



# **WEST ARNHEM REGIONAL COUNCIL AGENDA**

**ORDINARY COUNCIL MEETING  
MONDAY, 30 JUNE 2025**

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## **WEST ARNHEM REGIONAL COUNCIL**

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers Jabiru on Monday 30 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 30 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 30 June 2025.

#### RECOMMENDATION

THAT COUNCIL:

1. Notes the absence of Crs Dann and Phillips;
2. Notes the apology received from Crs Dann and Phillips;
3. Determines ... 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 30 JUNE 2025

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 30 June 2025.

#### RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 30 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 ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 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>Debbie Branson, 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 and better particulars of the interest prior to requesting them to leave the Chambers.

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

#### RECOMMENDATION

THAT COUNCIL receive the declarations of interest as listed for the Ordinary Council meeting held on 30 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 30 JUNE 2025

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

#### SUMMARY

The Minutes of the Ordinary Council meeting held on Tuesday 3 June 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 Tuesday 3 June 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. 2025-06-03 Ordinary Council Meeting Minutes - Unconfirmed [6.1.1 - 12 pages]



Minutes of the West Arnhem Regional Council Ordinary Council Meeting  
Tuesday, 3 June 2025 at 9:00 am  
Council Chambers / Virtual Meeting

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1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Mayor Woods declared the meeting open at 9:35 am, 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	Mickitja Onus
Councillor	Donna Nadjamerrek
Councillor	Monica Wilton
Councillor	James Marrawal

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director Community and Council Services	Fiona Ainsworth
Manager Technical Services	Kylie Gregson
Executive Assistant to Mayor and CEO	Gina Carrascalao
Communications and Public Relations Coordinator	Heidi Walton
Governance Advisor	Debbie Branson
Information Advisor	Ben Heaslip
Leanne Johansson	Manager Business and Commercial Services ( <i>item 12.2 only</i> )
Imran Shajib	Finance Manager ( <i>item 8.8 only</i> )
GUESTS	Nil

3 APOLOGIES AND ABSENCES

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

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

OCM117/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Cr Onus

THAT COUNCIL:

1. Note the absence of Crs Otto Dann, Jermaine Namanurki, Jacqueline Phillips Tamar Nawirridj and Steven Nabalmarda;
2. Note the apology received from Crs Otto Dann, Jermaine Namanurki and Jacqueline Phillips;
3. Determine Crs Otto Dann, Jermaine Namanurki and Jacqueline Philipps are absent with permission of the Council; and
4. Determine Crs Tamar Nawirridj and Steven Nabalmarda are absent without permission of the Council.

CARRIED

4 ACCEPTANCE OF AGENDA

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Acceptance of Agenda.

OCM118/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Cr Onus

THAT COUNCIL accepted the agenda papers as circulated for the Ordinary Council meeting held on 28 May 2025.

CARRIED



5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

OCM119/2025 RESOLVED:  
On the motion of Cr Wilton  
Seconded Mayor Woods

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

CARRIED

*Cr Donna Nadjamerrek joined the meeting at 9:41 am.*

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

OCM120/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Mayor Woods

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

CARRIED

Agenda Reference:	6.2
Title:	Local Authority Meeting Minutes
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Local Authority Meeting Minutes.

OCM121/2025 RESOLVED:  
On the motion of Cr Wilton  
Seconded Mayor Woods

THAT COUNCIL note 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

CARRIED

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

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

OCM122/2025 RESOLVED:  
On the motion of Cr Onus  
Seconded Cr Blyth

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

CARRIED

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

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

OCM123/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Mayor Woods

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

CARRIED

7 ACTION REPORTS

Agenda Reference:	7.1
Title:	Review of Action Items
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Review of Action Items.

OCM124/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Mayor Woods

THAT COUNCIL:

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

CARRIED

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

The Council considered a report on Call for Nominations NT Place Names Committee LGANT representation.

OCM125/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Deputy Mayor Williams

THAT COUNCIL:

- 1 Receive and note the report titled *Call for Nominations NT Place Names Committee LGANT representation; and*
2. Deferred the item for consideration to the next Council / post 2025 Local Government Elections.

CARRIED

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

The Council considered a report on Endorse Date for NAIDOC Public Holiday.

OCM126/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Cr Onus

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 for the staff and Chief Executive Officer.

CARRIED

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

The Council considered a report on Requesting Sponsorship for Women AFL Team.

OCM127/2025 RESOLVED:  
On the motion of Cr Wilton  
Seconded Cr Onus

THAT COUNCIL:

1. Receive and note the report titled *Requesting Sponsorship for Women AFL Team*;
2. Advise that the request was supported in principal however the matter was deferred to seek further clarification; and
3. Extend an invitation to the Arnhem Wildfires Womens' Football Team representative to make a presentation to the next Council meeting.

CARRIED

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

The Council considered a report on Amendments to Local Government Act.

OCM128/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Cr Onus

THAT COUNCIL receive and note the reports titled:

- 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.
- Amendments to *Local Government Act*.

CARRIED

## 8 RECEIVE AND NOTE REPORTS

Agenda Reference:	8.1
Title:	Incoming and Outgoing Correspondence
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

The Council considered a report on Incoming and Outgoing Correspondence.

OCM129/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Cr Onus

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

CARRIED

Agenda Reference:	8.2
Title:	Meetings and Events attended by the Mayor
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

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

OCM130/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Cr Blyth

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

CARRIED

Agenda Reference:	8.3
Title:	Meetings and Events attended by the CEO
Author:	Katharine Murray, Chief Executive Officer

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

OCM131/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Cr Onus

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

CARRIED

Agenda Reference:	8.4
Title:	Community and Council Services Report - April 2025
Author:	Fiona Ainsworth, Director of Community and Council Services

The Council considered a report on Community and Council Services Report - April 2025.

OCM132/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Mayor Woods

THAT COUNCIL received and noted the report entitled *Community and Council Services Report - April 2025*.

CARRIED

Agenda Reference:	8.5
Title:	Technical Services Projects Report
Author:	Kylie Gregson, Manager Technical Services

The Council considered a report on Technical Services Projects Report.

Feedback was requested in relation to the suspension of catch and release fishing project in Jabiru. It was agreed that a further report be prepared for the next Council meeting with timelines and outcomes included.

OCM133/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Cr Onus

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

CARRIED

Agenda Reference:	8.6
Title:	Commemorating 80 yrs since Hiroshima and Nagasaki
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

The item was considered in item 8.1 – Incoming and Outgoing Correspondence.

Agenda Reference:	8.7
Title:	Human Resources Report - 1 April to 16 May 2025
Author:	Luisa Arango, Human Resources Manager (Acting)

The Council considered a report on Human Resources Report - 1 April to 16 May 2025.

The Mayor proposed a casual hub of staff within community. Council was advised that options are being considered.

OCM135/2025 RESOLVED:  
On the motion of Cr Onus  
Seconded Deputy Mayor Williams

THAT COUNCIL receive and note the report titled *Human Resources Report - 1 April to 16 May 2025*.

CARRIED

*The meeting adjourned at 11:58 am and reconvened at 1:00 pm.*

Agenda Reference:	8.8
Title:	Financial Report for the period ended 30 April 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

The Council considered a report on Financial Report for the period ended 30 April 2025.

*Imran Shajib, Finance Manager was present for this item only.*

The Mayor raised the Brockman Oval Lights and questioned why they were not included in the work in progress. The question was taken on notice.

OCM136/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Mayor Woods

THAT COUNCIL receive and note the report titled *Financial Report for the period ended 30 April 2025*.

CARRIED

Agenda Reference:	8.9
Title:	2024-25 Audit Plan and Engagement Letter
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Council considered a report on 2024-25 Audit Plan and Engagement Letter.

OCM137/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Cr Wilton

THE COUNCIL receive and note the report titled *2024-25 Audit Plan and Engagement Letter*.

CARRIED

## 9 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

Agenda Reference:	9.1
Title:	Elected Member Questions with or without Notice
Author:	Debbie Branson, Governance Advisor

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

*Mayor Woods advised that as a member of the Maningrida Homeland School Board Cr Wilton had a conflict of interest in the item tabled for consideration. Cr Wilton left the meeting at 1:26 pm.*

Correspondence from Homeland School Company was tabled for information. The correspondence was in relation to a *Request for Advice on Land Availability for Homeland School Company Accommodation*. The correspondence was noted The Mayor was informed that it would be necessary to engage external consultants to undertake a feasibility study. The costs associated with engaging consultants will be brought before Council for consideration in September 2025.

*Cr Wilton returned to the meeting at 1:43 pm.*

## 10 PROCEDURAL MOTIONS

Agenda Reference:	10.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Debbie Branson, Governance Advisor

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

OCM139/2025 RESOLVED:  
On the motion of Cr Blyth  
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 1:43 pm to consider the Confidential items of the Agenda.

CARRIED

## 11 CONFIDENTIAL ITEMS

Agenda Reference:	11.1
Title:	Confirmation of Confidential Ordinary Council Meeting Minutes
Author:	Debbie Branson, Governance Advisor

*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.*



Agenda Reference:	11.2
Title:	Sublease Obligations for Jabiru Employee Housing
Author:	Debbie Branson, Governance Advisor

*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.*

Agenda Reference:	11.3
Title:	Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
Author:	Clem Beard, Project Manager

*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.*

Agenda Reference:	11.4
Title:	Local Government Funding Levels Fourth Update
Author:	Jocelyn Nathanael-Walters, Director of Finance

*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.*

Agenda Reference:	11.5
Title:	Local Government Act Amendments - LGANT Feedback
Author:	Debbie Branson, Governance Advisor

*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.*

Agenda Reference:	11.6
Title:	Confidential Special Council Meeting Minutes
Author:	Debbie Branson, Governance Advisor

*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

Agenda Reference:	12.2
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Jasmine Mortimore, Governance Advisor

*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 2:46 pm.

13 NEXT MEETING

The next meeting is scheduled to take place on Monday, 30 June 2025.

14 MEETING DECLARED CLOSED

Mayor Woods declared the meeting closed at 2:46 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting held on Tuesday 3 June 2025.

Click [here](#) to view the agenda for the Ordinary Meeting held on Tuesday 3 June 2025.

UNCONFIRMED

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

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

#### SUMMARY

The Minutes of the Special Council meeting held on Tuesday 17 June 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 the Special Council meeting held on 17 June 2025 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. 2025-06-17 Special Council Meeting - Minutes - Unconfirmed [6.2.1 - 4 pages]



Minutes of the West Arnhem Regional Council Special Council Meeting  
Tuesday, 17 June 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 9:15 am, 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	Mickitja Onus
Councillor	Tamar Nawirridj
Councillor	Monica Wilton
Councillor	Jermaine Namanurki
Councillor	James Marrawal
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 ( <i>Item 11.2 only</i> )
Infrastructure Coordinator	Sam Fazzolari ( <i>Item 11.2 only</i> )
Governance Advisor	Debbie Branson
Executive Assistant to Mayor and CEO	Gina Carrascalao
GUESTS	Nil

3 APOLOGIES AND ABSENCES

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

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

SCM54/2025 RESOLVED:  
On the motion of Cr Wilton  
Seconded Cr Namanurki

THAT COUNCIL

1. Notes the absence of Cr Phillips;
2. Notes the apology received from Crs Dann and Nadjamerrek;
3. Determine Crs Dann and Nadjamerrek are absent with permission of the Council; and
4. Determine Cr Phillips was absent without permission of the Council.

CARRIED

4 ACCEPTANCE OF AGENDA

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Acceptance of Agenda.

SCM55/2025 RESOLVED:  
On the motion of Cr Blyth  
Seconded Cr Onus

THAT COUNCIL accept the agenda papers as circulated for the Special Council meeting held on 17 June 2025.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Debbie Branson, Governance Advisor

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

The Chief Executive Officer declared a conflict in Item 10.1 - CEO Employment Contract Compassionate Leave Entitlements.

SCM56/2025 RESOLVED:  
On the motion of Mayor Woods  
Seconded Deputy Mayor Williams

THAT COUNCIL receive the declarations of interest as listed for the Special Council meeting held on 17 June 2025.

CARRIED

6 DEPUTATIONS AND PRESENTATIONS  
Nil.

7 ACTION REPORTS  
Nil.

Agenda Reference:	7.1
Title:	Council's 2025-2026 Regional Plan, Budget and Rates Declaration
Author:	Jocelyn Nathanael-Walters, Director Finance

The Council considered a report on Council 2025-2026 Regional Plan, Budget and Rates Declaration.

The Mayor and Chief Executive Officer expressed their gratitude to the Director of Finance and her team for their work in preparing the annual Regional Plan, Budget, and Rates Declaration, acknowledging the significant effort involved.

SCM57/2025 RESOLVED:  
On the motion of Cr Onus  
Seconded Cr Nabalmarda

THAT COUNCIL:

1. Receive and note the report titled Council's Regional Plan and Budget 2025-2026;
2. Approve the elected member allowances payable for 2025-26 as determined by the NT Government's Remuneration Tribunal;
3. Receive and note the CEO's certification that all rateable land is recorded in the Council's assessment records;
4. Declare the General Rates and Charges for 2025-26;
5. Declare the Special Rate for Animal Management for 2025-26;
6. Declare the Special Rate for Public Lighting for 2025-26;
7. Approve the Annual Budget for 2025-26; and
8. Approve the Regional Plan and Budget 2025-2026.

CARRIED

8 RECEIVE AND NOTE REPORTS  
Nil.

9 PROCEDURAL MOTIONS  
Nil.

## 10 CONFIDENTIAL ITEMS

Agenda Reference:	10.1
Title:	CEO Employment Contract - Compassionate Leave Entitlements
Author:	Katharine Murray, Chief Executive Officer

*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)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

Agenda Reference:	10.2
Title:	Tender Evaluation - Jabiru Housing Upgrades
Author:	Sam Fazzolari, Project Coordinator Infrastructure

*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.*

The meeting was closed to the public at 9:57am.

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

Agenda Reference:	11.1
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Jasmine Mortimore, Governance Advisor

No items were approved to be disclosed from the confidential section of the meeting.

The public was re-admitted at 10:53am.

## 12 MEETING DECLARED CLOSED

Chairperson Mayor Woods declared the meeting closed at 10:53am.

This page and the preceding pages are the minutes of the Special Council Meeting held on Tuesday, 17 June 2025.

[Click here](#) to view the agenda for the Special Council Meeting held on Tuesday, 17 June 2025.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>6.3</b>
<b>Title:</b>	<b>Risk Management and Audit Committee Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The unconfirmed minutes of the of the Risk Management and Audit Committee meeting held on Thursday 19 June 2025, are submitted to Council for noting.

#### RECOMMENDATION

THAT COUNCIL noted the minutes of the Risk Management and Audit Committee meeting held on Thursday 19 June 2025, and reviewed decisions made by the Committee.

#### BACKGROUND

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

#### COMMENT

The Committee has requested [RMAC18/2025] an out of session briefing paper on the following Committee Action Items and the briefing paper be included in the Ordinary Council Meeting Agenda for 30 July 2025:

2	In Progress	ACM26/2023 RESOLVED: Administration to bring Strategic Asset Management Framework to the next RMAC for endorsement.	Jocelyn Nathanael-Walters	17/09/2024 Jocelyn Nathanael-Walters Suggest this be developed in early 2025 following completion of the asset revaluation exercise.  20/02/2025 Jasmine Mortimore Asset Valuation expected to be completed in May 2025 and item to be reported at the June 2025 meeting.
3	In Progress	RMAC15/2024 RESOLVED: Management to develop a priorities list of potential internal audit projects and options to consider regarding internal audit function for future use.	Jocelyn Nathanael-Walters	17/09/2024 Jocelyn Nathanael-Walters Following completion of the 2023-24 audit and asset revaluations a list of potential internal audit projects will be developed and will include findings from both the audit and revaluation.  20/02/2025 Jasmine Mortimore Propose the NTG compliance review response delay the internal audit plan development.

It is recommended the briefing paper request [RMAC18/2025] be declined at this time for the following reasons:

1. The Asset Valuation exercise is not yet completed by the Valuer and the report needs to be reviewed and submitted to Council to incorporate in the audited accounts before a Strategic Asset Framework and Plan is developed;
2. A comprehensive Local Government compliance review has recently been conducted in place of an internal audit without cost to the Council;
3. Council's limited resources (funding and staff) are currently concentrating on the council wide TechOne migration, the late interim audit, responding to the LG Compliance Report findings, finishing the 2024-25 financial reporting year, beginning the 2025-26 year and applying the new adopted budget; and
4. There are already a significant number of financial papers to be laid before the Council at the 30 July 2025 meeting, before Council goes into caretaker mode, including a rates review, reserve allocation recommendation and debtor management reports.



## **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 06 19 Risk Management Audit Committee Minutes (1) [6.3.1 - 7 pages]



Minutes of the West Arnhem Regional Council Risk Management and Audit Committee Meeting  
Thursday, 19 June 2025 at 1:00 pm  
Council Chambers

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

Member Jackson (as Acting Chair) declared the meeting open at 1:04 pm, welcomed all in attendance and did an Acknowledgement of Country.

Noting due to the late arrival of the Chairperson Carolyn Eagle, Independent Member Jackson tentatively assumed the Chairperson's position as acting.

**2 PERSONS PRESENT**

**ELECTED MEMBERS PRESENT**

<b>Chairperson</b>	Carolyn Eagle
<b>Mayor</b>	James Woods
<b>Deputy Mayor</b>	Elizabeth Williams
<b>Independent Member</b>	Warren Jackson

**STAFF PRESENT**

<b>Chief Executive Officer</b>	Katharine Clare Murray
<b>Director Community and Council Services</b>	Fiona Ainsworth
<b>Governance Advisor</b>	Debbie Branson

**GUESTS**

<b>Auditor</b>	Noel Clifford, Nexia (via conference call)
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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 Absence Without Notice</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

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

**RMAC25/2025 RESOLVED:**

**On the motion of Mayor Woods**

**Seconded Acting Chairperson Jackson**

THAT THE COMMITTEE:

1. Notes the apology received from Cr Phillips;
1. Notes the late attendance of the Chairperson, Carolyn Eagle; and
2. Determines Cr Phillips was absent with permission of the Committee.

**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>Debbie Branson, Governance Advisor</b>

The Committee considered a report on Acceptance of Agenda.

**RMAC26/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams**

**Seconded Mayor Woods**

THAT THE COMMITTEE accept the agenda papers as circulated for the Risk Management and Audit Committee meeting held on 19 June 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>Debbie Branson, Governance Advisor</b>

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

Acting Chairperson Jackson advised that Carolyn Eagle has declared an interest previously in regards to Item 10.1 Updated on ICT Changes and CouncilBIZ. Noting that in the confidential session Chairperson Eagle indicated that there is no longer a conflict and therefore she can remain present during deliberations on this item.

**RMAC27/2025 RESOLVED:**

**On the motion of Acting Chairperson Jackson  
Seconded Deputy Mayor Williams**

THAT THE COMMITTEE received the declarations of interest as listed for the Risk Management and Audit Committee meeting held on 19 June 2025.

**CARRIED**

**6 CONFIRMATION OF PREVIOUS MINUTES**

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Confirmation of Risk Management and Audit Committee Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

The Committee considered a report on Confirmation of Risk Management and Audit Committee Minutes.

*Carolyn Eager joined the meeting at 1:18pm and resumed the position as Chairperson. Acting Chairperson Jackson resume position as Independent Member.*

**RMAC17/2025 RESOLVED:**

**On the motion of Deputy Mayor Williams  
Seconded Member Jackson**

THAT THE COMMITTEE confirmed the minutes of Risk Management and Audit Committee held 27 February 2025 as a true and correct record of the meeting.

**CARRIED**

## 7 ACTION REPORTS

<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>

The Committee considered a report on Review of Action Items.

### **RMAC18/2025 RESOLVED:**

**On the motion of Mayor Woods**

**Seconded Deputy Mayor Williams**

THAT THE COMMITTEE:

1. Receive and note the report titled *Review of Action Items*;
1. Request an out of session briefing paper in relation to Items 2 to 3; and
2. Request that the out of session briefing paper be included in the Ordinary Council Meeting agenda for 30 July 2025.

**CARRIED**

## 8 RECEIVE AND NOTE REPORTS

<b>Agenda Reference:</b>	<b>8.1</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 Committee considered the reports on Finance Report for the period ended 31 March 2025 together with Item 8.2 Finance Report for the period ended 30 April 2025.

### **RMAC19/2025 RESOLVED:**

**On the motion of Chairperson Eagle**

**Seconded Member Jackson**

THAT THE COMMITTEE receive and note the reports titled *Finance Report for the period ended 31 March 2025* and *Finance Report for the period ended 30 April 2025*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.2</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>

This item was considered together with Item 8.1.

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Credit Card Reconciliations</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Committee considered a report on Credit Card Reconciliations.

**RMAC20/2025 RESOLVED:**  
**On the motion of Chairperson Eagle**  
**Seconded Mayor Woods**

THAT THE COMMITTEE receive and note the report titled *Credit Card Reconciliations*.

**CARRIED**

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>2024-25 Audit Plan and Engagement Letter</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Committee considered a report on 2024-25 Audit Plan and Engagement Letter.

*Auditor Noel Clifford joined the meeting at 1:54pm via a conference call and departed at 2:01pm.*

**RMAC21/2025 RESOLVED:**  
**On the motion of Member Jackson**  
**Seconded Deputy Mayor Williams**

THAT THE COMMITTEE receive and note the report titled *2024-25 Audit Plan and Engagement Letter*.

**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>Debbie Branson, Governance Advisor</b>

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

**RMAC29/2025 RESOLVED:**  
**On the motion of Chairperson Eagle**  
**Seconded Member Jackson**

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 2:01pm to consider the Confidential items of the Agenda.

**CARRIED**

## 10 CONFIDENTIAL ITEMS

The information in this section of the Agenda is classed as confidential under Section 293(1) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (Administration) Regulations 2021*.

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Update on ICT Changes and CouncilBIZ</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Committee considered a report on Update on ICT Changes and CouncilBIZ.

### **RMAC30/2025 RESOLVED:**

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

THAT THE COMMITTEE:

1. Receive and note the report titled *Update on ICT Changes and CouncilBIZ*; and
2. Request a Special Risk Management and Audit Committee Meeting mid July 2025 for the purpose of an update in relation to CouncilBiz, the outstanding accounts with Telstra and the implications on West Arnhem Regional Council; and
3. Request that a standing agenda item on ICT Risks are included in the Ordinary Meeting agenda going forward.

**CARRIED**

<b>Agenda Reference:</b>	<b>10.2</b>
<b>Title:</b>	<b>Update on Local Government Funding Subsidy</b>
<b>Author:</b>	<b>Jocelyn Nathanael-Walters, Director of Finance</b>

The Committee considered a report on Update on Local Government Funding Subsidy.

### **RMAC31/2025 RESOLVED:**

**On the motion of Mayor Woods  
Seconded Deputy Mayor Williams**

THAT THE COMMITTEE receive and note the report titled *Update on Local Government Funding Subsidy*.

**CARRIED**

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

**Agenda Reference: 11.1**

**Title: Disclosure of Confidential Resolutions and Re-Admittance of the Public**

**Author: Debbie Branson, Governance Advisor**

The Committee considered a report on Disclosure of Confidential Resolutions and Re-Admittance of the Public

**RMAC32/2025 RESOLVED:**

**On the motion of Chairperson Eagle**

**Seconded Mayor Woods**

THAT THE COMMITTEE opened the meeting to the public at 3:09pm after the discussion of confidential items and approved to disclose all resolutions from the confidential section of this meeting to the open meeting minutes.

**CARRIED**

**12 NEXT MEETING**

The next meeting is scheduled to take place on Thursday, 14 August 2025.

**13 MEETING DECLARED CLOSED**

Chairperson Eagle declared the meeting closed at 3:11 pm.

This page and the preceding pages are the minutes of the Risk Management and Audit Committee held on Thursday 19 June 2025.

Click [here](#) to view the agenda for the Risk Management and Audit Committee Meeting held on Thursday 19 June 2025.



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Presentation - Independent Commission Against Corruption</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to provide Council with the presentations to be made by various stakeholders of the West Arnhem Regional Council.

#### RECOMMENDATION

THAT COUNCIL notes the presentation from the Independent Commission Against Corruption.

#### BACKGROUND

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

#### COMMENT

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

10:00am to 11:30am	Yananai (Yanie) Chitura, Senior Prevention and Engagement Officer Mandy Azzi, Acting Director for Prevention and Engagement
Topics	ICAC, Improper Conduct, Conflicts of Interest and Mandatory Reporting Obligations

#### 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

1. Mandatory Reporting Directions Guidelines-v 2-15- November-2023 [7.1.1 - 16 pages]

Office of the  
Independent  
Commissioner  
Against  
Corruption NT



# Mandatory Reporting Directions and Guidelines for Public Officers

Issued pursuant to section 22 of the *Independent  
Commissioner Against Corruption Act 2017* (NT)

November 2023

**Document details**

<b>Document title</b>	Mandatory Reporting Directions and Guidelines for public officers
<b>Document owner</b>	Commissioner
<b>Approved by</b>	Commissioner
<b>Date approved</b>	15 November 2023
<b>Document review</b>	Annually

**Change history**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes made</b>
1.0	3 February 2022	Michael Riches	Initial version
2.0	15 November 2023	Michael Riches	Updated to reflect amendments to ICAC Act

<b>Acronyms</b>	<b>Full form</b>
<b>ICAC</b>	Independent Commissioner Against Corruption
<b>ICAC Act</b>	<i>Independent Commissioner Against Corruption Act 2017</i>
<b>OICAC</b>	Office of the Independent Commissioner Against Corruption

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## 1. Foreword

Section 22 of the *Independent Commissioner Against Corruption Act 2017* (ICAC Act) requires me to issue, and keep under review, directions and guidelines which govern reporting to me of improper conduct.

This document sets out those directions and guidelines.

The public rightly expects that those engaged in public administration discharge their duties in the public interest, without fear or favour. Resources entrusted to a public body should only be used to advance that body's public purpose.

Those who choose to abuse their positions, improperly exercise their powers, or otherwise engage in behaviour that is a breach of public trust, ought to be held to account.

There is no place for such individuals in public administration.

My office and I exist to improve integrity in public institutions. But to be effective we must know of alleged improper conduct. If we do not know, we cannot act.

While I appreciate that for some public officers making a report can be difficult, it is our duty to identify and call out improper conduct. Impropriety that goes unchallenged erodes confidence in public institutions and adversely impacts upon the many hardworking, dedicated public officers who go about their day to day duties with integrity.

I encourage every public officer to read this document carefully. It sets out the mandatory reporting obligations I have issued, together with an explanation of terms and phrases. Education resources on the ICAC website ([www.icac.nt.gov.au](http://www.icac.nt.gov.au)), including a comprehensive video from me, will assist you to ensure compliance with these reporting obligations.



Michael Riches  
**Independent Commissioner Against Corruption**



## 2. Do these directions apply to me?

These reporting directions apply to **public officers**. If you are a public officer you must comply with the reporting directions set out in this document.

Certain public officers, referred to as **prescribed public officers**, must comply with additional reporting obligations.

### 2.1 Am I a public officer?

Public officers are defined in section 16(2) of the ICAC Act.

You are a **public officer** if you are a:

- a) minister
- b) member of the Legislative Assembly
- c) judicial officer
- d) statutory office holder appointed by the Administrator or a minister
- e) member, officer or employee of a public body
- f) a person engaged by or on behalf of a person mentioned in (a) to (e) in relation to the performance of official functions (eg a consultant or contractor).

Most public officers will be members, officers or employees of a public body. Public bodies are defined in section 16(1) of the ICAC Act.

