



# **WEST ARNHEM REGIONAL COUNCIL AGENDA**

**KAKADU WARD ADVISORY COMMITTEE  
FRIDAY, 18 JULY 2025**

[View the full agenda](#)



## WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that a Kakadu Ward Advisory Committee Meeting of the West Arnhem Regional Council will be held in Jabiru on Friday 18 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 18 JULY 2025

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

#### SUMMARY

This report is to table, for the Kakadu Ward Advisory Committee record, any apologies, and requests for leave of absence received from Committee members, as well as record any absence without notice for the meeting held on 18 July 2025.

#### RECOMMENDATION

THAT THE COMMITTEE:

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

#### COMMENT

The Committee 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 committee will be recorded as absent without notice.

#### LEGISLATION AND POLICY

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 18 JULY 2025

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

#### SUMMARY

Agenda papers are presented for acceptance at the Kakadu Ward Advisory Committee meeting held on 18 July 2025.

#### RECOMMENDATION

THAT THE COMMITTEE accept the agenda papers as circulated for the Kakadu Ward Advisory Committee meeting held on 18 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 18 JULY 2025

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

#### SUMMARY

**Kakadu Ward Advisory Committee Members** are required to disclose an interest in a matter under consideration at the Committee 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 Committee on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Committee 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 the Committee expressly directs them to do so.

#### RECOMMENDATION

THAT THE COMMITTEE received the declarations of interest as listed for the Kakadu Ward Advisory Committee meeting held on 18 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 18 JULY 2025

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

#### SUMMARY

Unconfirmed minutes from the Kakadu Ward Advisory Committee meeting held Friday 16 May 2025 are submitted to the Committee for confirmation that the minutes are a true and correct record of the meeting.

#### RECOMMENDATION

THAT THE COMMITTEE adopted the minutes of the Kakadu Ward Advisory Committee meeting held Friday 16 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. 2025-05-16 Kakadu Ward Advisory Committee Minutes - Unconfirmed [6.1.1 - 6 pages]



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

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1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

2 PERSONS PRESENT

ELECTED MEMBERS PRESENT

Chairperson	Ralph F. Blyth (Councillor)
Mayor	James Woods
Deputy Mayor	Elizabeth Williams (via video)
Councillor	Mickitja Onus

STAFF PRESENT

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

3 APOLOGIES AND ABSENCES

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

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

KWAC11/2025 RESOLVED:  
On the motion of Cr Onus  
Seconded Mayor Woods

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

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Committee considered a report on Acceptance of Agenda.

KWAC12/2025 RESOLVED:  
On the motion of Chairperson Blyth  
Seconded Cr Onus

THAT THE COMMITTEE accept the agenda papers as circulated for the Kakadu Ward Advisory Committee meeting held on 16 May 2025.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

KWAC13/2025 RESOLVED:  
On the motion of Deputy Mayor Williams  
Seconded Mayor Woods

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

West Arnhem Regional  
Council

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Kakadu Ward Advisory  
Committee  
Friday 16 May 2025

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

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

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

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

CARRIED

#### 7 DEPUTATIONS AND PRESENTATIONS

Agenda Reference:	7.1
Title:	Presentations - Power Water
Author:	Jasmine Mortimore, Governance Advisor

The Committee considered a report on Presentations - Power Water.

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

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

CARRIED

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

The Committee considered a report on Invited Guest - NT Police.

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

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

CARRIED

#### 8 ACTION REPORTS

Agenda Reference:	8.1
Title:	Review of Action Items

West Arnhem Regional  
Council

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Kakadu Ward Advisory  
Committee  
Friday 16 May 2025

Author:	Jasmine Mortimore, Governance Advisor
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The Committee considered a report on Review of Action Items.

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

THAT THE COMMITTEE:

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

CARRIED

9 RECEIVE AND NOTE REPORTS

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

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

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

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

CARRIED

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

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

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

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

CARRIED

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



The Committee considered a report on Technical Services Jabiru Projects Report.

KWAC18/2025 RESOLVED:

On the motion of Chairperson Blyth  
Seconded Mayor Woods

THAT THE COMMITTEE receives and notes the report titled *Technical Services Jabiru Projects Report*.  
CARRIED

Agenda Reference:	9.4
Title:	Jabiru Waste Report
Author:	Kylie Gregson, Manager Technical Services

The Committee considered a report on Jabiru Waste Report.

KWAC19/2025 RESOLVED:

On the motion of Deputy Mayor Williams  
Seconded Mayor Woods

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

10 COMMITTEE MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

KWAC22/2025 RESOLVED:

On the motion of Chairperson Blyth  
Seconded Deputy Mayor Williams

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

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

11 NEXT MEETING

The next meeting is scheduled for Friday 18 July 2025.

