



WEST ARNHEM REGIONAL COUNCIL AGENDA

**WARRUWI LOCAL AUTHORITY
TUESDAY, 15 JULY 2025**

[View the full agenda](#)



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Warruwi on Tuesday 15 July 2025 at 10:00 am.

Katharine Clare Murray
Chief Executive Officer

Code of Conduct: The Local Government Act 2019

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

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

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Acknowledgement of Country

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

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

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

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

SUMMARY

This report is to table, for the Warruwi Local Authority record, any apologies, and requests for leave of absence received from Authority members, as well as record any absence without notice for the meeting held on 15 July 2025.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

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

COMMENT

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

LEGISLATION AND POLICY

Guideline 1: Local Authorities

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 15 JULY 2025

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

SUMMARY

Agenda papers are presented for acceptance at the Warruwi Local Authority meeting held on 15 July 2025.

RECOMMENDATION

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

LEGISLATION AND POLICY

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

Goal 6.5 Planning and Reporting

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

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

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

SUMMARY

Local Authority Members are required to disclose an interest in a matter under consideration at the Local Authority 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 Local Authority on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Local Authority 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 THE LOCAL AUTHORITY received the declarations of interest as listed for the Warruwi Local Authority meeting held on 15 July 2025.

LEGISLATION AND POLICY

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

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.4 Risk Management

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

Agenda Reference:	6.1
Title:	Confirmation of Local Authority Meeting Minutes
Author:	Debbie Branson, Governance Advisor

SUMMARY

Unconfirmed minutes from the Warruwi Local Authority meeting held Tuesday 13 May 2025 on are submitted to the Local Authority for confirmation that the minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT THE LOCAL AUTHORITY adopted the minutes of the Warruwi Local Authority held on Tuesday 13 May 2025 as a true and correct record.

LEGISLATION AND POLICY

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

Clause 13.1 *Guideline 1: Local Authorities 2021*.

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. 2025 05 13 Warruwi Local Authority Meeting Minutes Unconfirmed [6.1.1 - 7 pages]



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

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

2 PERSONS PRESENT

MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams (via video)

STAFF PRESENT

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

3 APOLOGIES AND ABSENCES

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

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

WAR21/2025 RESOLVED:

On the motion of Chairperson Mayinaj

Seconded Mayor Woods

THAT THE LOCAL AUTHORITY:

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

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

WAR22/2025 RESOLVED:

On the motion of Member Wasaga

Seconded Member Nawirr

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

WAR23/2025 RESOLVED:

On the motion of Member Wasaga

Seconded Member Wurluli

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

WAR24/2025 RESOLVED:

On the motion of Member Narul

Seconded Chairperson Mayinaj

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

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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

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

WAR27/2025 RESOLVED:

On the motion of Member Nawirr

Seconded Member Wurluli

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

CARRIED

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

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

WAR28/2025 RESOLVED:

On the motion of Member Wurluli

Seconded Chairperson Mayinaj

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

CARRIED

8 ACTION REPORTS

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

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

WAR25/2025 RESOLVED:

On the motion of Chairperson Mayinaj

Seconded Member Nawirr

THAT THE LOCAL AUTHORITY:

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

CARRIED

Council recommended Action Item 1. to be completed.

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

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

WAR29/2025 RESOLVED:

On the motion of Member Narul

Seconded Chairperson Mayinaj

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

CARRIED

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

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

WAR26/2025 RESOLVED:

On the motion of Member Narul

Seconded Chairperson Mayinaj

THAT THE LOCAL AUTHORITY:

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

CARRIED

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

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

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

WAR27/2025 RESOLVED:
On the motion of Member Narul
Seconded Member Wurluli

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

CARRIED

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

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

WAR28/2025 RESOLVED:
On the motion of Member Narul
Seconded Member Wurluli

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

CARRIED

9 RECEIVE AND NOTE REPORTS

Agenda Reference:	9.1
Title:	Incoming and Outgoing Correspondence
Author:	Jasmine Mortimore, Governance Advisor

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

WAR29/2025 RESOLVED:
On the motion of Member Nawirr
Seconded Mayor Woods

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

CARRIED

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

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

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

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

CARRIED

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

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

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

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

CARRIED

Agenda Reference:	9.4
Title:	Technical Services Warruwi Projects Report
Author:	Kylie Gregson, Manager Technical Services

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

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

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

CARRIED

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

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

WAR33/2025 RESOLVED:

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

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

WAR34/2025 RESOLVED:

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

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

CARRIED

11 NEXT MEETING

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

12 MEETING DECLARED CLOSED

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

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

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

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

Agenda Reference:	7.1
Title:	Presentations and Visitors
Author:	Debbie Branson, Governance Advisor

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY notes the presentations on ... by ...

BACKGROUND

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

COMMENT

The following visitors/presentations have been invited to today's meeting:

- Member for Arafura – Ferry Service between the islands
 - Manuel Brown 11:00am – 11:30am (via Teams Meeting)
- Power and Water Authority – Water Conservation Event
 - Mathilda Lipscombe 11:30am – 12:00noon (via Teams Meeting)
- Department of Housing, Local Government and Community Development
 - Janthima Hinton, Senior Housing Officer 12:30pm – 1:00pm (via Teams Meeting)
- Warruwi Veterinary Program
 - Community Veterinarians – Cam Raw (1:00pm-1:30pm)
- Red Lily Health Clinic

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 15 JULY 2025

Agenda Reference:	7.2
Title:	Invited Guest - NT Police
Author:	Debbie Branson, Governance Advisor

SUMMARY

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

RECOMMENDATION

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

BACKGROUND

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

Senior Sergeant Chris Harden will be in attendance at the Warruwi Local Authority Meeting.

