner - 0417 864 114, [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au) and
- Vikram Sandhu, Audit Manager - 0433 226 973, [vsandhu@nexiaemnt.com.au](mailto:vsandhu@nexiaemnt.com.au).

It is important to note that additional documents/information may be sought as and when required, whilst the audit progresses.

Note - we will send you an invitation shortly to a "ShareFile". Please upload all requested documents and records into this ShareFile.

**Accounts-General Ledgers**

- Copy of, or access to your general ledger accounting system to run relevant reports.  
If this is not possible, we will require the following records as at 1 May 2025 and as at 30 June 2025:
  - Trial balance: PDF printed and in excel,
  - Balance sheet: PDF printed and in excel,
  - Profit and loss (10 months/12 months): PDF printed and in excel,
  - General Ledger transaction dump into excel dumped,
  - 11 months ended 31 May 2025,
  - 1-month period from 1 June 2025 to 30 June 2025,
  - Trial balance to have account numbers, and
  - Trial balance, balance sheet, and profit and loss to have comparatives from prior year.

**Revenue**

- Supporting documentation for revenue during the period 1 July 2024 to 1 May 2025, including invoices, agreements, remittances, receipts, and other correspondence. This to be made available. We will select and advise you of a sample of transactions for testing,
- Supporting documentation for revenue from 1 June 2025 to 30 June 2025, samples to be made available,
- Funding agreements for any grant funding(s) received during the 2025 financial year,
- Copies of any grant acquittal returns provided by/to funding bodies during the 2025 financial year,
- Reconciliation of all unspent revenue/grant funding at 30 June 2025,
- Annual trading sales report(s) from the sales system(s) with reconciliation of sales to the general ledger,
- Rates and other Council fees and charges' reports for the year, showing rates and fees charged,
- Rates, fees and charges' reports reconciled to the general ledger,
- Schedule of approved rates, fees, charges and discounts, and
- Property valuation report for assessing Council rates, fees and charges.

### **Expenditure**

- Supporting documentation for operating expenditure paid or payable during the period 1 July 2024 to 31 May 2025; i.e., invoices, contracts, agreements, approvals, authorisations, and payments thereof. This to be made available. We will select and advise you of a sample of transactions for testing,
- Supporting documentation for operating expenditure paid or payable during the period 01 June 2025 to 30 June 2025, samples to be made available,
- Copy of invoices/policy statements for all insurance policies, and
- Details of financial delegations and current signatories required.

### **Payroll**

- Copy of Employees' Payroll Summary report for the 11 months ended 31 May 2025,
- Salaries and wages reconciliation for the 11 months ended 31 May 2025 – payroll report to the General Ledger expense accounts,
- Copy of Employees' Payroll Summary report for the 12 months ending 30 June 2025,
- Salaries and wages reconciliation for the financial year ending 30 June 2025 – payroll report to the General Ledger expense accounts,
- All payroll reports for the 2025 financial year to be made available,
- Access to employees' timesheets and leave forms for the 2025 financial year,
- For a sample of employees (we will select these and advise you) all necessary supporting documentation for their payroll transactions during the period 1 July 2024 to 31 May 2025;
  - Timesheets,
  - Employment agreements/contracts/letters of appointment,
  - TFN declarations,
  - Signed payroll deduction forms,
  - Signed employee forms (to agree bank accounts to salaries and wages remitted),
  - Superannuation remittance reports,
  - Employee leave forms, and
  - Payroll approvals/authorisations.
- Note: To assist with this, we have selected two payroll periods for our testing. These are the first payrolls in October 2024 and April 2025. Please have copies of these payroll reports,
- Copy of the CEO's employment contract and salary letter, and
- Listing of all Key Management Personnel (KMP) and a reconciliation of their total remuneration for the 2025 financial year.



### **Governance**

- Copy of the Council's By-laws,
- Copy of Council's current organisation chart,
- List of Council members that have served during the period 1 July 2024 to 30 June 2025 and up to completion of the financial statements,
- Copy of signed minutes for meetings held during the period 1 July 2024 to 30 June 2025 and up to completion of the financial statements,
- Copies of all Finance and Accounting policy manuals (if any),
- Copy of approved and final budgets for FY24 and FY25, and
- Register of current members.

### **Financial Reporting**

- Details of any significant changes in the Council's state of affairs during the year,
- The Council's principal activities during the year (preferably linked to the Council's By-laws),
- Details of any matter or circumstance that has arisen since the end of the year that has significantly affected or may significantly affect: (i) the Council's operations in future financial years, (ii) the results of those operations in future financial years or (iii) the Council's state of affairs in future financial years,
- The name of each person that has been a Council Member and where relevant, appointment and cessation dates, and the years of tenure served,
- Details of Council Members' qualifications, experience, and special responsibilities, and
- The number of meetings held during the year and each Council Member's attendance record at those meetings.

### **Subsequent Events**

- Details of any subsequent events/conditions that have occurred subsequent to 30 June 2025, which may require adjustment to the figures and or disclosure in the 2025 financial statements, and
- Note: This will need to be reconfirmed at the time of signing the financial statements.

### **Going Concern**

- Budget and Cashflow's forecast for the 2024/25 financial years,
- Management assessment of the Council's ability to continue as a going concern,
- Details of funding secured for 2024/25 financial year,
- Details of any events and/or conditions that may cast doubt on the ability of the Council to continue as a going concern,
- Copies of bank statements and reconciliations prior to date of signing the financial statements,
- Copies of system generated Balance Sheet and Profit and Loss YTD for 2025 period, near to date of signing the financial statements, and
- Note: This will need to be reconfirmed at the time of signing the financial statements.

#### **Contingent Liabilities**

- Details of all contingent liabilities existing as at 30 June 2025,
- Details of any known litigation and/or legal claims during the year and/or pending,
- Supporting documentation for all legal fees incurred during the year and up to 31 August 2025, and
- Details including names and addresses (email) for all lawyers and solicitors used by the Council during the 2025 financial year.

#### **Laws and Regulations**

- The laws and regulations that are expected to have a fundamental effect on the Council's and its operations,
- The policies and procedures that the Council's has in place to ensure compliance with relevant laws and regulations,
- Whether there has been any non-compliance with laws and regulations during the year, and
- We will provide you with a fraud and compliance with laws and regulations letter for which we will require a formal response on Council's letterhead.

#### **Fraud**

- Details of any knowledge of actual, suspected or alleged fraud,
- Details of the Council's assessment of the risk that the Council's financial records may be susceptible to fraud,
- Details of the Council's process for identifying and responding to the risks of fraud in the Organisation, and
- We will provide you with a fraud and compliance with laws and regulations letter for which we will require a formal response on Council's letterhead.

#### **Related Party Transactions**

- Details of all related parties of the Council's,
- Details of any payments made to any of the Council Members and KMP by the Council's during the year ending 30 June 2025,
- Details of all related party transactions/balances entered into during 2025, and
- Details of all related party transactions with KMPs during the year.

#### **Key Management Personnel**

- List of all Key Management Personnel (KMP) for the year ending 30 June 2025, including their title/position,
- Details of the remuneration and superannuation paid to each individual Key Management Personnel for the year ending 30 June 2025,
- If necessary, a reconciliation of their remuneration to the annual payroll summary report,
- Note that included in KMP are Council Members,

- Details of all related party transactions with Council Members and other KMP for the year ending 30 June 2025.

#### **Commitments**

- Details of all Capital Commitments entered into at 30 June 2025,
- Details of all current leases held advising as to prior year treatment (whether finance or operating),
- Copies of all lease agreements,
- Details of capital and leasing commitments,
- Details of any property commercially leased by the Council, and
- Details of any property with Peppercorn leases.

#### **Bank**

- Bank statements for all bank accounts, term deposits, credit cards, and debit cards for the period 1 July 2024 to 31 August 2025,
  - These are to be provided as a priority for the 11-month period ended 31 May 2025,
- Reconciliations for all bank accounts, term deposits, credit cards, and debit cards as at 30 June 2025,
- Supporting documentation for all term deposit(s) transactions during the period 1 July 2024 to 31 August 2025, and
- Cash count certificates for all cash on hand as at 30 June 2025.

#### **Trade and Other Receivables**

- Aged receivables listing summary reconciled to the trial balance as at 30 June 2025,
- Aged receivables listing summary reconciled to the trial balance as at 31 August 2025,
- Supporting documentation for amounts recognised as receivables as at 30 June 2025. Material balances/transactions only. This to be confirmed,
- Details of receivable amounts receipted post 30 June 2025 and up to our audit visit,
- List of any receivable amounts considered bad and or doubtful as at 30 June 2025,
- Supporting documentation and or comments for your above impairment assessments, and
- Supporting documentation for all bad debts recorded during the year.

#### **Other Assets and Prepayments**

- Schedule of other assets reconciled to the trial balance as at 30 June 2025, and
- Supporting documentation for all other material assets recognised as at 30 June 2025, including relevant invoices.

#### **Inventories**

- Inventory listing at 30 June 2025 reconciled to the general ledger,
- Inventory movement schedule between date of stocktake and 30 June 2025 (if applicable),
- Copy of the stocktake report,

- Copies of supplier invoices supporting unit purchase cost of the top five inventory items on hand,
- Details of the unit selling price for the top five inventory items on hand,
- We will discuss implications of any stocktake requirements with you as we get closer to 30 June 2025.

#### **Property, Plant, and Equipment**

- Fixed asset register reconciled to the trial balance as at 30 June 2025,
- Register to be provided in excel format where possible,
- Fixed asset movement schedule reconciled to the trial balance and prior year audited balances,
- Supporting documentation for asset additions during the year (additions greater than say \$20,000),
- Supporting documentation for asset disposals during the year (disposals greater than say \$20,000),
- Supporting documentation for repairs and maintenance during the year (repairs and maintenance greater than say \$20,000),
- Details of any asset stock takes performed during the year,
- Details of any revaluations performed during the year and copies of the engagement letters with the independent valuers,
- Copies of the latest asset revaluation reports,
- Details of all property owned and occupied by the Council, and
- Details of any property leased by the Council including Peppercorn leases.

#### **Trade and Other Payables**

- Aged payables summary listing reconciled to the trial balance as at 30 June 2025,
- Supporting invoices for amounts recognised as payables as at 30 June 2025. Material balances/transactions only. This to be confirmed,
- List of payments made during the period 1 July 2024 to 31 August 2025,
- Access to supplier invoices entered and or paid post 30 June 2025,
- Schedule/listing of accrued expenses and other payables reconciled to the trial balance as at 30 June 2025,
- Supporting documentation for accrued expenses and other payables (balances greater than say \$20,000),
- Schedule of accrued salaries reconciled to the trial balance and relevant payroll reports as at 30 June 2025,
- Supporting documentation for accrued salaries (calculations, payroll reports from which those calculations are based),
- Schedule of superannuation payable reconciled to the trial balance as at 30 June 2025,
- Supporting documentation for superannuation payable, and
- Copy of the Council's FBT return for the year ended 1 May 2025.

**GST**

- ATO Integrated Client Account for the period 1 July 2024 to 31 August 2025,
- Copy of all BAS returns lodged with respect to the period 1 July 2024 to 30 June 2025, and
- Reconciliation of all GST and PAYG balances reported in the trial balance as at 30 June 2025.

**Employee Provisions**

- Schedule of annual leave (including annual leave loading) reconciled to the trial balance as at 30 June 2025,
- Schedule of long service leave reconciled to the trial balance as at 30 June 2025,
- Work papers to support any discounting of employee leave entitlements and their classification between current and non-current,
- Copies of the last payroll reports for 30 June 2025 and the first payroll report for July 2025,
- Copies of your accounting policies for the recognition of employee leave entitlements,
- Details of any employee enterprise agreement requirements for the recognition and determination of all employee leave entitlements, and
- Supporting work papers for all wage accruals at year end and superannuation liabilities.

**Right of Use Assets and Lease liabilities**

- Copy of all new lease agreements entered into in the financial year,
- Reconciliations and supporting workpapers for all lease liabilities and right of use asset balances at year end, including movements during the financial year,
- Support for Incremental Borrowing rate used for leases calculation,
- Support for CPI factor used for leases calculation, and
- Support for make good provisions or costs to restore leased premises as per the lease agreements.

**Other Material Asset/Liability Balances**

- Reconciliations of all other material asset and liability balances recorded as at 30 June 2025, along with relevant supporting documentation.

**Grant Acquittals**

- We would like to audit and complete all required grant acquittals at the end of 31 July 2025,
- Please provide for these the relevant job cost and income reports,
- We require a payroll report for the 12 months ended 30 June 2025 showing by employee, their payroll details, and allocations to each grant project,
- Reconciliation of the unspent grant funds liability as at 30 June 2025, and
- Copy of grant contract register with calculations showing total revenue, expenditure to date, under or over spends, % of project completion, performance obligations and unspent grant liabilities.

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Meetings and Events attended by the Mayor</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

#### SUMMARY

This report provides information to Council on meetings and events attended by the Mayor since the last Ordinary Council Meeting.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Meetings and Events attended by the Mayor*.

#### BACKGROUND

The meetings and events listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies. The list is not a complete list of every meeting or event attended by the Mayor and excludes Council and Committee meetings.

#### COMMENT

Date(s)	Location	Reason for Meeting	Person(s) met with
30.04.2025	Katherine	Katherine Town Council invitation	Mayor of Katherine
01.05.2025	Katherine	LGANT Symposium	LGANT members
01.05.2025	Katherine	LGANT Symposium Dinner	LGANT members
02.05.2025	Katherine	LGANT Symposium	LGANT members
09.05.2025	Teams	National Awards – Local government	Local Government Awards
16.05.2025	Kakadu	Citizenship Ceremony	Give Citizenship Certificates

#### LEGISLATION AND POLICY

Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.  
Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

#### FINANCIAL IMPLICATIONS

As per Council's policies and budget.

#### 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 3 JUNE 2025

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Meetings and Events attended by the CEO</b>
<b>Author:</b>	<b>Katharine Murray, Chief Executive Officer</b>

#### SUMMARY

This report provides information on meetings and events attended by the CEO since the last Ordinary Council Meeting.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Meetings and Events attended by the CEO*.

#### BACKGROUND

The meetings listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies. The list is not a complete list of every meeting attended by the CEO and excludes Council and Committee meetings.

#### COMMENT

Date(s)	Location	Reason for Meeting	Person(s) Met with
30.04.2025	Katherine	Invited by Mayor of Katherine	Katherine stakeholders and LGANT members
01.05.2025 and 02.05.2025	Katherine	LGANT Symposium	LGANT members
01.05.2025	Katherine	LGANT Dinner	LGANT members
08.05.2025	Darwin	Services for WARC	Darren Johnson – Regional Exec. Director Dep. Chief Minister & Cabinet
09.05.2025	Darwin	Meet CEO of Palmerston Town Council	Andrew Walsh – Palmerston Town Council
20.05.2025	Jabiru	Meet interim CEO Gundjeihmi	Jessie Schaecken
20.05.2025	Teams	Overview of LGANT	Mary Watson - LGANT
21.05.2025	Jabiru	Regular catch up	Dr Emma Young - Gundjeihmi
23.05.2025	Darwin	Meet & Greet & request additional funds for communities	Leslie Manda – Exec. Director of Local Government & Community
23.05.2025	Darwin	Services	Darren Johnson – Regional Exec. Director Dep. Chief Minister & Cabinet
23.05.2025	Darwin	ICAC	Rebecca Johnson – Acting Director



			Prevention & Engagement of ICAC
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#### **LEGISLATION AND POLICY**

Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.

Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

#### **FINANCIAL IMPLICATIONS**

As per Council's policies and budget.

#### **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 ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>Community and Council Services Report - April 2025</b>
<b>Author:</b>	<b>Fiona Ainsworth, Director of Community and Council Services</b>

#### SUMMARY

This report is presented to the Council to provide an overview of community and council services delivered across the West Arnhem Regional Council locations, for the reporting period of April 2025.

#### RECOMMENDATION

THAT COUNCIL received and noted the report entitled *Community and Council Services Report - April 2025*.

#### BACKGROUND

High level operational figures are provided to ensure transparency, communication, and support are provided to elected members.

#### COMMENT

##### 1. Business and Commercial Services

###### 1.1. Commercial Contacts

###### **Aerodrome Reporting Officer (ARO) Services** (Gunbalanya, Maningrida, Minjilang & Warruwi)

Total number of Care Flight callouts that occurred during the reporting period: 14.

- Gunbalanya: 3.
- Maningrida: 10.
- Minjilang: 0.
- Warruwi: 1.

Current ARO-trained staff availability across the region for reporting period: 9.

- Gunbalanya: 2.
- Maningrida: 3, plus the Council Services Manager (CSM) only for emergencies only.
- Minjilang: 2.
- Warruwi: 2.
- Relief Utilities Services Contractor (USC) and attended ARO training on 17-21 March 2025 in Darwin and awaiting completion of the post course assessment to be a qualified ARO.
- Senior Works Officer (SWO) Minjilang also attended ARO training on 28 April – 02 May 2025 in Darwin and once the post course assessment has been completed, will make a 3 ARO in the Minjilang team.
- The current ARO contract has been extended to the 30 June 2025, at the request of the Department of Logistics and Infrastructure (DLI). Negotiations regarding tender submission have commenced, with an initial meeting held on 10 April 2025 and follow-up scheduled for May 2025.
- The Drug and Alcohol Management Plan (DAMP) completed, approved and submitted to Civil Aviation Safety Authority (CASA) for review and final sign-off.

###### **Centrelink Services** (Gunbalanya, Jabiru, Minjilang & Warruwi)

Centrelink services were delivered uninterrupted during the reporting period, with the exception of the standard public holidays.

- Administration Coordinator Gunbalanya to commence online training, to provide coverage support for the Gunbalanya services.

#### **Post Office Services (All locations)**

Total amount of post received and delivered for reporting period: 15,035.5kg.

- Gunbalanya License Post Office (LPO): 1,962.1kg
- Jabiru License Post Office (LPO): 8,691.9kg.
- Maningrida License Post Office (LPO): 3586.5kg.
- Minjilang Community Postal Agency (CPA): 275kg.
- Warruwi Community Postal Agency (CPA): 520kg.
- Recruitment for the Retail and Post Office Team Leader finalised, scheduled start date end of May 2025.
- Both the Gunbalanya and Maningrida Post Office & Administration staff have requested access to the MVR and Passport training modules, to provide further support to customers.

#### **PowerWater Services (Gunbalanya, Maningrida, Minjilang and Warruwi)**

Total number of new Services Requests (SR) received for reporting period: 24.

- There were 19 Services Requests completed across the region during April 2025.
- Relief Utilities Services Contracts (USC) Operator providing coverage for the Warruwi Community from 10-29 April 2025, while the USC Warruwi was on leave.
- Identified two (2) staff members needing refresher training in Breathing Apparatus (BA) and Gas Chlorine Disinfection Systems, awaiting contract variation confirmation prior to proceeding.
- Relief USC Assistant position for Minjilang and Warruwi currently vacant.

#### **1.2. Grants (All Locations)**

Grant and Tender submissions/income generating activity during the period:

- Total number of Grants submitted: 2.
- Total dollar value of Grants submitted: \$2,463,937.
  - Department of Health and Aged Care – Support at Home: Thin Markets: \$137,567.
  - Remote Jobs and Economic Development (RJED) Round Two: \$2,326,370.
- Total number of Tenders/Commercial Proposals submitted: 2.
- Total dollar value of Tenders/Commercial Proposals submitted: \$8,400.
  - Intract licence agreement for the use of office space at Minjilang: \$4,200 pa.
  - Intract licence agreement for the use of office space at Warruwi: \$4,200 pa.

