



WEST ARNHEM REGIONAL COUNCIL AGENDA

**ORDINARY COUNCIL MEETING
TUESDAY, 29 JULY 2025**



WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that an Ordinary Meeting of the West Arnhem Regional Council will be held in Council Chambers Jabiru on Tuesday 29 July 2025 at 12:00 pm.

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 29 JULY 2025

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

SUMMARY

This report is to table, for Council's record, any apologies, and requests for leave of absence received by Council's Chief Executive Officer from Elected Members, as well as record any absence without notice for the Ordinary Council meeting held on 29 July 2025.

RECOMMENDATION

THAT COUNCIL:

1. Notes the absence of ...
2. Notes the apology received from Crs Dann and Namanurki;
3. Determines Cr Dann and Namanurki are absent with permission of the Council.
4. Determines ... are absent without permission of the Council.

COMMENT

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

LEGISLATION AND POLICY

Section 47(o) of the *Local Government Act 2019*.

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 29 July 2025.

RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 29 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 29 JULY 2025

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

SUMMARY

Elected Members are required to disclose an interest in a matter under consideration at an Ordinary Council Meeting:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the meeting as soon as possible after the matter is raised.
- 2) In the case of a matter raised in a general debate or by any means other than the printed agenda of the Council meeting, disclosure as soon as possible after the matter is raised.

Under disclosure, the Member must abide by the decision of the Council on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Council may elect to allow the Member to provide further particulars of the interest prior to requesting them to leave the Chambers.

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

RECOMMENDATION

THAT COUNCIL receive the declarations of interest as listed for the Ordinary Council meeting held on 29 July 2025.

LEGISLATION AND POLICY STATUTORY ENVIRONMENT

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

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.4 Risk Management

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

The Minutes of the Ordinary Council meeting held on Monday, 30 June 2025 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

RECOMMENDATION

THAT COUNCIL confirm the minutes of the Ordinary Council meeting held on Monday, 30 June 2025 as a true and correct record of the meeting.

STATUTORY AND POLICY

Section 101 and 102 *Local Government Act 2019*

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

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

ATTACHMENTS

1. 2025-06-30 Ordinary Council Meeting Minutes - Unconfirmed [6.1.1 - 15 pages]



Minutes of the West Arnhem Regional Council Ordinary Council Meeting
Monday, 30 June 2025 at 9:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Mayor Woods declared the meeting open at 9:03am, welcomed all in attendance and did an Acknowledgement of Country.

2 PERSONS PRESENT

ELECTED MEMBERS PRESENT	
Chairperson	James Woods (Mayor)
Deputy Mayor	Elizabeth Williams
Councillor	Ralph F. Blyth
Councillor	Mickitja Onus
Councillor	Tamar Nawirridj
Councillor	Donna Nadjamerrek (<i>1 July 2025 only</i>)
Councillor	Monica Wilton
Councillor	Jermaine Namanurki
Councillor	James Marrawal (<i>30 June 2025 only</i>)
Councillor	Steven Nabalmarada
STAFF PRESENT	
Chief Executive Officer	Katharine Clare Murray
Director Community and Council Services	Fiona Ainsworth
Director Finance	Jocelyn Nathanael-Walters
Manager Technical Services	Kylie Gregson
Manager Commercial Businesses	Leanne Johansson
Project Manager	Clem Beard
Governance Advisor	Debbie Branson
Communications and Public Relations Coordinator	Heidi Walton

GUESTS	
General Counsel, ICAC	Tiarni McNamee
Acting Director for Prevention and Engagement ICAC	Mandy Azzi
Senior Prevention and Engagement Officer ICAC	Yananai Chitura
Gundjehmi Aboriginal Corporation Jabiru Town	Dr Emma Young
Executive Assistant, Red Lily Health Clinic	Shirley Spicer

3 APOLOGIES AND ABSENCES

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

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

Council was advised that Cr Nadjamerrek was expected to join the meeting on Tuesday, 1 July 2025.

OCM147/2025 RESOLVED:
On the motion of Cr Onus
Seconded Mayor Woods

THAT COUNCIL:

1. Notes the apology received from Crs Dann, Phillips and Nadjamerrek;
2. Determines Crs Dann, Phillips and Najamerrek are absent with permission of the Council.

CARRIED

MOVE TO CONFIDENTIAL

OCM148/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Namanurki

THAT pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting moved to the confidential section. The item discussed was dealt with under Local Government (General) Regulations 2021 section 51(1)(a) as it contained information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED

The meeting was closed to the public at 9:04am.

The Director of Council and Community Services and Governance Advisor left the meeting at 9:04am.

MOVE TO OPEN

OCM149/2025 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Wilton

THAT the meeting be opened to the public at 9:12am.

CARRIED

The Director Council and Community Services, the Governance Advisor returned to the meeting at 9:12am.

4 ACCEPTANCE OF AGENDA

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

The Council considered a report on Acceptance of Agenda.

OCM150/2025 RESOLVED:
On the motion of Cr Marrawal
Seconded Cr Onus

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 30 June 2025.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

Cr Tamara Nawirridj joined the meeting at 9:13am.

OCM151/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Deputy Mayor Williams

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

The Council considered a report on Ordinary Council Meeting Minutes.

OCM152/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Nabalmarda

THAT COUNCIL confirm the minutes of the Ordinary Council Meeting held Tuesday 3 June 2025 as a true and correct record of the meeting.

CARRIED

Agenda Reference:	6.2
Title:	Special Council Meeting Minutes
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Special Council Meeting Minutes.

OCM153/2025 RESOLVED:
On the motion of Cr Namanurki
Seconded Cr Nabalmarda

THAT COUNCIL confirm the minutes of the Special Council meeting held on 17 June 2025 as a true and correct record of the meeting.

CARRIED

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

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

OCM154/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Deputy Mayor Williams

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

CARRIED

ORDER OF BUSINESS

The following items were deferred until the representatives were in attendance:

- Item 7.1 – Presentation – Independent Commission Against Corruption
- Item 7.2 – Red Lily Health Clinics – Update

8 ACTION REPORTS

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

The Council considered a report on Review of Action Items.

OCM155/2025 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Namanurki

THAT COUNCIL:

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

CARRIED

Agenda Reference:	8.2
Title:	Caretaker Policy - Review
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Caretaker Policy - Review.

OCM156/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Nabalmarda

THAT COUNCIL:

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

CARRIED

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

The Council considered a report on Cultural Awareness Training within Community.

OMC157/2025 RESOLVED:
On the motion of Cr Marrawal
Seconded Cr Nabalmarda

THAT COUNCIL:

1. Receive and note the report titled *Cultural Awareness Training within Community*; and
2. Request a draft policy be prepared to be considered further at a future workshop which will include consultation with the local authorities.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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

The Council considered a report on Presentation - Independent Commission Against Corruption.

Representatives from the Independent Commission Against Corruption joined the meeting at 10:03am and left the meeting at 11:33am.

OCM158/2025 RESOLVED:
On the motion of Deputy Mayor Williams
Seconded Cr Onus

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

CARRIED

The meeting was adjourned at 11:34am and reconvened at 12:18pm.

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

The Council considered a report on LGANT - Code of Conduct Panel - Call for Nominations.

OCM159/2025 RESOLVED:
On the motion of Cr Blyth
Seconded Mayor Woods

THAT COUNCIL:

1. Receive and note the report titled *LGANT - Code of Conduct Panel - Call for Nominations*; and
2. Request that the matter be deferred post 2025 Local Government General Elections and advise the Local Government Association of the NT accordingly.

CARRIED

9 RECEIVE AND NOTE REPORTS

Agenda Reference:	9.1
Title:	Incoming and Outgoing Correspondence
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

The Council considered a report on Incoming and Outgoing Correspondence.

Cr Onus declared an interest in the request from Jabiru Bombers as a member of the club. Cr Onus removed himself from voting on the resolution.

OCM160/2025 RESOLVED:
On the motion of Cr Blyth
Seconded Cr Nabalmarda

THAT COUNCIL:

1. Receive and note the attached items of incoming and outgoing correspondence;
2. Defers the request regarding sponsorship from the Jabiru Bombers to the July 2025 Ordinary Council Meeting; and
3. Request a correspondence folder with the incoming and outgoing correspondence be made available for Councillors to view at each meeting.

CARRIED

Agenda Reference:	9.2
Title:	Meetings and Events attended by the Mayor
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

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

OCM161/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Deputy Mayor Williams

THAT COUNCIL:

1. Receive and note the report titled *Meetings and Events attended by the Mayor*;
2. Acknowledge receipt of the 2025 National Award for Aboriginal and Torres Strait Islander People Recognition Youth Leadership Summit.

CARRIED

Agenda Reference:	9.3
Title:	Meetings and Events attended by the CEO
Author:	Gina Carrascalao, Chief Executive Officer

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

Cr Jermaine Namanurki left the meeting at 12:47pm and returned at 12:50pm.

Cr Tamar Nawirridj left the meeting at 12:53pm.

OCM162/2025 RESOLVED:
On the motion of Cr Wilton
Seconded Deputy Mayor Williams

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

CARRIED

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

The Council considered a report on 2025 Local Government Elections.

Cr Tamar Nawirridj returned to the meeting at 12:57pm.

OCM163/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Marrawal

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

CARRIED

Agenda Reference:	9.5
Title:	Technical Services Projects Report
Author:	Kylie Gregson, Manager Technical Services

The Council considered a report on Technical Services Projects Report.

OCM164/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Blyth

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

CARRIED

Agenda Reference:	9.6
Title:	Community Places for People Grant Program - Grant Funding Acquittal
Author:	Leanne Johansson, Business Development Manager

The Council considered a report on Community Places for People Grant Program - Grant Funding Acquittal.

OCM165/2025 RESOLVED:
On the motion of Cr Marrawal
Seconded Cr Nabalmarada

THAT COUNCIL receive and note the report titled *Community Places for People Grant Program - Grant Funding Acquittal* – noting Grant Application CPP2300010 for the Warruwi Community Hall Upgrade.

CARRIED

Agenda Reference:	9.7
Title:	Jabiru Lake - Catch and Release Program
Author:	Fiona Ainsworth, Director of Community and Council Services

The Council considered a report on Jabiru Lake - Catch and Release Program.

OCM166/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Blyth

THAT COUNCIL receive and note the report titled *Jabiru Lake - Catch and Release Program*.

CARRIED

Agenda Reference:	9.8
Title:	Community and Council Services Report - May 2025
Author:	Fiona Ainsworth, Director of Community and Council Services

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

OCM167/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Blyth

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

CARRIED

Agenda Reference:	9.9
Title:	Human Resources Monthly Report 17 May to 13 June 2025
Author:	Luisa Arango, Human Resources Manager (Acting)

The Council considered a report on Human Resources Monthly Report 17 May to 13 June 2025.

OCM168/2025 RESOLVED:
On the motion of Cr Nabalmarda
Seconded Cr Nawirridj

THAT COUNCIL receive and note the report titled *Human Resources Monthly Report 17 May to 13 June 2025*.

CARRIED

The meeting adjourned at 1:47pm and reconvened at 2:06pm.

Agenda Reference:	9.10
Title:	Financial Report for the period ended 31 May 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

The Council considered a report on Financial Report for the period ended 31 May 2025.

OCM169/2025 RESOLVED:
On the motion of Cr Marrawal
Seconded Cr Nawirridj

THAT COUNCIL receive and note the report titled *Financial Report for the period ended 31 May 2025*.

CARRIED

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

The Council considered a report on Presentation – Red Lily Health Clinics - Update.

Shirley Spicer, Executive Assistant Red Lily Health Clinics attended the meeting at 2:49pm and left at 3:11pm.

Cr Blyth left the meeting at 2:51pm.

OCM170/2025 RESOLVED:
On the motion of Cr Nabalmarda
Seconded Cr Nawirridj

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

CARRIED

The meeting adjourned on Monday 30 June 2025 at 3:12pm and reconvened at 9:07am on Tuesday 1 July 2025.

3 APOLOGIES AND ABSENCES

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

The Council were advised that Cr Marrawal has advised he will be an apology for Tuesday, 1 July 2025 and Cr Blyth will be a late arrival.

OCM171/2025 RESOLVED:
On the motion of Cr Onus
Seconded Deputy Mayor Williams

THAT COUNCIL:

1. Notes the apology received from Cr Marrawal; and
2. Determines Cr Marrawal an apology with permission of the Council.

CARRIED

Cr Blyth joined the meeting at 9:08am.

10 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

OCM172/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Nabalmarda

THAT Council requested an on-line form be investigated and made available for complaints regarding aggressive dogs in communities and for staff to promote the responsibilities to pet owners and the consequences of stray dogs, impounding and penalties associated with dog attacks on Council's social media.

CARRIED

11. PROCEDURAL MOTIONS

Agenda Reference:	11.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Debbie Branson, Governance Advisor

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

OCM173/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Nawirridj

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public at 9:24am to consider the Confidential items of the Agenda.

CARRIED

12 CONFIDENTIAL ITEMS

Agenda Reference:	12.1
Title:	Presentation - Gundjehmi Aboriginal Corporation Jabiru Town
Author:	Debbie Branson, Governance Advisor

OCM181/2025 RESOLVED:
On the motion of Cr Nabalmarda
Seconded Mayor Woods

THAT COUNCIL notes the verbal presentation from the Gundjehmi Aboriginal Corporation Jabiru Town in response to the Council's questions in relation to the sub lease housing agreement.

CARRIED

Agenda Reference:	12.2
Title:	Confirmation of Confidential Ordinary Council Meeting Minutes
Author:	Debbie Branson, Governance Advisor

OCM174/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Blyth

THAT COUNCIL confirm the confidential minutes of Ordinary Council Meeting held on Tuesday 3 June 2025 as a true and correct record of the meeting.

CARRIED

Agenda Reference:	12.3
Title:	Confirmation of Confidential Special Council Meeting Minutes
Author:	Debbie Branson, Governance Advisor

OCM175/2025 RESOLVED:
On the motion of Cr Blyth
Seconded Mayor Woods

THAT COUNCIL confirm the confidential minutes of Special Council meeting held Tuesday 17 June 2025 as a true and correct record of the meeting.

CARRIED

Agenda Reference:	12.4
Title:	Confidential Risk Management and Audit Committee Minutes
Author:	Debbie Branson, Governance Advisor

OCM176/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Deputy Mayor Williams

THAT COUNCIL notes the confidential minutes of the Risk Management and Audit Committee meeting held Thursday 19 June 202, and review decisions made by the Committee.

CARRIED

Agenda Reference:	12.5
Title:	Review of Confidential Action Items
Author:	Debbie Branson, Governance Advisor

OCM177/2025 RESOLVED:
On the motion of Mayor Woods
Seconded Cr Nabalmarda

THAT COUNCIL:

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

CARRIED

Agenda Reference:	12.6
Title:	Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
Author:	Clem Beard, Project Manager

OCM178/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Nawirridj

THAT COUNCIL:

1. Receive and note the report titled *Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council*; and
2. Note the status of outstanding Land Use Agreements.

CARRIED

Agenda Reference:	12.7
Title:	Interim Compliance Review Report 2023-2024
Author:	Katharine Murray, Chief Executive Officer

OCM180/2025 RESOLVED:
On the motion of Cr Wilton
Seconded Cr Namanurki

THAT COUNCIL receive and considered the report titled *Final Compliance Review Report 2023-2024* and West Arnhem Regional Council's response.

CARRIED

Agenda Reference:	12.8
Title:	Maningrida K9 Security Program
Author:	Fiona Ainsworth, Director of Community and Council Services

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

13 RE-ADMITTANCE OF THE PUBLIC AND DISCLOSURE OF CONFIDENTIAL RESOLUTIONS

Agenda Reference:	13.1
Title:	Disclosure of Confidential Resolutions and Re-Admittance of the Public
Author:	Debbie Branson, Governance Advisor

OCM183/2025 RESOLVED:
On the motion of Cr Onus
Seconded Cr Blyth

THAT COUNCIL

1. Approve to disclose the following confidential resolutions to open, as follows:
 - Item 12.1 Presentation – Gundjeihmi Aboriginal Corporation Jabiru Town
 - Item 12.2 Confirmation of Confidential Ordinary Council Meeting Minutes
 - Item 12.3 Confirmation of Confidential Special Council Meeting Minutes
 - Item 12.4 Confirmation of Risk Management and Audit Committee Minutes
 - Item 12.5 Review of Confidential Action Items
 - Item 12.6 Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
 - Item 12.7 Interim Compliance Review Report 2023-2024
2. Open the meeting to the public.

CARRIED

The public was re-admitted at 10:39am.

14 NEXT MEETING

The next meeting is scheduled to take place on 30 July 2025.

15 MEETING DECLARED CLOSED

Mayor Woods declared the meeting closed at 10:40am.

This page and the preceding pages are the minutes of the Ordinary Council Meeting held on Monday 30 June 2025.

Click [here](#) to view the agenda for the Ordinary Council Meeting held on Monday 30 June 2025.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

The purpose of this report is to provide Council with copies of the unconfirmed minutes of the Local Authority meetings within the region.

RECOMMENDATION

THAT COUNCIL noted the minutes of the following Local Authority meetings and reviewed decisions made by the Local Authority:

Community	Date Held	Quorum	Date of next meeting
Maningrida	14 July 2025	Yes	13 October 2025
Warruwi	15 July 2025	Yes	14 October 2025
Gunbalanya	16 July 2025	Yes	15 October 2025
Minjilang	17 July 2025	Yes	16 October 2025

BACKGROUND

The Ministerial Guidelines state that:

minutes from local authority meetings or provisional meetings must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting (Section 13.1 *Ministerial Guideline 1 – Local Authorities 2021*).

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. 2025-07-14 Maningrida Local Authority Minutes - Unconfirmed [6.2.1 - 8 pages]
2. 2025-07-15 Warruwi Local Authority Minutes - Unconfirmed [6.2.2 - 10 pages]

3. 2025-07-16 Gunbalanya Local Authority Minutes - Unconfirmed [6.2.3 - 8 pages]
4. 2025-07-17 Minjilang Local Authority Minutes - Unconfirmed [6.2.4 - 7 pages]



Minutes of the West Arnhem Regional Council Maningrida Local Authority
Monday, 14 July 2025 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

Chairperson	Jessica Phillips
Member	Joyce Bohme
Member	Shane Namanurki
Member	Garth Doolan
Member	Marlene Kernan

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams (via video)
Councillor	Jermaine Namanurki
Councillor	Jacque Phillips (via video)
Councillor	Monica Wilton

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray (via video)
Director of Community and Council Services	Fiona Ainsworth (via video)
Director of Finance	Jocelyn Nathanael-Walters (via video)
Acting Council Services Manager Maningrida	Debbie Gough
Information Advisor	Ben Heaslip (via video)
Manager Technical Services	Kylie Gregson (via video)
Project Manager	Clem Beard
Governance Advisor	Debbie Branson
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:	Debbie Branson, Governance Advisor

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

MAN40/2025 RESOLVED:
On the motion of Cr Jermaine Namanurki
Seconded Mayor James Woods

THAT THE LOCAL AUTHORITY:

1. Notes the apology received from Member Sharon Hayes; and
2. Determines Member Sharon Hayes is absent with permission of the Authority due to sorry business.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

MAN41/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Chairperson Jessica Phillips

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

MAN42/2025 RESOLVED:
On the motion of Chairperson Jessica Phillips
Seconded Cr Jacqueline Phillips

THAT THE LOCAL AUTHORITY received nil declarations of interest for the Maningrida Local Authority meeting held on 14 July 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

MAN43/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Cr Monica Wilton

THAT THE LOCAL AUTHORITY adopted the minutes of the Maningrida Local Authority meeting held on Monday 12 May 2025 as a true and correct record.

CARRIED

ORDER OF BUSINESS

Item 7.1 – Presentations and Visitors was deferred and Item 8.1 – Action Items was brought forward.

8 ACTION REPORTS

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

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

Member Joyce Bohme joined the meeting at 10:15am.

Cr Wilton left the meeting at 10:21am.

MAN44/2025 RESOLVED:
On the motion of Member Shane Namanurki
Seconded Chairperson Jessica Phillips

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Review of Action Items*; and
2. Request that the action list be amended to include the lighting in the airport alley way as an outstanding action item and give approval for completed items to be removed from the register.

CARRIED

Cr Wilton returned to the meeting at 10:24am.

7 DEPUTATIONS AND PRESENTATIONS

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

The Local Authority considered a report on Presentations and Visitors.

Representatives from the FYFE and the Department of Logistics and Infrastructure joined the meeting at 10:30am and left the meeting at 10:38am.

MAN45/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Member Joyce Bohme

THAT THE LOCAL AUTHORITY notes the presentations by FYFE on the Maningrida Barge Landing – Proposed Upgrade Works, provided feedback in relation to the installation of toilets and requested a consultation meeting with the representatives early August 2025.

CARRIED

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

The Local Authority considered a report on Invited Guest - NT Police.

Sergeant Tim Gillahan joined the meeting at 10:40am and left at 11:00am.

MAN46/2025 RESOLVED:
On the motion of Cr Jacqueline Phillips
Seconded Member Joyce Bohme

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

CARRIED

8 ACTION REPORTS (Continued)

Agenda Reference:	8.2
Title:	Maningrida New Year's Eve Fireworks Display 2025
Author:	Clem Beard, Project Manager

The Local Authority considered a report on Maningrida New Year's Eve Fireworks Display 2025.

Member Doolan returned to the meeting at 11:13am.

MAN47/2025 RESOLVED:

On the motion of Member Garth Doolan

Seconded Cr Jacqueline Phillips

THAT THE LOCAL AUTHORITY:

1. Received and noted the report entitled *Maningrida New Year's Eve Fireworks Display 2025*; and
2. Approved the allocation of circa \$93,725.00 from the Maningrida Local Authority funding for the New Year's Eve Celebrations 2025.

CARRIED

The meeting was adjourned at 11:25am and reconvened at 11:42am.

7 DEPUTATIONS AND PRESENTATIONS (Continued)

Agenda Reference:	7.3
Title:	Invited Guest – Community Vets
Author:	Debbie Branson, Governance Advisor

The Local Authority considered a report on Invited Guest – Community Vets.

Community Vet, Elizabeth Tudor and husband Rick Tudor joined the meeting at 11:42am and left at 12:10pm.

MAN48/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Jermaine Namanurki

THAT THE LOCAL AUTHORITY noted the update on the vet service within the community of Maningrida.

CARRIED

The meeting adjourned at 12:11pm and reconvened at 1:06pm.

Item 8.3 – By-laws for Maningrida Community was deferred, and Item 9.1 was brought forward.

9 RECEIVE AND NOTE REPORTS

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

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

MAN49/2025 RESOLVED:
On the motion of Chairperson Jessica Phillips
Seconded Member Joyce Bohme

THAT THE LOCAL AUTHORITY receive and note the report titled *Technical Services Maningrida Projects Report*.

CARRIED

Agenda Reference:	9.2
Title:	CSM Operations Report on Current Council Services
Author:	Scott Page, Council Services Manager, Maningrida

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

MAN50/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Cr Monica Wilton

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

CARRIED

8 ACTION REPORTS (Continued)

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

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

MAN51/2025 RESOLVED:
On the motion of Member Garth Doolan
Seconded Mayor James Woods

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Maningrida Community*; and
2. Agree to proceed with drafting By-laws for Commercial Waste and Removal of Commercial Waste.

CARRIED

9 RECEIVE AND NOTE REPORTS (Continued)

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

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

Mayor James Woods left the meeting at 1:40pm and returned at 1:45pm.

MAN52/2025 RESOLVED:

On the motion of Chairperson Jessica Phillips

Seconded Member Garth Doolan

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

CARRIED

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

The Local Authority considered a report on 2025 Local Government General Elections.

MAN53/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Chairperson Jessica Phillips

THAT THE LOCAL AUTHORITY receive and note the report titled *2025 Local Government General Elections*.

CARRIED

Agenda Reference:	9.5
Title:	Finance Report to May 2025
Author:	Imran Shajib, Finance Manager

The Local Authority considered a report on Finance Report to May 2025.

MAN54/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Member Joyce Bohme

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

MAN55/2025 RESOLVED:

On the motion of Member Garth Doolan

Seconded Cr Jacqueline Phillips

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

- Airport Fence, recommend that the lights installed are on the inside of the fence
- Shelters on the Foreshores – once approved by Northern Land Council, the Local Authority will be provided with projected costs
- Fencing – Basketball courts – enclosed to use for community activities – costs shared with neighbouring owners – costings to be considered at the next Local Authority meeting.
- Basketball courts renovations – surfacing and backboards only.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on Monday, 13 October 2025.

12 MEETING DECLARED CLOSED

Chairperson Phillips declared the meeting closed at 2:10pm.

This page and the preceding pages are the minutes of the Maningrida Local Authority held on Monday 14 July 2025.

Click [here](#) to view the agenda for the Maningrida Local Authority held on Monday 14 July 2025.



Minutes of the West Arnhem Regional Council Warruwi Local Authority
Tuesday, 15 July 2025 at 10:00 am
Council Chambers

In the absence of Chairperson Jason Mayinaj, Member Nicholas Hunter assumed the position of Chairperson.

