



WEST ARNHEM REGIONAL COUNCIL AGENDA

**GUNBALANYA LOCAL AUTHORITY
WEDNESDAY, 16 JULY 2025**

12.00pm - 1.00pm



WEST ARNHAM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Gunbalanya on Wednesday 16 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 16 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 Gunbalanya 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 16 July 2025.

RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Notes the absence of ...
2. Notes the apology received from Cr Nadjamerrek,
3. Determines Cr Nadjamerrek is/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 16 JULY 2025

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

SUMMARY

Agenda papers are presented for acceptance at the Gunbalanya Local Authority meeting held on 16 July 2025.

RECOMMENDATION

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Gunbalanya Local Authority meeting held on 16 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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 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 Gunbalanya Local Authority meeting held on 16 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 16 JULY 2025

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

SUMMARY

Unconfirmed minutes from the Gunbalanya Local Authority meeting held on Wednesday 14 May 2025 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 Gunbalanya Local Authority meeting held on Wednesday 14 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 14 Gunbalanya Local Authority Meeting Minutes Unconfirmed (1) [6.1.1 - 8 pages]



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

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

Council Nadjamerrek joined the meeting at 10:45am.

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Donna Nadjamerrek

STAFF PRESENT

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

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

THAT THE LOCAL AUTHORITY:

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

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

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

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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.

GUN26/2025 RESOLVED:
On the motion of Member Garnarradj
Seconded Member Yates

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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.

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

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

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	7.1
Title:	Presentations Gunbalanya Sports & Social Club
Author:	Jasmine Mortimore, Governance Advisor

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

GUN27/2025 RESOLVED:
On the motion of Member Gumurdul
Seconded Member Mangiru

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

CARRIED

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

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

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

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

CARRIED

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

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

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

THAT THE LOCAL AUTHORITY

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

CARRIED

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

This item was deferred.

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.

GUN30/2025 RESOLVED:

On the motion of Member Mangiru

Seconded Member G Nayinggul

THAT THE LOCAL AUTHORITY:

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

CARRIED

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

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

GUN31/2025 RESOLVED:

On the motion of Cr Nadjamerrek

Seconded Member Mangiru

THAT THE LOCAL AUTHORITY:

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

CARRIED

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

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

GUN32/2025 RESOLVED:

On the motion of Member G Nayinggul

Seconded Member Gumurdul

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

CARRIED

Agenda Reference:	8.4
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.

GUN33/2025 RESOLVED:

**On the motion of Cr Nadjamerrek
Seconded Member Gumurdul**

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

CARRIED

9 RECEIVE AND NOTE REPORTS

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.

GUN34/2025 RESOLVED:

**On the motion of Member Gumurdul
Seconded Member Mangiru**

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

CARRIED

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.

GUN35/2025 RESOLVED:

**On the motion of Cr Nadjamerrek
Seconded Member Mangiru**

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

CARRIED

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

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

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

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

CARRIED

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

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

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

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

CARRIED

Council will review options for the billabong.

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

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

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

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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.

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

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

CARRIED

11 NEXT MEETING

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

12 MEETING DECLARED CLOSED

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

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

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

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 JULY 2025

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

SUMMARY

The purpose of this report is to provide Gunbalanya 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

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

- Department of Housing, Local Government and Community Development
 - Janthima Hinton (11:00am-11:30am via teams)
- 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 16 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.