### 2.2 What is a public body?

A **public body** is:

- a) an Agency (eg a Department or unit of a Department, or as otherwise defined in section 18A of the *Interpretation Act 1978*)
- b) a local government council
- c) the NT Police
- d) the Supreme Court
- e) the Local Court
- f) a board, commission, tribunal or other body established under an Act that has judicial or quasi-judicial functions in the performance of its deliberative functions
- g) a body, whether incorporated or not, established under an Act
- h) a body whose members, or a majority of whose members, are appointed by the Administrator or a minister
- i) a government owned corporation
- j) a nursing home (see section 5 of the *Medical Services Act 1982*)
- k) a public hospital
- l) Charles Darwin University
- m) Batchelor Institute of Indigenous Tertiary Education
- n) any other body, whether incorporated or not:
  - i. that receives, directly or indirectly, public resources; or
  - ii. performing a public function on behalf of the Territory, a public body or a public officer (whether under contract or otherwise).

If you are a public officer, you must comply with the following reporting directions.

### 3. Mandatory reporting directions for public officers

A public officer must report to the ICAC suspected corrupt conduct or anti-democratic conduct, unless the public officer knows that the conduct has already been reported to the ICAC.

A public officer should make a report to the ICAC as soon as practicable after the public officer forms a suspicion about the conduct.

#### Important notes:

What constitutes corrupt conduct and anti-democratic conduct is explained later in this document.

Each public officer has an individual responsibility to comply with the reporting directions. The obligation cannot be discharged by reporting the matter through an internal process, or by leaving it for another person to decide whether or not a report will be made.

The only time suspected corrupt conduct or anti-democratic conduct does not need to be reported is when the public officer knows that the conduct has already been reported to the ICAC.

#### 3.1 Additional mandatory reporting directions for prescribed public officers

You do not need to comply with these additional directions unless you are a prescribed public officer.

A prescribed public officer must comply with the mandatory reporting directions issued in respect of all public officers.

A prescribed public officer must also report to the ICAC suspected misconduct or unsatisfactory conduct, unless the prescribed public officer knows that the conduct has already been reported to the ICAC.

The prescribed public officer should report suspected misconduct or unsatisfactory conduct to the ICAC within four weeks of the conduct coming to that person's attention.

The report should be accompanied by an explanation of action that has been, is being, or is to be, taken in respect of the matter.

The following are prescribed public officers:

- a nominated recipient
- the Chief Executive Officer of an Agency
- the Chief Executive Officer of a local council
- the Vice-Chancellor of the Charles Darwin University
- the Chief Executive Officer of the Batchelor Institute of Indigenous Tertiary Education
- the Commissioner of Police
- the public officer who is responsible for the control and management of a public body, however described; or
- any other public officer who has been assigned, appointed or delegated the responsibility to investigate, determine or otherwise address an allegation of misconduct or unsatisfactory conduct in a public body.

**Important notes:**

These reporting directions are in addition to those applicable to all public officers.

A nominated recipient is a person who has been nominated in accordance with section 97 of the ICAC Act.

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## 4. Voluntary reports

A public officer, or a member of the public, can report improper conduct to the ICAC at any time, whether or not there is an obligation to do so.





## 5. Improper conduct

The ICAC Act defines four primary kinds of improper conduct:

1. Corrupt conduct
2. Anti-Democratic conduct
3. Misconduct
4. Unsatisfactory conduct

Collectively those four kinds of conduct are referred to in the ICAC Act as *improper conduct*.<sup>1</sup>

All public officers have an obligation to report suspected corrupt conduct and anti-democratic conduct.

Prescribed public officers must also report suspected misconduct and unsatisfactory conduct.

The ICAC is required to focus on corrupt conduct and anti-democratic conduct, whilst ensuring that misconduct and unsatisfactory conduct are also dealt with. Section 3(4) of the ICAC Act specifies that the legislation primarily empowers the ICAC to investigate cases of corrupt conduct and anti-democratic conduct; and empowers the ICAC to refer cases of misconduct and unsatisfactory conduct to referral entities to investigate. The ICAC has discretion to determine in accordance with the limited circumstances specified in section 18A which allegation of misconduct and unsatisfactory to investigate or continue to investigate, these include:

- the alleged misconduct or unsatisfactory conduct arises from the same matter that is the subject or an investigation into corrupt conduct or anti-democratic conduct; or
- the gravity of the matter is such that it warrants the use of the powers and resources given to the ICAC because:
  - the person alleged to have engaged in the misconduct or unsatisfactory conduct is or was a Member of the Legislative Assembly or the Chief Executive Officer or head of a public body or a government owned corporation; or
  - in the opinion of the ICAC, the alleged misconduct or unsatisfactory conduct would have a significant effect on the Territory; or
  - the alleged misconduct or unsatisfactory conduct gives rise to a suspicion on the part of the ICAC of systemic misconduct or unsatisfactory conduct.

Matters that fall outside of the above limited circumstances can still be referred to a referral entity for investigation, including after the ICAC has commenced an investigation.

<sup>1</sup> Improper conduct also includes an offence against the ICAC Act and secondary offences as defined in section 9(1) of the ICAC Act.

## 5.1 Corrupt conduct

Corrupt conduct is defined in section 10 of the ICAC Act. Corrupt conduct can arise in one of five different ways.

- #1** Conduct is corrupt conduct if it is conduct engaged in by a public officer or a public body:
- a) that constitutes an offence with a maximum penalty of at least two years (with or without a fine); and
  - b) that is connected to public affairs.
- #2** Conduct is also corrupt conduct if it is engaged in by a public officer:
- a) that constitutes reasonable grounds for dismissing or terminating the services of the public officer; and
  - b) that is connected to public affairs; and
  - c) that involves or results in any of the following:
    - i. dishonesty;
    - ii. failure to manage adequately an actual or perceived conflict of interest;
    - iii. a breach of public trust;
    - iv. the illegal, unauthorised or otherwise inappropriate performance of official functions;
    - v. inappropriate conduct in relation to official information;
    - vi. an adverse effect on the honest, impartial or effective performance of official functions by any public officer or public body or group of public officers or public bodies.

**#3** Conduct is also corrupt conduct if it is engaged in by a public body, a minister, a member of the Legislative Assembly or a local councillor:

- a) that is connected to public affairs; and
- b) that involves a serious breach of public trust by the public body, minister, member of the Legislative Assembly or councillor.

**#4** Conduct is also corrupt conduct if it is engaged in by a person (whether or not a public officer or public body) that could impair public confidence in public administration and that involves any of the following:

- a) collusive tendering;
- b) intentionally or recklessly providing false or misleading information in relation to an application for a licence, permit or other authority under an Act;
- c) misappropriating or misusing public resources;
- d) assisting in, or dishonestly benefitting from, the misappropriation or misuse of public resources;
- e) dishonestly obtaining or retaining employment or appointment as a public officer.

**#5** Conduct is also corrupt conduct if it is engaged in by a person (whether or not a public officer or public body) that constitutes:

- a) an offence against Part IV, Division 1 to 5 of the Criminal Code (offences against the administration of law and justice and against public authority); or
- b) an offence relating to the making of a false declaration or statement (sections 118 and 119 of the Criminal Code); or
- c) an offence against section 10(5)(c) of the ICAC Act.

## 5.2 Anti-democratic conduct

Anti-democratic conduct is defined in section 15 of the ICAC Act.

Anti-democratic conduct is conduct engaged in by a person or body (whether or not a public officer or public body) that:

- a) constitutes an offence against the *Electoral Act 2004*, Chapter 8 of the *Local Government Act 2019* or Chapter 8 of the *Local Government Act 2008* (before its repeal); and
- b) affects, or is part of a course of conduct aimed at affecting:
  - i. the behaviour of the community or multiple members of the community in relation to voting in elections; or
  - ii. the reputation, power or influence, or resources of a political party or a candidate for election; or
  - iii. the ability of the public to ascertain the resources and associated entities of a political party or the resources of a candidate for an election; or
  - iv. the Electoral Commissioner's ability to detect and investigate contraventions of the *Electoral Act 2004* or Chapter 8 of the *Local Government Act 2019* and generally to ensure compliance with those Acts.

### 5.3 Misconduct

Misconduct is defined in section 11 of the ICAC Act.

Misconduct can arise in one of three different ways.

- #1** Conduct is misconduct if it is engaged in by a public officer or public body:
- a) that constitutes an offence for which the maximum penalty is a fine and/or imprisonment for less than 2 years; and
  - b) that is connected to public affairs.
- #2** Conduct is also misconduct if it is conduct engaged in by a public officer (other than a judicial officer):
- a) that constitutes reasonable grounds for taking disciplinary action against the officer (short of dismissal or termination of appointment) or varying the terms of the officer's appointment; and
  - b) that is connected to public affairs; and
  - c) that involves or results in any of the following:
    - i. dishonesty;
    - ii. failure to manage adequately an actual or perceived conflict of interest;
    - iii. a breach of public trust;
    - iv. the illegal, unauthorised or otherwise inappropriate performance of official functions;
    - v. inappropriate conduct in relation to official information;
    - vi. an adverse effect on the honest, impartial or effective performance of official functions by any public officer or public body or group of public officers or public bodies.
- #3** Conduct is also misconduct if it is conduct engaged in by a judicial officer, the Director of Public Prosecutions, a public body, a minister, a member of the Legislative Assembly or a local councillor:
- a) that is connected to public affairs; and
  - b) that involves:
    - i. for a judicial officer or the Director of Public Prosecutions – a breach of public trust; or
    - ii. for a public body, minister, member of the Legislative Assembly or councillor – a breach of public trust not amounting to a serious breach of public trust.

## 5.4 Unsatisfactory conduct

Unsatisfactory conduct is defined in section 12 of the ICAC Act.

Conduct is unsatisfactory conduct if it is conduct engaged in by a public officer or public body:

- a) that involves illegality, impropriety, negligence or incompetence; and
- b) is connected to public affairs; and
- c) results in:
  - i. substantial mismanagement of public resources; or
  - ii. the inappropriate or significantly inefficient use of public resources; or
  - iii. substantial mismanagement in relation to the performance of official functions; or
  - iv. substantial detriment to the public interest.

For the purpose of the definition of unsatisfactory conduct, the word **incompetence** is defined in the ICAC Act as follows:

- a) conduct that would not be engaged in by a reasonable public officer or public body:
  - i. having the skills and knowledge reasonably expected of a person or body with the role of the public officer or public body; and
  - ii. having taken appropriate steps to obtain adequate resources, information and advice; but
- b) does not include conduct:
  - i. that is less than best practice; or
  - ii. that is a matter of policy about which reasonable public officers or public bodies may disagree.

Unsatisfactory conduct does not include any conduct engaged in by a judicial officer in the performance of judicial functions.

If you are unsure whether to make a report, contact the office on 1800 250 918.

## 5.5 Other important definitions

### 5.5.1 What is connected to public affairs?

Many of the threshold tests within the definitions of corrupt conduct, misconduct and unsatisfactory conduct require conduct to be *connected to public affairs*.

That means:

- a) conduct in the course of, or closely related to, the performance of official functions, including conduct engaged in otherwise than in the performance of official functions that adversely affects or could adversely affect, directly or indirectly, the honest, impartial or effective performance of those functions; or
- b) conduct that affects the use, allocation or receipt of public resources to which a public officer has access in connection with being a public officer; or
- c) conduct involving the use of authority or perceived authority that a person has as a result of being a public officer or representing themselves as a public officer.

### 5.5.2 What is a breach of public trust?

A breach of public trust is defined in section 13 of the ICAC Act as follows:

1. Conduct by a public body or public officer that is intentionally or recklessly inconsistent with the functions of the body or officer, including the duty of the body or officer to act in the public interest.
2. If a public body is an incorporated or unincorporated body:
  - a. that receives, directly or indirectly, public resources; or
  - b. that performs a public function on behalf of the Territory, a public body or public officer (whether under contract or otherwise);a breach of public trust can only occur if the conduct affects the use of public resources or the carrying out of functions on behalf of the Territory, another public body or public officer.
3. A public officer of a public body of the kind mentioned in (2) above will breach public trust in the same circumstances as set out in (2) above.

### 5.5.3 What are public resources?

Public resources are:

- a) money, assets and infrastructure of the Territory or a public body; or
- b) intellectual property of, and licences held by, the Territory or public body; or
- c) human resources of the Territory or a public body or public officer; or
- d) any other resources of, or available to, the Territory or a public body or public officer, including resources held under trust.

If a public body is an incorporated or unincorporated body:

- a. that receives, directly or indirectly, public resources; or
- b. that performs a public function on behalf of the Territory, a public body or public officer (whether under contract or otherwise);

the resources of that body or of any member, officer or employee of that body are only public resources to the extent that they are resources obtained from another public body or a public officer under an agreement.

### 5.5.4 What is a suspicion?

A suspicion is a state of mind. To suspect that improper conduct has occurred, or is occurring, does not mean that you have to know that is the case. But there must be some basis upon which you think it is possible, or even likely, that improper conduct has occurred or is occurring.

That basis ought to have some identifiable and rational source. For example, a suspicion might be formed from documents you have read, conversations you have been privy to or information you have been provided by a person you consider to be reliable.

### 5.5.5 Whistleblower protections

A public officer who makes a mandatory report in accordance with these directions and guidelines has the protections set out in Part 6 of the ICAC Act.

Information in a mandatory report to the ICAC is a protected communication (see section 93(1)).

The making of a protected communication is a protected action, unless the person taking the action provides or communicates information that the person knows or believes is misleading (see section 92(1) and (2)).

Once a protected communication has been made, it will retain this status irrespective of whether the matter is dealt with by the ICAC or referred to another entity (see section 93(3)).

A person who takes a protected action is a protected person (see section 4).

Information is not a protected communication unless the person providing the information indicates that the information is being provided as a protected communication, the information is being provided in the person's capacity as a nominated recipient, or the recipient otherwise determines that the information is a protected communication (see section 93(4A)).

A protected person incurs no civil or criminal liability by taking a protected action and is not liable to disciplinary or other administrative action for doing so (see section 99). That protection applies even if the protected action is taken in breach of an obligation of confidentiality.

If a person retaliates against a public officer who made a report to the ICAC, that person may have committed a criminal offence. Retaliation is defined in section 95 as follows:

A person engages in retaliation against another person (the victim) if the person causes, or threatens to cause, harm to the victim:

- a) with the intention of discouraging the victim or a third person from taking protected action; or
- b) with the intention of discouraging the victim or a third person from supporting a protected person; or
- c) because of protected action taken, or suspected by the person to have been taken, by the victim; or
- d) because of action taken, or suspected by the person to have been taken, by the victim to support a protected person.

Harm includes:

- i. injury, loss or damage;
- ii. intimidation or harassment;
- iii. discrimination, disadvantage or adverse treatment (including disciplinary action) in relation to employment, career, profession, trade or business.

### 5.5.6 Confidentiality

While it is not an offence for a person to disclose to another person that a report has been made to the ICAC, care should be taken as to who, and in what circumstances, such disclosures are made. The unnecessary disclosure of the making of a report could prejudice any investigation to be conducted and might give rise to greater risks of retaliation.

Where a person obtains information from the ICAC (other than in the performance of functions under the ICAC Act), knowing that that information is confidential information, it is an offence to disclose that information other than in accordance with the exceptions in section 146(3) of the ICAC Act. The prohibition does not apply to information that is already in the public domain.

It is also an offence to disclose the identity of a protected person in contravention of section 146A (from 2 January 2024), or breach a specific written direction not to disclose certain information in contravention of section 147.

## 5.6 How to make a report

**A report can be made to the ICAC via the Office of the Independent Commissioner Against Corruption (OICAC):**

**Online:** [icac.nt.gov.au](https://icac.nt.gov.au)

**Phone:** 1800 250 918

**Post:** GPO Box 3750, Darwin NT 0801

**Email:** [report.submission@icac.nt.gov.au](mailto:report.submission@icac.nt.gov.au)

## 5.7 Further information

For further information visit the OICAC website: [icac.nt.gov.au](https://icac.nt.gov.au) or call 1800 250 918.





Office of the  
Independent  
Commissioner  
Against  
Corruption NT



**Freecall 1800 250 918**

**Email:** [icac.nt@icac.nt.gov.au](mailto:icac.nt@icac.nt.gov.au)

**Web:** [icac.nt.gov.au](http://icac.nt.gov.au)

Level 7, 9 Cavenagh Street, Darwin NT



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## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>7.2</b>
<b>Title:</b>	<b>Presentation - Red Lily Health Clinics - Update</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to provide Council with the presentations to be made by various stakeholders of the West Arnhem Regional Council.

#### RECOMMENDATION

THAT COUNCIL noted the presentations from Red Lily regarding the update on the community health clinics.

#### BACKGROUND

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

#### COMMENT

The following visitors/presentations will be in attendance at today's meeting.

2:30pm – 3:00pm

Marcia Brennan, Chair (in-person Jabiru)  
Shirely Spicer, Executive Assistant (in-person Darwin)  
Red Lily Health Clinics

#### 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 30 JUNE 2025

<b>Agenda Reference:</b>	<b>8.1</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. Review of Action Items (7) [8.1.1 - 9 pages]

Item	Status	Action Required	Assignees	Action Taken
Elected Member Questions with or without Notice	On Hold	<p>OCM157/2023 RESOVLED: Request increased advocacy for AFL in West Arnhem Region please refer to AFL in West Arnhem document</p> <p>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</p> <p>OCM109/2024 RESOLVED: Requests further information on the details including cost of Tiwi Bombers football team for AFL NT.</p> <p>OCM215/2024 Approach West Arnhem stakeholders to support the development of a West Arnhem AFL team</p>	Marnie Mitchell	<p>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 &amp; 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.</p> <p>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. 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. AFLNTs recommendations form part of the WARC Australian Rules Plan.</p> <p>11/06/2024 Marnie Mitchell I have made initial contact with the Tiwi Bombers president Lindsey Whiting based on a introduction from AFLNT. We had an indepth conversation around the prospect of having a West Arnhem team in the Premier level. His feedback is noted: *700-800K per year including the cost of a General Manager, travel and other costs to run successfully and professionally * Grants and fundraising is required to cover the costs *Men's and women's team represent Tiwi Bombers *Currently they fly in players weekly to Darwin from Tiwi dependant on game time and accommodate in Darwin *13 of 16 games are played in Darwin with only 3 home games. AFL subsidise the cost of teams travelling to Tiwi to play *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 *They train across 3 communities in Tiwi plus Darwin and only come together on game day 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. I hope to be able to source specific information and contacts that will be useful for the AFL programs in Maningrida. AFL 9s boys competition for 13-17 years including Maningrida,</p>

				<p>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 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 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. 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. 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. Next time we would like to have all communities involved. 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 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. AFLNT Darwin office are also engaging with Jabiru staff in relation to other events and opportunities to engage in competitions and tournaments. There has been no further progress or discussion about a team in the AFLNT.</p> <p>18/09/2024 Marnie Mitchell Australian Rules Football played a major part in the recent Kurrung Festival with men's teams from all communities competing. Maningrida's 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. Jabiru Bombers AFLNT official season begins 12th October 2024. Letters to be</p>
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				<p>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 Vehicle disposal policy is being adjusted to reflect the following items - All efforts will be made to offer passenger vehicles for disposal in community - When disposing of a vehicle in community a reasonable estimate of repair costs will be provided to interested community members. - 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 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 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</p>

				<p>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. 18/06/2025 Kylie Gregson Vehicle disposal policy drafted, currently being reviewed internally.</p>
Identification services in West Arnhem	In Progress	<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>	<p>Andrew Walsh, Ben Waugh, Fiona Ainsworth, Gina Carrascalao</p>	<p>24/07/2024 Leanne Johansson Currently ascertaining which is the appropriate department.</p> <p>21/08/2024 - OCM 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> <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> <p>20/06/2025 Fiona Ainsworth Await receipt of MOU. MVR continue to work on this matter. Will provide when available.</p>
Remote Jobs & Economic Development Program	In Progress	OCM303/2024 RESOLVED: Approve West Arnhem Regional Council applying for the following positions and support funding under the Remote Jobs and Economic Development program: Animal Control Officers - Jabiru x 2 Funeral Cultural and Burial Liaison Officer - Maningrida x 2 Oval and Sports Field Caretaker - Maningrida, Gunbalanya, Jabiru x 2 (per location). Aquatic Lifeguard - Maningrida, Jabiru x 2 (per location) Data & Records Officer Trainee - Darwin x 1 Resource Officers (Waste Awareness) - All Location - Human Resource Manager to develop PDs - Business Development Manager to complete applications to RJED	Karen Borgelt, Leanne Johansson	<p>04/11/2024 Leanne Johansson 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 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 RJED applications now open and will close on 3 February 2025. West Arnhem Regional Council will lodge two applications. 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. 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. All the positions which will form part of the application are as approved by Council. They are: - Information Management Assistant (Darwin) - Precinct Officer (Maningrida, Gunbalanya and Jabiru) - Bereavement Support Assistant (Maningrida) - Animal Services Officer (Jabiru) - Waste Collection Assistant (Maningrida, Gunbalanya and</p>



				<p>Jabiru) - Pool and Safety Assistant (Maningrida and Jabiru) - Transport Driver (Minjilang and Warruwi)</p> <p>04/02/2025 Leanne Johansson WARC lodged two applications for the Remote Jobs and Economic Development grant on 31/1/2025 as previously authorised by Council. One application was for 15 jobs across the West Arnhem region. The second application was for one job in the Darwin office. 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 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 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> <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> <p>16/06/2025 Leanne Johansson Spoke to NIAA on 16 June 2025. The details of what WARC will be funded for is not finalised. The information needed is internal to NIAA. WARC is not holding anything up in this process.</p>
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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> <p>16/06/2025 Gina Carrascalao Started contacting Childcare users for meeting with CEO to find a solution.</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> <p>16/06/2025 Gina Carrascalao Letters were sent to the concerned Ministers but no reply yet.</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</p>

				CEO and Director of Council & Community Services are reviewing the draft copy of Sponsorship Policy.
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 Wheeler, Kylie Gregson	<p>06/05/2025 George Wheeler 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.</p> <p>22/05/2025 Gina Carrascalao Technical Services staff was on site in Maningrida, 21 May 2025, are working with Power &amp; Water to determine further options.</p> <p>18/06/2025 Kylie Gregson Awaiting response from PowerWater.</p>
Regional Cemetery Update	In Progress	OCM103/2025 RESOLVED: Investigate Jabiru Cemetery ownership and responsibility.	Kylie Gregson, Rick Mitchell	<p>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.</p> <p>22/05/2025 Gina Carrascalao Currently recruiting staff for Waste and Resource Coordinator who will lead this matter.</p> <p>18/06/2025 Kylie Gregson No further updates, still in recruitment process for Waste and Resource Coordinator.</p>
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	<p>22/05/2025 Gina Carrascalao Working with Power &amp; Water, as per OCM27/2025, drafting Public Lightning, Asset &amp; Audit management plan for council consideration. 20/06/2025 Fiona Ainsworth Noted improvements as works in progress rectifying Jabiru lighting.</p>

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  20/06/2025 Fiona Ainsworth DLI have not yet received confirmation of funding application (via Remote Airstrip Upgrade Program). Once received, timeline for tender will be provided. This project is led by DLI.
Call for Nominations NT Place Names Committee LGANT representation	Recommend Complete	Advise the NT Place Names Committee that the Council will not be nominating a representative until post-election.	Debbie Branson	11/06/2025 Debbie Branson Nomination deferred until post 2025 Local Government Elections. Refer to outgoing correspondence.
Requesting Sponsorship for Women AFL Team	Recommend Complete	The request was supported in principal however the matter was deferred to seek further clarification. Invite the Women AFL to make a presentation to the next Council meeting.	Debbie Branson	11/06/2025 Debbie Branson Request withdrawn. Refer to outgoing correspondence.
Presentation - Department of Mining and Energy	Recommend Complete	The Administration to request the Department of Mining and Energy attend an Ordinary Council Meeting after NLC Consultation	Debbie Branson	22/05/2025 Gina Carrascalao Waiting on clarification when is NLC consultation  16/06/2025 Debbie Branson Contacted Peter Camp, Manager - Aboriginal Engagement and Land Access. Peter confirmed that the Northern Land Council are conducting their own consultation. Peter will remain in contact with Maningrida and Gunbalanya when he is in community.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Caretaker Policy - Review</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to seek Council's endorsement of the reviewed version of the Council's Caretaker Policy.

#### RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Caretaker Policy - Review*; and
2. Approve the revised version of Council's Caretaker Policy.

#### BACKGROUND

The Caretaker Policy was introduced in 2021 as a requirement of the *Local Government Act 2019*.

The purpose of the policy is to restrict the council and its staff from making major decisions during the caretaker period that could bind an incoming council or use public resources in a way that could advantage or disadvantage election candidates.

The policy is overdue for a review, and it is essential that the policy is up to date prior to the upcoming 2025 Local Government Elections and caretaker period.

The caretaker period commences nomination day and ends when the results are formally declared.

The Policy is compliant with current legislation, therefore the revised document has minimal changes.

#### LEGISLATION AND POLICY

*Local Government (Electoral) Regulations 2021*

*Local Government Act 2019*

#### FINANCIAL IMPLICATIONS

Restrictions apply during Caretaker Period in relation to major decisions and expenditure.

#### STRATEGIC IMPLICATIONS

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

{custom-field-strategic-implications}

#### ATTACHMENTS

1. Caretaker Policy V2 0 30 06 25 [8.2.1 - 4 pages]



Policy Name	Caretaker	
Publication Date:		
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	<u>12/02/2024</u> <u>30/05/2025</u>	
Responsible Officer:	<u>Executive Manager Governance Advisor,</u> Office of the CEO	
Version (Revision Number):	<u>12.0</u>	

### 1. PURPOSE

The purpose of this policy is to set out how Council Members and employees are to conduct their activities and actions during the local government general elections caretaker period.

### 2. SCOPE

This policy applies to all employees and Elected Members of the West Arnhem Regional Council.

### 3. DEFINITIONS

In the context of this policy the following definitions apply:

**Campaigning** includes campaigning activity, wearing, or displaying campaign material (refer to definitions of 'campaigning activity' and 'campaign material' at Sections 268 – 268A of the *Electoral Act 2004*).

**Caretaker period** means the period that commences on the nomination day for a Council general election and ends when the results of the general election are declared in accordance with the *Local Government (Electoral) Regulations 2021*.

**Employee** means all employees of Council, whether employed on a permanent, fixed term, or casual basis.

**Nomination day** means the day that nominations close for a local government general election.



Approved by Chief Executive Officer

*P Firdley*

Date 12/03/2021

Page 1 of 4

#### 4. POLICY STATEMENT

Council is committed to act in an economically efficient and transparent manner, to be socially and environmentally responsible and to provide a high standard of service delivery through its term. During a general election caretaker period, the normal operations and programs of the Council are to continue.

##### Role of the CEO

The Chief Executive Officer (CEO) will give written notice to all Council Members and employees prior to the commencement of the caretaker period and that the caretaker principles in this policy will apply.

The CEO will continue to prepare reports and provide information in order for Council Members to carry out their roles in relation to the day-to-day business of the Council.

##### Major Decisions

The Council will not make any major decisions during the caretaker period.

Major decisions are those decisions that have a significant impact on council operations and activities, or are otherwise politically sensitive, such that a reasonable person would not consider the decision to be part of the normal council operations.

Major decisions include:

- Entering into any high value contract or lease agreement involving expenditure inclusive of GST that exceeds one per cent (2.5%) of the annual budgeted revenue in the relevant financial year.
- Entering into a new or substantially changed funding agreement, unless there is real risk the eligibility for funding will be lost.
- Committing council funds outside the adopted budget.
- Amending the Council's caretaker policy.
- Amending the Council's delegations.
- Making a decision relating to the employment or remuneration of the CEO or Acting CEO.

However, major decisions do not include:

- A decision that relates to the carrying out of works in response to an emergency or disaster.
- An urgent matter that cannot wait until a newly elected council makes a decision on that matter.
- A matter that has the possibility of legal or significant financial repercussions if a decision on the matter is deferred until the new council has been elected.
- An expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Northern Territory Government or otherwise for the Council to be eligible for funding from the Commonwealth or Northern Territory Government.
- The signing of an agreement where the majority of the negotiations were undertaken or resolved by Council prior to the caretaker period commencing.

##### Council Resources

Council resources are not to be used for the purposes of campaigning for a candidate.