12 MEETING DECLARED CLOSED

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

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

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

UNCONFIRMED

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 18 JULY 2025

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Invited Guest - NT Police</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is for the NT Police, Local Authorities and the Kakadu Ward Advisory Committee 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 COMMITTEE noted the update on Law and Order by the NT Police.

#### BACKGROUND

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

Senior Sergeant Chris Harden will be attending the Kakadu Ward Advisory Committee meeting 18 July 2025.

#### 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 18 JULY 2025

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

#### SUMMARY

This report is submitted for Kakadu Ward Advisory Committee to review and discuss the progress on outstanding action items from meetings.

#### RECOMMENDATION

THAT THE COMMITTEE:

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

#### BACKGROUND

Action items arise out of resolutions of the Kakadu Ward Advisory Committee 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 Committee to determine whether the item remains active or is complete and can be removed.

#### COMMENT

The actions that Committee resolves to occur are to be acted upon by the administration. This report enables Committee 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. KWAC Action Items [8.1.1 - 1 page]

Meeting Date	Action Required	Status	Assignees	Action Taken
29/11/2024	KWAC43/2024 RESOLVED: Request through Rio Tinto funding for a BMX track and Splash park for Jabiru residents.	In Progress	Leanne Johansson	<p>19/02/2025 Jasmine Mortimore Submission will be lodged for the Rio Tinto project by June 2025.</p> <p>30/06/2025 Leanne Johansson The Manager Technical Services and the Manager Business and Commercial Services attended the Rio Tinto Jabiru Social Infrastructure Fund Governance meeting on 27/6/2025. The Governance Committee gave consideration to the request for a Splash Park and a BMX Track for Jabiru Residents. Unallocated funds are insufficient to develop either of these infrastructure projects. The Governance Committee were unable to support this request.</p>
16/05/2025	Please action as per resolution. Follow up on having lifetime access to fixed sign light box next to Bowali Visitor Centre and Pine Creek turn off.	In Progress	Fiona Ainsworth	<p>08/07/2025 Fiona Ainsworth The electronic signboards on the roads in Kakadu National Park are operated by Department of Logistics and Infrastructure (DLI). The intent of the signs is to display road conditions and adverse conditions. IE: weight restrictions, fire, smoke and other road risk notifications. The signs are also used to display road safety information and seasonal campaign reminders. WARC is unable to obtain lifetime access which is centrally managed by DLI. If DLI gets a call from the public about a road hazard (e.g. water over the road) DLI will verify it first, usually with one of their officers travelling on the road mentioned. Once verified, and if it is determined the event may last more than a few hours, DLI will action messaging. If requested by police to use the sign for a major incident, DLI will publish the details. DLI have advised they will not put up messages about community events unless it will have a definite impact on traffic. For example, if the Kakadu Triathlon was held on the highway they would place a message up several days before the event to notify road users.</p>

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 18 July 2025

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Technical Services Jabiru Projects Report</b>
<b>Author:</b>	<b>Kylie Gregson, Manager Technical Services</b>

#### SUMMARY

This report will present the Kakadu Ward Advisory Committee (KWAC) with an update on the overview of Council projects delivered in Jabiru, for the reporting period up to 24 June 2025.

#### RECOMMENDATION

THAT KAKADU WARD ADVISORY COMMITTEE receives and notes the report titled *Technical Services Jabiru 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 current projects occurring in Jabiru.

#### JABIRU COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-09-2025	Design (awarded to NTBS) is now completed. Additional onsite meetings in progress with Bombers Football Club. Approval received from GACJT at the board meeting 20/02/2025. Final updated design received, went to Tender in April 2025. Six compliant tenders were received. Tender awarded to Molley Electrical Contracting (MEC). Works scheduled to commence on 21/08/2025.	Jabiru Brockman Oval Lights.	70%
In Progress	30-08-2025	Cultural approval received for Dog Park, Playground and Outdoor Gym from GAC. Awaiting release of funds to commence tender procurement process of projects.	Dog Park & Playground - Lakeside Park. Outdoor Gym - Brockman Oval.	25%