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Acting Chairperson Hunter declared the meeting open at 10:15am, welcomed all in attendance and did an Acknowledgement of Country.

2 PERSONS PRESENT

MEMBERS PRESENT

Acting Chairperson	Nicholas Hunter
Member	William Wurlurli
Member	Richard Nawirr
Member	Geraldine Narul
Member	Alfred Gawaraidji
Member	Ida Waianga

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	James Marrawal

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director of Community and Council Services	Fiona Ainsworth (via video)
Director of Finance	Jocelyn Nathanael-Walters (via video)
Manager Technical Services	Kylie Gregson (via video)
Governance Advisor	Debbie Branson
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Project Manager	Clem Beard
Information Advisor	Ben Heaslip (via video)

3 APOLOGIES AND ABSENCES

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

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

WAR35/2025 RESOLVED:

On the motion of Acting Chairperson Nicholas Hunter

Seconded Member William Wurluli

THAT THE LOCAL AUTHORITY:

1. Notes the apology received from Chairperson Jason Mayinaj; Member Alfred Gawaraidji and Member Phillip Wasaga; and
2. Determines Chairperson Jason Mayinaj; Member Alfred Gawaraidji and Member Phillip Wasaga are absent with permission of the Authority.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

WAR36/2025 RESOLVED:

On the motion of Member Ida Waianga

Seconded Member William Wurluli

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

WAR37/2025 RESOLVED:
On the motion of Acting Chairperson Nicholas Hunter
Seconded Member Ida Waianga

THAT THE LOCAL AUTHORITY received nil declarations of interest for the Warruwi Local Authority meeting held on 15 July 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

WAR38/2025 RESOLVED:
On the motion of Member Ida Waianga
Seconded Member William Wurluli

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

CARRIED

Item 7.1 – Presentations and Visitors was deferred and Item 8 – Action Reports was brought forward.

8 ACTION REPORTS

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

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

Member Geraldine Narul left the meeting at 10:20am and returned at 10:26am.

WAR39/2025 RESOLVED:

On the motion of Acting Chairperson Nicholas Hunter

Seconded Member Ida Waianga

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

The Local Authority considered a report on Proposed - Supply and Install Shade Structure at the Council Office - Warruwi.

WAR40/2025 RESOLVED:

On the motion of Acting Chairperson Nicholas Hunter

Seconded Member Ida Waianga

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Proposed - Supply and Install Shade Structure at the Council Office - Warruwi*; and
2. Defer the allocation of \$67,818.55, for consideration, from the Warruwi Local Authority Funding until the 2025/26 allocation has been received.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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

The Local Authority considered a report on Presentations and Visitors.

Mark DiFrancesco and Bruce Reid from Red Lily Health Clinic joined the meeting at 10:46am.

Member William Wurlurli joined the meeting at 10:54am.

Representatives from Red Lily Health Clinic left the meeting at 10:57am.

WAR41/2025 RESOLVED:
On the motion of Acting Chairperson Nicholas Hunter
Seconded Member Geraldine Narul

THAT THE LOCAL AUTHORITY notes the presentation by representatives from Red Lily Health Clinic.

CARRIED

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

The Local Authority considered a report on Invited Guest - NT Police.

Meeting adjourned at 11:02am and reconvened at 11:15am.

Senior Sergeant Chris Harden, NT Police joined the meeting at 11:15 and left at 11:38am.

WAR42/2025 RESOLVED:
On the motion of Acting Chairperson Nicholas Hunter
Seconded Member Richard Nawirr

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

CARRIED

Agenda Reference:	7.3
Title:	Presentations and Visitors
Author:	Debbie Branson, Governance Advisor

The Local Authority considered a report on Presentations and Visitors.

Mathilda Lipscombe from Power and Water joined the meeting at 11:38am and left at 11:50am.

WAR43/2025 RESOLVED:
On the motion of Acting Chairperson Nicholas Hunter
Seconded Member Geraldine Narul

THAT THE LOCAL AUTHORITY notes the presentation by representatives from Power and Water Authority.

CARRIED

Member Geraldine Narul left the meeting at 11:50am.

8 ACTION REPORTS (Continued)

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

The Local Authority considered a report on Additional - Detection of Burial Sites - Warruwi.

WAR44/2025 RESOLVED:
On the motion of Acting Chairperson Nicholas Hunter
Seconded Member Ida Waianga

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Additional - Detection of Burial Sites - Warruwi*; and
2. Approve the allocation of \$15,000.00 from the Warruwi Local Authority Funding to include one additional Japanese site and the sites at the outstations.

CARRIED

Member Geraldine Narul returned to the meeting at 11:56am.

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

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

WAR45/2025 RESOLVED:
On the motion of Acting Chairperson Nicholas Hunter
Seconded Member Richard Nawirr

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Warruwi Community*; and
2. Request that draft By-laws be prepared for community consultation prior to a Council resolution.

CARRIED

9 RECEIVE AND NOTE REPORTS

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

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

Geraldine left the meeting at 12:12pm and returned at 12:17pm.

WAR46/2025 RESOLVED:
On the motion of Member Ida Waianga
Seconded Member William Wurluli

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

CARRIED

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

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

WAR47/2025 RESOLVED:
On the motion of Member Ida Waianga
Seconded Member Richard Nawirr

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

CARRIED

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

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

WAR48/2025 RESOLVED:
On the motion of Cr James Marrawal
Seconded Member Nicholas Hunter

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

CARRIED

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

The Local Authority considered a report on 2025 Local Government General Elections.

WAR49/2025 RESOLVED:
On the motion of Member Ida Waianga
Seconded Member Richard Nawirr

THAT THE LOCAL AUTHORITY receive and note the report titled *2025 Local Government General Elections*.

CARRIED

The meeting was adjourned at 12:20pm.

Cr James left the meeting at 1:09pm.

The meeting reconvened at 1:30pm.

7 DEPUTATIONS AND PRESENTATIONS (Continued)

Agenda Reference:	7.4
Title:	Presentations and Visitors
Author:	Debbie Branson, Governance Advisor

The Local Authority considered a report on Presentations and Visitors.

Cam Raw, Community Vet joined the meeting at 1:30pm and left at 1:42pm.

WAR50/2025 RESOLVED:

On the motion of Member Richard Nawirr

Seconded Member William Wurluli

THAT THE LOCAL AUTHORITY notes the presentation by the Community Vet.

CARRIED

9 RECEIVE AND NOTE REPORTS (Continued)

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

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

WAR51/2025 RESOLVED:

On the motion of Acting Chairperson Nicholas Hunter

Seconded Member Geraldine Narul

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

CARRIED

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

The Local Authority considered a report on Finance Report to May 2025.

WAR52/2025 RESOLVED:

On the motion of Member William Wurluli

Seconded Member Richard Nawirr

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

WAR53/2025 RESOLVED:

On the motion of Member Geraldine Narul

Seconded Member Nicholas Hunter

THAT THE LOCAL AUTHORITY approve the allocation of \$5,000 Warruwi Local Authority for the Youth Cultural Camp.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on Tuesday, 14 October 2025.

12 MEETING DECLARED CLOSED

The Chairperson declared the meeting closed at 2:29pm.

This page and the preceding pages are the minutes of the Warruwi Local Authority meeting held on Tuesday, 15 July 2025.

Click [here](#) to view the agenda for the Warruwi Local Authority meeting held on Tuesday, 15 July 2025.



Minutes of the West Arnhem Regional Council Gunbalanya Local Authority
Wednesday, 16 July 2025 at 9:15am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Garnarradj declared the meeting open at 9:50am, welcomed all in attendance and did an Acknowledgement of Country.

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director of Community and Council Services	Fiona Ainsworth (via video)
Director of Finance	Joycelyn Nathanael-Walters (via video)
Council Services Manager	Vicki Mccoy
Manager Technical Services	Kylie Gregson (via video)
Governance Advisor	Debbie Branson
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Project Manager	Clem Beard
Information Advisor	Ben Heaslip (via video)

3 APOLOGIES AND ABSENCES

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

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

GAR40/2025 RESOLVED:
On the motion of Chairperson Andy Garnarradj
Seconded Member Henry Yates

THAT THE LOCAL AUTHORITY:

1. Notes the apology received from Cr Donna Nadjamerrek, Cr Tamar Nawirridj, Cr Otto Dann, Members Grant Nayinggul and Nicodemus Nayilibidj; and
2. Determines Cr Tamar Nawirridj, Cr Donna Nadjamerrek, Cr Otto Dann, Members Grant Nayinggul and Nicodemus Nayilibidj are absent with permission of the Authority.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

GAR41/2025 RESOLVED:
On the motion of Member Henry Yates
Seconded Member Kenneth Mangiru

THAT THE LOCAL AUTHORITY accept the agenda papers as circulated for the Gunbalanya Local Authority meeting held on 16 July 2025.

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

GAR42/2025 RESOLVED:
On the motion of Chairperson Andy Garnarradj
Seconded Member Kenneth Mangiru

THAT THE LOCAL AUTHORITY received nil declarations of interest for the Gunbalanya Local Authority meeting held on 16 July 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

GAR43/2025 RESOLVED:
On the motion of Member Evonne Gumurdul
Seconded Mayor James Woods

THAT THE LOCAL AUTHORITY adopted the minutes of the Gunbalanya Local Authority meeting held on Wednesday 14 May 2025 as a true and correct record.

CARRIED

Item 7.1 – Presentations and Visitors was deferred and Item 7.2 – Invited Guests – NT Police was bought forward.

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

The Local Authority considered a report on Invited Guest - NT Police.

Remote Sergeant Chan'e Mienie, NT Police joined the meeting at 9:55am.

GAR44/2025 RESOLVED:
On the motion of Chairperson Andy Garnarradj
Seconded Mayor James Woods

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

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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

The Local Authority considered a report on Presentations and Visitors.

Representatives from Red Lily Health Clinic, Brad Palmer and Jarrad Giles joined the meeting at 10:11am.

The Local Authority held a minute silence to acknowledge the loss of the Red Lily Health Clinic's former Chair.

Chairperson Andy Garnarradj left the meeting at 10:21am and returned at 10:23am.

Representatives from Red Lily Health Clinic, Brad Palmer and Jarrad Giles left the meeting at 10:42am.

GAR45/2025 RESOLVED:
On the motion of Member Connie Nayinggul
Seconded Member Henry Yates

THAT THE LOCAL AUTHORITY notes the presentation by Red Lily Health Clinic.

CARRIED

8 ACTION REPORTS

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

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

Members Kenneth Mangiru and Grant Nayinggul as members of the Adjumarllarl Aboriginal Corporation left the meeting at 10:49am and returned at 10:52am while the Local Authority members discussed the upgrade of the basketball courts.

The meeting was adjourned at 11:05am and reconvened at 11:24am.

GAR46/2025 RESOLVED:
On the motion of Member Henry Yates
Seconded Member Maxwell Garnarradj

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

7 DEPUTATIONS AND PRESENTATIONS (Continued)

Agenda Reference:	7.3
Title:	Presentations and Visitors
Author:	Debbie Branson, Governance Advisor

Kiarna Collinson and Sarah Jane, Department of Housing, Local Government and Community Development joined the meeting at 11:27am and left at 11:56am.

GAR47/2025 RESOLVED:
On the motion of Member Henry Yates
Seconded Member Grant Nayinggul

THAT THE LOCAL AUTHORITY notes the presentation by the Department of Housing, Local Government and Community Development.

CARRIED

8 ACTION REPORTS (Continued)

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

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

GAR48/2025 RESOLVED:
On the motion of Chairperson Andy Garnarradj
Seconded Member Evonne Gumurdul

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Gunbalanya Community*; and
2. Request draft By-laws for Commercial Waste, Removal of Commercial Waste and Traffic for consideration.

CARRIED

9 RECEIVE AND NOTE REPORTS

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

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

GAR49/2025 RESOLVED:
On the motion of Member Henry Yates
Seconded Member Kenneth Mangiru

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

CARRIED

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

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

GAR50/2025 RESOLVED:
On the motion of Chairperson Andy Garnarradj
Seconded Member Kenneth Mangiru

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *CSM Operations Report on Current Council Services*; and
2. Approve the allocation of \$200.00 from the Gunbalanya Local Authority funding for the purchase of a farewell gift or to contribute to a farewell for the Sport and Recreation Officer who has resigned.

CARRIED

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

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

GAR51/2025 RESOLVED:
On the motion of Member Evonne Gumurdul
Seconded Member Kenneth Mangiru

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

CARRIED

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

The Local Authority considered a report on 2025 Local Government General Elections.

Chairperson Andy Garnarradj left the meeting at 12:43pm and returned at 12:50pm.

GAR52/2025 RESOLVED:
On the motion of Member Henry Yates
Seconded Mayor James Woods

THAT THE LOCAL AUTHORITY receive and note the report titled *2025 Local Government General Elections*.

CARRIED

Agenda Reference:	9.5
Title:	Finance Report to May 2025
Author:	Imran Shajib, Finance Manager

The Local Authority considered a report on Finance Report to May 2025.

Chairperson left the meeting at 12:43pm and returned at 12:50pm.

GAR53/2025 RESOLVED:
On the motion of Member Evonne Gumurdul
Seconded Member Connie Nayinggul

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

GAR54/2025 RESOLVED:
On the motion of Chairperson Andy Garnarradj
Seconded Member Henry Yates

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

1. The Community needs a funeral 4wd motor vehicle; and
2. The Gunbalanya morgue requires maintenance.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on Wednesday, 15 October 2025.

12 MEETING DECLARED CLOSED

Chairperson Garnarradj declared the meeting closed at 1:02pm.

This page and the preceding pages are the minutes of the Gunbalanya Local Authority held on Wednesday 16 July 2025.

Click [here](#) to view the agenda for the Gunbalanya Local Authority held on Wednesday 16 July 2025.



Minutes of the West Arnhem Regional Council Minjilang Local Authority
Thursday, 17 July 2025 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

Meeting was adjourned at 10:30am and reconvened at 10:34am.

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

Member (Chairperson)	Matthew Nagarbin
Member	Clint Wauchope
Member	Charles Yirrawala

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Steven Nabalmarada

STAFF PRESENT

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

3 APOLOGIES AND ABSENCES

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

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

MIN32/2025 RESOLVED:
On the motion of Member Charles Yirrawala
Seconded Member Clint Wauchope

THAT THE LOCAL AUTHORITY:

1. Notes the apology received from Member Shane Wauchope and Member Josephine Cooper;
and
2. Determines Member Shane Wauchope and Member Josephine Cooper are absent with permission of the Authority.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

MIN33/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Chairperson Matthew Nagarlbin

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

MIN34/2025 RESOLVED:
On the motion of Member Charles Yirrawala
Seconded Chairperson Matthew Nagarbin

THAT THE LOCAL AUTHORITY received nil declarations of interest for the Minjilang Local Authority meeting held on 17 July 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

MIN35/2025 RESOLVED:
On the motion of Member Charles Yirrawala
Seconded Member Clint Wauchop

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.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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

The Local Authority considered a report on Presentations and Visitors.

Mark DiFrancesco from Red Lily Health Clinics joined the meeting at 11:36am.

Fatima Tualau from Red Lily Health Clinics joined the meeting at 11:42am.

Representatives from Red Lily Health Clinic left the meeting at 11:54am.

MIN36/2025 RESOLVED:

On the motion of Chairperson Matthew Nagarbin

Seconded Member Charles Yirrawala

THAT THE LOCAL AUTHORITY notes the presentations by Red Lily Health Clinic.

CARRIED

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

The Local Authority considered a report on Invited Guest - NT Police.

Senior Sergeant Chris Harden joined the meeting at 10:38am and left at 10:47am.

MIN37/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Member Clint Wauchop

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

CARRIED

8 ACTION REPORTS

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

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

MIN38/2025 RESOLVED:
On the motion of Cr Steven Nabalmarda
Seconded Chairperson Matthew Nagarbin

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.

MIN39/2025 RESOLVED:
On the motion of Cr Steven Nabalmarda
Seconded Member Clint Wauchope

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *By-Laws for Minjilang Community*; and
2. Request draft By-laws for further community consultation.

CARRIED

9 RECEIVE AND NOTE REPORTS

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

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

MIN40/2025 RESOLVED:
On the motion of Chairperson Matthew Nagarbin
Seconded Member Charles Yirrawala

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

CARRIED

Agenda Reference:	9.2
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.

MIN41/2025 RESOLVED:
On the motion of Member Charles Yirrawala
Seconded Cr Steven Nabalmarda

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

CARRIED

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

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

MIN42/2025 RESOLVED:
On the motion of Member Clint Wauchop
Seconded Member Charles Yirrawala

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

CARRIED

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

The Local Authority considered a report on 2025 Local Government General Elections.

MIN43/2025 RESOLVED:
On the motion of Member Charles Yirrawala
Seconded Chairperson Matthew Nagarlbin

THAT THE LOCAL AUTHORITY receive and note the report titled *2025 Local Government General Elections*.

CARRIED

Agenda Reference:	9.5
Title:	Finance Report to May 2025
Author:	Imran Shajib, Finance Manager

The Local Authority considered a report on Finance Report to May 2025.

Member Clint Wauchope left the meeting at 11:14am and returned to the meeting at 11:15am.

MIN44/2025 RESOLVED:
On the motion of Cr Steven Nabalmarda
Seconded Member Charles Yirrawala

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

MIN45/2025 RESOLVED:
On the motion of Chairperson Matthew Nagarbin
Seconded Member Charles Yirrawala

THAT THE LOCAL AUTHORITY approve the allocation of \$15,000 Minjilang Local Authority funding for the free Wi-Fi area for the Minjilang Community.

CARRIED

11 NEXT MEETING

The next meeting is scheduled to take place on Thursday, 16 October 2025.

12 MEETING DECLARED CLOSED

Chairperson Nagarbin declared the meeting closed at 11:55am.

This page and the preceding pages are the minutes of the Minjilang Local Authority held on Thursday 17 July 2025.

Click [here](#) to view the agenda for the Minjilang Local Authority held on Thursday 17 July 2025.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

The unconfirmed minutes of the of the Friday, 18 July 2025 Kakadu Ward Advisory Committee are submitted to Council for noting.

RECOMMENDATION

THAT COUNCIL noted the minutes of Friday, 18 July 2025 Kakadu Ward Advisory Committee and reviewed decisions made by the Committee.

BACKGROUND

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

COMMENT

Nil

LEGISLATION AND POLICY

Sections 101(3) and 101(4) of the Local Government Act 2019.

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

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. 2025-07-18 KWAC Minutes - Unconfirmed [6.3.1 - 7 pages]



Minutes of the West Arnhem Regional Council Kakadu Ward Advisory Committee
Friday, 18 July 2025 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Blyth declared the meeting open at 10:00am, welcomed all in attendance and did an Acknowledgement of Country.

2 PERSONS PRESENT

ELECTED MEMBERS PRESENT

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

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director of Finance	Jocelyn Nathanel-Walters (via video)
Manager Technical Services	Kylie Gregson
Project Manager	Clem Beard
Governance Advisor	Debbie Branson
Executive Assistant to Mayor and CEO	Gina Carrascalao (via video)
Community Well Being Senior Project Officer	Gemma Loyer (item 7.3 only)

GUESTS

NT Police	Senior Sergeant Chris Harden
Red Lily Health Clinics	Mark DiFrancesco and Brad Palmer

3 APOLOGIES AND ABSENCES

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

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

KWAC23/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Cr Micketja Onus

THAT THE COMMITTEE notes that there are nil apologies received.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

KWAC24/2025 RESOLVED:
On the motion of Chairperson Cr Ralph Blyth
Seconded Cr Micketja Onus

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

KWAC25/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Mayor James Woods

THAT THE COMMITTEE received nil declarations of interest for the Kakadu Ward Advisory Committee meeting held on 18 July 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

KWAC26/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Cr Micketja Onus

THAT THE COMMITTEE adopted the minutes of the Kakadu Ward Advisory Committee meeting held Friday 16 May 2025 as a true and correct record.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

Item 7.1 – Invited Guest – NT Police was deferred and Item 7.2 – Presentations and Guest Speakers was brought forward.

Agenda Reference:	7.2
Title:	Invited Guest – Red Lilly Health Clinic
Author:	Debbie Branson, Governance Advisor

Mark DiFrancesco and Fiona Brooks from Red Lily Health Clinics joined the meeting at 10:00am and left the meeting at 10:26am.

KWAC27/2025 RESOLVED:
On the motion of Chairperson Cr Ralph Blyth
Seconded Cr Micketja Onus

THAT THE COMMITTEE noted the update from Red Lilly Health Clinic.

CARRIED

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

The Local Authority considered a report on Invited Guest - NT Police.

Senior Sergeant Chris Harden joined the meeting at 10:00am and left at 10:49am.

KWAC28/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Cr Micketja Onus

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

CARRIED

Item 7.3 – NAIDOC Week Celebrations was deferred and Item 8.1 – Review of Action Items was brought forward.

8 ACTION REPORTS

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

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

KWAC29/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Chairperson Cr Ralph Blyth

THAT THE COMMITTEE:

1. Received and noted the report titled *Review of Action Items*; and
2. Request that the BMX track action be removed as completed and grants be sourced for the Splash Park.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS (Continued)

Agenda Reference:	7.3
Title:	NAIDOC Week Celebrations
Author:	Debbie Branson, Governance Advisor

The Community Well Being Senior Project Officer, Gemma Loyer addressed the Committee to formally invite the committee members to attend, and if interested, speak at the upcoming West Arnhem Regional Council NAIDOC event.

Gemma Loyer joined the meeting at 10:58am and left the meeting at 11:04am.

KWAC30/2025 RESOLVED:
On the motion of Chairperson Cr Ralph Blyth
Seconded Mayor James Woods

THAT THE COMMITTEE noted the invitation to attend

CARRIED

The meeting adjourned at 11:04am and reconvened at 11:22am.

9 RECEIVE AND NOTE REPORTS

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

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

KWAC31/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Cr Mickitja Onus

THAT KAKADU WARD ADVISORY COMMITTEE receives and notes the report titled *Technical Services Jabiru Projects Report*.

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.

KWAC32/2025 RESOLVED:

On the motion of Cr Micketja Onus

Seconded Mayor James Woods

THAT KAKADU WARD ADVISORY COMMITTEE:

1. Receives and notes the report titled *CSM Operations Report on Current Council Services*; and
2. Acknowledge the improvements with street lighting around Jabiru.

CARRIED

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

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

KWAC33/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Cr Micketja Onus

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

CARRIED

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

The Committee considered a report on 2025 Local Government General Elections.

KWAC34/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Chairperson Cr Ralph Blyth

THAT THE COMMITTEE receive and note the report title *2025 Local Government General Elections*.

CARRIED

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

The Committee considered a report on Jabiru Lake - Catch and Release Program.

KWAC35/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Chairperson Cr Ralph Blyth

THAT KAKADU WARD ADVISORY COMMITTEE agree to close the item and no further action required.

CARRIED

10 COMMITTEE MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

KWAC36/2025 RESOLVED:
On the motion of Cr Mickitja Onus
Seconded Deputy Mayor Elizabeth Williams

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

- Dog By-laws

CARRIED

Chairperson Blyth acknowledged the work carried out by staff and extended the committee's appreciation.

11 NEXT MEETING

The next meeting is scheduled for Friday, 17 October 2025.

12 MEETING DECLARED CLOSED

Chairperson Cr Blyth declared the meeting closed at 12:13pm.

This page and the preceding pages are the minutes of the Kakadu Ward Advisory Committee held on Friday 18 July 2025.

Click [here](#) to view the agenda for the Kakadu Ward Advisory Committee held on Friday 18 July 2025.