Council resources may be used to help with running the general election or to encourage voter participation.





### Communications

Council communication methods – including media, websites, social media and newsletters – will not be used in any way that favours, promotes or criticises any particular Council Member or candidate.

Council will continue to communicate normal council business relevant to the community.

During the caretaker period, the CEO is the preferred spokesperson for any official communications. However, this does not fetter the discretion of the Mayor to speak on behalf of the Council as the Council's principal representative.

### Public Consultation

Council will defer any public consultation until after the caretaker period, unless:

- It is mandatory public consultation required under legislation; or
- The consultation cannot reasonably be deferred.

### Events and Functions

Council members will not use council events and functions held during the caretaker period for campaigning.

No events or functions relating to opening or launching facilities will be held during the caretaker period.

### Electoral Information

Council will only publish electoral information that is educational or promotional material relating to the election process and voter engagement.

### Responsibilities

- All employees and Council Members are responsible for complying with the provisions of this policy.
- The Governance Coordinator is responsible for making sure that a copy of this policy is published on Council's website.

## 5. Responsibilities

The ~~Executive Manager~~Governance Advisor, Office of the CEO is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 3 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.

Following approval of this policy document, the ~~Executive Manager~~Governance Advisor, Office of the CEO (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy.







## 6. Related Documents

### Legislation and References

Electoral Act 2004 (NT)

Local Government Act 2019 (NT)

Local Government (Electoral) Regulations 2021 (NT)

### Policy documents

Nil

### Procedures

Nil

### Instructions, tools, guidelines, forms and templates

Nil



Approved by Chief Executive Officer  
Page 4 of 4

Date 12/03/202130/06/2025

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Cultural Awareness Training within Community</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to provide Council an opportunity to consider the options available for cultural awareness training within communities.

#### RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Cultural Awareness Training within Community*; and
2. Consider the options available for Cultural Awareness Training across the organisation.

#### BACKGROUND

Points that have been suggested for Council to consider:

- Deliver Cultural Awareness Training to all staff across the organisation, including work teams and admin staff who live and work in community.
- Recognise that each community has its own unique cultural values, languages, and practices; ensure training is tailored to the local area and content, rather than relying on a single Cultural Advisor role.
- Provide Cultural Awareness Training as part of induction, or upon arrival in community, for those who will be living and working there. Training should be delivered by Local Authority Members, such as in Minjilang.
- Emphasise the importance of two-way learning—walking in both worlds.
- Ensure a thorough orientation process is conducted within each community.

#### 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.

#### ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>8.4</b>
<b>Title:</b>	<b>LGANT - Code of Conduct Panel - Call for Nominations</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to gauge the Council's interest in nominating a representative for the Local Government Association of the NT's Code of Conduct Panel.

#### RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *LGANT - Code of Conduct Panel - Call for Nominations*; and
2. Nominate Cr ... as the West Arnhem Regional Council's representative to the Local Government Association of the Northern Territory's Code of Conduct Panel.

#### BACKGROUND

Nominations are now being called for pool members for inclusion in the Local Government Code of Conduct Panel (LG CoCP), which is responsible for dealing with specific complaints (under the *Local Government Act 2019*) regarding alleged code of conduct contraventions by elected council members. LGANT provides secretariat support to this body.

#### NOMINATIONS

LGANT is seeking that all NT local government councils nominate at least one suitable elected member to serve a two (2) year term on the LG CoCP pool. When nominating elected members to serve on the LG CoCP pool, councils are requested to consider desirable attributes of perspective pool members, including:

- ability to judge an issue on its merits;
- ability to analyse situations; and
- effective communication skills.

As a prerequisite, nominees must have served as an elected member for at least two (2) years in the Northern Territory.

All nominations must also be approved by a resolution of Council.

#### OPERATION OF THE LG COC PANEL

LGANT provides secretariat support to the sitting panel, which is comprised of three members, two of which are elected members selected from the pool, and the third is a representative from the Department of Housing, Local Government and Community Development. LG CoCPs are required to meet to determine complaints, either in person or online, depending on the geographic locations of the members. In its deliberations, the LG CoCP may hear submissions from the various parties and seek additional information from witnesses before making a decision. The LG CoCP receives general

administrative support from the secretariat, providing information and seeking direction in dealing with the complaint.

The attached Local Government Code of Conduct Charter provides further detail on the pathways for referral of a complaint and the selection of sitting panel members, decision choices, subsequent referrals and other process matters.

Council members will not be paid by LGANT for their membership in the CoCP pool however sitting panel members will receive modest reimbursement of their direct costs and time on convened Panels.

## **COMMITMENT**

Before nominating, prospective LG CoC Panel pool members should be aware of the potentially significant time commitment required of a LG CoCP. Final decisions by the LG CoCP may require months to work through complaint content, regulatory context and deliberations. Complaints may also involve particularly complex and sensitive issues. That being said, some complaints may be relatively simple, and some determinations can be made quickly, and elected members (understanding the context of a complaint) can determine complaints regarding their peers fairly and equitably. Inclusion in a complaint body is also an interesting and valuable experience, and this act of service benefits the sector greatly.

New pool members will be provided training on code of conduct requirements and CoCP processes.

## **DEADLINE FOR NOMINATIONS**

The attached nomination form is to be returned to LGANT by 12 July 2025.

## **LEGISLATION AND POLICY**

*Local Government Act 2019*

## **FINANCIAL IMPLICATIONS**

Nil.

## **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. Nomination Form CoCP [8.4.1 - 3 pages]
2. 2024-04-07 PC LGANT Administered Co C Panel v 6 - Clean Copy [8.4.2 - 18 pages]



(08) 8944 9688  
secretariat@lgant.asn.au  
21 Parap Road, Parap NT 0820  
PO Box 2017, Parap NT 0804

## LOCAL GOVERNMENT CODE OF CONDUCT PANEL NOMINATION FORM

### COUNCIL NAME:

Click or tap here to enter text.

### 1. Agreement to be Nominated

I, Click or tap here to enter text. agree to be nominated as a member of the **Local Government Code of Conduct Panel**.

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

### 2. Council Confirmation of Nomination

I, Click or tap here to enter text. the Chief Executive Officer hereby confirm that Click or tap here to enter text. was approved by resolution of Council to be nominated as a member of the **Local Government Code of Conduct Panel at a meeting held on** Click or tap to enter a date.

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

### 3. Nominee's Contact Details

Email address: Click or tap here to enter text.

Phone No: Click or tap here to enter text.



(08) 8944 9688  
 secretariat@lgant.asn.au  
 21 Parap Road, Parap NT 0820  
 PO Box 2017, Parap NT 0804

#### 4. Code of Conduct Panel Charter

The application details below are to ensure observance to the Code of Conduct Panel Charter and to ensure nominees are making an informed decision regarding their nomination.

Nominees must have served as a council elected member for at least two (2) years in the Northern Territory.

In nominating a representative, Councils should consider the desirable attributes of a panel pool member, including:

- Ability to judge an issue on its merits;
- Ability to analyse situations; and
- Effective communication skills.

Council members will not be paid by LGANT for their membership in the panel pool however sitting panel members will receive modest reimbursement of their direct costs and time on the Panel.

#### 5. Nominee Information

The following information will enable the LGANT Board to make an informed decision regarding the selection of panel pool members. If you want to submit further information, please attach it as a separate document to this form.

**5.1 How many years have you served as an elected council member?** [Click or tap here to enter text.](#) years

**5.2 Please indicate any educational and professional qualifications: (please tick all that apply)**

Secondary Level ☐: [Click or tap here to enter text.](#)

Certificate I-IV ☐: [Click or tap here to enter text.](#)

Diploma, Advanced Diploma, Associate Degree ☐: [Click or tap here to enter text.](#)

Bachelor Degree and Honours ☐: [Click or tap here to enter text.](#)

Graduate Certificate and Graduate Diploma ☐: [Click or tap here to enter text.](#)

Masters Degree ☐: [Click or tap here to enter text.](#)

Doctorate Degree ☐: [Click or tap here to enter text.](#)

Professional Associations ☐: [Click or tap here to enter text.](#)

Other ☐: [Click or tap here to enter text.](#)



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**5.3 What relevant work or other life experiences do you have that is relevant to this Panel?**

[Click or tap here to enter text.](#)

	<u>Yes</u>	<u>No</u>
<b>6. Nominee Declaration</b>		
6.1 I have read and agree to the Code of Conduct Panel Charter.	<input type="checkbox"/>	<input type="checkbox"/>
6.2 I understand that serving on a panel may be time-consuming.	<input type="checkbox"/>	<input type="checkbox"/>
6.3 I agree to act in professional and respectful manner in carrying out these responsibilities and attend meetings when required.	<input type="checkbox"/>	<input type="checkbox"/>
6.4 I agree to maintain the confidentiality of panel deliberations and not disclose personal or sensitive information to third parties.	<input type="checkbox"/>	<input type="checkbox"/>
6.5 I confirm that the information in this form is true and correct and has been completed to the best of my ability.	<input type="checkbox"/>	<input type="checkbox"/>

Nominee [Click or tap here to enter text.](#)  
 Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: [Click or tap to enter a date.](#)



Prescribed Corporation

# **LGANT Administered Local Government Code of Conduct Panel Charter**

**Last updated: April 2024 (V6)**





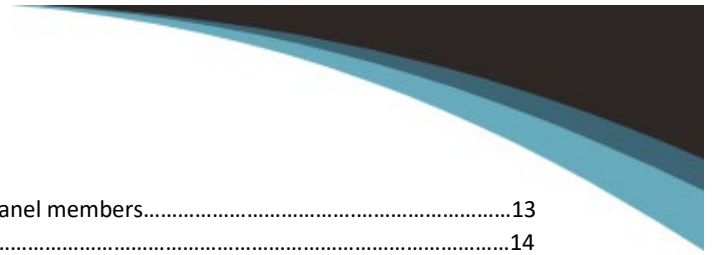


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## 1. Role and responsibilities

Under the NT *Local Government Act 2019* (LG Act 2019), there are provisions for handling complaints against council members who are alleged to have breached the code of conduct. These complaints can be directed to a designated body known as the Local Government Code of Conduct Panel (CoCP).

The CoCP operates with the support of the Panel Secretariat, which is provided by the Local Government Association of the Northern Territory (LGANT).

The CoCP functions as a peer review panel that operates on a pool basis. When a complaint is lodged, a three-person panel is formed from the CoCP to assess and make a decision on the matter.

The code of conduct for council members is set out in Schedule 1 of the *LG Act 2019* (LG Act)

It is important to note that while the code of conduct applies to all council members, including audit committee members, council committee members and local authority members (see section 119(1) of the LG Act 2019), only complaints against elected council members are permissible under this framework.

## 2. Complaint made to Council CEO

If a person (the complainant) believes that a council member has contravened the code of conduct, the first step is for that person to contact the Council CEO and lodge a complaint using the approved form<sup>1</sup> [section 120(1) LG Act 2019].

The complaint must include:

- the name of the council member alleged to have committed the contravention (the respondent).
- a statutory declaration of the particulars of the alleged contravention.

The complaint must be made within 3 months after the date of the alleged contravention.

The Council CEO must, within 5 days of receiving the complaint, give the respondent written notice of the complaint and a copy of the complaint [regulation 73(2) LG (General) Regulations 2021].

The CEO must also notify the respondent that they may, as an option, refer the complaint directly to the CoCP rather than proceed through the Council's code of conduct process.

The respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within 14 days of receiving notice of the complaint.

## 3. Referral process

A complaint can be referred to the CoCP via two pathways:

- Pathway A: Before the Council has considered the complaint (referred by the respondent or a complainant who is a council member of the relevant council).

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<sup>1</sup> The approved form for a complaint that a council member has contravened the council's code of conduct must be published on the council's website [regulation 72 LG (General) Regulations 2021]

- Pathway B: After the Council has made a decision on the complaint or the 90 days for making a decision have expired.

The pathways are illustrated in Figure 1.

### 3.1 Pathway A – Referral before the council has considered the complaint

As soon as practicable after receiving a complaint, the Council CEO sends the complaint through the Council's code of conduct process [section 122(1) LG Act 2019] unless, before the Council has taken up the complaint:

- A. the complainant is a council member and asks at the time of making the complaint that the complaint be referred to the CoCP; or
- B. the respondent asks that the complaint be referred to the CoCP.

In either A or B above, the Council CEO must accept the referral request.

#### 3.1.1 Complainant initiated referral

If the complainant refers the complaint to the CoCP, the CEO must within 5 days of receiving the complaint, give the respondent:

- (a) written notice of the complaint; and
- (b) a copy of the complaint; and
- (c) written notice specifying:
  - (i) that the complainant has referred the complaint to the CoCP under section 124(3)(a) of the LG Act 2019; and
  - (ii) that the respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within 14 days of the respondent receiving the notice.

#### 3.1.2 Respondent initiated referral

If the respondent requests the referral, the Council CEO must as soon as practicable give the complainant written notice of the referral and provide any written response by the respondent [regulation 75(2) LG General Regulations 2021].

#### 3.1.3 Council CEO contacts LGANT

When either the complainant (who is a council member) or respondent asks that the complaint be referred to the CoCP, the Council CEO must as soon as practicable, contact LGANT as the Panel Secretariat and refer the complaint.

The CEO must also provide the relevant complaint documentation, including:

- (a) written notice that the complainant / respondent has referred the complaint to the CoCP.
- (b) a copy of the complaint.
- (c) the respondent's written response in a statutory declaration.

### 3.2 Pathway B – Referral after the council has made a decision on the complaint or the 90 days for making a decision have expired

The complainant (if they are a council or a council member) or respondent can have the matter sent to the CoCP under the following two scenarios:

Scenario A: the Council fails to issue a decision notice within 90 days of the CEO receiving the complaint [section 131(1) LG Act 2019]; or

Scenario B: Within 28 days of receiving the council's (or council panel's) decision notice, the complainant or respondent applies to the CoCP for consideration of the complaint [section 126(3) LG Act 2019].

In either scenario A or B, the complainant or respondent will contact LGANT via email to refer the complaint to the CoCP.

#### 3.2.1 Council CEO's role

LGANT Secretariat will contact the relevant Council CEO informing them that a complaint had been referred. The Council CEO will provide all associated information such as a copy of the complaint, the response from the respondent, witness statements, recommendations by a third party (if any) and the Council's decision notice.

The Council CEO is not to provide Council Minutes or any other documents which shows or indicates the deliberations on the complaint by the Council or Council panel. This is because section 128(4) of the LG Act 2019 provides that the Panel must decide the complaint as if the Council or the Council panel had not made a decision in relation to the complaint.

### 3.3 Withdrawal of a complaint

A complainant may withdraw their complaint at any time before the panel has given a decision notice to the complainant and the respondent in relation to the complaint [regulation 77 LG General Regulations 2021]. The request for withdrawal must be made in writing to the Panel Secretariat.

Once the complaint withdrawal is received, the Panel Secretariat will inform the panel, the respondent, and the council CEO where the complaint came from.

When a complaint has been withdrawn, the panel will stop deliberations and no decision will be made. The Panel Secretariat will advise the relevant Council CEO of the withdrawal of the complaint and that no decision will be made.

## 4. The Panel

### 4.1 Composition

On receipt of a referred complaint, LGANT must, in a timely manner, establish a panel to hear the complaint.

The panel must consist of two people nominated by LGANT and one person nominated by the Department of Chief Minister and Cabinet (i.e., the Agency) [section 127(2) LG Act 2019].

The two people nominated by LGANT to a panel will be elected council members drawn from the CoCP pool.



### 4.3 Creation of the panel pool

LGANT will create a panel pool by asking each NT local government council to nominate at least one suitable elected council member to serve on the CoCP pool<sup>2</sup> for a two-year term<sup>3</sup>.

This approach has several benefits:

- it distributes the workload and responsibility of being part of a panel;
- with more members to choose from, it's easier to avoid conflicts of interest for any specific complaint; and
- it provides greater flexibility to consider the various factors related to a complaint (e.g., cultural sensitivities, gender, geography).

LGANT will occasionally call for additional council nominations to maintain an adequate number of pool members and refresh the pool membership.

### 4.4 Pool member eligibility

Any council member nominated to the panel pool must have at least 2 years of experience as a Local Government elected council member in the Northern Territory.

### 4.5 Desirable attributes

When selecting elected council members to nominate for the CoCP pool, councils are encouraged to look for individuals with the following key qualities:

- ability to judge an issue on its merits;
- ability to analyse situations; and
- strong communication skills.

### 4.6 Service contribution

Council members who are members of a panel are eligible for reasonable reimbursement of their direct costs and effort on the panel.

A daily sitting allowance is payable to members of a panel. This allowance is determined by the guidelines in accordance with the extra meeting allowances as stipulated in Part 7.1 of the LG Act 2019, which sets out the allowances and expenses for elected members. The maximum allowance amount is established by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

Additionally, panel members may be reimbursed for travel and subsistence expenses incurred while serving on a panel, in accordance with Section 109 of the *LG Act 2019*.

See Schedule 1 for further details.

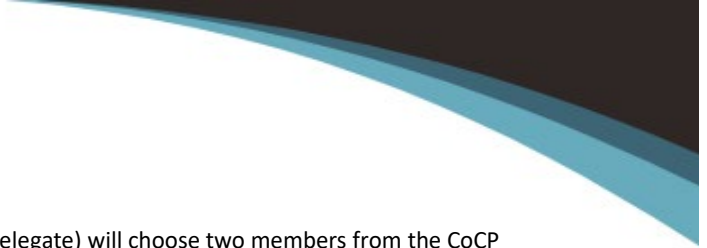
## 5. Selection of Panel Members

When a complaint is referred to LGANT, the Panel Secretariat will promptly establish a panel using the process detailed below.

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<sup>2</sup> At the discretion of the Panel Secretariat Chair, an individual pool member may serve on zero, one or multiple sitting panels.

<sup>3</sup> A Council may nominate the same elected council member multiple times (i.e., to multiple 2-year terms).



## 5.1 Council member nominees

The Panel Secretariat Chair (i.e. LGANT CEO or delegate) will choose two members from the CoCP pool to serve on the sitting panel and decide the complaint. The selection will take into account the specifics of the complaint, the potential for conflicts of interest, and the qualifications and experience of the pool members.

### 5.1.1 Conflicts of interest

After identifying two potential panel members, the Panel Secretariat will check for availability and conflict of interest. This involves sending an email to the selected members with the names of the complaint and respondent without disclosing details of the complaint and asking if they perceive any conflicts of interest. An example email is provided in Attachment A.

Should a potential panel member disclose a conflict of interest, they will be excluded from serving on that particular panel, but will remain in the CoCP pool. The Panel Secretariat will then select another member and repeat the conflict of interest check until two suitable members are found.

### 5.1.2 Ineligible pool members

CoCP pool members who are from the same council as the complainant or respondent are ineligible to serve on the panel to prevent conflicts of interest.

## 5.2 Department nominee

A panel must include a nominee from the Department of the Chief Minister and Cabinet (the Agency) as required by section 127(2) of the LG Act 2019.

The Panel Secretariat will request a nomination from the Department via email, seeking an individual with no conflicts of interest, preferably with a legal background.

## 5.3 Related issues

### 5.3.1 Sitting panel chair

The panel members will determine which panel member is to be chairperson.

### 5.3.3 Subsequent conflict of interest

If a panel member realises they have a conflict of interest during deliberations, they must immediately declare it. A replacement panel member will be found following the process described above.

### 5.3.4 Sitting member availability

If a panel member becomes unavailable after agreeing to serve (due to illness, for example), they must inform the Chair and the Panel Secretariat. A new panel member will be appointed following the same selection process.





## 6. Decision Choices

### 6.1 The options

When a panel considers a referred complaint, it can make one of the following decisions [section 127(3) LG Act 2019]:

- a) summarily reject the complaint; or
- b) that no action is to be taken; or
- c) that the respondent did not contravene the code of conduct; or
- d) that the respondent contravened the code of conduct.

A decision notice detailing the outcome must be sent to both the complainant and the respondent promptly after the decision is made.

### 6.2 Summarily reject the complaint

Under section 128(1) of the LG Act 2019, a panel may choose to dismiss a complaint without further consideration if it believes that:

- (a) the complaint would more appropriately form the subject matter of a criminal charge; or
- (b) the complaint is frivolous, vexatious or lacking in substance.

### 6.3 No action to be taken

The panel may decide that no action is required on a complaint.

If this is the case, the panel is not required to decide whether a breach of the code of conduct occurred [section 127(4) LG Act 2019].

### 6.4 Panel considers the complaint


If the panel decides to consider the complaint, under section 127(3) LG Act 2019, it can decide either:

- (a) that the respondent did not contravene the code of conduct; or
- (b) that the respondent contravened the code of conduct.

#### 6.4.1 Options if a contravention determined

If the panel determines that a contravention occurred, under section 127 (5) LG Act 2019, it must decide:

- (a) to take no action; or
- (b) any or a combination of the following:
  - (i) to issue a reprimand to the respondent;
  - (ii) to recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date;
  - (iii) any other recommendation the panel considers appropriate.



The intention for 'any other recommendation' is to allow the panel to address issues not captured under (i) or (ii). An example is the recommendation that a council change policies or procedures to prevent future issues.

## 6.5 NTCAT and ICAC

A panel does not have the power to issue fines or judge someone unfit for office; these powers belong to the Northern Territory Civil and Administrative Tribunal (NTCAT).

If the complaint involves potential 'improper conduct' as defined under the *Independent Commissioner Against Corruption Act 2017* (ICAC Act), the panel should continue to deliberate the complaint but also notify the Independent Commissioner Against Corruption NT (ICAC) about the complaint <https://icac.nt.gov.au>.

## 7.0 Meeting Procedures

### 7.1 Notice of panel deliberations

Once the panel has been established, the Panel Secretariat will email both the complainant and respondent to inform them about the panel's establishment. This notice will include:

- the date of the panel's first meeting;
- the names and roles of the panel members.

### 7.2 Quorum

All three members of the panel must be present for the meeting to proceed.

### 7.3 Meeting technology and place

Panel meetings can be conducted in person or via video technology, such as TEAMS or Zoom.

Under section 128(6) of the LG Act 2019, panel meetings are generally open to the public unless the panel decides that it's in the public interest to meet privately. If a private meeting is necessary, the panel must document the reasons why.

### 7.4 Opportunity to make representations

If the panel decides to consider the complaint, it must give the complainant and the respondent an opportunity to present their case to the panel [section 128(3) LG Act 2019].

#### 7.4.1 Types of representations

Representations can be either written or spoken, depending on what's most appropriate. They can include new information as well as points already discussed in the complaint.

The panel must consider any responses from the respondent before reaching a decision.

### 7.5 Considering council decisions

If the complaint is referred to the CoCP following a council decision, the panel must consider the complaint as if the council had not made any previous decision [section 128(4) LG Act 2019].



## 7.6 Obtaining information

The panel has the authority to gather information in any way it sees fit [section 128(5) of the LG Act 2019]. It is not restricted by formal rules of evidence but must adhere to the principles of natural justice.

## 7.7 Natural justice

Natural justice ensures that individuals are informed about any information that could impact them negatively in a decision-making process and are given a fair chance to respond. The panel is required to take into account the individual's response prior to reaching a decision.

## 7.8 Legal protection for panel members

Panel members are expected to make decisions that are just, reasonable and serve the public interest. There are legal protections, such as under the *Defamation Act 2006*, for panel members when providing a fair report on matters of public concern.

## 7.9 Confidentiality

During the complaint process, information about a breach of the code of conduct is considered confidential and must be kept private by the council CEO [regulation 51 LG General Regulations 2021].

However, once a decision has been made, the following information is no longer confidential:

- (a) the decision notice regarding the complaint;
- (b) a summary or report of the proceedings and findings, which is provided to the council CEO.

## 8.0 Decision making

In the first instance, panel members should aim to reach decisions by consensus. Voting should only be used if efforts to achieve consensus are unsuccessful.

### 8.1 Consensus decision making

Consensus is about finding a solution that all panel members can accept, even if they do not agree to the same extent. It involves a process where:

- all member viewpoints are considered;
- members express their opinions fully and honestly;
- members listen to each other with attention and respect;
- every opinion is clearly understood by others;
- members should not feel compelled to agree with a decision if they have reservations;
- there should be no pressure on members to conform for the sake of expediency or to avoid disagreement;
- members should explain their reasons for agreeing or disagreeing with a proposal;
- those who have significant concerns or disagree should suggest how the proposal could be adjusted to address their issues; and
- the final decision should be one that all members can support, resulting in a unanimous agreement, even if the degree of agreement varies among them.



## 8.2 Voting

While consensus is the preferred method, if the panel cannot reach a consensus, decisions will be made by a majority vote. Each member, including the chair, has one vote.

## 9. Decision Notices

### 9.1 Requirement

A decision notice is a written document setting out a panel's decision and the reasons for the decision and should be prepared as soon as practicable after the panel makes its decision.

The decision notice must be signed by all three panel members and then issued to both the complainant and the respondent by the Panel Secretariat.

The Panel Secretariat will provide the CEO of the relevant council with a summary of the Panel's decision, to be tabled at the next ordinary meeting of the council.

#### 9.1.1 90-day rule

The decision notice must be delivered to the parties involved in the complaint 90 days from when LGANT initially received the complaint [section 129 LG Act 2019].

Failure to meet this deadline allows either the complainant or respondent to escalate the complaint to the NTCAT [section 132(1) LG Act].

### 9.2 Decision notice contents


A decision notice provides the following information:

- a) the names of the complainant and respondent;
- b) the names of the panel members, including the chairperson;
- c) a description of the alleged contravention;
- d) identification of the clauses of the code of conduct that were alleged to have been contravened;
- e) how the complaint was referred to LGANT (e.g., complainant or respondent; before or after council decision);
- f) discussion of the key points of the investigation and deliberations;
- g) the decision made, including any action taken and/or recommendations and any associated timelines for the actions and/or recommendations;
- h) the date of the decision; and
- i) the conditions under which the complainant or respondent could refer the complaint to NTCAT (i.e., any appeal mechanism).

### 9.3 The summary decision

Regulation 81 of the Local Government (General) Regulations 2021 requires that the summary decision provided to the council CEO should include:

- a. the names of the complainant and respondent;
- b. the names of the panel members, including the chairperson;
- c. a description of the alleged contravention;
- d. identification of the clauses of the code of conduct that were alleged to have been contravened;

- 
- e. the decision made (including any action taken and/or recommendations and any associated timelines for the actions and/or recommendations); and
  - f. the date of the decision.

An example of a summary decision is provided as Attachment B.

## 10. Referral or application of complaint to NTCAT

### 10.1 Circumstances

A complaint can be taken to the NTCAT in two situations:

1. If the panel fails to issue a Decision Notice to the complainant and respondent within 90 days after LGANT receives the complaint, either party may refer the complaint to NTCAT [section 132(1) LG Act 2019].
2. If a person is subject to a recommendation of the panel and does not comply with the recommendation, the complainant or respondent may apply to NTCAT to address the non-compliance [section 130(1) LG Act 2019].

### 10.2 Monitoring of panel recommendations

The Panel Secretariat provides a summary decision of the panel's decision to the CEO of the relevant council, who then presents it at the next council meeting. This summary includes any recommended actions and deadlines. If the recommendations are not followed, the complainant or respondent can apply to the NTCAT for resolution. The council's CEO is responsible for monitoring the fulfilment of the recommendations.

## 11. Panel Secretariat

LGANT acts as the Secretariat for the CoCP and its panels.

### 11.1 Duties

The Panel Secretariat supports each code of conduct complaint by:

- i. organising the establishment of a panel, including selecting 2 council members from the panel pool;
- ii. obtaining the complaint and any supporting documents from the council's CEO if required;
- iii. sending out notices about the panel to the complainant and the respondent;
- iv. handling correspondence between the parties and the panel, including submissions to the panel;
- v. organising meetings for the panel to consider the complaint;
- vi. recording the minutes of the panel's discussions;
- vii. sending the Decision Notice to both the complainant and the respondent;
- viii. providing a Summary Decision Notice to the council's CEO; and
- ix. maintaining a CoCP outcomes register (see 11.2).