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 15 JULY 2025

Agenda Reference:	8.1
Title:	Review of Action Items
Author:	Debbie Branson, Governance Advisor

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

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

BACKGROUND

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

COMMENT

The actions that Local Authority resolves to occur are to be acted upon by the administration. This report enables Local Authority 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. Warruwi Action Items [8.1.1 - 5 pages]

Meeting Date	Status	Action Required	Assignees	Action Taken
8/02/2024	In Progress	WAR44/2024 RESOLVED: Request GTNT attend Warruwi Local Authority to discuss mechanical apprenticeships. WAR24/2024 RESOLVED: Requested administration research mechanical apprenticeships for staff; 18 May 2023 WAR163/2023 Mechanic started 29 May (Jabiru) and 40% of his time will be spent in Warruwi for WARC vehicles only at this stage. LA are requesting a permanent community mechanic be available for community vehicles	Ben Waugh, Fiona Ainsworth, Karen Borgelt	<p>13 July 2023 - Fiona Ainsworth Said mechanic has since resigned. Replacement commences first week of August. Initial travel schedule yet to be finalised however a contractor visited site with our existing Jabiru mechanic, conducted a survey of required stock and will return mid-August to complete identified repairs and maintenance. Investigations continue to determine an option for a full time community mechanic however securing a mechanic is significantly challenging, with current recruitment yielding nil in twelve months. Additionally, accommodation is exceptionally limited in Warruwi</p> <p>February 2024 - Fiona Ainsworth Interviews commenced for four applicants on 02 February 2024. Urgent works are being covered by contractors or Council's Gunbalanya based mechanic. Recruitment to all trades positions including mechanics is very difficult with over 12,000 mechanic vacancies on SEEK as of 02 February 2024</p> <p>14/05/2024 Jasmine Mortimore Item will be referred to Council.</p> <p>05/09/2024 Jasmine Mortimore Action is being investigated by our training team, will provide findings once available. Currently employees from Warruwi are being enrolled in a cert III in Civil Construction and Plant Operation.</p> <p>20/11/2024 Jasmine Mortimore No progress update available for the November meeting.</p> <p>19/02/2025 Jasmine Mortimore Exploring options with contract mechanical services for community access.</p> <p>06/05/2025 Gina Carrascalao Continue to discuss with other stakeholders.</p>

11/03/2025	In Progress	WAR19/2025 RESOLVED: Request administration investigate ground penetrating for unmarked burial / grave site on resident properties.	Clem Beard, Kylie Gregson	<p>28/04/2025 Clem Beard Ground Penetrating will be conducted w/c 20/05/2025 next to Lot 100 Cemetery and the Foreshore. CSM to obtain quotes whilst contractor onsite in community to identify other unmarked burial sites for LA to consider for next meeting.</p> <p>24/06/2025 Clem Beard Planned penetrating works per scope have been completed, additional community works to be discussed at today's meeting for Local Authority to approve identifying additional unmarked grave sites.</p>
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8/02/2024	Recommend Complete	<p>8 February WAR6/2024 RESOLVED: Maintenance on the Barge Landing by Department of Infrastructure, Planning and Logistics. Members requested to meet with DIPL CEO to discuss the urgency of these works and raised with DIPL concerns with food security, fuel and supplies. As well as inviting DIPL to Warruwi to inform community of future planned works and timelines</p> <p>20 July 2023 - WAR176/2023 Members raised fixing the secondary barge landing (not a WARC asset).</p>	Ben Waugh, Fiona Ainsworth, Garth Borgelt, Kylie Gregson, Misman Kris	<p>28/02/2024 Ben Heaslip July 2023 - Clem Beard Administration sent DIPL an invitation to attend next meeting</p> <p>14/12/2023. February 2024 - Clem Beard Ed Smelt - DIPL Project Director Transport Planning has been invited to this meeting - Presentation from DIPL is scheduled for 11.30am at LA Meeting.</p> <p>26/08/2024 Clem Beard Ongoing discussions with the CEO of DIPL are progressing on a variety of DIPL assets across the region for additional funding to upgrade facilities.</p> <p>15/11/2024 Garth Borgelt Machinery of Government changes have slowed progress. A verbal update will be given at the November meeting</p> <p>26/02/2025 Kylie Gregson Ed Smelt - DLI Project Director Transporting Planning Has no further updates to provide at this stage.</p> <p>09/04/2025 Kylie Gregson No further updates from DLI - made contact with Enda Dooley & Ed Smelt</p> <p>13/05/2025 Gina Carrascalao Council recommended this item to be closed</p>
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8/02/2024	Recommend Complete	<p>WAR24/2024 RESOLVED: Requested amendments to Croc management action for Warruwi Local Authority to write letter to NLC support and Dept Agriculture and Fisheries seeking support for Warruwi Community to introduce crocodile safety and economic development initiatives relating to Croc Management, Awareness and Safety.</p> <p>WAR7/2024 RESOLVED: Crocodile management - Letter to NLC addressing blockages. 18 May 2023 WAR158/2023 Crocodile Management NPWS Training for Staff</p>	<p>Fiona Ainsworth, Geraldine Narul, Misan Kris, Rick Mitchell</p>	<p>14 July 2023 - Matt Griffiths Awaiting NLC and Rangers to take further with anticipated arrival of Ranger Croc traps and training for WARC/NLC/Yagbani and Ranger Staff.</p> <p>30 October 2023 - Matt Griffiths Meeting with lead ranger on Island during visit from Darwin. A legal and WHS review has deemed the rangers at this time to undertake Croc traps and handling too high a risk. This is still being addressed via the Rangers and updates as they occur. Corporate licence for firearms should be in place mid to early 2024.</p> <p>February 2024 Matt Griffiths Nil further from NLC but aware WHS concerns from NLC dominate lack of action. Councillor James and CSM had meeting in January re multiple croc sighting and matter referred to A/CEO. Then sent to A/COO for action. Night Patrol to document on tasking sheets nightly croc sightings (numbers).</p> <p>16 May 2024 Local Authority to confirm action required</p> <p>06/09/2024 Jasmine Mortimore letter has been drafted</p> <p>19/11/2024 Jasmine Mortimore Letter sent to the Northern Land Council on 19 September 2024.</p> <p>06/05/2025 Gina Carrascalao No response received yet.</p> <p>26/06/2025 Gina Carrascalao Follow up email sent to NLC Chair. NLC Chair did call upon receiving the email to advise that he will follow up on the status of WARC request.</p>
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11/03/2025	Recommend Complete	WAR6/2025 RESOLVED: Invite Mr Brown to attend the next scheduled Local Authority meeting.	Jasmine Mortimore	<p>06/05/2025 Gina Carrascalao Invitation sent to Mr Brown on 24 March 2025, 1 May 2025 and on 6 May 2025 without response.</p> <p>07/05/2025 Gina Carrascalao Mr. Manuel Brown is unable to attend the meeting due to parliamentary seating, extended invitation for the next meeting.</p> <p>19/05/2025 Gina Carrascalao Gina to contact Baden to offer to attend next LA meeting by Teams</p> <p>26/06/2025 Gina Carrascalao Sent another email requesting the Member for Arafura to attend Warruwi LA via video.</p> <p>09/07/2025 Debbie Branson Member for Arafura attending July Local Authority Meeting.</p>
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WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