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

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

RECOMMENDATION

THAT COUNCIL:

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

BACKGROUND

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

COMMENT

The actions that Council resolves to occur are to be acted upon by the administration. This report enables Council to progressively discuss and acknowledge the status of items.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Action Items [7.1.1 - 8 pages]

Meeting Date	Item	Status	Action Required	Assignees	Action Taken
18/06/2024	Identification services in West Arnhem	In Progress	<p>OCM155/2024 RESOLVED: Investigate inviting appropriate department for Identification Cards to a Ordinary Council meeting.</p> <p>OCM6/2025 RESOLVED: Amend item to now request Council partner with MVR to assist with certifying documents for identification services.</p>	Andrew Walsh, Ben Waugh, Fiona Ainsworth, Gina Carrascalao	<p>24/07/2024 Leanne Johansson Currently ascertaining which is the appropriate department.</p> <p>21/08/2024 - OCM Appropriate Department is the MVR. CEO will seek to meet with the Responsible Officer</p> <p>15/10/2024 Jasmine Mortimore Change of Government has delayed progress, will provide further update in December OCM post meeting with relevant department.</p> <p>13/11/2024 Jasmine Mortimore CEO will be meeting with Greg Turner, Director Motor Vehicle Registry on 15/11/2024 to discuss action</p> <p>09/12/2024 Jasmine Mortimore Meeting has been rescheduled.</p> <p>22/01/2025 Jasmine Mortimore MVR would like to look into a partnership with WARC to allow staff to certify documents in community to allow MVR to issue a proof of identification card. Seeking Councils direction to follow this project idea instead of WARC issuing West Arnhem branded cards that may not be recognised by vendors. Request that Council write to LGANT to lead this project for the Local Government sector.</p> <p>05/02/2025 Jasmine Mortimore Meeting scheduled with MVR on 11 February including LGANT representatives to further this action.</p>

					<p>11/02/2025 Jasmine Mortimore Verbal update from meeting held on 11 February 2025 will be provided at the Council meeting. Action is now being assigned to Director of Community and Council Services.</p> <p>19/03/2025 Jasmine Mortimore Further to meeting held in February, MVR is drafting a MOU between MVR and WARC. This is expected to be presented end of June 2025.</p> <p>20/06/2025 Fiona Ainsworth Await receipt of MOU. MVR continue to work on this matter. Will provide when available.</p> <p>22/07/2025 Fiona Ainsworth MVR advised draft MOU is in final stage of completion and will be presented to legal for review. Expected receipt for WARC consideration early September.</p>
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23/10/2024	Remote Jobs & Economic Development Program	In Progress	OCM303/2024 RESOLVED: Approve West Arnhem Regional Council applying for the following positions and support funding under the Remote Jobs and Economic Development program: Animal Control Officers - Jabiru x 2 Funeral Cultural and Burial Liaison Officer - Maningrida x 2 Oval and Sports Field Caretaker - Maningrida, Gunbalanya, Jabiru x 2 (per location). Aquatic Lifeguard - Maningrida, Jabiru x 2 (per location) Data & Records Officer Trainee - Darwin x 1 Resource Officers (Waste Awareness) - All Location - Human Resource Manager to develop PDs - Business Development Manager to complete applications to RJED	Karen Borgelt, Leanne Johansson	<p>04/11/2024 Leanne Johansson Still awaiting Remote Jobs and Economic Development (RJED) guidelines to be published. Grant applications will not be open until the RJED guidelines are published. Publishing is expected before 31/12/2024.</p> <p>03/12/2024 Leanne Johansson Still waiting on final guidelines and grant opening date. WARC is preparing for the Remote Jobs and Economic Development (RJED) program by developing Position Descriptions for proposed RJED jobs, considering training needs, tools of trade and other staff considerations so we are ready to apply once the grant is open.</p> <p>16/01/2025 Leanne Johansson RJED applications now open and will close on 3 February 2025. West Arnhem Regional Council will lodge two applications. The larger application will be for the NIAA Arnhem Land and Groote Eylandt region with 15 positions across the five communities. WARC's application will include wage costs for the RJED employees, limited partial wage costs for their supervisors, uniforms, and protective clothing, tools of trade and some machinery as required. The other application will be for NIAA Top End and Tiwi Islands region and will be for one position in the Darwin office. WARC's application will include wage costs for the RJED employee, limited partial wage costs for their supervisor, uniforms, and tools of trade as required. All the positions which will form part of the application are as approved by Council. They are: - Information Management Assistant (Darwin) - Precinct Officer (Maningrida, Gunbalanya and Jabiru) - Bereavement Support Assistant (Maningrida) - Animal Services Officer (Jabiru) - Waste Collection Assistant (Maningrida, Gunbalanya and Jabiru) - Pool and Safety Assistant (Maningrida and Jabiru) - Transport Driver (Minjilang and Waruwi)</p>
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					<p>04/02/2025 Leanne Johansson WARC lodged two applications for the Remote Jobs and Economic Development grant on 31/1/2025 as previously authorised by Council. One application was for 15 jobs across the West Arnhem region. The second application was for one job in the Darwin office. The funding body advises it will be at least 8 weeks before the results of the applications will be known.</p> <p>13/03/2025 Leanne Johansson NIAA advises that no decisions have been reached on any applications and they do not have a timeframe for when information will be provided to applicants.</p> <p>15/04/2025 Jasmine Mortimore Outcome correspondence from NIAA was received on 28 March 2025 advising that WARC have been successful in our application. it is noted in the Correspondence that the approved funding may vary from the amount requested in the application and that the Agency will be in contact to offer the terms of this grant funding.</p> <p>22/05/2025 Leanne Johansson WARC continues to await further information about the specific outcomes of Round 1 RJED applications. From verbal discussion, the application for an Admin staff in Winnellie has been disallowed as Winnellie is not in an allowed area for RJED. The West Arnhem region application has been partially successful, but WARC has not been advised which parts of the application were successful or unsuccessful. WARC continues to maintain contact with NIAA as we await further information. Round 2 of RJED closed on 7 April 2025. WARC submitted an application for the West Arnhem Region which was a copy of the original Round 1 grant. WARC was advised to do this by NIAA representatives, in the hope that anything not granted in Round 1 will be granted in Round 2.</p>
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					<p>16/06/2025 Leanne Johansson Spoke to NIAA on 16 June 2025. The details of what WARC will be funded for is not finalised. The information needed is internal to NIAA. WARC is not holding anything up in this process.</p> <p>10/07/2025 Leanne Johansson Still awaiting the outcome of Round 1 and Round 2 applications.</p>
19/11/2024	Report on Jabiru subleases	In Progress	OCM350/2024 RESOLVED: Request administration investigate Jabiru stakeholder support for the rectification of the Jabiru Childcare roof.	Katharine Murray	<p>22/01/2025 Jasmine Mortimore Options being explored through local stakeholders; Rio Tinto funding, Caulfield Grammar and waiting for external grant opportunities.</p> <p>22/05/2025 Gina Carrascalao Obtaining contact details of employees that use the Centre.</p> <p>16/06/2025 Gina Carrascalao Started contacting Childcare users for meeting with CEO to find a solution</p>
19/11/2024	Elected Member Questions with or without Notice	In Progress	WAR57/2024 RESOLVED: Request Council advocate with the federal government for a multi purpose safe shelter for Warruwi Community.	Ben Waugh	<p>19/03/2025 Jasmine Mortimore Advocacy letter will be drafted to sent on behalf of the Mayor to all relevant ministers.</p> <p>08/04/2025 Gina Carrascalao letters sent on behalf of the Mayor, to Federal Minister for Social Services, Federal Minister for Indigenous Australians and Federal Minister for Housing and Homelessness</p> <p>28/04/2025 Gina Carrascalao We have received a reply from the Hon Amanda Rishworth MP's office (Housing and Homelessness) advising that the Government is on Caretaker Role, suggested to resend the letter when the new government is in place.</p> <p>22/05/2025 Gina Carrascalao Re-sending letters to all concerned Ministers, advocating for a multipurpose shelter for Warruwi.</p> <p>16/06/2025 Gina Carrascalao letters were sent to the concerned Ministers but no reply yet.</p>

					18/07/2025 Gina Carrascalao Still waiting on reply to letters sent.
18/12/2024	Sponsorship Proposal	In Progress	OCM393/2024 RESOLVED: Request a policy be created for Sponsorship and Donations.	Debbie Branson, Jocelyn Nathanael-Walters	22/01/2025 Jasmine Mortimore Policy has been drafted. 19/03/2025 Jasmine Mortimore Policy is still being drafted and is being reviewed to align with Delegation Manual. 22/05/2025 Gina Carrascalao CEO and Director of Council & Community Services are reviewing the draft copy of Sponsorship Policy
29/04/2025	Carpark Sealing at the rear of Maningrida Council Office	In Progress	OCM101/2025 RESOLVED: Explore options of relocating water line through PowerWater to facilitate further car park options	Clem Beard, George Wheeder, Kylie Gregson	06/05/2025 George Wheeder Reviewing aerial photos and services in the area to discuss with Power Water about the possible relocation of the water and sewer lines that are in the way. 22/05/2025 Gina Carrascalao Technical Services staff was on site in Maningrida, 21 May 2025, are working with Power & Water to determine further options. 18/06/2025 Kylie Gregson Awaiting response from PowerWater. 22/07/2025 Kylie Gregson Proposed design drawings received, to be presented to Council for review.

29/04/2025	Regional Cemetery Update	In Progress	OCM103/2025 RESOLVED: Investigate Jabiru Cemetery ownership and responsibility.	Kylie Gregson, Rick Mitchell	<p>13/05/2025 Kylie Gregson West Arnhem Regional Council (WARC) has the consent of Gundjeihmi Aboriginal Corporation Jabiru Town (GACJT) to operate the Jabiru cemetery from Lot 967. Authority to Access - terms as follows. 1) Continue to maintain and manage these areas; and 2) Holds the relevant public liability insurance for these areas. Upon burial request - WARC will need to contact Gundjeihmi Aboriginal Corporation to obtain permission from the Traditional Owners for the burial. We then need a copy of the approval in writing and a copy of the death certificate. The cost of the funeral plot is \$930.00, including the opening and closing of the site.</p> <p>22/05/2025 Gina Carrascalao Currently recruiting staff for Waste and Resource Coordinator who will lead this matter.</p> <p>18/06/2025 Kylie Gregson No further updates, still in recruitment process for Waste and Resource Coordinator.</p> <p>22/07/2025 Kylie Gregson Still in recruitment process for Waste and Resource Coordinator.</p>
29/04/2025	Elected Member Questions with or without Notice	In Progress	OCM106/2025 RESOLVED: 1. Deputy Mayor Williams raised concerns with broken street lights in the Jabiru township.	Fiona Ainsworth, Katharine Murray	<p>22/05/2025 Gina Carrascalao Working with Power & Water, as per OCM27/2025, drafting Public Lightning, Asset & Audit management plan for council consideration.</p> <p>20/06/2025 Fiona Ainsworth Noted improvements as works in progress rectifying Jabiru lighting.</p> <p>22/07/2025 Fiona Ainsworth administration continue to work within financial capacity to complete lighting R&M.</p>
29/04/2025	Elected Member Questions with or without Notice	In Progress	OCM106/2025 RESOLVED: Mayor raised the need for permanent fencing for the Maningrida airport.	Fiona Ainsworth, Kylie Gregson	<p>22/05/2025 Gina Carrascalao Working with DLI for timeline, when funding is released for tender</p> <p>20/06/2025 Fiona Ainsworth DLI have not yet received confirmation of funding application (via Remote Airstrip Upgrade Program). Once received, timeline for tender will be provided. This project is led by DLI.</p>

					22/07/2025 Fiona Ainsworth DLI still await funding application outcome.
30/06/2025	Cultural Awareness Training within Community	In Progress	OCM157/2025 Request a draft policy be prepared to be considered further at a future workshop which will include consultation with the local authorities.	Katharine Murray	24/07/2025 Debbie Branson To be actioned post LG General Election and will begin with consultation with the Local Authorities.
30/06/2025	Caretaker Policy - Review	Recommend Complete	OCM156/2025: Update the revised version of Council's Caretaker Policy.	Debbie Branson	03/07/2025 Debbie Branson Circulated and Council's website updated.
30/06/2025	LGANT - Code of Conduct Panel - Call for Nominations	Recommend Complete	OCM159/2025 Advise LGANT.	Gina Carrascalao	03/07/2025 Gina Carrascalao Email sent to LGANT advising that the matter was deferred post 2025 Local Government General Election.
30/06/2025	Incoming and Outgoing Correspondence	Recommend Complete	OCM160/2025 Prepare correspondence folders with the Mayor's correspondence be made available for Councillors to view at each meeting.	Gina Carrascalao	21/07/2025 Debbie Branson Folders made available in each community.
30/06/2025	Incoming and Outgoing Correspondence	Recommend Complete	OCM160/2025 Sponsorship from the Jabiru Bombers - report to July 2025 Ordinary Council Meeting	Fiona Ainsworth	24/07/2025 Debbie Branson No funding available for community grants or sponsorships. Draft sponsorship policy currently under review.
30/06/2025	Elected Member Questions with or without Notice	Recommend Complete	OCM172/2025 An on-line form be investigated and made available for complaints regarding aggressive dogs in communities and for staff to promote the responsibilities to pet owners and the consequences of stray dogs, impounding and penalties associated with dog attacks on Council's social media	Fiona Ainsworth, Heidi Walton	22/07/2025 Fiona Ainsworth This form is available to access on the WARC website and a community awareness campaign has commenced.

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

Agenda Reference:	7.2
Title:	Reasonable Expenses and Benefits for Council, Local Authority and Council Committee Members Policy and Motor Vehicle Use (Mayor) Policy
Author:	Jocelyn Nathanael-Walters, Director of Finance

SUMMARY

The purpose of this report is to provide updated policies covering:

1. Reasonable expenses and benefits for Council, Local Authority and Council Committee Members; and
2. Motor vehicle use for the Mayor.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Reasonable Expenses and Benefits for Council, Local Authority and Council Committee Members Policy and Motor Vehicle Use (Mayor) Policy*; and
2. Approve the Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Policy
3. Approve the Motor Vehicle Use (Mayor) Policy

BACKGROUND

At the Ordinary Council Meeting in May 2021, the Council adopted [OCM 45/2021] a new policy titled Allowances and Expenses (Elected, Local Authority and Council Committee Members). This governance policy was set to be reviewed by 1 May 2024.

From January 2023, the responsibility for setting Elected and Local Authority Member Allowances transferred via legislation from the Minister responsible for Local Government to the Northern Territory Government (NTG) Remuneration Tribunal, for the 2023-24 year onwards. The NTG Remuneration Tribunal's first Determination effectively superseded much of Council's Allowances and Expenses (Elected, Local Authority and Council Committee Members) Policy.

The Council also adopted a Travel and Accommodation (Elected, Local Authority and Council Committee Members) Policy in March 2021 [OCM27/2021] which was set to be reviewed by 10 March 2024.

In July 2024, a new Travel Requisition (Acquittal) Form was introduced, and the travel allowance (meal and incidental) amounts were aligned to the applicable Australian Taxation Office (ATO) Taxation Determination for reasonable travel and overtime meal allowance expense amounts.

The Council only has a Motor Vehicle Use (Employees) Policy which specifically only applies to employees of council.

COMMENT

A new Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Policy has been developed to replace both the:

- Allowances and Expenses (Elected, Local Authority and Council Committee Members) Policy; and
- Travel and Accommodation (Elected, Local Authority and Council Committee Members) Policy.

This new Policy is based on two suggested draft policies developed by the NTG Local Government Unit to fulfil section 109 of the *Local Government Act 2019* which states at section 109(2): *a Council may, by resolution, adopt a policy providing that members of the council are entitled to the following that may be incurred or required as a result of undertaking official duties:*

- (a) *Payment or reimbursement of other reasonable expenses*
- (b) *Non-monetary benefits.*

Specific items for Council Members to note on the Policy Application are:

Item 1 – Travel bookings

Additional matters have been included for consideration when booking air travel – flexible airfares when booking 3 plus weeks in advance and the requirement to consider the member’s travel conditions in acknowledgement that air travel from Darwin is often more economic and frequent at night.

Item 2 – Accommodation bookings

Includes considering accommodation cancellation conditions in the booking process.

Item 9 – Registration fees

Includes the requirement to communicate to the attendee the cancellation conditions to help minimise any financial loss if non-attendance is a possibility because of a change in the member’s circumstances.

Item 10 – Accompanying partner

This is a suggestion of the NTG Local Government Unit.

Item 11 – Cancellation and non-attendance

This is a suggestion of the NTG Local Government Unit.

Item 12 – Other expenses

This is a matter likely to arise for Top End regional councils where the type of clothing required by a member to represent the Council interstate would not normally be owned (e.g. cold weather jackets, formal suits etc.).

A Motor Vehicle Use (Mayor) Policy has been developed to specifically cover the dedicated council vehicle issued to the Mayor.

Parts of this new Policy reflect the existing council Motor Vehicle Use (Employees) Policy and the suggested draft policy developed by the NTG Local Government Unit to fulfil section 109 of the *Local Government Act 2019*.

LEGISLATION AND POLICY

Local Government Act 2019 section 109

FINANCIAL IMPLICATIONS

The Council is responsible for managing council's resources.

The Council is responsible for adopting policies that provide the Council, Local Authority and Council Committee Members with the conditions and limitations on member entitlements and reimbursements of reasonable expenses for travel and accommodation necessary for attending a council meeting or attending to business of the council.

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 6.1 Financial Management

Provision of strong financial management and leadership which ensures long term sustainability and growth.

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Draft Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Pol [7.2.1 - 4 pages]
2. Suggest Other reasonable expenses and non monetary benefits policy council member [7.2.2 - 1 page]
3. Suggested Reasonable expenses for travel and accommodation policy council member [7.2.3 - 3 pages]
4. Draft Motor Vehicle Use (Mayor) Policy [7.2.4 - 3 pages]



Policy Name	Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members)
Publication Date:	
Council Decision (Reference):	
Classification:	Governance Policy
Categorisation:	Governance
Review Frequency:	4 years
Review Date:	01/07/2029
Responsible Officer:	Chief Executive Officer
Version (Revision Number):	2.0

1. PURPOSE

The West Arnhem Regional Council is committed to ensuring the Council, Local Authority and Council Committee Members (members) are provided with support to carry out their member official duties in an accountable and transparent manner that ensures the proper use of council assets and resources.

This policy sets out member entitlements for payment or reimbursement of:

- reasonable expenses for travel and accommodation necessary for attending council meetings and council business; and
- other reasonable expenses and non-monetary benefits incurred or required as a result of undertaking official duties.

2. SCOPE

Professional development allowance (for a Council Member only)

Costs for travel, accommodation and meals that are claimed in relation to the use of the professional development allowance are to be paid from the Council Member’s individual professional development allowance determined by the Northern Territory Government Remuneration Tribunal.

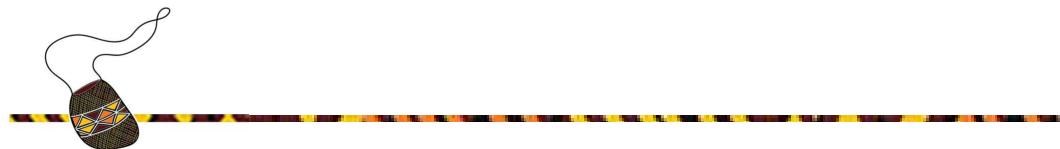
Approval process

All requests (and acquittal) for travel and accommodation arrangements are to be in accordance with the approved process determined by the CEO.

Council business

A Council, Local Authority and Council Committee Member is entitled to payment or reimbursement of reasonable expenses for necessary travel and accommodation in relation to:

- Carrying out duties in relation to an appointed role (e.g. LGANT delegate).



Approved by Council

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- Attending a conference, workshop, seminar, training session or other council business approved by Council resolution; or
- Carrying out other official duties for the Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Council Committee Member means an individual appointed to a committee established by resolution of Council (e.g. Risk Management and Audit Committee) under section 82 of the *Local Government Act 2019*

Council Member means an individual elected to Council, including the Mayor, Deputy Mayor, and Councillors.

Local Authority Member means a member of a local authority as appointed by the Council.

4. POLICY APPLICATION

1. Travel bookings

Air travel is to be booked and paid for by the CEO or CEO's delegate.

Air travel is to be by the most reasonably economic means available, subject to:

- the booking being 3 or more weeks in advance, then a flexible airfare or cancellable charter should be considered.
- The booking's travel conditions allow the member to properly participate in the council business. For example, the booking provides sufficient sleep/rest between the travel (particularly overnight travel and travel involving more than one stop over) and the start of the council business; or include sufficient flight leg room for the member to comfortably participate in the subsequent council business.

Personal travel preferences or amendments to an air travel booking which are not related to council business at the request of the member may occur, subject to Council not incurring any additional expense.

2. Accommodation bookings

Accommodation is to be booked and paid for by the CEO or CEO's delegate and cancellation conditions should be considered when approving the booking.

Every effort must be made to ensure the accommodation cost is at, or below, the amount set by the ATO Taxation Determination for the destination.

3. Taxi and rideshare services

Wherever possible a prebook service will be provided.

If appropriate in the circumstances, the use of taxi or rideshare services will be on a reimbursement basis in accordance with the approved process determined by the CEO.

4. Vehicle kilometre allowance (for Local Authority and Council Committee Member only)

Council vehicles are preferred for official travel. Special circumstances must exist for a Local Authority or Council Committee Member to use their own private vehicle for council business (e.g. when no council vehicle is available). The use of the private vehicle must be communicated to the CEO prior to the travel.

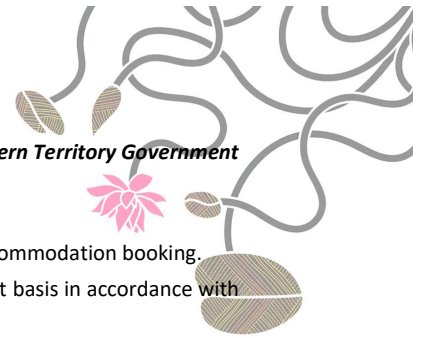
On the rare occasion a Local Authority or Council Committee Member uses their private vehicle to attend council business a kilometre allowance in accordance with the Australian Taxation Office (ATO) cents per kilometre method is payable.



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The vehicle kilometre allowance for Council Members is determined by the Northern Territory Government Remuneration Tribunal.

5. Vehicle parking

Wherever possible parking will be provided as part of the member's travel and accommodation booking. If appropriate in the circumstances, the cost of parking will be on a reimbursement basis in accordance with the approved process determined by the CEO.

6. Vehicle hire

If appropriate in the circumstances, the hire of a vehicle is to be booked and paid for by the CEO or CEO's delegate

7. Traffic infringement notices and fines

Traffic infringement notices and fines are the individual responsibility of the driver of the vehicle. Any traffic or infringement notices or fines incurred while the vehicle is in the control of the member must be paid by the member.

8. Travel allowance (meals and incidentals)

The amount payable for meals and incidentals (travel allowance) is to be in accordance with the ATO Taxation Determination.

Meal allowances are not to be paid when a meal is formally included in the cost of attending the meeting, conference or event (i.e. complimentary meals or snacks received as part of the travel are not consider a meal for meal allowance purposes).

All non-essential additional expenses such as telephone calls, room service, laundry or mini-bar supplies are the responsibility of the member.

9. Registration fees

A registration fee for the member to attend council business is to be booked and paid for by the CEO or CEO's delegate.

Cancellation conditions should be communicated to the attendee to help minimise any financial loss if non-attendance is a possibility because of a change in the member's circumstances (see below item 11. Cancellation and non-attendance).

10. Accompanying partner

A member may be accompanied by a spouse or partner, subject to Council not incurring any additional expense.

11. Cancellation and non-attendance

Where travel arrangements need to be changed or cancelled, the member must inform the CEO as soon as possible to minimise any financial loss of the Council.

Where a member fails to attend all or part of the council business for which travel has been organised and paid, the member is to notify the CEO as soon as practicable and provide the CEO with the reason(s) for non-attendance.

The CEO is to report any non-attendance at the next ordinary council meeting.

12. To reimburse no council business expenses

Travel and accommodation expenses not related to council business (inadvertently incurred by council) and over payment of travel allowance (meals and incidentals) are to be paid to council by the responsible member.

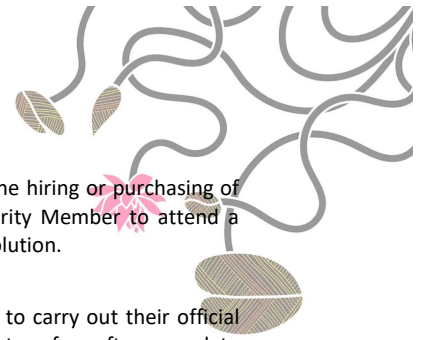
Prompt payment should be by direct bank transfer or, if the option is available, via council's Deduction Authority Form. Members should not have a debt with council.



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13. Other expenses

- 13.1. The payment or reimbursement of reasonable costs associated with the hiring or purchasing of special (i.e. climatic) or formal clothing for a Council or Local Authority Member to attend a function or event on behalf of council may be approved by Council resolution.

14. Benefits

- 14.1. Council Members are entitled to the use of council laptop computer to carry out their official duties. From time to time the council will request that computer be return for software update for then returning to the Council Member. The Council Member is to return the computer to the CEO or CEO's delegate when they are no longer a Council Member.
- 14.2. Council Members will be provided with a council email address to carry out their official duties.
- 14.3. Council Members will be provided with a council shirt(s) to be worn at council meetings and attending council business.
- 14.4. Council Members wishing to use council resources, such as photocopying and printing, must arrange for the use of these resources through the CEO.

15. Additional benefits for the Council Mayor

To carry out the Mayor's official duties the Council Mayor will be supplied with:

- 15.1. a mobile phone and suitable telecommunication plan.
- 15.2. an office.
- 15.3. administration assistance (as agreed with the CEO); and
- 15.4. the use of a dedicated council vehicle for official purposes and restricted private use.