The Panel Secretariat prefers to receive all documents electronically.

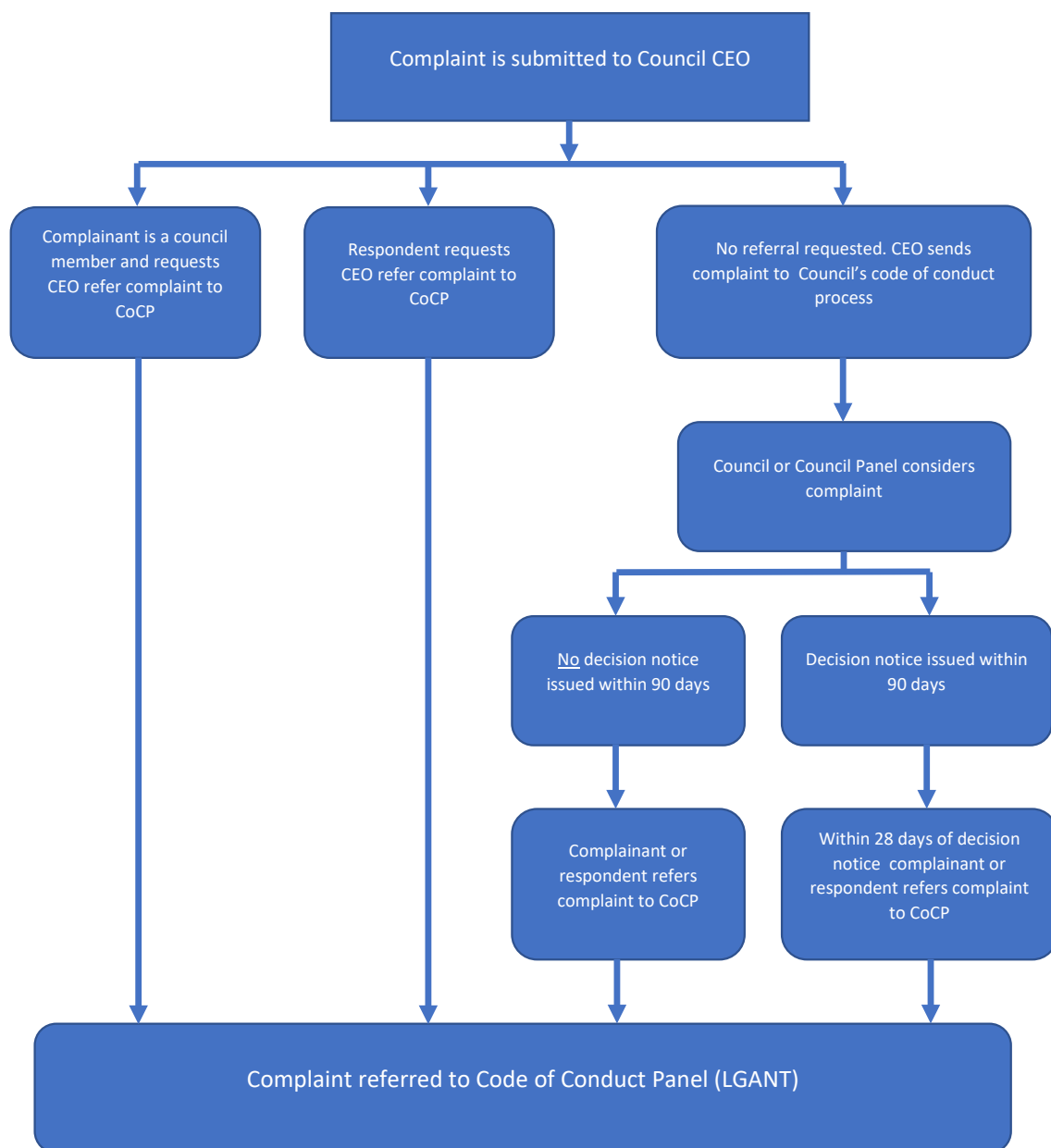
## 11.2 Register of panel decisions

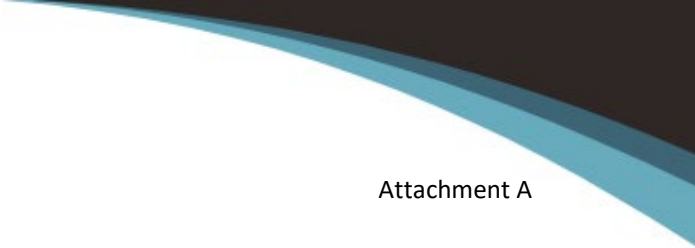
The Panel Secretariat will compile an annual report for the LGANT Board summarising complaints and their outcomes from the past year.

The register will not include full Decision Notices but will list summary decisions, which will be available on LGANT's website.

Records related to complaints will be kept for seven years after the Decision Notice dates before being destroyed.

Figure 1. Pathways for referral of a complaint to the Code of Conduct Panel





Attachment A

### Example of email to potential panel members

Dear Jane,

A complaint has been referred to the Local Government Code of Conduct Panel (CoCP). Flossy Smith has alleged that Councillor Joe Bloggs of XYZ Council has contravened the Council's Code of Code.

The CoCP Secretariat intends to form a sitting panel soon to deliberate on the complaint. As a member of the CoC pool, we would like you to be a member of that sitting panel. The panel has 90 days from today to make a decision on the matter.

Could you advise whether:

- (1) you are willing and available to be a member of the panel that deliberates on the complaint by Flossy Smith against Councillor Joe Bloggs; and
- (2) you do not have a conflict of interest to deliberate on the complaint.

It would be greatly appreciated if you could respond by COB this **[add date]**.

Yours kindly,

Secretariat

Attachment B

**Sample of a Summary Decision**

## SUMMARY DECISION CODE OF CONDUCT PANEL

**Details**

Date of decision: 22 September 2021  
 Complainant: Flossy Smith  
 Respondent: Councillor Joe Bloggs  
 Local Government Council: XYZ Council  
 Code of Conduct: Schedule 1 of the *Local Government Act 2019*  
 Sitting Panel Members: Susan Boyle – Chair  
 Mark Wahlberg – Member  
 Jane Jones – Member

Panel Determinations

	Summary of Complaint	Breaches established	Action taken
1	Standing in a threatening manner		Summarily rejected
2	Using disrespectful language	Clause 3	1. Administer a reprimand; 2. Recommend that training in anger management be completed by 22 December 2021.





## Schedule 1

### Panel Member Service Contribution

1. Panel members are entitled to a daily allowance for their service, as outlined in Part 7.1 of the *Local Government Act 2019*, which details allowances and expenses for elected members.
2. The Remuneration Tribunal, under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, has set the maximum daily allowance for panel members at \$360.00, which has also been approved by the LGANT Board.
3. Reimbursement of travel and subsistence costs for a panel member may also be made in accordance with Section 109 of the *Local Government Act 2019*.
4. Panel members can receive a service contribution for:
  - a) time spent in panel meetings; and
  - b) time spent on panel-related work when no meeting occurred.
5. Payment is based on the time spent on panel duties:
  - a) up to 1 hour: 1/3 of the daily rate;
  - b) more than 1 hour, up to 2 hours: ½ of the daily rate; and
  - c) more than 3 hours, up to 4 hours – full daily rate.
6. For clause 4, time spent by a panel member includes:
  - a) attendance at meetings;
  - b) panel-related work on meeting days;
  - c) travel time related to meetings; and
  - d) preparation for meetings.
7. For overnight stays away from home due to panel duties, members are entitled to an allowance equivalent to the public sector employee rate for accommodation and meals in the Territory, as determined by the Commissioner of Public Employment. If actual accommodation and meal costs exceed the standard allowance, and the panel chairperson agrees, members can be reimbursed for the actual costs incurred.
8. Panel members can be reimbursed for reasonable travel and other expenses related to panel duties, subject to chairperson approval and upon presenting receipts or proof of expenses.

## WEST ARNHem REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<b>Agenda Reference:</b>	<b>9.1</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 note 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

Att#	Type	Date	Sender / Receiver	Reference
1	Email	27/5/2025	Tina Lucke	National Injustice Forum
2	Letter	28/5/2025	Dep. Lands, Planning & Environment	Rebuilding the Economy: NT Economic Strategy 2025
3	Letter	28/5/2025	Preferred Training Networks	Dealing with unwelcome behaviours
4	Email	30/5/2025	Region Media	Supporting Local News
5	Letter	11/6/2025	HSC – Homeland School Company	Request for Advice on Land Availability for Homeland School Company Accommodation
6	Email	11/6/2025	Power & Water Invitation for Mayor	Stretch Reconciliation Action Plan Launch
7	Letter	13/6/2025	Australian Passivhaus Association	New Guidance on Claiming & Promoting the Passivhaus Standard & Invitation to the 2025 Passivhaus Incubator Program
8	Letter	13/6/2025	Dep. Foreign Affairs and Trade	Foreign Arrangements Scheme
9	Letter	13/6/2025	CEO – Katharine Murray	NT Names Committee
10	Letter	13/06/25	Jabiru Bombers AFL Club	Sponsorship Request
11	Letter	16/6/2025	CEO – Katharine Murray	Feedback on recommendations to

				amend the Local Government Act
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## 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. 2025.05.28 - Letter - Mayor James Woods [9.1.1 - 5 pages]
2. request for Mayor & CEO - Supporting Local News [9.1.2 - 5 pages]
3. National Justice Forum - research request [9.1.3 - 4 pages]
4. WARC Letter - Sublease request 30.5.25 [9.1.4 - 1 page]
5. Invitation Stretch Reconciliation Action Plan Launch Darwin [9.1.5 - 4 pages]
6. Letter to local councils [9.1.6 - 2 pages]
7. Call for nominations - NT Place Names Committee [9.1.7 - 4 pages]
8. 2025-06-05 - Jabiru Bombers Football Club [9.1.8 - 4 pages]
9. 2025.05.28 DLPE CEO Letter - West Arnhem Regional Council - Ms Katherine Murray [9.1.9 - 1 page]
10. Invitation to 2025 Passivhaus Incubator program & New Guidance on Claiming the Passivhaus Stand [9.1.10 - 2 pages]
11. Feedback on LGAN T's Position and Proposed Recommendations to Amend the Local Government Act [9.1.11 - 1 page]



RECEIVED

28 MAY 2025

*"Getting angry doesn't solve anything"*

- Grace Kelly

James Woods  
Mayor  
West Arnhem Regional Council  
PO Box 721  
JABIRU NT 0

## Mad, Bad, Sad, Tears, Abuse and Threats

Dealing with six unwelcome behaviours within Local Government

Dear James

When community tensions run high, your frontline teams are often the first to face the storm.

Whether it's a persistent caller, a frustrated resident who won't let go of a grievance, or someone simply needing to vent – managing difficult interactions is a growing challenge for staff and managers in local government.

That's why we've developed a practical, psychology-backed course designed *exclusively* for local government employees. Created in Australia by an organisational psychologist, this course arms your team with proven strategies and tools to handle a wide range of emotional behaviours calmly, confidently, and effectively.

Preferred Training Networks has been designing niche courses for over 15 years.

Our customers include Bass Coast, Bendigo, Boroondara, Brimbank, Casey, Esperance, Fairfield, Frankston, Gladstone, Glen Innes, Halls Creek, Moree, Mornington, Nillumbik, Penrith, Port Phillip, Randwick, Rockhampton, Rockingham, Somerset Regional, Murray, Subiaco, Sydney, Toowoomba, Town of Port Hedland, Whitehorse, Whittlesea, Wyndham, Wyong, Wodonga, Yarra Ranges.....

For your convenience I've included the course outline for your review. If you're interested in a tailored version to your team's needs, I'd be happy to provide an obligation free quote.

Regards

Niall Kennedy  
Creative Director - Programs & Strategies

**P.S.** Remember, if you would like an obligation free quote for a tailored course just let me know.

**P.P.S.** I've attached a couple of other courses that are currently trending very high in LG.

Preferred Training Networks Pty Ltd Ph: 1300 323 752 E: [mail@preftrain.com.au](mailto:mail@preftrain.com.au) W: [preftrain.com.au](http://preftrain.com.au)

Unit 2, 5 Redland Drive Mitcham Vic 3132 Ph 03 9810 1500 Suite 31, Gnd Fl, 50 St Georges Tce Perth WA 6000 Ph 08 6270 6343 Suite 28, 2 Endeavour House, Captain Cook Cres Manuka ACT 2603 Ph 02 6108 3663  
14/275 Alfred Street North Sydney NSW 2060 Ph 02 8916 6155 L1 Brisbane Club Tower, 241 Adelaide Street Brisbane Qld 4000 Ph 07 3041 1340 3/97 Pirie Street Adelaide SA 5000 Ph 08 8180 0655

# MAD, BAD, SAD, TEARS, ABUSE AND THREATS



## DEALING WITH SIX UNWELCOME BEHAVIOURS WITHIN LOCAL GOVERNMENT



“a great opportunity to refresh and refine your current conflict resolution skills”



Working within Local Government means you will be confronted with highly emotional people within the community. Mad, Bad, Sad, Tears, Abuse and Threats are some of the behaviours you'll encounter. This niche course was designed by an organisational psychologist to give you tools to deal with these unwelcome behaviours.



For example, participants will learn how to deflect anger rather than confront anger. Participants will learn how to deal with these behaviours in a manner that keeps any follow up aggravation at bay and keeps your people safe. Other participants that have completed this course have reported their surprise at how this methodology has helped them take control or regain control by using proven psychological tools.

It is very common to meet people who maintain a sense of injustice. Parking fines, permit fees or rates bills can topple people over the edge of reason. Drug and alcohol affected people are now a growing hazard too. Participants explore a number of psychological tools they can use when they feel intimidated or angry in these encounters. This course is a great opportunity to refresh and refine your current conflict resolution skills and learn some new psychological strategies too.

*“It is very common to meet people who maintain a sense of injustice. They hold onto grievances and feel entitled to abuse staff.”*



Preferred Training Networks Pty Ltd Ph: 1300 323 752 E: [mail@preftrain.com.au](mailto:mail@preftrain.com.au) W: [preftrain.com.au](http://preftrain.com.au)

# MAD, BAD, SAD: TEARS, ABUSE AND THREATS



Page 2

## KEY LEARNING OUTCOMES

At the conclusion of this course participants will be able to:

- Keep control of your thoughts even when it seems impossible
- Critique responses to “tears” and “threats”
- Review protocols on dealing with drug and alcohol affected people
- Discuss mental health issues that cause increased anger
- Diffuse intimidation tactics
- Profile the behaviour styles of people most likely to fly off the handle
- Categorise types of anger within Local Government
- Understand how community expectations are set & how to change them
- Use a proven tool to resolve internal and external conflict
- Identify the challenges faced by people with disabilities
- Communicate with detached empathy to encourage calm
- Set behavioural boundaries
- Match the psychological response tool with the category of anger
- Discuss existing reporting structures of safety concerns
- Agree Action Plans



## The Nuts and Bolts

This program can be conducted as in house training at your offices.

### Guidelines

- **Group Size:** An ideal group size is 6–10 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your offices. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This course can be adapted to your time frame
- **Cost:** Upon request.
- **Target Audience:** Frontline staff, supervisors and managers facing such behaviour frequently from the community

### Look at what you receive within 24 hours at no cost:

- a program outline
- training cost
- possible training dates (if requested)

### Contact us today

Preferred Training Networks

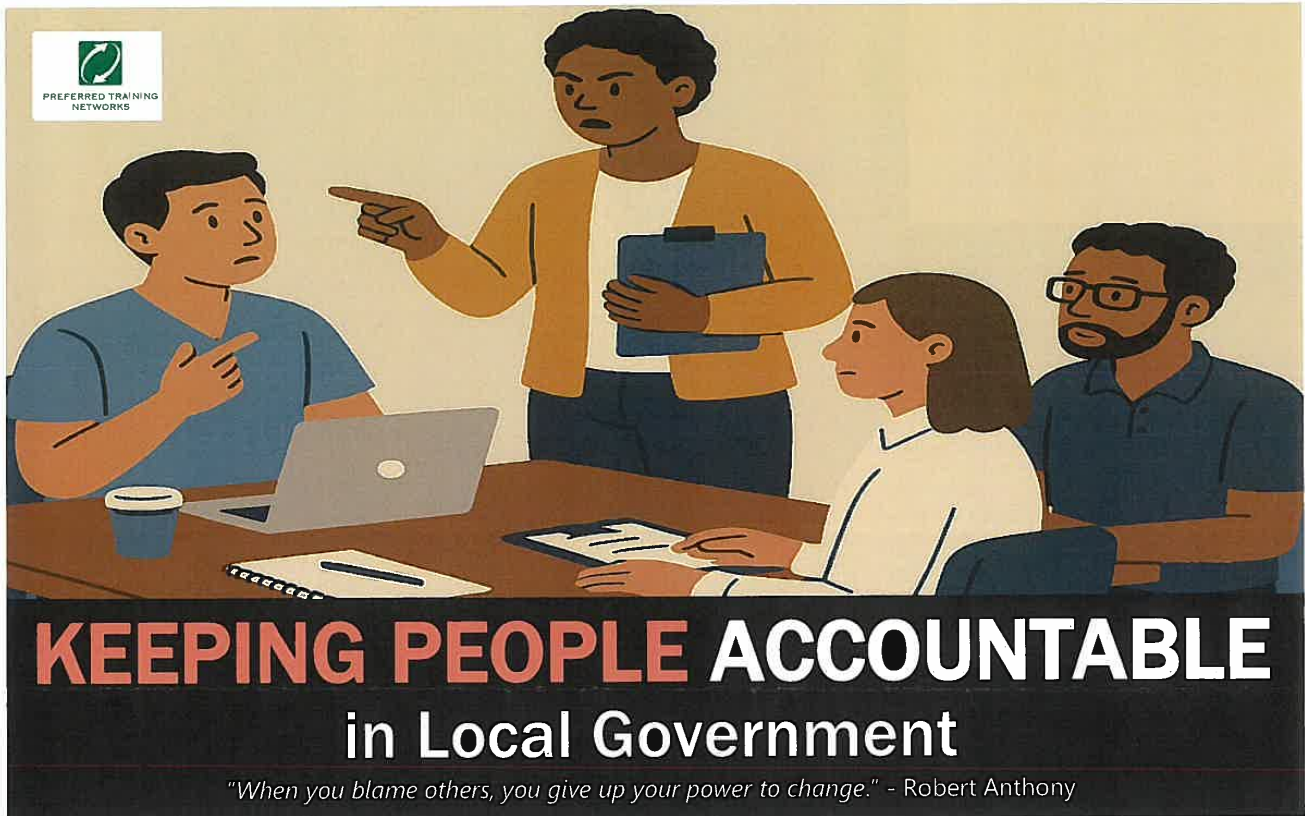
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W: [www.preftrain.com.au](http://www.preftrain.com.au)

**Preferred Training Networks has been providing niche courses to Local Government for over nine years.** Our customers include: Bass Coast, Bendigo, Boroondara, Esperance, Frankston, Gladstone, Maroondah, Moree, Penrith, Rockhampton, Somerset Regional, Subiaco, Town of Port Hedland, Whitehorse, Wyong, Wodonga





**B**ehind every successful community outcome is a chain of people working across teams, departments, contractors, and agencies. If one step fails, then the outcome is impacted. Apportioning blame ad nauseam doesn't fix the problem. The never-ending blame game adds more stress, which often leads to more errors. This practical course helps uncover weak links in the accountability chain. Participants attend in groups of three, rotating roles as manager, report, and observer. We've run workshops for over 290 councils across Australia. What makes this course stand out is its strong focus on local gov scenarios. As the day progresses, the scenarios become more complex. By the end, even the most skilled task-avoiders will be easy to spot and their excuses won't hold up. A must-do course for ironing out accountability issues in local government.

### Key Course Content:

- Replace a blame temptation with a fix mindset
- Clarify roles to "crystal clear" and remove role ambiguity
- Set clear expectations in local government
- Build motivation with the challenges ahead
- Passing the baton of accountability
- Circular feedback in local government
- Improve the effectiveness of your meetings
- Prioritise activities
- Replace activities that add little value
- Communicating with contractors 101
- Discuss the 5 dysfunctions of teams (Lencioni)
- Develop a team "can do" attitude
- Delegating vs. Micromanaging
- Dealing with difficult customers
- Develop coaching styles
- Consider mistakes as learning tools
- 3 Communication essentials for project success



### Target Audience:

Designed for local government teams.



### Duration:

Available as a 1-day course or a truncated ½ day



### Delivery

Can be delivered both in-person or virtually.



### Get a Quick Quote:

Let us know if you would like an obligation free quote for your organisation.



### Group Size and Methodology

Participants from council attend in groups of three, rotating roles as manager, report, and observer. Using local government scenarios, we explore the tactics people use to avoid accountability. Participants use proven tools to counter the excuses.

**GET IN TOUCH:** ☎ 1300 323 752 | ✉ Deborah: [ddear@preftrain.com](mailto:ddear@preftrain.com) | 💻 [preftrain.com](http://preftrain.com)

Preferred Training Networks Pty Ltd Ph: 1300 323 752 E: [mail@preftrain.com.au](mailto:mail@preftrain.com.au) W: [preftrain.com.au](http://preftrain.com.au)



## RESILIENCE IN LOCAL GOVERNMENT

"Do not judge me by my success, judge me by how many times I fell down and got back up again." N Mandela

Building resilience in the workplace is increasingly important in LG. This course provides practical strategies and tools to increase resilience among teams and individuals, fostering a culture of growth, innovation, and positivity. Participants will gain an understanding of the mindsets and habits of resilient people, identify stressors, and understand how to effectively manage difficult situations. Specific topics include effective communication, problem solving, dealing with change, and fostering positive relationships. With increased resilience comes creativity and workplace satisfaction.

### Key Course Content:

- Understand the fundamental principles of resilience
- "Bounce-back quicker" strategies
- Develop effective strategies to increase resilience in the local government context
- Understand and apply best practices in resilience planning and implementation
- Practise a breathing technique to find calm
- Choose a positive demeanour
- Remove resentment
- Get along better with different personalities
- Respond better to difficult people
- Declutter your thinking style
- Communicate with empathy to the community
- Understand the psychology of "anger"
- Identify when resilience levels are waning
- Monitor, assess and evaluate the performance of resilience initiatives on an ongoing basis



### Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



### Duration:

This course is available as a 1-day course or a truncated half day course.



### Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



### Group Size:

We recommend a group size of 4-10 people.

**GET IN TOUCH:** ☎ 1300 323 752 | Deborah: [ddear@preftrain.com](mailto:ddear@preftrain.com) | 🌐 [preftrain.com](http://preftrain.com)

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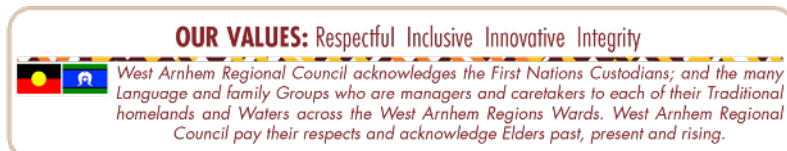
**From:** Info WestArnhem  
**Sent:** Fri, 30 May 2025 06:59:32 +0000  
**To:** Gina Carrascalao  
**Subject:** FW: ATT: Lord Mayor & CEO - Supporting Local News

Hi Gina,

Please see below

Regards,

**WEST ARNHEM** **Violette Stehlin**  
**Relief Administration Officer | West Arnhem Regional Council**  
T: 08 8979 9455 | PO Box 721 Jabiru NT 0886  
E: [violette.stehlin@westarnhem.nt.gov.au](mailto:violette.stehlin@westarnhem.nt.gov.au) | W: [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)



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**Sent:** Friday, 30 May 2025 3:47 PM  
**To:** Info WestArnhem <[info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)>  
**Subject:** ATT: Lord Mayor & CEO - Supporting Local News

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## **Supporting Local News in Your Community**

Dear Mayor James Wood and Mr Andrew Walsh,

As you are no doubt aware, many regional LGAs across Australia are facing the difficult reality of losing their local news outlets. The closure of these services has a direct impact on how communities stay connected, informed, and engaged—and how Councils communicate effectively with their residents.

At Region Media, we believe there's a better way.

We are an award-winning digital news platform headquartered in Canberra. While our technology and administrative teams are based in the ACT, our journalists live and work in the regional communities they report on—ensuring authentic, locally-driven coverage. We currently operate in the Illawarra, Riverina, South Coast, Tablelands (NSW), the Canberra region, and Far North Queensland, with a goal of building a national presence. We currently have a combined audience of over 1 million users per month.

Region Media has created a **technology-led local news and lifestyle model** that combines the power of digital platforms with real journalism to tell the stories that matter most. We believe that connected, informed communities are healthier, more vibrant places to live.

Because our model is scalable and cost-effective, it can be quickly adapted to new regions. Importantly, all our content is **free to access and will never be placed behind a paywall**.

In the second half of this year, we are launching a **limited trial of new digital media sites** in selected regional communities around Australia. We are inviting a small number of Councils to participate and would welcome the opportunity to explain how this works, and what involvement would look like.

If you or your team are attending the **ALGA National General Assembly in Canberra** next month, we would love to meet with you in person. It's the perfect chance to learn more about Region Media and see first-hand what we could offer your local community.

You can find examples of our current platforms via the links below. Please note each site is tailored to its own audience, so trial versions may differ slightly to best meet the needs of participating communities.

If your Council is interested in exploring this opportunity, please complete and return the form below.

[Link to Form](#)

We'd be delighted to start a conversation.

Kind regards,

John Runko  
Strategic Advisor  
Region Media

[jrunko@region.com.au](mailto:jrunko@region.com.au)  
0418 623 434

---

**Region**  
Canberra

**Region**  
Riverina

**Region**  
Illawarra

**Cape York**  
Weekly

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**Our mailing address is:**

Region Group Pty Ltd  
Burns Centre  
Suite 1.4, 28 National Circuit  
Forrest, ACT 2603  
Australia



**From:** Gina Carrascalao  
**Sent:** Thu, 5 Jun 2025 05:54:33 +0000  
**To:** Tina Luke  
**Cc:** James Woods  
**Subject:** RE: National Justice Forum - research request

Good afternoon Tina,

Hope this email finds you well.

The day that works best for Mayor James Woods is Friday, 13 June 2025.

What time is best for you?

Kind Regards,



**Gina Carrascalao**  
**Executive Assistant to the Mayor and CEO | West Arnhem Regional Council**  
T: 08 8982 9526 | M: 0424157873 | PO Box 721 Jabiru NT 0886  
E: [gina.carrascalao@westarnhem.nt.gov.au](mailto:gina.carrascalao@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:** Tina Luke <tina.luke@akolade.co>  
**Sent:** Thursday, 5 June 2025 9:05 AM  
**To:** Gina Carrascalao <gina.carrascalao@westarnhem.nt.gov.au>  
**Cc:** James Woods <james.woods@westarnhem.nt.gov.au>  
**Subject:** Re: National Justice Forum - research request

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Hi Gina

Apologies, I have been getting ready to run a Child Protection Forum.  
Would James have time next Monday or Friday to schedule a call?

Kind regards



**Tina Luke**

Senior Producer | Third Sector

Level 11, 155 Castlereagh Street, Sydney NSW 2000

**D:** +61 (02) 7200 2112

**M:** +64 274 325 114

**E:** [tina.luke@thirdsector.com.au](mailto:tina.luke@thirdsector.com.au)



*Third Sector acknowledges the Indigenous people as the  
Traditional Custodians of the lands where we live, learn and work.  
We pay our respects to Elders past, present and emerging.*

---

**From:** Gina Carrascalao <[gina.carrascalao@westarnhem.nt.gov.au](mailto:gina.carrascalao@westarnhem.nt.gov.au)>

**Sent:** 28 May 2025 12:23

**To:** Tina Luke <[tina.luke@akolade.co](mailto:tina.luke@akolade.co)>

**Cc:** James Woods <[james.woods@westarnhem.nt.gov.au](mailto:james.woods@westarnhem.nt.gov.au)>

**Subject:** RE: National Justice Forum - research request

Good morning Tina,

I am writing on behalf of Mayor James Woods.