Agenda Reference:	8.2
Title:	Proposed - Supply and Install Shade Structure at the Council Office - Warruwi
Author:	Clem Beard, Project Manager

SUMMARY

This report is for the Warruwi Local Authority to consider the installation of a skillion shade structure at the council office to provide weather protection when holding ceremonies and community events.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Proposed - Supply and Install Shade Structure at the Council Office - Warruwi*; and
2. Approve the allocation of \$67,818.55 from the Warruwi Local Authority Funding.

BACKGROUND

The administration was requested to source quotes for the supply and installation of a shade structure at the council office to enhance the area for all community members and visitors alike when attending events and ceremonies and to improve the overall environment and welcoming appearance.

COMMENT

West Arnhem Regional Council (WARC) community staff work hard in planning and organising regular events for the community to attend and be actively involved. To encourage additional community members to be part of community events, administration was directed to seek evaluation to provide weather protection with a particular focus on shade for visitors and community residents.

Estimate/Indicative pricing only .

Supply and Install Shade Structure at the Council Office			
Resource	Qty	Est Price	Total
Supply of Shade Structure 6mts x 6mts	1	\$ 26,463.80	\$ 26,463.80
Supply of Z purlin shading	1	\$ 7,755.00	\$ 7,755.00
Freight from Darwin to Warruwi	1	\$ 1,829.43	\$ 1,829.43
Installation of Shade - Concrete footings/pad	1	\$ 23,950.00	\$ 23,950.00
Certification and Occupancy Permit	1	\$ 1,655.00	\$ 1,655.00
Sub Total			\$ 61,653.23
Contingencies 10% (barged costs)			\$ 6,165.32
Total Estimated/Indicative Costs			\$ 67,818.55

Some of the events held at the office throughout the year include but not limited to:

- NAIDOC Week;
- Anzac Day Commemorations;
- Australia Day;
- International Women Day;
- Award Ceremonies;
- Warruwi Community Engagement Day;
- Community BBQ's;
- Community Meetings;
- Award Ceremonies and;
- Yarning Space.

LEGISLATION AND POLICY

Council Purchasing Policy to be adhere to during procurement and installation phases.

FINANCIAL IMPLICATIONS

Annual project funding available from the Local Authority per financial report.

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 1.4 Community Events

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

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.

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. Gunbalanya Billabong Shade Structure [8.2.1 - 1 page]
2. Gunbalanya Billabong Structure [8.2.2 - 1 page]





WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

Agenda Reference:	8.3
Title:	Additional - Detection of Burial Sites - Warruwi
Author:	Clem Beard, Project Manager

SUMMARY

This report is for the Warruwi Local Authority to consider additional survey works to locate visible and non-visible gravesites in the Warruwi Community.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Additional - Detection of Burial Sites - Warruwi*; and
2. Approve the allocation of \$12,765.95 from the Warruwi Local Authority Funding.

BACKGROUND

The Local Authority requested the Administration to source indicative pricing to identify burial sites within the community township utilising Ground Penetrating Radar (GPR) detection machine.

COMMENT

Proposed scope of works - extent of GPR and Survey works including twenty-four (24) grave sites.

1. Visible graves will be surveyed, while the others will be located using GPR and surveyed.
2. Lots included in the survey are Lot 4, Lot 5, Lot 6, Lot 12, Lot 16, Lot 26, Lot 31, Lot 32, Lot 33, Lot 36, Lot 62, Lot 73, Lot 76, Lot 86, Lot 87, Lot 103, Lot 112, Lot 114, Lot 115, Lot 122, Lot 123, Lot 124, Lot 128 and Lot 175.
3. The fence around a site will be surveyed near the airport (beside Lot 156). The contractor understands this is a sacred site from the previous community visit and cannot use the GPR.
4. Supply Computer-Aided Drawings (CAD) data and plots.

GPR Detection of 24 Burial Sites - Warruwi Community	
Mobilisation and Fieldwork	\$1,980.00
Logistics, Planning and Cadastre Checks	\$2,020.00
GPR Service Locating	\$2,580.00
Data Processing and Reporting	\$1,140.00
Deliverables and Drafting	\$990.00
Internal Car Hire	\$255.45
Air Charter	\$2,640.00
Subtotal	\$11,605.45
Contingencies 10%	\$1,160.50
Indicative Budget	\$12,765.95

LEGISLATION AND POLICY

Council Purchasing Policy to be adhered to during procurement

FINANCIAL IMPLICATIONS

No current budget allocation for these works, proposed funding from the Warruwi Local Authority

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

Goal 1.5 Cultural Awareness Training Develop increased understanding and observation of cultural protocols.

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 3.4 Community Service Delivery

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

Agenda Reference:	8.4
Title:	By-Laws for Warruwi Community
Author:	Ben Heaslip, Information Advisor

SUMMARY

This report presents draft by-laws for the Warruwi community, and seeks advice from the Local Authority on how community consultation should take place.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Warruwi Community*; and
2. Provide feedback on the by-laws listed in this report; and
3. Determine how the community consultation process should take place.