5. RELATED DOCUMENTS

Legislation

Local Government Act 2019
Local Government (General) Regulations 2021
Australian Taxation Office Taxation Determination – Reasonable travel and overtime meal allowance expense
Northern Territory Government Remuneration Tribunal Determination – Local Government Councils and Authority Member Allowances

Policy documents

Code of Conduct (for Council, Local Authority and Council Committee Members)
Fatigue Management Policy
Motor Vehicle Use (Mayor) Policy

Procedures

Vehicle Management Procedure

Instructions, tools, guidelines, forms and templates

Travel Requisition (Acquittal) Form
Professional Development Allowance Reimbursement Form
Deduction Authority Form



Approved by Council

Date:

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Other reasonable expenses and non-monetary benefits policy (council members)

Council decision (reference):	
Date to take effect:	[See important note in guidance document]
Legislative reference:	Section 109(2) of the Local Government Act 2019
Document reference:	LGA 7.1/2
Records number:	
Review date:	

1. Purpose

The purpose of this policy is to set out council member entitlements for payment or reimbursement of other reasonable expenses (not including travel and accommodation) and non-monetary benefits incurred or required as a result of undertaking official duties.

2. Principles

Council is committed to providing payment or reimbursement of reasonable expenses and the provision of non-monetary benefits to support council members to carry out their official duties in an accountable and transparent manner that ensures the proper use of council assets and resources.

3. Application of policy

3.1 General expenses and benefits

[Note: The expenses and benefits in this sample policy are examples only. Council may decide to include different expenses and benefits.]

Once per term of the Council, each council member is entitled to claim up to the value of \$[Council to decide amount] (excluding GST) in relation to the purchase of information technology capital (e.g. a laptop computer) to carry out their official duties. Payment will be by reimbursement after a paid tax invoice has been provided. Alternatively, a council member may request to be provided with information technology capital to the value of \$[the same amount].

Council members will be entitled to \$[Council to decide amount] per financial year for communications costs (e.g. for internet connectivity) to carry out their official duties. This will be paid in arrears as a reimbursement after provision of evidence of expenditure.

Council members will be provided with a council email address with calendar facility. A council member's calendar shall be available to other council members and council staff to facilitate the smooth running of council operations and as a record of their activities relating to undertaking official duties.

Name badges will be provided to council members for their use.

Council members wishing to use council resources, such for photocopying and printing, must arrange for the use of these resources through the CEO. Council resources may not be used for personal documents or for circulars, publications or election material.

3.2 Additional benefits for [Mayor/President]

The [Mayor/President] is entitled to the following additional benefits to assist in undertaking official duties:

- (a) mobile phone and suitable telecommunication plan;
- (b) an office;
- (c) administrative assistance (as agreed with the CEO); and
- (d) use of a dedicated council vehicle for official purposes and limited private use.

Limited private use means that the vehicle is not to be used for [Council to consider inserting appropriate limits to private use – an example may be no interstate travel].

Reasonable expenses for travel and accommodation policy (council members)

[Note: Council may include in this policy, or have a separate policy, which provides for members of an audit committee, a council committee or a local authority. This sample only refers to council members.]

Council decision (reference):	
Date to take effect:	[See important note in guidance document]
Legislative reference:	Section 109(1) of the Local Government Act 2019
Document reference:	LGA 7.1/1
Records number:	
Review date:	

1. Purpose

The purpose of this policy is to set out council member entitlements for payment or reimbursement of reasonable expenses for travel and accommodation necessary for attending council meetings and council business.

2. Principles

Council is committed to ensuring that travel and accommodation arrangements, including payment and reimbursement of reasonable expenses, are administered in the most efficient and cost-effective manner.

3. Scope

3.1 Professional development allowance

Costs for travel, accommodation and meals that are claimed in relation to use of the professional development allowance are to be paid from the council member's professional development allowance.

3.2 Approved process

All requests (and acquittal) for travel and accommodation arrangements are to be in accordance with a written process determined by the CEO.

3.3 Council meetings

If a council member is required to travel more than [Council to decide distance (e.g. 30)] km from their place of usual residence within the council area to attend a council meeting, the council member is entitled to payment or reimbursement of reasonable expenses for necessary travel and accommodation.

3.4 Council business

A council member is entitled to payment or reimbursement or reasonable expenses for necessary travel and accommodation in relation to:

- carrying out duties in relation to an appointed role (e.g. LGANT delegate);
- attending a conference, workshop, seminar, training session or other council business approved by council resolution; or
- carrying out other official duties for the Council.

4. Application of policy

4.1 Travel bookings

Air travel is to be by the most reasonably economic means available, and shall not include business or first class. If air travel is required, it will be booked and paid by the CEO or the CEO's delegate.

Car rental reservations will be booked and paid by the CEO or the CEO's delegate, who will select the most appropriate vehicle (taking into account best value and safety).

– Sample policy only –

4.2 Taxi and rideshare services

If appropriate in the circumstances and in accordance with the approved process, council members may use taxi or rideshare services for council business under clause 3.4. Use of taxi or rideshare services will be on a reimbursement basis or in accordance with the **[Accountable forms policy (members and the CEO)]**.

4.3 Mileage allowance

Council vehicles are preferred for official travel. Special circumstances must exist for a council member to use their own private vehicle for council business (for example, when no council vehicle is available). The use of the private vehicle must be communicated to the CEO prior to travel.

Where a council member uses their own private vehicle to attend a council meeting or to council business in accordance with a council resolution and the distance is more than **[Council to decide distance (e.g. 30)]** km, a mileage allowance in accordance with the Australian Taxation Office (ATO) cents per kilometre method is payable. **[Note: ATO cents per km method is a suggestion – Council can decide on a different method]**.

Mileage allowances cannot be claimed by passengers.

Council will not take responsibility for any damage relating to use of private vehicles. It is the responsibility of the owner of the vehicle to ensure they have appropriate insurance prior to use.

4.4 Traffic infringement notices and fines

Traffic infringement notices and fines are the individual responsibility of the driver of the vehicle. Any traffic infringement notices or fines incurred while the vehicle is in control of the council member must be paid by the council member.

4.5 Travel allowance

The amount payable for meals and incidentals (travel allowance) is to be in accordance with the ATO Taxation Determination.

[Note: ATO Taxation Determination is a suggestion – Council can decide on a different amount].

All non-essential additional expenses such as telephone calls, room service or mini-bar supplies are the responsibility of the council member. Meal allowances are not to be paid when the meal is included in the cost of the meeting, conference or other event.

4.6 Accommodation

If the council member requires accommodation covered by this policy, it will be booked and paid for by the CEO or CEO's delegate. Every effort must be made to ensure that the accommodation cost is at, or below, the amount set by the ATO Taxation Determination for the destination.

[Note: ATO Taxation Determination is a suggestion – Council can decide on a different amount].

4.7 Camping allowance

Camping allowance is payable to a council member who is required to be away overnight at a location where no commercial accommodation is available and must stay in a camp. The applicable rate is **[\$[Council to decide amount (e.g. 45)]** per night. Personal procurement of camping equipment remains the responsibility of the council member. A travel allowance is payable.

4.8 Registration fees

Council will pay registration fees for any council business attended under clause 3.4.

4.9 Accompanying partner

Travelling council members may be accompanied by a spouse or partner, subject to Council not incurring any additional expense.

– Sample policy only –

4.10 Cancellation and non-attendance

Where travel arrangements need to be changed or cancelled, the council member must inform the CEO as soon as possible to minimise any financial loss to the Council.

Where a council member fails to attend all or part of the business for which travel has been organised and paid, the council member is to notify the CEO as soon as practicable and provide the CEO with the reason(s) for non-attendance.

The CEO is to report any non-attendance at the next ordinary council meeting.

SAMPLE ONLY



Policy Name	Motor Vehicle Use (Mayor)
Publication Date:	
Council Decision (Reference):	
Classification	Governance Policy
Categorisation	Governance
Review Frequency:	4 years
Review Date:	1/07/2029
Responsible Officer:	Chief Executive Officer
Version (Revision Number):	1.0

1. PURPOSE

This policy sets out the Mayor's entitlements in relation to the use of a dedicated council vehicle for official purposes and restricted private use.

2. SCOPE

Approval process

All requests (and acquittal) for travel, payments and reimbursement arrangements are to be in accordance with the approved process determined by the CEO.

Council business

Council business for the Council Members, including the Mayor, is in relation to:

- Carrying out duties in relation to an appointed role (e.g. LGANT delegate).
- Attending a conference, workshop, seminar, training session or other council business approved by Council resolution; or
- Carrying out other official duties for the Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Council Member means an individual elected to Council, including the Mayor, Deputy Mayor and Councillors.

Mayor's council vehicle means the dedicated motor vehicle for use by the Mayor for official council purposes and restricted private use.

Approved drivers of the Mayor's council vehicle means Council employees and those authorised to drive the vehicle by Council resolution.



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Restricted private use is limited to the West Arnhem Regional Council boundaries, within 100km of the Darwin CBD, and the Stuart Highway between Darwin and Katherine, and locations within those boundaries where access is not limited by the reasonable and legal operation of the vehicle. Private use outside these boundaries may be approved by Council resolution.

4. POLICY APPLICATION

1. Conditions for the use of the Mayor's council vehicle

All drivers of the Mayor's council vehicle must have a current driver's licence for that class and type of vehicle. The Mayor is to ensure a copy of the licences for all approved drivers of the Mayor's council vehicle have been provided to the CEO.

All persons in control of the Mayor's council vehicle must comply with all legal requirements, legislation such as road rules and parking regulations, and Council's own policies.

Smoking is not permitted in any council vehicle including the Mayor's council vehicle.

Except where authorised by the CEO or CEO's delegate, no animals are to be carried in the Mayor's council vehicle.

Any accidents or mechanical problems must be reported by the Mayor promptly to the CEO or CEO's delegate. The Mayor is to ensure an *Incident Report* is completed where an accident has occurred.

The Mayor is to maintain and kept in a clean and tidy condition the Mayor's council vehicle (including regular washing at the Mayor's expense and time).

2. Expectations in relation to the Mayor's council vehicle

A fuel card is to be available for the Mayor's council vehicle (only). In special circumstances, the CEO or CEO's delegate may approve the refuelling of the Mayor's council vehicle from the council's own depot.

Periodic servicing is to be carried out in accordance with the vehicle manufacturer's recommendations, and it is the responsibility of the Mayor to work with the CEO or CEO's delegate to enable the servicing.

The Mayor is responsible for the daily maintenance and checks of the Mayor's council vehicle to ensure all vehicle related equipment, gauges, tyre tread and pressures are within the recommended range and standard. Any unusual or repeated anomalies are to be reported to the CEO or CEO's delegate.

Where the servicing or repairs of the Mayor's council vehicle is expected or is taking longer than a week a temporary replacement vehicle from council's fleet is to be provided by the CEO or CEO's delegate

Where damage has been caused to the Mayor's council vehicle by misuse or unreasonable use or use outside the provisions of this policy, the Mayor may be required by Council resolution to meet the costs incurred by council including any insurance excess incurred as a result of the damage.

3. Restricted private use of the Mayor's council vehicle

Unless approved by Council resolution the Mayor's council vehicle is limited to restricted private use.

The Mayor's council vehicle is not to be used for any business activity other than for Council business. For example, the vehicle is not to be used in the Mayor's private business or by the Mayor's employer.

The vehicle is to be parked off the street where practicable.

If the Mayor takes a leave of absence the Council may by resolution require the Mayor's council vehicle to be returned to the council's fleet or to be reissued to the Deputy Mayor to carry out the Mayor's functions in the Mayor's absence.



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5. RELATED DOCUMENTS

Legislation and References

Local Government Act 2019

Local Government (General) Regulations 2021

Northern Territory Government Remuneration Tribunal Determination – Local Government Councils and Authority Member Allowances

Work Health and Safety (National Uniform Legislation) Act 2011

Policy documents

Code of Conduct (Council, Local Authority and Council Committee Members)

Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Policy

Fatigue Management Policy

Incident Management and Critical Incident Reporting Policy

Work Health and Safety Policy

Procedures

Vehicle Management Procedure

Incident Reporting Procedure

Instructions, tools, guidelines, forms and templates

Incident Report Form

Deduction Authority Form



Approved by Council

Date:

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WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

Agenda Reference:	7.3
Title:	Elected Member Clothing Claim
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

SUMMARY

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Elected Member Clothing Claim*; and
2. Approve the reimbursement of \$279.96 claimed by the Mayor James Woods' for formal clothing purchased to attend an event in Canberra on behalf of the Council.

BACKGROUND

The Mayor James Woods incurred costs of \$279.96 in purchasing formal clothing to attend an event in Canberra in June 2025. The option of hiring clothing to attend the formal event had been discussed with council staff.

COMMENT

It is recommended Council approve the reimbursement to the Mayor James Woods for the purchase of formal clothing to the value of \$279.96. Though the option to hire was available it is likely the cost to purchase was similar to the cost of hiring suitable clothing.

LEGISLATION AND POLICY

The Council is responsible for ensuring council's resources are properly managed.

FINANCIAL IMPLICATIONS

Local Government Act 2019

(Proposed) Reasonable Expenses and Benefits (Council, 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 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal**6.1****Financial****Management**

Provision of strong financial management and leadership which ensures long term sustainability and growth.

ATTACHMENTS

1. Clothing claim [7.3.1 - 1 page]



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

Agenda Reference:	7.4
Title:	Local Authority Appointments, Resignations and Terminations Policy
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is:

1. To provide an updated policy for Local Authority Appointments, Resignations and Terminations for adoption; and
2. Determine if the Council wishes to dissolve the existing Local Authorities prior to the Caretaker Period.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Local Authority Appointments, Resignations and Terminations Policy*;
2. Adopt the updated Local Authority Appointments, Resignations and Terminations Policy; and
3. Will / will not dissolve all Local Authorities prior to Caretaker Period.

BACKGROUND

Council's Policy

Council's current Local Authority Appointments, Resignations and Terminations Policy is overdue for review.

The changes to the content of the policy are in Section 6 – Related Documents – Policy Documents:

- Allowances and Expenses Policy (Elected and Local Authority Members)
 - Replaced - Reasonable Expenses and Benefits Policy (Council, Local Authority and Council Committee Members)
- Induction, Responsibilities and Support (Elected, Local Authority and Council Committee Members)
 - Replaced - Responsibilities, Induction and Training (Elected, Local Authority and Council Committee Members)
- Travel and Accommodation (Elected and Local Authority Members)
 - Replaced - Reasonable Expenses and Benefits Policy (Council, Local Authority and Council Committee Members)

Term of Tenure of Local Authorities

As per Council's Policy:

The term of tenure of Local Authorities shall be consistent with the four (4) year election cycle of Northern Territory local government councils. However, this decision will be at the discretion of Council. Council may decide to dissolve all Local Authorities prior to the Caretaker Period, so that the newly elected Council can form its own local authorities. The previous members will be eligible to apply for new Local Authority Membership.

Should Council choose to dissolve the existing local authority membership, Council administration will submit a Business Paper at the first meeting of the new Council, seeking approval to commence the nomination process for the formation of a new local authority membership.

Actions of previous Councils

In the lead-up to the 2021 Local Government General Election, the West Arnhem Regional Council did not make any decisions regarding the conclusion of Local Authority terms. After the election, the newly elected Council began seeking nominations to fill only the vacant community Local Authority positions.

In July 2017, the West Arnhem Regional Council ended the appointments of all existing Local Authority members as of 1 August 2017, ahead of the Northern Territory Local Government Election on 26 August 2017.

LEGISLATION AND POLICY

Local Government Act 2019 (NT)

Local Government (General) Regulations (NT)

Ministerial Guideline 8: Regional Councils and Local Authorities (NT)

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. Local Authority Appointments Resignations and Terminations Policy v2 0 20250729 [7.4.1 - 4 pages]



Policy Name	Local Authority Appointments, Resignations and Terminations	
Publication Date:		
Council Decision (Reference):		
Classification:	Council Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	29/07/2028	
Responsible Officer:	Governance Advisor, Office of the CEO	
Version (Revision Number):	2.0	

1. PURPOSE

The purpose of this policy is to clearly define Council’s position and practices relating to Local Authority appointments, terminations, and resignations.

This policy meets the requirements of NTG Ministerial Guidelines and reflects Council’s commitment to establish and support effective Local Authorities that represent and give a strong voice to our local communities in the system of Local Government.

2. SCOPE

This policy applies to all Local Authority Members in the West Arnhem Regional Council region, Elected Members, and to Council employees responsible for implementing this policy.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Caretaker period means the period of time which commences on the nomination day for a general election as defined in the *Local Government (Electoral) Regulations*, and ends when the results of the general election are declared under those Regulations.

Elected Member means an individual elected to Council, including the Mayor, Deputy Mayor, and Councillors.

Local Authority Member means a member of a Local Authority as appointed by the West Arnhem Regional Council.

Member includes appointed members of the Local Authority and non-appointed members (i.e., Elected Members).

Ordinary Meeting of Council refers to publicly scheduled meetings of Council as specified in the *Local Government Act*.

Quorum means the minimum number of members needed to be present to constitute a valid meeting of the Local Authority.



Approved by Chief Executive Officer

Date

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4. POLICY STATEMENT

In accordance with the legislative requirements, Council maintains Local Authorities in the Gunbalanya (Oenpelli), Maningrida, Minjilang, and Warruwi communities.

This policy details Council's policy and practices relating to Local Authority appointments, terminations, and resignations.

Local Authority Membership

Council's Local Authorities are to operate within the framework of the *Local Government Act, Local Government Regulations, Ministerial Guidelines*, and Council policy.

The Membership of a Local Authority is to consist of:

- The Elected Members of Council who represent a ward within which the Local Authority's area is situated; and
- Such other members of the community or communities within the Local Authority's area as the Council appoints as members of the Local Authority.

A Member must reside within the community in which the Local Authority is situated.

The Mayor is a member ex officio of all Local Authorities within Council's boundaries and may (but is not obliged to) participate in its meetings.

The number of members that a Local Authority should have is a minimum of at least six (6) appointed members and a maximum of 14 members (including Elected Members), unless the Minister approves a different maximum number of members for a particular Local Authority.

Nomination and Appointment

Council will seek nominations from within each community where a Local Authority has been established. The call for nominations will be advertised and promoted in a manner that ensures that residents of the relevant area are aware of the nomination period and how to apply.

The nomination period will be a minimum of 28 days.

Community members who are permanent residents and live in the community for the majority of the time, can nominate for Local Authority Membership.

Candidates need to fill in and submit a *Local Authority Nomination Form*, by the closing date. Forms are available through Council.

Following closure of the nomination period, Council will convene a selection committee to determine which nominations to put forward to Council for approval.

- The selection committee will include two Elected Members who reside within the Local Authority area, and two community members.
- The Council Services Manager in the community will support the committee, including by acting as Chairperson.

Council will then consider the nominations put forward by the selection committee, at the next Ordinary Meeting of Council. Council will have the final say on appointing Local Authority Members.

Council will appoint Local Authority members in accordance with any guidelines that the Minister may make.

In appointing Local Authority members, Council will also take into consideration that an effective Local Authority should reflect:



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- A representation of key groups within the local community area.
- Proportional representation of age and gender.
- Members who are committed to attend and participate in Local Authority Meetings for the betterment of their respective communities.
- Members who are prepared to provide residents with feedback on what their respective Local Authority and Council is achieving.
- Members who are prepared to act as the link between community and the Council and advocate on behalf of their community.
- Members who will represent Council in a manner that is respectful and truthful and in line with the Code of Conduct.

The term of tenure of Local Authorities shall be consistent with the four (4) year election cycle of Northern Territory local government councils. However, this decision will be at the discretion of Council. Council may decide to dissolve all Local Authorities prior to the Caretaker Period, so that the newly elected Council can form its own local authorities. The previous members will be eligible to apply for new Local Authority Membership.

Should Council choose to dissolve the existing local authority membership, Council administration will submit a Business Paper at the first meeting of the new Council, seeking approval to commence the nomination process for the formation of a new local authority membership.

Membership Resignation and Termination

Local Authority Members stop being members if they:

- Resign in writing.
- No longer permanently reside in the community in which the Local Authority is established.
- Are absent from meetings for a period of three (3) months and beyond without approval from Council.
- Are convicted of a serious crime or are sent to prison.
- Are dismissed by Council, including for breaching Council policies, the *Local Government Act* and/or Ministerial Guidelines applicable to Local Authorities.

Resignations must be in writing and include the reason for the resignation, along with a signature. Resignations are to be submitted to the relevant Council Services Manager.

If a Local Authority quorum has not been achieved at two (2) consecutive meetings, the Council, at its discretion, may terminate the membership of the members who have not attended – and may call for new nominations and/or choose to not fill some vacant positions pursuant to the minimum number of members allowed under the Act.

In the event of a vacancy, the Chief Executive Officer will call for nominations as soon as practicable and will allow at least 28 days for nominations to be received.

The call for nominations will be advertised throughout the local community and on Council’s website, and may also be promoted through other communications channels Council utilises (e.g. social media channels).

Following closure of the nomination period, Council will consider nominations for appointment at the next Ordinary Meeting of Council. Council will have the final say on appointments.

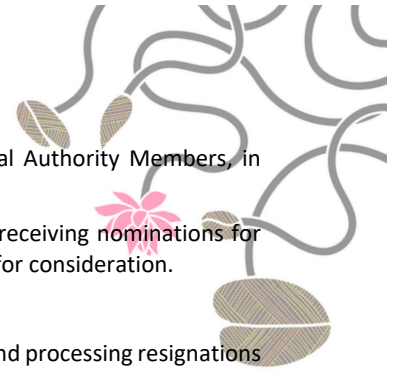
Responsibilities



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- The CEO (or delegate) is responsible for calling for nominations for Local Authority Members, in accordance with the provisions of this policy.
- Council Service Managers and the Governance Team are responsible for receiving nominations for Local Authority Members and making all nominations available to Council for consideration.
- Council is responsible for appointing Local Authority Members.

Council Service Managers and the Governance Team are responsible for receiving and processing resignations from Local Authority Members.

5. Responsibilities

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

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

6. Related Documents

Legislation and References

- Local Government Act 2019 (NT)
- Local Government (General) Regulations (NT)
- Ministerial Guideline 8: Regional Councils and Local Authorities (NT)

Policy documents

- Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members)
- Code of Conduct (Elected, Local Authority and Council Committee Members)
- Conflict of Interest (Elected, Local Authority and Council Committee Members)
- Gifts, Benefits and Hospitality (Elected, Local Authority and Council Committee Members)
- Responsibilities, Induction and Training (Elected, Local Authority and Council Committee Members)
- Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members)

Procedures

Nil

Instructions, tools, guidelines, forms and templates

- Local Authority Nomination Form
- Local Authority Resignation Form



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WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

Agenda Reference:	7.5
Title:	Human Resources Management Policy
Author:	Linda Veugen-Yong, Human Resources Manager (Acting)

SUMMARY

This report is for Council to adopt the reviewed and updated Human Resources Management Policy V2.0

RECOMMENDATION THAT COUNCIL:

1. Receive and note report titled *Human Resources Management Policy*; and
2. Adopt the Human Resources Management Policy.

BACKGROUND

The current *Human Resources Management Policy* was approved on 24 February 2021 by the Chief Executive Officer (CEO) of the time.

The Compliance Review Report for West Arnhem Regional Council 2023/2024 by the Department of Local Government noted that the Human Resources Management Policy needed to be adopted by the Council and not by the CEO.

The Department's report also noted the *Human Resources Management Policy* contained information that was not compliant with the *Local Government Act 2019 section 172*.

COMMENT

To comply with the *Local Government Act 2019* the proposed *Human Resources Management Policy* version 2, removes the non-compliant exception that allowed for direct appointments by the CEO and is written as suggested by the Department of Local Government sample.

Adoption by Council at this meeting means Council will meet the recommended remedial action before 30 August 2025, as required by the Department of Local Government.

LEGISLATION AND POLICY

Local Government Act 2019 (Act)

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of 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 2.3 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 3.3 Training and Development

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

ATTACHMENTS

1. Human Resources Management Policy v 2 - 20250723 [7.5.1 - 3 pages]



Policy Name	Human Resources Management	
Publication Date:		
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Human Resources	
Review Frequency:	3 years	
Review Date:		
Responsible Officer:	Chief Executive Officer	
Version (Revision Number):	2.0	

1. PURPOSE

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the CEO when determining employment policies.

These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies and processes of the Council.

2. SCOPE

This policy applies to all employees of Council, and to all human resource management policies of Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

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

Human resources management is the strategic and functional approach to the effective management of people in an organisation. Human resources management is the term used to describe the strategies and systems used for the management of people.

4. POLICY STATEMENT

4.1 Selection processes for appointment or promotion

Council will have a robust recruitment system for the CEO that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to have a robust recruitment system for council staff members that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to ensure that:

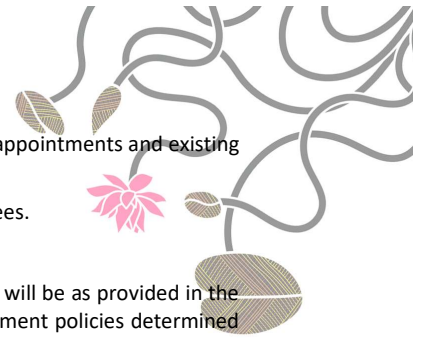
- (a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;



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- (b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally; and
- (c) a fair and reasonable probation period will apply to all new permanent employees.

4.2 Benefits and performance appraisals

Council directs the CEO to ensure that benefits available to council staff members will be as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

- (d) fair and equitable access to employment-related benefits according to their role;
- (e) appropriate development opportunities according to their role and abilities; and
- (f) an annual documented performance discussion with their supervisor.