Remote Sergeant Chan'e MIENIE will be in be present at the Gunbalanya 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 16 JULY 2025

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

SUMMARY

This report is submitted for Gunbalanya 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. Gunbalanya Action Items [8.1.1 - 2 pages]

Meeting Date	Status	Action Required	Assignees	Action Taken
27/11/2024	In Progress	GUN55/2024 RESOLVED: Investigate Awning for shop car park	Clem Beard, Kylie Gregson	<p>24/02/2025 Jasmine Mortimore Adjumarllarl Manager as confirmed attendance at meeting on 12.03.2025 to discuss item with the Local Authority.</p> <p>07/05/2025 Jasmine Mortimore Reached out to Adjumarllarl Manager via email on 24 March 2025 and then again on 1 May 2025 with no response. On 7 May 2025 called the local representative and left a message.</p> <p>24/06/2025 Debbie Branson Contacted the Store Manager and invited her to the July 2025 LA Meeting. Unsure of her availability and will advise.</p>
27/11/2024	In Progress	GUN55/2024 RESOLVED: Investigate upgrades to the Basketball court, including fixing or replacing toilets, change rooms, water fountain and fence.	Clem Beard, Kylie Gregson	<p>19/02/2025 Jasmine Mortimore Investigation are ongoing for the upgrades to the Basketball courts located near the school. As part of the 2025 federal election process, West Arnhem Regional Council has submitted a bid to the Labor candidate for Lingiari for \$3 million upgrades on the Youth Centre and facilities.</p> <p>24/02/2025 Jasmine Mortimore Adjumarllarl Manager as confirmed attendance at meeting on 12.03.2025 to discuss item with the Local Authority.</p> <p>07/05/2025 Jasmine Mortimore Reached out to Adjumarllarl Manager via email on 24 March 2025 and then again on 1 May 2025 with no response. On 7 May 2025 called the local representative and left a message.</p> <p>08/07/2025 Debbie Branson Contacted the Store Manager and invited her to the July 2025 LA Meeting. Unsure of her availability and will advise.</p>

5/02/2025	Recommend Complete	GUN4/2025 RESOLVED: Request letter to sent to the Department of Health, Department of Logistics and Infrastructure and Department of Chief Minister and Cabinet to discuss concerns with delays in tender for new Gunbalanya Health Clinic building and request these departments meet with the Red Lily Health Board and Local Authority Members.	Fiona Ainsworth, Jasmine Mortimore	06/03/2025 Jasmine Mortimore Letter has been drafted and is awaiting approval before sending to relevant Departments. 24/03/2025 Jasmine Mortimore Letter sent on 6 March 2025, we are now awaiting a response. 07/05/2025 Gina Carrascalao Response letter received on 23 April 2025 refer to incoming and outgoing correspondence report for more information.
12/03/2025	Recommend Complete	GUN10/2025 RESOLVED: Request Department of Housing attend next Local Authority meeting scheduled in May 2025 to continue discussions.	Jasmine Mortimore	07/05/2025 Jasmine Mortimore Liam Bentley, Senior Housing Officer and Kiarna, Tenancy Contracts Officer have confirmed they will be attending the meeting scheduled for 14 May 2025.
12/03/2025	Recommend Complete	GUN20/2025 RESOLVED: Investigate 2x fire pits for the billabong hard structures.	Clem Beard	28/04/2025 Clem Beard Fire Pits have been ordered, and fabrication is in progress. Contractor to install when access road is reopened from Wet Season rains. 24/06/2025 Clem Beard Fire Pit installation completed.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 JULY 2025

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

SUMMARY

This report presents draft by-laws for the Gunbalanya 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 Gunbalanya 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 Gunbalanya 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

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Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Draft Waste and Traffic By Laws Gunbalanya [**8.2.1** - 1 page]

Draft Waste and Traffic By-Laws for Gunbalanya 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.
- 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.
- 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.
- 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 16 July 2025

Agenda Reference:	9.1
Title:	Technical Services Gunbalanya 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 Gunbalanya Community, for the reporting period up to 24 June 2025.