BACKGROUND

In March 2025 Local Authority members endorsed a proposal to develop by-laws for the Warruwi community. In June the Administration presented a range of by-laws and asked Members which ones they would like to develop. The Authority indicated they wanted by-laws on Commercial Waste and Traffic Management.

COMMENT

The attachment contains draft Commercial Waste and Traffic by-laws for discussion.

The next steps are:

- Determine what community consultation should take place on these by-laws;
- Prepare a formal draft that must be approved by a resolution of Council;
- This formal draft is reviewed by the Northern Territory Government and re-worked if necessary;
- After NTG review, a formal community consultation period takes place;
- Sent to Council to be approved by Resolution and passed into law.

LEGISLATION AND POLICY

The *Local Government Act* (s278)

FINANCIAL IMPLICATIONS

Not Applicable

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. Draft Waste and Traffic By Laws Warruwi [**8.4.1** - 1 page]

Draft Waste and Traffic By-Laws for Warruwi Community

1. Commercial Waste

- a. It is an offence to leave, throw, deposit or abandon commercial waste anywhere except at a waste management facility, unless you have a permit to do so.
 - i. Maximum Penalty: 50 penalty units (1 unit = \$189)
- b. It is an offence to deposit commercial waste at a waste management facility outside of the times allowed to do so as determined by Council.
 - i. Maximum Penalty: 50 penalty units
- c. It is an offence to not comply with a direction given by an authorised person or clearly displayed on a sign when depositing commercial waste at a waste management facility.
 - i. Maximum Penalty: 50 penalty units
- d. It is an offence to not let an authorised person at a waste management facility inspect the waste you are proposing to deposit
 - i. Maximum Penalty: 25 penalty units

2. Removal of Commercial Waste

- a. An authorised person may, in writing, direct a person responsible for commercial waste in a public place or on vacant land to remove the or commercial waste within a stated period.
 - 1.
- b. If the commercial waste is a threat or risk to public safety, the authorised person may require that the commercial waste must be removed immediately.
 - 1.
- c. If a person does not comply with this direction Council may carry out, or cause to be carried out, the work required to make the place clean and free from commercial waste.
 - 1.
- d. The costs and expenses incurred by Council in clause (c) are a debt payable to the Council by the person to whom the notice was issued.

3. Traffic

a. On-street Parking

- i. To regulate on-street parking, the Council must pass a resolution on the conditions for parking on any street.

Council has the authority under the Road Traffic Act to regulate on-street parking, for example to make a street or place a no-parking zone. To make certain areas no-parking areas Council must pass a resolution for that specific street or place.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 July 2025

Agenda Reference:	9.1
Title:	Technical Services Warruwi Projects Report
Author:	Kylie Gregson, Manager Technical Services

SUMMARY

This report will present the Local Authority (LA) with an update on the overview of all Local Authority and other Council projects delivered in the Warruwi Community, for the reporting period up to 24 June 2025.

RECOMMENDATION

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

BACKGROUND

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

COMMENT

1. Projects Update

The table below provides a comprehensive snapshot of all projects currently being delivered in the Warruwi Community.

WARRUWI LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
Completed	30-06-2025	Works on replacement shade and installation of seating have been completed by Stedman's Construction.	Table and seating to be replaced.	100%
In Progress	30-11-2025	Tender awarded to the University of Melbourne. Warruwi scheduled visits remaining is September 2025.	Vet Program - Animal Management.	50%

WARRUWI COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-06-2025	Cross Solutions attended 20th May 2025. Identified unmarked graves next to Lot 100 Cemetery & the foreshore. Obtained additional quote whilst contractor was on site to identify other unmarked burial	Warruwi ground penetrating radar.	10%

		sites for LA consideration to proceed.		
In Progress	30-06-2025	Upgrades are now completed, surplus of funds (\$35,000). Agreed on installation of water tank with said surplus. Tank now on site, waiting on installation by Stedman's Construction.	Warruwi Recreation Hall upgrade.	80%

2. Landfill Update

- Rubbish collection Monday to Friday.
- Designated dumping areas for contractors have been allocated, and dumping fees charged.

3. Cemetery Update

- Site to be confirmed once ground radar penetrating has been completed and approved by council and the community.

4. Technical Services Team Update

- Currently recruiting for a Waste and Resource Coordinator and a Regional Roads Manager.

STATUTORY ENVIRONMENT

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

Goal 4.2 Fleet, Plant and Equipment

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

Goal 4.3 Waste and Water Management

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

Goal 4.4 Local Road Management and Maintenance

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

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

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

Goal 5.2 Procurement

Develop and implement a leading-edge sustainability procurement strategy.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 July 2025

Agenda Reference:	9.2
Title:	CSM Operations Report on Council Services
Author:	Geraldine Narul, Council Services Manager

SUMMARY

This report will present the Local Authority (LA) with an update on council services provided in the Warruwi community for the period 01 April 2025 – 31 May 2025, as prepared and presented by Council Services Manager (CSM), CSM Geraldine Narul.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

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

BACKGROUND

All issues/matters raised are to be discussed by Local Authority members, as detailed in the report.

COMMENT

1. Community Recruitment

Positions filled during the report period:

- No position filled.
- Still recruiting for Wellbeing Service Senior Officer, Child Care Senior Officer, Broadcasting Officer, and Centrelink Officer.

2. Administration Services

2.1 Administration

The Warruwi Council administration office was open from 8:00am to 4:36pm on each business day during the report period except for the below periods:

- 27 May 2025 – Closure due to sorry business.
- EasyWeb Digital Technician visited 21 May 2025 to upgrade the Warruwi Library Wifi that is based in the Council office.

2.2 Post Office

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

- 27 May 2025 – Closure due to sorry business.

Total postage received	1,209 kg
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2.3 Centrelink

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

- 27 May 2025 – Closure due to sorry business.