Thank you for reaching out and for including James in your research for The National Justice Forum. He appreciates your thoughtful approach to shaping the agenda and is pleased to contribute to the conversation.

James would be happy to discuss the sector's current needs and priorities. Please let me know your availability over the next week, and we can arrange a time for a call or virtual meeting. Alternatively, Mayor is happy to provide some initial thoughts via email if that is more convenient.

Please let me know how you would like to proceed, and I look forward to contributing further.

Kind Regards,



**Gina Carrascalao**

**Executive Assistant to the Mayor and CEO | West Arnhem Regional Council**

T: 08 8982 9526 | M: 0424157873 | PO Box 721 Jabiru NT 0886

E: [gina.carrascalao@westarnhem.nt.gov.au](mailto:gina.carrascalao@westarnhem.nt.gov.au) | W: [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)

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**From:** Tina Luke <tina.luke@akolade.co>

**Sent:** Tuesday, May 27, 2025 3:46:06 PM

**To:** James Woods <James.Woods@bawinanga.org.au>

**Subject:** National Justice Forum - research request

Good afternoon

I hope you are well.

My name is Tina Luke and as a senior producer I am in research mode for The National Justice Forum.

The goal of this research is to understand the sector's needs and interests to develop an effective and purposeful agenda.

I would love to schedule a time to discuss this further. Alternatively, we can arrange a quick phone call. I can be reached at any time on +64 274 325 114.

Here are some of the key areas I'm looking to explore:

1. **Challenges:** What recurring challenges or areas in need of improvement are you witnessing within the sector
2. **Strategies:** What strategies or solutions do you believe need to be implemented or given greater focus to address these challenges?
3. **Key Topics:** What key topics would you like to see on the agenda, and what do you think would be beneficial for attendees to understand better?
4. **Organisations:** Which organisations are excelling in this space, and which would you like to hear from?

Much appreciated 😊



**Tina Luke**

Senior Producer | Third Sector


Level 11, 155 Castlereagh Street, Sydney NSW 2000

**D:** +61 (02) 7200 2112

**M:** +64 274 325 114

**E:** tina.luke@thirdsector.com



 *Third Sector acknowledges the Indigenous people as the Traditional Custodians of the lands where we live, learn and work. We pay our respects to Elders past, present and emerging.*





**30 May 2025**

**Mayor James Woods**  
West Arnhem Regional Council  
PO Box 721  
Jabiru NT 0886

Dear Mayor Woods,

**RE: Request for Advice on Land Availability for Homeland School Company Accommodation**

I hope this letter finds you well.

I am writing on behalf of the Homeland School Company (HSC) to request your guidance and support in identifying any available serviced land within the Maningrida township that may be suitable for sublease to HSC. This request forms part of our broader efforts to recruit and retain a principal to lead the future operations of our independent primary schools. Securing appropriate accommodation is a key factor in supporting this appointment.

Following our discussions regarding Lot 660 on 4 April, 2025 at the opening of the 'BHAC CDP Office', we understand that the site is currently unavailable due to WARC progressing capital works to deliver much-needed accommodation. On behalf of HSC, I am writing to confirm that WARC has committed capital funds to develop Lot 660? If so, it is encouraging to hear that this project already has committed capital funding in place, which we fully support and respect.

That said, HSC has access to funds that could be utilised to facilitate the delivery and installation of a transportable dwelling suitable for future teaching staff, should a suitable and serviced lot be available for sublease. It would be great for the HSC Chair, Dale Pascoe and I, to meet with the newly appointed WARC CEO, Katharine Murray and yourself to discuss if there are any opportunities for co-investment and development in Maningrida.

Thank you for considering this request. We value the positive working relationship between WARC and the Maningrida stakeholders, and we look forward to your response.

Best regards,

A handwritten signature in dark ink, appearing to read 'Nic Sharah', is written over a large, faint, light-brown circular watermark that contains the letters 'HSC'.

Nic Sharah  
Chief Executive Officer  
Homeland School Company

Homeland School Company | Maningrida Community | 0822 NT  
M: 0476 510 044 | E: [admin@homelandschoolcompany.org.au](mailto:admin@homelandschoolcompany.org.au)  
ABN: 90 668 321 088 | ACN: 668 321 088

**From:** James Woods  
**Sent:** Wed, 11 Jun 2025 07:58:45 +0000  
**To:** Gina Carrascalao  
**Subject:** Re: You're Invited! Stretch Reconciliation Action Plan Launch Darwin

Thanks Gina happy to attend.

Get [Outlook for iOS](#)

**From:** Gina Carrascalao <gina.carrascalao@westarnhem.nt.gov.au>  
**Sent:** Wednesday, June 11, 2025 3:51:54 PM  
**To:** James Woods <james.woods@westarnhem.nt.gov.au>  
**Subject:** You're Invited! Stretch Reconciliation Action Plan Launch Darwin

Good afternoon Mayor,

Please see below an invitation for you to attend an event on Friday 4 July, 5 – 7pm in Darwin.

Please let know how you would like me to RSVP.

Kind Regards,



**Gina Carrascalao**  
**Executive Assistant to the Mayor and CEO | West Arnhem Regional Council**  
T: 08 8982 9526 | M: 0424157873 | PO Box 721 Jabiru NT 0886  
E: [gina.carrascalao@westarnhem.nt.gov.au](mailto:gina.carrascalao@westarnhem.nt.gov.au) | W: [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)



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**From:** Event Organiser on behalf of Power and Water <[reservations@associatedadvertising.com.au](mailto:reservations@associatedadvertising.com.au)>  
**Sent:** Wednesday, 11 June 2025 3:27 PM  
**To:** Info WestArnhem <[info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)>  
**Subject:** You're Invited! Stretch Reconciliation Action Plan Launch Darwin

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Dear James Woods

Please see your invitation to join the us for Power and Water's Darwin Stretch Reconciliation Action Plan Launch Event 2025.

Please click on the RSVP link to let us know if you can make it or not, by 25 June.





Australian Government  
Department of Foreign Affairs and Trade

13 June 2025

Dear Lord Mayors and Mayors

Copy to: Chief Executive Officers

### Foreign Arrangements Scheme

I write to you from the Department of Foreign Affairs and Trade (DFAT) regarding the Foreign Arrangements Scheme (the Scheme).

As you may already be aware, the Scheme commenced on 10 December 2020 following the passage of *Australia's Foreign Relations (State and Territory Arrangements) Act 2020* (the Act). It regulates state and territory government, local government, and Australian public universities.

The Scheme requires local governments to notify the Foreign Minister (via DFAT) of written arrangements that they enter into with foreign entities. Arrangements are written agreements, contracts, understandings or undertakings between state and territory entities and foreign entities. They can include Sister City Agreements and Memoranda of Understanding. Failure to notify an arrangement is a breach of the Scheme and may lead to the arrangement being voided or cancelled by the Foreign Minister through their powers under the Act.

DFAT has undertaken a comparison of open-source reporting of arrangements entered into by Australian local governments, against local government arrangements that have been notified under the Scheme. This revealed what appears to be considerable under-notification of such arrangements, suggesting a lack of awareness within the local government sector of obligations under the Scheme. We are keen to work with local governments to ensure all written arrangements (existing and new) are notified to us and work collaboratively with you to manage foreign policy risks.

To assist, I attach copies of our Fact Sheet for Local Government, and our updated guidance note on ***Considerations for negotiating and entering foreign arrangements*** that reflect the most current and applicable advice from DFAT for Australian entities. We hope this guidance supports you in your understanding of the Scheme, and your interactions with foreign entities and decision-making on arrangements. We will be updating other guidance documents and fact sheets (available on our website<sup>1</sup>) throughout the year and welcome feedback on these products.

DFAT representatives will soon be visiting all states and territories for our outreach program and hope to meet many of you in-person. We will also be in attendance as an exhibitor at the Australian Local Government Association National General Assembly in Canberra from 24-27 June and look forward to engaging with you there.

For those who we are unable to meet with in-person, DFAT will also deliver an **online webinar series** in the second half of 2025, with several different 60-minute sessions including an

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<sup>1</sup> [www.foreignarrangements.gov.au](http://www.foreignarrangements.gov.au)

introduction to the Scheme, foreign policy updates on specific geographic regions and themes, and practical user advice for the Online Portal. We encourage your staff to register their interest by completing the webform [here](#).<sup>2</sup> Further information on session dates and timing will be provided to the registrants.

We have also developed a **free e-Learning course** to aid local government understanding of the Scheme. The course provides an overview and purpose of the Scheme, information about notification requirements for different entity types and using the Online Portal. Further information about the Course can be found on our website.<sup>3</sup>

We thank you for your continued support and remain ready to assist your international engagement needs. Please do not hesitate to contact us regarding prospective or current arrangements, please contact us by emailing [foreignarrangements@dfat.gov.au](mailto:foreignarrangements@dfat.gov.au).

I would also be happy to speak directly if there are any issues you wished to raise with us in advance of our state and territory outreach.

We look forward to engaging with you.

Yours sincerely



Julie Heckscher  
First Assistant Secretary  
Regulatory and Legal Policy Division  
Department of Foreign Affairs and Trade

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<sup>2</sup> <https://forms.office.com/r/Fqx2PFcukS>

<sup>3</sup> [www.foreignarrangements.gov.au/e-learning](http://www.foreignarrangements.gov.au/e-learning)

**From:** Gina Carrascalao  
**Sent:** Fri, 13 Jun 2025 06:52:15 +0000  
**To:** LGANT CEO  
**Cc:** Debbie Branson; Gina Carrascalao  
**Subject:** Call for nominations - NT Place Names Committee  
**Attachments:** 2025.06.13 Call for nominations - NT Place Names Committee.pdf, Resolution on Call for NT Place Names.pdf

Good afternoon Ellen,

Hope this email finds you well.

Apologies for sending this late, please find attached document related to council resolution on Call for nominations - NT Place Names Committee.

Kind Regards,



**Gina Carrascalao**  
**Executive Assistant to the Mayor and CEO | West Arnhem Regional Council**  
T: 08 8982 9526 | M: 0424157873 | PO Box 721 Jabiru NT 0886  
E: [gina.carrascalao@westarnhem.nt.gov.au](mailto:gina.carrascalao@westarnhem.nt.gov.au) | W: [www.westarnhem.nt.gov.au](http://www.westarnhem.nt.gov.au)



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**From:** LGANT CEO <ceo@lgant.asn.au>  
**Sent:** Monday, 19 May 2025 9:20 AM  
**To:** \*\*Council CEOs <CEOs@lgant.asn.au>; \*\*Mayors and Presidents <mayorsandpresidents@lgant.asn.au>  
**Cc:** \*\*Council CEO EAs <councilceoEAs@lgant.asn.au>; \*\*Mayors and Presidents EAs <mayorsandpresidentseas@lgant.asn.au>; Mary Watson <Mary.Watson@lgant.asn.au>  
**Subject:** RE: Call for nominations - NT Place Names Committee

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Dear members,

On behalf of our CEO, Mary Watson, the call for nominations from member councils to represent LGANT on the NT Place Names Committee **close Friday next week.**

If your council would like to nominate someone to represent LGANT on this committee, please complete the attached nomination form and return it to [ceo@lgant.asn.au](mailto:ceo@lgant.asn.au) by **CoB 31 May 2025**. The LGANT Board will consider the nominations at its June meeting.

Kind regards,



**Ellen Worsfold | Executive Officer**

Local Government Association of the Northern Territory

t: (08) 8944 9688 | m: 0406 223 454

e: [ellen.worsfold@lgant.asn.au](mailto:ellen.worsfold@lgant.asn.au) | w : [www.lgant.asn.au](http://www.lgant.asn.au)

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**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>

**Sent:** Wednesday, 16 April 2025 9:00 AM

**To:** \*\*Council CEOs <[CEOs@lgant.asn.au](mailto:CEOs@lgant.asn.au)>; \*\*Mayors and Presidents

<[mayorsandpresidents@lgant.asn.au](mailto:mayorsandpresidents@lgant.asn.au)>

**Cc:** \*\*Council CEO EAs <[councilceoEAs@lgant.asn.au](mailto:councilceoEAs@lgant.asn.au)>; \*\*Mayors and Presidents EAs

<[mayorsandpresidentseas@lgant.asn.au](mailto:mayorsandpresidentseas@lgant.asn.au)>; Mary Watson <[Mary.Watson@lgant.asn.au](mailto:Mary.Watson@lgant.asn.au)>; Rachel



Pritchard <[rachel.pritchard@lgant.asn.au](mailto:rachel.pritchard@lgant.asn.au)>

**Subject:** Call for nominations - NT Place Names Committee

Dear Members,

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 NTPNC does not have any separate terms of reference, however the structure and functions are established under sections 5-11 of the *NT Place Names Act 1967* (<https://legislation.nt.gov.au/Legislation/PLACE-NAMES-ACT-1967>). Please see additional information in the attached 'NT Place Names Committee - General Committee Information' document.

#### Role and purpose

The Committee considers submissions for place naming under the *Place Names Act 1967*, and makes recommendations to the Minister to name, or alter a name, for a place. The Committee does not develop place naming proposals.

#### Nominees

LGANT is seeking three (3) nominations for the Minister's consideration. Nominees can be council staff or elected members.

Committee members hold office for a period, not exceeding 4 years, specified in the instrument of appointment.

#### Meetings

The NT Place Names Committee meets four (4) times a year and may meet ad-hoc as required. Meetings are typically 2-3 hours long and can be conducted virtually. Current upcoming meetings are listed below:

- Thursday 1 May 2025
- Monday 11 August 2025
- Monday 17 November 2025

Committee members may also attend an in-person regional meeting and meetings with local stakeholders, generally once every 12-18 months.

If your council would like to nominate someone to represent LGANT on this committee, please complete the attached nomination form and return it to [ceo@lgant.asn.au](mailto:ceo@lgant.asn.au) by CoB 30 May 2025. The LGANT Board will consider the nominations at its June meeting.

Kind regards,



**Ellen Worsfold | Executive Officer**

Local Government Association of the Northern Territory

t: (08) 8944 9688 | m: 0406 223 454

e: [ellen.worsfold@lgant.asn.au](mailto:ellen.worsfold@lgant.asn.au) | w: [www.lgant.asn.au](http://www.lgant.asn.au)

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# JABIRU BOMBERS FOOTBALL CLUB



5 June 2025

Att: Katharine Murray  
Chief Executive Officer  
West Arnhem Regional Council  
Via email only: [katharine.murray@westarnhem.nt.gov.au](mailto:katharine.murray@westarnhem.nt.gov.au)

Dear Ms Murray,

## **Re: Brockman Oval Developments**

Firstly, we thank WARC for their longstanding sponsorship support of our club. It is very appreciated. That being said, we write regarding the recent announcement about the grant for fencing and an electronic scoreboard at Brockman Oval.

You may be aware that we are the primary users of Brockman Oval, with us hosting seven home games in last season in the Northern Territory Football League and it being our training, storage and canteen space.

We identified, early in our last season, during pre-game inspections, that Brockman Oval was a safety concern. We have also identified over the years that our facilities are now sub-standard and are no longer fit for purpose.

We are proud to have been recently accredited as an AFL Women and Girls Chartered Club but, as part of our charter plan, have identified facilities as one of our biggest barriers in further developing our club to be a club of choice, along with a club that other clubs feel comfortable visiting.

Our facilities are not culturally appropriate, with having no separate changerooms for men and women and our changerooms largely cater to a mens usage with only one cubicle toilet in our home change rooms and an inability to provide safe, comfortable access due to this also being our only storage space (particularly when the canteen is in use), thus competing with all of our equipment. This becomes an issue not just for us, but for use during Kurrung Sports Carnival.

We also have continuing concerns, which we have previously raised, in relation to the oval itself. We draw your attention to the following observations:

1. The cricket pitch in the middle of the oval is a safety hazard and needs a layer of preferable topsoil as soon as possible. It is quite dangerous to play on at this time.
2. There is a long standing water leak at the edge of the concrete pad at the clubhouse. This is hazardous and keeps filling with water and causes a buildup of mud, sand, water and bugs.
3. There is a large hole at the golf course end of the ground. There were a number of ankle injuries treated during the games this season.
4. The ground itself has issues with it's integrity, is uneven, has holes and has not been relaid in many years. In particular, the irrigation system is an ongoing issue due to it's age and needs to be replaced.
5. The entire surface needs to be resurfaced with topsoil due to uneven surface that is currently a high risk and has, this season in particular, caused many soft tissue injuries. This is an issue that we raised this season and we want to emphasise that this is still ongoing.

We raise these concerns now as we were not aware that there were funding applications in place for fencing and an electronic scoreboard at Brockman. Whilst we are happy that these applications have been successful, we would have liked to have been consulted, as primary stakeholders, on what we believe should be priorities for the oval's development.

We raise concerns about a fence which may detract from community participation in games, but we acknowledge we have no knowledge of what the fence entails? We know from our experience that electronic scoreboards are fraught with many requiring ongoing maintenance which may be difficult in our location. We raise that even the electronic scoreboards in Darwin have issues during the wet season.

## JABIRU BOMBERS FOOTBALL CLUB



Additionally, electronic scoreboards may require a knowledge of computers and there are questions about the volunteers to run a scoreboard, along with the equipment required to run it.

We would like to meet with yourself and the appropriate staff as a matter of urgency to discuss these developments and the concerns we have raised, particularly as with ongoing work to be done to the oval, this appears to be the best time to address some of the other issues.

Should you require any more information, please don't hesitate to contact me on the number below.

Kind regards

A handwritten signature in black ink, appearing to read 'M. Large', is shown within a small rectangular frame.

Matthew Large  
President  
Jabiru Bombers Football Club  
Contact: 0428 263 646



13 June 2025

Attention: Katharine Murray  
CEO  
West Arnhem Regional Council

Via email: [katherine.murray@westarnhem.nt.gov.au](mailto:katherine.murray@westarnhem.nt.gov.au); [governance@westarnhem.nt.gov.au](mailto:governance@westarnhem.nt.gov.au)

Dear Ms Murray,

Last year your valued sponsorship enabled us to run our most successful season since joining the Northern Territory Football League. We are so very grateful for your ongoing support. As you likely know, our Men's team ended a 16-year drought, winning their first premiership in the Northern Territory Football League competition. Our Women's team was once again hugely successful with them just falling short of the flag this year.

We are a football club for which sponsorship is vital, enabling us to participate in a season largely played in Darwin.

The upcoming season sees exciting times with our home ground looking forward to an upgrade, with lights being installed for the first time with the assistance of the Rio Tinto Jabiru Social Infrastructure Fund, along with fencing and an electronic score board.

In the 2024-2025 season your business was a Gold sponsor. We approach you once again to see if you will continue to assist us with sponsorship for the upcoming 2025-2026 season that commences in October 2025.

Your sponsorship would continue to support our club activities through assisting to fund:

- Travel to games;
- Game day travel for our remote based players;
- Game day entry for our players;
- Support for the development of coaching and training for our coaches and committee;
- Training and medical equipment;
- Subsidised player registrations, insurance and uniforms, particularly for younger, developing and players that may not be able to afford the costs to travel and register to play, and
- Player recognition rewards.

We continue to offer the same Sponsorship Packages for the 2025/2026 season:

<b>PLATINUM SPONSORSHIP</b>	\$8000.00
Sponsors receive:	<p>Platinum sponsorship is a new option on offer this season.</p> <p>Only <b>two</b> sponsors have the option of platinum sponsorship with the primary position on our club polos and club guernseys on offer. The first in can choose if they would like the front or back position on the Mens or the Womens Guernsey. Second will have the alternative guernsey.</p> <p>Any other requests by individual platinum sponsors will be entertained. All of the gold sponsor package entitlements apply.</p>



<b>GOLD SPONSORSHIP</b>	\$6000.00 or above
Sponsors receive:	<ul style="list-style-type: none"> <li>✓ Company logo on player guernsey (noting that we can only use 6 logos over two guernseys)</li> <li>✓ Large company logo on club shirts and singlets</li> <li>✓ Exclusive invitation to our annual sponsors day</li> <li>✓ Acknowledgement of business at all home games and during presentations</li> <li>✓ Tax invoice for sponsorship funds received</li> <li>✓ Acknowledgement on social media sites during the season</li> </ul>
<b>SILVER SPONSORSHIP</b>	\$3,000.00 or above
Sponsors receive:	<ul style="list-style-type: none"> <li>✓ Medium company logo on club polo shirts and singlets</li> <li>✓ Company name promoted on club social media sites</li> <li>✓ Exclusive invitation to club sponsors day</li> <li>✓ Acknowledgement of business at home games and presentations</li> <li>✓ Tax Invoice for sponsorship funds received</li> </ul>
<b>TAILORED SPONSORSHIP</b>	We recognise small businesses and are open to negotiate alternative arrangements that may suit your business on application or discussion.
	This can be in-kind sponsorship arrangements for example, vouchers and donations of equipment and or supplies. In particular this may entail vouchers for best on ground players each week. If this option appeals to your organisation, please contact us to discuss further.

We would be grateful for you to continue your sponsorship and consider an increased sponsorship package to assist us in continuing to grow our club. We look forward to hearing from you once you consider your businesses ability to commit for our new season by no later than **Friday 27 June 2024**.

Yours sincerely

Matthew Large

**President**

**Email:** [jabirubombersfc@gmail.com](mailto:jabirubombersfc@gmail.com)

**On behalf of the Jabiru Bombers Football Club Committee**

**Mobile:** 0428 263 646



Department of  
LANDS, PLANNING  
AND ENVIRONMENT

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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

**From:** Info WestArnhem  
**Sent:** Thu, 12 Jun 2025 23:55:17 +0000  
**To:** Gina Carrascalao  
**Cc:** Info WestArnhem  
**Subject:** FW: Invitation to 2025 Passivhaus Incubator program & New Guidance on Claiming the Passivhaus Standard  
**Attachments:** APA\_2025\_PH\_Incubator\_Invitation\_and\_Passivhaus\_Guidance.pdf

Good Morning Gina,

Please see the below for the CEO.

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:** CEO of Australian Passivhaus Association <[ceo@passivhausassociation.au](mailto:ceo@passivhausassociation.au)>  
**Sent:** Thursday, 12 June 2025 9:34 PM  
**To:** Info WestArnhem <[info@westarnhem.nt.gov.au](mailto:info@westarnhem.nt.gov.au)>  
**Subject:** Invitation to 2025 Passivhaus Incubator program & New Guidance on Claiming the Passivhaus Standard

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Dear Andrew,



On behalf of the Australian Passivhaus Association (APA), I'm pleased to invite your Council to join our [2025 Passivhaus Incubator Program](#), Starting on **25<sup>th</sup> July 2025**

This fully funded program from the APA is designed to equip individuals within client and policy groups with the knowledge and tools necessary to:

- **Fast-track the Council's journey to net zero:** Passivhaus buildings are renowned for their exceptional energy efficiency, significantly reducing operational costs and environmental impact, propelling your organization towards net-zero goals.
- **Promote healthier buildings:** Passivhaus principles create comfortable, well-ventilated spaces that contribute to improved indoor air quality and occupant well-being.
- **Reduce energy waste:** The program equips participants with the knowledge to optimize building design and construction for superior energy efficiency, leading to substantial energy cost savings.

**Who should attend?**

We believe individuals involved in policymaking, planning, project management, asset management, construction management, procurement team procuring construction services and sustainability within the Council would greatly benefit from this program. **Apply by 30th June:** [Passivhaus Incubator — Australian Passivhaus Association](#)

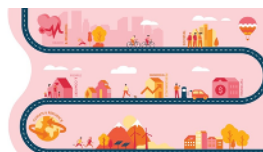
We're also pleased to share our new resource: [Claiming and Promoting the Passivhaus Standard](#). This short guide helps ensure accurate use of the term "Passivhaus" in your communications and project claims, avoiding reputational risks or potential penalties for misuse.

Both the Incubator invitation and guidance document are attached. Please reach out if you'd like to discuss further.

Kind regards,

Alexia Lidas

**Chief Executive Officer**



Australian Passivhaus Association (APA)

P: (08) 8166 2414 EXT 101 | E: [ceo@passivhausassociation.au](mailto:ceo@passivhausassociation.au)

W: [passivhausassociation.com.au](http://passivhausassociation.com.au) A: PO Box 628, Kent Town, SA 5071



Mary Watson  
Chief Executive Officer  
Local Government Association of the Northern Territory  
[mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au)

16 June 2025

Re: Feedback on LGANT's Position and Proposed Recommendations to Amend the Local Government Act

Dear Ms Watson,

Thank you for your correspondence seeking feedback on LGANT's position and the proposed recommendations to amend the Local Government Act.

I wish to advise that the matter was considered at the recent West Arnhem Regional Council meeting. Council acknowledged the draft submission and resolved that it has no additional comments to provide at this time.

Thank you for the opportunity to contribute to this important process. I look forward to receiving further updates as the matter progresses.

Yours Sincerely,

Katharine Murray  
Chief Executive Officer

✉ 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)

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Gunbalanya  
☎ 08 8970 3700

Maningrida  
☎ 08 8979 6600

Warruwi  
☎ 08 8970 3600

Minjilang  
☎ 08 8970 3500



## WEST ARNHem REGIONAL COUNCIL

### FOR THE MEETING 30 JUNE 2025

<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>

#### 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
23 – 28 June	Canberra	ALGA NGA25	National General Assembly - ALGA

#### 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 30 JUNE 2025

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Meetings and Events attended by the CEO</b>
<b>Author:</b>	<b>Gina Carrascalao, 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
29.05.2025	Darwin	Service Cooperation	Andrew Walsh – CEO of City of Palmerston
30.05.2025	Darwin	Update on needs for funding for roads & infrastructure	Claire Brown – General Manager of Transport & Civil Services of DLI
05.06.2025	Darwin	Compliance Review	Bilal Abbas - compliance officer, Local Government Unit
05.06.2025	Darwin	NT Electoral Commission	Rachael McKay - Project Officer - Remote NT Electoral Commission
06.06.2025	Darwin	Territory Regional Coordination – Big Rivers Region) Department of the Chief Minister and Cabinet	Darren Johnson - Regional Executive Director
13.06.2025	Darwin	Services enquiry	Mark Blackburn
17.06.2025	Teams	Introduction before RMAC	Carolyn Eagle - Chairperson of RMAC
18.06.2025	Teams	Services provided by Local Government Professionals	Gavin Carnegie – Exec. Manager of LGP
18.06.2025	Darwin	Funding arrangements	Leslie Manda – Executive Director of LGCD
24 – 27 June	Canberra	National Assembly	ALGA NGA25

## **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 30 June 2025

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>2025 Local Government Elections</b>
<b>Author:</b>	<b>Katharine Murray, Chief Executive Officer</b>

#### SUMMARY

This report provides Council with all key dates for the 2025 Local Government Elections and outlines legislative requirements under the Local Government Act 2019, the Local Government (Electoral) Regulations 2021, and Council's Caretaker Policy.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *2025 Local Government Elections*.