Grants and Tenders confirmed as successful during the period:

- Total number of successful Grants awarded: 2.
- Total dollar value of successful Grants awarded: \$125,000, plus a grant for one (1) 4WD vehicle required for the Community Safety (Night Patrol) Gunbalanya team.
  - Community Benefit Fund – 1 x 4WD vehicle for Gunbalanya Night Patrol: Market Value.
  - Jabiru Revitalisation – Round two: \$125,000.
- Total number of successful Tenders/Commercial Proposals awarded: 1.
- Total dollar value of successful Tenders/Commercial Proposals awarded: \$4,200.
  - Intract licence agreement for the use of office space at Warruwi: \$4,200 pa.

### **1.3. Tenancy (All Locations)**

- Total number of new tenants: 3.
- Total number of vacating tenants: 5.
- Total number of properties under refurbishment: 10.
  - Gunbalanya: 2.
  - Jabiru: 6.
  - Maningrida: 2.
  - Minjilang: 0.
  - Warruwi: 0.

## **2. Community Services**

### **1.4. Broadcasting (Gunbalanya, Maningrida, Minjilang & Warruwi)**

Total number of Top End Aboriginal Bush Broadcasting Association (TEABBA) on-air hours for reporting period: 2 hours.

- Gunbalanya on-air hours: 0 – No services provided due to staff availability. New officer commencing May 2025.
- Maningrida on-air hours: 0 – No services provided due to staff availability.
- Minjilang on-air hours: 2 hours.
- Warruwi on-air hours: 0 – No services provided due to staff availability.
- Currently working with TEABBA to utilise the in-community training services they provide. The Training Coordinator also liaises with Batchelor Institute regarding potential certificate training options for Broadcasters.

### **1.5. Community Care (Aged Care – Gunbalanya, Maningrida, Minjilang & Warruwi)**

Total number of Aged Care recipients for the reporting period: 34.

Total meals provided for the reporting period: 1,524.

- Gunbalanya meals provided: 1,364.
- Jabiru meals provided: 44.
- Minjilang meals provided: 66.
- Warruwi meals provided: 50.
- The new Age Care Act and Support at Home (SaH) program commences as of 01 July 2025. The Community Care Senior Project Officer Jabiru and Community Care Data and Compliance Officer Jabiru are busy working with Team Leaders in communities, preparing for the changes within the program and services provided.
- Gunbalanya Community Care Centre provide various activities for Clients, including darts, puzzles and fishing.
- The new Community Care Officer has commenced in Minjilang, with a focus to return preparation of client meals in-house.

### **1.6. Community Safety (Night Patrol – Gunbalanya, Minjilang & Warruwi)**

- The commencement of two (2) new Community Safety Officers in February 2025, has provided the Gunbalanya team with the much need support. Management review work roster and staffing levels, to ensure greater coverage of services to the community.
- Minjilang Community Safety team engages community elders for support and country connection.

- Warruwi Community Safety team are working on a new roster with no weekend shifts, aiming to implement during May 2025.

### **1.7. Early Learning Centers** (Jabiru Childcare Centre, Minjilang and Warruwi Creches)

Total attendance at the Early Learning Centers for reporting period: 218.

- Jabiru Childcare Centre attendance: 175
- Minjilang Creche attendance: 43
- Warruwi Creche attendance: 0 – No services provided due to staff availability.
- Jabiru Childcare Centre introduced an outdoor learning program, with childcare staff setting up outdoor educational and meaningful play environment areas.
- Minjilang Creche currently operates 8.30am – 2.30pm, which suits participants and staffing levels. There is the opportunity within the funding agreement to extend operation hours should be a need.
- The Childcare Officers Minjilang x three (3) enrolled for Certificate III in Early Childhood Education and Care, one (1) of which has recently completed the course.
- The Warruwi Creche closed for 22 days of the reporting period due to staff availability, and the Community Child Care Fund Restricted (CCCFR) provider has been notified.



Jabiru Childcare Centre outdoor education and meaningful play areas.

### **1.8. National Disability Insurance Scheme** (NDIS – Gunbalanya, Jabiru, Minjilang & Warruwi)



Total National Disability Insurance Scheme (NDIS) participants for reporting period: 22.

- Gunbalanya participants: 17
- Jabiru participants: 2.
- Minjilang participants: 0.
- Warruwi participants: 3.
- NDIS Remote Community Connector Jabiru plays an integral role in assisting NDIS participants and their carers/families to understand their NDIS plan, establish their support and services and build their capacity to coordinate and manage their own support.
- NDIS registration certificate received, with the next mid-term audit schedule for August 2026.

#### **1.9. Sport and Recreation (All locations)**

Total attendance at the sport and recreation programs for the reporting period: 2,404.

- Gunbalanya attendees: 1,407.
- Jabiru attendees: 0 – No services provided due to staff availability.
- Maningrida attendees: 254
- Minjilang attendees: 391.
- Warruwi attendees: 352.
- Volleyball NT visited the Gunbalanya community 14-18 April 2025.



Volleyball NT Gunbalanya Community Visit.





Maningrida skateboarding and basket activities.

### 3. Council Services

#### 3.1 Aquatic Centres (Jabiru and Maningrida)

Total attendance at the Aquatic Centres for the reporting period: 1,827 patrons.

- Jabiru Pool attendance: 843 patrons.
- Maningrida Pool attendance: 984 patrons.
- Jabiru Aqua Fitness occurs once week on Tuesdays, weather permitting.
- Jabiru Under Water Hockey resumed in February 2025, meeting every Monday night.
- Caulfield Grammar students (Jabiru) resumed regular weekly visits in March 2025.
- School holiday activities held at Maningrida Pool 07-13 April 2025, including Movie Night on Wednesday 09 April and Pool Party Friday 11 April 2025.
- Menzie's Healthy Women's project was held at the Maningrida Pool between 10.30am - 12.30pm, on 17 April 2025.
- Maningrida Pool continues to run Wednesday night swimming, Thursday Kids Swimming Club, and Friday afternoon adult skills and drills sessions.

#### 3.2 Library (Jabiru)

Total attendance at the library for the reporting period: 410.

- Movie afternoon with two (2) x screenings held every Friday.
- Jabiru Area School Grand 4, 5 and 6 classes visited on Wednesday 30 April 2025.
- The closure occurred on 22-24 April 2025, due to staff availability.
- The Librarian celebrated 20 years of working at the Jabiru Library and service to the Jabiru community.

#### 3.3 Community Works (All locations)







Gunbalanya Works team conducting Aerodrome maintenance.



Maningrida Works staff attending 'Treat Weeds & Apply Chemicals' training.

#### 1.10. Community Wins







Maningrida Anzac Day Drawn Service.

#### **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 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 1.3 Communication**

Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council.

##### **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 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 3 June 2025

<b>Agenda Reference:</b>	<b>8.5</b>
<b>Title:</b>	<b>Technical Services Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

#### SUMMARY

This report is presented to the Council to provide an overview of all Local Authority and other Council projects delivered across the West Arnhem Regional Council locations, for the reporting period up to 21 May 2025.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Technical Services Projects Report*.

#### BACKGROUND

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

#### COMMENT

As per attached report, a comprehensive snapshot is provided to Council of all current projects being undertaken by the Technical Services Team.

#### 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**

1. Technical Services Projects OCM MAY 2025 (3) [8.5.1 - 7 pages]

## GUNBALANYA COUNCIL PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30/06/2025	Thinkwater Darwin contracted - project is now 95% completed. Billabong pump and switchboard parts to automate system are received. Pump in manual mode.	Gunbalanya Oval Upgrade.	95%
In Progress	30/08/2025	Insurance claim accepted - Works awarded to MJ Builders. Following site visit, surveyors now advising this is a flood prone area and buildings need to be elevated higher. Loss adjustor has confirmed the variation is in addition to that previously approved. Ongoing discussion with insurers to clarify works. Met with assessor and builders discussed new site within the lot boundary. Builder has been instructed to re-quote. Re-vised quoted approved by insurance. Waiting on commencement date from Builders.	Gunbalanya Flood Insurance Toad Hall, Laundry & damaged house.	10%

## JABIRU COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30/09/2025	Design awarded to NTBS is now completed. Additional onsite meetings in progress with Bombers Football Club. Approval received from GACJT at the board meeting 20/02/2025. Cultural approval has been received from GAC. Final updated design received, went out to Tender in April 25. Six compliant tenders received. Waiting on Council approval.	Jabiru Brockman Oval Lights.	70%
In Progress	30/8/2025	Cultural approval received for Dog Park, Playground and Outdoor Gym from GAC. Awaiting release of funds to commence tender procurement process of projects.	Dog Park & Playground - Lakeside Park. Outdoor Gym - Brockman Oval.	25%
Suspended		The GACJT Board agreed to permit the scoping of a catch-and-release fishing project at Jabiru Lake, subject to WARC consulting with both Office of Supervising Scientists (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 OSS. Once the project has been scoped and a business case developed, the final proposal will be taken back to the GACJT Board for approval. <b>Suspended</b> - 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 scoped and a business case developed, the final proposal should be brought back to the GACJT Board for approval.	The request to introduce a catch and release fishing program in Lake Jabiru was presented to the GACJT Board at their February meeting.	0%
In Progress		Overview - Replanting of garden beds, install of shade structure over existing seating, move park benches under cover, install charging ports and install of new bubbler (pending funds availability).	Jabiru Town Square Revitalisation (Rio Tinto).	25%

## MANINGRIDA COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	6/30/2025	Construction commenced mid August 2024 by Stedman's Construction. Target completion by end of June 2025. Currently commencing fit out of facility rooms/toilets/changeroom/canteen. Colour scheme confirmed by Council. Currently installing concrete carpark & path.	Maningrida Change Rooms.	70%
In Progress	30/09/2025	Pre-Construction Planning; Waiting on completion of change rooms before commencement so public toilets are available for community. Construction to commence end of June 2025.	Maningrida Toilets upgrade near office.	5%
In Progress	6/30/2025	Dhukurrdji strongly in favour of immediate completion. Additional extensive consultations proceeding through NTG. Tender awarded to BV Contracting, works to commence late May 2025.	Maningrida Cemetery.	25%

## MINJILANG COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30/06/2025	Works awarded to Stedman's Construction. Contractor kick-off meeting completed. Target completion by end of June 2025. This has been extended due to the late wet season.	New Minjilang Cemetery.	30%

## WARRUWI COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30/06/2025	Works to be completed as soon as possible in dry season, works booked for 20 May 2025.	Waruwi ground penetrating radar.	10%
In Progress	30/6/2025	Upgrades are now completed, surplus of funds (\$35,000). Agreed on install of water tank with said surplus. Waiting on delivery of new tank.	Waruwi Recreation Hall upgrade.	80%



## GUNBALANYA LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	5/30/2025	Construction completed - additional type 2 road base is required on low areas, pending experience with rainfall in area. Awaiting for the road to reopen to transport gravel in and complete the project in full. Local Authority have requested and approved a Fire Pit for each facility. Waiting on access for installation within coming weeks.	Gunbalanya Billabong Shelters.	95%
In Progress	5/30/2025	TB Constructions have completed ten of the thirteen houses under this project. Two of the remaining three houses to be completed within coming weeks.	Gunbalanya Aged Care Pavers.	80%
In Progress	5/30/2025	Speed bumps and children's crossing at the office and Youth Centre. Additional U shape bollard to be installed to increase safety as cars traversing through the opening. To be completed within coming weeks.	Crosswalk and bollards at the Council Office.	80%
In Progress	11/30/2025	Tender awarded to the University of Melbourne. Gunbalanya scheduled visits July and September 2025.	Vet Program - Animal Management.	5%

## MANINGRIDA LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	6/30/2025	Outdoor Gym installation completed. Water bubbler waiting on Installation by BV Contracting.	Installation Outdoor Gym water bubbler.	85%
In Progress	5/30/2025	Pebble Ice Machine approved at Local Authority meeting. Ice machine in community, waiting on installation by Stedman's Construction.	Installation of Pebble Ice Machine at Football Oval changerooms.	5%
In Progress	6/30/2025	Solar Light approved at Local Authority meeting. Lights on order, due to arrive in Darwin end of May 2025.	Solar Lights for Bottom Camp/New subdivision/Child Care Centre.	5%
In Progress	6/30/2025	Commuter Bus delivered late March 2025. Contractor anticipates approx. three months for fit-out due to workload. Parameters for use being prepared for approval by LA.	Funeral Hearse Vehicle.	15%
In Progress	11/30/2025	Tender awarded to the University of Melbourne. Maningrida scheduled visits April/May, July, August and September 2025.	Vet Program - Animal Management.	5%

## MINJILANG LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	6/30/2025	Water service approved at Local Authority meeting. Works awarded to Stedman's Construction. Completion due end of June 2025. Delays due to weather.	Water service connection to new cemetery - 50% contribution from LA funding	5%
In Progress	11/30/2025	Tender awarded to the University of Melbourne. Minjilang scheduled visits May and September 2025.	Vet Program - Animal Management.	5%

## WARRUWI LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	6/30/2025	Works on replacement shade have been completed by Stedman's Construction. Additional works (tables/seating) have been approved, on site waiting for installation.	Table and seating to be replaced.	80%
In Progress	11/30/2025	Tender awarded to the University of Melbourne. Waruwi scheduled visits July and September 2025.	Vet Program - Animal Management.	5%

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>8.6</b>
<b>Title:</b>	<b>Commemorating 80 yrs since Hiroshima &amp; Nagasaki</b>
<b>Author:</b>	<b>Gina Carrascalao, Executive Assistant to Mayor and CEO</b>

#### SUMMARY

This report is to seek Council's endorsement of the International Campaign to Abolish Nuclear Weapons (ICAN) Cities Appeal.

#### RECOMMENDATION

##### THAT COUNCIL

1. receive and note the report titled *Commemorating 80 yrs since Hiroshima & Nagasaki*;
2. adopts the motion as outlined, endorsing the ICAN Cities Appeal and advocating for the abolition of nuclear weapons.

#### BACKGROUND

ICAN Australia has written to the Mayor and Councillors, highlighting the continued threat posed by nuclear weapons to cities and civilians worldwide. The letter notes that, despite the passage of 80 years since the atomic bombings of Hiroshima and Nagasaki, the risk of nuclear devastation remains significant.

The campaign proposes that West Arnhem Regional Council joins nearly 50 Australian councils and hundreds globally in endorsing the ICAN Cities Appeal, which calls for support of the TPNW and urges the national government to sign and ratify the treaty.

#### COMMENT

ICAN Australia has provided a draft commemorative motion for Council consideration, which includes:

- Acknowledging the 80th anniversaries of the Hiroshima and Nagasaki bombings and honouring the victims and survivors.
- Expressing concern about the ongoing threat nuclear weapons pose to communities.
- Noting the catastrophic humanitarian and environmental consequences of any use of nuclear weapons.
- Endorsing the ICAN Cities Appeal and calling on the Australian Government to sign and ratify the TPNW.

#### STRATEGIC IMPLICATIONS

This report aligns to the following pillars and goals as outlined in 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 1.3 Communication**

Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council.

**ATTACHMENTS**

1. F W\_ Commemorating 80 yrs since Hiroshima & Nagasaki [8.6.1 - 3 pages]

**From:** Info WestArnhem  
**Sent:** Mon, 19 May 2025 05:37:28 +0000  
**To:** Gina Carrascalao  
**Cc:** Info WestArnhem  
**Subject:** FW: Commemorating 80 yrs since Hiroshima & Nagasaki

Hi Gina,

Please see the below email that is addressed to the Mayor and Council.

regards



**Karen Meyers**  
**Administration Coordinator | West Arnhem Regional Council**  
T: 08 8979 9452 | M: 0412 411 575 | PO Box 721 Jabiru NT 0886  
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**OUR VALUES:** Respectful Inclusive Innovative Integrity



*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 Regions Wards. West Arnhem Regional Council pay their respects and acknowledge Elders past, present and rising.*

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**From:** Jemila at ICAN Australia <[australia@icanw.org](mailto:australia@icanw.org)>  
**Sent:** Monday, 19 May 2025 1:04 PM  
**To:** Info WestArnhem <[info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)>  
**Subject:** Commemorating 80 yrs since Hiroshima & Nagasaki

You don't often get email from [australia@icanw.org](mailto:australia@icanw.org). [Learn why this is important](#)

**CAUTION:** This is an external email, please take care when clicking links or opening attachments.

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Dear Mayor and Councillors at West Arnhem Shire Council

I'm writing to you on behalf of the International Campaign to Abolish Nuclear Weapons (ICAN), Australia with an invitation to West Arnhem Shire Council to commemorate the 80th anniversaries of the atomic bombings of Hiroshima and Nagasaki in August this year.

Cities and towns have a crucial role to play in rejecting the use of nuclear weapons. 80 years on from the nuclear devastation of Hiroshima and Nagasaki, the threat of nuclear weapons to cities and civilians remains. A single nuclear weapon can destroy a city and kill most of its people. Several nuclear explosions over modern cities would kill tens of millions of people. All over the world cities are rejecting this threat, and calling for urgent action.

**There are many ways that West Arnhem Shire Council can mark the 80th anniversaries of the atomic devastation of the Japanese cities of Hiroshima and Nagasaki on August 6th and 9th.**

**West Arnhem Shire Council can [pass a commemorative motion](#) at a council meeting. Passing a motion based on the text below will also confirm your council's support for nuclear disarmament, non-proliferation and the UN Treaty on the Prohibition of Nuclear Weapons – the only treaty which establishes a framework to prohibit and elimination nuclear weapons, and address the harm caused by their use and testing.**

*That council:*

- a) Acknowledges the 80th anniversaries of the US atomic bombings of the cities of Hiroshima and Nagasaki on August 6th and 9th, 1945. We honour the 210,000+ victims of these attacks, and the Hibakusha and Hibakunesei who continue to live with the legacy of nuclear weapons.*
- b) Notes that our city/town is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world. We firmly believe that our residents have the right to live in a world free from this threat.*
- c) Notes that any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment.*
- d) Endorses the International Campaign to Abolish Nuclear Weapons Cities Appeal, a global call from cities and towns in support of the UN Treaty on the Prohibition of Nuclear Weapons, and calls on our national government to sign and ratify it without delay.*

In addition to passing a council motion, you might also consider circulating a media release or including the anniversary in communications with your constituents, posting about the anniversaries on social media or holding an event or vigil in your local community.

The [Cities Appeal](#) has now been joined by almost 50 cities across Australia and many hundreds of cities around the world, and half the world's nations have now joined the Treaty on the Prohibition of Nuclear Weapons. You can read an overview of Australia's progress on this landmark treaty on the [ICAN Australia Website](#).

I hope you will take up this opportunity to mark these anniversaries to honour the 210,000+ victims of these attacks, and the Hibakusha and Hibakunesei (second generation survivors) who continue to live with the legacy of nuclear weapons.

**Will West Arnhem Shire Council consider passing a motion to add your support to the movement to abolish nuclear weapons?**

We look forward to hearing from you. Please let us know if ICAN Australia can assist with or promote your commemorative activities.

Kind Regards

Jemila Rushton  
Campaigner – ICAN Australia  
0426 962 506

—  
International Campaign to Abolish Nuclear Weapons, Australia  
[icanw.org.au](http://icanw.org.au)





## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>8.7</b>
<b>Title:</b>	<b>Human Resources Report - 1 April to 16 May 2025</b>
<b>Author:</b>	<b>Luisa Arango, Human Resources Manager (Acting)</b>

#### SUMMARY

This report is to inform Council of the activities and initiatives undertaken by the Human Resources Team.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Human Resources Report - 1 April to 16 May 2025*.

#### BACKGROUND

The Human Resources Team remains committed to fostering a supportive work environment and investing in the professional development of its employees. Through strategic Human Resources initiatives, we aim attract, retain, and develop our talented employees to better serve our communities.