2.4 Cleaning

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

- Council office – twice a week – total of 24 occasions.

- Playground amenities – once a week – total of 12 occasions.
- Public toilets - twice a week – total of 12 occasions.
- Common areas cleaned once a week – a total of 12 occasions.
- Visitor Accommodation rooms cleaned as required – total 40 room cleans

2.5 Visitor Accommodation

The total number of current visitor accommodation available is two (2), bookings can be made through Little Hotelier, via WARC website.



EasyWeb Digital Technician conducting Waruwi Library Wifi upgrades.

3. Wellbeing Services

3.1 Sport & Recreation

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

- Basketball
- Football
- Soccer
- Dodge Ball
- Art & Craft
- Pool table
- Table tennis
- Swimming at pool
- Computer games
- Cooking

Attendance totals	153
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Youths engaging in Sports and Recreation activities in Warruwi.

3.2 Early Learning

The Warruwi Creche hours of operation are Monday to Friday, 8:00am to 4:30 pm.

- 1 April – 31 May 2025 Closure due to staff availability.
- A new sign installation at the Creche in Mawng language, saying “Ngawunpayatayan ngarru Warrangiw” which translated to “We will look after your children”.
- The creche is currently going through an upgrade.

Attendance totals	0
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Creche upgrade works.



New Creche signed installed using local Mawng language.

3.3 Community Care (Gunbalanya, Jabiru, Minjilang, Warruwi)

The Community Care team provides services Monday – Friday to three (3) clients.

- Currently there are three (3) clients for breakfast every morning.
- Community Care continues to provide transport, healthy and nutritious hot meals, and dry breakfasts to all clients including National Disability Insurance Scheme (NDIS) clients five (5) days a week.
- Community Care provides laundry care to participating clients.
- Transport clients to clinic for medical appointments and medication collection.
- On 12-13 May and 19-20 May 2025, Community Care Staff participated in their Certificate III in Individual Support.

Total meals provided	134
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3.4 Disability Care (Gunbalanya, Jabiru, Minjilang, Warruwi)

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

- Personal care provided to one (1) client = 1 hour per week.
- Domestic care provided to one (1) client = 1 hour per week.
- Transport trips total one (1) client = 1 hour per week.
- Social support is a total of one (1) hour per week.

Total number of NDIS participants	4
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3.5 Night Patrol (Gunbalanya, Minjilang & Warruwi only)

Night patrol services were provided five (5) nights per week between roster hours of 6:00pm and 3:00am.

- Patrols have continued with up to three (3) staff, which allows a minimum service delivery model of 2 staff members per shift.
- Night Patrol are active in the community.
- A new roster came into effect on 1 May, allowing Night Patrol staff to have the weekend off.



Senior Community Safety Officer modelling their new uniform.

3.6 Broadcasting

In conjunction with Top End Aboriginal Bush Broadcasting Association (TEABBA), zero (0) hours of broadcasting services were provided during the reporting period due to no staff availability.

- TEABBA is available on 106.1FM 24hours 7 days a week, from the Warruwi Council Office.
- 19 May 2025 – TEABBA Technician visited Warruwi for an upgrade on their equipment.

4. Community Works

4.1 Parks and Open Space

The community is generally clean and tidy.

- Regular Parks safety inspections were completed as required.
- Parks and recreational areas are attended to regularly and as required, for the removal of rubbish and debris.





Works team working hard to keep the open spaces looking neat and tidy.

4.2 Roads

General minor road repairs and maintenance undertaken across the community.

- Road maintenance continues.
- Works Team conducting road repairs on Barge Landing Road and Fletchers Point Road (*public roads*).
- Some minor potholes need repairing.
- Some speed bumps need repairing across the community.
- Barge runs occur once every week (Thursdays).

4.3 Waste

Landfill site operated between Mondays to Friday, 8:00am to 4:00pm with no disruption to service.

- The landfill has signs erected, with further signage to be assessed and implemented as required.
- The Rubbish run continues to operate three (3) times per week. Monday and Friday are residential bin days and Wednesday are commercial bin days. The council has requested all residents leave their rubbish bins outside their yard for collection.
- The designated dumping area works well with WTD Constructions, Stedman's Constructions, and Buk Mak Constructions working on projects across the community.
- The Works Team continues to work with contractors to ensure signage and directions are followed at the landfill.
- 60 new wheelie bins ordered.

Total volume of waste on-charged	11 tonne
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Disposal of external contractors materials at WARC landfill.

5. Essential Services

5.1 Power

- Repaired Genset once during report period.
- Genset 1, service was conducted three (3) times during the report period.
- The powerhouse and control room are cleaned once a week.
- 41,000ltrs of diesel transferred off the barge during the report period.
- 21,000ltrs of diesel transferred to tank no. 3 on 09 and 29 May 2025.
- GenPower service and repairs conducted on all gensets by Patty and Co.

5.2 Water

- Water samples, bacteriological and waste were conducted as per schedule.
- Four (4) production bores working and keeping up with town consumption.

5.3 Sewage

- Sewage station pump 2 working.
- The sewer macerator is waiting for replacement.
- The sewer station spare pump is waiting for replacement.

- The sewer station was mowed four (4) times during the report period.
- Sewer station low level pump out and floats cleaned and maintenance completed.

5.4 Aerodrome

As per the contract, inspections, callouts and maintenance were undertaken by the Aerodrome Reporting Officer (ARO) on weekdays.

- Day to day aerodrome inspections completed with up to 40 inspections conducted during the report period.
- Windsock light repaired by Stedman's Construction during the report period.
- Slashed the runway and fence perimeter on five (5) occasions during the report period.