#### BACKGROUND

Under the *Local Government Act 2019* a period general election is due on the 4<sup>th</sup> Saturday in August in the 4<sup>th</sup> year after the most recent election. An information report was provided to Council in December 2024 and further details are as follows:

#### KEY DATES

Event	Date(s)
Nominations for election open	11 July 2025
Nominations close	31 July 2025
Caretaker period begins	1 August 2025
Declaration of Nominations	1 August 2025
Early voting starts	11 August 2025
Election Day	23 August 2025
Election results declared	8 September 2025
WARC Council Meeting (within 21 days after the conclusion of the general election)	23 & 24 September 2025

#### VOTING LOCATIONS / SCHEDULE:

Location	Date	Time
Minjilang	14 August 2025	9:00am – 2:00pm
Waruwi	15 August 2025	9:30am – 2:30pm
Gunbalanya	18 August 2025	8:30am – 4:30pm
Gunbalanya	19 August 2025	8:30am – 4:30pm
Gunbalanya	20 August 2025	8:30am – 3:00pm
Maningrida	18 August 2025	10:00am – 5:00pm
Maningrida	19 August 2025	8:30am – 4:30pm
Maningrida	20 August 2025	8:30am – 4:30pm
Maningrida	21 August 2025	8:30am – 4:30pm
Cooinda	21 August 2025	11:00am – 1:00pm

Kakadu National Park HQ	21 August 2025	2:45pm – 3:45pm
Mudginberri	22 August 2025	10:00am – 11:00am
Jabiru	22 August 2025	1:00pm – 4:00pm

## ELECTION DELIVERY

The Northern Territory Electoral Commission (NTEC) is currently organising the delivery of the 2025 Local Government Election. NTEC are now required to fly to communities to conduct the voting. The CEO and Director Council and Community Services are in negotiations to reduce estimated costs of \$180,000. Options are to accommodate NTEC staff within the community, provide transport for staff and to provide Council Chambers as the voting stations.

## CARETAKER CONVENTIONS

### Corporate Communications – Election Period Guidelines

- All communications during the election period must be neutral, transparent, and fully compliant with legal requirements.
- Councillors and candidates are not permitted to use council communication channels for personal campaigning or self-promotion.
- Content on the council website that disproportionately features particularly active councillors will be removed.
- Social media communications will be limited to essential service updates only.
- Council may promote the upcoming election and share information from the Northern Territory Electoral Commission about all candidates.
- Promotional activities will focus on encouraging community interest in standing for council, highlighting the importance of civic leadership, and reinforcing council's role as a community-driven organisation.

### Obligations on Council Staff

Council staff must remain impartial at all times, and no candidate should receive any special treatment from council staff.

Specifically, staff must not:

- Endorse, promote or support any candidate or campaign.
- Distribute or display political campaign materials.
- Use council time, resources or equipment for any election-related activity that could be seen as favouring a particular candidate or campaign.
- Provide any assistance beyond helping with nomination forms or supplying general, factual election information.

Staff may, however, support the election process by providing general information such as nomination dates, voting options, and referring enquiries to the Northern Territory Electoral Commission.

## DECLARATION OF CANDIDATES

If the number of nominated candidates is the same as the number of offices to be filled, the returning officer must declare those candidates elected. In this case, an election for those positions will not be necessary and expenses from the Northern Territory Electoral Commission will be reduced.

If there are more seats than nominated candidates the Returning Officer will declare those candidates as elected and hold a further election at a later date.

If a ballot is required, the returning officer is responsible for determining the order in which candidates' names appear on the ballot. Elections will proceed and the Northern Territory Electoral Commission will engage their staff to set up the relevant voting locations as per the schedule above.

### **COUNCIL ASSETS / EQUIPMENT**

All Council assets and equipment, including electronic equipment, must be returned to the council office as soon as possible if a Councillor has:

- decided not to nominate as a candidate; or
- has been unsuccessful in the local election and was not elected as Councillor.

### **ELECTION OF MAYOR**

The *Local Government Act 2019* provides that Council at its first meeting of Council after the general election, is to appoint one of the members to be principal member (Mayor). The first meeting date has been set for 23 September 2025. If there is more than one nomination for Mayor, then a secret ballot will be held as has been previously held by WARC.

### **STATUTORY ENVIRONMENT**

Council's Caretaker Policy

*Local Government Act 2019*

*Local Government (Electoral) Regulations 2021*

### **FINANCIAL IMPLICATIONS**

An allocation for 2024/2025 and 2025/2026 has been set aside for the 2025 Local Government Election, however, final election costs will not be known until after the election. Any cost savings will be included in the first quarter budget review.

### **STRATEGIC IMPLICATIONS**

This report aligns to the following pillars and goals as outlined in the *Regional Plan and Budget*:  
{custom-field-strategic-implications}

### **ATTACHMENTS**

1. 2025 LGE election awareness West Arnhem [9.4.1 - 6 pages]
2. 2025 Council Elections timetable 6 Dec [9.4.2 - 1 page]
3. Caretaker - Consolidated [9.4.3 - 1 page]
4. Staff Conduct and Nominations - Consolidated [9.4.4 - 2 pages]
5. Council Communications - Consolidated [9.4.5 - 1 page]
6. West Arnhem 1 as at 22 May [9.4.6 - 2 pages]
7. West Arnhem 2 as at 29 April [9.4.7 - 2 pages]



**2025** LOCAL  
GOVERNMENT  
ELECTIONS

*OUR TERRITORY*

**YOUR  
VOTE**

# Get ready 2025 LOCAL GOVERNMENT ELECTIONS

## Key dates

**Friday 11 July**

Nominations open

**Tuesday 22 July**

Electoral roll closes

**Thursday 31 July – midday**

Nominations close

**Friday 1 August**

Declaration of Nominations

**Monday 11 August**

Mobile voting commences

Early voting commences

**Saturday 23 August**

Election day

**Monday 8 September**

Declaration of the election result

Ordinary Council Meeting  
Monday 30 June 2025



## Who can vote

- Enrolled to vote
- Live in the council area
- 18 years or older
- Voting is compulsory
- Check your enrolment
- Enrol to vote



West Arnhem Regional Council

## Where to vote

- Remote voting services in your council area

## Make your vote count

- Number all the boxes on your ballot paper in the order of your choice



## Want to nominate

- You must live in the council area
- You must be enrolled to vote in the council area
- You can only nominate for one ward
- Nominations open - 11 July



**2025** LOCAL  
GOVERNMENT  
ELECTIONS

*OUR TERRITORY*

**YOUR  
VOTE**



## Election timetable

### 2025 Local Government Elections

#### 23 August 2025

Date	Time	
Friday 11 July		Nominations open
Tuesday 22 July	5:00 pm	Electoral roll closes
Thursday 31 July	12:00 noon	Nominations close
Friday 1 August	12:00 noon	Declaration of nominations, draw for position on ballot papers
Monday 4 August		Postal vote mail-out commences
Monday 11 August	8:00 am	Early voting commences
		Mobile voting commences
Tuesday 19 August	6:00 pm	Overseas postal voting despatches cease
Thursday 21 August	6:00 pm	All postal voting despatches cease
Friday 22 August	6:00 pm	Early voting ceases
<b>Saturday 23 August</b>		<b>Election day</b>
	8:00 am	Election day voting commences
	6:00 pm	Election day voting ceases
		Mobile voting ceases
		Primary counts of ordinary, postal and early votes commence
Monday 25 August	9:00 am	Declaration vote verification checks, commence recheck of all counts
Thursday 28 August	9:00 am	Primary counts of accepted declaration votes, further postal counts
Friday 5 September	12:00 noon	Deadline for receipt of postal votes
		Final counts of postal votes commence
	6:00 pm	Distribution of preferences
Monday 8 September	10:00 am	Declaration of the election result
Saturday 1 November		Campaign disclosure return due

Correct as at 6 December 2024

## Fact sheet

# Pre-election Governance Information for Councils

This factsheet is one of a series produced by the Department of Housing, Local Government and Community Development to assist Councils to comply with the requirements of the *Local Government Act 2019* relating to the 2025 local government elections.

Councils need to remain neutral, transparent and legally compliant during the election process.

## Caretaker Conventions

### What are caretaker conventions?

Caretaker Conventions apply to the operation of a council during an election.

The business of council continues during the caretaker period, including the day-to-day administration activities and council and local authority meetings; however, councils must avoid making major decisions, significant appointments or entering into major contracts or undertakings.

The caretaker period enables councils to continue to operate at an administrative level, without limiting the freedom of action of an incoming council and without making any policy or significant decisions or commitments, such as appointing a new CEO.

Council members are still entitled to be paid allowances during the caretaker period.

### Councils need to ensure a Caretaker Policy, aligned with the *Local Government Act 2019*, has been adopted.

A council must, by resolution, adopt a caretaker policy governing the conduct of the council and its staff during the caretaker period, which is from nomination day and the date election results are declared on 8 September 2025.

The policy should define what constitutes a major decision in the context of a particular council. This is likely to be different depending on the size and nature of the local government area.

### Circulate the Caretaker Policy to all staff and elected members.

Staff and elected members need to be aware of the existence of the policy, including how it affects their individual responsibilities. Council executives need to take reasonable steps to ensure the best prospects of compliance by their areas of responsibilities.

### Include a briefing note in the final council meeting prior to the caretaker period.

Use the meeting and agenda item to discuss the impact of the Caretaker Conventions on the use of council resources, corporate communications and the obligations on council staff.



## Fact sheet

# Pre-election Governance Information for Councils

This factsheet is one of a series produced by the Department of Housing, Local Government and Community Development to assist Councils to comply with the requirements of the *Local Government Act 2019* (the Act) relating to the 2025 local government elections.

Councils need to remain neutral, transparent and legally compliant during the election process.

## Staff Conduct and Nominations

### Inform staff of their obligation to remain impartial during the caretaker period.

The administration of council affairs continues during the caretaker period in line with caretaker restrictions.

Staff may have close working relationships with councillors, however they must remain professional at all times and carry out their duties in a fair and impartial way.

Council employees need to ensure they are not perceived to be supporting any particular candidate while in the workplace.

Council staff must not:

- endorse, promote, or support any candidate or campaign
- distribute or display political campaign materials
- use council time, resources, or equipment for any election-related activity that may be viewed as partisan
- provide any support beyond completing a nomination form or offering general, factual election information.

Staff must remain impartial, and councils must not give preferential treatment to any candidate.

## Pre-election Governance Information for Councils

### Staff role in the election process.

Council staff may support the election process by:

- providing general information about the election, such as nomination dates, voting options, and where to find further details
- assisting prospective candidates to complete the nomination form, where requested; this assistance must be limited to explaining the form and process only
- referring all individuals to the Northern Territory Electoral Commission (NTEC) as the official election authority
- sharing NTEC-approved election materials through council communication channels.

Importantly, assisting with the nomination form does not constitute endorsement of any candidate, and this position should be made clear when offering support.

### Clarify that staff intending to nominate must resign before lodging their nomination.

Council staff are entitled to nominate for election to council.

There is a process in the Act/Regulations that require council staff to resign from their position with council before lodging their nomination with the NT Electoral Commission. Refer section 181 of the Act.

Resignations need to take effect no more than 28 days before nominations close, which is 3 July 2025.

Council staff can apply for reinstatement within 7 days (15 September 2025) of the election result if not elected.

### Maintain a decision log during the caretaker period.

Decisions should be captured in a log or register as they are made. This running record should set out the below information:

- who was involved in making the decision
- when the decision was made (time, date and place)
- why the decision was made
- what assessment was made of the need to comply with caretaker restrictions
- who made the caretaker restrictions compliance assessment regarding the decision
- when the caretaker restrictions compliance assessment was made (time, date and place).

## Fact sheet

# Pre-election Governance Information for Councils

This factsheet is one of a series produced by the Department of Housing, Local Government and Community Development to assist councils to comply with the requirements of the *Local Government Act 2019* relating to the 2025 local government elections.

Councils need to remain neutral, transparent and legally compliant during the election process.

## Council Communications

### Review all council communications for neutrality.

This review should be done at the commencement of caretaker restrictions.

Councillors may not use council communications channels for their private electioneering purposes or self-promotion.

Newsletters present a risk as they can be dominated by content about the council leader and/or particularly active councillors. This content needs to be removed from the council website.

Council communications should only contain information that promotes the good things the council is doing for ratepayers.

### Other communications tasks.

Restrict social media to essential service announcements only.

Issue internal guidelines to ensure a neutral tone in any publications issued.

Apply the appropriate caretaker authorisation to all relevant communications.

Councils may communicate information regarding the upcoming election, such as providing candidate information.

### Promoting council as an employer of choice.

Councils are encouraged to use this election period to:

- promote the value of civic leadership
- encourage community interest in becoming a councillor
- highlight the importance of councils as community-led organisations and inclusive workplaces.

# Voting schedule - with LGA

**2025 LG Elections (23 Aug 2025)**
**Mobile Team West Arnhem 1**
**Remote Voting Team Leader:** Benita BRADLEY

**Remote Deputy Voting Team Leader:** Stephen MCGREEVY

**Remote Voting Team Member:** Kerryn RUANE

Travel mode	Depart from	Time	Arrive at	Time	Voting location	Official voting times		Num electors	Comments
						Start	End		

**Tue 12 Aug 2025**

Helicopter	Darwin	8:00am	Ji-Malawa (MANGRDA)	11:00am	Community	11:30am	12:30pm	11	
Helicopter	Ji-Malawa	12:45pm	Ji-Marda (MANGRDA)	1:00pm	Community	1:30pm	2:30pm	20	
Helicopter	Ji-Marda	2:45pm	Maningrida	3:15pm					Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.

**Wed 13 Aug 2025**

Helicopter	Maningrida	8:00am	Mumeka (MANGRDA)	8:30am	Community	9:00am	10:00am	19	
Helicopter	Mumeka	10:15am	Yikarrakkal (MANGRDA)	10:30am	Community	11:00am	12:00pm	20	
Helicopter	Yikarrakkal	12:15pm	Kabulwarnamyo (GNBLYNA)	12:30pm	Community	1:00pm	2:00pm	20	Gunbalanya ward ballot papers
Helicopter	Kabulwarnamyo	2:15pm	Kolorbidahdah (MANGRDA)	2:45pm	Community	3:15pm	4:15pm	14	
Helicopter	Kolorbidahdah	4:30pm	Maningrida	5:30pm					Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.

**Thu 14 Aug 2025**

Helicopter	Maningrida	8:00am	Buluhkaduru (MANGRDA)	8:30am	Community	9:00am	10:00am	20	
Helicopter	Buluhkaduru	10:15am	Bolkdjam (MANGRDA)	10:30am	Community	11:00am	12:00pm	17	
Helicopter	Bolkdjam	12:15pm	Gochan Jiny-Jirra (MANGRDA)	12:45pm	Community	1:15pm	2:15pm	18	
Helicopter	Gochan Jiny-Jirra	2:30pm	Ji-Bena (MANGRDA)	2:45pm	Community	3:15pm	4:15pm	10	
Helicopter	Ji-Bena	4:30pm	Maningrida	5:00pm					Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.

**Fri 15 Aug 2025**

4wd	Maningrida	8:15am	Mala'la Aged care (MANGRDA)	8:30am		9:00am	10:00am	0	
Helicopter	Mala'la Aged care	11:00am	Gamardi (MANGRDA)	11:30am	Community	12:00pm	1:00pm	21	
Helicopter	Gamardi	1:30pm	Darwin	3:30pm					

# Voting schedule - with LGA

**2025 LG Elections (23 Aug 2025)**  
**Mobile Team West Arnhem 1**

Travel mode	Depart from	Time	Arrive at	Time	Voting location	Official voting times		Num electors	Comments
						Start	End		
Mon 18 Aug 2025									
Plane - Chtr	Darwin	7:00am	Maningrida New Sub (MANGRDA)	9:00am		10:00am	5:00pm	0	
4wd	Maningrida New Sub	5:30pm		Maningrida	5:45pm				Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.
Tue 19 Aug 2025									
4wd	Maningrida	7:45am	Maningrida (MANGRDA)	8:00am	MPA Motel front common room	8:30am	4:30pm	1957	
4wd	Maningrida	4:45pm	Maningrida	5:00pm					Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.
Wed 20 Aug 2025									
4wd	Maningrida	7:45am	Maningrida (MANGRDA)	8:00am	MPA Motel front common room	8:30am	4:30pm		
4wd	Maningrida	5:00pm	Maningrida	5:15pm					Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.
Thu 21 Aug 2025									
4wd	Maningrida	7:45am	Maningrida (MANGRDA)	8:00am	MPA Motel front common room	8:30am	4:30pm		
4wd	Maningrida	5:30pm	Maningrida	5:45pm					Overnight stay at Dhukurrdji Lodge - see accommodation sheet for details.
Fri 22 Aug 2025									
Plane - Chtr	Maningrida	9:00am	Darwin	11:00am		x		0	
Plane - Chtr	Darwin	11:00am	Darwin	11:00am					

# Voting schedule - with LGA

2025 LG Elections (23 Aug 2025)

Mobile Team West Arnhem 2

Remote Voting Team Leader: Joanne SCHILLING

Remote Deputy Voting Team Leader: Garry GRIFFIN

Remote Voting Team Member: Lynnette LAKER

Travel mode	Depart from	Time	Arrive at	Time	Voting location	Official voting times		Num electors	Comments
						Start	End		

## Thu 14 Aug 2025

Plane - Chtr	Darwin	7:00am	Minjilang (MINJILANG)	8:15am	Sport and Rec Hall	9:00am	2:00pm	204	
Plane - Chtr	Minjilang	2:45pm	Darwin	4:00pm					

## Fri 15 Aug 2025

Plane - Chtr	Darwin	7:00am	Waruwi (9999)	8:30am	council office	9:30am	2:30pm	323	
Plane - Chtr	Waruwi	3:30pm	Darwin	5:00pm					

## Mon 18 Aug 2025

Plane - Chtr	Darwin	7:30am	Mamadawerre (GNBLYNA)	9:30am	Community	10:15am	11:15am	32	
Plane - Chtr	Mamadawerre	11:45am	Manmoyi (GNBLYNA)	12:15pm	Community	1:00pm	2:00pm	60	
Plane - Chtr	Manmoyi	2:30pm	Gunbalanya	3:30pm					Overnight stay at West Arnhem Regional Council - Gunbalanya - see accommodation sheet for details.

## Tue 19 Aug 2025

4wd	Gunbalanya	7:45am	Gunbalanya (GNBLYNA)	8:00am	Conference Room	8:30am	4:30pm	900	
4wd	Gunbalanya	4:45pm	Gunbalanya	5:00pm					Overnight stay at West Arnhem Regional Council - Gunbalanya - see accommodation sheet for details.

## Wed 20 Aug 2025

4wd	Gunbalanya	7:45am	Gunbalanya (GNBLYNA)	8:00am	Conference Room	8:30am	3:00pm	900	
Plane - Chtr	Gunbalanya	3:45pm	Darwin	4:45pm					

## Thu 21 Aug 2025

4wd	Darwin	7:00am	Cooinda (KAKADU)	10:00am	Undercover area outside Barra Bar & Bistro	11:00am	1:00pm	0	
4wd	Cooinda	1:30pm	Kakadu National Park HQ (KAKADU)	2:15pm	Office	2:45pm	3:45pm	56	
4wd	Kakadu National Park H	4:00pm	Jabiru	4:15pm					Overnight stay at Mercure Kakadu Crocodile Hotel - see accommodation sheet for details.

Tuesday, 29 April 2025 9:55 am

Page 1 of 2

# Voting schedule - with LGA

**2025 LG Elections (23 Aug 2025)**  
**Mobile Team West Arnhem 2**

Travel mode	Depart from	Time	Arrive at	Time	Voting location	Official voting times		Num electors	Comments
						Start	End		
Fri 22 Aug 2025									
4wd	Jabiru	9:00am	Mudginberri (KAKADU)	9:30am	Community	10:00am	11:00am	50	Overnight stay at Mercure Kakadu Crocodile Hotel - see accommodation sheet for details.
4wd	Mudginberri	11:30am	Jabiru (KAKADU)	12:00pm	Community Hall	1:00pm	4:00pm	363	
4wd	Jabiru	4:30pm	Jabiru	5:00pm					
Sat 23 Aug 2025									
4wd	Jabiru	7:15am	Jabiru (KAKADU)	7:30am	Community Hall	8:00am	12:00pm	363	
4wd	Jabiru	12:30pm	Darwin	3:30pm					

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 30 June 2025

<b>Agenda Reference:</b>	<b>9.5</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 16 June 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 JUNE 2025 [**9.5.1** - 4 pages]
2. Technical Services Projects LA - OCM JUNE 2025 [**9.5.2** - 3 pages]

## GUNBALANYA COUNCIL PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-06-2025	Think Water Darwin contracted - Final stage of works have been completed. Now operational and tank is filling automatically. However additional works needed to clear weeds to allow billabong pontoon and pump to sit in deep water. Staff training is scheduled on the new system.	Gunbalanya Oval Upgrade.	95%
In Progress	30-12-2025	Insurance claim accepted - Works awarded to M+J Builders. Following site visit, surveyors now advising this is a flood prone area and buildings need to be elevated higher. Scope of works approved, waiting on draft building plans to be provided for review by WARC.	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. Final updated design received, went to Tender in April 2025. Six compliant tenders received. Tender awarded to Molley Electrical Contracting (MEC). Start up consultation took place 5 June 2025.	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		<p>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 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.</p> <p><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 OSS. Once the project has been scoped and a business case developed, the final proposal should be brought back to the GACJT Board for approval. Have requested OSS attend council meeting.</p>	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, move existing park benches under cover, install charging ports and bubbler (pending funds availability).	Jabiru Town Square Revitalisation (Rio Tinto).	25%

## MANINGRIDA COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-07-25	Construction commenced mid August 2024 by Stedman's Construction. Target completion by end of July 2025. Current works include painting, wall tiling, fit out of plumbing and electrical, epoxy flooring. Canteen appliances are on order.	Maningrida Change Rooms.	80%
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 once change rooms are completed.	Maningrida Toilets upgrade near office.	5%
In Progress	30-07-25	Dhukurdji strongly in favor of immediate completion. Tender awarded to BV Contracting. Contractor yet to confirm commencement date due to accessibility by road.	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. Boundary cleared and fencing materials on site.	New Minjilang Cemetery.	30%

**WARRUWI COUNCIL PROJECTS**

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-06-2025	Cross Solutions attended 20th May 2025. Identified un-marked graves next to Lot 100 Cemetery & the foreshore. Obtained additional quote for LA consideration, whilst contractor was on site to identify other unmarked burial sites.	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. Tank now on site, waiting on installation by Stedman's Construction.	Waruwi Recreation Hall upgrade.	80%

## GUNBALANYA LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	30-06-25	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.	90%
In Progress	30-06-25	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.	90%
In Progress	30-11-25	Tender awarded to the University of Melbourne. Gunbalanya scheduled visits remaining in September 2025.	Vet Program - Animal Management.	50%

## MANINGRIDA LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	30-07-25	Outdoor Gym installation completed. Water bubbler waiting on Installation by BV Contracting.	Installation Outdoor Gym water bubbler.	85%
In Progress	30-07-25	Pebble Ice Machine approved at Local Authority meeting. Ice machine in community, waiting on installation by Stedman's Construction upon completion of the changerooms.	Installation of Pebble Ice Machine at Football Oval changerooms.	50%
In Progress	30-06-25	Solar Light approved at Local Authority meeting. Lights now on site waiting on installation by Stedman's Construction.	Solar Lights for Bottom Camp/New subdivision/Child Care Centre.	50%
In Progress	30-07-25	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. Minor delay due to parts availability, completion is scheduled for July 2025.	Funeral Hearse Vehicle.	50%
In Progress	30-07-25	Installation of two speed bumps - Top Camp Road approved by Local Authority meeting. Materials are on order and WARC staff to install.	Installation of two speed bumps - Top Camp Road.	50%
In Progress	30-11-25	Tender awarded to the University of Melbourne. Maningrida scheduled visits remaining are July, August and September 2025.	Vet Program - Animal Management.	40%

## MINJILANG LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	30-06-25	Water service approved at Local Authority meeting. Works awarded to Stedman's Construction. Completion due end of June 2025.	Water service connection to new cemetery - 50% contribution from LA funding.	5%
In Progress	30-11-25	Tender awarded to the University of Melbourne. Minjilang scheduled visits remaining in September 2025.	Vet Program - Animal Management.	50%

## WARRUWI LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	30-06-25	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	30-11-25	Tender awarded to the University of Melbourne. Waruwi scheduled visits remaining in September 2025.	Vet Program - Animal Management.	50%



## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 June 2025

<b>Agenda Reference:</b>	<b>9.6</b>
<b>Title:</b>	<b>Community Places for People Grant Program - Grant Funding Acquittal</b>
<b>Author:</b>	<b>Leanne Johansson, Business Development Manager</b>

#### SUMMARY

The purpose of this report is to table the final Grant Funding Acquittal to Council as a requirement of the Community Places for People Grant Program obligations.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Community Places for People Grant Program - Grant Funding Acquittal*.

#### BACKGROUND

In accordance with the conditions of the Community Places for People Grant Program the Grant Funding Acquittal is to be tabled to Council for information.

#### COMMENT

The attached Grant Funding Acquittal has been provided to the Northern Territory Government to support a request for a variation of the grant activities, so underspent grant money can be used for further improvements to the Warruwi Community Hall.

#### STATUTORY ENVIRONMENT

Not applicable.

#### FINANCIAL IMPLICATIONS

Once this variation is approved by the Northern Territory Government, works will proceed. Upon completion it is anticipated there will be a balance remaining and Council will then submit a further variation to expend the grant.

#### 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.

#### ATTACHMENTS

1. Grant Funding Acquittal [9.6.1 - 1 page]



## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 30 June 2025

<b>Agenda Reference:</b>	<b>9.7</b>
<b>Title:</b>	<b>Jabiru Lake - Catch and Release Program</b>
<b>Author:</b>	<b>Fiona Ainsworth, Director of Community and Council Services</b>

#### SUMMARY

The purpose of the report is in response to Council's request for more information in relation to an outstanding item (currently suspended) in the list of Council Projects for Jabiru.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Jabiru Lake - Catch and Release Program*.

#### BACKGROUND

Rohan Turner, Project Manager, Jabiru Remediation Project, Department of Climate Change, Energy, the Environment and Water was invited to present to the Ordinary Council Meeting in June 2025.

Due to time constraints, the Office of the Supervising Scientist (OSS) are unavailable to attend the Council meeting and present. They have however provided the following brief.

*OSS have previously meet with the Interim CEO and Director of Council and Community Services and advised that primary and secondary use of the lake was excluded from redesign concepts due to water quality, all reports from various consultants' studies, conclude "primary and secondary contact recreational usage is not advisable, the presence of pathogen's in the water poses a health risk for full or indirect body contact with the water."*

*OSS understood following the meeting with the Interim CEO and Director, that WARC had concluded that the Catch and Release Program was not possible due to the conclusion that no primary and secondary contact recreational usage is achievable.*

*Further discussion with the Manager Technical Services confirmed the above discussion with the Interim CEO and Director.*

*Numerous reports prepared by EcOz, Tropical Water Solutions (TWS), WRM and GHD over the past decade have identified site-specific exceedances of guideline values for contaminants of concern. The synthesis of environmental data from Jabiru Lake, spanning studies conducted between 2019 and 2024, provides an integrated understanding of the water and sediment quality conditions, contaminant sources, and transport mechanisms influencing the lake's ecology and suitability for future recreational use.*

*Key findings include:*

*Previous studies have consistently identified contamination of Jabiru Lake with PFAS, hydrocarbons, metals, and microbial pathogens. Concentrations of these contaminants on occasion exceeded established guideline thresholds (ANZG 2018; NEMP 3.0, 2025).*

*Stormwater runoff from commercial areas is the primary transport mechanism for these contaminants.*

*Elevated Enterococci levels and historical detection of pathogens such as Burkholderia pseudomallei and Naegleria fowleri in lake sediments and water samples have raised significant concerns regarding potential public health risks.*

*Seasonal thermal stratification in Jabiru Lake has been observed to lead to anoxic conditions in deeper water layers (hypolimnion), which influence internal nutrient cycling, metal mobilisation, and microbial process.*

*Stormwater runoff originating from the urban catchment (Jabiru town supply) is identified as the dominant pathway transporting contaminants into Jabiru Lake, with sediment deposition predominantly observed along the lake's southern and western margins.*

*The Trop Water Report 16<sup>th</sup> May 2025: Assessment of Historical Data for Jabiru Lake: water and Sediment Quality “ Executive Summary Recommendations “*

*Data collected from 2019 to 2024 confirms Jabiru Lake acts as an effective sedimentation basin, reducing the likelihood of contaminant transport to Baralil Creek under seasonal overflow conditions. Jabiru lake acts as an effect basin PFAS, hydrocarbons, heavy metals, and microbial pathogens have been detected in lake sediments and surface waters, with exceedances of national guideline concentrations most frequently observed in western and southern littoral zones near stormwater inflows.*

*Due to the confirmed presence of pathogens such as Naegleria fowleri, Acanthamoeba spp., and Burkholderia pseudomallei, it is strongly recommended that primary and secondary contact recreational activities (e.g., swimming, wading) continue to be restricted. Recreational activities should be limited to tertiary contact only (e.g., landscaped walkways, bridges, observation points, grassy fields, shaded playgrounds etc.)*

There is a sufficient body of information from 2019 onwards to exclude any consideration of primary or secondary recreational use, which a catch and release program is considered at a minimum as secondary use.

