



WEST ARNHEM REGIONAL COUNCIL AGENDA

**MINJILANG LOCAL AUTHORITY
THURSDAY, 17 JULY 2025**

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WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Minjilang on Thursday 17 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 17 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 Minjilang 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 17 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 17 JULY 2025

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

SUMMARY

Agenda papers are presented for acceptance at the Minjilang Local Authority meeting held on 17 July 2025.

RECOMMENDATION

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Minjilang Local Authority meeting held on 17 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 17 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 Minjilang Local Authority meeting held on 17 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 17 JULY 2025

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

SUMMARY

Unconfirmed minutes from the Minjilang Local Authority meeting held on Thursday 15 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 Minjilang Local Authority meeting held on Thursday 15 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 15 Minjilang Local Authority Meeting Minutes Unconfirmed [6.1.1 - 6 pages]



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

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

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

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams (via video)

STAFF PRESENT

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

Charles Yirrawala left the meeting at 12:30 pm

3 APOLOGIES AND ABSENCES

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.

MIN18/2025 RESOLVED:

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

THAT THE LOCAL AUTHORITY:

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

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

MIN19/2025 RESOLVED:

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

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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.

MIN20/2025 RESOLVED:

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

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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.

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

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

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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.

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

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

CARRIED

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.

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

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

CARRIED

8 ACTION REPORTS

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.

MIN24/2025 RESOLVED:

On the motion of Member S Wauchope
Seconded Member Yirrawala

THAT THE LOCAL AUTHORITY:

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

CARRIED

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

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

MIN25/2025 RESOLVED:

On the motion of Member S Wauchope
Seconded Member C Wauchope

THAT THE LOCAL AUTHORITY:

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

CARRIED

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

Agenda Reference:	8.3
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.

MIN26/2025 RESOLVED:

On the motion of Member C Wauchope
Seconded Member Cooper

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

CARRIED

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.

MIN27/2025 RESOLVED:

On the motion of Member Cooper

Seconded Member S Wauchope

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

CARRIED

9 RECEIVE AND NOTE REPORTS

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

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

MIN28/2025 RESOLVED:

On the motion of Member C Wauchope

Seconded Member Cooper

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

CARRIED

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.

MIN29/2025 RESOLVED:

On the motion of Member S Wauchope

Seconded Member Cooper

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

CARRIED

Agenda Reference:	9.3
Title:	Technical Services Minjilang Projects Report
Author:	Kylie Gregson, Manager Technical Services

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

MIN30/2025 RESOLVED:

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

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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.

MIN31/2025 RESOLVED:

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

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

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

CARRIED

11 NEXT MEETING

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

12 MEETING DECLARED CLOSED

Member Wauchope declared the meeting closed at 1.21 pm.

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

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

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 17 JULY 2025

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

SUMMARY

The purpose of this report is to provide Minjilang 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 will attend today's meeting:

- Department of Housing, Local Government and Community Development
 - Janthima Hinton, Senior Housing Officer (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 17 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.

Senor Sergeant Chris Harden will be in attendance at the Minjilang Local Authority meeting 17 July 2025 at 10:00am.

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 17 JULY 2025

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

SUMMARY

This report is submitted for Minjilang 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. Minjilang Action Items (2) [8.1.1 - 2 pages]

Meeting Date	Action Required	Status	Assignees	Action Taken
9/09/2024	MIN38/2024 RESOLVED: Invite Territory Families, Housing and Communities to attend the Local Authority meeting to discuss consideration and needs for a safe house for Minjilang.	In Progress	Jasmine Mortimore	<p>18/11/2024 Jasmine Mortimore Invitation sent to Territory Families, Housing and Communities to attend next Local Authority meeting.</p> <p>06/03/2025 Jasmine Mortimore A representative from the Department of Children and Families will be attending meeting on 13 March 2025 to discuss item with the Authority.</p> <p>07/05/2025 Gina Carrascalao Department of Children and Families are no longer able to lead this item and referred to Red Lily Health board. Administration has sent an invitation to Red Lily to attend upcoming meeting.</p>
25/11/2024	MIN54/2024 RESOLVED: Investigate installing CCTV camera outside the Creche.	In Progress	Clem Beard, Kylie Gregson, Marnie Mitchell	<p>25/02/2025 Marnie Mitchell Community Service Manager is investigating the options available to the service. This investigation includes suitability of the CCTV system quoted, procurement policy - initial quote was \$16K and most importantly the legislation guiding CCTV use in creche or childcare services.</p> <p>29/04/2025 Marnie Mitchell From the original action of outside the creche, the quote and request included internal cameras for child and staff safety. This has opened a new conversations and research in terms of legislation for child safety and privacy, funding body approval to spend funds for upgrades to buildings owned by the Australian Department of Education, councils' current policy and procedure for use of internal CCTV in buildings with West Arnhem staff - CCTV Policy, management of and access to sensitive data and images. This research and review are ongoing. It is currently with the Manager Community Service and the Executive before potentially seeking department approval and engaging with Creche participants (caregivers).</p>

