

Minutes of the West Arnhem Regional Council Ordinary Council Meeting
Tuesday, 29 July 2025 at 12:00 pm
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Mayor Woods declared the meeting open at 12:04pm, 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	Otto Dann (via teams)
Councillor	Donna Nadjamerrek (via teams – 29 July 2025 only)
Councillor	Jacqueline Phillips (via teams)
Councillor	Steven Nabalmarda
Councillor	Monica Wilton (via teams – 30 July 2025 only)

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director Community and Council Services	Fiona Ainsworth (via teams)
Director Finance	Jocelyn Nathanael-Walters
Manager Technical Services	Kylie Gregson
Project Manager	Clem Beard (via teams)
Governance Advisor	Debbie Branson
Communications and Public Relations Coordinator	Heidi Walton

GUESTS Nil.

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.

OCM184/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Cr Steven Nabalmarda

THAT COUNCIL:

1. Notes the apology received from Crs Nawirridj, Marrawal, Wilton and Namanurki; and
2. Determines Crs Nawirridj, Marrawal, Wilton and Namanurki are absent with permission of the Council.

CARRIED

Noting Cr Wilton was in attendance on Thursday, 30 July 2025.

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.

OCM185/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Ralph Blyth

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 29 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 Council considered a report on Disclosure of Interest of Members or Staff.

Mayor James Woods declared 'an indirect interest due to conflicting duties' in Item 7.2 Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy and Motor Vehicle Use (Mayor) Policy.

Mayor James Woods declared 'a direct interest' in Item 7.3 Elected Member Clothing Claim.

OCM186/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Cr Mickitja Onus

THAT COUNCIL received the Mayor's declaration of interest for Item and Item 7.2 and Item 7.3 for the Ordinary Council meeting held on 29 July 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

The Council considered a report on Confirmation of Ordinary Council Meeting Minutes.

OCM187/2025 RESOLVED:
On the motion of Cr Ralph Blyth
Seconded Mayor James Woods

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.

CARRIED

Order of Business

Item 7.4 – Local Authority Appointments was brought forward for discussion.

7 ACTION REPORTS

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

The Council considered a report on Local Authority Appointments, Resignations and Terminations Policy.

Cr Otto left the meeting at 12:14pm. The meeting was adjourned and reconvened when Cr Phillips joined the meeting at 1:08pm.

OCM188 /2025 RESOLVED:
On the motion of Cr Ralph Blyth
Seconded Deputy Mayor Elizabeth Williams

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;
3. Will dissolve all Local Authorities prior to Caretaker Period for the purpose of re-elections; and
4. Will include an attendance table for Local Authorities within the Annual Report.

CARRIED

8 RECEIVE AND NOTE REPORTS

Order of Business

Item 8.8 – Financial Report for the period ended 30 June 2025 was brought forward for consideration.

Agenda Reference:	8.8
Title:	Financial Report for the period ended 30 June 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

The Council considered a report on Financial Report for the period ended 30 June 2025.

Cr Blyth left the meeting at 1:37pm. The meeting was adjourned at 1:39pm and reconvened at 1:51pm with Cr Blyth in attendance.

OCM189/2025 RESOLVED:
On the motion of Cr Ralph Blyth
Seconded Mayor James Woods

THAT Council:

1. Receive and note the Financial Report for the period ended 30 June 2025;
2. Approve the extra NT Operational Subsidy received for 2024-25 of \$54,989 be moved to the Election Reserve;
3. If there are sufficient funds at the end of 2024-25, approve up to \$300,000 of surplus funds be moved to the Insurance Reserve; and
4. If there are sufficient funds at the end of 2024-25 after the Insurance Reserve transfer, approve up to \$150,000 of surplus funds be move to the Capital Reserve.

CARRIED

Order of Business

The following items were brought forward for consideration:

- Item 11.3 – Tender Evaluation – Supply of Two Toyota Hiace Bus SLWB 2.8LTR
- Item 11.4 Tender Evaluation – Supply and Install Commuter 4WD Conversion to Two Toyota Hiace Buses
- Item 11.5 – Revised 2025/26 Budget and Organisational Structure
- Item 11.6 – Management and Write Off of Debts

10 PROCEDURAL MOTIONS

Agenda Reference:	10.1
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.