Suspended		<p>The GACJT Board agreed to permit the scoping of a catch-and-release fishing project at Jabiru Lake, subject to WARC consulting with both Office of Supervising Scientists (OSS) and GACJT during the planning stage. The Board expressed concern that if the program is implemented before remediation, this may delay or impede the remediation which is to be completed by OSS. Once the project has been scoped and a business case developed, the final proposal will be taken back to the GACJT Board for approval.</p> <p><b>Suspended</b> - The Board expressed concern that if the program is implemented before remediation, this may delay or impede the remediation which is to be completed by the OSS. Once the project has been scoped and a business case developed, the final proposal should be brought back to the GACJT Board for approval. Have requested OSS attend council meeting on 30/06/2025.</p>	The request to introduce a catch and release fishing program in Lake Jabiru was presented to the GACJT Board at their February meeting.	0%
In Progress	30-07-2026	Overview - Replanting of garden beds, move existing park benches under cover, install charging ports and bubbler (pending funds availability).	Jabiru Town Square Revitalisation (Rio Tinto).	25%

## 2. Landfill Update

- Sell and Parker attended landfill in May 2025 and removed a total of 248.14 tones of scrap metal from site. Cost neutral, therefore nil cost to WARC.
- Grading of fire breaks completed.
- Ongoing waste dockets issued to contractors.
- Total waste for period of May 2025 10,514.30kg.

## 3. Cemetery Update

- Lease held by Gundjeihmi Aboriginal Corporation (GAC), WARC to manage and maintain. Investigate further when new Waste and Resource Coordinator employed.

#### **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 18 JULY 2025

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

#### SUMMARY

This report will present the Kakadu Ward Advisory Committee (KWAC) with an update on council services provided in the Jabiru community for the period 01 April – 31 May 2025, as prepared and presented by Council Services Manager (CSM), Kevin Voisey.

#### RECOMMENDATION

THAT KAKADU WARD ADVISORY COMMITTEE receives and notes the report titled *CSM Operations Report on Current Council Services*.

#### BACKGROUND

All issues/matters raised are to be discussed by the Kakadu Ward Advisory Committee members, as detailed in the report.

#### COMMENT

##### 1. Community Recruitment

Positions filled during the report period:

- Council Services Manager – Commenced 27 May 2025.
- Works Officer – Commenced 26 May 2025.
- Retail and Post Office Team Leader – Commenced May 2025.

##### 2. Administration Services

###### 2.1. Administration

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

- The administration team has been busy streamlining processes on Magiq through short cuts under the admin portal.
- Jabiru administration team continues to provide support across the five communities in the WARC Region where required.
- The Jabiru Administration Manual is now in a continuous improvement stage.

###### 2.2. Post Office

Post Office services are provided by the Jabiru Council staff Monday to Friday 10:30am – 5:00pm. Mail was received, sorted and dispatched each business day.

- The Administration team continues to provide support and coverage when required in the Jabiru Post Office.

Total postage received	19,206.20 kg
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###### 2.3. Centrelink

The Jabiru Centrelink Office operates between 9:00am to 3:00pm each business day.

- The Senior Centrelink Officer has been kept busy assisting residents with enquiries and facilitating agency contact via computers and phone.

#### 2.4. Cleaning

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

- Daily (Monday to Friday) – Council Offices, Public toilets, library, lake toilets and BBQ area.
- Weekly – Brockman oval toilets restocked prior to games being played and hired.
- The Workshop office and Magela oval amenities are also cleaned weekly.
- Basketball amenities cleaned as required.
- Aged Care, Centrelink, and Post Office cleaned twice a week.
- The Town Hall hasn't been cleaned due to a water leak and construction works to rectify the issue.
- Plaza toilets cleaned each morning.
- The Jabiru Childcare is now being cleaned being cleaned utilizing WARC employees.
- Tenancy cleaning has increased.

### 3. Wellbeing Service

#### 3.1. Sport and Recreation

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

- Jabiru Triathlon was held on Saturday 10 May 2025, with 163 people participating.
- Basketball activities held with 48 attending.
- Netball activities held with 16 attending.

Attendance totals	227
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#### 3.2. Aquatic Centre

The Aquatic Centre is operational Monday to Wednesday – Saturday – Sunday and Public Holidays 1.30pm – 6.30pm. Jabiru Pool closed Thursday and Friday.

- Works team assisting with pool chlorine dosing on Thursdays and Fridays when pool close.
- Attendances have increased due to visiting groups.
- The Aquatic Centre closed on 17-19 May 2025, and 25-26 May 2025.
- The Kakadu Triathlon had been held at the Aquatic Centre on Saturday, 10 May 2025.
- Aqua Fitness conducts one session per week, weather permitting.
- Jabiru Under Water Hockey – Monday nights, adults only.
- Caulfield Grammar student groups continue their regular visits, with a new group each month.

Attendance totals	1,693
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#### 3.3. Library (Jabiru only)

The library operates Monday to Friday, 10:30am to 4:30pm, during the reporting period.