				<p>23/06/2025 Marnie Mitchell</p> <p>A decision has been made to revert to cameras on the outside of the building only. Tech Services are currently seeking quotes for the purchase and installation of the cameras.</p>
15/05/2025	Please action as per resolution. Members request Council investigates options for an Arborist to trim trees and provide a report for Lot 118 Council Office.	Recommend Complete	Clem Beard	<p>24/06/2025 Clem Beard</p> <p>Arborist attended and removed dangerous trees and limbs at the front of the Office- Recommend to complete.</p>

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 17 JULY 2025

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

SUMMARY

This report presents draft by-laws for the Minjilang 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 Minjilang 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 Minjilang 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 and Residential Waste, Traffic and Vehicle 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 Vehicle and Traffic By Laws Minjilang [**8.2.1** - 2 pages]

Draft Waste and Traffic By-Laws for Minjilang Community

1. Commercial Waste

- a. A person must not 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. A person must not deposit commercial waste at a waste management facility outside of the times specified by Council.
 - i. Maximum Penalty: 50 penalty units
- c. A person must 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. A person must let an authorised person at a waste management facility inspect the waste they 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. Littering

- a. A person must not leave, throw, deposit or abandon litter in a public place or vacant land other than into a rubbish bin provided for that purpose.
 - i. Maximum penalty: 15 penalty units

- b. A person must not leave, throw, deposit or abandon litter in a public place or vacant land and which is likely to cause injury or endanger the health of a person using the public place or vacant land.
 - i. Maximum penalty: 25 penalty units
- c. An authorised person may, in writing, direct a person responsible for litter in a public place or on vacant land to remove the litter
- d. 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 litter.
- e. The costs and expenses incurred by Council in clause (d) are a debt payable to the Council by the person to whom the notice was issued.

4. Residential Waste

- a. The Council may require the occupier of land or premises to remove from the land or premises any waste or discarded material that may affect the health, convenience or comfort of the occupiers of adjoining or neighbouring land or premises
 - i. Maximum penalty: 50 penalty units
- b. A person must not store on land or premises a machine, a disused motor vehicle or the body of a motor vehicle, which is not in working order unless it is inside a building or screened by a fence at least 2 metres high
 - i. Maximum penalty: 50 penalty units

5. 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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 17 July 2025

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

SUMMARY

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

RECOMMENDATION

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

MINJILANG LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-07-2025	Water service approved at the Local Authority meeting. Works awarded to Stedman's Construction. Completion is due at the end of July 2025.	Water service connection to new cemetery - 50% contribution from LA funding.	5%
In Progress	30-11-2025	Tender awarded to the University of Melbourne. Minjilang scheduled visits remaining September 2025.	Vet Program - Animal Management.	50%

MINJILANG COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-07-2025	Works awarded to Stedman's Construction. Contractor kick-off meeting completed. Boundary cleared and fencing to commence July 2025.	New Minjilang Cemetery.	30%

2. Landfill Update

- The new rubbish truck is now in use; a full-on site hand over was demonstrated to operators.

3. Cemetery Update

- Tender awarded to Stedman's Construction, scope of works include; clearing of fence lines, landscaping, cut and install fire breaks.
- Supply and install chainmesh fence and pedestrian gates.
- Install 6x6m shelter, concrete pad and footpaths.
- Supply and install plants

4. Technical Services Team Update

- Currently recruiting for a Waste and Resource Coordination and 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 ARNHEM REGIONAL COUNCIL

FOR THE MEETING 17 JULY 2025

Agenda Reference:	9.2
Title:	CSM Operations Report on Current Council Services
Author:	Damian Sandilands, Minjilang Council Services Manager

SUMMARY

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

RECOMMENDATION

THAT THE LOCAL AUTHORITY 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:

- Wellbeing Senior Services Officer – 07 April 2025.