OCM190/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Ralph Blyth

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 2:08pm to consider the Confidential items of the Agenda.

CARRIED

Agenda Reference:	11.3
Title:	Tender Evaluation - Supply of Two Toyota Hiace Bus Super Long Wheel-Base
Author:	Kylie Gregson, Manager Technical Services

The Council considered a report on Tender Evaluation - Supply of Two Toyota Hiace Bus Super Long Wheel-Base.

OCM191/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Deputy Mayor Elizabeth Williams

THAT COUNCIL:

1. Receive and note the report titled *Tender Evaluation - Supply of Two Toyota Hiace Bus Super Long Wheel-Base*; and
2. Approve the awarding of the Supply of Two Toyota Hiace Bus SLWB 2.8L to Katherine Toyota at a price of \$153,254.50 Inc GST.

CARRIED

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 Council considered a report on Tender Evaluation - Supply and Install Commuter 4WD Conversion to Two Toyota Hiace Buses.

OCM192/2025 RESOLVED:
On the motion of Cr Ralph Blyth
Seconded Mayor James Woods

THAT COUNCIL:

1. Receive and note the report titled *Tender Evaluation - Supply and Install Commuter 4WD Conversion to Two Toyota Hiace Buses*; and
2. Approve the awarding of the Supply and Install Commuter 4WD Conversion to two (2) Toyota Hiace Buses SLWB 2.8L to Vehicle Solutions NT at a price of \$153,648.00 inc GST.

CARRIED

Agenda Reference:	11.5
Title:	Revised 2025/26 Budget and Organisational Structure
Author:	Katharine Murray, Chief Executive Officer

The Council considered a report on Revised 2025/26 Budget and Organisational Structure.

Cr Steven Nabalmarda left the meeting at 2:38pm and returned at 2.43pm.

OCM193/2025 RESOLVED:
On the motion of Cr Jacqueline Phillips
Seconded Cr Donna Nadjamerrek

THAT COUNCIL:

1. Receive and note the report titled *Revised 2025/26 Budget and Organisational Structure*; and
2. Approve the revised Council Budget to reflect the proposed Organisational Structure chart containing a third full-time Director position.

CARRIED

Agenda Reference:	11.6
Title:	Management and Write Off of Debts
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Council considered a report on Management and Write Off of Debts.

OCM194/2025 RESOLVED:

On the motion of Cr Ralph Blyth

Seconded Mayor James Woods

THAT COUNCIL:

1. Receive and note the report titled Management and Write Off of Debts;
2. Receive and not the Chief Executive Officer's written Write-Off of Debt Certificate;
3. Approve the write-off of debts identified in the report to the total value of \$6,418; and
4. Approve the write-off of old Community Services debts, unable to be recouped by client NDIS Plan funding, as identified in the report to the total value of \$19,468.

CARRIED

12 RE-ADMITTANCE OF THE PUBLIC

Agenda Reference:	12.1
Title:	Re-admittance of the Public
Author:	Debbie Branson, Governance Advisor

OCM195/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Ralph Blyth

THAT COUNCIL open the meeting to the public at 3:02pm after the discussion of confidential items.

CARRIED

Cr Donna Nadjamerrek left the meeting at 3:02pm.

Chairperson James Woods adjourned the meeting at 3:02pm.

Chairperson James Wood reconvened the meeting at 10:05am.

Cr Monica Wilton joined the meeting at 10:05am.

3 APOLOGIES AND ABSENCES (Continued)

Agenda Reference:	3.2
Title:	Apologies, Leave of Absence and Absent Without Notice
Author:	Debbie Branson, Governance Advisor

OCM196/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Cr Steven Nabalmarda

THAT COUNCIL:

1. Notes the apology received from Cr Donna Nadjamerrek for Wednesday 30 July 2025; and
2. Determines Cr Donna Nadjamerrek is absent with permission of the Council.