- Kakadu Community Care client social activity and movie session occurred on three occasions.
- Country Connect utilizes library facilities to engage NDIS participants.
- Clontarf utilized library resources for contact time with secondary students on 03 April 2025.
- There has been an increase in after-school attendance for the reporting period.
- The Catholic Care attended the Library on Wednesday 02 April 2025 for World Autism Day.
- School holiday program ran from 08 – 12 April 2025.

- Movie events at the library are held on Friday afternoons.
- After school activities at the library Monday to Friday.
- School visited the library on 16 May 2025, with 22 children across grades 4, 5 and 6 attending.
- Library closure on 19 May 2025, due to staff availability.

Attendance totals	930
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### 3.4. Early Learning

The Jabiru Childcare Centre is an accredited 59-place long day-care facility catering to children from 6 weeks to 6 years of age. The Childcare Centre is open Monday to Friday, 7:30am to 5:00pm.

- The Educational Leader continues to provide guidance and support to the team, including programming and planning advice.
- The team continues to work through programming cycles, making necessary changes to ensure all programming is meaningful and effective.
- The Quality Improvement Plan is being updated by all educators and shared with families.
- Critical reflection time has begun with all educators participating in this process. Our current focus is promoting children's agencies and how we can ensure that children are informed about their rights, participate in decisions affecting them, and are taken seriously.
- Mother's Day was celebrated with the children making small gifts for their mum or special people in their lives. A Grab and Go breakfast station was also provided.
- Throughout this year we will continue to celebrate different cultures, including those of children attending the service.
- Increase enrolments in all rooms across the service to meet current staffing needs.
- Jabiru Area School STARS program continues with regular visits to the childcare center.
- Easter week celebrations take place over the Easter period.
- Participated in Simultaneous Storytime at the Jabiru Library.
- Commenced a project with Caulfield to build a temporary yarning circle in the playground.
- Increase Indigenous participation for three- to five-year-olds, with the hope to increase bookings for Wednesday, Thursday and Fridays.
- Childcare teams are working closely with Families as First Teachers (FAFT) in 2025, as well as making themselves known in the community to support Indigenous engagement across all age groups.
- Collaboration with Arnhem Land Progress Aboriginal (ALPA) Corporation for men's activities to improve the outside yard.
- Setting up a playgroup at the service to encourage community involvement and hopefully increase enrolments into the program.
- An outdoor classroom to be set up to ensure that services is promoted in the community.

Attendance totals	405
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Childcare Centre Mother's Day Grab and Go to breakfast station.





Jabiru Childcare kids participated in Simultaneous Storytime at the Jabiru Library.

### 3.5. Community Care (Aged Care)

The Jabiru Community Care team provides services Monday – Friday for two (2) clients.

- Shout out to the Community Care Officers and Community Care Data and Compliance Officer for their continuous work during the absence of the Community Care Team Leader. The continued care provided to the clients is appreciated.
- Breakfast and lunch are delivered to clients at Jabiru Town camp, Mamukala, and Whistle Duck.

Total meals provided	86
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### 3.6. Disability Care

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

- Meals, personal care, household tasks, transport, and social support.
- Focus is connecting and client growth over the next few months.
- The Community Care team is working closely with NDIS providers to increase collaboration and improve service delivery to joint clients.

Total number of NDIS participants	2
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## 4. Community Works

### 4.1. Parks and Open Space

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

- Cleaned out drains and gutters around township for the triathlon event
- Work crews were helping tenancy maintenance.
- Slashing around fire breaks has been conducted during the reporting period.
- Regular groundskeeping at Brockman oval.
- Dangerous trees have been removed and pruned from Brockman oval due to public safety risk.
- Works team provided support and assisted in the setting up and running of the Kakadu Triathlon on Saturday 10 May 2025.

- Certificate III in Civil Constuction training was undertaken for a period of two weeks during the reporting period.
- Cleaned laneways and alleyways around Jabiru Township.
- Pushed up green waste.
- Trees removed from around Jabiru vacant blocks, parklands and childcare areas.
- Watering and mowing parklands and playgrounds around Jabiru Township.
- Maintained feral animal traps around township.
- Maintained plaza lawns, garden beds, and car parks.



Jabiru Works team digging trench in the workshop yard.

#### 4.2. Roads

General minor road repairs and maintenance undertaken across the community.

- Road street sweeping.
- Regular maintenance of roads is ongoing.
- Roadside signage around the community replaced as required.

#### 4.3. Waste

Landfill site operated between Monday to Friday, 7:00am to 3:00pm with no disruption to service.

- New signage has all been installed in the segregation bays.
- Roadside rubbish collection continues to be two days per week, Tuesdays and Thursdays.