2. Administration Services

2.1 Administration

The Minjilang Council administration office was open from 8:30am to 4:30pm on each business day during the report period:

2.2 Post Office

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

Total postage received	679.3 kg
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2.3 Centrelink

The Minjilang Centrelink Office opened between 8:30am to 4:30pm each business day during the report period.

2.4 Cleaning

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

- Council office – twice a week – total of 18 occasions.
- Public toilets – twice a week – total of 18 occasions.
- Visitor Accommodation rooms cleaned as required – total of 20 room cleans.

2.5 Visitor Accommodation

The total number of current visitor accommodation available is 10 beds, bookings can be made through Little Hotelier, via WARC website.

3. Wellbeing Services

3.1 Sport & Recreation

The sports and Recreation team delivered activities involving after-school sessions. The activities offered included:

- Basketball.
- Dodge Ball.
- Art and Craft.
- Table tennis.
- Fishing.
- Cooking.

Other highlights that occurred during the reporting period:

- Basketball competition ongoing in community.
- AFL 9's Under 16 Competition training underway, for inter-community event being held in Gunbalanya 03-04 July 2025.

Attendance totals	656
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YSR Team Minjilang



AFL training for under 16's team.

3.2 Early Learning

The Minjilang Creche hours of operation are Monday to Friday, 8:30am to 2:30 pm.

- All staff currently being trained in Cert 3 Childcare.
- T-Shirts and bucket hats are being organised for children attending the Minjilang Creche.

Attendance totals	81
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3.3 Community Care (Aged Care)

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

- Meals are currently cooked by the local store.
- Creche set up to start delivering meals on 02 June 2025.

Total meals provided	115
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3.4 Community Safety (Night Patrol)

Night patrol services were provided on 40 of the 40 available nights between roster hours of 9:00pm and 3:00am.

- Team has been assisting elderly community members and children.

3.5 Broadcasting

In conjunction with Top End Aboriginal Bush Broadcasting Association (TEABBA), broadcasting services were provided on 16 of the 40 available days, between 9:00am and 1:00pm.

4. Community Works

4.1 Parks and Open Space

The community is generally clean and tidy with rubbish collection occurring twice per week.

- Mowing around the community continues.
- Emu bobs completed two times a week.
- Contracts with Red lily and the Police continue to provide an income for WARC.



Works team busy clearing felled trees.

4.2 Roads

General minor road repairs and maintenance undertaken across the community.

- Potholes and roadside repairs undertaken throughout community.
- Machinery Training underway with team logging more hours on heavy machinery.
- Airport road repairs are underway, and team is gaining experience on each of the available machinery.
- Works team gaining experience and on-the-job training with machinery, as they work towards their Certificate III Civil Construction.



Minjilang Works crews gaining experience on machinery.

4.3 Waste

Landfill site open to the public 7-days a week.

- Rubbish runs continue to operate two (2) times per week; Mondays and Thursday afternoons are the designated times, but this may vary on occasion due to staff shortages or public holidays.
- Hard rubbish is collected twice a week.
- As required staff clean the site and manage rubbish pit.
- New garbage truck is now in operation with the Garwood salesman completing a handover.

5. Essential Services

5.1 Power

- No major works conducted during the reporting period.

5.2 Water

- No major works conducted during the reporting period.

5.3 Sewage

- No major works conducted during the reporting period.

5.4 Aerodrome

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

- No major works conducted during the reporting period.

6. Community

6.1 Community meetings and events

- Stakeholder meetings are being held on the first Thursday of the month.

- Meetings with Mamaruni school to discuss funding for extra curricula activities.
- Meetings with the new CDP managers to discuss volunteer programs.

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

- Minjilang Anzac Day Service and Community events on 25 April 2025.
- New Cemetery construction commencing.

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 17 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

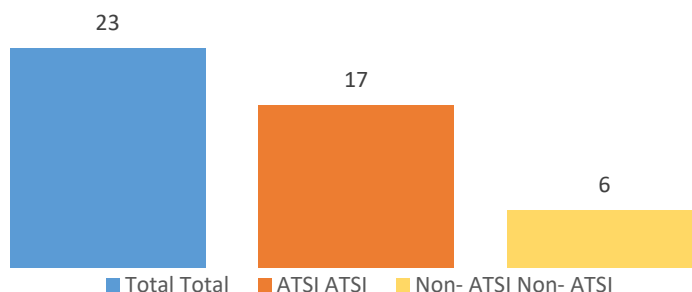
THAT THE LOCAL AUTHORITY receive and note the report titled *Human Resources Report as at 30 June 2025*.