6. Community

6.1 Community meetings and events

- 08 April 2025 – Meeting via telephone with Business Manager from Red Lily regarding Hoops 4 Health visit to Warruwi on 1 May 2025. The program is fully funded by Hoops 4 Health and saw a First Nations-led, strength-based program to the West Arnhem Region provided support healing, connection and youth empowerment through basketball and community leadership.
- 20 April 2025 – Easter celebrations Sunday.
- 23 April 2025 – Hoops 4 Health Warruwi Consultation regarding event happening on 01 May 2025.
- 24 April 2025 – Stakeholder meeting took place with TO's and Elders leading the meeting.
- Hoops 4 Health Event took place on 1 May 2025 with positive stakeholder engagement in Warruwi. The event took place at the school with at least approx. 100 participants.
- 07 May 2025 – National Regional Emergency Committee meeting via Microsoft Teams.
- 09 May 2025 – meeting with NT Corrections Officer regarding community service work for parolees with West Arnhem Regional Council.
- 14 May meeting with NT Corrections regarding wellbeing support for female prisoner requesting bail.
- 21 May 2025 – meeting with technicians from Easy Digital Web regarding Existing WiFi equipment upgrade.
- 21 May 2025 – meeting with FredNT.
- 23 May 2025 – meeting with Ajurumu Store Manager regarding change of itinerary on Seaswift Barge's ETA (arrival). Ajurumu stores are concerned about the ETA being 5am in the morning. Ajurumu requested that the time is changed to 6am arrival.
- 26 May 2025 – meeting with DKBCOMMS (Telstra contractors) regarding dry hire and collection of Excavator.
- 27 May 2025 – Meeting with DKBCOMMS (Telstra contractors) regarding completed work on Telstra cables located on the creek bed near WARC work shed.
- 27 May 2025 – meeting with NT Police and check in during their routine visit to Warruwi.
- 28 May 2025 – meeting with Mardbalk Rangers regarding the Young Endeavour ship visiting Warruwi on 2 June.

Total number of meetings and events attended by the CSM	16
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DKBComms contractors with Council staff standing at the creek bed where recently repaired Telstra cables that runs through the creek.

6.2 Community key focus areas

- Culture camp.
- AFL's 9 inter-community competition in Gunbalanya on 03-04 July 2025.
- NAIDOC Week Events
- Kurrung Festival Jabiru 05-07 September 2025.

LEGISLATION AND POLICY

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATION

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

Goal 1.4 Community Events

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

Goal 1.6 Youth Engagement

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

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.4 Community Service Delivery

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.3 Waste and Water Management

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 15 July 2025

Agenda Reference:	9.3
Title:	Human Resources Report as at 30 June 2025
Author:	Linda Veugen-Yong, Human Resources Manager (Acting)

SUMMARY

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

RECOMMENDATION

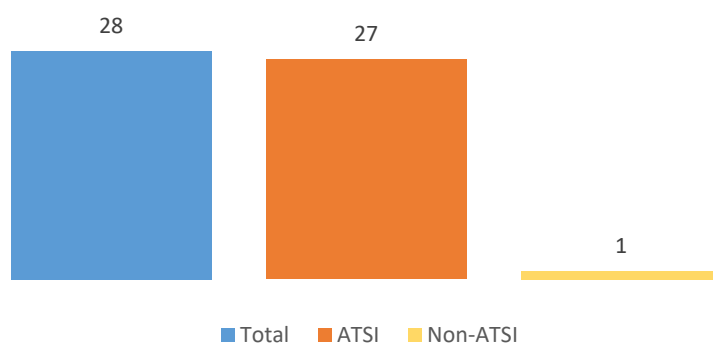
THAT THE LOCAL AUTHORITY receive and note the report titled *Human Resources Report as at 30 June 2025*.

COMMENT

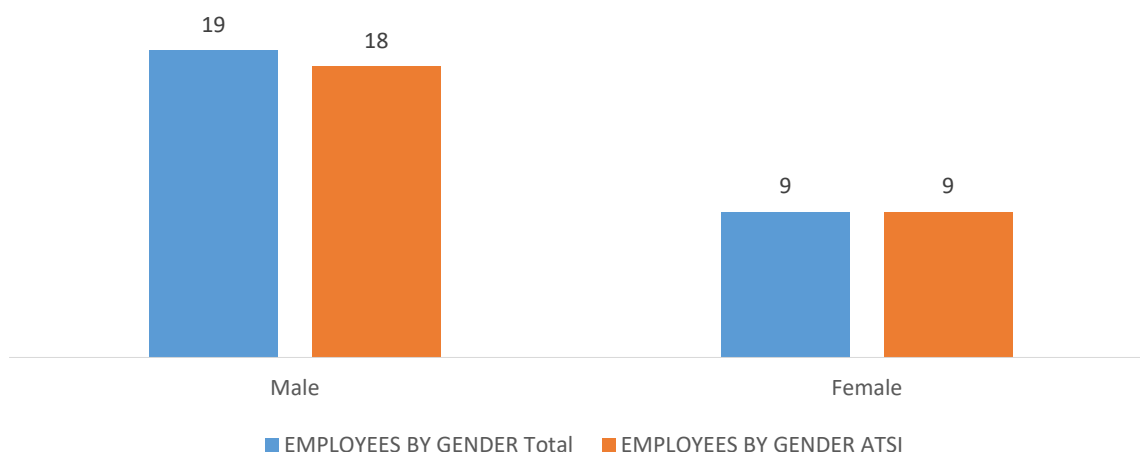
Workforce Report

As of 30 June 2025.