#### **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 1.4 Community Events**

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

#### **ATTACHMENTS**

Nil

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 30 June 2025

<b>Agenda Reference:</b>	<b>9.8</b>
<b>Title:</b>	<b>Community and Council Services Report - May 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 May 2025.

#### RECOMMENDATION

THAT COUNCIL received and noted the report entitled *Community and Council Services Report - May 2025*.

#### BACKGROUND

High level operational figures are provided to ensure transparency, communication, and insight 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: 7.

- Gunbalanya: 4.
- Maningrida: 1.
- Minjilang: 2.
- Warruwi: 0.

Current ARO-trained staff availability across the region for reporting period: 8.

- Gunbalanya: 2.
- Maningrida: 2 (plus the Council Services Manager (CSM) only for emergencies only).
- Minjilang: 2.
- Warruwi: 2.

###### **Centrelink Services** (Gunbalanya, Jabiru, Minjilang & Warruwi)

Centrelink services were delivered uninterrupted during the reporting period, with the exception of the standard public holidays.

- Further to the new staff member completing all relevant training, the Senior Centrelink Office Jabiru has now received clearance from Services Australia, allowing full access and ability to work independently with out of the support of other staff.

###### **Post Office Services** (All locations)

Total amount of post received and delivered for reporting period: 17,644.3 kg.

- Gunbalanya Licensed Post Office (LPO): 1,802.4kg
- Jabiru Licensed Post Office (LPO): 10,514.3kg.
- Maningrida Licensed Post Office (LPO): 4,313.3kg.
- Minjilang Community Postal Agency (CPA): 404.3kg.

- Warruwi Community Postal Agency (CPA): 610kg.
- The opening of Cahills Crossing has allowed the backlog of parcels for Gunbalanya to be delivered.
- Maningrida Post Office was disrupted for approximately two weeks due to a break in through the ceiling of the Maningrida office, causing asbestos concerns. Limited Post Office services were operating from the Council boardroom. The Post Office is operating normally again now.
- Successful negotiations completed with Australia Post for an uplift of contract value for supplying Community Postal Agents at Minjilang and Warruwi.

#### **PowerWater Services (Gunbalanya, Maningrida, Minjilang and Warruwi)**

Total number of new Services Requests (SR) received for the reporting period: 75.

- There were 58 Services Requests completed across the region during May 2025.
- Relief Utilities Services Contracts (USC) Operator providing coverage for the Maningrida Community in May 2025, to provide an on-call presence.
- An external Relief USC was required for Maningrida from 16-26 May 2025 to cover on-call requirements. WARC's internal Relief USC was on leave.
- PowerWater Corporation (PWC) has advised that all USCs must receive PWC training prior to changing to further water meters. This was initially advised in November 2024, and USCs are still awaiting the training. (This training is provided by PowerWater.)
- Relief USC Assistant position for Minjilang and Warruwi is currently vacant.

#### **1.2. Grants (All Locations)**

Grant and Tender submissions/income generating activity during the period:

- Total number of Grants submitted: 1.
- Total dollar value of Grants submitted: \$1,735,200.
  - Renewal of funding for creches in Minjilang and Warruwi (2 years) - \$1,735,200
- Total number of Tenders/Commercial Proposals submitted: 0.
- Total dollar value of Tenders/Commercial Proposals submitted: \$0.

Grants and Tenders confirmed as successful during the period:

- Total number of successful Grants awarded: 3.
- Total dollar value of successful Grants awarded: \$597,567.
  - Alcohol Action Initiatives fishing competition funding – \$20,000.
  - Department of Health and Aged Care – Support at Home: Thin Markets - \$137,567.
  - Department of Health and Aged Care – 2 x 4WD buses for remote sports - \$440,000.
- Total number of successful Tenders/Commercial Proposals awarded: 1.
- Total dollar value of successful Tenders/Commercial Proposals awarded: \$54,890.
  - Uplift by Australia Post for Community Postal Agencies on Minjilang and Warruwi.

#### **1.3. Tenancy (All Locations)**

- Total number of new tenants: 1.
- Total number of vacating tenants: 2.
- Total number of properties under refurbishment: 10.
  - Gunbalanya: 2.
  - Jabiru: 6.
  - Maningrida: 2.
  - Minjilang: 0.
  - Warruwi: 0.

## 2. Community Services

### 2.1. Broadcasting (Gunbalanya, Maningrida, Minjilang & Warruwi)

Total number of Top End Aboriginal Bush Broadcasting Association (TEABBA) on-air hours reporting period: 21 hours.

- Gunbalanya on-air hours: 19 hours.
- Maningrida on-air hours: 0 – recruitment underway.
- Minjilang on-air hours: 2 hours.
- Warruwi on-air hours: 0 – recruitment underway.
- Communities are working to recruit appropriate staff in Maningrida and Warruwi communities.

### 2.2. Community Care (Aged Care – Gunbalanya, Jabiru, Minjilang & Warruwi)

Total number of Aged Care recipients for the reporting period: 32.

Total meals provided for the reporting period: 1,346.

- Gunbalanya meals provided: 1,205.
- Jabiru meals provided: 42.
- Minjilang meals provided: 49.
- Warruwi meals provided: 50.
- The implementation of the new Aged Care Act and Support at Home program has now been postponed until 01 November 2025.
- Wellbeing Services Senior Officer and Community Care Officer Minjilang conducted kitchen inspection in readiness to prepare meals for clients.



Gunbalanya Community Care clients relaxing at the Aged Care Centre

### 2.3. Community Safety (Night Patrol – Gunbalanya, Minjilang & Warruwi)

- Training in Gunbalanya on 22 May 2025, with North Australian Aboriginal Justice Agency.
- Minjilang Community Safety services were provided on 21 of the 21 available nights between 9:00pm and 3:00am.
- Warruwi Community Safety team has a full team of staff allowing for services to be delivery with a minimum of two staff per shift.





New Community Safety (Night Patrol) Uniforms.

#### 2.4. Early Learning Centres (Jabiru Childcare Centre, Minjilang and Warruwi Creches)

Total attendance at the Early Learning Centers for reporting period: 267.

- Jabiru Childcare Centre attendance: 229
- Minjilang Creche attendance: 38
- Warruwi Creche attendance: 0 – No services provided due to staff availability. Recruitment is underway.
- Jabiru Childcare Centre celebrated Mother's Day with the children making small gifts for their mum's or special people in their lives and a Grab and Go breakfast consisting of bacon and egg muffins and coffee and tea.
- Creche T-Shirts and bucket hats are being organised for children attending the Minjilang and Warruwi Creches.



Jabiru Childcare Centre's Mother's Day Grab and Go breakfast station.





Jabiru Childcare participated in Simultaneous Storytime at the Jabiru Library.

## **2.5. National Disability Insurance Scheme (Gunbalanya, Jabiru, Minjilang & Warruwi)**

Total National Disability Insurance Scheme (NDIS) participants for reporting period: 21.

- Gunbalanya participants: 16
- Jabiru participants: 2.
- Minjilang participants: 0.
- Warruwi participants: 3.
- NDIA Remote Community Connector has visited Gunbalanya, Minjilang and Warruwi communities, supporting community members and clients to access the NDIS services.
- Wellbeing Services Coordinator and the Community Care team Jabiru are working closely with NDIS provider Country Connect to increase collaboration and improve service delivery to joint clients within the Kakadu region.

## **2.6. Sports and Recreation (All locations)**

Total attendance at the sport and recreation programs for the reporting period: 2,912.

- Gunbalanya attendees: 2,112.
- Jabiru attendees: 0 – No services provided due to staff availability.
- Maningrida attendees: 327.
- Minjilang attendees: 265.
- Warruwi attendees: 208.
- The Annual Kakadu Triathlon was held on Saturday 10 May 2025, with 150 adults and 40 children participants, 32 volunteers and an estimated 200+ spectators.
- The Sports and Recreation Team Leader Gunbalanya accompanied five Gunbalanya youth to participate in the Kakadu Triathlon on May 10 2025.
- Gunbalanya Under 12s students attended the Inter-Schools Sports competition in Darwin on 28 April - 01 May 2025, supported by the Gunbalanya School and Council staff from both

Gunbalanya and Jabiru. One of the Gunbalanya students was selected as an emergency stand-in for the NT representative team, should one of the team members be unable to attend / participate.

- High Calibre Sports visited the Gunbalanya community on 26-30 May 2025, working with the Gunbalanya School and the Council Sports and Recreation team to deliver exciting Softball skills and games.



Gunbalanya youth Kakadu Triathlon participants.



Gunbalanya Under 12s students Inter-School Sports competition.





High Calibre Sports softball clinic during Gunbalanya community visit 26-30 May 2025.



Maningrida Fitness activities.



Maningrida Disco was held on 12-16 May 2025.

### 3. Council Services

#### 3.1. Aquatic Centers (Jabiru and Maningrida)

Total attendance at the Aquatic Centers for the reporting period: 2,073 patrons.

- Jabiru Pool attendance: 850 patrons.
- Maningrida Pool attendance: 1,223 patrons.

- Jabiru Pool closed on Thursdays and Fridays during the reporting period, also on 17-19 May and 25-26 May 2025, due to staff availability.
- The Kakadu Triathlon held on Saturday 10 May was a successful event with post event review being undertaken.
- Ramingining Rangers booked the Maningrida Pool between 10.00am - 12.00pm, on 15 May 2025.
- Maningrida Progress Association (MPA) booked the Maningrida Pool for a private function from 06.30pm – 09.30pm on 23 May 2025.
- Maningrida Pool closures from 07.00am – 08.00am on 30 May 2025, due to sorry business.

### **3.2. Library (Jabiru only)**

Total attendance at the library for the reporting period: 430.

- Afternoon school activities held at the Jabiru Library Monday – Fridays.
- Jabiru Area School Grand 4, 5 and 6 classes, a total of 19 students, visited on Friday 16 May 2025.
- The closure occurred on 19 May 2025, due to staff availability.
- National Simultaneous Storytime was held on Wednesday 21 May 2025, with 22 children in attendance for Storytime followed by light refreshments.

### **3.3. Community Works (All locations)**

- Jabiru Works crew assisted with set-up and pack-down for the Kakadu Triathlon held on Saturday 10 May 2025.
- Contractor installed foot bridge over gutter at Brockman Oval Jabiru, so players don't have to walk through water during the wet season.
- The Jabiru Works team was busy completing two-weeks onsite Certificate III Civil Construction training on the 19-30 May 2025, including digging trenches for CCTV cameras cables at the Jabiru workshop yard.
- The Maningrida Works team conducted minor pothole repairs around the township post-wet season and this will be on-going as required.
- Fencing materials have arrived in Maningrida, to replace broken back fence of the Landfill site. Repairs to commence June 2025.
- The council has commenced charging Maningrida community businesses and contractors for commercial waste dumping.







Jabiru Works team digging trench in the workshop yard.

### 3.4. Community Wins

- Sell and Parker attended to the Jabiru Landfill in May 2025 and removed a total of 248.14 tones of scrap metal from site. Cost neutral, therefore nil cost to West Arnhem Regional Council.



Sell and Parker loading truck with scrap steel at Jabiru Landfill.

- The Maningrida Job Fair was held on 20 May 2025, with Maningrida council staff assisting with the setting up of the WARC stall for the event and Recruitment Officer, Wellbeing Services Coordinator Jabiru/ Maningrida, Community Care Data and Compliance Officer and Manager Regional Council Services flying in from Jabiru to present. There were 20 expressions of interest received for jobs with the Council, and valuable interaction with Maningrida youth and community members.



Maningrida Job Fair held on 20 May 2025.

#### 4. Technical Services

Refer to the separate Technical Services Project Report.

#### 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 30 June 2025

<b>Agenda Reference:</b>	<b>9.9</b>
<b>Title:</b>	<b>Human Resources Monthly Report 17 May to 13 June 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 Monthly Report 17 May to 13 June 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.



## 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**

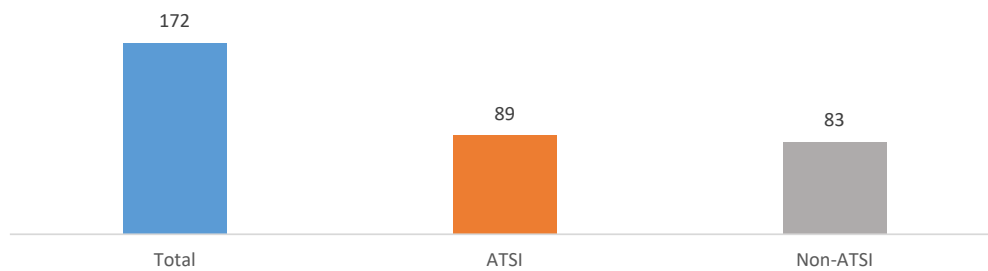
1. Human Resources Report 17 May to 13 June 2025 1 [9.9.1 - 6 pages]

### Workforce Report

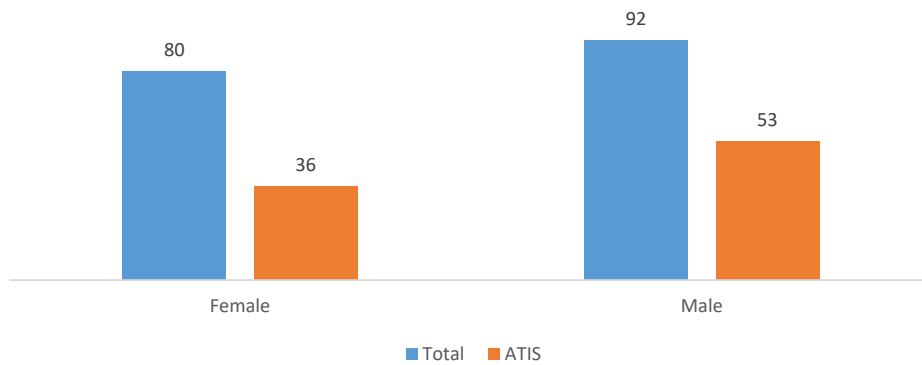
As of 13 June 2025

Total Workforce		Turnover
<b>Total Employees:</b>	172	Staff turnover – Previous for 12 months: 50%
<b>Aboriginal and Torres Strait Islander employees</b>	89	
<b>Percentage of Aboriginal and Torres Strait Islander employees:</b>	52%	

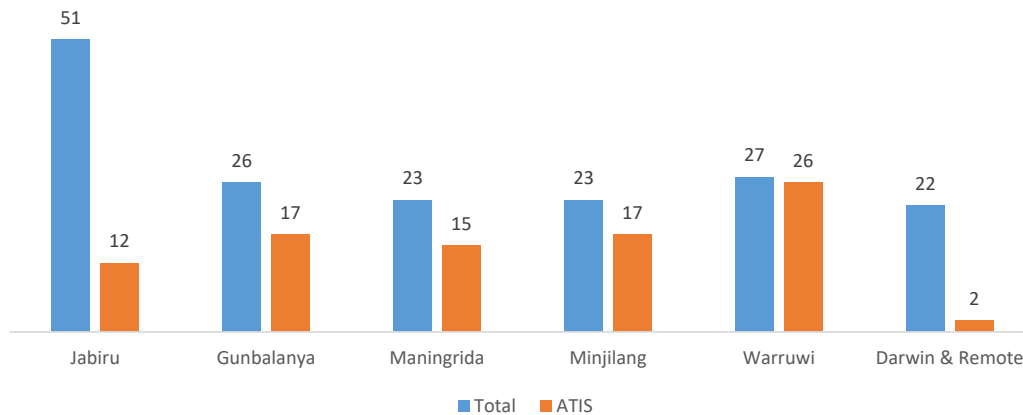
#### EMPLOYEES NUMBER



#### 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 Gunbalanya:** West Arnhem Regional Council proudly participated in Gunbalanya School Careers Week on 6 June 2025, engaging 70 students with interactive demonstrations, games, and insights into the diverse and rewarding career opportunities available within Council.
- **WARC Website:** The employment pages on our website are nearing completion of a comprehensive redesign, delivering a more visually appealing experience and aligning with the latest industry trends.

RECRUITMENT PERIOD		17 MAY – 13 JUNE 2025
New vacancies identified		2
Total vacancies Advertised		11
Positions Actively Under Recruitment		20
New Employees Commenced		7
Aboriginal and Torres Strait Islander Employees Appointed		1

#### Vacancies by location as of 13 June 2025

LOCATION	JOB TITLE	SALARY	EMPLOYMENT TYPE	ACCOM.	CLOSING DATE
Darwin	Waste Coordinator	\$98k	Full Time	✗	2 July
Gunbalanya	Cook	\$32/hr	Part Time	✗	Open until filled
Gunbalanya	Senior Safety Officer	\$71k	Part Time	✗	Open until filled
Gunbalanya	Centrelink Assistant	\$60k	Part Time	✗	Open until filled
Jabiru	Tenancy Coordinator	\$82k	Full Time	✓	2 July
Jabiru	Senior Works Officer	\$82k	Full Time	✓	25 June
Jabiru	Pool Officer	\$60k	Part Time	✓	Open until filled
Maningrida	Customer Service Officer	\$66k	Full Time	✗	Open until filled
Waruwi	Broadcasting Officer	\$71k	Part Time	✗	Open until filled
Waruwi	Centrelink Officer	\$66k	Part Time	✗	Open until filled

#### Learning and Development Report

TRAINING ACTIVITIES		Dates
<b>Treat Weeds and Apply Chemicals course</b>  <b>RTO: CDU</b>	CDU delivered the Treat Weeds and Apply Chemicals course in Gunbalanya. Staff from Jabiru joined this training to learn the different types of weeds, chemical herbicides, and safe practices to eliminate them.	<b>Gunbalanya and Jabiru:</b> 9 to 13 June
<b>Certificate III in Civil Construction</b>	Batchelor Institute has now visited Waruwi for the second round of training as part of the Certificate III in Civil Construction.	<b>Waruwi:</b> 9 to 20 June <b>Minjilang:</b> 7 to 19 of July

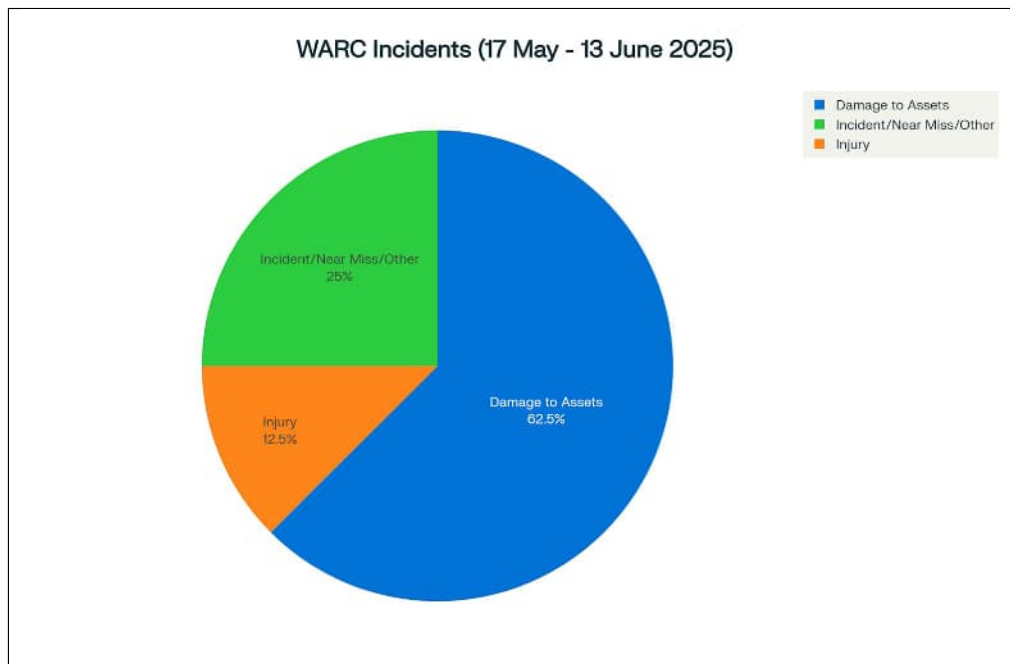
<b>RTO: Batchelor Institute</b>		<b>Maningrida:</b> 28 July to 8 August
<b>Certificate II in Individual Support</b>  <b>RTO: Response Training</b>	The Community Care staff will have training during two consecutive weeks in May to make significant progress to complete the Certificate II in Individual Support.	<b>Gunbalanya:</b> 15 - 16 May <b>Waruwi:</b> 19 - 20 May <b>Gunbalanya:</b> 22 - 23 May
<b>Certificate III in Community Services</b>  <b>RTO: CDU</b>	Staff in Community Service roles (including Community Safety and YSR), are getting enrolled in this qualification to gain the skills to provide a variety of services to their communities.	Ongoing
<b>HR Fundamentals Session</b>  <b>In-house</b>	The HR Team delivered a training session about how to fill out timesheets, types of leave and how to apply, overtime, on-call and other allowances.	Completed 20 May 2025
<b>ELMO</b>  <b>In-house</b>	WHS Awareness Training modules (Awareness, Hazard Identification, Risk Management, WHS for Managers) were released in May.	Completed 30 May

### Work Health Safety

This table outlines the progress we have made in enhancing our safety measures across various areas.

<b>RECENT ACHIEVEMENTS</b>		<b>DATES</b>
<b>Lucidity Software Usage and Improvements</b>	<ul style="list-style-type: none"> <li>Continued support for staff on Lucidity logins and user setup, ensuring access for all employees with computer &amp; Phone access.</li> <li>Ongoing promotion of Lucidity's dashboard, which facilitates WHS training, hazard inspections, and compliance drills.</li> <li>Additional hyperlinks and resources added to the system, including Codes of Practice and quick access to risk registers.</li> </ul>	Ongoing
<b>Policy and Compliance Updates</b>	<ul style="list-style-type: none"> <li>Continued review and reinforcement of key policies, including Drug and Alcohol Use, Fatigue Management, Smoke Free Workplace, and general WHS Policy.</li> <li>Emergency drills and compliance exercises planned for June through September, with preparations underway during this reporting period.</li> </ul>	Ongoing

	<ul style="list-style-type: none"> <li>Review of insurance and liability measures for upcoming events, including Territory Day celebrations.</li> <li>Ongoing review of Safe Work Method Statements (SWMS) for contractors and subcontractors.</li> <li>Darwin Office Completed their Emergency Drill with Wardens and First Aiders leading staff.</li> </ul>																
<b>WHS Training</b>	<ul style="list-style-type: none"> <li>Targeted WHS training modules (Awareness, Hazard Identification, Risk Management, WHS for Managers) continued for remaining staff, with follow-up to ensure completion by the end of May.</li> <li>Ongoing support for managers to fulfill responsibilities under the West Arnhem Regional Council Work Health and Safety Management Plan and National Uniform Legislation Regulations.</li> </ul>	Completed 30 May															
<b>Site Visits and Engagement</b>	<ul style="list-style-type: none"> <li>Engagement with Council Service Managers (CSMs) and works officers to address site-specific WHS issues and software navigation.</li> </ul>	June															
<b>UPCOMING</b>		<b>DATES</b>															
<b>Site Visits</b>	<ul style="list-style-type: none"> <li>Preparation and planning for site visits to Gunbalanya, Maningrida, and Jabiru, with focus on hazard inspections, toolbox talks, and Lucidity system overviews.</li> </ul>	June															
<b>WHS INCIDENTS</b>																	
<table> <tr> <th colspan="2">Type</th><th>WARC Incidents 17 May to 13 June 2025</th></tr> <tr> <td>Damage to Assets</td><td></td><td>5</td></tr> <tr> <td>Incident/Near Miss/ Other</td><td></td><td>2</td></tr> <tr> <td>Injury</td><td></td><td>1</td></tr> <tr> <td><b>Grand Total</b></td><td></td><td><b>8</b></td></tr> </table>			Type		WARC Incidents 17 May to 13 June 2025	Damage to Assets		5	Incident/Near Miss/ Other		2	Injury		1	<b>Grand Total</b>		<b>8</b>
Type		WARC Incidents 17 May to 13 June 2025															
Damage to Assets		5															
Incident/Near Miss/ Other		2															
Injury		1															
<b>Grand Total</b>		<b>8</b>															





## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 30 June 2025

<b>Agenda Reference:</b>	<b>9.10</b>
<b>Title:</b>	<b>Financial Report for the period ended 31 May 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 31 May 2025.