CARRIED

Order of Business

Item 7.2 – Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy and Motor Vehicle Use (Mayor) Policy was brought forward for consideration.

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

The Council considered a report on Reasonable Expenses and Benefits for Council, Local Authority and Council Committee Members Policy and Motor Vehicle Use (Mayor) Policy.

OCM197/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Jacqueline Phillips

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*;
2. Approve the Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Policy, amending the following:
 2. Accommodation booking – *wherever possible have the accommodation available at the time the member arrives at their destination and the location of the accommodation to be close to the event being attended.*
 - 15.2 Mayor to be supplied with an office – *at the Council's Jabiru headquarters and, if the Mayor is not a member of the Kakadu Ward, wherever possible an office in their Ward;*
 - Consultation - staff to liaise with the Council Member in regard to convenience of travel;
 - 15.4 Mayor's Vehicle – remove restricted use; and
3. Approve the Motor Vehicle Use (Mayor) Policy.

CARRIED

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

The Council considered a report on Elected Member Clothing Claim.

Mayor James Woods declared a direct interest in this item and was prepared to leave the meeting for Council to consider this item. However, without the Mayor there would have been no quorum therefore the item was deferred.

OCM198/2025 RESOLVED:

On the motion of Cr Ralph Blyth

Seconded Cr Mickitja Onus

THAT COUNCIL defer the item.

CARRIED

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

The Council considered a report on Human Resources Management Policy.

OCM199/2025 RESOLVED:

On the motion of Cr Ralph Blyth
Seconded Mayor James Woods

THAT COUNCIL:

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES (Continued)

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

The Council considered a report on Local Authority Meeting Minutes.

OCM200/2025 RESOLVED:

On the motion of Mayor James Woods
Seconded Cr Steven Nabalmarda

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
Waruwi	15 July 2025	Yes	14 October 2025
Gunbalanya	16 July 2025	Yes	15 October 2025
Minjilang	17 July 2025	Yes	16 October 2025

Noting an amendment to Item 9.2 in the Gunbalanya minutes for the \$200 to be funded by Council rather than the Local Authority.

CARRIED

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

The Council considered a report on Kakadu Ward Advisory Committee Minutes.

OCM201/2025 RESOLVED:

On the motion of Cr Ralph Blyth

Seconded Deputy Mayor Elizabeth Williams

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

CARRIED

7 ACTION REPORTS

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

The Council considered a report on Review of Action Items.

Deputy Mayor Elizabeth Williams left the meeting at 10:37am and returned at 10:39am.

OCM202/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Monica Wilton

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, excluding the Jabiru Bombers request.

CARRIED

8 RECEIVE AND NOTE REPORTS (Continued)

Agenda Reference:	8.1
Title:	Incoming and Outgoing Correspondence
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Incoming and Outgoing Correspondence.

OCM203/2025 RESOLVED:

On the motion of Cr Jacqueline Phillips

Seconded Cr Monica Wilton

THAT COUNCIL receive and note the items of incoming and outgoing correspondence.

CARRIED

Agenda Reference:	8.2
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.

OCM204/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Cr Micketja Onus

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

CARRIED

Agenda Reference:	8.3
Title:	Meetings and Events attended by the CEO
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

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

OCM205/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Mayor James Woods

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

CARRIED

Agenda Reference:	8.4
Title:	Human Resources Monthly Report
Author:	Luisa Arango, Human Resources Manager (Acting)

The Council considered a report on Human Resources Monthly Report.

Cr Steven Nabalmarda left the meeting at 11:05am and returned at 11:07am.

OCM206/2025 RESOLVED:

On the motion of Cr Micketja Onus

Seconded Cr Ralph Blyth

THAT COUNCIL receive and note the report titled *Human Resources Monthly Report*.

CARRIED

Agenda Reference:	8.5
Title:	Technical Services Projects Report
Author:	Kylie Gregson, Manager Technical Services

The Council considered a report on Technical Services Projects Report.