COMMENT

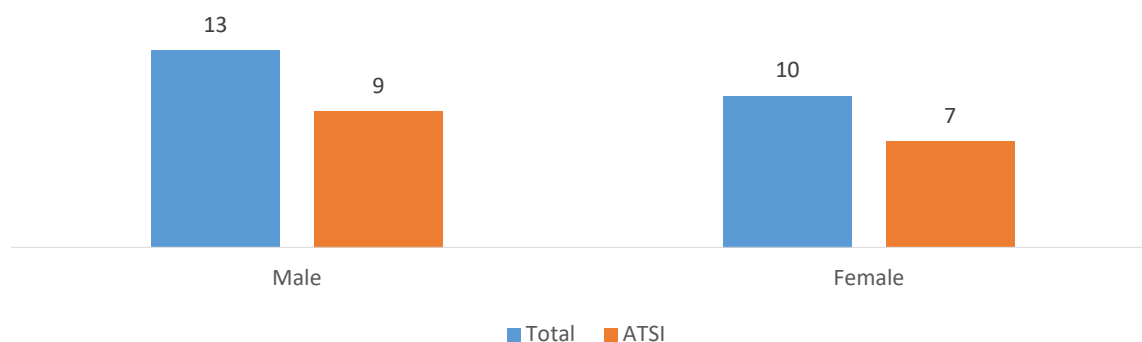
Workforce Report

As of 30 June 2025

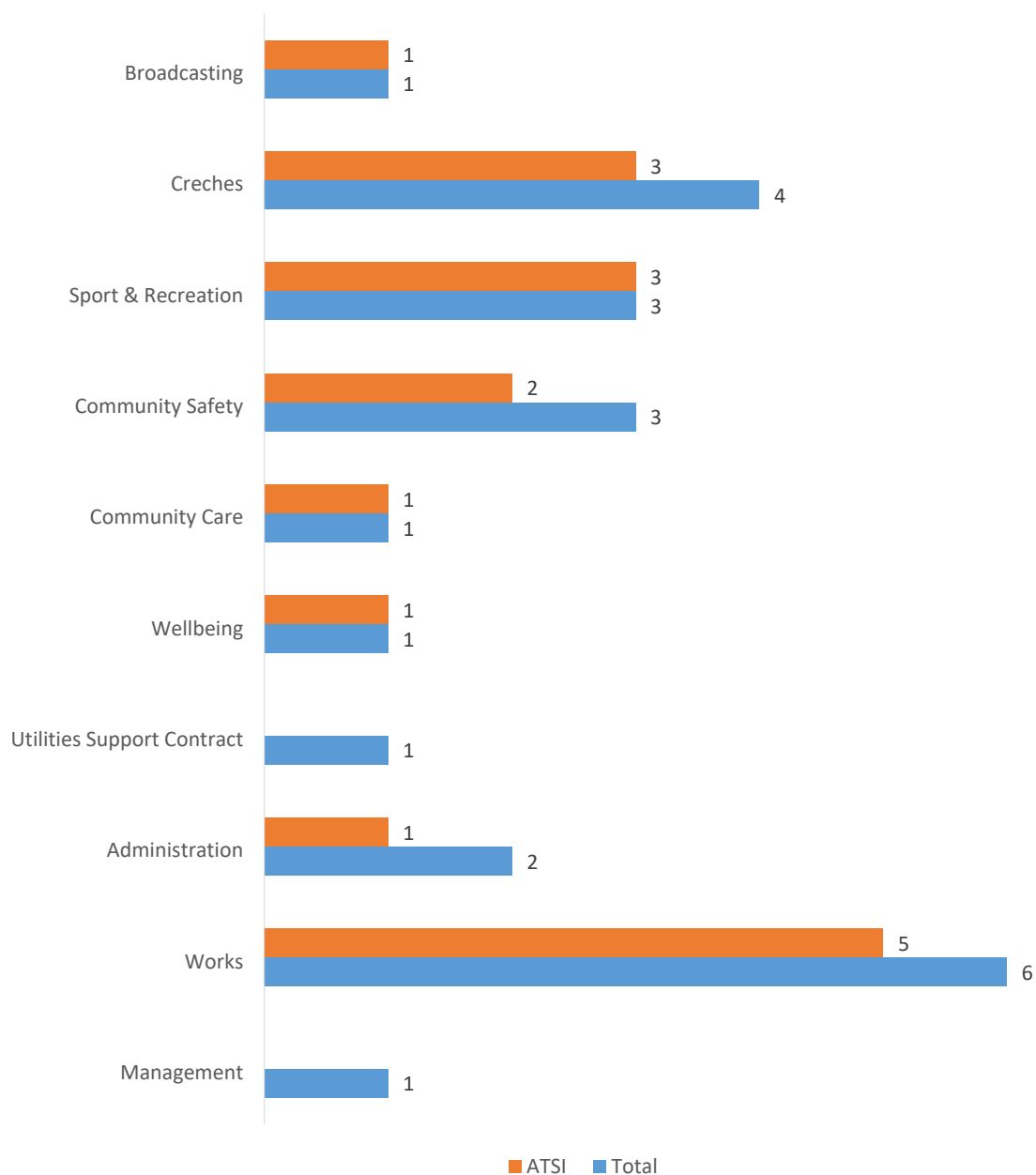
EMPLOYEES - MINJILANG



EMPLOYEES BY GENDER - MINJILANG



EMPLOYEES BY WORK GROUP - MINJILANG



Vacancies by location as of 4 July 2025

Minjilang

- **None**

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 17 July 2025

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

SUMMARY

This report provides the Minjilang 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



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 17 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 Minjilang 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 Minjilang 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 Minjilang income and expenditure is shown below.

Annual Budget Income and Expenditure

as at 31 May 2025

Description	MINJILANG					
	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operational Revenue						
Income Rates and Charges	65,394	74,732	(9,338)	(12%)	81,526	80%
Income Council Fees and Charges	20,256	19,525	731	4%	21,300	95%
Income Operating Grants	997,313	1,219,272	(221,959)	(18%)	1,222,874	82%
Income Investments	-	-	-	-	-	0%
Income Allocation	80,827	123,608	(42,780)	(35%)	134,845	60%
Other Income	9,925	6,417	3,508	55%	7,000	100%+
Income Agency and Commercial Services	832,084	783,484	48,600	6%	854,561	97%
Charges - Sewerage	-	-	-	-	-	0%
Charges - Water	-	-	-	-	-	0%
Charges - Waste	67,857	62,202	5,655	9%	67,857	100%+
Untied Revenue Allocation	-	-	-	-	-	0%
Total Operational Revenue	2,073,657	2,289,240	(215,583)	(9%)	2,389,963	87%
Operational Expenditure						
Employee Expenses	1,354,894	1,456,001	(101,107)	(7%)	1,607,324	84%
Contract and Material Expenses	272,827	490,689	(217,862)	(44%)	556,815	49%