4.3 Work health and safety

Council directs the CEO to ensure a safe and healthy working environment for all staff.

Council directs the CEO to provide appropriate training to ensure safety at work.

4.4 Workplace culture

Council directs the CEO to promote a positive and family friendly organisational culture.

Council directs the CEO to ensure a flexible work environment for council staff members.

4.5 Discrimination

Council directs the CEO to ensure that there is no discrimination in the workplace.

There is to be no unlawful discrimination against a council staff member, or potential council staff member on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.

There is to be no other form of unreasonable or otherwise unjustifiable discrimination against a council staff member or potential council staff member.

4.6 Employment policies

For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the Local Government Act 2019 and the Council's human resource management policies outline above.

The CEO must update the Council at least once a year in relation to employment policies that have been introduced, materially changed or removed.

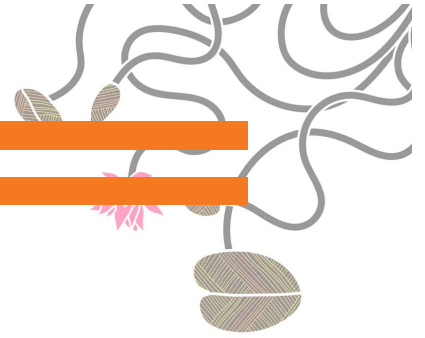
5. Related Documents

Legislation and References

Local Government Act 2019 (NT)

Policy documents

- Allowances, Travel and Other Benefits Policy
- Anti-Discrimination, Bullying, and Harassment in the Workplace Policy
- Inclusion and Diversity Policy
- Professional Development, Supervision and Support Policy
- Recruitment, Induction and Probation Policy
- Workplace Health and Safety Policy



Procedures

Nil

Instructions, tools, guidelines, forms and templates

Nil

Proposed



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WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

Agenda Reference:	8.1
Title:	Incoming and Outgoing Correspondence
Author:	Debbie Branson, Governance Advisor

SUMMARY

This report is to table items of correspondence received and sent since the last Ordinary Council Meeting.

RECOMMENDATION

THAT COUNCIL receive and note the items of incoming and outgoing correspondence.

BACKGROUND

In June 2025, Council requested that incoming and outgoing correspondence be made available in hard copy for Councillors to view at each meeting separate to the agenda. Correspondence available is as follows:

COMMENT

Type	Date	Sender/Receiver	Reference
Letter	June 2025	Dept Housing LG & Community Development	NT Operational Subsidy Funding Pool in 2025/25
	June 2025	ALGA	Board Meeting Communique
	June 2025	LGANT	Board Meeting Communique
Letter	19 June 2025	Minister for Regional Develop LG Territories	Congratulations – National Awards for Local Government
Letter	20 June 2025	Sunshine Coast Council	ALGA General Assembly – Support for motions
Letter	26 June 2025	ICAC	Anti Democratic Conduct – NT Local Elections
Letter	26 June 2026	Department of Logistics and Infrastructure	Date for Infrastructure Australia's Market Capacity Report
Letter	7 July 2025	Senator McCarthy	Multi-purpose Safe Shelter – Warruwi Community
Letter	9 July 2025	Regional Development Aust	Introduction of New Leadership
Letter	14 July 2025	Nja-Marle'ya	Invitation to the Inaugural Maningrida & Homelands Youth Summit 2025
Letter	22 July 2025	Maningrida Progress Association Inc	K9 Security Services

LEGISLATION AND POLICY

Nil.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars of the *Regional Plan and Budget 2023-2024*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

This report provides information to Council on meetings and events attended by the Mayor since the last Ordinary Council Meeting.

RECOMMENDATION

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

BACKGROUND

The meetings and events listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies. The list is not a complete list of every meeting or event attended by the Mayor and excludes Council and Committee meetings.

COMMENT

Date(s)	Location	Reason for Meeting	Person(s) met with
4 July 2025	Darwin	Power & Water - Stretch Reconciliation Action Plan Launch	Various - Network event
14-17 July 2025	West Arnhem	Local Authority Meetings	Local Authority representatives
21 July 2025	Maningrida	Maningrida Progress Association	Chief Executive Officer

LEGISLATION AND POLICY

Allowances and Expenses (Elected, Local Authority and Committee Members) Policy.
Travel and Accommodation (Elected, Local Authority and Committee Members) Policy.

FINANCIAL IMPLICATIONS

As per Council's policies and budget.

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

Agenda Reference:	8.3
Title:	Meetings and Events attended by the CEO
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

SUMMARY

This report provides information on meetings and events attended by the CEO since the last Ordinary Council Meeting.

RECOMMENDATION

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

BACKGROUND

The meetings listed involve discussions that influence or may affect the operations of the Council or relationships with external agencies.

COMMENT

Date(s)	Location	Reason for Meeting	Person(s) Met with
2 July 2025	Teams	Role of AAPA	Aboriginal Areas Protection Authority
2 July 2025	Teams	Maningrida works (upgrading to public toilets, work on church)	Ross Coburn & Peter Hobson - Finance & Property Manager
7 July 2025	Jabiru Office	Regular catch up	Dr. Emma – CEO of GACJT
8 July 2025	Maningrida	Lot 660 Maningrida	Nic Sharah – cancelled
8 July 2025	Maningrida	NT Government issues	Hon Marion Scrymgeour
14.17.2025	West Arnhem	Local Authority Meetings	Local Authority Representatives
21 July 2025	Jabiru	Jabiru Childcare state	Amy Tumbling - Principal
22 July 2025	Jabiru Office	Palladium visit	
22 July 2025	Jabiru	Caulfield Gramma – Nino Early Learning Centre – Support for Jabiru Day Care	Mike Gregory and Melinda Ackermann
24 July 2025	Darwin	Regular catch up	Claire Brown – CEO DLI
24 July 2025	Team	Development of a Multicultural Strategy for NT	LGANT / NT Gov
24 July 2025	Darwin	WARC's market capacity report	Emma Williams DLI
24 July 2025	Darwin	Introductory meeting	Santos representatives
28 July 2025	Darwin	Regular catch ups	Dept of Housing, LG and Community Development
28 July 2025	Teams	Introduction	CEO, MS Society

LEGISLATION AND POLICY

Nil.

FINANCIAL IMPLICATIONS

Nil.

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 29 July 2025

Agenda Reference:	8.4
Title:	Human Resources Monthly Report
Author:	Luisa Arango, Human Resources Manager (Acting)

SUMMARY

This report is to inform Council of the activities and initiatives undertaken by the Human Resources Team.

RECOMMENDATION

THAT COUNCIL receive and note the report titled *Human Resources Monthly Report*.

BACKGROUND

The Human Resources Team remains committed to fostering a supportive work environment and investing in the professional development of its employees. Through strategic Human Resources initiatives, we aim attract, retain, and develop our talented employees to better serve our communities.

The Human Resources (HR) Team is responsible for council recruitment and retention, employee learning and development, Work Health Safety (WHS) management and payroll. To achieve its human resource management responsibilities under the Local Government Act 2019, in particular section 172, the HR Team has policies and practices in place that give effect to the following principles:

- Selection processes for appointment and promotion that are based on merit and are fair and equitable.
- Employees have reasonable access to training and development and opportunities for advancement and promotion.
- Employees are treated fairly and consistently (not subject to arbitrary or capricious decisions).
- Suitable processes are in place to deal with employment-related grievances.
- Work conditions are required to be safe and healthy.
- Unlawful, or any form of unreasonable or unjustifiable, discrimination against an employee or potential employee is not tolerated.

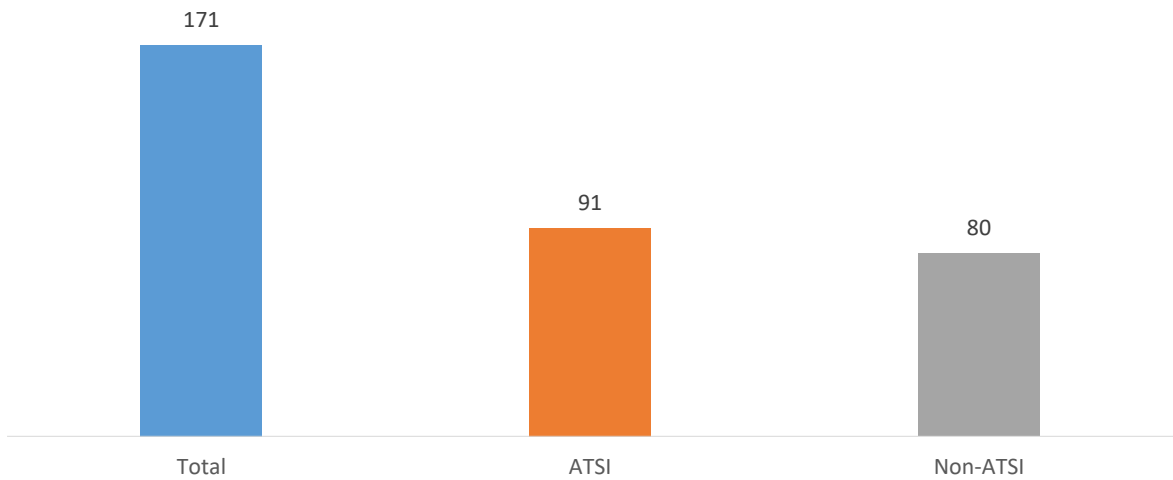
The HR Team also is required to adhere to Work Health and Safety laws, Fair Work, Australian Taxation and Superannuation legislation.

Workforce Report

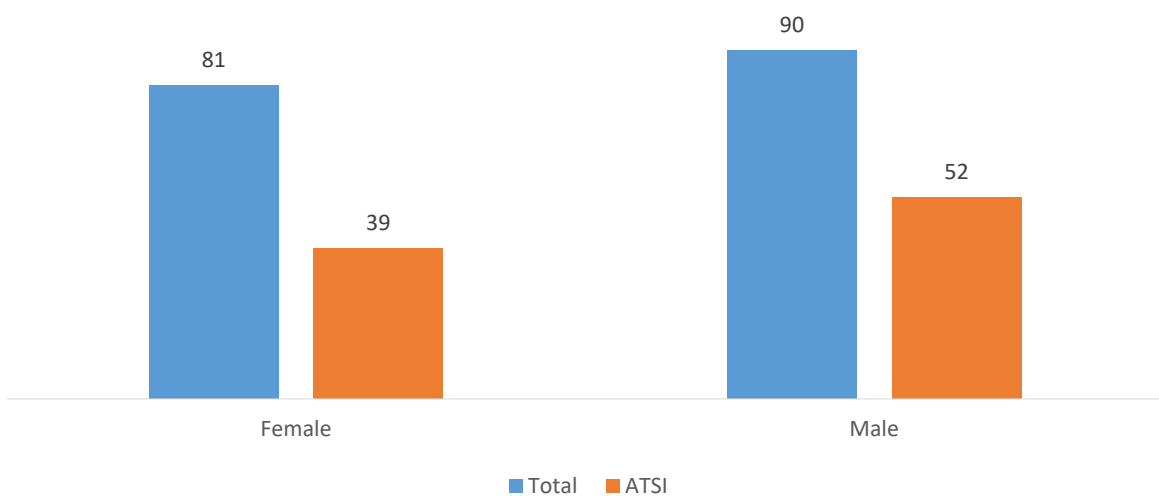
As of 17 July 2028

Total Workforce		Turnover
Total Employees:	171	Staff turnover – Previous for 12 months: 49%
Aboriginal and Torres Strait Islander employees	91	
Percentage of Aboriginal and Torres Strait Islander employees:	53%	

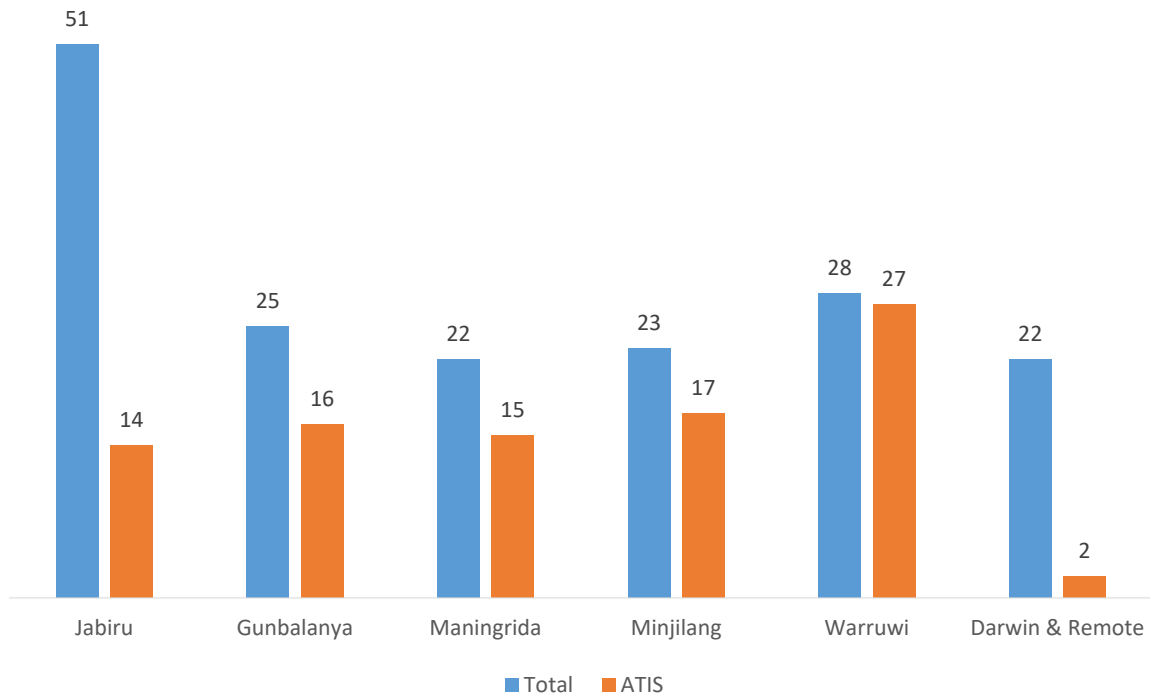
EMPLOYEES BY NUMBER



EMPLOYEES BY GENDER



EMPLOYEES BY LOCATION



General Team Report

Human Resources

- **Implementation of Pay Step Advancement:** Implementation commenced with the approval of a procedure and an information session on 8 July 2025 for Managers required to make a decision on eligibility.
- **Transition to updated Payroll Software - TechnologyOne:** The first pay in the upgraded system was processed on 19 June 2025. Training and additional support is being arranged to ensure new functionality is used correctly and efficiently.
- **Pay Increases – WARC Enterprise Agreement 2024:** The first full pay period in July will reflect a pay increase as set in the Enterprise Agreement.
- **CEO and HR Visit to Staff:** Monday 16 June 2025, CEO and Acting HR Managers visited staff in Maningrida. A visit for Jabiru will take place on 22 July 2025 and the remaining community locations visits to follow. The purpose of the visits is to check-in with employees either as individuals or in small work groups.

Recruitment

- **Special Measures – Targeted Recruitment.** Two new employees commence during this reporting period as a direct outcome of this policy.

RECRUITMENT PERIOD		17 JUNE – 18 JULY 2025
New vacancies identified		7
Total vacancies Advertised		16
Positions Actively Under Recruitment		26
New Employees Commenced		4
Aboriginal and Torres Strait Islander Employees Appointed		2

Vacancies by location as of 18 July 2025

LOCATION	JOB TITLE	SALARY	EMPLOYMENT TYPE	ACCOM.	CLOSING DATE
Gunbalanya	Sport and Recreation Team Leader	\$79k	Full Time	✗	6 August
Gunbalanya	Cook	\$32/hr	Part Time	✗	Open until filled
Gunbalanya	Senior Safety Officer	\$73k	Part Time	✗	Open until filled
Gunbalanya	Centrelink Assistant	\$61k	Part Time	✗	Open until filled
Gunbalanya	Community Care officer	\$61k	Part Time	✗	Open until filled
Gunbalanya	Community Safety Officer	\$61k	Part Time	✗	Open until filled
Jabiru	Childcare Centre Manager	\$101k	Full Time	✓	6 August
Jabiru	Mechanic	\$101k	Full Time	✓	6 August
Jabiru	Early Childhood Educator -Assistant	\$61k	Full Time	✗	Open until filled
Jabiru	Pool Officer	\$61k	Part Time	✓	Open until filled
Maningrida	Customer Service Officer	\$68k	Full Time	✗	Open until filled

Maningrida	Youth, Sport and Recreation Assistant	\$52k	Part Time	✗	Open until filled
Minjilang	Utilities Support Contract Operator	\$85k	Full Time	✓	6 August
Waruwi	Child Care Senior Officer	\$73-79k	Full Time	✓	6 August
Waruwi	Broadcasting Officer	\$73k	Part Time	✗	Open until filled
Waruwi	Centrelink Officer	\$68k	Part Time	✗	Open until filled

Learning and Development Report

TRAINING ACTIVITIES		Dates
Certificate II in Individual Support RTO: Response Employment and Training	The Community Care staff in Waruwi and Gunbalanya had multiple training visits in June-July to complete Certificate II in Individual Support.	Waruwi: 16 – 17 June Gunbalanya: 19 – 20 June Gunbalanya: 14 – 15 July
Certificate III in Civil Construction RTO: Batchelor Institute	Batchelor Institute has now visited Minjilang for the second round of training as part of the Certificate III in Civil Construction.	Minjilang: 7 to 19 of July
Certificate III in Community Services RTO: CDU	Staff in Community Service roles (including Community Safety and YSR), are getting enrolled in this qualification to gain the skills to provide a variety of services to their communities.	Ongoing
ELMO In-house	A new module is being prepared for release in August regarding the Fire Warden functions.	August

Work Health Safety

This table outlines the progress we have made in enhancing our safety measures across various areas.

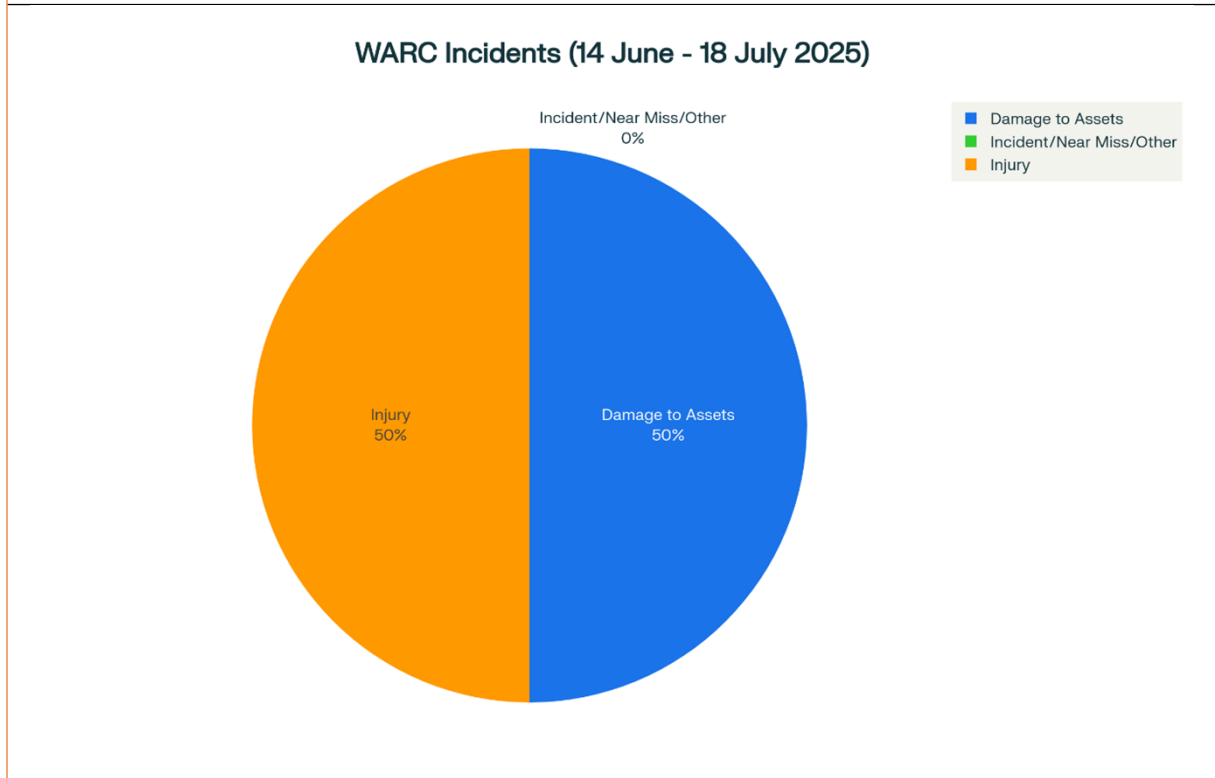
RECENT ACHIEVEMENTS		DATES
Lucidity Software Usage and Improvements	<ul style="list-style-type: none"> • Staff Support: Ongoing assistance for staff with Lucidity logins and user setup, ensuring that all employees with computer and phone access are included. • WHS Dashboard Promotion: Continued promotion of Lucidity's dashboard, streamlining access to WHS training, hazard inspections, and compliance drills. • Resource Enhancement: Additional hyperlinks and resources—including Codes of Practice and direct links to risk registers—have been added to the system for quick reference. 	<p>Ongoing</p> <p>Ongoing</p>
Policy and Compliance Updates	<p>Policy Review: Entry into the approval stage for reinforced key policies, including:</p> <ul style="list-style-type: none"> • Drug and Alcohol Use in the Workplace • Fatigue Management • Smoke Free Workplace • Workers Compensation & Return to work • Work Health & Safety Policy <p>Emergency Drills: Compliance exercises and emergency drills planned for June through September; preparations and planning ongoing.</p> <p>Hazard Inspection Checklist Office: Jabiru Office Gunbalanya Office</p> <p>Risk Assessments and Project Reviews:</p> <ul style="list-style-type: none"> • Jabiru Toddlers Pool Project—comparison and works installation report review. • Jabiru Power Station – Electric Fence Installation Report Risk of Works • Jabiru Power Station – Electric Fence Installation Team Risk Assessment • AFL 9s Gunbalanya tournament—event risk assessment. • Jabiru NAIDOC (24/07/2025)—Event risk assessment review. • Contractor Management: Draft Contractor Induction is in final approval with Technical Services & HR (for all contractors and subcontractors). • Emergency Drill Execution: Darwin, Jabiru Minjilang Office's have completed their emergency drill, led by appointed Wardens and First Aiders. 	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>AFL GUN 9's (Event): Completed risk review and RA assessment.</p> <p>Ongoing</p> <p>Completed Darwin, Jabiru and Minjilang.</p>
WHS Training	<ul style="list-style-type: none"> • Review of Emergency Evacuation Wardens training module. 	<p>July Ongoing</p>

Site Visits	Jabiru and Gunbalanya Work trip for WHS inspection, Lucidity support, and preparation for emergency drills.	24.06.2025 to 26.06.2025
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UPCOMING		DATES
Site Visits	<ul style="list-style-type: none"> Preparation and planning for site visit Jabiru, with focus on Lucidity system overviews for Managers. 	22.07.2025 July

WHS INCIDENTS

WARC Incidents 14 June to 18 July 2025	
Type	
Damage to Assets	1
Incident/Near Miss/ Other	0
Injury	1
Grand Total	2



STATUTORY ENVIRONMENT

Local Government Act 2019 (Act)
Council's Organisational Structure
Council's Budget and Long-Term Financial Plan

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.5 Cultural Awareness Training

Develop increased understanding and observation of cultural protocols.

PILLAR 2 INCREASED LOCAL INDIGENOUS EMPLOYMENT

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

Goal 2.1 Indigenous Employment Framework

Create Council Indigenous employment framework including tailored pathways to employment.

Goal 2.2 Policy and Procedures

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

Goal 2.3 Policy and Procedures

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

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.1 Cultural Safety

Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan.

Goal 3.2 Health and Safety

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

Goal 3.3 Training and Development

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

Goal 3.4 Community Service Delivery

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

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 July 2025

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

SUMMARY

This report is presented to the Council to provide an overview of all Local Authority and other Council projects delivered across the West Arnhem Regional Council locations, for the reporting period up to 20 July 2025.

RECOMMENDATION

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

BACKGROUND

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

COMMENT

As per attached report, a comprehensive snapshot is provided to Council of all current projects being undertaken by the Technical Services Team.

STATUTORY ENVIRONMENT

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

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

Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

Goal 4.2 Fleet, Plant and Equipment

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

Goal 4.3 Waste and Water Management

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

Goal 4.4 Local Road Management and Maintenance

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

PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

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

Goal 5.1 Recycling and Waste

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

Goal 5.2 Procurement

Develop and implement a leading-edge sustainability procurement strategy.