Total volume of waste on-charged	2,4155.5 cubic meters
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## 5. Essential Services

### 5.1. Power

- Streetlight repairs were completed, with other issues being identified and investigated.
- 49 streetlights had been repaired during the reporting period with 42 lights still non-operational.
- Backup generators run weekly, and data is recorded on a checklist.

### 5.2. Water

- Several water leaks around Jabiru township have been identified and repairs have been conducted.
- Ongoing water leaks and maintenance issues were reported and rectified as required.

### 5.3. Sewage

- The sewerage remediation project funded by Kakadu Parks is continuing, and relationships have been built between WARC and the contractor, JN Mousellis.
- Ongoing Issues which have been escalated, waiting for inspection and quote from contractor for rectification:
- Pump 1 at sewer ponds: Will not start and consistently trips the circuit breaker, indicating a potential burnout this was due to Lighting strike and is in the insurance claim to be replaced.
- Pump 2 at sewer ponds: outlet pipe not securely connected to the pump, leading to increased agitation and decreased performance.
- Pump 2 at sewer ponds: Not sealing properly, although they were replaced the pumps continue to leak and shift on their mounts.
- Pump 2 at sewer ponds: Soft starter was not set correctly during the installation of the new pumps.
- Sewer Sprinkler Farm: Draining incorrectly, washing away the retaining wall at the lower end of the farm.
- Auroura Sewerage Pump Station: Not included in the current sewer remediation works – requesting its inclusion.
- Sewage lift pump checked daily, and data recorded on checklist.
- Grids and filters for sewage and sprinkler farm cleaned weekly.
- Effluent dump point monitored daily.

## 6. Community

### 6.1. Community meetings and events

- Jabiru Service Delivery meeting is attended on two occasions.
- Attend Program steering group meeting.
- Anzac Day dawn service.
- Kakadu Triathlon

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

- Sewer ponds rectification.
- Stormwater and Sewerage Network.
- Low Level Water Tank.
- Jabiru Landfill.
- Jabiru Town Square Revitalization.

## **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 affects 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 18 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 Committee of Council employment statistics within the Local Government area and employment vacancies.

#### RECOMMENDATION

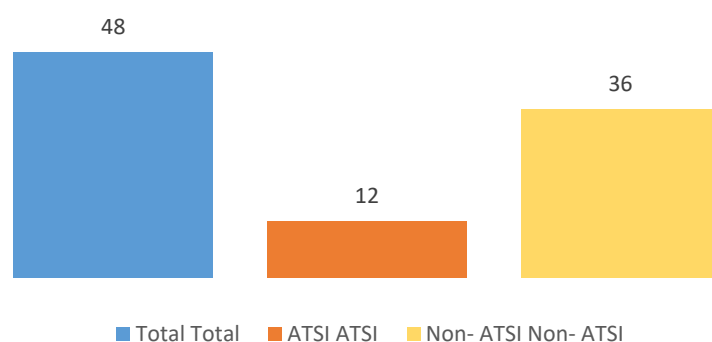
THAT THE COMMITTEE receive and note the report titled *Human Resources Report as at 30 June 2025*.