RECOMMENDATION

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

BACKGROUND

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

COMMENT

1. Projects Update

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

GUNBALANYA LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-06-2025	TB Constructions have completed ten of the thirteen houses under this project. Two of the remaining three houses to be completed within the coming weeks.	Gunbalanya Aged Care Pavers.	90%
In Progress	30-06-2025	Speed bumps and children's crossing at the office and Youth Centre. Additional U shape bollards to be installed to increase safety as cars travelling through the opening. To be completed within the coming weeks.	Crosswalk and bollards at the Council Office.	90%
In Progress	30-11-2025	Tender awarded to the University of Melbourne. Scheduled 2 nd visit in September 2025.	Vet Program - Animal Management.	50%

GUNBALANYA COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-06-2025	Think Water Darwin contracted - Final stage of work has been completed. Now operational and tank is filling automatically. Additional work completed to clear weeds to allow billabong pontoon and pump to sit in deep water. Waiting on Think Water to advise on the date when they intend on moving the pump and deliver staff training on the new system.	Gunbalanya Oval Upgrade.	95%
In Progress	30-12-2025	Insurance claim accepted - Works awarded to M+J Builders. Following site visit, surveyors now advising this is a flood prone area and buildings need to be elevated higher. Scope of works approved, waiting on draft building plans to be provided for review by WARC.	Gunbalanya Flood Insurance Toad Hall, Laundry & damaged house.	10%

2. Landfill Update

- No onsite landfill officer.
- Firebreaks have been graded around the waste facility.
- Works team attend regularly to push up rubbish and maintain site.
- Sell and Parker currently on-site removing scrap steel.

3. Cemetery Update

- Site confirmed, lease in negotiation with Northern Land Council (NLC).

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 16 JULY 2025

Agenda Reference:	9.2
Title:	CSM Operations Report on Current Council Services
Author:	Vicki McCoy, Council Services Manager, Gunbalanya

SUMMARY

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

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:

- Team Leader Works – Commenced 7 April 2025.
- Broadcasting Officer – Commenced 12 May 2025.

2. Administration Services

2.1 Administration

The Gunbalanya Council administration office was open from 8:00am to 4:30pm on each business day with no disruption to service during the reporting period.

- Staff undertook Work Health and Safety Awareness courses via ELMO.
- Remote Area Group Pty Ltd conducted routine Test and Tag to all services.

2.2 Post Office

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

- First mail truck delivered backlog of mail – Friday 23 May 2025.
- Proposal has been submitted to adjust opening hours to allow time for sorting mail.
 - Monday, Wednesday, Friday 10:00am – 3:30pm.
 - Tuesday and Thursday 08:00am – 3:00pm.

Total postage received - Gunbalanya	3,704.52 kg
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2.3 Centrelink

The Gunbalanya Centrelink was open from 8:00am to 4:30pm on each business day with no disruption to service during the reporting period.

2.4 Cleaning

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

- Council office – daily – total of 39 occasions.

- Public toilets - weekly – total of 08 occasions.
- Common areas – as required – total of 14 occasions.
- Visitor Accommodation rooms cleaned as required.

2.5 Visitor Accommodation

The total number of current visitor accommodation available are the four (4) Cabin. Bookings can be made through Little Hotelier, via WARC website.

- Total of 25 visitors stayed in Cabins during the reporting period.

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, and
- Cooking.
- Volleyball NT visited on 14-17 April 2025 and held a successful interactive program in conjunction with Gunbalanya school. There was a lot of skill development and progression which was great to see. Some participants that lacked confidence on the volleyball court really thrived and starred.



- WARC Team Leader Sport and Recreation and a staff member from the Jabiru Works Crew travelled into Darwin on 28 April – 01 May 2025, along with the school to attend a AFL Competition 12 years and under competition. The Gunbalanya students selected for this trip was based on their good school attendance. One official said, “top end remote boys were the best team to watch as they were so much fun”.



- WARC joined Clontarf and Adjumarllarl to do the normal Thursday afternoon footy and added a BBQ to watch the AFL game being played in Darwin against Suns vs Hawks, this was also to knowledge youth week and celebrate late Mother's Day. Clontarf had planned to take some kids into Darwin to watch the game live but with the road closed it did not happen. We had Auskick going and big kids match before heading to rec hall to eat, watch footy and escape the mosquitos. There were some very passionate hawks supporters cheering on their team but in the end, the Suns were too strong.