ATTACHMENTS

1. Technical Services Projects - OCM July 2025 [**8.5.1** - 4 pages]
2. Technical Services Projects LA - OCM July 2025 [**8.5.2** - 4 pages]

GUNBALANYA COUNCIL PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	% DONE
Completed	30-07-2025	Think Water Darwin contracted - Final stage of works have been completed. New pump installed and the tank is auto filling.	Gunbalanya Oval Upgrade.	100%
In Progress	30-12-2025	Insurance claim accepted - Works awarded to M+J Builders. Following site visit, surveyors now advising this is a flood prone area and buildings need to be elevated higher. Scope of works approved, final draft plans to be received late July 2025. Once WARC has reviewed plans works will commence and target completion end of November 2025.	Gunbalanya Flood Insurance Toad Hall, Laundry & damaged house.	10%

JABIRU COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-09-2025	Design (awarded to NTBS) is now completed. Additional onsite meetings in progress with Bombers Football Club. Approval received from GACJT at the board meeting 20/02/2025. Final updated design received, went to Tender in April 2025. Tender awarded to Molley Electrical Contracting (MEC). Contractors due on site 28/07/25. GACJT approved laydown area to store plant and materials. Target completion end of September 2025.	Jabiru Brockman Oval Lights.	70%
In Progress	30-6-2026	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%
In Progress	30-12-2025	Overview - Replanting of garden beds, move existing park benches under cover, install charging ports and bubbler. Awaiting release of funds to commence works.	Jabiru Town Square Revitalisation (Rio Tinto).	25%
In Progress	30-10-2025	Housing upgrades to 5 Allamanda Close, 30 Calvert Crescent, 32 Calvert Crescent. Three compliant tenders received. Tender awarded to Kakadu Contracting NT as per Council approval. Start up meeting was held 15 July 2025 and works have commenced. Target completion end of October 2025.	Jabiru Housing Upgrades.	25%

MANINGRIDA COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-07-25	Construction commenced mid August 2024 by Stedman's Construction. Target completion by end of July 2025. Current works include painting, wall tiling, fit out of plumbing and electrical, epoxy flooring. Canteen appliances received and awaiting installation.	Maningrida Change Rooms.	80%
In Progress	30-09-2025	Pre-Construction Planning; Waiting on completion of change rooms before commencement so public toilets are available for community. Construction to commence once change rooms are completed.	Maningrida Toilets upgrade near office.	25%
In Progress	30-08-25	Dhukurrdji strongly in favor of immediate completion. Tender awarded to BV Contracting. Target completion mid August 2025.	Maningrida Cemetery.	25%
In Progress	30-07-25	Resurface basket ball court including line marking. Works awarded to Advanced Sporting Surfaces. Works to commence 22 June 2025 and target completion end of July 2025.	Resurfacing Basket Ball Court.	25%

MINJILANG COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-08-2025	Works awarded to Stedman's Construction. Contractor kick-off meeting completed. Boundary cleared and fencing to commence first week of July. Waiting on additional materials for the shelter to arrive.	New Minjilang Cemetery.	30%

WARRUWI COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-11-2025	Cross Solutions attended 20th May 2025. Identified un-marked graves next to Lot 100 Cemetery and the foreshore. Obtained additional quote whilst on site to survey another 24 grave sites. Quote was presented to the Local Authority and approved. Awaiting on contractor to arrange site visit.	Waruwi ground penetrating radar.	50%
In Progress	30-6-2025	Upgrades are now completed, surplus of funds (\$35,000). Agreed on install of water tank with said surplus. Tank now on site, waiting on installation by Stedman's Construction.	Waruwi Recreation Hall upgrade.	80%

GUNBALANYA COUNCIL PROJECTS

STATUS	PROJECT COMPLETE	TASK	DESCRIPTION	% DONE
Completed	30-07-2025	Think Water Darwin contracted - Final stage of works have been completed. New pump installed and the tank is auto filling.	Gunbalanya Oval Upgrade.	100%
In Progress	30-12-2025	Insurance claim accepted - Works awarded to M+J Builders. Following site visit, surveyors now advising this is a flood prone area and buildings need to be elevated higher. Scope of works approved, final draft plans to be received late July 2025. Once WARC has reviewed plans works will commence and target completion end of November 2025.	Gunbalanya Flood Insurance Toad Hall, Laundry & damaged house.	10%

JABIRU COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-09-2025	Design (awarded to NTBS) is now completed. Additional onsite meetings in progress with Bombers Football Club. Approval received from GACJT at the board meeting 20/02/2025. Final updated design received, went to Tender in April 2025. Tender awarded to Molley Electrical Contracting (MEC). Contractors due on site 28/07/25. GACJT approved laydown area to store plant and materials. Target completion end of September 2025.	Jabiru Brockman Oval Lights.	70%
In Progress	30-6-2026	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%
In Progress	30-12-2025	Overview - Replanting of garden beds, move existing park benches under cover, install charging ports and bubbler. Awaiting release of funds to commence works.	Jabiru Town Square Revitalisation (Rio Tinto).	25%
In Progress	30-10-2025	Housing upgrades to 5 Allamanda Close, 30 Calvert Crescent, 32 Calvert Crescent. Three compliant tenders received. Tender awarded to Kakadu Contracting NT as per Council approval. Start up meeting was held 15 July 2025 and works have commenced. Target completion end of October 2025.	Jabiru Housing Upgrades.	25%

MANINGRIDA COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-07-25	Construction commenced mid August 2024 by Stedman's Construction. Target completion by end of July 2025. Current works include painting, wall tiling, fit out of plumbing and electrical, epoxy flooring. Canteen appliances received and awaiting installation.	Maningrida Change Rooms.	80%
In Progress	30-09-2025	Pre-Construction Planning; Waiting on completion of change rooms before commencement so public toilets are available for community. Construction to commence once change rooms are completed.	Maningrida Toilets upgrade near office.	25%
In Progress	30-08-25	Dhukurrdji strongly in favor of immediate completion. Tender awarded to BV Contracting. Target completion mid August 2025.	Maningrida Cemetery.	25%
In Progress	30-07-25	Resurface basket ball court including line marking. Works awarded to Advanced Sporting Surfaces. Works to commence 22 June 2025 and target completion end of July 2025.	Resurfacing Basket Ball Court.	25%

MINJILANG COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-08-2025	Works awarded to Stedman's Construction. Contractor kick-off meeting completed. Boundary cleared and fencing to commence first week of July. Waiting on additional materials for the shelter to arrive.	New Minjilang Cemetery.	30%

WARRUWI COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-11-2025	Cross Solutions attended 20th May 2025. Identified un-marked graves next to Lot 100 Cemetery and the foreshore. Obtained additional quote whilst on site to survey another 24 grave sites. Quote was presented to the Local Authority and approved. Awaiting on contractor to arrange site visit.	Waruwi ground penetrating radar.	50%
In Progress	30-6-2025	Upgrades are now completed, surplus of funds (\$35,000). Agreed on install of water tank with said surplus. Tank now on site, waiting on installation by Stedman's Construction.	Waruwi Recreation Hall upgrade.	80%

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 29 July 2025

Agenda Reference:	8.6
Title:	Community and Council Services Report - June 2025
Author:	Fiona Ainsworth, Director of Community and Council Services

SUMMARY

This report is presented to the Council to provide an overview of community and council services delivered across the West Arnhem Regional Council (WARC) locations, for the reporting period of June 2025.

RECOMMENDATION

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

BACKGROUND

High level operational figures are provided to ensure transparency, communication, and insight are provided to elected members.

COMMENT

1. Business and Commercial Services

1.1. Aerodrome Reporting Officer (ARO) Services (Gunbalanya, Maningrida, Minjilang, Warruwi)

Total number of Care Flight callouts that occurred during the reporting period: 7.

- Gunbalanya: 2.
- Maningrida: 3.
- Minjilang: 2.
- Warruwi: 0.

Current ARO-trained staff availability across the region for reporting period: 10.

- Gunbalanya: 2.
- Maningrida: 2 (plus the Council Services Manager (CSM) only for emergencies only).
- Minjilang: 2 (plus the Council Services Manager (CSM) only for emergencies only).
- Warruwi: 2.
- The current ARO contract has been extended to 31 August 2025, at the request of the Department of Logistics and Infrastructure (DLI). Negotiations regarding tender submission are continuing, with an initial meeting held on 10 April 2025 and follow-up in May 2025.
- The Drug and Alcohol Management Plan (DAMP) has been completed, approved by Council and approved by Civil Aviation Safety Authority (CASA).

1.2. Centrelink Services (Gunbalanya, Jabiru, Minjilang, Warruwi)

Centrelink services were delivered uninterrupted during the reporting period, with the exception of the standard public holidays. NBN issues at Jabiru have limited the services being provided.

- Administration Coordinator Gunbalanya awaiting documentation to commence online training, to provide coverage support for the Gunbalanya services.
- Jabiru Centrelink office had internet and landline issues on 23-25 June 2025 and closed the office on 25 June 2025, due to not being able to provide any services until issue was resolved.

1.3. Post Office Services

Total amount of post received and delivered for reporting period: 14,063.306 kg.

- Gunbalanya Licensed Post Office (LPO): 897.106kg.
- Jabiru Licensed Post Office (LPO): 7,283.2kg.
- Maningrida Licensed Post Office (LPO): 5,136.0kg.
- Minjilang Community Postal Agency (CPA): 366.0kg.
- Warruwi Community Postal Agency (CPA): 381.0kg.
- The Gunbalanya, Jabiru and Maningrida Post Office and Administration staff have requested access to the Motor Vehicle Registry (MVR) and Passport training modules, to provide further support to customers.
- WARC has signed a 5-year agreement with Australia Post to provide Community Postal Agencies at Warruwi and Minjilang.
- The Administration Coordinator Gunbalanya provided relief coverage in the Maningrida Post Office on 02-20 June 2025.
- Maningrida Post Office continues to receive 4-5 cages of parcels arriving weekly. However, due to Sea Swift changes, the barge mail has been delayed to mid-day delivery.
- The 6-month postal scanner trial commence in the Warruwi Community Postal Agency (CPA) on 02 June 2025, with the Council receiving \$1.04 for each Australia Post parcel scanned.

1.4. PowerWater Services (Gunbalanya, Maningrida, Minjilang, Warruwi)

Total number of new Services Requests (SR) received for the reporting period: 51.

- There was a total of 54 Services Requests completed across the region during June 2025.
- The Gunbalanya Utilities Services Contracts (USC) Operators, along with the Works team, attended Chemical Training on 10-13 June 2025.
- Relief Utilities Services Contracts (USC) Operator providing coverage for the Maningrida Community in June 2025, to provide an on-call presence.



Gunbalanya USC and Works team attending Chemical Training.



Gunbalanya USC and Works team attending Chemical Training.

1.5. Grants

Grant and Tender submissions/income generating activity during the period:

- Total number of Grants submitted: 1.
- Total dollar value of Grants submitted: \$42,730.
 - Nja-Marleya co-contribution to resurface Maningrida basketball court.
- Total number of Tenders/Commercial Proposals submitted: 1.
- Total dollar value of Tenders/Commercial Proposals submitted: \$2,289,187.
 - Second round negotiation Aerodromes Reporting Officer.

Grants and Tenders confirmed as successful during the period:

- Total number of successful Grants awarded: 6.
- Total dollar value of successful Grants awarded: \$5,989,018.
 - Support for sports, 4wd Buses for Maningrida and Gunbalanya - \$440,000.00.
 - NAIDOC 2025 - \$10,000.00.
 - CCCFR Minjilang and Warruwi Creches 2025-2027 - \$1,735,200.00.
 - NIAA Sport and Recreation and Warruwi Outside School Hours Care 2025-2027 - \$1,947,452.00.
 - NIAA funded Indigenous Broadcasting 2025-2027 - \$342,125.00.
 - Commonwealth Home Support Packages 2025-2027 - \$1,034,241.00.
- Total number of successful Tenders/Commercial Proposals awarded: 1.
- Total dollar value of successful Tenders/Commercial Proposals awarded: \$510,771.
 - Community Postal Agency contracts for Minjilang and Warruwi extended to 30 June 2030.

1.6. Tenancy

- Total number of new tenants: 4.
- Total number of vacating tenants: 1.
- Total number of properties under refurbishment: 12.
 - Gunbalanya: 2.
 - Jabiru: 9.
 - Maningrida: 1.
 - Minjilang: 0.
 - Warruwi: 0.

2. Community Services

2.1. Broadcasting (Gunbalanya, Maningrida, Minjilang, Warruwi)

Total number of Top End Aboriginal Bush Broadcasting Association (TEABBA) on-air hours reporting period: 21 hours.

- Gunbalanya on-air hours: 28.5 hours.
- Maningrida on-air hours: 0 – No services provided due to staff availability.
- Minjilang on-air hours: 16 hours.
- Warruwi on-air hours: 0 – No services provided due to staff availability.
- Gunbalanya broadcasting continues to provide reliable daily service, airing a number of community announcements and working on improving lines of communication with stakeholders to expand informative on services provided.
- Gunbalanya broadcasting had new media equipment installed and TEABBA provided training to staff on 30 June 2025.



TEABBA Facebook post about Gunbalanya radio training.

2.2. Community Care (Aged Care – Gunbalanya, Jabiru, Minjilang, Warruwi)

Total number of Aged Care recipients for the reporting period: 30.

Total meals provided for the reporting period: 1,169.

- Gunbalanya meals provided: 1,035.
- Jabiru meals provided: 42.
- Minjilang meals provided: 42.
- Warruwi meals provided: 50.
- Gunbalanya staff conducted a satisfaction survey with positive feedback and suggestions received from clients.
- On 17 June 2025, the Gunbalanya team held Pizza Day. Thank you to Gunbalanya Sports and Social Club for generously donating pizza boxes.

2.3. Community Safety (Night Patrol – Gunbalanya, Minjilang & Warruwi)

- Gunbalanya is currently recruiting senior and operational staff.
- Minjilang Community Safety team stabilising the continuous weekend unrest.
- Minjilang Community Safety team providing support when needed, to the Sport and Recreation team, assisting with the delivery of various programs and activities as part of community engagement.
- Minjilang Community Safety team also engaging with elderly community support and country connections.
- Warruwi Community Safety team implemented a new roster from the 01 June 2025, with no weekend shifts included.

2.4. Early Learning Centres (Jabiru Childcare Centre, Minjilang & Warruwi Creches)

Total attendance at the Early Learning Centers for reporting period: 206.

- Jabiru Childcare Centre attendance: 168
- Minjilang Creche attendance: 38
- Warruwi Creche attendance: 0 – No services provided due to staff availability.
- The new Creche T-Shirts and bucket hats for children attending the Minjilang and Warruwi Creches have arrived.



Minjilang Creche kids showing off their new Centre T-Shirts.

2.5. National Disability Insurance Scheme (Gunbalanya, Jabiru, Minjilang, Warruwi)

Total National Disability Insurance Scheme (NDIS) participants for reporting period: 21.

- Gunbalanya participants: 15.
- Jabiru participants: 2.
- Minjilang participants: 0.
- Warruwi participants: 4.
- Community Care has received the NDIS registration certificate for West Arnhem Regional Council which is current until February 2028. The next mid-term audit scheduled for August 2026.
- The National Disability Insurance Agency (NDIA) Remote Community Connector (RCC) based in Jabiru, was busy conducting various meetings and client visits across the region, as follows:

Community and Stakeholder Engagement Activities	29
Participant Check-In	21
Access Request Forms prepared for potential NDIS Participants	10
Service Provider Visits	5
NDIA Supported Visit	2
Number of other Activities Agreed to By Agency	0
Community Visits	3

2.6. Sports and Recreation

Total attendance at the sports and recreation programs for the reporting period: 2,159.

- Gunbalanya attendees: 1,410.
- Jabiru attendees: 0 – No services provided due to staff availability.
- Maningrida attendees: 327.
- Minjilang attendees: 422.
- Warruwi attendees: 0 – No services provided due to staff availability.
- Gunbalanya School holiday program is underway, running from 23 June 2025 – 01 August 2025. As part of the school holiday program, discos are held in collaboration with Adjumarllarl Aboriginal Corporation every Thursday evening. Also partnering with Injalak Arts and Craft Center to offer cultural and artistic opportunities.
- The Gunbalanya school holidays are an annual long break of 6 weeks during the dry season, instead of at the traditional end of year school holidays over December and January.
- High Calib delivered softball session to the Gunbalanya School and community on 24-25 June 2025, great participation from both males and females showing off their talent.
- The Minjilang Sport and Recreation team weekly activities include local favorite events such as physical sports, social and emotional woman’s wellbeing group, sunset beach walks and learning back-to-country community connections.



Women's wellbeing program in conjunction with Red Dust.



Community Wellbeing Senior Project Officer from Jabiru visited the Warruwi community on 12-13 June 2025.

3. Council Services

3.1. Aquatic Centers (Jabiru, Maningrida)

Total attendance at the Aquatic Centers for the reporting period: 1,616 patrons.

- Jabiru Pool attendance: 725 patrons.
- Maningrida Pool attendance: 891 patrons.
- Jabiru Pool was closed 11-18 June 2025, and again on 21-23 June 2025, due to staff availability.
- Maningrida Pool Team Leader took leave on 13-15 June to Royal Lifesaving Swim Teacher Training in Darwin.

3.2. Library (Jabiru only)

Total attendance at the library for the reporting period: 323.

- The National Disability Insurance Scheme (NDIS) used the meeting on 05 June 2025.
- A meeting with the Community Allied Health Team was held on 11 June 2025.
- Meeting room utilises by other community members on 11-12 June 2025.
- The School Holiday Program commenced on 26 June 2025.

3.3. Community Works

- The Gunbalanya works team busy clearing weeds around the community, including Telstra tower and billabong pump intake point.
- The Maningrida works team carried out hard waste pick-up around the community, with residents encouraged to place hard waste in front of their property for council to collect. The team ended up removing five (5) truckloads of waste and taking it to landfill.

- Maningrida recycling initiative with commercial enterprises has begun, with recyclable materials being removed from landfill.
- Due to heavy rains, the Minjilang works team have commenced repairs to the washed outs on the road out to the airport.
- Warruwi works team carried out road repairs to the barge landing on 16 June 2025, and upgrades to the public access road to the Mardbalk Bay near the school on 18-25 June 2025.
- The Warruwi wheelie bin replacement project is underway with 60 new wheelie bins delivered on 19 June 2025.



Gunbalanya Works team weed removal.



Minjilang Works team repairing wash-out to the airport road.



The finish results of repairs conducted to Minjilang the airport road.

3.4. Community Wins

- Sell and Parker attended the Gunbalanya Landfill in June 2025 and removed a total of 143.18 tons of scrap metal from site.



Sell and Parker loading truck with scrap steel at Gunbalanya Landfill.

- The Gunbalanya School Career Expo was held on 06 June 2025, with Maningrida council staff assisting with the setting up some of the plant equipment used by the Council works teams.



Gunbalanya School Career Expo on 06 June 2025.

- The Gunbalanya shelter and fire pit Local Authority project was completed in June 2025.



Gunbalanya Billabong shelter and fire pit.

- The installation of new solar lights around the Maningrida community.



Newly installed Maningrida solar lights.

- The Maningrida Football Oval change rooms are nearing completion, with handover to occur by the end of July 2025.



Final touches to the Maningrida Football Oval change rooms.

4. Technical Services

Refer to the separate Technical Services Project Report.

STATUTORY ENVIRONMENT

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

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

PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

Goal 1.1 Community Engagement

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

Goal 1.3 Communication

Deliver dynamic communication which is culturally informed and appropriate, engaging and relevant to the interests of Council.

Goal 1.4 Community Events

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

Goal 1.6 Youth Engagement

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

PILLAR 3 SAFETY AND WELLBEING

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

Goal 3.4 Community Service Delivery

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 July 2025

Agenda Reference:	8.7
Title:	LGANT - Proposed Legislative Amendments to the Local Government Act 2019 - Final Submission
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

This report provides Council with an update on LGANT's final submission to the Department of Housing, Local Government and Community Development on the Proposed Legislative Amendments to the Local Government Act 2019.

RECOMMENDATION

THAT COUNCIL receive and note the report titled *LGANT - Proposed Legislative Amendments to the Local Government Act 2019 - Final Submission*.

BACKGROUND

At the Ordinary Council Meeting 3 June 2025, Council was provided LGANT's draft submission and resolved that they had no further feedback. Attached is LGANT's final submission for information.

STATUTORY ENVIRONMENT

Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

1. 2025 06 20 Final draft submission Tranche 2 amendments Discussion Papers A C FOR [8.7.1 - 25 pages]



DRAFT Submission to Department of Housing, Local Government and Community Development on Proposed Legislative Amendments to the Local Government Act 2019

Introduction

The Local Government Association of the Northern Territory (LGANT) is the peak body proudly representing 17 member councils, and one associate member. Our membership represents a range of demographics across municipal, shire and regional council areas across the Northern Territory. We are committed to representing their diverse viewpoints, experiences, concerns and aspirations which naturally vary because no two communities are the same. However, our councils, and we as their representative body, are united and driven by the principles as set out by the *Local Government Act 2019*. These read that local government must be flexible, adaptable, democratic, responsive and accountable. Regardless of politics, the service delivery, the leadership and democratic self-governance that is at the core of local government are all underpinned by these principles.

As the representative peak body, LGANT's views are informed by the views of member councils and associate members. To this end, we carried out extensive consultation with members including three open forum sessions, one-on-one communication with council CEOs and principal elected members, and three written feedback rounds that helped to shape this submission. We are proud to be in a position to help shape a modernised local government sector, with Territory councils rightfully at the helm, shaping that future with their constituents and their unique challenges in mind.

We commend the Territory Government on its progress in delivering on its 'Year of Action' agenda for 2025. Unfortunately, the speed with which some amendments to the *Local Government Act 2019* have been released, many without prior consultation with the sector, have resulted in inconsistencies, misinformation and a lack of clarity around the intent of certain amendments. The lack of evidence backing some of the proposed changes is also alarming. Referring you to best practice for policy makers: a clear problem must be demonstrated which necessitates the change; amendments should be supported by a set of objectives; consultation should be genuine and timely; and evidence and information to support the amendments should be made available where possible. The consultation process has fallen well short of best practice process while proposing quite significant amendments that stand to impact the financial sustainability of councils and the wellbeing of elected members, and done so by releasing discussion papers, some of which contain misinformation and lead to negative implications about local government councils.

We would however like to acknowledge the Department's efforts throughout this Tranche (Tranche 2) of the amendments on consulting with the sector prior to the public release of discussion papers, and to some extent addressing our concerns in those discussion papers.

We look forward to receiving the consultation summary report from the Department and the continuation of discussions on proposed amendments. The Have Your Say website is silent on the steps between the consultation closing date and the introduction of amendments in the November sittings so we would appreciate advice on this.

Discussion Paper – Part A

Delegations - Sections 40 and 83.

Proposed amendments:

1. Remove or restrict the ability of councils to delegate their powers and functions to a council committee (with some exceptions listed at s 40(3))
2. Amend so that only councilors can be members of a council committee
3. Other amendments to section 40(4) regarding delegation to CEO. NB: these are not specified in the Discussion Paper.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Tenders:**
 - **Supportive of amending the Act to remove the footnote at Section 40(4)(b) requiring a council resolution. LGANT considers the provisions to be otherwise clear in relation to the process by which a CEO's delegated decision about a tender is reported to council.**
- **Committees:**
 - **Not supportive of limiting the involvement of independent, external expertise on committees.**
 - **Amend the Act/Regulations so that financial reports only need to be approved at the same frequency as council meetings.**

The ability for councils to delegate their functions in certain circumstances enables meetings to take place in step with the cadence of ordinary council meetings, avoiding unnecessary delays. However, it is accepted that committees with external members should not have financial delegation or be in a position to direct elected members. The role of committees with external members should be to provide advice and recommendations consistent with their external, independent expertise and they should continue as they have a valuable role to play e.g. audit and risk committees.

Further, the Australian Institute of Company Directors 'Guiding principles of good governance', and general guidance provided for the good governance of Board Committees, recommends that a proportion of a committee be made of up of independent members. External, independent members are generally individuals who are suitably qualified and experienced to hold that position, who are not conflicted on the basis of their relationships or interests, and their independence helps to avoid undue influence.

If all council committees, such as audit and risk committees, were to be limited to elected members only, commensurate investment in learning and development of elected members would need to occur to counter the loss of skilled independent committee members.

If the concern is the delegation of monthly financial reporting responsibilities to committees comprised of external members, LGANT recommends a change to the Act/Regulations so these only need to be approved at the same frequency as council meetings. Hence no need to delegate to a committee if

councils only meet once every two months. The Act reads that councils can establish committees so if there are requirements for financial decisions to be made outside the cadence of ordinary council meetings, then the committees should be exclusive of external members and have clearly articulated delegations.

Offences for Conflict of Interest - Section 73.

Proposed amendments:

1. Add the word 'staff' to 73(1)(c)(i) to clarify context of the provision.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Supportive of proposed amendment to add 'staff' into section 73(1)c.**

Ordinary and Special Meetings - Section 93; Regulations 102-105.

Proposed amendments:

1. Include a requirement for a date and time of issue to be included on published notices

2. Corresponding amendments to Regulations 102-105.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **The Department (the regulator) to monitor compliance by undertaking desktop scanning rather than shifting this responsibility to councils and imposing more compliance. [pending response from Dept.]**

Holding of elections - Sections 160 and 11 (1) (a).