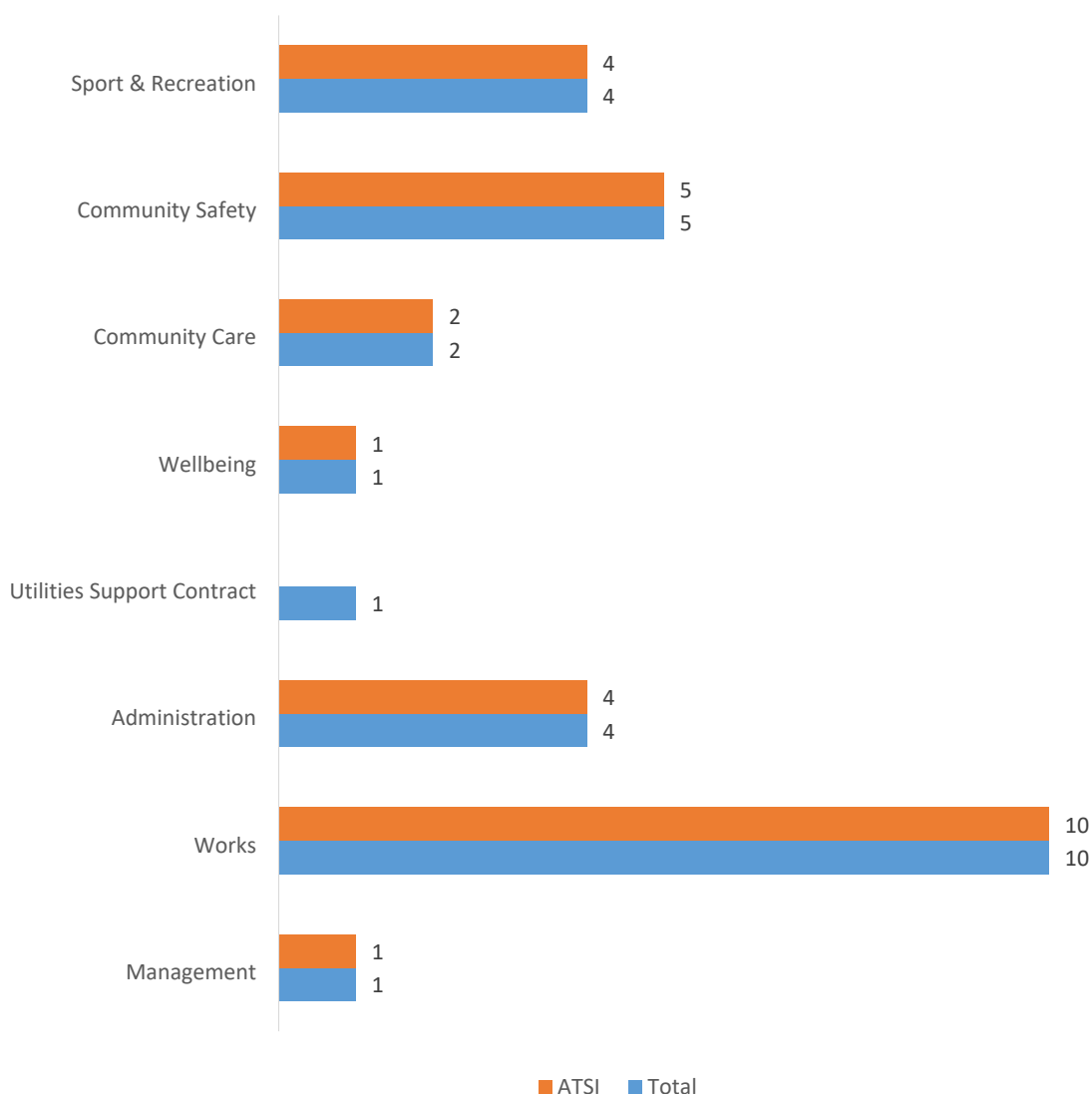
EMPLOYEES - WARRUWI



EMPLOYEES BY GENDER - WARRUWI



EMPLOYEES BY WORK GROUP - WARRUWI



Vacancies by location as of 27 June 2025

Warruwi

- **Childcare Senior Officer** - Permanent - Full time - Subsidised Accommodation available – Open until filled
- **Broadcasting Officer** - Permanent – Part time - No Accommodation provided – Open until filled
- **Centrelink Officer** - Permanent – Part time - No Accommodation provided – Open until filled

LEGISLATION AND POLICY

Local Government Act 2019 (Act)

Council's Organisational Structure

Council's Budget and Long-Term Financial Plan

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 2 INCREASED LOCAL INDIGENOUS EMPLOYMENT

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

Goal 2.1 Indigenous Employment Framework

Create Council Indigenous employment framework including tailored pathways to employment.

Goal 2.2 Policy and Procedures

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

Goal 2.3 Policy and Procedures

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

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.2 Health and Safety

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

Goal 3.3 Training and Development

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

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 15 July 2025

Agenda Reference:	9.4
Title:	2025 Local Government General Elections
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

This report provides the Warruwi Local Authority 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 THE LOCAL AUTHORITY receive and note the report titled *2025 Local Government General Elections*.

BACKGROUND

Under the *Local Government Act 2019* a period general election is due on the 4th Saturday in August in the 4th 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
Warruwi	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



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



West Arnhem Regional Council

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
Saturday 23 August		Election day
	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					

Thursday, 22 May 2025 12:04 pm

Page 1 of 2

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				
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					
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					
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					
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 15 July 2025

Agenda Reference:	9.5
Title:	Incoming and Outgoing Correspondence
Author:	Debbie Branson, Governance Advisor

SUMMARY

This report is to table items of correspondence received and sent since the last Local Authority meeting.

RECOMMENDATION

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

COMMENT

Correspondence addressed to the Principal Member and Council, as determined by the Chief Executive Officer, is included in this report.

1. Senator Hon Malarndirri McCarthy – Multi-purpose Safe Shelt – Warruwi Community

LEGISLATION AND POLICY

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS


1. Incoming Correspondence [9.5.1 - 2 pages]



Senator the Hon Malarndirri McCarthy
Minister for Indigenous Australians
Senator for Northern Territory and Christmas and Cocos (Keeling) Islands

MC25-002076

Mayor James Woods
Mayor
West Arnhem Regional Council
James.Woods@westarnhem.nt.gov.au


~~Mayor Woods~~

Thank you for your correspondence on 27 May 2025, regarding West Arnhem Regional Council appeal to establish a multi-purpose safe shelter for the Warruwi Community.