#### COMMENT

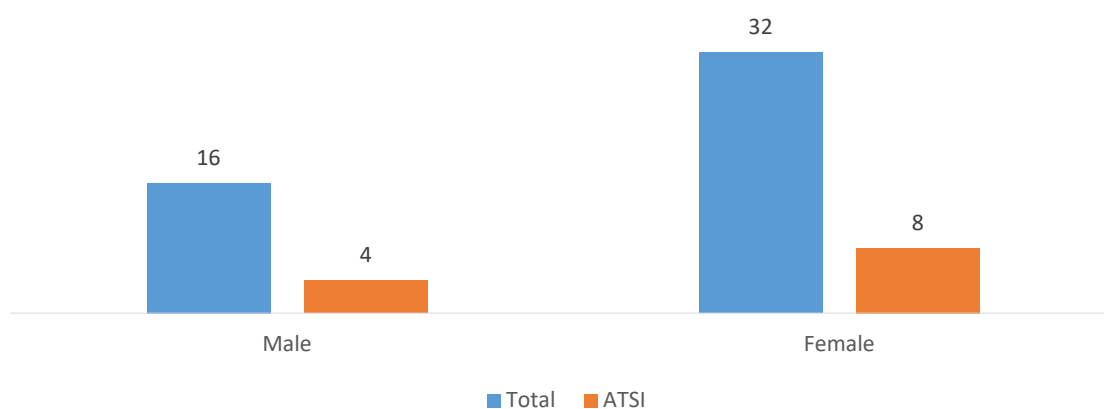
##### Workforce Report

As of 30 June 2025

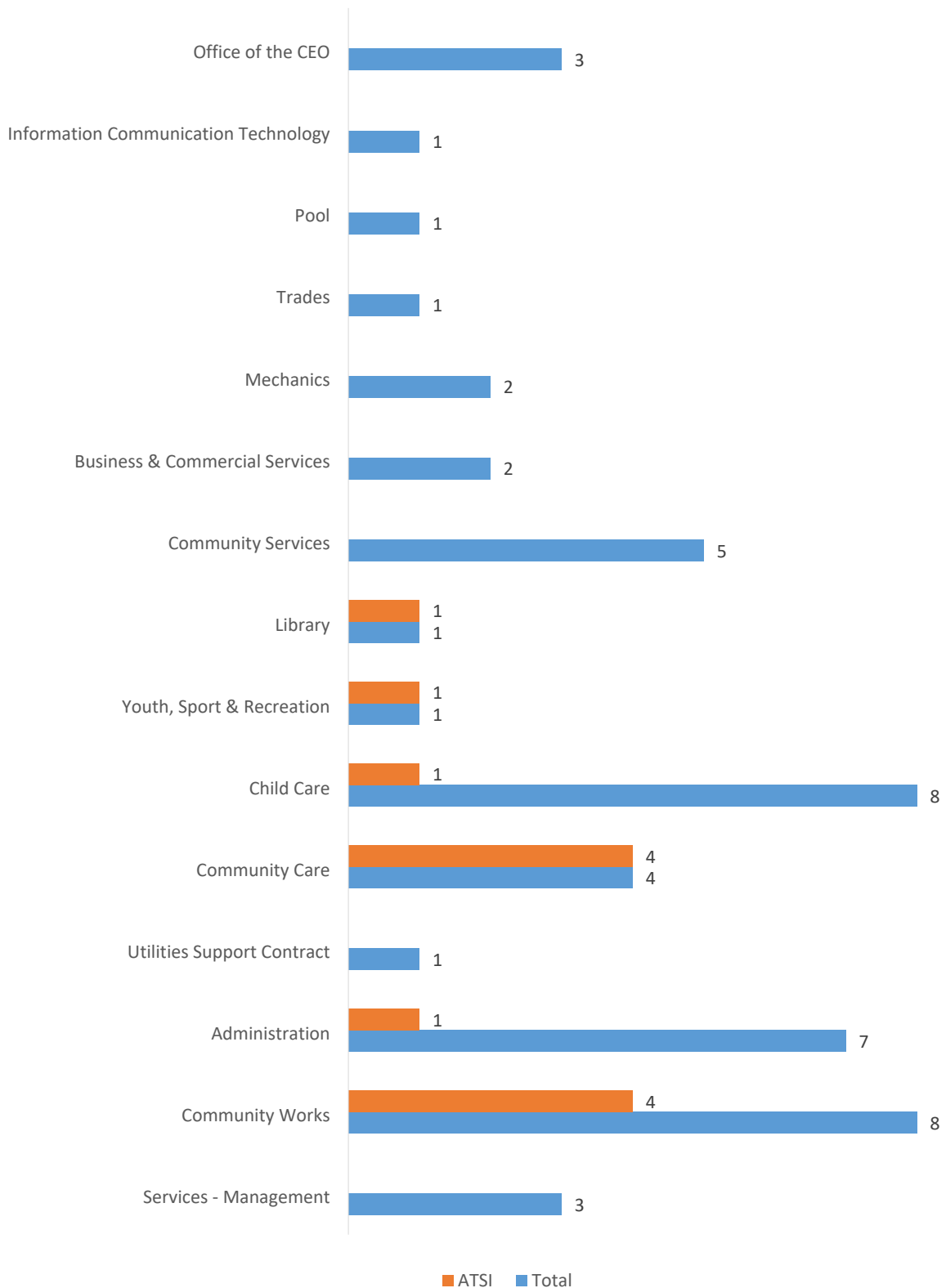
#### EMPLOYEE NUMBERS - JABIRU



#### EMPLOYEES BY GENDER - JABIRU



## EMPLOYEES BY WORK GROUP - JABIRU



## **Vacancies by location as of 4 July 2025**

### **Jabiru**

- **Mechanic** - Permanent – Full time - Subsidised Accommodation available – Closes Wednesday 16 July 2025
- **Early Childhood Educator Assistant** – Permanent – Full Time – No Accommodation provided – Open until filled
- **Tenancy Coordinator** - Permanent – Full time - Subsidised Accommodation available – Closes Wednesday 23 July 2025
- **Pool Officer** - Permanent - Part time 25 hours - Subsidised Accommodation available – 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 18 July 2025