Finance Expenses	1,132	967	165	17%	1,055	100%+
Travel, Freight and Accom Expenses	128,059	147,393	(19,334)	(13%)	160,501	80%
Fuel, Utilities & Communication	272,049	319,507	(47,458)	(15%)	347,644	78%
Other Expenses	342,861	333,005	9,856	3%	796,522	43%
Depreciation, Amortisation and Impairment	-	-	-	-	-	0%
Elected Member Allowances	-	-	-	-	-	0%
Elected Member Expenses	-	-	-	-	-	0%
Council Committee & LA Allowances	5,000	6,205	(1,205)	(19%)	6,205	81%
Council Committee & LA Expenses	4,378	8,600	(4,222)	(49%)	8,600	51%
Total Operational Expenditure	2,381,199	2,762,367	(381,168)	(14%)	3,484,667	68%
Total Operational Surplus / (Deficit)	(307,542)	(473,127)	165,585	35%	(1,094,704)	28%

Legend:

Annual Budget Operating Position

as at 31 May 2025

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
Operating Surplus / (Deficit)	(307,542)	(473,127)	165,585	35%	(1,094,704)	28%
Remove NON-CASH ITEMS						
Less Non-Cash Income	(80,827)	(123,608)	42,780	35%	(134,845)	60%
Add Back Non-Cash Expenses	(517,704)	(563,846)	46,142	8%	(609,230)	85%
Total Non-Cash Items	436,877	440,239	(3,362)	(1%)	474,385	92%
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	212,609	268,948	(56,339)	(21%)	268,948	79%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
Total Additional Outflows	212,609	268,948	(56,339)	(21%)	268,948	79%
Add ADDITIONAL INFLOWS						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	250,000	250,000	-	-	250,000	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
Total Additional Inflows	250,000	250,000	-	-	250,000	100%
Net Budgeted Operating Position	166,726	(51,836)	218,562	100%+	(639,267)	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 17 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**