The Human Resources (HR) Team is responsible for council recruitment and retention, employee learning and development, Work Health Safety (WHS) management and payroll. To achieve its human resource management responsibilities under the Local Government Act 2019, in particular section 172, the HR Team has policies and practices in place that give effect to the following principles:

- Selection processes for appointment and promotion that are based on merit and are fair and equitable.
- Employees have reasonable access to training and development and opportunities for advancement and promotion.
- Employees are treated fairly and consistently (not subject to arbitrary or capricious decisions).
- Suitable processes are in place to deal with employment-related grievances.
- Work conditions are required to be safe and healthy.
- Unlawful, or any form of unreasonable or unjustifiable, discrimination against an employee or potential employee is not tolerated.

The HR Team also is required to adhere to Work Health and Safety laws, Fair Work, Australian Taxation and Superannuation legislation.

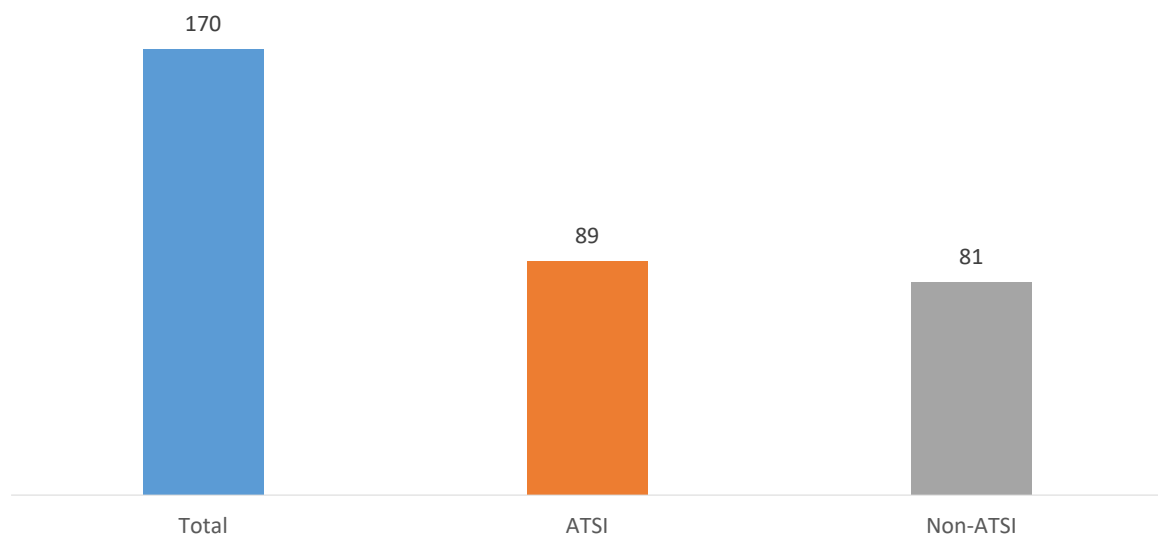
## COMMENT

### Workforce Report

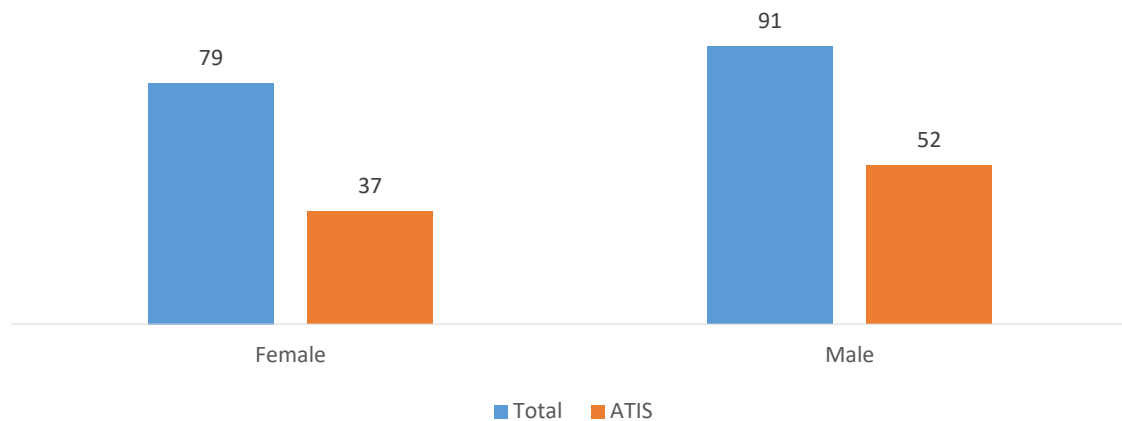
As of 16 May 2025

Total Workforce		Turnover
Total Employees:	170	Staff turnover – Previous for 12 months: 51%
Aboriginal and Torres Strait Islander employees	89	
Percentage of Aboriginal and Torres Strait Islander employees:	52%	

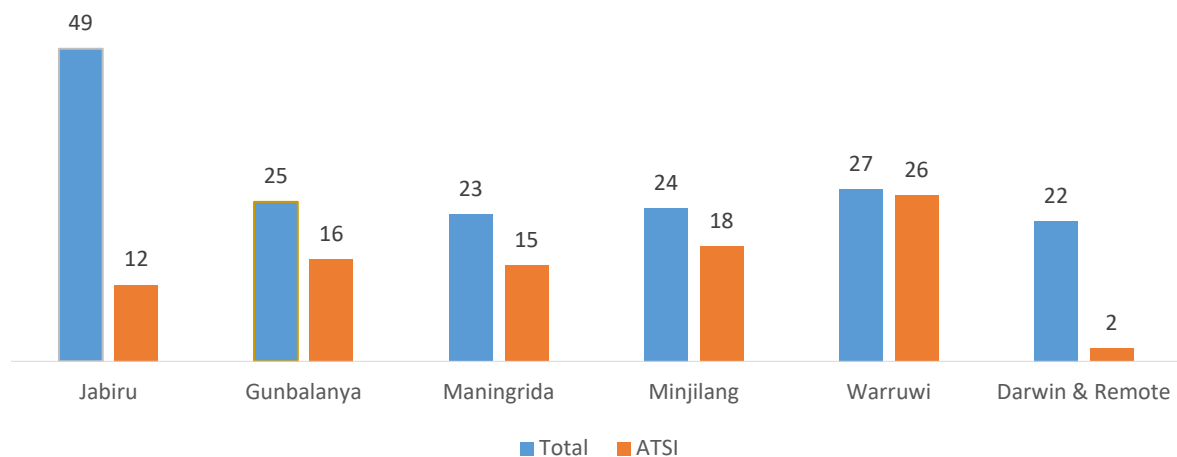
### EMPLOYEES NUMBER



## EMPLOYEES BY GENDER



## EMPLOYEES BY LOCATION



### General Team Report

#### Human Resources

- **Implementation WARC Enterprise Agreement 2024:** The new EA became effective from 24 February 2025. Work is taking place to implement the new provision for Pay Step Advancements.
- **Upgrade of Payroll Software - TechnologyOne:** Mid-June 2025 the Council's business system will be upgraded. This is a significant software upgrade for the payroll system and processes. The Team is working through testing and is receiving on-the job-training to ensure no disruptions to employee pays.

## Recruitment

- **Careers Expo in Maningrida, organised by Bawinanga Homelands Aboriginal Corporation:** WARC has been invited to attend and will feature an engaging interactive display for attendees to experience. The event will highlight a range of career opportunities with Council and promote all current vacancies
- **Special Measures Provision:** Priority Consideration for ATSI applicants.  
The Special Measures Provision is fully embedded within all recruitment processes. As a result, we have appointed Aboriginal and Torres Strait Islander (ATSI) candidates, without the need to consider non-ATSI applications.

Recruitment Period	1 April – 16 May 2025
New vacancies identified	7
Total vacancies Advertised	26
Positions Actively Under Recruitment	12
New Employees Commenced	13
Aboriginal and Torres Strait Islander Employees Appointed	4

### Vacancies by location as of 16 May 2025

#### Darwin

- **System Accountant** - Closes Wednesday 28 May 2025
- **Waste and Resource Coordinator** - Closes Wednesday 28 May 2025

#### Gunbalanya

- **Youth, Sport, and Recreation Assistant** – Open until filled
- **Community Care Cook** – Open until filled
- **Community Senior Safety Officer** – Open until filled
- **Centrelink Assistant** – \$60k - Permanent – Part time - No Accommodation provided – Open until filled

#### Jabiru

- **Relief Administration Officer** – Closes Wednesday 28 May 2025
- **Administration Officer – Business Development** – Closes Wednesday 28 May 2025
- **Pool Officer** – Closes Wednesday 28 May 2025
- **Early Childhood Educator Assistant** – Closes Wednesday 16 April 2025

#### **Maningrida**

- **Customer Services Officer** – Open until filled

#### **Waruwi**

- **Diploma Qualified Child Care Senior Officer** – Open until filled
- **Broadcasting Officer** - Open until filled
- **Centrelink Officer** – Open until filled

### **Learning and Development Report**

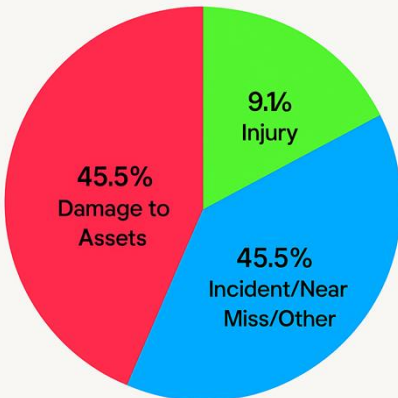
<b>TRAINING ACTIVITIES</b>		<b>Dates</b>
<b>New release on ELMO: WHS Program</b>	A new WHS program was released in May to increase the knowledge and skills in WHS, specifically regarding risk assessments and its importance.	<b>May 2025</b>
<b>Treat Weeds and Apply Chemicals course</b> <b>RTO: CDU</b>	CDU is visited Minjilang, Maningrida and Waruwi to deliver a course in Treating Weed and Applying Chemicals so our staff can learn the different types of weeds, chemical	<b>Minjilang:</b> 7 to 11 April <b>Maningrida:</b> 14 to 17 April <b>Waruwi:</b>

	herbicides, and safe practices to eliminate them.	12 to 16 May <b>Jabiru:</b> 9 to 13 June
<b>Certificate III in Civil Construction</b>  <b>RTO: Batchelor Institute</b>	Batchelor Institute has started in Jabiru the second round of training for Certificate III in Civil Construction.	<b>Jabiru:</b> 19 to 30 May <b>Waruwi:</b> 9 to 20 June <b>Minjilang:</b> 7 to 19 of July <b>Maningrida:</b> 28 July to 8 August
<b>Certificate II in Individual Support</b>  <b>RTO: Response Training</b>	The Community Care staff will have training during two consecutive weeks in May to make significant progress to complete the Certificate II in Individual Support.	<b>Waruwi:</b> 12 -13 May <b>Gunbalanya:</b> 15 - 16 May <b>Waruwi:</b> 19 - 20 May <b>Gunbalanya:</b> 22 - 23 May
<b>UPCOMING ACTIVITIES</b>		<b>Dates</b>
<b>HR Fundamentals</b>	The HR Team is delivering a learning session about how to fill out timesheets, types of leave and how to apply, overtime, on-call and other allowances.	<b>20 May 2025</b>

## Work Health Safety

This table outlines the progress we have made in enhancing our safety measures across various areas.

RECENT ACHIEVEMENTS		DATES
<b>Lucidity Software Implementation</b>	<p>The WHS software has been rolled out to all employees with computer access. Updates include:</p> <ul style="list-style-type: none"> <li>- The management system tab now features a dashboard, including May's WHS training schedule and visual tracking of completed hazard inspections and compliance drills.</li> <li>- Risk assessments have been hyperlinked in the Lucidity WHS software, providing quick and easy access to the following registers: <ul style="list-style-type: none"> <li>• Community Public Aquatic Facilities Risk Register</li> <li>• Essential Services Manual Register</li> <li>• Hazardous Chemicals Register</li> <li>• WARC Plant and Equipment Register</li> </ul> </li> </ul>	April & May Ongoing
<b>Civil aviation Safety Authority (CASA) DAMP</b>	The Drug and Alcohol Management Plan (DAMP) for the Aerodrome's was completed and approved by the CEO.	April & May
<b>WHS Training</b>	<p>Four WHS training modules were rolled out to staff with computer access</p> <ul style="list-style-type: none"> <li>• WHS Awareness</li> <li>• Hazard Identification</li> <li>• WHS Risk Management</li> <li>• WHS for Managers</li> </ul> <p>These modules cover foundational WHS principles, hazard recognition and reporting, the risk management process, and the specific responsibilities of managers, aligning with the requirements of the West Arnhem Regional Council Work Health and Safety Management Plan and the Work Health and Safety National Uniform Legislation Regulations.</p>	Targeted training to be completed by end of May
<b>Site Visits</b>	<p>The following site visits were completed by the WHS Coordinator:</p> <p>13 May 2025 - Warruwi</p> <ul style="list-style-type: none"> <li>• Completed Hazard inspections at the Council office, Workshop depot and Waste Management Site</li> </ul>	May

	<ul style="list-style-type: none"><li>Conducted toolbox talk at prestart on the Hierarchy of controls</li></ul> 14 May 2025 – Minjilang <ul style="list-style-type: none"><li>Completed Hazard inspections Council Office &amp; Workshop depot</li><li>Conducted toolbox talk at prestart on the Hierarchy of controls</li></ul> Visits to both locations included: Lucidity overview with CSM’s and works officers <ul style="list-style-type: none"><li>One on one sit-down and navigation</li><li>Question time</li></ul>																										
UPCOMING		DATES																									
Site Visits	Further site visits to Gunbalanya, Maningrida and Jabiru are being planned	May & June																									
Lucidity Software implementation	Links to Codes of Practice and Increasing awareness and software usage	Ongoing																									
Compliance	Emergency Drills at all work locations.	June to September																									
WHS INCIDENTS																											
<div>WARC Incidents</div> <div>1 April to 16 May 2025</div> <table><tr><td>Type</td><td></td></tr><tr><td>Damage to Assets</td><td>5</td></tr><tr><td>Incident/Near Miss/ Other</td><td>5</td></tr><tr><td>Injury</td><td>1</td></tr><tr><td>Grand Total</td><td>11</td></tr></table>		Type		Damage to Assets	5	Incident/Near Miss/ Other	5	Injury	1	Grand Total	11	<div>WARC Incidents</div> <div>April 1 – May 16, 2025</div>  <table><tr><td>Category</td><td>Count</td><td>Percentage</td></tr><tr><td>Damage to Assets</td><td>5</td><td>45.5%</td></tr><tr><td>Incident/Near Miss/Other</td><td>5</td><td>45.5%</td></tr><tr><td>Injury</td><td>1</td><td>9.1%</td></tr><tr><td>Total</td><td>11</td><td>100%</td></tr></table>	Category	Count	Percentage	Damage to Assets	5	45.5%	Incident/Near Miss/Other	5	45.5%	Injury	1	9.1%	Total	11	100%
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## STATUTORY ENVIRONMENT

*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 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 1.5 Cultural Awareness Training**

Develop increased understanding and observation of cultural protocols.

### **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 3.1 Cultural Safety**

Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan.

#### **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.

#### **Goal 3.4 Community Service Delivery**

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

## **ATTACHMENTS**

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>8.8</b>
<b>Title:</b>	<b>Financial Report for the period ended 30 April 2025</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director Finance</b>

#### SUMMARY

The purpose of this report is to provide Council with the Financial Management Report for the period ended 30 April 2025.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Financial Report for the period ended 30 April 2025*.

#### BACKGROUND

The CEO must, in each month, give the Council (or Council's Finance Committee) a report setting out:

- The actual year to date income and expenditure of council;
- The most recently adopted annual budget; and
- Details of any material variances between the most recent actual income and expenditure, and the most recently adopted annual budget.

The report must be in the approved form.

The report must be accompanied by the CEO's certification in writing, to the Council, that to the best of the CEO's knowledge, information and belief:

- The internal controls implemented by Council are appropriate; and
- The Council's financial report best reflects the financial affairs of Council.

If the CEO cannot provide the certification, then written reasons for not providing the certification is to be submitted.

#### COMMENT

The *Local Government (General) Regulations 2021* requires the previous month's financial report to be given to the Council.

#### STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (General) Regulations 2021* outlines the requirements for the monthly financial report to council.

The format of the monthly financial report follows the prescribed format set out in the CEO of the Department of Chief Minister and Cabinet's approved form published on the NT Government Local Government Unit's website.

#### FINANCIAL IMPLICATIONS

The CEO is responsible for laying before the Council a monthly financial report and the Council is responsible for managing its resources.

## **STRATEGIC IMPLICATIONS**

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

### **PILLAR 6 FOUNDATIONS OF GOVERNANCE**

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

#### **Goal 6.1 Financial Management**

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

## **ATTACHMENTS**

1. April 2025 Financial Reports [**8.8.1** - 14 pages]
2. CEO Certification - April 2025 Monthly Finance Report [**8.8.2** - 1 page]

[Monthly Financial Report for April 2025](#)
[Report 1](#)

Table 1. Income and Expenditure Statement

Expected YTD Annual Budget Completion

83%

Period ended 30 April 2025	Notes	YTD Actuals (A) \$	Commitments (B) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	2nd Revised Approved Budget (E) \$	YTD Actual Compared to 2nd Revised Approved Budget (A / E) %
<b>OPERATING INCOME</b>							
Rates		2,492,830	-	2,223,191	269,640	2,667,829	93%
Charges	1	2,989,315	-	3,253,646	(264,331)	3,904,376	77%
Fees and Charges		601,912	-	608,881	(6,969)	725,448	83%
Operating Grants and Subsidies		18,878,263	-	21,582,261	(2,703,997)	22,263,569	85%
Interest / Investment Income		194,923	-	128,333	66,589	154,000	127%
Commercial and Other Income	2	11,071,884	-	11,160,976	(89,092)	13,279,963	83%
<b>TOTAL OPERATING INCOME</b>		<b>36,229,128</b>	<b>-</b>	<b>38,957,289</b>	<b>(2,728,161)</b>	<b>42,995,185</b>	<b>84%</b>
<b>OPERATING EXPENDITURE</b>							
Employee Expenses		14,421,822		14,907,080	(485,258)	18,169,847	79%
Materials and Contracts	4	6,569,917	1,403,520	8,717,517	(2,147,600)	10,904,386	60%
Elected Member Allowances		320,971	-	303,333	17,638	418,928	77%
Elected Member Expenses		167,087	-	284,292	(117,206)	212,150	79%
Council Committee & LA Allowances		33,884	-	41,155	(7,271)	49,800	68%
Council Committee & LA Expenses		17,047	-	23,683	(6,636)	23,788	72%
Depreciation, Amortisation and Impairment		4,299,544	-	4,392,865	(93,321)	5,271,438	82%
Interest Expenses		-	-	-	-	-	-
Other Expenses	3	8,704,365	125,462	9,057,626	(353,262)	12,648,826	69%
<b>TOTAL OPERATING EXPENDITURE</b>		<b>34,534,636</b>	<b>1,528,982</b>	<b>37,727,552</b>	<b>(3,192,916)</b>	<b>47,699,163</b>	<b>72%</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>		<b>1,694,491</b>		<b>1,229,736</b>	<b>464,755</b>	<b>(4,703,977)</b>	