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

#### SUMMARY

This report provides the Kakadu Ward Advisory Committee 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 COMMITTEE 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 4<sup>th</sup> Saturday in August in the 4<sup>th</sup> year after the most recent election. An information report was provided to Council in December 2024 and further details are as follows:

#### KEY DATES

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

#### VOTING LOCATIONS / SCHEDULE:

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

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

## ELECTION DELIVERY

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

## CARETAKER CONVENTIONS

### Corporate Communications – Election Period Guidelines

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

### Obligations on Council Staff

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

Specifically, staff must not:

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

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

## DECLARATION OF CANDIDATES

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

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

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

### **COUNCIL ASSETS / EQUIPMENT**

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

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

### **ELECTION OF MAYOR**

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

### **STATUTORY ENVIRONMENT**

Council's Caretaker Policy

*Local Government Act 2019*

*Local Government (Electoral) Regulations 2021*

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

{custom-field-strategic-implications}

### **ATTACHMENTS**

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

**2025** LOCAL  
GOVERNMENT  
ELECTIONS

*OUR TERRITORY*

**YOUR  
VOTE**



# Get ready 2025 LOCAL GOVERNMENT ELECTIONS

## Key dates

**Friday 11 July**

Nominations open

**Tuesday 22 July**

Electoral roll closes

**Thursday 31 July – midday**

Nominations close

**Friday 1 August**

Declaration of Nominations

**Monday 11 August**

Mobile voting commences

Early voting commences

**Saturday 23 August**

Election day

**Monday 8 September**

Declaration of the election result

Kakadu Ward Advisory Committee  
Friday 18 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
<b>Saturday 23 August</b>		<b>Election day</b>
	8:00 am	Election day voting commences
	6:00 pm	Election day voting ceases
		Mobile voting ceases
		Primary counts of ordinary, postal and early votes commence
Monday 25 August	9:00 am	Declaration vote verification checks, commence recheck of all counts
Thursday 28 August	9:00 am	Primary counts of accepted declaration votes, further postal counts
Friday 5 September	12:00 noon	Deadline for receipt of postal votes
		Final counts of postal votes commence
	6:00 pm	Distribution of preferences
Monday 8 September	10:00 am	Declaration of the election result
Saturday 1 November		Campaign disclosure return due

Correct as at 6 December 2024

## Fact sheet

# Pre-election Governance Information for Councils

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

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

## Caretaker Conventions

### What are caretaker conventions?

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

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

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

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

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

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

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

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

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

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

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

## Fact sheet

# Pre-election Governance Information for Councils

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

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

## Staff Conduct and Nominations

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

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

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

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

Council staff must not:

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

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



Pre-election Governance Information for Councils

### Staff role in the election process.

Council staff may support the election process by:

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

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

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

Council staff are entitled to nominate for election to council.

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

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

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

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

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

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

## Fact sheet

# Pre-election Governance Information for Councils

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

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

## Council Communications

### Review all council communications for neutrality.

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

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

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

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

### Other communications tasks.

Restrict social media to essential service announcements only.

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

Apply the appropriate caretaker authorisation to all relevant communications.

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

### Promoting council as an employer of choice.

Councils are encouraged to use this election period to:

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

# Voting schedule - with LGA

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

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

**Remote Voting Team Member:** Kerryn RUANE

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

**Tue 12 Aug 2025**

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

**Wed 13 Aug 2025**

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

**Thu 14 Aug 2025**

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

**Fri 15 Aug 2025**

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

Thursday, 22 May 2025 12:04 pm

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# 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

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# Voting schedule - with LGA

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

Travel mode	Depart from	Time	Arrive at	Time	Voting location	Official voting times		Num electors	Comments
						Start	End		
Fri 22 Aug 2025									
4wd	Jabiru	9:00am	Mudginberri (KAKADU)	9:30am	Community	10:00am	11:00am	50	Overnight stay at Mercure Kakadu Crocodile Hotel - see accommodation sheet for details.
4wd	Mudginberri	11:30am	Jabiru (KAKADU)	12:00pm	Community Hall	1:00pm	4:00pm	363	
4wd	Jabiru	4:30pm	Jabiru	5:00pm					
Sat 23 Aug 2025									
4wd	Jabiru	7:15am	Jabiru (KAKADU)	7:30am	Community Hall	8:00am	12:00pm	363	
4wd	Jabiru	12:30pm	Darwin	3:30pm					

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 18 July 2025

<b>Agenda Reference:</b>	<b>9.5</b>
<b>Title:</b>	<b>Jabiru Lake - Catch and Release Program</b>
<b>Author:</b>	<b>Fiona Ainsworth, Director of Community and Council Services</b>

#### SUMMARY

The purpose of the report is to provide Kakadu Ward Advisory Committee (KWAC) information in relation to an outstanding item (currently suspended) in the list of Council Projects for Jabiru.