- Five (5) Gunbalanya youths were selected to go on this special trip to attend the Kakakdu Triathlon held on 10May 2025, based on their attitude, behaviour and their commitment to fitness. The venture was a great success with the young people getting to keep the bikes that they used. The bikes were generously donated by Blue Cycles and organised by Aus Triathlon.



- High Calibre Sports visited on 26-30 May 2025, and worked with the Gunbalanya school and Sports and Recreation team to deliver exciting softball skills and games.



Attendance totals	5,045
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3.2 Community Care (Aged Care)

Gunbalanya Community Care team provides services Monday – Friday to 35 clients.

- Currently 8-12 clients come in 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.
- Centre activities provided, which include darts, puzzles and fishing.
- Transport clients to clinic for medical appointments and medication collection.
- Three (3) staff members began training towards Certificate III in Individual Support.

Total meals provided - Gunbalanya	3,402
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3.3 Disability Care

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

- Accommodation,
- Personal care / household tasks,
- Centre Activities,
- Home modifications,
- Plan management, and
- Transport.

Total number of NDIS participants - Gunbalanya	16
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3.4 Community Safety (Night Patrol)

Night patrol services were provided on available nights between roster hours of 07:30pm and 02:00am – Monday through Saturday.

- Due to no staff, service was not provided for this reporting period.

3.5 Broadcasting

In conjunction with Top End Aboriginal Bush Broadcasting Association (TEABBA), broadcasting services are provided on Monday through Friday between 09:00am – 10:30am.

4. Community Work

4.1 Parks and Open Space

- Rubbish was picked up around the community, parks, recreational areas, stores, ovals and Aerodrome.
- Sprinklers back in action on the oval.

4.2 Roads

General minor road repairs and maintenance undertaken across the community.

- Potholes and roadside repairs around community are on-going.

4.3 Waste

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

- As there is no Landfill Officer, Works crew attend to push back rubbish and maintain landfill.
- Rubbish truck operates Monday through Friday.
- 40 loads of hard rubbish removed from around the community.

Total volume of waste on-charged	0 cubic meters
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Works team busy mowing the fire breaks around the aerodrome and community.

5. Essential Services

5.1 Power

- Morning and afternoon Genset reads – daily.
- Genset shed cleaned – daily.
- Genset oil check and top up (if required) – daily.
- Generation report – Every Monday.
- Maintenance and housekeeping at Genset shed.
- 3 x 250hr service on Genset 1.
- Solar farm inspection – daily.
- Service requests actioned for vandalized meters, power disconnections, fuses pulled, meter replacements/repairs.

5.2 Water

- Bacteria water samples – weekly.
- Wastewater samples – monthly.
- Chlorine testing and Sched call – daily.
- UV shed reads and monitoring – daily.
- Town tank reads – daily.
- Flushing of town lines – when required.
- Bore reads – daily.

5.3 Sewage

- Sewer pits reads - daily.
- Wastewater sampling – monthly.
- Inspection of sewer ponds – daily.
- Sewer pond outflow reads – every Friday.
- Unblocking of wastewater dump pipes manually – when required.

5.4 Aerodrome

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

- Aerodrome boundary fence needs major repairs.
- Small trees, shrubs and anthills growing along fence line .
- Wildlife/vermin is a constant hazard (birds, dingoes, wild dogs).
- Grass inside/outside of Aerodrome maintained – when required.

6. Community

5.5 Community meetings and events

- 15 April 2025 – Meeting with Steve Tribbeck to discuss Stone Festival 29-31 August 2025.
- 22 April 2025 – Staff here to do Australian Electoral Commission mobile polling booth.
- 25 April 2025 – Attended ANZAC dawn service.
- 25 April 2025 – Attended BBQ and to watch ANZAC football match on big screen at Adjumarllarl Recreation Hall.
- 01 May 2025 – Met with staff from Red Lily to discuss transiting into the Gunbalanya community on the 1 July 2025.
- 07 May 2025 – Teams Link up with Local Emergency Committee – re: events happening in Northeast Arnhem Region.
- 08 May 2025 – Met with DEMED General Manager regarding road conditions.