Period ended 30 April 2025	Notes	YTD Actuals (A) \$	Commitments (B) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	2nd Revised Approved Budget (E) \$	YTD Actual Compared to 2nd Revised Approved Budget (A / E) %
<u>Charges Income</u>	1						
Sewerage		631,007	-	625,664	5,343	750,797	84%
Water		877,624	-	1,291,667	(414,043)	1,550,000	57%
Waste Collection		1,480,684	-	1,336,316	144,368	1,603,579	92%
		<b>2,989,315</b>	-	<b>3,253,646</b>	<b>(264,331)</b>	<b>3,904,376</b>	
<u>Commercial and Other Income</u>	2						
Income Allocations		5,357,276	-	5,801,656	(444,380)	6,855,620	78%
Agency and Commercial Services Income		5,411,881	-	5,194,457	217,424	6,231,227	87%
Other Income		302,727	-	164,863	137,864	193,116	157%
		<b>11,071,884</b>	-	<b>11,160,976</b>	<b>(89,092)</b>	<b>13,279,963</b>	
<u>Other Expenses</u>	3						
Travel, Freight & Accommodation		753,793	85,737	935,916	(182,123)	1,074,223	70%
Fuel, Utilities & Communication		1,914,714	182	1,987,612	(72,897)	2,375,205	81%
Finance Expenses		10,028	184	11,498	(1,470)	13,798	73%
Other Expenses		6,025,829	39,359	6,122,600	(96,771)	9,185,600	66%
		<b>8,704,365</b>	<b>125,462</b>	<b>9,057,626</b>	<b>(353,262)</b>	<b>12,648,825</b>	

<b>Note. 4 All Commitments</b>	<b>Budget Commitments \$</b>
LRCI Phase 4 - Part B - Malabam Road - Maningrida	235,471
Animal Control	190,564
Water Management: Jabiru	181,232
West Arnhem Cemetery Establishment - MANINGRIDA	107,441
Install and maintain street lights	74,895
ABA - Maningrida Oval Changerooms	57,902
Waruwi Community Hall Upgrade	51,973
CBF - Jabiru Library Revitalisation Phase 2	51,322
LAP - Solar Lights for New Subdivision/Entrance to	50,138
Regional and Remote Burials Grant - MINJILNAG	47,000
Manage Creche	44,044
Waste Management	34,289
Parks and Public Open Space - including weed control	28,746
LAP - Connection of Water Service - New Cemetery - WARRUWI	18,605
LAP - Pebble Ice Machine - Community Use -	16,818
Operate post office business	15,694
LAP - Gunbalanya Oval Lighting: Contribute \$100K	15,502
Regional and Remote Burials Grant - MAN and WAR	13,685
Community Service Delivery	13,354
Sports and Recreation	13,096
ICT Transition	13,000
LAP - Installation of outdoor gym equipment at the	10,488
Brockman Oval grandstand installation - Jabiru	9,801
LAP - Shade Structure adjacent to the Waruwi Clinic	8,750
Food Preparation Services	8,260
LAP - Installation of pavers for Aged Care Clients	8,100
Maintain staff houses	7,605
Operate and maintain swimming pool	6,793
Manage Information Technology and Communications	6,605
Active Regional and Remote Communities Program	6,403
LAP - Arborist to Trim Trees- Minjilang	6,100
LAP - Modifications to staff and visitors rest area at the	6,000
Maintain plant, equipment and motor vehicles	5,481
Manage Council Governance	5,263
Manage Electricity and water business	4,916
Home Care Packages Program (HCP)	3,807
Aerodromes Inspection and Maintenance	3,682
Brockman Oval Lights - Jabiru	3,000
WaRM - Waste and Resource Management	2,089
Toys for Jabiru Library Sensory Zone	2,076
Maintain local roads	1,563
Commonwealth Home Support Program (CHSP)	1,353
Operate Long day care	1,148
LAP - Beautification of township - Warruei	1,005
NDIS - National Disability Insurance Scheme	966
Library Service: Jabiru	818
Sewerage Management	771
Public Relations and Communications	733
Kakadu Triathlon	672
Sport and Recreation - Jabiru	644
Human Resource Management	600
Executive leadership CEO	599
Records Management	566
Australia Day Grant	458
National Australia Day Council - Australia Day Grant	455
International Women's Day – Library Event	364
Manage Visitor accommodation	201
POs <100	616
<b>Total</b>	<b>1,403,520</b>

Table 2. Monthly Operating Position

Expected YTD Annual Budget Completion	83%
---------------------------------------	-----

Period ended 30 April 2025	Notes	YTD Actuals (A) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	2nd Revised Approved Budget (E) \$	YTD Actual Compared to 2nd Revised Approved Budget (A / E) %
<b>BUDGETED OPERATING SURPLUS / (DEFICIT) (Table 1.)</b>		1,694,491	1,229,736	464,755	(4,703,978)	
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	5	(5,411,881)	(5,801,656)	389,776	(6,855,620)	79%
Add Back Non-Cash Expenses	6	9,711,425	10,194,521	(483,096)	12,127,058	80%
<b>TOTAL NON-CASH ITEMS</b>		<b>4,299,544</b>	<b>4,392,865</b>	<b>(93,321)</b>	<b>5,271,438</b>	
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	Table 3.	3,296,822	4,413,607	(1,116,786)	5,826,123	57%
Borrowing Repayments (Principal Only)		-	-	-	-	-
Transfer to Reserves	7	1,233,000	-	1,233,000	-	-
Other Outflows	8	21,284,074	-	21,284,074	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>		<b>(25,813,896)</b>	<b>(4,413,607)</b>	<b>(21,400,288)</b>	<b>(5,826,123)</b>	
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	9	5,150,475	3,050,000	2,100,475	3,050,000	169%
Prior Year Carry Forward Tied Funding	10	1,629,374	1,716,074	(86,700)	1,716,074	95%
Other Inflow of Funds	11	1,744,595	437,503	1,307,093	437,503	
Transfers from Reserves		55,087	55,087	-	55,087	-
<b>TOTAL ADDITIONAL INFLOWS</b>		<b>8,579,532</b>	<b>5,258,664</b>	<b>3,320,868</b>	<b>5,258,664</b>	
<b>Net BUDGETED OPERATING SURPLUS / (DEFICIT)</b>		<b>(11,240,328)</b>	<b>6,467,658</b>	<b>(17,707,986)</b>	<b>-</b>	
		<b>21,284,074</b>	Never Budgeted	<b>21,284,074</b>	Add back Road Asset Writeoff (Note 8)	
		<b>1,528,982</b>	Already Budgeted	<b>1,528,982</b>	Less YTD Expenditure Commitments (Note 4)	
		<b>8,514,764</b>	<b>6,467,658</b>	<b>2,047,107</b>	YTD Surplus as compared to the YTD Budget	

Period ended 30 April 2025	Notes	YTD Actuals (A) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	2nd Revised Approved Budget (E) \$	YTD Actual Compared to 2nd Revised Approved Budget (A / E) %
<u>Non-Cash Income</u>						
Income Allocations (internal movement)	5	(5,411,881)	(5,801,656)	389,776	(6,855,620)	79%
<u>Non-Cash Expenses</u>						
Expense Allocations (internal movement)	6	5,411,881	5,801,656	(389,776)	6,855,620	79%
Depreciation, Amortisation and Impairment		4,299,544	4,392,865	(93,321)	5,271,438	82%
		<b>9,711,425</b>	<b>10,194,521</b>	<b>(483,096)</b>	<b>12,127,058</b>	
<u>Transfer to Reserve</u>						
Election Reserve	7	33,000	-	-	-	-
Disaster Recovery Funding Reserve		100,000	-	-	-	-
Insurance Cost for FY2025-26 Reserve		1,100,000	-	-	-	-
		<b>1,233,000</b>	-	-	-	-
<u>Other Outflows</u>						
Write-off of Roads Assets [SCM20/2025]	8	<b>21,284,074</b>	-	<b>21,284,074</b>	-	-
<u>Capital Grants Income</u>						
Capital Grants - Australian Government	9	4,206,075	2,270,000	1,936,075	2,270,000	185%
Capital Grants - Territory Government		944,400	780,000	164,400	780,000	121%
		<b>5,150,475</b>	<b>3,050,000</b>	<b>2,100,475</b>	<b>3,050,000</b>	
<u>Prior Year Carry Forward Tied Funding</u>						
Capital Grants Income Carried Forward	10	<b>1,629,374</b>	<b>1,716,074</b>	<b>(86,700)</b>	<b>1,716,074</b>	<b>95%</b>
<u>Other Inflow of Funds</u>						
Transfer to Reserve (Note 7)	11	1,233,000	-	1,233,000	-	-100%
Sale of Fleet		149,595	75,913	73,683	75,913	197%
Sale of Plant		362,000	361,590	410	361,590	100%
		<b>1,744,595</b>	<b>437,503</b>	<b>1,307,093</b>	<b>437,503</b>	



**Table 3. Capital Expenditure and Funding**  
**By class of infrastructure, property, plant and equipment**

CAPITAL EXPENDITURE TO 30 APRIL 2025	Notes	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year 2nd Revised Approved Budget \$
Infrastructure	12	1,844,832	3,073,085	(1,228,253)	3,761,012
Buildings	13	673,531	872,465	(198,934)	1,028,251
Vehicles	14	128,299	128,299	-	360,757
Plant and Equipment	15	194,909	250,000	(55,091)	568,445
Roads	16	-	43,480	(43,480)	43,480
Local Authority Funded Projects	17	455,251	46,278	408,973	64,178
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,296,822</b>	<b>4,413,607</b>	<b>(1,116,787)</b>	<b>5,826,123</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>					
Operating Income (amount allocated to fund capital items)		417,467	643,671	(226,204)	940,783
LA Funding		455,251	46,278	408,973	64,179
Capital Grants		1,194,894	1,952,497	(757,603)	3,050,000
Prior Year Carry Forward Tied Funding		1,174,123	1,716,074	(541,951)	1,716,074
Transfers from Cash Reserves		55,087	55,087	-	55,087
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>		<b>3,296,822</b>	<b>4,413,607</b>	<b>(1,116,787)</b>	<b>5,826,123</b>

CAPITAL EXPENDITURE TO 30 APRIL 2025	Notes	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year 2nd Revised Approved Budget \$
<b>Infrastructure</b>					
ABA - Maningrida Oval Changerooms		1,247,105	2,019,769	(772,663)	2,595,196
Brockman Oval Lights - Jabiru		86,020	150,000	(63,980)	150,000
Gunbalanya Oval Lighting		507,083	505,209	1,874	505,209
Mobilisation and Demobilisation Maningrida Oval Contractors		3,010	8,735	(5,725)	8,735
Concrete Stand for Diesel Tank - Gunbalanya		1,360	2,872	(1,512)	2,872
Maintain Parks and Garden: Maningrida	12	254	-	254	-
Projects not yet commenced					
CBF - Jabiru Library Revitalisation Phase 2		-	70,000	(70,000)	70,000
Revitalisation Project - Jabiru		-	16,500	(16,500)	16,500
West Arnhem Cemetery Establishment - MANINGRIDA		-	300,000	(300,000)	412,500
		<b>1,844,832</b>	<b>3,073,085</b>	<b>(1,228,253)</b>	<b>3,761,012</b>
<b>Buildings</b>					
Critical upgrades to Waruwi staff housing		77,273	75,792	1,482	75,792
Maintain staff houses : Jabiru		192,492	250,000	(57,508)	300,000
Maintain staff houses : Maningrida		84,265	66,667	17,599	80,000
Maintain staff houses : Waruwi		12,156	-	12,156	-
Waruwi Community Hall Upgrade	13	307,344	284,174	23,171	337,459
Projects not yet commenced					
Maintain staff houses : Gunbalanya		-	166,667	(166,667)	200,000
Janiru - Operate Long day care		-	16,667	(16,667)	20,000
Jabiru - Operate post office business		-	12,500	(12,500)	15,000
		<b>673,531</b>	<b>872,465</b>	<b>(198,934)</b>	<b>1,028,251</b>
<b>Vehicles</b>					
Replacement of Mayor's vehicle		128,299	128,299	-	128,299
Project not yet commenced	14				
Replacement of 4 x Utility vehicles		-	-	-	232,458
		<b>128,299</b>	<b>128,299</b>	<b>-</b>	<b>360,757</b>
<b>Plant and Equipment</b>					
Purchase of a new garbage compactor for Minilang		194,909	250,000	(55,091)	250,000
Projects not yet commenced					
Maningrida Landfill Wheel loader		-	-	-	318,445
		<b>194,909</b>	<b>250,000</b>	<b>(55,091)</b>	<b>568,445</b>
<b>Roads</b>					
Waruwi - Kerb and Channel Airport to Workshop Road	16	-	43,480	(43,480)	43,480
		<b>-</b>	<b>43,480</b>	<b>(43,480)</b>	<b>43,480</b>
<b>Local Authority Funded Projects</b>					
Gunbalanya - Assessment Report for Gunbalanya Oval		4,500	4,500	-	5,000
Gunbalanya - Community Garden Hard Structure & Amenities Lot 649		70,340	-	70,340	-
Gunbalanya - Gunbalanya Oval Lighting: Contribute \$100k		82,417	-	82,417	-
Gunbalanya - Installation of hard structure at the Gunbalanya Office		2,541	2,542	-	2,542
Gunbalanya - Modifications to staff and visitors rest area near Office		28,941	-	28,941	-
Maningrida - Basketball Competitions		7,882	-	7,882	-
Maningrida - Construct 2 Half Basketball Courts	17	4,221	4,221	-	4,221
Maningrida - Installation of outdoor gym equipment at the pool		61,512	-	61,512	-
Maningrida - Purchase of 4x4 Hearse		66,729	-	66,729	-
Maningrida - Purchase of Additional Grandstands for Maningrida		18,471	1,071	17,400	18,471
Maningrida - Purchase of Grandstands and Additional Pedestrian		14,997	14,997	-	14,997
Maningrida - Supply and install bollards for perimeter Soccer		75,000	-	75,000	-
Minilang - Purchase of Sea Container for Storage at Basketball		17,700	18,948	(1,247)	18,948
		<b>455,251</b>	<b>46,278</b>	<b>408,974</b>	<b>64,178</b>

**Table 5. Monthly Balance Sheet Report**

<b>BALANCE SHEET AS AT 30 April 2024</b>	<b>YTD Actuals \$</b>	<b>Notes</b>
<b>ASSETS</b>		
Cash at Bank		<b>A &amp; A.1</b>
Tied Funds	9,857,886	
Untied Funds	2,912,760	
Accounts Receivable		
Trade Debtors	872,478	<b>B</b>
Rates & Charges Debtors	313,975	<b>C</b>
Other Current Assets	754,938	
<b>TOTAL CURRENT ASSETS</b>	<b>14,712,038</b>	
Non-Current Financial Assets		
Property, Plant and Equipment	67,506,308	<b>D</b>
<b>TOTAL NON-CURRENT ASSETS</b>	<b>67,506,308</b>	
<b>TOTAL ASSETS</b>	<b>82,218,346</b>	
<b>LIABILITIES</b>		
Trade Creditors	889,376	<b>E</b>
ATO & Payroll Liabilities	51,319	<b>F</b>
Current Provisions	2,097,501	<b>G</b>
Accrued Expenses	980,212	
Other Current Liabilities	570,132	
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,588,540</b>	
Non-Current Provisions	183,419	<b>H</b>
Other Non-Current Liabilities	8,328,368	<b>I</b>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>8,511,787</b>	
<b>TOTAL LIABILITIES</b>	<b>13,100,327</b>	
<b>NET ASSETS</b>	<b>69,118,019</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	26,857,569	
Capital Reserve	13,726	
Election Reserve - Transfer In	33,000	
Disaster Recovery Funding - Transfer In	100,000	
Insurance - Transfer In	1,100,000	
Equity Adjustments	3,875,391	
Accumulated Surplus	37,138,333	
<b>TOTAL EQUITY</b>	<b>69,118,019</b>	

## BALANCE SHEET NOTES:

Note A. Details of Cash and Investments Held	\$	\$
Investments Held		
Operating Bank Account	205,737	
Business One - Post Office Bank Account	38,396	
Business Maxi Bank Account (Note 1.1)	9,978,296	
General Trust Bank Account	291,418	
Traditional Credit Union - Shares	-	
Term Deposits (Note A.1)	2,255,000	12,768,846
Cash Held		
Floats	1,800	1,800
<b>Total Cash and Investments Held</b>		<b>12,770,646</b>
Less: Restricted Cash		9,857,886
<b>Balance Unrestricted Cash</b>		<b>2,912,760</b>

Note A.1 Higher Interest Earning Investments	Deposit Date	Principal	\$	Interest Rate	Maturity Date	Terms
Westpac	21/03/2024	5,000		3.85%	21/03/2025	365
NAB	28/01/2025	450,000		4.95%	30/04/2025	92
NAB	10/02/2025	300,000		4.90%	11/05/2025	90
NAB	31/03/2025	500,000		4.75%	1/07/2025	92
NAB	11/03/2025	500,000		4.70%	11/06/2025	92
NAB	31/03/2025	500,000		5.00%	30/06/2025	91
Business Maxi Bank Account		9,978,296		1.55%		
<b>Total Higher Interest Earning Investments</b>		<b>12,233,296</b>				

Note B. Trade Debtors	Current	Past Due 31 - 60 Days	Past Due 61 - 90 Days	Past Due 90+ Days	Total \$
NDIS Debtors	17,858	1,848	5,685	24,122	49,514
ChildCare Debtors	3,514	14,777	2,036	19,568	39,895
Trade Debtors	354,256	234,229	170,123	66,765	783,070
<b>Total Trade Debtors</b>	<b>375,628</b>	<b>250,854</b>	<b>177,844</b>	<b>110,455</b>	<b>872,478</b>

Note C. Rates & Charges Debtors	Levied in 2024/25	Current	Past Due 31 - 60 Days	Past Due 61 - 90 Days	Past Due 90+ Days	Total \$
General Rates	2,461,957	-	-	-	121,523	121,523
Special Rates	164,542	-	-	-	3,504	3,504
Water Charges	1,550,000	-	-	-	64,852	64,852
Waste Charges	2,272,161	-	-	-	124,096	124,096
<b>Total Rates &amp; Charges Debtors</b>	<b>6,448,660</b>	-	-	-	<b>313,975</b>	<b>313,975</b>

Note D. New Physical Assets (including WIP) YTD	1 July 2024 WDV	YTD WIP	YTD Physical Assets Additions	YTD Disposals	Accumulated Depreciation	YTD WDV Balance	Notes
Land	688,500	-	-	-	-	688,500	
Section 19 Leases	5,079,270	-	-	-	(1,065,174)	4,014,096	
Jabiru Town Sub Leases	4,009,671	-	-	-	(631,596)	3,378,075	
Buildings	32,067,046	-	108,560	-	(16,905,222)	15,270,384	
WIP - Buildings	75,150	666,792	-	-	-	741,942	D1
Infrastructure	53,512,689	-	4,221	-	(15,879,156)	37,637,754	
WIP - Infrastructure	1,221,085	2,065,799	-	-	-	3,286,884	D2
Vehicles	2,908,635	-	128,299	343,681	(2,425,468)	267,785	
WIP - Vehicles	-	66,729	-	-	-	66,729	D3
Furniture and Fittings	927,205	-	-	-	(743,299)	183,906	
WIP - Furniture	-	61,512	-	-	-	61,512	D4
Plant and Machinery	9,408,356	-	-	763,897	(6,930,626)	1,713,833	
WIP - Plant and Machinery	-	194,909	-	-	-	194,909	D5
Roads	34,647,986	-	-	21,219,628	(13,428,358)	-	
<b>Total Non- Current Assets</b>	<b>144,545,593</b>	<b>3,055,741</b>	<b>241,080</b>	<b>22,327,206</b>	<b>(58,008,900)</b>	<b>67,506,308</b>	
<b>Total YTD WIP - 3,296,821- See Snapshot</b>							

<b>Work-In-Progress (WIP - Items not yet recorded in the Asset Register) Note:</b>	
D1 - Expenditure not yet capitalised - Staff Housing Upgrades \$300k; Waruwi Community Hall \$300k	
D2 - Expenditure not yet capitalised - Maningrida Oval Change Rooms \$1.24M; Gunbalanya Oval Lights \$500k	
D3 - Expenditure not yet capitalised - Mayor vehicle	
D4 - Expenditure not yet capitalised - Maningrida Gym Equipment	
D5 - Expenditure not yet capitalised - Minjilang Garbage Compactor	

<b>Note E. Trade Creditors</b>	<b>Current</b>	<b>Past Due 31 - 60 Days</b>	<b>Past Due 61 - 90 Days</b>	<b>Past Due 90+ Days **</b>	<b>Total</b>	<b>\$</b>
Trade Creditors	508,497	122,034	30,920	227,925	<b>889,376</b>	

\*\* Under Retention \$227,925

**Note F. Australian Tax Office (ATO) and Payroll Obligations**

As at the date of this report, all reporting and payment obligations have been met.