#### RECOMMENDATION

THAT KAKADU WARD ADVISORY COMMITTEE receives and notes the report titled *Jabiru Lake - Catch and Release Program*.

#### BACKGROUND

Rohan Turner, Project Manager, Jabiru Remediation Project, Department of Climate Change, Energy, the Environment and Water was invited to present to the Ordinary Council Meeting in June 2025.

Due to time constraints, the Office of the Supervising Scientist (OSS) are unavailable to attend the Council meeting and present. They have however provided the following brief.

*OSS have previously meet with the Interim CEO and Director of Council and Community Services and advised that primary and secondary use of the lake was excluded from redesign concepts due to water quality, all reports from various consultants' studies, conclude " primary and secondary contact recreational usage is not advisable, the presence of pathogen's in the water poses a health risk for full or indirect body contact with the water.*

*OSS understood following the meeting with the Interim CEO and Director, that WARC had concluded that the Catch and Release Program was not possible due to the conclusion that no primary and secondary contact recreational usage is achievable.*

*Further discussion with the Manager Technical Services confirmed the above discussion with the Interim CEO and Director.*

*Numerous reports prepared by EcOz, Tropical Water Solutions (TWS), WRM and GHD over the past decade have identified site-specific exceedances of guideline values for contaminants of concern. The synthesis of environmental data from Jabiru Lake, spanning studies conducted between 2019 and 2024, provides an integrated understanding of the water and sediment quality conditions, contaminant sources, and transport mechanisms influencing the lake's ecology and suitability for future recreational use.*

*Key findings include:*

*Previous studies have consistently identified contamination of Jabiru Lake with PFAS, hydrocarbons, metals, and microbial pathogens. Concentrations of these contaminants on occasion exceeded established guideline thresholds (ANZG 2018; NEMP 3.0, 2025).*

*Stormwater runoff from commercial areas is the primary transport mechanism for these contaminants.*

*Elevated Enterococci levels and historical detection of pathogens such as Burkholderia pseudomallei and Naegleria fowleri in lake sediments and water samples have raised significant concerns regarding potential public health risks.*

*Seasonal thermal stratification in Jabiru Lake has been observed to lead to anoxic conditions in deeper water layers (hypolimnion), which influence internal nutrient cycling, metal mobilisation, and microbial process.*

*Stormwater runoff originating from the urban catchment (Jabiru town supply) is identified as the dominant pathway transporting contaminants into Jabiru Lake, with sediment deposition predominantly observed along the lake's southern and western margins.*

*The Trop Water Report 16<sup>th</sup> May 2025: Assessment of Historical Data for Jabiru Lake: water and Sediment Quality “ Executive Summary Recommendations “*

*Data collected from 2019 to 2024 confirms Jabiru Lake acts as an effective sedimentation basin, reducing the likelihood of contaminant transport to Baralil Creek under seasonal overflow conditions. Jabiru lake acts as an effect basin PFAS, hydrocarbons, heavy metals, and microbial pathogens have been detected in lake sediments and surface waters, with exceedances of national guideline concentrations most frequently observed in western and southern littoral zones near stormwater inflows.*

*Due to the confirmed presence of pathogens such as Naegleria fowleri, Acanthamoeba spp., and Burkholderia pseudomallei, it is strongly recommended that primary and secondary contact recreational activities (e.g., swimming, wading) continue to be restricted. Recreational activities should be limited to tertiary contact only (e.g., landscaped walkways, bridges, observation points, grassy fields, shaded playgrounds etc.)*

There is a sufficient body of information from 2019 onwards to exclude any consideration of primary or secondary recreational use, which a catch and release program is considered at a minimum as secondary use.

#### **STATUTORY ENVIRONMENT**

Not applicable.

#### **FINANCIAL IMPLICATIONS**

Not applicable.

#### **STRATEGIC IMPLICATIONS**

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

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

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

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

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

##### **Goal 1.4 Community Events**

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

#### **ATTACHMENTS**

Nil



## **WEST ARNHEM REGIONAL COUNCIL**

### **FOR THE MEETING 18 JULY 2025**

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

#### **SUMMARY**

The purpose of this report is to give Kakadu Ward Advisory Committee Members a forum in which to table items they wish to be debated.

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

#### **RECOMMENDATION**

THAT THE COMMITTEE record the following questions from Members for action:

- Manburduma (Town Camp) Streetlights - repair.

#### **ATTACHMENTS**

Nil

**11      NEXT MEETING**

**12      MEETING DECLARED CLOSED**