I acknowledge the aim to have a multi-purpose safe shelter developed in Warruwi and advise you that the primary responsibility for infrastructure development in this region is a responsibility for the Northern Territory Government. I have referred your correspondence to the Hon Lia Finocchiaro MLA, Chief Minister of the Northern Territory. I recommend West Arnhem Regional Council directly approach the Northern Territory Government seeking investment and support for this project.

With respect to other Australian Government agencies prioritising this development in the region, I encourage the West Arnhem Regional Council to contact the relevant Departments who administer the referenced programs seeking their advice on how West Arnhem Regional Council should present the safe shelter initiative to them for grant funding consideration. For your convenience the contact details for each program referenced outside of the NIAA portfolio is provided below.

- Disaster Ready Fund: National Emergency Management Agency:
Disaster.Ready@nema.gov.au
- Safe Places Emergency Accommodation Program: Department of Social Services:
enquiries@dss.gov.au

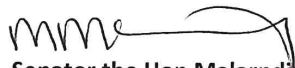
I will continue to strive for meaningful outcomes for First Nations people in Australia by working closely with the Hon Marion Scrymgour, Special Envoy for Remote Communities, and our other government colleagues.

Parliament House, Canberra ACT 2600

The NIAA will monitor developments in Warruwi through our regional office network and any questions regarding how the NIAA can assist West Arnhem Regional Council, can be referred to Mr Gerrit Wanganeen, Regional Manager, Arnhem Land and Groote Eylandt, on telephone (08) 8968 8402 or via email gerrit.wanganeen@niaa.gov.au.

Thank you for taking the time to bring this matter to my attention, and I look forward to hearing about the progress WARC is making in Closing the Gap.

Yamalu



Senator the Hon Malarndirri McCarthy
Minister for Indigenous Australians

7/7 / 2025

cc: Katharine Clare Murray, Chief Executive Officer

Parliament House, Canberra ACT 2600

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 15 July 2025

Agenda Reference:	9.6
Title:	Finance Report to May 2025
Author:	Imran Shajib, Finance Manager

SUMMARY

This Financial Report for the year-to-date 1 July 2024 to 31 May 2025, the first 11 months of the 2024-25 financial year, is prepared for the Warruwi Local Authority.

RECOMMENDATION

THAT THE LOCAL AUTHORITY receive and note the report titled *entitled Finance Report to May 2025*.

BACKGROUND

Not Applicable

COMMENT

The Local Authority members are encouraged to discuss the Finance Report for the period ended 31 May 2025.

The report covers all of the activities within the Warruwi Community. There are activities related to Core Services both Tied and Untied, Commercial Services, and Community service activities. Additionally, there are some projects that are funded from Council's own money.

A summary of the total Warruwi income and expenditure is shown below.

Annual Budget Income and Expenditure as at 31 May 2025

Description	WARRUWI					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	99,209	110,035	(10,827)	(10%)	120,039	83%
Income Council Fees and Charges	34,215	12,467	21,748	100%+	13,600	100%+
Income Operating Grants	1,890,533	2,002,488	(111,955)	(6%)	2,096,280	90%
Income Investments	-	-	-	-	-	0%
Income Allocation	26,378	65,753	(39,375)	(60%)	68,530	38%
Other Income	19,602	5,042	14,560	100%+	5,500	100%+
Income Agency and Commercial Services	797,270	704,568	92,702	13%	768,620	100%+
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	104,280	97,775	6,505	7%	106,664	98%
Untied Revenue Allocation	-	-	-	-	-	0%
Total Operational Revenue	2,971,487	2,998,128	(26,641)	(1%)	3,179,233	93%
Operational Expenditure						
Employee Expenses	1,439,734	1,613,871	(174,137)	(11%)	1,787,433	81%
Contract and Material Expenses	1,363,472	1,527,030	(163,558)	(11%)	1,698,996	80%
Finance Expenses	706	605	101	17%	660	100%+
Travel, Freight and Accom Expenses	92,023	178,907	(86,884)	(49%)	191,516	48%
Fuel, Utilities & Communication	175,838	209,568	(33,730)	(16%)	228,620	77%
Other Expenses	389,740	372,515	17,225	5%	720,770	54%
Depreciation, Amortisation and Impairment	-	-	-	-	-	0%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	7,800	9,200	(1,400)	(15%)	9,200	85%
Council Committee & LA Expenses	3,262	3,083	179	6%	3,083	100%+
Total Operational Expenditure	3,472,575	3,914,779	(442,204)	(11%)	4,640,279	75%
Total Operational Surplus / (Deficit)	(501,088)	(916,651)	415,563	45%	(1,461,046)	34%

Legend:

Annual Budget Operating Position as at 31 May 2025

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(501,088)	(916,651)	415,563	45%	(1,461,046)	34%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(26,378)	(65,753)	39,375	60%	(68,530)	38%
Add Back Non-Cash Expenses	(620,536)	(589,903)	(30,633)	(5%)	(637,778)	97%
Total Non-Cash Items	594,158	524,150	70,008	13%	569,248	100%+
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	396,774	456,731	(59,957)	(13%)	456,731	87%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	396,774	456,731	(59,957)	(13%)	456,731	87%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	372,669	372,669	-	-	372,669	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	43,480	43,480	-	-	43,480	100%
Total Additional Inflows	416,149	416,149	-	-	416,149	100%
Net Budgeted Operating Position	112,446	(433,082)	545,528	100%+	(932,379)	0%

Legend:

- Unfavourable variance over \$75,000
- Unfavourable variance under \$75,000
- Favourable variance
- ! Variance over \$300,000

LEGISLATION AND POLICY

Regulation 17 of the Local Government (General) Regulations 2021 outlines the requirements for financial reporting to Council

FINANCIAL IMPLICATIONS

Not Applicable

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.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 15 JULY 2025

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

SUMMARY

The purpose of this report is to give Local Authority Members a forum in which to table items they wish to be debated.

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

RECOMMENDATION

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

ATTACHMENTS

Nil

- 11 NEXT MEETING**
- 12 MEETING DECLARED CLOSED**