<b>Note G. Provisions (Current and Non-Current)</b>	<b>\$</b>	<b>\$</b>
<b>Current Provisions</b>		
Employees Annual Leave	1,231,005	
Long Service Leave	830,666	
Doubtful Debts	35,830	
		<b>2,097,501</b>
<b>Non-Current Provisions</b>		
Long Service Leave	183,419	
		<b>183,419</b>
<b>Total Provisions</b>		<b>2,280,921</b>

<b>Note H. Other Non Current Liabilities</b>	<b>\$</b>	<b>\$</b>
Section 19 Lease Liability	4,543,669	
Jabiru Town Sub Lease Liability	3,784,699	
<b>Total Other Non Current Liabilities</b>		<b>8,328,368</b>

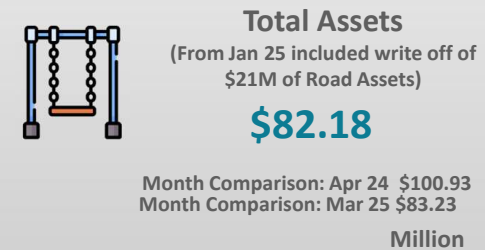
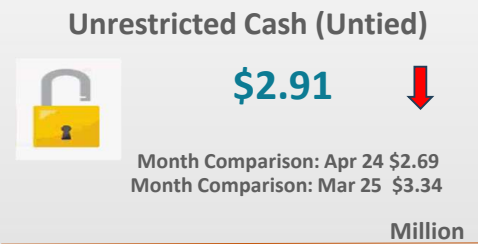
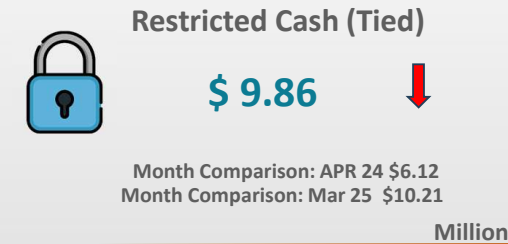
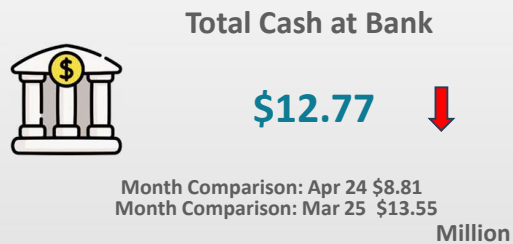
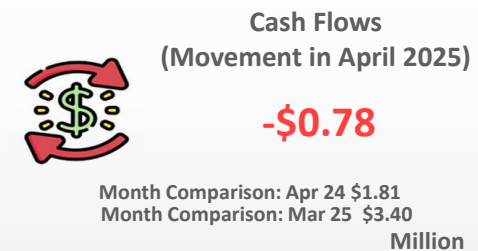
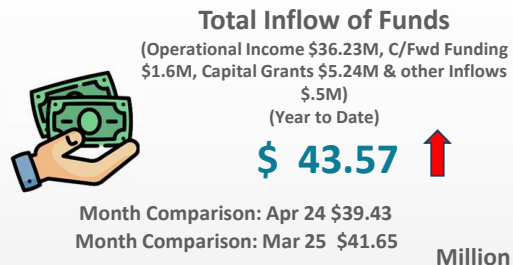
Monthly Financial Report for Local Authority Areas  
Operating Income and Expenditure for Local Authorities for the Period Ending 30 April 2025

Report 2

	Regional Office / Unallocated			Minijilang LA			Warruwi LA			Gunbalanya LA		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME												
Rates	13,278	18,040	(4,762)	65,394	67,939	(2,545)	99,209	100,032	(823)	344,102	310,313	33,789
Charges	-	-	-	67,857	56,548	11,310	104,280	88,887	15,393	324,518	325,518	(1,000)
Fees and Charges	139,450	133,733	5,716	19,899	17,750	2,149	22,164	11,333	10,831	14,148	38,667	(24,519)
Operating Grants and Subsidies	13,583,375	15,895,626	(2,312,251)	833,953	1,219,272	(385,319)	1,831,833	2,002,488	(170,655)	665,267	673,593	(8,327)
Interest / Investment Income	194,923	128,333	66,589	-	-	-	-	-	-	-	-	-
Commercial and Other Income	5,053,256	5,272,691	(219,435)	833,619	830,611	3,008	764,818	708,076	56,742	1,707,162	1,801,537	(94,375)
TOTAL OPERATING INCOME	18,984,282	21,448,423	(2,464,141)	1,820,722	2,192,120	(371,398)	2,822,304	2,910,816	(88,512)	3,055,196	3,149,628	(94,432)
OPERATING EXPENDITURE												
Employee Expenses	5,673,168	5,564,679	108,489	1,252,007	1,304,678	(52,671)	1,321,325	1,440,309	(118,984)	1,470,608	1,667,189	(196,581)
Materials and Contracts	1,151,361	2,154,182	(1,002,821)	260,614	447,963	(187,349)	1,355,656	1,499,113	(143,457)	817,062	1,059,248	(242,186)
Elected Member Allowances	320,971	303,333	17,638	-	-	-	-	-	-	-	-	-
Elected Member Expenses	167,087	284,292	(117,206)	-	-	-	-	-	-	-	-	-
Council Committee & LA Allowances	5,034	5,250	(216)	4,700	6,205	(1,505)	7,200	9,200	(2,000)	11,900	14,900	(3,000)
Council Committee & LA Expenses	-	-	-	4,190	8,600	(4,410)	2,898	3,083	(185)	2,537	4,000	(1,463)
Depreciation, Amortisation and Impairment	4,299,544	4,392,865	(93,321)	-	-	-	-	-	-	-	-	-
Interest Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	3,850,809	4,108,945	(258,136)	620,402	735,864	(115,462)	545,866	703,087	(157,222)	1,289,833	1,246,769	43,064
TOTAL OPERATING EXPENDITURE	15,467,973	16,813,546	(1,345,573)	2,141,913	2,503,311	(361,398)	3,232,945	3,654,793	(421,848)	3,591,940	3,992,106	(400,166)
OPERATING SURPLUS / (DEFICIT)	3,516,308	4,634,877	(1,118,569)	(321,191)	(311,191)	(10,000)	(410,641)	(743,976)	333,336	(536,744)	(842,479)	305,734

	Maningrida LA			Kakadu Ward Advisory Committee			Total		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME									
Rates	624,483	514,901	109,582	1,346,365	1,211,965	134,399	2,492,830	2,223,191	269,640
Charges	666,936	612,710	54,226	1,825,724	2,169,985	(344,261)	2,989,315	3,253,646	(264,331)
Fees and Charges	54,636	77,681	(23,045)	351,616	329,717	21,900	601,912	608,881	(6,969)
Operating Grants and Subsidies	1,516,127	1,550,768	(34,641)	447,708	240,514	207,194	18,878,263	21,582,261	(2,703,997)
Interest / Investment Income	-	-	-	-	-	-	194,923	128,333	66,589
Commercial and Other Income	1,338,575	1,288,879	49,696	1,374,455	1,259,182	115,273	11,071,884	11,160,976	(89,092)
TOTAL OPERATING INCOME	4,200,757	4,044,940	155,817	5,345,867	5,211,362	134,505	36,229,128	38,957,289	(2,728,161)
OPERATING EXPENDITURE									
Employee Expenses	1,638,306	1,734,351	(96,045)	3,066,408	3,195,874	(129,466)	14,421,822	14,907,080	(485,258)
Materials and Contracts	1,647,946	2,086,861	(438,915)	1,337,279	1,470,149	(132,870)	6,569,917	8,717,517	(2,147,600)
Elected Member Allowances	-	-	-	-	-	-	320,971	303,333	17,638
Elected Member Expenses	-	-	-	-	-	-	167,087	284,292	(117,206)
Council Committee & LA Allowances	5,050	5,600	(550)	-	-	-	33,884	41,155	(7,271)
Council Committee & LA Expenses	4,949	8,000	(3,051)	2,472	-	2,472	17,047	23,683	(6,636)
Depreciation, Amortisation and Impairment	-	-	-	-	-	-	4,299,544	4,392,865	(93,321)
Interest Expenses	-	-	-	-	-	-	-	-	-
Other Expenses	1,113,120	1,051,208	61,912	1,284,334	1,211,752	72,582	8,704,365	9,057,626	(353,262)
TOTAL OPERATING EXPENDITURE	4,409,371	4,886,021	(476,650)	5,690,494	5,877,776	(187,282)	34,534,636	37,727,552	(3,192,916)
OPERATING SURPLUS / (DEFICIT)	(208,614)	(841,081)	632,467	(344,627)	(666,413)	321,787	1,694,491	1,229,736	464,755

# Snapshot – APRIL 2025 Financial Report



## Working Capital / Current Ratio



“How many dollars we have for every dollar we owe”

WEST ARNHEM REGIONAL COUNCIL for the period ended 30 April 2025	
	30 April 2025 \$
<b>CURRENT ASSETS</b>	
Cash and cash equivalents *	2,912,760
Trade and Other Receivables	1,208,793
Inventories	-
Prepayments and Other	-
<b>TOTAL CURRENT ASSETS</b>	<b>4,121,553</b>
Less:	
<b>CURRENT LIABILITIES</b>	
Trade and Other Payables	705,521
Provisions	524,375
Borrowings	-
Other Liabilities	1,037,611
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,267,508</b>
<b>NET CURRENT ASSETS (Working Capital)</b>	<b>1,854,045</b>
<b>CURRENT RATIO</b>	<b>1.82</b>

$$\text{Current Ratio Formula} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$$

What makes an asset current is that it can be converted into cash within 12 months. What makes a liability current is that it is due for payment within 12 months.

- Note: does not include restricted cash of \$9.86 million

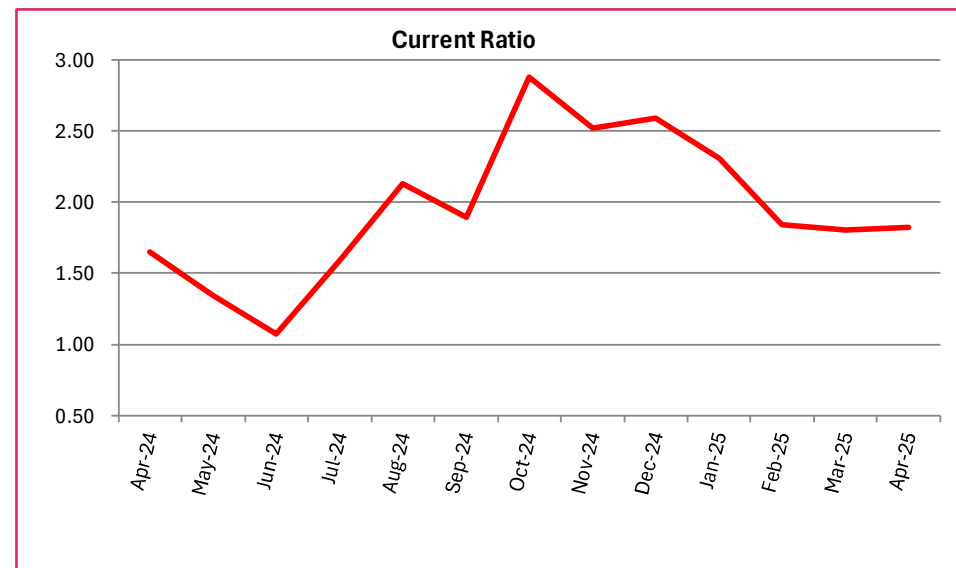




## Current Ratio for the past Year



Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
1.65	1.35	1.07	1.59	2.13	1.89	2.88	2.52	2.59	2.31	1.84	1.80	1.82



General Purpose funds received from NT Operating Subsidy, Federal Assistance Grants, Roads and Federal Assistance Grants General are included into the Restricted cash report and therefore in this Working Capital Graph. This commenced in August 2018.



### Certification by the CEO to the Council

<b>Council Name:</b>	West Arnhem Regional Council
<b>Reporting Period:</b>	April 2025

That, to the best of my knowledge, information and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

**CEO Signed**



**Date Signed**

22 May 2025

**Note:** The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the *Local Government (General) Regulations 2021*)

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 June 2025

<b>Agenda Reference:</b>	<b>8.9</b>
<b>Title:</b>	<b>2024-25 Audit Plan and Engagement Letter</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

#### SUMMARY

This report contains the appointed Auditor's plan and engagement letter containing the fees for the 2024-25 audit.

#### RECOMMENDATION

THE COUNCIL receive and note the report titled *2024-25 Audit Plan and Engagement Letter*.

#### BACKGROUND

The Council is required to have a registered Auditor conduct an audit of Council's books annually.

#### COMMENT

Nexia Edwards Marshall NT, following a tender process in early 2023, was contracted to conduct Council's annual audits for the financial years ending 30 June 2023, 2024 and 2025.

Following conclusion of the 2024-25 audit, a procurement process will be conducted for the Council to appoint a new auditor (or reappoint the auditor) for 2025-26, for a fixed term between two and five financial years.

#### STATUTORY ENVIRONMENT

*Local Government Act 2019* section 209 requires the Council to appoint an auditor, by resolution, for a fix term of between two and five years.

#### FINANCIAL IMPLICATIONS

The Council is required to manage its resources and properly record transactions in Council's books.

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

##### Goal 6.1 Financial Management

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

##### Goal 6.4 Risk Management

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

#### ATTACHMENTS

1. 8.10 - Nexia Audit Strategy Memorandum [8.9.1 - 23 pages]
2. 8.10 - Nezia Engagement Letter [8.9.2 - 11 pages]



**West Arnhem Regional Council**

**Audit Strategy Memorandum**

**For the Year Ending 30 June 2025**

Nexia Edwards Marshall NT (ABN 74 414 259 116) is a firm of Chartered Accountants. It is affiliated with, but independent from Nexia Australia Pty Ltd. Nexia Australia Pty Ltd is a member of Nexia International, a leading, global network of independent accounting and consulting firms. For more information please see [www.nexia.com.au/legal](http://www.nexia.com.au/legal). Neither Nexia International nor Nexia Australia Pty Ltd provide services to clients.

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29 April 2025

The Council Members  
West Arnhem Regional Council  
C/- Ms. Jocelyn Nathanael-Walters  
Director Finance  
PO Box 721  
Jabiru NT 0886  
Email: [jocelyn.nathanael-Walters@westarnhem.nt.gov.au](mailto:jocelyn.nathanael-Walters@westarnhem.nt.gov.au)

Dear Council Members,

### **Audit Strategy Memorandum to the Council Members for the Year Ending 30 June 2025**

We are pleased to present you with our audit strategy for West Arnhem Regional Council for the year ending 30 June 2025.

The strategy has been developed following discussions with management, an assessment of the key risks facing the Council and the significant financial statements balances.

The key purpose of this document is to:

- confirm our compliance with the professional standards;
- set out the audit approach in summary;
- promote effective communication between the auditor and those charge with governance; and
- identify the key issues which we expect to be the focus of our audit procedures.

We welcome any comments you may have or any additional areas in which you seek comfort or assurance from the audit process. I look forward to the opportunity of discussing our strategy with you.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Noel Clifford', written over a light blue horizontal line.

Noel Clifford  
Partner, Assurance Services

Direct Line: 08 8981 5585 ext 506  
Mobile: 0417 864 114  
Email: [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)

### **Advisory. Tax. Audit.**

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# keycontacts

Your key contacts for the West Arnhem Regional Council audit are:



**Noel Clifford FCA** (Partner) is a registered company auditor with over 40 years' experience in the audit of large reporting corporations, non-reporting corporations, and Not-for-profit clients.

**Noel Clifford FCA**

t 08 89815585 ext. 506

m 0417 864 114

e [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)



**Vikram Sandhu CPA** (Manager) has over 5 years' experience providing audit and assurance services to a wide range of industries involved in the not-for-profit space, including councils and Aboriginal corporations.

**Vikram Sandhu CPA**

t 08 89815585 ext. 511

m 0433 226 973

e [vsandhu@nexiaemnt.com.au](mailto:vsandhu@nexiaemnt.com.au)



**Sarah McEachern CA** (Partner) has over 20 years' experience in assessing her clients' business needs and providing recommendations that maximise opportunities for them.

**Sarah McEachern CA**

t 08 89815585 ext. 519

m 0419 803 814

e [smeachern@nexiaem.com.au](mailto:smeachern@nexiaem.com.au)

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# snapshot

## Audit Snapshot – Reporting

The following tables outline the audit results and processes that we will report on to the Council Members upon completion of the 2025 audit.

### Audit Results

Any significant audit adjustments required

Any unadjusted differences considered immaterial

Transactions and balances verified in accordance with audit plan

Audit risks and exposures addressed

Any audit risks requiring comment from the Council Members

Any high and/or medium priority control deficiencies identified

Any instances of fraud or error in respect to operations noted

Any material uncertainties, conditions, or events identified to affect going concern noted

Any instances of non-compliance with laws and regulations noted

Any instances of non-compliance with policies and procedures noted

Any expected modifications to auditor's report

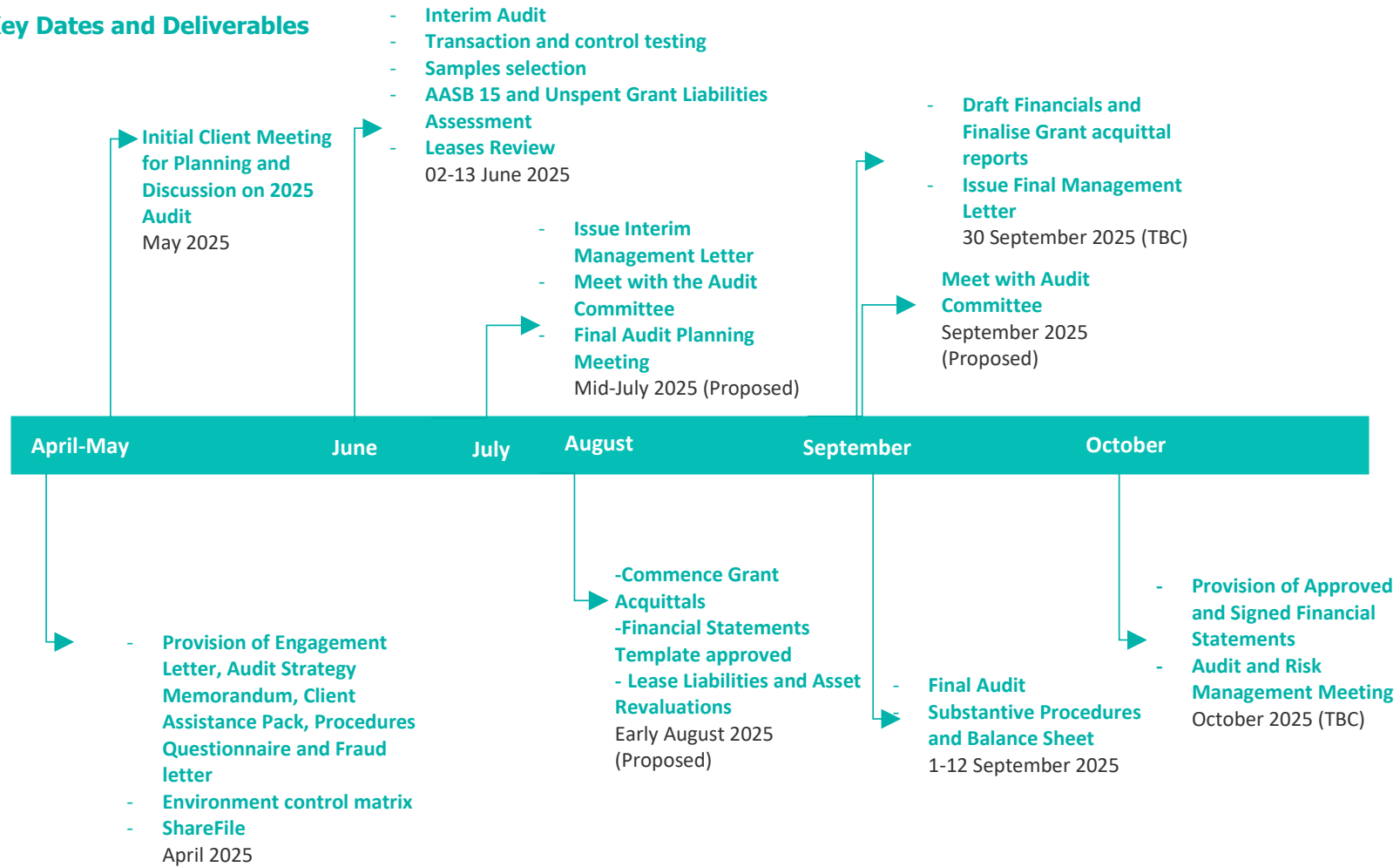
### Audit Process

Level of preparedness for audit sufficient

Draft financial report available at agreed date

# timeline

## Key Dates and Deliverables





## Audit Team, Independence, and Materiality

Auditor	Role	Email
Noel Clifford	Engagement Partner	nclifford@nexiaemnt.com.au
Vikram Sandhu	Senior Manager	vsandhu@nexiaemnt.com.au
Jaya Giri	Experienced Auditor	jgiri@nexiaemnt.com.au
Gaurab Aryal	Auditor	garyal@nexiaemnt.com.au
Katherine Le	Auditor	kle@nexiaemnt.com.au
Ola Zadroga	Auditor	ozadroga@nexiaemnt.com.au

### Independence

I confirm, in my capacity as Engagement Partner, that the firm and the members of the Audit Team continue to meet the independence requirements of the *Australian Auditing Standards*, *Australian Accounting Standards* and the Northern Territory of Australia *Local Government Act 2019* and ethical requirements of the Accounting Professional and Ethical Standards Board APES 110: *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to the audit of West Arnhem Regional Council.