Total number of meetings and events attended by the CSM	7
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5.6 Community key focus areas

- 03-04 July 2025 – AFL 9s – Gunbalanya (Males 16yrs and under).
- 07-11 July 2025 – VETS visit.
- 05-07 September 2025 – Kurrung Festival Jabiru.
- 19 September 2025 – Gunbalanya Community School Centenary Celebration (100 years).

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 16 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

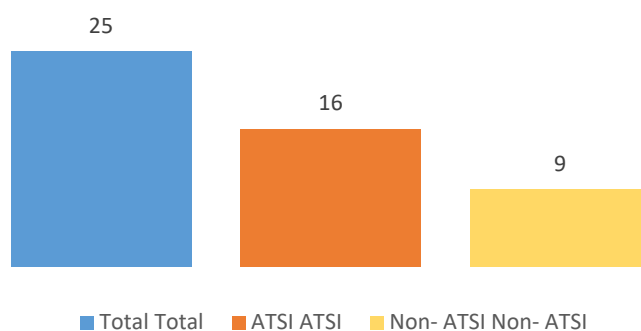
THAT THE LOCAL AUTHORITY receive and note the report titled *Human Resources Report as at 30 June 2025*.

COMMENT

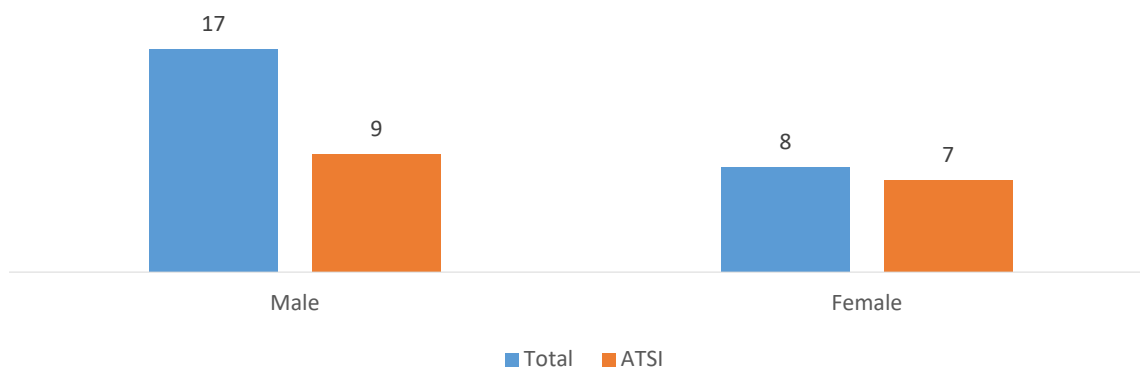
Workforce Report

As of 30 June 2025.