#### RECOMMENDATION

THAT COUNCIL receive and note the report titled *Financial Report for the period ended 31 May 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. May 2025 Financial Reports [9.10.1 - 15 pages]

## Monthly Financial Report for May 2025

Report 1

Table 1. Income and Expenditure Statement

Expected YTD Annual Budget Completion 92%

Period ended 31 May 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		2,501,424	-	2,445,510	55,914	2,667,829	94%
Charges	1	3,301,825	-	3,579,011	(277,186)	3,904,376	85%
Fees and Charges		741,706	-	667,165	74,541	725,448	102%
Operating Grants and Subsidies		20,257,438	-	21,669,811	(1,412,373)	22,263,569	91%
Interest / Investment Income		205,697	-	141,167	64,530	154,000	134%
Commercial and Other Income	2	12,298,786	-	12,220,259	78,527	13,279,963	93%
<b>TOTAL OPERATING INCOME</b>		<b>39,306,875</b>	<b>-</b>	<b>40,722,922</b>	<b>(1,416,047)</b>	<b>42,995,185</b>	<b>91%</b>
<b>OPERATING EXPENDITURE</b>							
Employee Expenses		15,585,867		16,538,363	(952,496)	18,169,847	86%
Materials and Contracts	4	7,114,560	1,143,398	9,321,265	(2,206,705)	10,904,386	65%
Elected Member Allowances		352,973	-	333,667	19,306	418,928	84%
Elected Member Expenses		186,311	-	311,171	(124,861)	212,150	88%
Council Committee & LA Allowances		39,184	-	41,155	(1,971)	49,800	79%
Council Committee & LA Expenses		18,193	-	23,683	(5,490)	23,788	76%
Depreciation, Amortisation and Impairment		4,449,856	-	4,832,152	(382,296)	5,271,438	84%
Interest Expenses		-	-	-	-	-	-
Other Expenses	3	9,439,340	125,462	9,683,196	(243,856)	12,648,826	75%
<b>TOTAL OPERATING EXPENDITURE</b>		<b>37,186,284</b>	<b>1,268,860</b>	<b>41,084,652</b>	<b>(3,898,368)</b>	<b>47,699,163</b>	<b>78%</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>		<b>2,120,591</b>		<b>(361,730)</b>	<b>2,482,321</b>	<b>(4,703,977)</b>	

Period ended 31 May 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	-	688,230	(57,223)	750,797	84%
Water		1,178,830	-	1,420,833	(242,004)	1,550,000	76%
Waste Collection		1,491,988	-	1,469,947	22,041	1,603,579	93%
		<b>3,301,825</b>	-	<b>3,579,011</b>	<b>(277,186)</b>	<b>3,904,376</b>	
<u>Commercial and Other Income</u>	2						
Income Allocations		6,023,850	-	6,328,428	(304,578)	6,855,620	88%
Agency and Commercial Services Income		5,955,726	-	5,712,841	242,885	6,231,227	96%
Other Income		319,210	-	178,990	140,220	193,116	165%
		<b>12,298,786</b>	-	<b>12,220,259</b>	<b>78,527</b>	<b>13,279,963</b>	
<u>Other Expenses</u>	3						
Travel, Freight & Accommodation		817,462	85,737	1,018,626	(201,164)	1,074,223	76%
Fuel, Utilities & Communication		2,092,300	182	2,181,408	(89,108)	2,375,205	88%
Finance Expenses		10,854	184	12,648	(1,794)	13,798	79%
Other Expenses		6,518,724	39,359	6,470,514	48,210	9,185,600	71%
		<b>9,439,340</b>	<b>125,462</b>	<b>9,683,196</b>	<b>(243,856)</b>	<b>12,648,826</b>	

Table 2. Monthly Operating Position

Expected YTD Annual Budget Completion

92%

Period ended 31 May 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>		2,120,591	(361,730)	2,482,321	(4,703,978)	
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	5	(5,955,726)	(6,328,428)	372,702	(6,855,620)	87%
Add Back Non-Cash Expenses	6	10,405,582	11,160,580	(754,998)	12,127,058	86%
<b>TOTAL NON-CASH ITEMS</b>		<b>4,449,856</b>	<b>4,832,152</b>	<b>(382,296)</b>	<b>5,271,438</b>	
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	Table 3.	3,306,785	4,630,643	(1,323,858)	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>(25,823,859)</b>	<b>(4,630,643)</b>	<b>(21,193,216)</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>(10,673,881)</b>	<b>5,098,443</b>	<b>(15,772,323)</b>	-	
<b>Add back Road Asset Writeoff</b>						
<b>21,284,074</b>	Never Budgeted		<b>21,284,074</b>	(Note 8)		
<b>Less YTD Expenditure</b>						
<b>(1,268,860)</b>	Already Budgeted		<b>(1,268,860)</b>	Commitments (Note 3 & 4)		
<b>9,341,334</b>		<b>5,098,443</b>		<b>4,242,892</b>	YTD Surplus variance after removing Road Asset Writeoff	

Period ended 31 May 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	(5,955,726)	(6,328,428)	372,702	(6,855,620)	87%
<u>Non-Cash Expenses</u>						
Expense Allocations (internal movement)	6	5,955,726	6,328,428	(372,702)	6,855,620	87%
Depreciation, Amortisation and Impairment		4,449,856	4,832,152	(382,296)	5,271,438	84%
		10,405,582	11,160,580	(754,998)	12,127,058	
<u>Transfer to Reserve</u>						
Election Reserve - Transfer In	7	33,000	-	33,000	-	-
Disaster Recovery Funding - Transfer In		100,000	-	100,000	-	-
Insurance Cost for FY2025-26		1,100,000	-	1,100,000	-	-
		1,233,000	-	1,233,000	-	-
<u>Other Outflows</u>						
Write-off of Roads Assets [SCM20/2025]	8	21,284,074	-	21,284,074	-	-
<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%
		5,150,475	3,050,000	2,100,475	3,050,000	
<u>Prior Year Carry Forward Tied Funding</u>						
Capital Grants Income Carried Forward	10	1,629,374	1,716,074	(86,700)	1,716,074	95%
<u>Other Inflow of Funds</u>						
Transfer to Reserve (Note 7)		1,233,000	-	1,233,000	-	-
Sale of Fleet	11	149,595	75,913	73,683	75,913	197%
Sale of Plant		362,000	361,590	410	361,590	100%
		1,744,595	437,503	1,307,093	437,503	

<b>Note. 4 All Commitments</b>	<b>Budget Commitments \$</b>
Animal Control	190,670
Water Management: Jabiru	170,116
West Arnhem Cemetery Establishment - MANINGRIDA	107,441
Install and maintain street lights	78,415
Manage Creche	71,660
Warruwi Community Hall Upgrade	51,973
Regional and Remote Burials Grant - MINJILNAG	47,000
Manage Information Technology and Communications	36,263
Parks and Public Open Space - including weed control	32,277
Waste Management	29,106
Sports and Recreation	25,827
Operate post office business	25,364
ABA - Maningrida Oval Changerooms	23,688
LAP - Connection of Water Service - New Cemetery - WARRUWI	18,605
LAP - Gunbalanya Oval Lighting: Contribute \$100K	17,583
LAP - Pebble Ice Machine - Community Use - MANINGRIDA	16,818
LAP - Solar Lights for New Subdivision/Entrance to Bottom	14,451
Community Service Delivery	13,743
ICT Transition	13,000
Manage Electricity and water business	12,342
LAP - Installation Speed Bump - Top Camp Road -	11,329
Maintain plant, equipment and motor vehicles	10,933
Maintain local roads	10,484
LAP - Shade Structure adjacent to the Warruwi Clinic	8,750
LRCI Phase 4 - Part B - Malabam Road - Maningrida	8,500
LAP - Installation of pavers for Aged Care Clients	8,100
Active Regional and Remote Communities Program	7,861
LAP - Installation of outdoor gym equipment at the pool -	7,488
Aerodromes Inspection and Maintenance	6,535
Operate and maintain swimming pool	6,130
CBF - Jabiru Library Revitalisation Phase 2	6,000
LAP - Modifications to staff and visitors rest area at the	6,000
LAP - Public Toilet proposal - MGD	5,601
Manage and maintain cemeteries	4,980
LAP - Additional Garden Hard Structure at the Billabong	4,400
Home Care Packages Program (HCP)	4,238
Maintain & construct council controlled buildings & land	3,393
Manage Council Governance	3,278
Brockman Oval Lights - Jabiru	3,000
Food Preparation Services	2,891
Commonwealth Home Support Program (CHSP)	2,104
WaRM - Waste and Resource Management	2,089
Library Service: Jabiru	1,804
Human Resource Management	1,800
Maintain staff houses	1,587
Sewerage Management	1,424
Childcare Fundraising	1,282
Operate Long day care	899
Public Relations and Communications	859
NDIS - National Disability Insurance Scheme	493
Sport and Recreation - Jabiru	455
National Australia Day Council - Australia Day Grant	455
International Women's Day – Library Event	364
Support Civic and community events	308
Corporate Financial Management	286
Australia Day Grant	259
NAIDOC Week	210
Five POs <100	487
<b>Total</b>	<b>1,143,398</b>

CAPITAL EXPENDITURE	Notes	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year 2nd Revised Approved Budget \$
<b>Infrastructure</b>					
ABA - Maningrida Oval Changerooms	12	1,251,965	2,019,769	(767,803)	2,595,196
Brockman Oval Lights - Jabiru		86,363	150,000	(63,637)	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		254	-	254	-
Projects not yet commenced					
CBF - Jabiru Library Revitalisation Phase 2		3,917	70,000	(66,083)	70,000
Revitalisation Project - Jabiru		-	16,500	(16,500)	16,500
West Arnhem Cemetery Establishment - MANINGRIDA		-	412,500	(412,500)	412,500
		<b>1,853,952</b>	<b>3,185,585</b>	<b>(1,331,633)</b>	<b>3,761,012</b>
<b>Buildings</b>					
Critical upgrades to Waruwi staff housing -	13	77,273	75,792	1,482	75,792
Maintain staff houses : Jabiru		193,335	275,000	(81,665)	300,000
Maintain staff houses : Maningrida		84,265	73,333	10,932	80,000
Maintain staff houses : Waruwi		12,156	-	12,156	
Waruwi Community Hall Upgrade		307,344	337,459	(30,115)	337,459
Projects not yet commenced					
Maintain staff houses : Gunbalanya		-	183,333	(183,333)	200,000
Janiru - Operate Long day care		-	18,333	(18,333)	20,000
Jabiru - Operate post office business		-	13,750	(13,750)	15,000
		<b>674,374</b>	<b>977,001</b>	<b>(302,626)</b>	<b>1,028,251</b>
<b>Vehicles</b>					
Replacement of Mayor's vehicle	14	128,299	128,299	-	128,299
Project not yet commenced					
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>43,480</b>	<b>(43,480)</b>	<b>43,480</b>
<b>Local Authority Funded Projects</b>					
Gunbalanya - Assessment Report for Gunbalanya Oval	17	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		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>



<b>BALANCE SHEET AS AT 31 May 2024</b>	<b>YTD Actuals \$</b>	<b>Notes</b>
<b>ASSETS</b>		
Cash at Bank		<b>A &amp; A.1</b>
Tied Funds	10,758,593	
Untied Funds	1,783,575	
Accounts Receivable		
Trade Debtors	1,005,838	<b>B</b>
Rates & Charges Debtors	491,031	<b>C</b>
Other Current Assets	620,686	
<b>TOTAL CURRENT ASSETS</b>	<b>14,659,722</b>	
Non-Current Financial Assets		
Property, Plant and Equipment	67,090,097	<b>D</b>
<b>TOTAL NON-CURRENT ASSETS</b>	<b>67,090,097</b>	
<b>TOTAL ASSETS</b>	<b>81,749,820</b>	
<b>LIABILITIES</b>		
Trade Creditors	420,183	<b>E</b>
ATO & Payroll Liabilities	79,045	<b>F</b>
Current Provisions	2,134,218	<b>G</b>
Accrued Expenses	733,555	
Other Current Liabilities	545,647	
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,912,647</b>	
Non-Current Provisions	205,879	<b>H</b>
Other Non-Current Liabilities	8,328,368	<b>I</b>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>8,534,246</b>	
<b>TOTAL LIABILITIES</b>	<b>12,446,894</b>	
<b>NET ASSETS</b>	<b>69,302,926</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	4,092,403	
Accumulated Surplus	37,106,229	
<b>TOTAL EQUITY</b>	<b>69,302,926</b>	

**BALANCE SHEET NOTES**

<b>Note A. Details of Cash and Investments Held</b>	<b>\$</b>	<b>\$</b>
<b>Investments Held</b>		
Operating Bank Account	146,638	
Business One - Post Office Bank Account	40,194	
Business Maxi Bank Account (Note A.1)	9,934,618	
General Trust Bank Account	163,919	
Traditional Credit Union - Shares	-	
Term Deposits (Note A.1)	2,255,000	<b>12,540,368</b>
<b>Cash Held</b>		
Floats	1,800	<b>1,800</b>
<b>Total Cash and Investments Held</b>		<b>12,542,168</b>
<b>Less: Restricted Cash</b>		<b>10,758,593</b>
<b>Balance Unrestricted Cash</b>		<b>1,783,575</b>

<b>Note A.1 Higher Interest Earning Investments</b>	<b>Deposit Date</b>	<b>Principal \$</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Terms</b>
Westpac	21/03/2024	5,000	3.85%	21/03/2025	365
NAB	30/04/2025	450,000	4.46%	29/07/2025	90
NAB	13/05/2025	300,000	4.40%	13/08/2025	92
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	14/04/2025	500,000	4.56%	14/07/2025	91
Business Maxi Bank Account		9,934,618	1.55%		
<b>Total Higher Interest Earning Investments</b>		<b>12,189,618</b>			

<b>Note B. Trade Debtors</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>
NDIS Debtors	17,950	2,229	936	27,011	<b>48,126</b>
ChildCare Debtors	643	19,867	830	17,583	<b>38,924</b>
Trade Debtors	562,258	168,297	49,054	181,649	<b>918,788</b>
<b>Total Trade Debtors</b>	<b>580,851</b>	<b>190,394</b>	<b>50,820</b>	<b>226,243</b>	<b>1,005,838</b>

<b>Note C. Rates &amp; Charges Debtors</b>	<b>Levied in 2024/25</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>
General Rates	2,461,957				78,958	<b>78,958</b>
Special Rates	164,542				3,212	<b>3,212</b>
Water Charges	1,550,000	231,217			64,852	<b>296,069</b>
Waste Charges	2,272,161				112,792	<b>112,792</b>
<b>Total Rates &amp; Charges Debtors</b>	<b>6,448,660</b>	<b>231,217</b>	-	-	<b>259,814</b>	<b>491,031</b>

<b>Note C.1 Rates &amp; Charges Debtors -Past 90+ Days</b>	<b>Apr-25 Past Due 90+ Days</b>	<b>May-25 Past Due 90+ Days</b>	<b>Difference</b>
General Rates	121,523	78,958	(42,565)
Special Rates	3,504	3,212	(292)
Water Charges	64,852	64,852	-
Waste Charges	124,096	112,792	(11,304)
<b>Total Rates &amp; Charges Debtors</b>	<b>313,975</b>	<b>259,814</b>	<b>(54,161)</b>

Note D. New Physical Assets (including WIP) YTD	1 July 2024 WDV	YTD WIP	YTD Additions	YTD Disposals	Accumulated Depreciation	YTD WDV Balance	Notes
Land	688,500	-	-	-	-	688,500	
Section 19 Leases	5,079,270	-	-	-	(1,077,666)	4,001,604	
Jabiru Town Sub Leases	4,009,671	-	-	-	(657,106)	3,352,565	
Buildings	32,067,046	-	108,560	-	(17,037,754)	15,137,852	
WIP - Buildings	75,150	667,636	-	-	-	742,786	D1
Infrastructure	53,512,689	-	4,221	-	(16,050,032)	37,466,878	
WIP - Infrastructure	1,221,085	2,074,919	-	-	-	3,296,004	D2
Vehicles	2,908,635	-	128,299	(343,681)	(2,441,379)	251,874	
WIP - Vehicles	-	66,729	-	-	-	66,729	D3
Furniture and Fittings	927,205	-	-	-	(753,461)	173,744	
WIP - Furniture	-	61,512	-	-	-	61,512	D4
Plant and Machinery	9,408,356	-	-	(763,897)	(6,989,319)	1,655,140	
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>3,065,705</b>	<b>241,080</b>	<b>- 22,327,206</b>	<b>(58,435,075)</b>	<b>67,090,097</b>	

**Work-In-Progress (WIP - items not yet recorded in the Asset Register) Note:**

<b>D1</b> - Expenditure not yet capitalised - Staff Housing Upgrades \$300k; Warruwi Community Hall \$300k
<b>D2</b> - Expenditure not yet capitalised - Maningrida Oval Change Rooms \$1.24M; Gunbalanya Oval Lights \$500k
<b>D3</b> - Expenditure not yet capitalised - Mayor vehicle
<b>D4</b> - Expenditure not yet capitalised - Maningrida Gym Equipment
<b>D5</b> - Expenditure not yet capitalised - Minjilang Garbage Compactor

Note E. Trade Creditors	Current	Past Due 31 - 60 Days	Past Due 61 - 90 Days	Past Due 90+ Days **	Total \$
Trade Creditors	232,744	15,895	11,217	160,327	420,183

\*\* Under Retention \$160,327

Note G. Provisions (Current and Non-Current)	\$	\$
<b>Current Provisions</b>		
Employees Annual Leave	1,266,914	
Long Service Leave	830,666	
Doubtful Debts	36,638	
		<b>2,134,218</b>
<b>Non-Current Provisions</b>		
Long Service Leave	205,879	
		<b>205,879</b>
<b>Total Provisions</b>		<b>2,340,096</b>

Note H. Other Non Current Liabilities	\$	\$
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

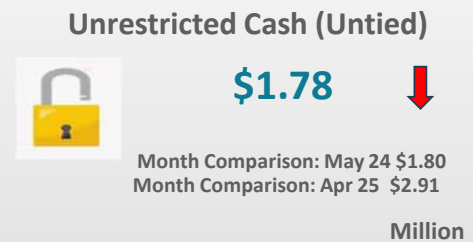
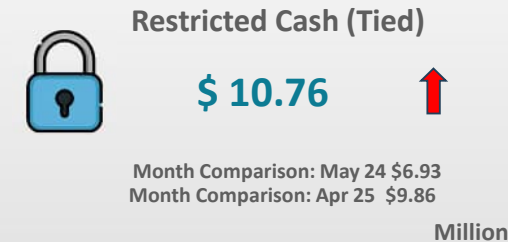
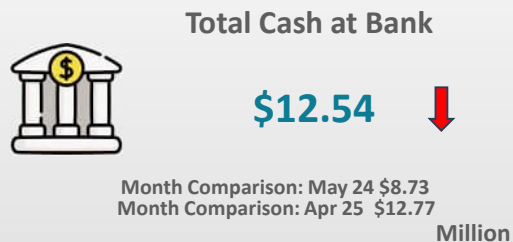
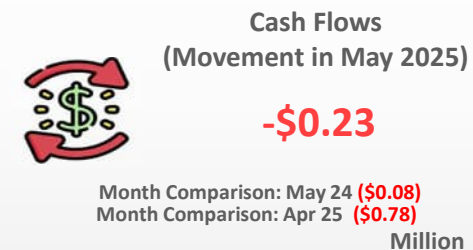
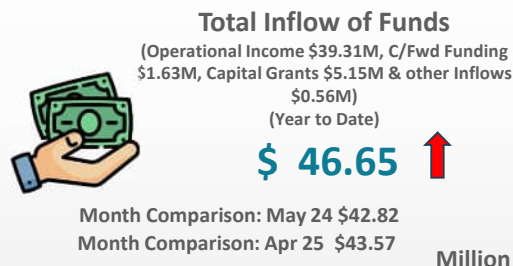
## Operating Income and Expenditure for Local Authorities for the Period Ending 31 May 2025

[Report 2](#)

	Regional Office / Unallocated			Minijiang 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 \$
<b>OPERATING INCOME</b>												
Rates	13,278	19,844	(6,566)	65,394	74,732	(9,338)	99,209	110,035	(10,827)	346,290	341,345	4,946
Charges	-	-	-	67,857	62,202	5,655	104,280	97,775	6,505	325,931	358,069	(32,139)
Fees and Charges	152,891	147,107	5,784	20,256	19,525	731	34,215	12,467	21,748	14,271	42,533	(28,262)
Operating Grants and Subsidies	14,206,276	15,983,176	(1,776,899)	997,313	1,219,272	(221,959)	1,890,533	2,002,488	(111,955)	824,967	673,593	151,373
Interest / Investment Income	205,697	141,167	64,530	-	-	-	-	-	-	-	-	-
Commercial and Other Income	5,682,674	5,754,596	(71,921)	922,836	913,508	9,328	843,250	775,363	67,887	1,874,977	1,981,240	(106,263)
<b>TOTAL OPERATING INCOME</b>	<b>20,260,816</b>	<b>22,045,889</b>	<b>(1,785,072)</b>	<b>2,073,657</b>	<b>2,289,240</b>	<b>(215,583)</b>	<b>2,971,487</b>	<b>2,998,128</b>	<b>(26,641)</b>	<b>3,386,436</b>	<b>3,396,781</b>	<b>(10,345)</b>
	<b>1,276,535</b>	<b>597,466</b>		<b>252,935</b>	<b>97,121</b>		<b>149,183</b>	<b>87,312</b>		<b>331,241</b>	<b>247,153</b>	
<b>OPERATING EXPENDITURE</b>												
Employee Expenses	6,140,614	6,113,262	27,353	1,354,894	1,456,001	(101,107)	1,439,734	1,613,871	(174,137)	1,614,244	1,874,615	(260,371)
Materials and Contracts	1,213,496	2,373,926	(1,160,430)	272,827	490,689	(217,862)	1,363,472	1,527,030	(163,558)	893,897	1,140,792	(246,895)
Elected Member Allowances	352,973	333,667	19,306	-	-	-	-	-	-	-	-	-
Elected Member Expenses	186,311	311,171	(124,861)	-	-	-	-	-	-	-	-	-
Council Committee & LA Allowances	5,034	5,250	(216)	5,000	6,205	(1,205)	7,800	9,200	(1,400)	14,100	14,900	(800)
Council Committee & LA Expenses	-	-	-	4,378	8,600	(4,222)	3,262	3,083	179	2,537	4,000	(1,463)
Depreciation, Amortisation and Impairment	4,449,856	4,832,152	(382,296)	-	-	-	-	-	-	-	-	-
Interest Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	4,051,902	4,324,301	(272,399)	744,100	800,872	(56,772)	658,307	761,595	(103,288)	1,357,439	1,328,991	28,448
<b>TOTAL OPERATING EXPENDITURE</b>	<b>16,400,186</b>	<b>18,293,728</b>	<b>(1,893,542)</b>	<b>2,381,199</b>	<b>2,762,367</b>	<b>(381,168)</b>	<b>3,472,575</b>	<b>3,914,779</b>	<b>(442,204)</b>	<b>3,882,217</b>	<b>4,363,298</b>	<b>(481,082)</b>
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>3,860,630</b>	<b>3,752,161</b>	<b>108,470</b>	<b>(307,542)</b>	<b>(473,127)</b>	<b>165,585</b>	<b>(501,088)</b>	<b>(916,651)</b>	<b>415,563</b>	<b>(495,780)</b>	<b>(966,517)</b>	<b>470,737</b>

	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 \$
<b>OPERATING INCOME</b>									
Rates	627,321	566,392	60,929	1,349,932	1,333,162	16,770	2,501,424	2,445,510	55,914
Charges	676,827	673,981	2,846	2,126,930	2,386,983	(260,053)	3,301,825	3,579,011	(277,186)
Fees and Charges	129,053	83,080	45,973	391,020	362,453	28,567	741,706	667,165	74,541
Operating Grants and Subsidies	1,887,327	1,550,768	336,559	451,021	240,514	210,507	20,257,438	21,669,811	(1,412,373)
Interest / Investment Income	-	-	-	-	-	-	205,697	141,167	64,530
Commercial and Other Income	1,484,543	1,417,243	67,300	1,490,505	1,378,308	112,196	12,298,786	12,220,259	78,527
<b>TOTAL OPERATING INCOME</b>	<b>4,805,071</b>	<b>4,291,464</b>	<b>513,607</b>	<b>5,809,407</b>	<b>5,701,420</b>	<b>107,987</b>	<b>39,306,875</b>	<b>40,722,922</b>	<b>(1,416,047)</b>
	<b>604,314</b>	<b>246,524</b>		<b>463,540</b>	<b>490,058</b>		<b>3,077,747</b>	<b>1,765,634</b>	<b>1,312,114</b>
<b>OPERATING EXPENDITURE</b>									
Employee Expenses	1,758,849	1,936,252	(177,404)	3,277,533	3,544,362	(266,829)	15,585,867	16,538,363	(952,496)
Materials and Contracts	1,907,364	2,182,039	(274,675)	1,463,504	1,606,789	(143,285)	7,114,560	9,321,265	(2,206,705)
Elected Member Allowances	-	-	-	-	-	-	352,973	333,667	19,306
Elected Member Expenses	-	-	-	-	-	-	186,311	311,171	(124,861)
Council Committee & LA Allowances	7,250	5,600	1,650	-	-	-	39,184	41,155	(1,971)
Council Committee & LA Expenses	5,544	8,000	(2,456)	2,472	-	2,472	18,193	23,683	(5,490)
Depreciation, Amortisation and Impairment	-	-	-	-	-	-	4,449,856	4,832,152	(382,296)
Interest Expenses	-	-	-	-	-	-	-	-	-
Other Expenses	1,252,287	1,155,049	97,238	1,375,305	1,312,387	62,918	9,439,340	9,683,196	(243,856)
<b>TOTAL OPERATING EXPENDITURE</b>	<b>4,931,293</b>	<b>5,286,941</b>	<b>(355,648)</b>	<b>6,118,814</b>	<b>6,463,539</b>	<b>(344,724)</b>	<b>37,186,284</b>	<b>41,084,652</b>	<b>(3,898,368)</b>
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>(126,222)</b>	<b>(995,477)</b>	<b>869,255</b>	<b>(309,407)</b>	<b>(762,118)</b>	<b>452,711</b>	<b>2,120,591</b>	<b>(361,730)</b>	<b>2,482,321</b>

# Snapshot – MAY 2025 Financial Report



## Working Capital / Current Ratio



“How many dollars we have for every dollar we owe”

WEST ARNHAM REGIONAL COUNCIL for the period ended 31 May 2025	
	31 May 2025 \$
<b>CURRENT ASSETS</b>	
Cash and cash equivalents *	1,783,575
Trade and Other Receivables	1,163,387
Inventories	118,151
Prepayments and Other	440,431
<b>TOTAL CURRENT ASSETS</b>	<b>3,505,545</b>
Less:	
<b>CURRENT LIABILITIES</b>	
Trade and Other Payables	374,421
Provisions	533,554
Borrowings	-
Other Liabilities	836,615
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,744,590</b>
<b>NET CURRENT ASSETS (Working Capital)</b>	<b>1,760,954</b>
<b>CURRENT RATIO</b>	<b>2.01</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.

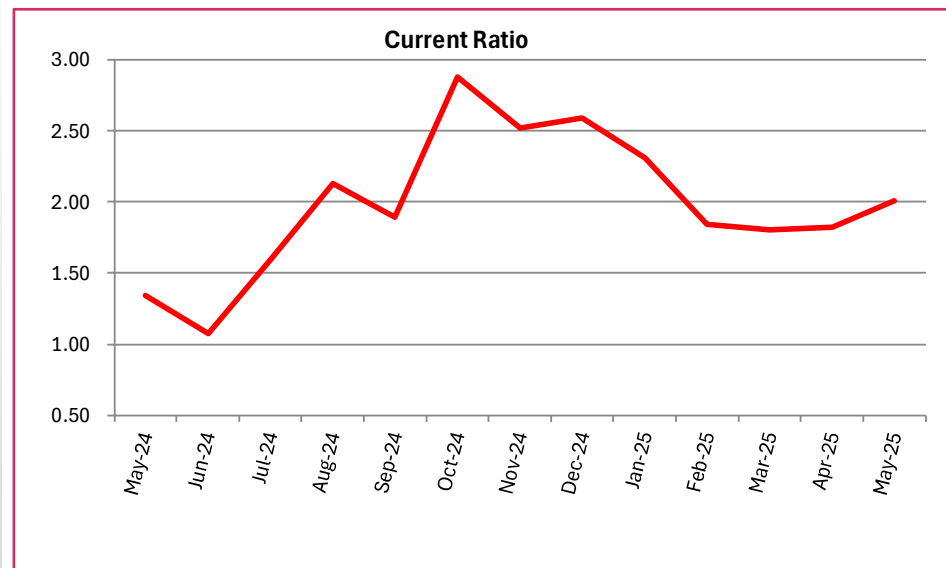
- Note: does not include restricted cash of \$10.75 million



## Current Ratio for the past Year



May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
1.35	1.07	1.59	2.13	1.89	2.88	2.52	2.59	2.31	1.84	1.80	1.82	2.01



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.





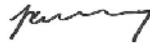
**Certification by the CEO to the Council**

<b>Council Name:</b>	West Arnhem Regional Council
<b>Reporting Period:</b>	May 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**

24 June 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 30 JUNE 2025**

<b>Agenda Reference:</b>	<b>10.1</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 30 JUNE 2025

<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>Debbie Branson, 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 30 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>12.1</b>
<b>Title:</b>	<b>Presentation - Gundjeihmi Aboriginal Corporation Jabiru Town</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>12.2</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>12.3</b>
<b>Title:</b>	<b>Confirmation of 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.*

**Agenda Reference:** 12.4

**Title:** Confidential Risk Management and Audit Committee Minutes

**Author:** Debbie Branson, Governance Advisor

*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>12.5</b>
<b>Title:</b>	<b>Review of Confidential Action Items</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>12.6</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>12.7</b>
<b>Title:</b>	<b>Interim Compliance Review Report 2023-2024</b>
<b>Author:</b>	Katharine Murray, Chief Executive Officer

*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.*

**Agenda Reference:** 12.8

**Title:** Maningrida K9 Security Program

**Author:** Fiona Ainsworth, Director of Community and Council Services

*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>12.9</b>
<b>Title:</b>	<b>Local Government Funding Levels Fifth 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.*

**Agenda Reference:** 12.10

**Title:** Update on ICT Changes and CouncilBIZ

**Author:** Jocelyn Nathanael-Walters, Director of Finance

*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>12.11</b>
<b>Title:</b>	<b>Elected Member Clothing</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)(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.*

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

<b>Agenda Reference:</b>	<b>13.1</b>
<b>Title:</b>	<b>Disclosure of Confidential Resolutions and Re-Admittance of the Public</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.*



**14      NEXT MEETING**

**15      MEETING DECLARED CLOSED**