### Materiality

Our auditing standards require that we apply the concept of materiality in planning and performing an audit of a financial report. Misstatements, including omissions, are considered material if they individually or in aggregate, could reasonably be expected to influence the economic decisions of the users of the financial report.

The determination of materiality is a matter of professional judgement and is affected by our perception of the financial information needs of the users of the financial report. Having considered the nature of the Council, the industry, and economic environment in which the Council operates, and the relative volatility of alternative benchmarks, we have determined overall planning materiality based on an equal weighting of the Council's revenue and expenditure for the current year.



## Audit Risk Areas

The items detailed below are the 'key' issues in relation to the audit of West Arnhem Regional Council for the year ending 30 June 2025. We have provided a summary on the impact on our audit approach. Please note that this is neither a complete list of all issues we have considered nor a complete description of our audit procedures.

We have presented the issues in three categories: high, medium, and low risk areas. These are defined as follows:

<b>High</b>	<p>A judgmental assessment of inherent risk as high relates to those risks which require special audit consideration (in terms of the nature, timing, or extent of testing) because of the:</p> <ul style="list-style-type: none"> <li>▪ nature of the risk;</li> <li>▪ likely magnitude of the potential misstatements (including the possibility that the risk may give rise to multiple misstatements); and</li> <li>▪ likelihood of the risk occurring.</li> </ul>
<b>Medium</b>	<p>A judgmental assessment of inherent risk as medium relates to a risk that requires additional audit consideration beyond what would be required for a normal risk, but which does not rise to the level of a high risk.</p>
<b>Low</b>	<p>A judgmental assessment of inherent risk as low is related to relatively routine, non-complex transactions that tend to be subject to systematic processing and require little management judgment. Although it is considered that there is a risk of material misstatement, there are no elevated or special factors related to the nature, the likely magnitude of the potential misstatements, or the likelihood of the risk occurring. We do not, as a matter of course, discuss normal risks with those charged with governance unless we seek their confirmation on the judgment that has been applied.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Cash and Cash Equivalents</b>	<b>Medium</b>	<p>Transactions may be inaccurately recorded, recorded in the incorrect period, or omitted.</p> <p>All bank accounts operated by the Council are not properly brought to account in the Council's financial records.</p> <p>Amounts held in closed bank accounts are not correctly transferred to another of the Council's current bank accounts.</p> <p>Errors in bank reconciliations may not be corrected on a timely basis.</p> <p>Cash on hand is not protected through appropriate safeguards, with physical amounts periodically verified and reconciled.</p>	<p>Accuracy of bank reconciliations at year end will be checked.</p> <p>Any bank accounts that have been closed during the period will be reviewed to determine whether amounts have been correctly transferred into other bank accounts held by the Council.</p> <p>Physical cash counted (if applicable) with the amounts verified against day end reconciliation.</p> <p>Obtain custodian verification of all monies and floats on hand.</p> <p>Test transfers of funds between accounts.</p> <p>Obtain and review bank/term deposits; checking interest and any transfers of monies/deposits in the period.</p>
<b>Trade and Other Receivables</b>	<b>Medium</b>	<p>Cut off errors.</p> <p>Revenue transactions recognised in the wrong financial periods.</p> <p>Provision for doubtful debts incorrectly assessed and any impairment incorrectly calculated and recognised.</p> <p>Revenue transactions recognised in the wrong financial periods, for example:</p> <ul style="list-style-type: none"> <li>• amounts related to revenue to be recognised in future financial years;</li> <li>• amounts related to revenue incorrectly recognised in the current year; and</li> <li>• amounts recognised incorrectly assessed for impairment with a provision for doubtful debts correctly recognised in instances where there are signs of impairment.</li> </ul>	<p>Cut-off testing to be conducted as appropriate.</p> <p>Accuracy of reconciliation between general ledger and trade receivables listing will be checked.</p> <p>Sample of receivable amounts will be examined against underlying documentation and records to determine whether amounts have been recognised in the correct financial year.</p> <p>Recoverability of receivable balances will be assessed by comparison to amounts received in the subsequent year end.</p> <p>Adequacy of provision for doubtful debts will be evaluated.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Prepayments and Other Current Assets</b>	<b>Low</b>	<p>Prepaid expenditure may not be accurately recognised.</p> <p>Other current assets may be inaccurate and/or non-recoverable.</p>	<p>Listing of prepayments and other assets at year-end will be obtained.</p> <p>Accuracy of reconciliation between general ledger and prepayments schedule will be checked.</p> <p>Sample of prepayments will be examined.</p> <p>Listing of Other current assets will be obtained, and material assets verified and if applicable recoverability assessed.</p>
<b>Property, Plant and Equipment</b>	<b>Medium</b>	<p>Capital expenditure may be inappropriately expensed.</p> <p>New assets may be incorrectly recognised and recorded.</p> <p>Asset disposals may not be properly accounted for.</p> <p>Assets previously held by the Council may no longer exist.</p> <p>Assets held by the Council may be incorrectly omitted from the Council's records.</p> <p>Depreciation charges may not be accurately computed and recorded, consistently applied, or reasonable, considering assets' useful lives.</p> <p>Carrying amounts may not have been correctly assessed for impairment with a provision for impairment correctly recognised where there are signs of impairment.</p>	<p>Accuracy of reconciliation between general ledger and fixed asset register/depreciation schedule will be checked.</p> <p>New assets recognised (if any) will be physically sighted, where possible, and/or photos obtained. In addition, appropriate supporting documents, including invoices, will be examined.</p> <p>Any asset disposals that have occurred will be reviewed to determine evidence of appropriate approval and whether correctly recorded.</p> <p>Significant older assets will be physically sighted, where possible, and/or photos obtained.</p> <p>Recent revaluation reports will be obtained, reviewed, and assessed. Documents, assumptions, and workings will be reviewed against the fixed asset register.</p> <p>Depreciation charges will be assessed for consistently and reasonableness.</p> <p>Repairs and maintenance expenditure will be reviewed for any capital expenditure that has been inappropriately expensed.</p> <p>Impairment indicators will be assessed, and management's assessment of any impairment evaluated.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Inventory</b>	<b>Low</b>	<p>Inventory not being accurately recorded at lower of cost and net realisable value.</p> <p>Cut off errors; incorrect accounting between inventory and cost of goods sold.</p> <p>Non-existence of inventory.</p> <p>Slow moving or damaged stock not being written off.</p>	<p>Photos of significant inventory sites showing items held there to be obtained.</p> <p>Obtain final stocktake reports at 30 June 2025 for all locations. These to be reconciled with the general ledger.</p> <p>Review for obsolescence/damaged stock by discussion with senior management.</p> <p>Testing of stock to assess whether obsolete stock is written down in line with the council's policy.</p> <p>Audit procedures to substantiate the correct recording of the cost of inventory items. We will test a sample of items and check their unit costing and selling prices.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
Trade and Other Payables/ Expenditure	Medium	<p>Trade and other payables may not be recorded.</p> <p>GST may not be properly recorded and reported.</p> <p>Operating expenditure may be inaccurately recorded, inappropriately or inconsistently classified, and/or recorded in the incorrect period.</p> <p>Illegitimate and/or unauthorised payments and expenditure.</p> <p>Payroll clearing accounts such as those related to superannuation and PAYG may not be properly reconciled with amounts cleared/remitted on a timely basis.</p>	<p>Accuracy of reconciliation between general ledger and trade payables listing will be checked.</p> <p>Compare reported trade and other payable balances (including accruals) as at 30 June 2025 with prior years. Explanations will be obtained from management for all material variances.</p> <p>Sample of creditors recognised at year end will be examined.</p> <p>Procedures to identify potential unrecorded liabilities performed.</p> <p>Payments made after year end will be reviewed.</p> <p>GST balances will be compared against balances carried forward and amounts reported and remitted the year.</p> <p>An estimate of GST based on the full financial year will be developed and compared to amounts recorded and remitted, with significant differences investigated.</p> <p>A sample of expenditure that has occurred throughout the year and is recognised at year end will be examined against supporting documents (invoices, evidence of approval, bank statements).</p> <p>We will review on a sample basis, credit card transactions incurred examining supporting documentation and review and authorisation processes.</p> <p>Analytical reviews will be carried out on operating expenditure.</p> <p>Review of payroll clearing accounts including payments made subsequent to year end.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Employee Provisions</b>	<b>Medium</b>	<p>Employee leave entitlements may not be properly calculated and recorded in accordance with legislative requirements and the <i>Australian Accounting Standards</i>.</p> <p>Employees entitled to leave may be omitted from employee leave entitlement calculations.</p> <p>Oncosts may not be properly included in calculating leave entitlements.</p>	<p>Accuracy of reconciliation between general ledger and employee entitlements listing will be checked.</p> <p>Calculation of employee leave entitlements will be checked against legislative requirements and the <i>Australian Accounting Standards</i>.</p> <p>Sample of employee entitlements recognised at year end will be checked for accuracy against payroll records.</p> <p>Payroll records will be reviewed to determine whether any eligible employees have been inappropriately omitted from computation of employee leave entitlements.</p>
<b>Lease Liabilities/ Right of Use Assets</b>	<b>Medium</b>	<p>Inadequate disclosures in the financial statements.</p> <p>Incorrect application of <i>AASB16 Leases</i> - the leasing standard.</p> <p>Incorrect calculation of the present value of the lease liabilities and right of use assets.</p> <p>Incorrect amortisation of the right to use assets.</p> <p>Risk of misstatement due to non-inclusion of applicable leases.</p>	<p>Obtain from the client, a lease commitment/agreement schedule outlining all lease agreements entered into.</p> <p>Obtain all applicable lease agreements and agree the terms and conditions of the leases.</p> <p>Determine that leases have been treated in accordance with the provisions of <i>AASB16 Leases</i>.</p> <p>Test the calculations of the present value of the lease liabilities and right of use assets recognised and check the relevant expenses reported.</p> <p>Test the calculation of the amortisation expense of the right to use assets.</p> <p>Ensure disclosures in the financial statement of lease liabilities and right of use assets is appropriate.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
Grant Income/ Income in Advance/ Unspent Grants/ Contract Liabilities	Medium	<p>Grant income not being recorded completely and accurately.</p> <p>GST on grant income being incorrectly determined and accounted for.</p> <p>Income relating to grants and/or contract revenue being recorded in the incorrect period.</p> <p>Income is recognised before the conditions of the grant/contract have been met.</p> <p>Income in advance is not classified correctly.</p> <p>Monies received are recorded as revenue in the wrong period.</p> <p>Non-compliance with <i>Australian Accounting Standards</i> for the recognition of revenue and income, in particular AASB15 and AASB 1058.</p> <p>Incorrect application of the Revenue Accounting Standards' provisions.</p>	<p>Controls around the billing/invoicing cycle will be reviewed.</p> <p>Funding agreements will be reviewed to ascertain whether these are performance obligations and to determine the correct period for recognition of grant income. In addition, funding agreements will be reviewed to ensure that any applicable financial terms and conditions are being complied with, including any requirements to refund unspent grant funding at 30 June 2025.</p> <p>Unspent grant liabilities and deferred revenue liabilities will be reviewed at year end. Performance obligations and job cost reports being examined along with grant contract registers.</p> <p>Year-end grant acquittals and reconciliations will be reviewed and tested.</p> <p>Job cost reports being examined.</p> <p>All significant grant income in 2025 will be vouched to supporting documentation, including recipient tax invoices, remittances, funding letters, grant agreements (where applicable), and bank statements. Grant income will be checked as to ensure income is properly posted to the general ledger and review account allocations for reasonableness.</p> <p>We will test check to ensure GST has been properly determined, recorded, and accounted for in relation to grant funding received.</p> <p>Revenue accounting policies will be reviewed and matched against the applicable Accounting Standards.</p>





Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Revenue and Other Income</b>	<b>Medium</b>	<p>Revenue is not recognised.</p> <p>Revenue is incorrectly recorded or recorded in the incorrect period.</p> <p>Incorrect application of the Revenue Accounting Standards' provisions.</p>	<p>A sample of revenue that has occurred throughout the year and is recognised at year end will be examined against supporting documents (invoices, rates, engagement letters, contracts, subsequent receipts, and bank statements evidence of service delivery).</p> <p>Rates and charges applied to billings to be confirmed to rates approved by the Council.</p> <p>Rates and charges report to be extracted, tested, reviewed for accuracy, and reconciled to the general ledger.</p> <p>Property valuation reports to be reviewed against rates and billings levied (where applicable).</p> <p>Analytical reviews will be conducted on revenue and other income.</p> <p>A sample of transactions will be tested and checked against invoices, signed rental agreements and subsequent receipts.</p> <p>GST to be checked and verified on revenue transactions tested. GST reasonableness test to be conducted.</p>
<b>Payroll Related Expenditure</b>	<b>Medium</b>	<p>Salaries and wages (and associated costs) may not be correctly calculated, recorded, and remitted.</p> <p>Illegitimate and/or unauthorised payments.</p>	<p>Accuracy of reconciliation between general ledger and payroll will be checked.</p> <p>A sample of payroll transactions that have occurred throughout the year and at year end will be examined against payroll records and other supporting documents (timesheets, employment contracts, and bank statements).</p> <p>Analytical reviews will be conducted on payroll and payroll related expenses.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Litigation</b>	<b>Medium</b>	Inadequate disclosure of litigation and liability being under recorded.	<p>Review of legal expenses incurred during the year to identify any potential litigation.</p> <p>Review of minutes to identify any potential litigation.</p> <p>Where necessary we will consider sending a legal representation letter to your lawyers.</p> <p>Review of disclosures in the financial statements to assess adequacy of disclosure of potential litigation</p>
<b>Going Concern</b>	<b>Medium</b>	The going concern assumption may not be appropriate.	<p>Management's use of the going concern assumption will be evaluated through review of the Council's financial position and performance.</p> <p>This being for the current financial year and also near to the date of the signing of the financial statements.</p> <p>Solvency ratios will be considered.</p> <p>We will also review the Council's:</p> <ul style="list-style-type: none"> <li>• Budgets and cash flow forecasts for the current financial year and for future financial years; and</li> <li>• Bank statements and cash balances subsequent to year end.</li> </ul> <p>Status of government funding and renewal of operational funding contracts to be considered.</p> <p>We will obtain representations from Management or Council Members on the Council remaining a going concern.</p>



Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Related Party Transactions</b>	<b>Medium</b>	Related party transactions may not be appropriately identified, accounted for, and disclosed in the financial statement.  Inappropriate and/or unauthorised transactions.	Make relevant enquiries of management.  Review financial records and other documents for signs of any undisclosed related party transactions.  Ensure Key Management Personnel remuneration is appropriately disclosed.  Check the accuracy of disclosed related party transactions against amounts recorded and available supporting documentation.  Obtain appropriate representations from the Council that all related party transactions have been appropriately disclosed.
<b>Commitments and Contingencies</b>	<b>Medium</b>	Lack of appropriate disclosure of Council's commitments and contingencies.  Inaccurate determination of commitments and contingencies.	Review legal expenses and associated invoices. Where appropriate obtain legal representation from the Council's lawyer(s).  Obtain register of all lease and rental commitments and agreements.  Ensure disclosures of lease and rental commitments in the financial statements are appropriate testing calculations of amounts to supporting workpapers.  Obtain representations from Management concerning the existence of litigation and contingent liabilities.



# auditrisk

Risk Area	Audit Risk Assessment	Risk of Misstatement Due to	Audit Response
<b>Subsequent Events</b>	<b>Low</b>	Lack of appropriate disclosure of significant subsequent events impacting the presentation and the understanding of financial statements.	<p>Review Council's minutes prior and subsequent to year end.</p> <p>Consider status of funding contracts.</p> <p>Obtain an update on the status of any legal claims (if applicable).</p> <p>Consider whether there are any indications of impairment of assets or changes in the assumptions used since post year end.</p> <p>Consider whether there are new commitments and/or guarantees post year end which should be included as a subsequent event.</p> <p>Discuss with Management whether there are any subsequent events which require disclosure.</p> <p>Obtain representation from Management on whether reportable subsequent events have occurred.</p>
<b>Financial Statement Disclosures</b>	<b>Medium</b>	<p>Requirements to prepare a general-purpose financial report '<i>Simplified Disclosures for Tier 2 Entities</i>' in accordance with the <i>Australian Accounting Standards</i> and relevant legislations.</p> <p>Financial report prepared may not include all required financial statement disclosures, and/or may be inaccurate and/or incomplete.</p>	<p>Review financial report for accuracy against underlying financial records and consistency throughout.</p> <p>Review application and introduction of all new accounting standards (if applicable). Appropriate working papers to be obtained from management and action taken confirmed (if applicable).</p> <p>Review financial records against available templates and disclosure checklists to determine whether all required disclosures have been incorporated into the financial report.</p> <p>Review disclosures by agreeing the notes to the financial statements to supporting documentation and records.</p> <p>Review disclosure in the financial report to ensure they are neutral, consistent, and clear.</p> <p>Ensure disclosures are in accordance with relevant legislations</p>

### Impact on the Audit Approach - Summary

We have assessed the inherent audit risk of the Council for the financial year ending 30 June 2025 to be Medium.

Our audit approach for the financial year ending 30 June 2025 will be largely substantive by nature with controls tested where they contribute to the effectiveness of the audit.

Having determined your materiality, we will use this assessment in the auditing and verification of your material financial statement components. This will include assessing and verifying management's key assumptions, estimates and judgements, obtaining appropriate reconciliations of material balances and amounts, and verifying such balances and transactions where applicable to supporting records.