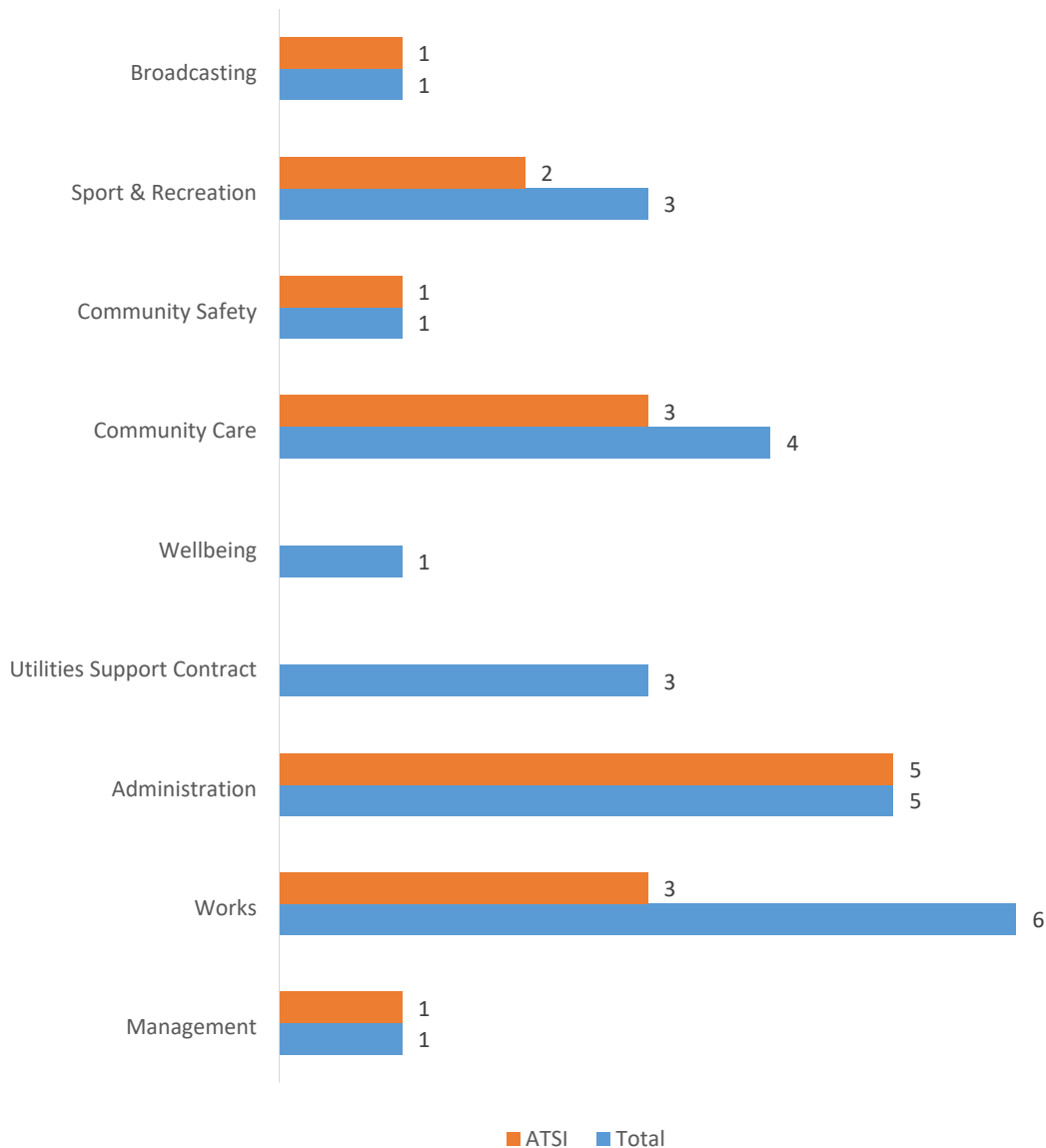
EMPLOYEES - GUNBALANYA



EMPLOYEES BY GENDER - GUNBALANYA



EMPLOYEES BY WORK GROUP - GUNBALANYA



Vacancies by location as of 27 June 2025

Gunbalanya

- **Community Care Officer** - Permanent – Part time, No Accommodation provided – Open until filled
- **Community Care Cook** - Permanent – 20 hours per week , No Accommodation provided – Open until filled
- **Community Safety Senior Officer** - Permanent – Part time, No Accommodation provided – Open until filled
- **Centrelink Assistant** – 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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 July 2025

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

SUMMARY

This report provides Gunbalanya 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