Proposed amendments:

1. NTEC proposed the introduction of a provision (to s 160) that allows the returning officer to make a change to the election day in an emergency for a period of not more than 21 days

2. Amend the requirement (in s 11(1)(a)) for public notices in relation to elections to be in a manner deemed appropriate for the LGA by the returning officer.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Supportive of the proposal to introduce a provision to allow the returning officer to make a change to the election day in an emergency for a period of not more than 21 days. Supportive of amending section 11 for public notices in relation to elections to be in a manner deemed appropriate for the LGA by the returning officer of the local government area.**

Tenders and Procurement Exemptions - Regulations 36, 38.

Proposed amendments:

1. Clarify r 36(8) with requirements to provide report at next ordinary council meetings; include option for confidential sessions where necessary; clarify reporting process required when tender process delegated
2. R 38 amended to state that a quarterly report is required to be presented to council articulating where council elects not to seek quotations or go to tender.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Supportive of the frequency at which the reporting is recommended to occur for both regulation 36(8) and 38.**

LGANT recommends amendments to regulation 38 include:

- That the quarterly reporting requirement can be satisfied by a summary of the reason and delegation that led to the decision being made;
- That the quarterly report be classified as 'for noting' (as opposed to 'for decision').

Local Government (Electoral) Regulations - 2021 26, 35, 65, 87.

Proposed amendments:

1. 26(1)(a) amended to allow postal vote applications from 1 Jan in a general election year
2. 26(1)(b) amend to allow electors to apply for a postal vote as soon as NTEC is notified of a casual vacancy
3. 35 amended to allow the NTEC to publish candidate statements on its website
4. 65 remove the requirement to match up an elector's signature before admitting a postal vote to scrutiny
5. 87 amended to clarify that the costs of managing non-voters are not part of election conduct and not to be passed on to council. add a sub-reg stating that costs for non-voters are no reasonable costs forming part of election conduct.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- Supportive of amending regulation 26(1)(a) to allow postal vote applications from 1 Jan in a general election year.
- Supportive of amending regulation 26(1)(b) to allow electors to apply for a postal vote as soon as NTEC is notified of a casual vacancy.
- Supportive of amending regulation 35 to allow the NTEC to publish candidate statements and photos on its website.
- Supportive to amending regulation 65 to remove the requirement to match up an elector's signature before admitting a postal vote to scrutiny.
- Supportive of amending regulation 87 to clarify that the costs of managing non-voters and not to be passed on to councils.

LGANT recommends the penalty for failing to vote under section 142(3)(b) of the Act be increased.

Candidate statements

There must be one central place where voters can access information about all nominees. The NTEC website is the most logical place to publish candidate information statements given they already publish candidate information and that their website is most likely the first place that voters will go to when searching for election information. In other jurisdictions such as South Australia and Victoria the candidate statements are published on the electoral commission websites.

Currently NTEC publishes links to candidates' websites or social media pages if provided on the candidate nomination form and LGANT recommends this continue. However, not all candidates have a personal website or social media page (they may not have internet access or may lack the skills to set-up and manage a digital election campaign) but all candidates should have equal opportunity to provide information to support their nomination.

Non-voters

NTEC has previously lobbied the NTG for an increase in non-voter fines to \$50 to recover costs following the reduction in the fine to \$25 in 2021 to be consistent with the Legislative Assembly provisions. LGANT is supportive if this and has also previously advocated for an increase in the non-voter fine to \$50.

Discussion Paper – Part B

Superannuation payments for elected members - New

Proposed amendments:

1. Local government elected members to receive superannuation, equivalent to provisions affording MLAs super under the Assembly Members and Statutory Officers Act 2006
2. The compulsory payment of superannuation is not being proposed
3. Opt-in provisions for councils to pay superannuation to elected members
4. Option for councils to make a super contribution on behalf of elected members as a portion of those members' fees

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Supportive of a new provision in the *Local Government Act 2019* to allow elected members to receive superannuation payments, without the requirement of a unanimous resolution by council, equivalent to provisions afforded MLAs super under the *Legislative Assembly Members' Superannuation Contribution Act 2004* (which provides for guaranteed superannuation payments for MLAs), with the added provision that individual elected members may opt-out of receiving superannuation payments to accommodate the varying personal circumstances of elected members.**

LGANT recommendations:

- That the *Local Government Act 2019* include clarification that elected members are considered employees for the purposes of superannuation only, as is in other jurisdictions such as Western Australia and New South Wales where the Local Government Acts state that elected members are treated as employees for the purposes of superannuation only – including clarification that superannuation contributions do not constitute salary.
- Payments must be on top of current elected member allowances (not deducted from current allowances), in-line with the provisions for MLAs.
- The onus of providing the required documentation and any necessary follow-up to opt out of (or back into) superannuation payments must sit with the individual elected members. Councils must not be held liable for failing to pay superannuation if an elected member has previously opted out of payments but then decides to opt back in.
- The Department develop guidelines on superannuation in consultation with the sector.

The decision to pay superannuation (or extra allowances in lieu of superannuation payments) to elected members must not be based on the financial sustainability of councils. If a council does not have the budget for these payments, this is indicative of the broader issues of the financial sustainability of local government councils. Total annual superannuation for an elected member of a shire council, where the councillor allowance is \$7,462 per annum, will only be approximately \$895 (which is considerably less than the increase in allowances for two of the three shire councils from 2024 to 2025).

Instead, superannuation should be seen as a way to attract diverse candidates and not limit it to those that can afford to be excluded from guaranteed superannuation payments.

Potential candidates should not be discouraged from nominating, and elected members not penalised, due to the underfunding of councils.

LGANT position:

- **Not supportive of the opt-in provisions for councils to pay superannuation to elected members and to have the option to make a super contribution on behalf of elected members as a portion of those members' fees as suggested in the Discussion Paper.**

LGANT recommendations:

- If payment of superannuation is not included in the amendments, then the Victorian model, where elected members not receiving the superannuation guarantee rate receive an additional allowance equivalent to the level of the superannuation guarantee rate, should be implemented.

This proposed amendment is no different than the current provisions whereby a council may make a unanimous resolution that all members wish to be subjected to PAYG taxation to enable them to be eligible for superannuation guarantee contributions on top of their allowances.

The requirement for the resolution to be unanimous is problematic considering that elected members should be representative of the broad range of socio-economic backgrounds of the community and would therefore have differing personal financial needs.

Although LGANT is not supportive of this proposed amendment, if it is adopted, we request that the following recommendations are considered:

- It needs to be clearly defined in the new provisions if councils will need to pass a unanimous resolution for the elected members of their council to receive superannuation.
- If a council is required to pass a unanimous resolution, then it should be a requirement for this to happen in the first meeting of the council and the Act updated accordingly.
- If the council makes this unanimous resolution, councils should then make a recommendation to the Minister or Remuneration Tribunal who would make the final decision. This would remove the perceived conflict of interest.
- It must be made clear in the Act that elected members are considered employees for the purposes of superannuation only, as is clarified in other jurisdictions such as Western Australia and New South Wales where the Local Government Acts state that elected members are treated as employees for the purposes of superannuation only - that superannuation contributions do not constitute salary.
- To avoid any future uncertainty regarding the calculation of superannuation payments, the wording in this proposed amendment to be changed from 'fees' to 'allowances' to align with the wording in the NT Remuneration Tribunal determination of allowances for members of local councils. The determination only refers to fees in the context of membership fees for professional organisations and professional development attendance fees all other payments to elected members are referred to as allowances.
- Guidelines must be developed by the Department in partnership with the sector.

Conditional Rating - Sections 219, 7, 224 and 227.

Proposed amendments:

1. A more flexible approach, allowing for greater regional responsiveness, while maintaining consistency in valuation methods and predictability for landholders - i.e. removal of conditional rating but with parameters for rate setting for particular industries
2. Phase out the grouping of mining tenements for rating purposes (over ten years)
3. Amend 224 so that councils can apportion rates on conditionally rateable land (apportion rates for the amount of time that the land was rateable).

Keep as is (no change required)

Agree with proposed change

Other

LGANT positions:

- **Supportive of amendments that will remove conditionally rateable land provisions from the Act.**
- **Supportive of the phasing out of mining tenements being grouped for rating purposes, however recommend an immediate phasing out rather than the proposed 10 years.**
- **Supportive of proposed amendment to section 224 to clarify councils are permitted to apportion the amount of rates payable to the amount of time the land was rateable.**
- **Neutral on a comparable valuation method. Councils can apply differential rating categories to mining tenements once conditionally rateable land provisions are removed from the Act.**

LGANT recommends:

- That councils receive support and guidance on implementing appropriate rating categories for different types of mining activities (e.g. operating mines and extractive/quarry operations) to ensure fairness and equity when conditionally rateable land is removed from the Act.
- Consideration of Attachment 1 – Differential Rates Case Studies.

Conditionally rateable land

LGANT has had a long-standing position that conditionally rateable land should be removed from the Act and it is disappointed the options presented to the Minister for Housing, Local Government and Community Development in our December 2024 submission on conditionally rateable land are not considered as part of the Discussion Paper.

Conditional rating is a form of rate capping or rate pegging and these limits have had devastating impacts on the financial sustainability of councils here in the NT and in other jurisdictions and hence their ability to deliver and maintain services and infrastructure to residents.

LGANT has however heard concerns from the pastoral and mining sectors so proposed in its December 2024 submission to the Minister for Housing, Local Government and Community Development, that councils receive support and guidance on implementing appropriate rating categories for different types of mining activities (e.g. operating mines and extractive/quarry operations) to ensure fairness and equity once the conditional rating provision is removed from the Act.

Under the current legislation, the Minister sets the rates annually by consulting ministers responsible for mining and pastoral matters, while councils must make a submission rather than being directly consulted (noting that 12 councils have land within their area that attracts conditional rating). This is out of step with contemporary practice, as highlighted by the Department itself in Discussion Paper B.

A review of rate-setting for particular industries across the jurisdictions (as conducted by the Department and shared with LGANT) demonstrates that other jurisdictions have some flexibility, to full differential powers, or discretion in setting rates. These processes are supported by a range of safeguards that consider for example, principles of fairness, public consultation processes and/or policies to prevent unreasonable rate setting. These processes demonstrate a goal for an equitable outcome for councils and industry alike.

To date, the Territory Government has demonstrated a hesitancy to reform the system for fear of industry push-back – meanwhile for example, a pastoral station that sits across both Queensland and

the Territory pays in the range of \$150,000 to the responsible Queensland local government council, and a mere \$5,000 to the responsible Territory local government council. So, the often-heard threat that if conditional rating is removed, industry will take their business to more accommodating jurisdictions is not credible and only serves to strong-arm a government that has already placed multiple mechanisms in place to demonstrate that the 'Territory is open for business'. Meanwhile, councils are restricted from generating revenue through rates and unfortunately this tends to occur some of the lowest socio-economic areas in Australia.

Territory local government councils are asking for similar support and concern for their financial sustainability that is shown to pastoral and mining industries, some of which are interstate or internationally owned. Council rates are an investment in the Territory; they stay in the Territory and their benefits are felt by residents and those who conduct business in the Territory.

The Discussion Paper talks to the predictability for the mining and pastoral industries by rates set by the Minister. The sectors have been benefitting from predictably low rates for many years and table below shows this by way of comparison other jurisdictions versus those set by the NT Government under section 219:

Jurisdiction	Mining sector rate per \$1,000 of assessed value	Pastoral sector rate per \$1,000 of assessed value
Cloncurry Shire (Qld)	\$193.59 – \$653.72	\$49.74 – \$58.54
Port Hedland (WA)	\$227.57	\$120.00
Western Downs (Qld)	\$4.97 – \$588.30	\$2.68
Shire of Ashburton (WA)	\$385.68	\$192.90
Northern Territory Government	\$8.74	\$0.77

See Attachment 1 – Differential Rates Case Studies for further information.

Through our advocacy work, we have engaged with industry peak bodies to share our asks and to flag our intention to continue to advocate for councils setting rates independently. We acknowledge their hesitancy in supporting this position and while our good-will through engaging with them has generally been welcomed, we have also heard that council services that are partially funded by rates do not reach them, that they do not rely on any council-provided services and that they are self-sufficient operations.

While we struggle to understand how use, or lack thereof, of council services can be quantified, peak bodies for these industries all make some form of commitment to the communities within which they operate. Whether separated by a boundary or fence line, these lands still exist within that context and prospective projects attempt to gain social licence by touting their benefit to the broader community. A shift away from conditional rating simply represents a means through which councils can set fair rates for the mining and pastoral industries that are fed back into communities through services and improved infrastructure. Ring-fencing industry operations to suggest that operations are completely self-sustaining, and therefore council rates should not apply to them, seems to go against the core values of many peak bodies and industry leaders who claim to practice corporate social responsibility.

While nationwide commentary offers much scrutiny of local government councils as using exorbitant rates to address internal financially irresponsible practices or poor management, the situation faced by regional councils in the NT is that for many years there was no increase or indexation of the Operational Subsidy, a subsidy that was put in place to address limited revenue-raising capacity. These regional councils are operating with pre-COVID levels of the Operational Subsidy, and this is particularly

impacting councils where conditionally rateable land occurs. In other jurisdictions such as Western Australia, there was recently negative media attention on a proposed increase in rates from \$725,471 to \$1.74 million for a particular mining operator. This does not even bear comparing to the rates paid by mining tenements in the Territory, most of which are in the range of \$20,000, while approximately half of pastoral leases attract less than \$3,000 per annum in rates.

As per section 248 of the Act, pastoralists and mines can, just like other individuals and organisations, apply for rate concessions to alleviate financial hardship.

Unfortunately, there are multiple levers impacting the financial sustainability of Territory councils – most of which are currently outside of the control of councils and our attention to conditional rating is simply to put Territory councils in step with other jurisdictions.

LGANT has previously recommended that if the NT Government doesn't have the appetite to remove conditionally rated land provisions from the Act, then there are three other options they should consider:

1. Phased increases of conditional rating to create equity between conditional ratepayers and other rural and commercial enterprises e.g. horticulture or tourist commercial categories.
2. Allocation of a reasonable minimum amount of mining and petroleum royalties to a rejuvenation fund to support local government councils. This would follow the model recently introduced in NSW via the Royalties Rejuvenation Fund, which allocates a minimum of \$25m per year to support coal mining communities by investing in infrastructure, creating local employment opportunities and workforce development.
3. Allocation of the mining, petroleum and pastoral rent revenue that currently goes to NT Government general revenue, to local government councils.

Contiguous or reasonably adjacent mining tenements

A ten-year horizon is not appropriate or necessary for the phase out of mining tenements grouped for rating purposes. LGANT understands councils should be able to immediately charge rates on each tenement separately if they have the resources to identify them using already available information.

Again, LGANT recognises that industry may be concerned about increases to rates if this occurs, but to our recommendation above, councils should receive support and guidance on implementing appropriate rating categories for different types of mining activities (e.g. operating mines versus extractive/quarry operations) to ensure fairness and equity.

Comparable valuation method for pastoral leases and mining tenements

Pastoral leases are valued under unimproved capital value principles. These principles are based on the value of the surface of the land rather than what's under it. Any changes to these principles would likely require changes to the *Valuation of Land Act 1963*. LGANT understand these principles are the reason why mining tenements are rated as they are under section 227(3) of the *Local Government Act 2019*.

LGANT doesn't see any need to make pastoral and mining tenements comparable at this time. If conditionally rateable land provisions are removed from the Act, councils will be able to apply differential rating categories to both these land types.

Rate Exemptions - Section 222.

Proposed amendments:

1. 222(1)(g) amended to define "non-commercial" use in the context of housing provided by charitable organisations that charge rent
2. Amend to clarify that CEO Housing will continue to pay rates even though public housing has been provided
3. Include legislative criteria so that rates exemptions are applied consistently and align with objectives of social and affordable housing policy
4. Amend to clarify that CEO Housing will continue to pay rates in instances where the Territory no longer occupies the Crown land, but still owns it.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Proposed amendments only partially address issues around rate exemptions.**
- **Supportive of the Act being explicit in stating the NTG will guarantee full rate payments for public/social housing even if management or ownership is transferred to organisations such as community housing providers or Aboriginal-controlled organisations and regardless of the land type.**

The term 'non-commercial' has a multitude of definitions including being a use or activity for which a fee is not charged. This is often not clear cut, particularly where an organisation that has a 'charitable purpose' conducts other business and in effect is only partially non-commercial. LGANT contends that rent collected deems a property commercial because it generates revenue – it is the provision of accommodation in exchange for rent. For this reason, a singular definition cannot be the determining factor for the exemption of rates. Other considerations must include the capacity to pay and commercial advantage as a result of charitable status.

LGANT suggests consideration could be given to using the existing rate concession available through the financial hardship provision in the Act (section 248) rather than applying blanket rate exemptions (section 222).

Criteria for financial hardship application could be legislated and include:

- Consideration for the most appropriate form of rate relief based on the type of organisation, the extent of its commercial or for-profit operations, demonstrated capacity to pay, etc.
- 'parent' company of charitable organisation considered as part of capacity to pay.
- A time limit on the backdating of exemption applications.
- A limit on the number of rateable properties that can attract a rebate or exemption.

The community housing sector in the NT is a growing sector, eight providers manage over 1,000 dwellings and the number of providers and dwellings is expected to grow, consistent with the objectives of the Community Housing Growth Strategy 2022-32. A key policy objective of NT Shelter is that up to 50% of public housing is owned by CHPs by 2036.

While councils Territory-wide support and acknowledge the benefits of public/ social housing, the financial sustainability of councils must also be considered to determine a fair outcome that doesn't lead to unintended consequences such as councils having to place additional pressures on other rate payers or reducing council services.

One of the primary sources of revenue for local government is rates – the condoning of not paying rates for public housing by the Territory Government is cost shifting to local government to try and address a cost of living and housing crisis. This simply puts the Territory Government in a position to mine from an already meagre revenue base that councils are increasingly having to spread thinly across a growing number of services. The legislative amendments must provide certainty to enable housing to be provided at the volume required, as well as certainty for councils to continue to operate.

Noting also that the Discussion Paper proposes that a clarification be made in legislation that the CEO Housing will continue to pay rates where it continues to own it – this offers little comfort or security considering the aforementioned key policy objective of the Territory Government's Community Housing Growth Strategy which outlines the plan for almost half of the 5,500 dwellings owned and leased by the Territory Government across Greater Darwin, Alice Springs, Katherine and Tennant Creek to be transferred to CHPs. This 'urban' approach is being replicated in regional and remote areas of the NT with plans for the Territory Government to transition public housing to Aboriginal control.

In City of Darwin and Katherine Town Council, the percentage of housing owned by the Territory Government represents 4.1% and 8.4% respectively, while in regional councils such as Central Desert Regional Council and Tiwi Islands Regional Council, 88% of housing is owned by the Territory Government. A decline in rateable properties (on top of conditional rating) via transfer to CHP/Aboriginal Controlled Community Organisations (ACCOs) will have a significant impact on municipal councils and will almost decimate the rate base of regional councils. If the Territory Government wants to go down this path, modelling must be done to identify the impacts to all councils and the impact this will have on other rate payers. Increases in rates resulting from such a policy would be a hard pill to swallow for anyone in the NT, particularly in the current cost of living crisis.

To this, the Territory Government must not attempt to renege on its responsibility to pay rates in the context of public housing by transferring housing stock to CHPs or Aboriginal-control, including housing assets ownership transferred to ACCOs (i.e. Anindilyakwa Housing Aboriginal Corporation). The bottom line is that the transfer of assets with no current measures in place to compensate councils for revenue loss will seriously impact the ongoing sustainability of councils.

The decision in *Venture Housing Company Ltd v City of Palmerston 2024* set a concerning precedent for local government in the NT. In that case, housing that was once rateable as a result of ownership by the Territory Government became exempt from rates upon transfer to a CHP. The use of the housing remained the same, but as a result of an incentive provided by Territory legislation for non-government organisations to fill a gap in government provided services, costs are shifted with the loss borne by local government councils. The incentive addresses the difficulty faced by CHPs to raise capital as a result of their charitable purpose, while reducing councils' capacity to collect rates for services that continue to be provided.

Appointment of Principal Member - Sections 60-62.

Proposed amendments:

1. Amend giving councils until the fourth ordinary council meeting after a general election to appoint a principal member, giving elected members time to assess suitability. An interim or rotating chair would stand in during that time
2. Consider removing the option for direct election to improve consistency OR maintain option for direct election in specific urban councils
3. Change the term of office set out in 62.

Keep as is (no change required)

Agree with proposed change

Other

LGANT position:

- **Not supportive of the proposed amendments.**

LGANT is concerned about these proposed amendments and strongly opposes them. The proposed amendments represent a significant shift in process while lacking compelling (or otherwise) evidence to support the change. The jurisdictional analysis provided in the Discussion Paper is incorrect and misleading. The ambiguity brings the risk of negative interpretation, leading to distrust in the local government sector, or equally distrust in the Territory Government via the perception that it is attempting to politicise councils.

The proposal to delay the appointment of a principal member until the fourth ordinary council meeting is risky given that council meeting cadence varies and councils may be without a principal member for up to 8 months – we would suggest that the Department hasn't considered some of these key factors in drafting these proposals and recommend that no change is required.

Flexibility in the process by which councils elect or appoint principal members enables councils to do what is best for their community. These decisions are made based on a deep understanding of their communities and represents a core component of self-determination so that governance processes can accommodate cultural implications or sensitivities in decision-making. The Territory Government can be quoted in multiple sources (recently in Hansard, describing the Government's approach to the local government amendments on 22 May 2025) as avoiding a one-size-fits-all model; 'recognising that one model does not fit all and that small community-led councils can better serve unique local needs' – removing the existing flexibility runs contrary to this and restricts councils unnecessarily.

The Discussion Paper makes a brief comment about how the proposed amendments may act to reduce conflicts between elected members – this throwaway comment that is not supported by any context unnecessarily raises negative implications about elected members. If this statement is alluding to issues of Code of Conduct, this should be dealt with as part of the Code of Conduct framework review which has been repeatedly requested by LGANT.

Discussion Paper – Part C

Proposed Code of Conduct Framework

LGANT is supportive of work progressing to address our repeated calls to reform the existing code of conduct framework but is critical of the extensive delays and the impact these have had on the reputation of the sector and the psychopathy of elected members and staff both in councils and LGANT.

As part of this work, Schedule 1 of the Act (Code of Conduct) must be reviewed and updated to reflect best practice. The manner in which the framework is proposed to the sector is appreciated – providing options and multiple levers for consideration and referring to the recommendations from the Management Consulting Alliance (MCA) 'Review of the Code of Conduct Framework' provides a strong basis.

It is important to highlight Recommendation 3 of the MCA review: 'Recognise the Department of Housing, Local Government and Community Development Unit (DHLGCD) as the support agency for the code of conduct system. It supports our view that DHLGCD, as the regulator, must regulate and this includes by being the 'single point of contact for code of conduct advice' (Recommendation 4), and adequately resourcing the Framework across its lifecycle. As the support agency, the Department should also be proactively supporting councils (e.g. prevention) as opposed to focusing almost entirely on an intervention approach. For example, the Local Government Association of Tasmania recently launched the 'Lift the Tone' campaign to address increasing instances of abuse towards elected members by the public, as well as internally amongst elected members. The campaign involves a pledge to maintain respectful dialogue, be inclusive, and stand up against abuse. The campaign was supported by the Tasmanian Minister for Local Government who engaged in media and signed a physical pledge to demonstrate his commitment to a positive culture within the sector and towards elected members.

In LGANT's most recent letter to the Minister for Housing, Local Government and Community Development on the Code of Conduct Framework (13 January 2025) we repeated our request to the government to review the framework which was a key election ask that was initially sent to the Minister on 30 July 2024, and further discussed on 19 December 2024 with the Minister (building on earlier requests to the previous Territory Government from as far back as July 2023). On all of those occasions we stressed the importance of prioritising these changes, particularly in light of the upcoming local government elections to be held on August 2025. We asked for increased funding for elected member governance training; and increasing funding for the NT Government's Local Government Unit to enable proactive compliance support and timely responses to misconduct complaints. We will repeat those again here and hope to see a final Code of Conduct Framework that is resourced as per our asks.

We would like to highlight the high risk of further psychosocial hazards faced by elected members, council and LGANT staff if this framework is not delivered, wholly or partially, ahead of the 2025 local government elections. The Department must take responsibility and act to eliminate or minimise those risks so far as is reasonably practicable. Inaction will lead to further increases in code of conduct complaints, vexatious and time-consuming complaints, and act as a deterrent to Territorians who may be considering nominating for the upcoming elections.

LGANT recommendation:

- Schedule 1 of the Act (Code of Conduct) must be reviewed and updated to reflect best practice and integration with relevant bodies such as the Independent Commission Against Corruption (ICAC).

1.1 Raising awareness of Councillor roles and responsibilities

As noted in the Discussion Paper, a lack of candidates nominating for election has been a consistent issue in the Northern Territory, in part due to the limited awareness of the roles of local government councils and in part due to the low population in some local government areas eg. less than 200 voters in the Belyuen Community Government Council area.