Details of our proposed audit procedures with respect to each financial statement component has been detailed on the preceding pages.

### Scope

The audit of the financial report of the Council will be conducted in accordance with Australian Auditing Standards, to obtain reasonable assurance about whether the financial report has been prepared in accordance with the applicable *Australian Accounting Standards, Northern Territory of Australia Local Government Act 2019* including:

- giving a true and fair view of the Council's financial position as at 30 June 2025 and of its financial performance and cash flows for the year then ending; and
- complying with Australian Accounting Standards, *Northern Territory of Australia Local Government Act 2019 and the Northern Territory of Australia Local Government (General) Regulations 2021*.

# fraud

## Fraud

*Australian Auditing Standard ASA 240 "The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report"* requires us to consider the risk of material misstatement in the financial report as a result of fraud and error. However, the primary responsibility for the prevention and detection of fraud rests with those charged with governance and management. Management of West Arnhem Regional Council are responsible for maintaining accounting records and controls designed to prevent and detect fraud and error in addition to the accounting policies and estimates in the financial report.

We will conduct a number of procedures during our audit for the consideration of the risk of fraud, including:

- making enquiries of those charged with governance and management to obtain an understanding of how those charged with governance exercise oversight over management's processes for identifying and responding to fraud risks;
- considering whether any fraud risk factors are present at West Arnhem Regional Council;
- making enquiries of management and those charged with governance to determine whether they have knowledge of any known or suspected fraud;
- performing analytical procedures and considering any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reviewing estimates for biases that could result in material misstatement due to fraud;
- obtaining written representations from management that it acknowledges its responsibility for the design and implementation of internal controls and that it has disclosed any known or suspected fraud; and
- specific testing around revenue recognition and journal entries as required under the Auditing Standards. Further, we will perform data mining in and around the suppliers and payroll database.



## Other Matters

### Reliance on Internal Controls

Internal controls will be examined as part of our audit procedures. We will perform test of controls relating to the following cycles at West Arnhem Regional Council:

- governance oversight;
- billings/receipts;
- purchases/payments; and
- payroll.

The review of these areas will allow us to develop an understanding of the financial reporting and operating procedures at West Arnhem Council and also to review the systems for potential weaknesses and assess the likelihood of errors occurring.

It is expected that the results of that testing will allow us to place some reliance on these controls which will have an effect on the nature and extent of substantive tests of details we will conduct on West Arnhem Regional Council.

Accordingly, our comments and review are not intending to cover all aspects of West Arnhem Regional Council's internal controls and accounting systems, and our comments are limited to those matters that arise from our normal audit procedures.

### Reliance on Internal Auditors

West Arnhem Regional Council does not have an internal audit function. As such, no reliance is sought from an internal audit perspective.

## Not-For-Profit Industry Update

### Employees vs contractors

The issue of independent contractors vs employees has long been a problem area for many Australian businesses and NFPs. In many cases, the status of a worker and their entitlements (including superannuation) can be unclear and an in-depth analysis of the entire working arrangement must be undertaken to ensure compliance. Employers that fail to comply with their employer obligations could potentially find themselves with significant unfunded tax liabilities and penalties.

### Indirect Taxes for Not-for-Profits

How can Nexia Edwards Marshall help you?

We work with our not-for-profit clients to maintain tax concessions and exemptions and we perform comprehensive 'health checks' for GST, FBT and broader taxation.

For information on the above issues and how we can help you, please contact our Not-For-Profit Specialist in taxation, Sarah McEachern.



Sarah McEachern CA (Partner) has over 20 years' experience in assessing her clients' business needs and providing recommendations that maximise opportunities for them.

Sarah McEachern CA  
 t 08 89815585 ext. 519  
 m 0419 803 814  
 e [smceachern@nexiaemnt.com.au](mailto:smceachern@nexiaemnt.com.au)

### Cyber Liability Insurance

Cyber liability insurance is insurance with numerous cover options to help protect the business from items such as data breaches or other cyber security issues.

A lot of people say "I have never had a data breach so why do I need it", your business may not have been breached yet but it's a matter of when it will happen.

### What does cyber liability insurance cover?

Cyber liability insurance can help cover costs related to cyber attacks and data breaches. These costs can be numerous items such as following items:

- Data breaches including theft or loss of client information
- Network security breaches
- Business interruption costs
- Forensic investigation into the cause or scope of a breach
- Data recovery costs
- Cyber extortion

Crisis management costs (to protect or mitigate damage to your businesses reputation resulting from a cyber event).

Loss and legal costs, including fines and penalties resulting from a third party claim for data or network security breach against your council.

To ensure you have adequate cyber liability insurance, please see a insurance broker and ask your IT professionals for assistance.





## Not-For-Profit Industry Update (cont.)

### Don't get caught phishing!

Sometimes someone might impersonate a client or customer online and ask you to do something that they never would. With phishing emails on the rise, please make sure that you are being extra careful when opening emails and clicking on unknown links or attachments.

The most accurate definition of a phishing email is an email sent to a recipient with the objective of making the recipient perform a specific task. The attacker may use social engineering techniques to make their email look genuine, and include a request to click on a link, open an attachment, or provide other sensitive information such as login credentials.

When receiving an email, please ask yourself the following:

- Do you know the sender?
- Is this email too generic?
- Were you expecting the email?
- Does the email look like others from this person?
- Is the email correctly addressed to you?
- Is the email address spelt correctly?
- Is the domain name correct? (e.g. The @nexiaem.com.au bit)

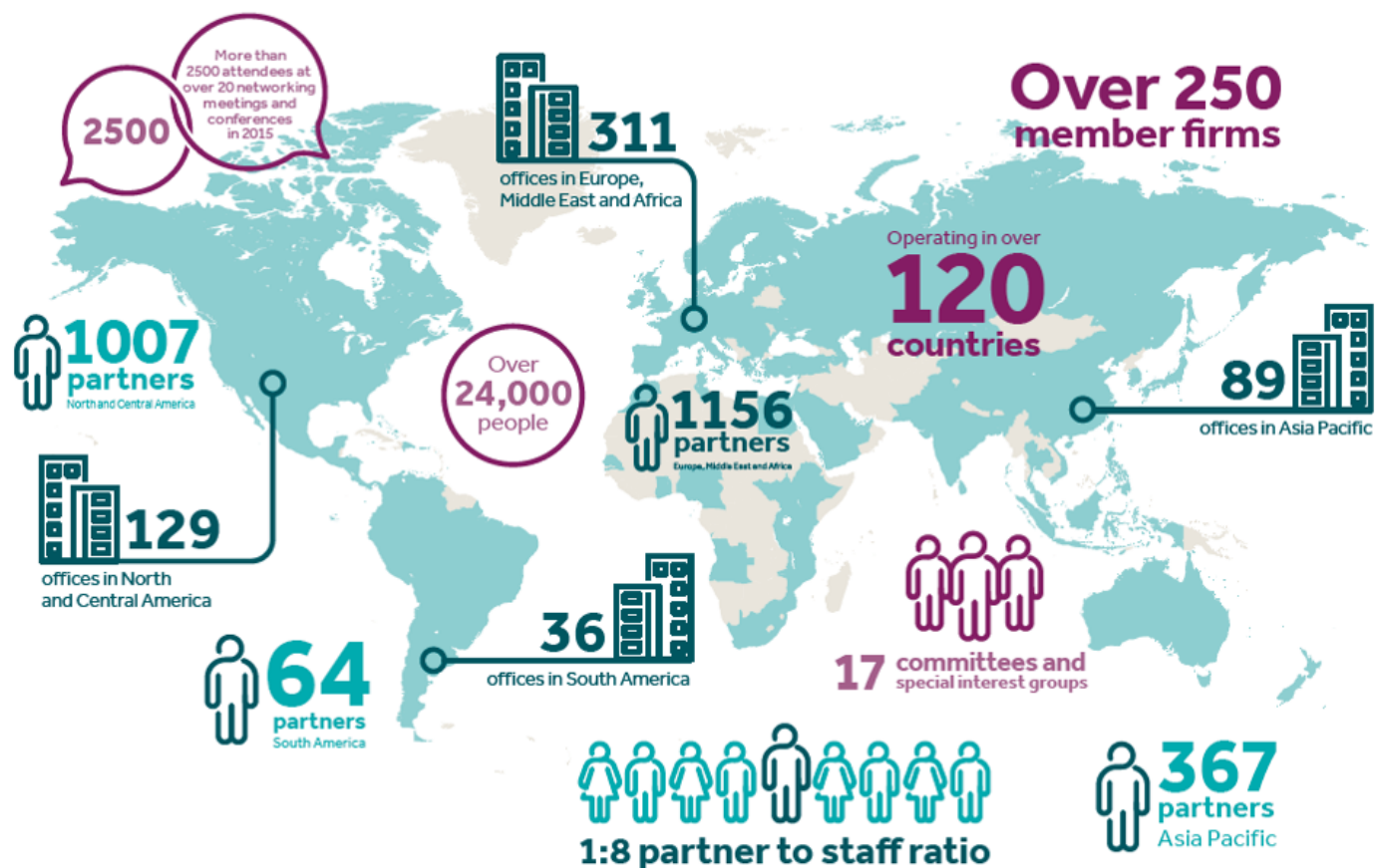
If you click on any web links:

- Is it requesting username and password information?
- Is it requesting you download a file?
- Does the webpage look unusual?
- Has the webpage been blocked by TrendMicro or Windows Defender Smart Screen?

If any of the above questions are 'No' permanently delete the email and contact your Nexia Edwards Marshall Adviser. Even if you are answering yes to these questions the email could still be a phishing scam. If you are still unsure, give the client, supplier, or person a call to confirm that the email is legitimate. A two minute phone call can save you from a catastrophe.



# Our world in numbers



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## Awards and credentials



International Accounting Bulletin Survey 2016



Rising Star Network Award at the IAB Awards 2013



Fee income for 2015



A global network that is where you want us to be

## Service lines

- Accounting and audit
- Tax services
- Management consultancy
- Corporate finance
- Litigation support
- Corporate recovery/insolvency

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Ordinary Council Meeting  
Tuesday 3 June 2025



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29 April 2025

The Council Members  
 West Arnhem Regional Council  
 C/- Ms. Jocelyn Nathanael-Walters  
 Director Finance  
 PO Box 721  
 Jabiru NT 0886  
 Email: [jocelyn.nathanael-Walters@westarnhem.nt.gov.au](mailto:jocelyn.nathanael-Walters@westarnhem.nt.gov.au)

Dear Council Members

### **Engagement letter - Audit of West Arnhem Regional Council for the Year Ending 30 June 2025**

You have requested that we audit the financial report of West Arnhem Regional Council (the "Council") which comprises the statement of financial position as at 30 June 2025 and the statement of profit or loss and comprehensive income, statement of changes in equity and statement of cash flows for the year then ending, and notes to the financial statements, including material accounting policy information, and the Chief Executive Officer Certificate. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

### **Responsibilities of the Auditor**

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

### **Advisory. Tax. Audit.**

Nexia Edwards Marshall NT (ABN 74 414 259 116) is a firm of Chartered Accountants. It is affiliated with, but independent from Nexia Australia Pty Ltd. Nexia Australia Pty Ltd is a member of Nexia International, a leading, global network of independent accounting and consulting firms. For more information please see [www.nexia.com.au/legal](http://www.nexia.com.au/legal). Neither Nexia International nor Nexia Australia Pty Ltd provide services to clients.

Liability limited under a scheme approved under Professional Standards Legislation.



### Responsibilities of the Auditor (Cont.)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Management.
- Conclude on the appropriateness of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In accordance with applicable laws, regulations and relevant ethical requirements, we have responsibilities to report identified or suspected non-compliance with laws and regulations and/or serious financial irregularity to parties outside the Council, such as the Minister and ICAC, under section 211(1)(c) of the Northern Territory of Australia Local Government Act 2019.

### Annual Financial Reports

We will report to the Council's members whether in our opinion:

- the annual financial report complies with the *Northern Territory of Australia Local Government Act 2019* ("the Act"), including:
  - a) giving a true and fair view of the Council's financial position as at 30 June 2025 and of its performance and cash flows for the year then ending, and
  - b) complying with Australian Accounting Standards and the *Northern Territory of Australia Local Government (General) Regulations 2021* ("the Regulations").

We are also required to report whether:

- i) we have been given all the information, explanations and assistance which we believe are necessary for the conduct of our audit;
- ii) the Council has kept financial records sufficient to enable the financial report to be prepared and audited; and
- iii) the Council has kept the other records and registers as required by the Acts.



### **Annual Financial Reports (Cont.)**

The Council Members, Chief Executive Officer and Management are responsible for the other information included with the financial report, including the Chief Executive Officer Certificate. Our opinion does not cover the other information and accordingly we do not express any form of assurance conclusion there on.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of the auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact.

Our auditor's report will be prepared and presented in accordance with Australian Auditing Standards relevant to the engagement. Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report* sets out the form and content of our auditor's report, a copy of which can be provided to you upon request. There may be circumstances in which our auditor's report may be modified and differ from its expected form and content. We cannot provide assurance that an unqualified opinion will be issued.

### **Council Members' Responsibilities and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that the Chief Executive Officer, Management and the Council Members acknowledge and understand that they have responsibility:

- a) for the preparation of the financial report that complies with the *Northern Territory of Australia Local Government Act 2019*, *Northern Territory of Australia Local Government (General) Regulations 2021* and Australian Accounting Standards;
- b) the application of Australian Accounting Standards (and the determination of the basis of preparation and the accounting policies adopted), in the preparation of the financial report;
- c) for such internal control as Management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error; and
- d) to provide us with:
  - i) access to all information of which the Council Members, Chief Executive Officer and Management are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
  - ii) additional information that we may request from the Council Members, Chief Executive Officer and Management for the purpose of the audit;
  - iii) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence; and
  - iv) Where applicable, in respect of other information, you will inform us of all the documents that you expect to issue that may comprise other information forming part of the financial report.



### **Council Members' Responsibilities and Identification of the Applicable Financial Reporting Framework (Cont.)**

The Chief Executive Officer and Management are responsible for adjusting the financial reports to correct identified material misstatements. At the conclusion of each financial reporting engagement, we provide Management with a summary of any uncorrected misstatements we identify and request Management to confirm in writing that the effects of any uncorrected misstatements are immaterial both individually and in aggregate, to the financial reports taken as a whole.

As part of our audit process, we will request from Management and the Chief Executive Officer and, where appropriate, the Council Members, written confirmation concerning representations made to us in connection with the audit.

### **Independence**

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of Australian ethical pronouncements and the *Northern Territory of Australia Local Government Act 2019* in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware of a contravention of our independence requirements, we shall notify you on a timely basis. As part of our audit process, we shall also provide you with a written independence declaration as required by the Act and Regulations.

### **Presentation of Electronic Versions of the Audited Financial Report**

The Council may elect to provide electronic copies of the audited financial report and auditors' report to its members or other users of the financial report, either by way of e-mail, or by publishing a copy of the audited financial report and auditors' report on an internet website. When information is presented electronically, the security and controls over the information should be addressed by the entity to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information is beyond the scope of the audit of the financial report. Responsibility for any electronic presentation of the financial report is that of the governing body of the entity.

### **Quality of Service**

It is our desire to provide you with a high-quality service to meet your needs. If you believe that our service to you could be improved, or if you are dissatisfied with any aspect of our service, please raise the matter immediately with me. If you would prefer to discuss these matters with someone other than myself, please contact Mr. Robert Prime, our Managing Partner. This will enable us to ensure that your concerns are dealt with promptly and appropriately.

We design our audit plan and strategy to develop a cost-efficient audit approach and we will discuss with Management ways in which they can assist in containing the time involved on the audit engagement.

### **Fees and Expenses**

We look forward to full co-operation from your staff during the audit and we trust that they will make available to us whatever records, documentation and other information are requested in connection with our audit. Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses at cost. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required.



Our quoted audit fee relates to our engagement to form an opinion on the financial statements as a whole. Unless specifically identified herein, any additional work such as tax advice or assistance with the preparation of the statutory accounts will be subject to a separate agreement setting out the engagement scope, responsibilities and fee estimates.

On the above basis, we propose the following fee structure for the year ending 30 June 2025:

Service	2025
Full scope audit of the financial report for the year ending 30 June 2025	\$42,100
Assistance with preparation of the financial report for the year ending 30 June 2025	\$3,700
Disbursements (fixed out of pocket expenses)	\$1,300
Grant acquittals	\$2,000
IT and Administration Levy (3%*)	\$1,400
<b>Subtotal</b>	<b>\$50,500</b>
GST	\$5,050
<b>Total Amount Due</b>	<b>\$55,550</b>

*\*Our IT and Administration Levy incorporates our continual investment in IT to further enhance the audit and our reporting products to our clients.*

The above fees are based on the following understanding:

- Our fees are fixed subject to the provisions discussed below:
  - i) We have assumed that the financial and accounting records are maintained in a reasonable state that will facilitate an efficient audit;
  - ii) The fee assumes that there is no significant change in scope, size, nature or location of your organisation's operations from the information provided to us as part of our assessment and proposal. If such changes occur, or we become aware of such circumstances during the course of our audit or review, we will discuss the effect of such events on our fees; and
  - iii) Our fees will be billed progressively as the work is performed.

We may receive disclosures under the relevant legislation or where applicable your whistleblower policy. Assessing the eligibility of, and responding to, such disclosures are in addition to the above assurance services. You agree to pay our costs (determined on a time incurred basis at our standard charge rates) as well as any directly attributable external costs we consider reasonable in responding to such disclosures.

#### **Limitation of Liability**

Our liability is limited by a scheme approved under Professional Standards Legislation.





### **Cloud Computing**

We may utilise working paper and other software using cloud computing hosted by an external IT provider in order to perform our Services to you. By agreeing to this engagement and accepting these Services you acknowledge and agree that your personal information and data may be stored electronically using third party cloud computing services, which in some instances may be located overseas.

### **Terms and Conditions of Business**

The Terms and Conditions of Business in relation to our engagement are attached in Appendix I. These terms and conditions form part of and should be read in conjunction with this Engagement Letter. Where there is an inconsistency between the Terms and Conditions of Business and this Engagement Letter, the terms in this letter prevail.

### **Confirmation of Terms**

Please arrange for the Chief Executive Officer to sign and return a copy of this letter to indicate the Council's acknowledgement of, and agreement with, the attached Terms and Conditions of Business and the arrangements for our audit of the financial report including our respective responsibilities. This letter will be effective for future years unless it is terminated, amended or superseded.

We appreciate the opportunity to provide audit services to West Arnhem Regional Council and look forward to working with the Council, its Management, and staff on this engagement.

Yours sincerely

A handwritten signature in blue ink that reads 'Nexia Edwards Marshall NT'.

Nexia Edwards Marshall NT  
Chartered Accountants

A handwritten signature in blue ink that reads 'Noel Clifford'.

Noel Clifford  
Partner, Audit and Assurance Services

Direct Line: 08 8981 5585 ext. 506  
Mobile: 0417 864 114  
Email: [nclifford@nexiaemnt.com.au](mailto:nclifford@nexiaemnt.com.au)

### *Enclosures:*

Appendix I – Terms and Conditions of Business





**Client Acceptance**

The terms of this engagement are accepted on behalf of West Arnhem Regional Council and I confirm that I am authorised to accept these terms on their behalf.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Appendix I

### Terms and Conditions of Business

These terms of business ("**Terms**") apply in respect of the services ("**Services**") to be performed by Us ("**Nexia Edwards Marshall NT**", "**we**" or "**our**",) for You ("**Client**" or "**your**"), both named in the engagement letter and collectively referred to as the "**parties**", and any subsequent engagement letter to which these Terms apply ("**Engagement Letter**") (which may include an update schedule which advises any changes to material terms contained in the Engagement Letter for a subsequent income year in which we provide services to you - "**Update Schedule**"). These Terms and the Engagement Letter form the Contract ("**Contract**") between the parties for the Services.