Gurbalanya Local Authority
Wednesday 16 July 2025



Who can vote

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



West Arnhem Regional Council

Where to vote

- Remote voting services in your council area

Make your vote count

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



Want to nominate

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

2025 LOCAL
GOVERNMENT
ELECTIONS

OUR TERRITORY

**YOUR
VOTE**



Election timetable

2025 Local Government Elections

23 August 2025

Date	Time	
Friday 11 July		Nominations open
Tuesday 22 July	5:00 pm	Electoral roll closes
Thursday 31 July	12:00 noon	Nominations close
Friday 1 August	12:00 noon	Declaration of nominations, draw for position on ballot papers
Monday 4 August		Postal vote mail-out commences
Monday 11 August	8:00 am	Early voting commences
		Mobile voting commences
Tuesday 19 August	6:00 pm	Overseas postal voting despatches cease
Thursday 21 August	6:00 pm	All postal voting despatches cease
Friday 22 August	6:00 pm	Early voting ceases
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					

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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 16 July 2025

Agenda Reference:	9.5
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 Gunbalanya 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 Gunbalanya 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 Gunbalanya income and expenditure is shown below.

Annual Budget Income and Expenditure as at 31 May 2025

Description	GUNBALANYA					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	346,290	341,345	4,946	1%	372,376	93%
Income Council Fees and Charges	14,271	42,533	(28,262)	(66%)	46,400	31%
Income Operating Grants	824,967	673,593	151,373	22%	681,690	100%+
Income Investments	-	-	-	-	-	0%
Income Allocation	294,660	355,782	(61,121)	(17%)	388,125	76%
Other Income	133,948	16,958	116,990	100%+	18,500	100%+
Income Agency and Commercial Services	1,446,369	1,608,500	(162,131)	(10%)	1,754,319	82%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	325,931	358,069	(32,139)	(9%)	390,621	83%
Untied Revenue Allocation	-	-	-	-	-	0%
Total Operational Revenue	3,386,436	3,396,781	(10,345)	(0%)	3,652,031	93%
Operational Expenditure						
Employee Expenses	1,614,244	1,874,615	(260,371)	(14%)	2,082,041	78%
Contract and Material Expenses	893,897	1,140,792	(246,895)	(22%)	1,378,325	65%
Finance Expenses	2,230	2,831	(601)	(21%)	3,088	72%
Travel, Freight and Accom Expenses	105,682	126,865	(21,182)	(17%)	136,253	78%
Fuel, Utilities & Communication	300,166	316,026	(15,860)	(5%)	341,289	88%
Other Expenses	949,361	883,271	66,091	7%	1,034,304	92%
Depreciation, Amortisation and Impairment	-	-	-	-	-	0%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	14,100	14,900	(800)	(5%)	14,900	95%
Council Committee & LA Expenses	2,537	4,000	(1,463)	(37%)	4,000	63%
Total Operational Expenditure	3,882,217	4,363,298	(481,082)	(11%)	4,994,201	78%
Total Operational Surplus / (Deficit)	(495,780)	(966,517)	470,737	49%	(1,342,169)	37%

Legend:

Unfavourable variance over \$75,000

Annual Budget Operating Position as at 31 May 2025

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(495,780)	(966,517)	470,737	49%	(1,342,169)	37%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(294,660)	(355,782)	61,121	17%	(388,125)	76%
Add Back Non-Cash Expenses	(991,321)	(1,066,178)	74,857	7%	(1,163,905)	85%
Total Non-Cash Items	696,661	710,396	(13,735)	(2%)	775,779	90%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	697,180	698,456	(1,276)	(0%)	715,623	97%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	697,180	698,456	(1,276)	(0%)	715,623	97%
Add ADDITIONAL INFLOWS						
Capital Grants Income	795,600	780,000	15,600	2%	780,000	100%+
Prior Year Carry Forward Tied Funding	(118,791)	(118,791)	-	-	(118,791)	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	8,597	2,872	5,725	100%+	2,872	100%+
Total Additional Inflows	685,406	664,081	21,325	3%	664,081	100%+
Net Budgeted Operating Position	189,106	(290,496)	479,603	100%+	(617,932)	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 16 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**