The lack of candidate nominees is a threat to the democratic structure of local government councils. In the 2021 local government elections only 303 nominations were received for 159 vacancies, 13 wards were uncontested and there were 2 failed elections. It is vital that an effective solution is implemented to ensure that voters have the option to elect council representatives from a number of high-quality candidates.

LGANT position:

- **Supportive of:**
 - **The MCA report recommendation 6 including the development of targeted activities to attract suitable candidates to stand as councillors at council elections.**
 - **The promotion of a culture of collective leadership within councils.**
 - **A consistent approach to explaining the expectations of the Code of Conduct within orientation and induction processes and ensuring the signed agreement of every elected member to adhere to the Code.**
 - **The Department supporting councils to engage with potential candidates and further developing tools and resources.**
 - **A new provision in the Act requiring candidates complete pre-nomination training as in other jurisdictions (eg. Victoria and Queensland).**
 - **Rolling out the changes prior to the 2025 Local Government Elections**

The development of candidate pre-nomination training will need to be tailored to NT audiences and does not create a barrier to increasing candidate nominations.

1.2 Councillor induction, professional development training and commitment to the Code;

LGANT position:

- **Supportive of:**
 - **A consistent approach to induction, orientation and training across the sector to set clear expectations and improve councillor conduct over their full term.**
 - **Professional development training that emphasises the need for councillors to work together in the interests of the whole council area to be held early in the first term.**
 - **The provision for regional councils to be adequately resourced to off-set the significant additional costs they face to provide training for their members.**
The provision by the Department of a structured face-to-face orientation program to each council to enable elected members to develop working relationships outside the formality of a council meeting.

- **Not supportive of any form of fee for service for the delivery of mandated training.**

The delivery of mandated training is the responsibility of the regulator. If local government councils are expected to contribute to training costs, then the financial sustainability of councils needs to be reviewed, as without increased funding a requirement to pay for mandatory training will take funds way from the broader services councils provide to their communities.

LGANT recommendations:

- LGANT supports face-to-face group training as the method of delivery for the mandated foundational training in the Act. Face-to-face training should be supported by printed learner guides to allow for differences in learning styles and to enable independent study or later review of training materials.
- Amending section 45(3) of the Act to state that a member of a council must complete mandatory foundational training within 6 months of each general election and other training as required. It is beyond belief that under the current legislation a council is able to operate for a full year without completing any training, including code of conduct training. How are elected members, who may not be from business backgrounds, be expected to fully understand their roles and responsibilities; the code of conduct; conflicts of interest; decision making and meeting procedures; and council finances without training? It has been well documented that the lack of training is a major contributing factor in code of conduct issues and the failure of councils.
- Participation by all elected members in the mandatory training even if they have been elected members previously. Their presence enforces the culture of collective leadership.
- Adding provisions into the Act for consequences for elected members who fail to complete training (in line with other jurisdictions, such as Western Australia, South Australia and Victoria).
- Delivery of mandatory and other training by the Department be standardised by either the Department or a contracted trainer. Currently, the Department designed mandatory training can be delivered by a Department staff member (who may or may not be a qualified trainer), or the training resources can be download and delivered by anyone from the council (again who may or may not be a qualified trainer). This leads to inconsistency in the training received by elected members.
- The introduction of mandated refresher code of conduct training. Currently code of conduct training is delivered within the first 12 months of the four-year term of a council, usually at the same time as the other five training modules. This requires elected members to process and retain a significant amount of information usually within two days of intensive training and then no further training is required during the remainder of the four-year term. To minimize code of conduct issues, by ensuring that knowledge is refreshed and retained, refresher code of conduct training should be designed and mandated for completion annually.
- The introduction of individual post training competency checks. The current 5 question verbal group quiz at the end of a training PowerPoint presentation is not a valid or reliable competency check, particularly for the mandatory foundational training.
- Signed training records must be kept by the Department for each individual participant as evidence that the mandatory training has been completed, that they agree to complete mandatory annual code of conduct refresher training and agree to conduct themselves in

accordance with the Code of Conduct. Currently, when training is delivered by Department staff it is recorded as a group session delivered to XX council. No attendance list of individual attendees is kept and no signatures of acknowledgement of training are gathered. If the training is delivered by someone from the council, there is no requirement to provide evidence of training delivery to the Department.

- Update the mandatory foundational training delivered by the Department before the 2025 local government elections. The current training was designed in 2021 and last updated in 2022; the training has not been updated post the release of the Barkly Investigation Report (which identified 31 instances where lack of training was identified as a contributing factor to misconduct by elected members and council staff), nor the MCA report, nor the February 2025 Coomalie Community Government Council Investigation Report (in which several of the findings refer to the lack of understanding by elected members). It has been well documented in these reports that the training for elected members is severely lacking and contributes to the failure of council, and yet no improvements have been made to the available training. There needs to be a distinction between orientation and induction training for councils, as there is with the internal NT Government training. Orientation should be standardised training delivered by the Department, while induction training is specific to and delivered by each council.
- The orientation sessions should include provision of a checklist developed by the Department in partnership with the sector, detailing the exact policies (including the media policy) that are required to be adopted at the first meeting.

LGANT position:

- **Not supportive of any form of fee for service for the delivery of mandated training.**

The delivery of mandated training is the responsibility of the regulator. If local government councils are expected to contribute to training costs, then the financial sustainability of councils needs to be reviewed, as without increased funding a requirement to pay for mandatory training will take funds way from the broader services councils provide to their communities.

1.3 Required training for the Chair and Deputy Chair

LGANT position:

- **Supportive of mandatory training for the Chair and the Deputy Chair.**

LGANT recommendations:

- Standardised and mandatory training for the Chair and Deputy Chair be developed by the Department to ensure that all Chairs and Deputy Chairs across all councils receive the same information.
- The training be delivered by a qualified Department trainer, or an agreed contractor. While there needs to be provision to allow adaption of the delivery of the training to the varied contexts of different councils, the content needs to be standardised. The suggestion in the discussion paper to allow “councils to identify other ways to achieve the same outcome” places the onus of delivering effective mandated training on to councils when this responsibility should sit with the Department as the regulator.

- All elected members complete the Deputy Chair training. This would provide for councils that include rotating Deputy Chairs. It would also be beneficial as it would allow all elected members to fully understand the role of the Chair and the Deputy Chair which would provide a greater understanding of the requirement for those in these roles to apply behaviour management skills during meetings and therefore there is likely to be less friction when this occurs leading to a reduction in code of conduct issues.
- The training include the role of the Deputy Chair and the process for appointing a Deputy, including if the Deputy will be a rotating position.
- The training include basic media training.

1.4 Council Governance Checks

LGANT position:

- **LGANT is supportive of the proposed mandatory governance checks as part of a broader suite of education and support resources.**

LGANT recommendations:

- Council Governance Checks must be supported by guidance material that is prepared by the Department in collaboration with the local government sector. Assessment criteria must be clearly identified.
- Council Governance Checks must be risk-based and a self-assessment carried out a minimum of twice yearly. Where a self-assessment identifies any negative indicators, the process progresses to an identified next step (i.e. a tiered approach).

LGANT recognises that governance checks can represent an opportunity for continuous improvement and development, particularly where the Department provides support from drafting the guidance material to conducting governance checks in partnership with councils. This may be supported by the Governance 'Controller' which is discussed further at 1.7.1 where the objective of the role is to provide support and strengthen governance capability at the invitation of the council. This would enable greater Department understanding of the risks and issues present in the sector, as well as identifying positive examples of best practice that can feed into an evolving framework that is supported by contemporary learning and development requirements and opportunities.

Considering examples in other jurisdictions, governance checks are not exclusively geared toward identifying code of conduct issues –they may consider a range of factors as part of a standard governance framework including a council's performance against professional development commitments, complaints handling, and policies and procedures. Ensuring that the standard mechanisms are in place should be the initial starting point to ensuring that a healthy governance framework is in place and fit for purpose. This level of governance check is appropriate to be undertaken as an initial self-assessment, and if any requirements are not met and not rectified by that council in a reasonable time, that should then trigger further compliance mechanisms.

1.5 Early intervention – Standing Council Governance and Code Committee

LGANT position:

- **Not supportive. Issues are better addressed through training of Chairs/Deputy Chairs; triaging by an Independent Assessor holding appropriate powers, and the ability to escalate to a Code of Conduct if the need arises**

LGANT considers the proposed Standing Council Governance and Code Committee duplicative of the role of the council panel as set out in Part 7.4, Division 2, Subdivision 1 of the Act. This enables a council panel to decide a complaint and to recommend certain rectification measures (or not). The establishment of such a committee merely introduces an independent third party as the Chair of a group otherwise made up of council employees. While councils have and will continue to handle issues internally to an extent, councils should not be relied on to investigate themselves and are not qualified to decide on councillor behaviour – and a number have chosen not to do this and instead refer complaints to the Code of Conduct Panel.

There is an opportunity for bias where councillors are placed in such a decision-making capacity, compounded by the pressure to maintain healthy workplace relations and to carry on business as usual in councils that are already dealing with resourcing issues.

The establishment of this Committee does not address an existing gap in the Code of Conduct framework given existing mechanisms enabled by the Act (as highlighted above) and therefore should not be a priority as part of this current review.

1.6 Independent Assessor

LGANT position:

- **Supportive of an Independent Assessor at a particular stage of conflict resolution, with the assessor requiring a particular set of skills and qualifications, however, reservations around the extent of powers.**

LGANT recommendations:

- The prescribed corporation must not be tasked with the responsibility of the Independent Assessor.
- The panel of independent assessors be appropriately skilled (in workplace/industrial relations law, for example) and qualified to conduct investigations, carry out governance examinations and be well-versed in local government to the extent that they can make recommendations for improvements to policies and procedures, learning and development, and appropriately empowered by legislation to make decisions.
- Given the size of the Territory, a shared services or mutual recognition model with another jurisdiction where an 'integrity agency' already exists to perform this function, for example Victoria's Local Government Inspectorate, or Queensland's Office of the Independent Assessor, should be considered. This approach would also ensure less conflicts and unconscious biases.
- The legislation be clear that complainants cannot 'skip' the Independent Assessor and go straight to the Code of Conduct Panel.
- The Department be responsible for ensuring enforcement of any decisions/recommendations made by the Assessor.

LGANT is supportive of the establishment of the role of Independent Assessor who can be appointed at a certain phase of conflict resolution and selected from a department-endorsed panel.

The role of the Independent Assessor should come in to play when there is a complaint that has not been able to be resolved internally, or where it is decided that it cannot be resolved internally due to the particulars of the complaint. These trigger points should be identified collaboratively with the sector before the legislation is finalised and form part of the Code of Conduct Framework enabling councils to navigate the conflict resolution process and have a clear understanding of their responsibilities.

The powers of the Independent Assessor will be discussed at 1.7.1.

1.7 Escalation to Code of Conduct Panel

LGANT position:

- **Supportive of the Code of Conduct Panel as skilled/qualified independent individuals.**

LGANT recommendations:

- The prescribed corporation not be tasked with responsibility of managing/coordinating the Code of Conduct Panel.
- Consider a shared services or mutual recognition model with another jurisdiction where there is an established code of conduct panel, for example Victoria's independent Councillor Conduct Panel.
- The Department be responsible for ensuring enforcement or any decisions/recommendations made by the Panel.

LGANT is supportive of the Code of Conduct Panel structure proposed, whereby the panel is made up of independent members who are appointed by the Department based on their expertise with the subject matter of the complaint.

The panel should be completely independent of the council and be appropriately empowered to hand down decisions to council and dismiss vexatious complaints, while making recommendations to the Minister for suspension, or referring to ICAC or police where appropriate.

1.7.1. Code of Conduct Panel Findings Implemented

LGANT position:

- **Supportive of sanctions and the creation of offences, infringements to deter breaches.**

LGANT recommendations:

- Remove reference to the Standing Council Governance and Code Committee from the Code of Conduct Framework.
- Add a fourth column to the 'escalation in available sanctions' table (page 18) to show what the Minister's powers are (eg. suspension of individual only after a recommendation from the code of conduct panel).
- Remove from available sanctions the power to withhold allowance. It is common industrial relations practice, and consistent with Fair Work principles, that suspension of pay can only occur after a full investigation has occurred. We highlighted this in our response to Tranche 1 amendments in March as part of our commentary on Clause 28 – Official management of councils, and we take the opportunity to repeat that recommendation here. Withholding

allowance should only be available to the Minister upon recommendation, following an investigation.

LGANT is supportive of clear sanctions as part of a tiered process of conflict resolution, including the introduction of new offences and associated infringements as deterrence measures.

In reference to the table provided in Discussion Paper C, page 18, our responses are as follows:

Standing Governance and Code Committee (SGCC) – this is not a supported intervention mechanism.

Governance Controller:

- Referring to the 'Governance Controller' Fact Sheet which provides context to the two brief mentions of the role in Discussion Paper C, LGANT considers it to be a key responsibility of the Department to provide the early support tools (such as the council governance check) described, part of which is to strengthen governance capability. The Local Government Unit is self-described as assisting and supporting councils in the NT to meet their compliance, reporting and administration requirements; and providing a range of resources to elected members including decision-making and meeting procedures.
- If the Department deems it necessary to outsource governance support, this should be done at the expense of the Department, only at the request of the council when requesting support by the Local Government Unit.
- The Department should consider changing the title of the role, given that its powers are to observe, report, advise and recommend. Also, consider the association that may be made with the Financial Controller who is appointed as a result of inappropriate management of financial responsibilities and non-compliance with the Act and the implications that may be drawn by a council bringing in a role titled 'Governance Controller'.
- LGANT have repeatedly highlighted the risks of making mention of a Governance Controller in Discussion Paper C without any further detail outside of subsequently providing a Fact Sheet on the Have Your Say website. The Discussion Paper Foreword also makes no mention of supplementary information or fact sheets that must be considered by stakeholders in responding – identifying only the three parts provided in Discussion Papers A – C as forming part of the focused consultation process. There is a high risk that stakeholders will not be in a position to provide informed feedback.

Independent Assessor:

- The powers to remove a position; declare ineligibility; suspension; disqualification from running from council are not appropriate to be held by an Independent Assessor. The role of the Independent Assessor is to triage complaints and determine if they can be dealt with at this stage, referred back to council for internal resolution, or if there is a need to escalate to the Code of Conduct Panel.

Code of Conduct Panel:

- The sanctions proposed to be available to the Code of Conduct Panel are generally appropriate other than the appointment of a Governance Controller as noted above.

1.8 Resourcing and Costs

LGANT position:

- **NTG resource the Code of Conduct Framework appropriately.**
- **Supportive of penalties for vexatious complaints.**

LGANT recommendation:

- The Department consider a shared services or mutual recognition model as recommended throughout our submission (as supported by a cost benefit analysis), whereby other jurisdictions are better resourced and already deliver many of the services/measures that are recommended here by the Department.
- Adequate resourcing be allocated to meet statutory timeframes.

LGANT supports the NTG funding the Code of Conduct Framework with new funding and not ask DHLGCD to fund from within.

If considerable resources are invested into the prevention part of the spectrum, less resources should be required for intervention.

1.9 Elected Mayors

Refer to response to proposed amendments to sections 60-62 above.

1.10 Media Policy

LGANT position:

- **Supportive of Department developing a media policy (including social media) template that can be tailored by each council and must be endorsed by each new council.**
- **Supportive of this policy being mandatory for councils and section 365 be amended accordingly.**

LGANT is supportive of the Department providing a template media and social media policy to councils (noting that most councils already have a media policy) that provides guidance around approved spokesperson.

For context, a majority of code of conduct breaches, and the most serious code of conduct breaches during 2023-24 involved social media conduct via social media posts and external communications. For the most part, code of conduct breaches occurred outside of council meetings and where they were taking place during council meetings, they involved interpersonal dynamics between councillors and were eventually dismissed.

LGANT recommendations:

- The policy identify the single spokesperson but include a process for approving alternate spokespeople and under what circumstances, how that approval is come by, and how messaging is approved.
- The media policy be endorsed by each new council and revisited as part of broader refresher training.

The Department must recognise however, that elected members are entitled to sharing their personal views and the mode by which this is done (or conversely, how council views are communicated) should be explicit in the media policy. Taking on the role of elected member cannot preclude a person from freedom of expression but there must be clear parameters embedded as part of training.

1.11 Eligibility/Disqualification

LGANT position:

- **Supportive however eligibility and disqualification need to be considered separately as part of the Code of Conduct Framework. Eligibility is an NTEC consideration under their legislation. Disqualification to be considered as part of 1.7.1.**

LGANT proposes that eligibility and disqualification as sanctions be explored in detail as part of the proposed available sanctions at 1.7.1. All of the options proposed (i.e. serious misconduct or repeated breaches, and criminal findings aligned with thresholds) should trigger consideration of the disqualification and subsequent eligibility (to run again) consideration by the Code Panel in a recommendation to the Minister. The Minister may then consider a length of time for which the elected member is ineligible to run for re-election, if at all eg. the remainder of the term from which they're currently disqualified, and the full term of the subsequent council. This approach provides a meaningful period away from office, allowing time for reflection on the conduct that led to disqualification and encouraging a more considered approach should they seek re-election in the future.

Eligibility to run outside any misconduct findings, is not a matter for the Code of Conduct Framework so we recommend that this is inappropriate to be considered here. Further, eligibility is a consideration as part of NTEC authorising legislation. However, if the Minister deems an elected member ineligible to run, then there needs to be a mechanism in place to inform NTEC.

LGANT supports the consideration of the cultural context, and input from community, as part of a decision to disqualify (as this should occur as part of any consideration to disqualify equally among elected members as part of a full investigation) however it is important that where the breaching conduct involves physical or verbal violence, threats of violence or other criminal findings, there must be a single standard for all elected members. Violence should not be tolerated in any context.

LGANT recommendation:

- Nomination forms for local government elections at Section 8 'Candidate declaration of eligibility' should include 'have not been declared ineligible for a period of time during which this election occurs as a result of a breach of the Local Government Code of Conduct'. Make any subsequent amendments to the Act to give effect to this.

1.12 Defining Levels of Complaints

LGANT position:

- **Supportive of the development of a standard scale of complaints based on trigger points/thresholds/criteria.**

LGANT is supportive of a standard model to be applied across Territory councils, with an initial classification to be made for use by the Independent Assessor whose primary objective is to triage complaints that have been escalated by councils.

Once a complaint has been referred externally by the council, the complaint is then classified (recommend the term 'categorise' as classified has dual meanings). The trigger points should include referral directly to the Code of Conduct Panel by the Independent Assessor without extensive investigation where a matter is serious/grievous (to be defined by the criteria). It is not in the best interests of either the councils, aggrieved parties, communities or the NT Government for conflict resolution processes to be protracted through a step-by-step process unnecessarily.

The standard scale of complaints must also outline the right of reply, and include points for possible referral to NTCAT, ICAC, or the police.

Additional amendments

In addition to the amendments proposed in Discussion Papers A – C, LGANT recommends that the Department consider the following additional amendments as part of its objective to strengthen the overall framework:

- Regulation 38: Quotations and tenders not required in certain circumstances - Add public art procurement to the list of possible exemptions. The tender process does not reflect best practice for the procurement of public art.
- Section 35: Municipal, regional or shire plans - Change the public consultation period to 7 days or consider removing the requirement for public consultation following an evaluation by the Department of the number of written submissions received. The current 21-day requirement places considerable pressure on council staff with respect to budgeting.
- Section 47: Disqualification - Define of principal place of residence.
- Section 90: Nature and timing of council meetings - Define 'conclusion'.
- Section 114: Conflict of interest - Amend to include 'direct interest means an interest, *financial or otherwise*, that occurs when a member is likely to be directly affected if the matter is decided in a particular way'.
- Section 165: CEO - Amend the requirement for the CEO to notify all members of the council of leave arrangements. Notification should be required to the Principal Member.
- Sections 211-213: Audits - Consider Department coordination and resourcing of audits to ensure consistency, and the standard and rigour required is met, as well as providing the Department greater insight into issues and trends. For example, the Audit Office of the NSW conducts financial and performance audits of local government entities in NSW.
- Division 5: Sales of land – Clarify if land trust land be sold to recover unpaid rates by the occupier or if land used for commercial purposes.
- Section 271: Care, control and management of roads - Amend to remove ambiguity and public liability concerns of roads.
- Section 291: Content of annual report - Amend to include the requirement of reporting on FTE as part of annual report.

Conclusion

We thank the Department for engaging with LGANT and its members as much as it was possible to do throughout a limited consultation process, and we hope to work closer together in future to refine policy options.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 July 2025

Agenda Reference:	8.10
Title:	Infrastructure NT Capacity Report
Author:	Clem Beard, Project Manager

SUMMARY

This report provides Council with an update on the Infrastructure NT Capacity Report.

RECOMMENDATION

THAT COUNCIL receive and note the report titled *Infrastructure NT Capacity Report*.

BACKGROUND

The Project Manager will address the meeting further.

STATUTORY ENVIRONMENT

Nil.

FINANCIAL IMPLICATIONS

Nil

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. Infrastructure NT Capacity Report [8.10.1 - 6 pages]

Plan_Pipeline	Projects	Published_Investment	Timeframe	FY_Start	2024	2025	2026	Outer_Years	AG	NTG	LG
F	Kalkarindji oval lighting	1,400,000	1 Funded 2025	2023	1,400,000	-		-	0	100	0
P	Gunbalanya reseal internal roads	3,000,000	5 Plan 0-10	2023	-	-		-	100	0	0
F	Gunbalanya football oval lights	1,600,000	1 Funded 2025	2024	-	1,500,000		-	0	50	50
F	Maningrida Top Camp Road reconstructions	850,000	1 Funded 2025	2024	-	850,000		-	0	66	34
P	Gunbalanya council staff accommodation and asbestos remediation	10,000,000	5 Plan 0-10	2023	-	-		-	0	0	100
P	Jabiru waste transfer station	7,000,000	4 Plan 0-5	2026	-	-		-	0	0	100
P	Maningrida waste transfer station	9,000,000	4 Plan 0-5	2026	-	-		-	0	0	100
P	Warruwi waste transfer station	9,000,000	4 Plan 0-5	2026	-	-		-	50	0	50
P	Minjilang waste transfer station	9,000,000	7 Plan 5-10	2027	-	-		-	0	0	100
P	Gunbalanya waste transfer station	8,000,000	4 Plan 0-5	2026	-	-		-	50	50	0
P	Jabiru new grandstand at Brockman Football Oval	1,750,000	4 Plan 0-5	2026	-	-		-	0	0	100
P	Maningrida Football Oval new grandstand	3,600,000	4 Plan 0-5	2026	-	-		-	50	50	0
P	Jabiru upgrade pool/gym facilities	500,000	4 Plan 0-5	2026	-	-		-	0	0	100
P	Maningrida council staff accommodation	2,000,000	4 Plan 0-5	2026	-	-		-	0	0	100
P	Maningrida reseal internal roads	4,000,000	5 Plan 0-10	2023	-	-		-	0	0	100
P	Minjilang reseal internal roads	3,000,000	7 Plan 5-10	2028	-	-		-	0	0	100
P	Warruwi reseal internal roads	2,100,000	5 Plan 0-10	2024	-	-		-	50	0	50
P	Warruwi council amenities	500,000	4 Plan 0-5	2026	-	-		-	0	0	100

P	Maningrida swimming splash pool shade	1,000,000	4 Plan 0-5	2026	-	-	-	0	0	100
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WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

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

RECOMMENDATION

That the Chairperson invites questions with or without notice from Elected Members.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

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

SUMMARY

Pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

LEGISLATION AND POLICY

Section 99(2) of the *Local Government Act 2019*

Regulations 51 and 52 of the *Local Government (Administration) Regulations 2021*

RECOMMENDATION

That pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 52 of the *Local Government (General) Regulations 2021* the meeting be closed to the public at {time} to consider the Confidential items of the Agenda.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 29 JULY 2025

EXCLUSION OF THE PUBLIC

The information in this section of the agenda is classed as confidential under section 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (Administration) Regulations 2021*.

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

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference:	11.2
Title:	Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
Author:	Clem Beard, Project Manager

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	11.3
Title:	Tender Evaluation - Supply of Two Toyota Hiace Bus SLWB 2.8LTR
Author:	Kylie Gregson, Manager Technical Services

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	11.4
Title:	Tender Evaluation - Supply and Install Commuter 4WD Conversion to Two Toyota Hiace Buses
Author:	Kylie Gregson, Manager Technical Services

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Agenda Reference:	11.5
Title:	Revised 2025/26 Budget and Organisational Structure
Author:	Katharine Murray, Chief Executive Officer

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

Agenda Reference:	11.6
Title:	Management and Write Off of Debts
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(b). It contains information about the personal circumstances of a resident or ratepayer.

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.

Agenda Reference:	11.7
Title:	Local Government Funding Levels Fifth Update
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

12 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC
WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING TUESDAY 29 JULY 2025

RE-ADMITTANCE OF THE PUBLIC

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

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

13 NEXT MEETING

14 MEETING DECLARED CLOSED