The Contract constitutes the entire agreement between Nexia Edwards Marshall NT and you with respect to supply of the Services, despite any other provisions to the contrary contained in any purchaser order or other documents. The Contract supersedes and cancels all prior agreements, understandings or arrangements whether written or oral.

By engaging or continuing to engage Nexia Edwards Marshall NT to provide the Services, you warrant that you have read and accept the terms of this Contract. However, for evidentiary purposes, our strong preference is for the Client Acknowledgement contained at the end of the Engagement Letter to be signed, dated and returned to our office either electronically or by post.

#### 1 Services

Nexia Edwards Marshall NT will provide the Services described in the Engagement Letter to you.

##### 1.1 Timescale

Nexia Edwards Marshall NT will endeavour to carry out our obligations in accordance with the timescales set out in the Engagement Letter, where stated. However, unless both parties specifically agree otherwise in writing, the dates contained in the Engagement Letter are indicative dates intended for planning and estimating purposes only and are not contractually binding. Any estimates of time for completion of the Services are given on the assumption Nexia Edwards Marshall NT receives co-operation, diligence and commitment from you. For the avoidance of doubt, Nexia Edwards Marshall NT will not be liable for any failure or delay in performing the Services if that failure or delay arises from anything beyond Nexia Edwards Marshall NT's reasonable control – including the untimely provision of information by you or the provision of incomplete or incorrect information.

##### 1.2 Changes to Services

Either of the parties may request changes to the Services as set out in the Engagement Letter. Both parties agree to work together to enable both parties to assess the impact of any requested changes on the cost, timing and any other aspect of the Services.

##### 1.3 Nexia Edwards Marshall NT Engagement Team

Where specific Nexia Edwards Marshall NT personnel are named in the Engagement Letter, Nexia Edwards Marshall NT will use reasonable efforts to ensure that those individuals are available to provide the Services. Where any changes are necessary, Nexia Edwards Marshall NT will give you reasonable

notice of the changes. Staff have been allocated to the engagement based upon Nexia Edwards Marshall NT's assessment of the levels of experience, skills and responsibility involved.

#### 2 Information

You agree to provide in a timely fashion all information and documents reasonably required to enable Nexia Edwards Marshall NT to provide the Services. Unless otherwise stated in the Engagement Letter, Nexia Edwards Marshall NT will not independently verify the accuracy of such information and documents and will not be liable for any loss or damage arising from any inaccuracy or other defect in any information or documents supplied by you.

#### 3 Fees and Payment

##### 3.1 How fees will be calculated

Nexia Edwards Marshall NT's fees are calculated on the basis of time spent on the assignment by our personnel in accordance with hourly rates current at the time the Services are performed. Unless otherwise stated, any total quantum of fees indicated in the Engagement Letter are indicative estimates only based upon the preliminary information provided by you and our experience with similar and/or your previous engagements. Any fees quoted are not fixed, unless otherwise stated, and Nexia Edwards Marshall NT reserves the right to render fee invoices for an amount based upon time spent, greater than any quantum indicated in the Engagement Letter.

##### 3.2 Regulatory compliance

If we are required by law or by reason of any judicial, regulatory, professional or administrative process (excluding any claim or regulatory action against us) to produce documents, provide information or give evidence in connection with the Services, you agree to:

- (a) pay for the time spent by us at our then current rates, and any expenses incurred by us, in complying with that requirement; and
- (b) promptly cooperate with us, including providing any consent, to the extent necessary for us to comply with that requirement.

##### 3.3 Performance

Nexia Edwards Marshall NT's performance is dependent on you carrying out your responsibilities as set out in the Contract and You providing all information reasonably requested by Nexia Edwards Marshall NT in a complete and timely manner. Should this not occur, it may lead to an increase in fees depending upon the extent to which Nexia Edwards Marshall NT has to perform more work or reschedule commitments to deliver the Services. Alterations to the scope of Services or delays beyond the control of Nexia Edwards Marshall NT may require a reallocation of engagement staff and a renegotiation of fees.

##### 3.4 Expenses

All charges are exclusive of expenses unless the Engagement Letter states otherwise. You agree to pay Nexia Edwards Marshall NT's reasonable travel, subsistence and document handling costs (photocopying, scanning and imaging, printing, fax and courier, etc) incurred in connection with the Services. Any special expense arrangements will be set out in the Engagement Letter.



### 3.5 Payment of invoices

Nexia Edwards Marshall NT's tax invoices will be issued on a monthly basis or as set out in the Engagement Letter. Nexia Edwards Marshall NT reserves the right to issue tax invoices at more or less frequent intervals. All tax invoices will be due for payment as stipulated on the tax invoice. All tax invoices will be rendered with relevant client details and a summary of work performed.

Detailed time records, however, will not be provided on the tax invoice. If you wish to receive a break-down of time entries this may be requested in writing within fourteen (14) days of the issue of the tax invoice.

Nexia Edwards Marshall NT retains the right to charge interest on tax invoices which are not paid by the due date. Interest will be calculated daily at a rate equal to the one month BBSW benchmark rate as at the date of the tax invoice (as published by ASX) plus a margin of 6%. You agree that the interest payable under this clause is a genuine pre-estimate of the loss suffered by Nexia Edwards Marshall NT due to your failure to make payment on time.

Nexia Edwards Marshall NT reserves the right to recover all reasonable default costs and enforcement expenses in the event tax invoices are not paid by the due date and recovery action is necessary.

### 3.6 GST

Any applicable GST added to our professional costs is shown in our tax invoice and must be paid at the same time that you pay our professional costs charged in our tax invoice.

## 4 Term and Termination

### 4.1 Duration of Contract

This Contract will apply from the date that you sign and return the Client Acknowledgment contained at the end of the Engagement Letter ("**Commencement Date**"). In the event that we decide, at our discretion, to perform Services prior to our office receiving the Client Acknowledgment back from you, then the Contract will be deemed to have commenced from the date of the Engagement Letter.

### 4.2 Termination

The Contract may be terminated by either party by providing written notice to the other. If the Contract is terminated prior to completion of the Services, Nexia Edwards Marshall NT shall be entitled to be paid for work that has been carried out, or for where expenses have been incurred, up to the date of termination.

## 5 Confidentiality

Both parties agree to take reasonable steps to maintain (within the respective organisations) the confidentiality of any proprietary or confidential information of the other.

Other than as required by law, or reasonably necessary in order for you to comply with your legal obligations, if you wish to provide third parties with copies of Nexia Edwards Marshall NT reports, letters, information or advice, you must first obtain the written permission of Nexia Edwards Marshall NT, such permission to be granted or withheld at Nexia Edwards Marshall NT's sole discretion, to disclose the document(s) or information (please note our intellectual property rights referred to in clause 12.1 herein). Nexia Edwards Marshall NT also reserves the right to:

- (a) set the terms on which those copies are given or used; or
- (b) require the third party to enter into a direct relationship with Nexia Edwards Marshall NT or to enter a standard form deed poll of confidentiality.

## 6 Exclusions and limitations of liability and release

Nexia Edwards Marshall NT will use their best endeavours to provide the Services in a professional and timely manner. Notwithstanding this, to the maximum extent permitted by law:

- (a) Nexia Edwards Marshall NT excludes all warranties, conditions and representations in whatever form, express or implied, relating to the Services.
- (b) Nexia Edwards Marshall NT is not liable or responsible for:
  - (i) any damage to your computer system, loss of data, corruption, compromise or other damage arising out of your access to or use of the Services;
  - (ii) any punitive, incidental, economic, special, consequential, direct or indirect loss and damage incurred by you, including but not limited to any direct or indirect losses of actual or anticipated profits and/or income and any data, use, good-will or other intangible losses.
- (c) Nexia Edwards Marshall NT's liability will, at Nexia Edwards Marshall NT's option, be limited to the resupply or the cost of the resupply of the Services except where excluded under the *Competition and Consumer Act 2010* (Cth).
- (d) You release Nexia Edwards Marshall NT in respect of any claim or liability in respect of the Services except to the extent caused or contributed by any wilful default or negligence by Nexia Edwards Marshall NT.
- (e) Nexia Edwards Marshall NT's aggregate liability under this Contract will be limited to the lesser of the fees paid by you to Nexia Edwards Marshall NT in the last 12 months under the Contract or as determined in accordance with the applicable State Professional Standards Legislation and Chartered Accountants Australia and New Zealand Professional Standards Scheme.

Nothing in this Contract excludes or restricts Nexia Edwards Marshall NT's liability for fraud, fraudulent misrepresentation, for death or personal injury resulting from Nexia Edwards Marshall NT's negligence, or for any other liability that may not be excluded or limited by law.

For the purposes of this clause, any reference to Nexia Edwards Marshall NT includes each of its officers, agents, subcontractors and employees.

## 7 Indemnity for liability to third parties

You agree to indemnify Nexia Edwards Marshall NT against all Claims incurred by Nexia Edwards Marshall NT in respect of any third party claim (including your affiliates and lawyers) which is related to, arises out of, or is in any way associated with, this engagement. However, the indemnity does not apply to any costs, charges and expenses in respect of any matters which are finally determined to have resulted solely and directly from Nexia Edwards Marshall NT's negligent or wilful



acts or omissions. Nexia Edwards Marshall NT holds the benefit of this indemnity on trust for itself and its partners, Council Members, employees and contractors.

## 8. Access to working papers

The working papers for this engagement, including electronic documents and files, are the property of Nexia Edwards Marshall NT and constitute confidential information.

We will notify you as soon as practicable (unless restricted by law) where we receive a mandatory notice or request for access to our working papers from a regulator (for example, the Australian Taxation Office or the Australian Securities & Investments Commission). If legal advice is required as to whether any information or documents may be retained and not provided to the third party because such information or documents may be subject to either legal or accountants' professional privilege, then all costs for such advice will be your responsibility.

We are subject to Nexia Edwards Marshall NT's internal and network quality monitoring programs and the Quality Review Program conducted by Chartered Accountants Australia and New Zealand. You acknowledge that our working papers relating to the Services may be selected by those examiners for review.

## 9 Privacy

We understand the importance of protecting the privacy of your personal information. In handling personal information, we comply with the *Privacy Act 1988* (Cth) ("**Privacy Act**"), as amended from time to time, and with the 13 Australian Privacy Principles.

To provide the Services, Nexia Edwards Marshall NT is required to process information relating to an identified or identifiable living individual ("**Personal Data**") on behalf of you. You warrant that you have the authority to provide Personal Data to us in connection with the performance of the Services and that any Personal Data provided to us has been processed in accordance with the Privacy Act and any other applicable law.

We collect, use, disclose, store and otherwise handle your Personal Data in accordance with our Privacy Policy. Our Privacy Policy is available at [www.NexiaEdwardsMarshallNT.com.au/privacy-policy](http://www.NexiaEdwardsMarshallNT.com.au/privacy-policy) and contains further information about these processes and the contact details of our Privacy Officer in each State.

If you would like to access, or seek correction of, the Personal Data we collect and hold about you, or otherwise enquire or complain about our approach to privacy, please contact our Privacy Officer in your State.

You acknowledge that you have read and understood our Privacy Policy and you agree to us collecting, storing, using, disclosing and otherwise handling your Personal Data for the purposes of providing the Services to you and/or for any other purpose set out in the Privacy Policy or otherwise in accordance with law.

## 10 Relationship with other clients

We provide Services to other clients, some of whom may be in competition with you or have interests which conflict with your own. We will not disclose any of your Personal Data, any confidential information, or any commercially sensitive information that may come into our possession as a result of the Contract to those other clients. However, our relationship with you, and our provision of the Services to you under the

Contract does not and will not prevent or restrict us from providing Services to other clients.

## 11 Use of software

We may use or develop software, including spreadsheets, databases and other electronic tools ("**Tools**") in providing the Services. If we provide these Tools to you, you acknowledge that (except where these Tools are a specific deliverable under the Contract) they are not your property, were developed for our purposes and without consideration of any purpose for which you might use them, are made available on an "as is" basis for your use only and must not be distributed to or shared with any third party.

We make no representations or warranties as to the sufficiency or appropriateness of the Tools for any purpose for which you or a third party may use them. Any Tools developed specifically for you will be identified in our Engagement Letter.

## 12 General

### 12.1 Intellectual Property Rights

All copyright and other intellectual property rights in all materials and tools (including software and working papers), data, designs, models, methodologies, analysis frameworks, practices, ideas, concepts and techniques brought to the engagement or created in the course of the engagement of Nexia Edwards Marshall NT shall remain and be irrevocably vested in Nexia Edwards Marshall NT absolutely.

### 12.2 Severance

If a provision in these Terms is held by a court to be wholly or partially void, illegal or unenforceable, then that provision or part thereof must, to that extent, be treated as deleted and severed from these Terms. This severance will not affect the validity or enforceability of the remainder of the provisions contained in the Contract.

This Clause has no effect if severance of the provision of these Terms materially affects or alters the nature or effect of the parties' obligations under these Terms such that performance of those obligations is frustrated or impossible to perform.

### 12.3 Variation

Where an inconsistency exists between these Terms and a matter contained in our Engagement Letter with you, the Engagement Letter shall prevail.

### 12.4 Non-Solicitation of Personnel

During the Contract, and for six (6) months after it ends, you agree not to solicit for employment or contractual consultancy purposes, whether on a part time, full time or casual basis, or to independently contract the services of, any Nexia Edwards Marshall NT personnel who has been involved with performing the Services without Nexia Edwards Marshall NT's prior written consent.

We have the right to charge you a recruitment fee calculated at 30% of the relevant person's gross annual remuneration package ("**Recruitment Fee**") if, in contravention of this clause:

- (a) You offer an employment or consultancy contract to one of our personnel; and
- (b) that person accepts your offer.



You agree that the Recruitment Fee payable under this clause is a genuine pre-estimate of the loss suffered by Nexia Edwards Marshall NT due to your failure to comply with this clause.

#### 12.5 Miscellaneous

Nexia Edwards Marshall NT will provide the Services as an independent contractor. Nothing in the Contract shall be construed to create a partnership, joint venture or other relationship between the parties. No party has the right, power or authority to oblige or contractually bind the other in any manner.

#### 12.6 Governing Law & Jurisdiction

All aspects of the Services and the Contract are governed by, and construed in accordance with, the laws of the State or Territory in which this Engagement Letter is issued and the parties irrevocably submit to the exclusive jurisdiction of the Courts of that State or territory including Federal Courts where relevant.

#### 12.7 Dispute Resolution

If there is a dispute relating to the Services or the Contract, the parties will submit to mediation before having recourse to any other dispute resolution process. Written notice of the dispute must be given to the other party for it to be submitted to mediation before a mediator chosen by the parties or, where the parties cannot agree on the identity or terms of engagement of a mediator, then as selected by the Australian Disputes Centre ("ADC"). The parties will use their best endeavours to settle the dispute promptly. The mediation will be conducted in accordance with the ADC Mediation Guidelines to the extent that they do not conflict with the provision of this clause.

If the dispute is not resolved within 60 days after notice of the dispute or such further period agreed between Nexia Edwards Marshall NT and the Client, then the mediation will terminate.

#### 12.8 Electronic Communication

We may communicate with you electronically from time to time, including sending you Commercial Electronic Messages (as that term is defined in the SPAM Act 2003 (Cth)). You consent to us sending Commercial Electronic Messages to you and you may opt out at any time if you no longer wish to receive these commercial messages from us. You can make this request by contacting our Privacy Officer whose contact details can be found in our Privacy Policy.

Electronically transmitted information cannot be guaranteed to be secure or error or virus free and it may be unsafe to use or cause damage to the effectiveness of your software or computer network or systems. Nexia Edwards Marshall NT will use commercially reasonable procedures to check for the most commonly known viruses before sending information electronically but will not be liable to you or any of your associates in respect of any error, virus or omission or loss of confidential information arising from or in connection with the electronic communication of information to you. You may elect, in writing, not to permit Nexia Edwards Marshall NT to communicate electronically with you.

#### 12.9 Force Majeure

Neither party has any liability under, or may be deemed to be in breach of, the Contract for any delays or failures in performance of the Contract which result from circumstances beyond the reasonable control of that party.

#### 12.10 Professional Standards Scheme

This Contract is subject to the applicable State Professional Standards Legislation and Chartered Accountants Australia and New Zealand Professional Standards Scheme.

Further information on the operation of the Scheme is available from the Professional Standards Council's website: [www.psc.gov.au](http://www.psc.gov.au).

#### 13 Relationship with other Nexia Edwards Marshall NT network firms

We are a member firm of the Nexia Australia Pty Ltd Umbrella Group. The member firms comprising the Nexia Australia Pty Ltd Umbrella Group (including those firms which trade under a name which includes the word NEXIA) are independently owned and operated. Neither Nexia Australia Pty Ltd nor any member firm of the Nexia Australia Umbrella Group accepts any responsibility for the commission of any act, or omission to act by, or the liabilities of, another Nexia member firm.

You agree not to bring any claim (whether in contract, tort (including negligence) or otherwise) against any Nexia network Firm or its personnel in respect of the Services other than the Nexia Firm identified in the Engagement Letter as providing the Services. This clause does not apply if prohibited by the *Councils Act 2001* (Cth).

#### 14 Health and safety

We are required to comply with the provisions of relevant occupational health and safety legislation (OHS Laws) by taking all practical steps to ensure the health and safety of our employees. However, the OHS Laws place the responsibility for their safety on you when our employees visit your site.

## **WEST ARNHEM REGIONAL COUNCIL**

### **FOR THE MEETING 3 JUNE 2025**

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Elected Member Questions with or without Notice</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### **SUMMARY**

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

#### **RECOMMENDATION**

That the Chairperson invites questions with or without notice from Elected Members.

#### **ATTACHMENTS**

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 3 JUNE 2025

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Closure to the Public for the Discussion of Confidential Items</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

#### SUMMARY

Pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

#### LEGISLATION AND POLICY

Section 99(2) of the *Local Government Act 2019*

Regulations 51 and 52 of the *Local Government (Administration) Regulations 2021*

#### RECOMMENDATION

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public at {time} to consider the Confidential items of the Agenda.

#### ATTACHMENTS

Nil

## **WEST ARNHEM REGIONAL COUNCIL**

### **FOR THE MEETING 3 JUNE 2025**

#### **EXCLUSION OF THE PUBLIC**

The information in this section of the agenda is classed as confidential under section 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (Administration) Regulations 2021*.



<b>Agenda Reference:</b>	<b>11.1</b>
<b>Title:</b>	<b>Confirmation of Confidential Ordinary Council Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

<b>Agenda Reference:</b>	<b>11.2</b>
<b>Title:</b>	<b>Sublease Obligations for Jabiru Employee Housing</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains 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.*

<b>Agenda Reference:</b>	<b>11.3</b>
<b>Title:</b>	<b>Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

<b>Agenda Reference:</b>	<b>11.4</b>
<b>Title:</b>	<b>Local Government Funding Levels Fourth Update</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

<b>Agenda Reference:</b>	<b>11.5</b>
<b>Title:</b>	<b>Local Government Act Amendments - LGANT Feedback</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains 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.*

<b>Agenda Reference:</b>	<b>11.6</b>
<b>Title:</b>	<b>Confidential Special Council Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*







<b>Agenda Reference:</b>	<b>11.9</b>
<b>Title:</b>	<b>Confidential Special Council Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

**12      DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**  
**WEST ARNHEM REGIONAL COUNCIL**

**FOR THE MEETING TUESDAY 3 JUNE 2025**

**RE-ADMITTANCE OF THE PUBLIC**

<b>Agenda Reference:</b>	<b>12.2</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-admittance of the Public</b>
<b>Author:</b>	<b>Jasmine Mortimore, Governance Advisor</b>

*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

**13      NEXT MEETING**

**14      MEETING DECLARED CLOSED**