OCM207/2025 RESOLVED:
On the motion of Cr Mickitja Onus
Seconded Cr Steven Nabalmarda

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

CARRIED

Agenda Reference:	8.6
Title:	Community and Council Services Report - June 2025
Author:	Fiona Ainsworth, Director of Community and Council Services

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

OCM208/2025 RESOLVED:
On the motion of Mayor James Woods
Seconded Cr Mickitja Onus

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

CARRIED

Agenda Reference:	8.7
Title:	LGANT - Proposed Legislative Amendments to the Local Government Act 2019 - Final Submission
Author:	Katharine Murray, Chief Executive Officer

The Council considered a report on LGANT - Proposed Legislative Amendments to the Local Government Act 2019 - Final Submission.

OCM209/2025 RESOLVED:
On the motion of Cr Ralph Blyth
Seconded Mayor James Woods

THAT COUNCIL receive and note the report titled *LGANT - Proposed Legislative Amendments to the Local Government Act 2019 - Final Submission*.

CARRIED

Agenda Reference:	8.9
Title:	Movement in Reserves
Author:	Imran Shajib, Finance Manager

This item was incorporated with Item 8.8 – Finance Report for the period ended 30 June 2025.

Agenda Reference:	8.10
Title:	Infrastructure NT Capacity Report
Author:	Clem Beard, Project Manager

The Council considered a report on Infrastructure NT Capacity Report.

OCM210/2025 RESOLVED:
On the motion of Cr Mickitja Onus
Seconded Cr Steven Nabalmarda

THAT COUNCIL receive and note the report titled *Infrastructure NT Capacity Report*.

CARRIED

9 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

Agenda Reference:	9.1
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.

OCM211/2025 RESOLVED:
On the motion of Deputy Mayor Elizabeth Williams
Seconded Mayor James Woods

THAT the Chairperson invited questions with or without notice from Elected Members, the following questions were raised:

- Upgrade for the gym equipment at Jabiru Pool
- Swimming Instructor - Maningrida

CARRIED

10 PROCEDURAL MOTIONS (Continued)

Agenda Reference:	10.2
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Debbie Branson, Governance Advisor

OCM212/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Ralph Blyth

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 2:08pm to consider the Confidential items of the Agenda.

CARRIED

11 CONFIDENTIAL ITEMS (Continued)

Agenda Reference:	11.1
Title:	Confirmation of Confidential Ordinary Council Meeting Minutes
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Confirmation of Confidential Ordinary Council Meeting Minutes.

OCM213/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Deputy Mayor Elizabeth Williams

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

CARRIED

Agenda Reference:	12.1
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Disclosure of Confidential Resolutions and Re-admittance of the Public.

OCM214/2025 RESOLVED:

On the motion of Cr Ralph Blyth

Seconded Cr Steven Nabalmarda

THAT COUNCIL:

1. Approve to disclose the following confidential resolutions to open, as follows:
 - Item 11.1 Confirmation of Confidential Ordinary Council Meeting
 - Item 11.2 Current Status of Outstanding Regional Land Use Agreements from the Northern Land Council
 - Item 11.3 Tender Evaluation – Supply of Two Toyota Hiace Bus Super Long Wheel =Base
 - Item 11.4 Tender Evaluation – Supply and Install Commuter 4WD Conversion to Two Toyota Hiace Buses
 - Item 11.5 Revised 2025/26 Budget and Organisation Structure
 - Item 11.6 Management and Write Off of Debts
2. Open the meeting to the public at 11:48am after the discussion of confidential items.

CARRIED

The Mayor and Council extended their appreciation to management and staff for all their support and work throughout the term of Council.

13 NEXT MEETING

The next meeting is scheduled to take place on 23 September 2025.

14 MEETING DECLARED CLOSED

Chairperson James Woods declared the meeting closed at 11:50am.

This page and the preceding pages are the minutes of the Ordinary Council Meeting held on Tuesday 29 July 2025.

Click [here](#) to view the agenda for the Ordinary Council Meeting held on Tuesday 29 July 2025.