



WEST ARNHEM REGIONAL COUNCIL AGENDA

**ORDINARY COUNCIL MEETING
TUESDAY, 23 SEPTEMBER 2025**

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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 23 September 2025 at 9:00 am.



Katharine Clare Murray
Chief Executive Officer

Code of Conduct: The Local Government Act 2019

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

1. *Honesty and Integrity:* A member must act honestly and with integrity in performing official functions.
2. *Care and diligence:* A member must act with reasonable care and diligence in performing official functions.
3. *Courtesy:* A member must act with courtesy towards other members, council staff, electors and members of the public.
4. *Prohibition on bullying:* A member must not bully another person in the course of performing official functions.
5. *Conduct towards Council staff:* A member must not direct, reprimand, or interfere in the management of, council staff.
6. *Respect for cultural diversity and culture:* A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.
A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.
7. *Conflict of interest:* A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
8. *Respect for confidences:* A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.
9. *Gifts:* Members must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.'
10. *Accountability:* A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
11. *Interests of municipality, region or shire to be paramount:* A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
12. *Training:* A member must undertake relevant training in good faith.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING.....	6
2	PERSONS PRESENT.....	7
3	APOLOGIES AND ABSENCES	7
3.1	Apologies, Leave of Absence and Absent Without Notice	7
4	ACCEPTANCE OF AGENDA	8
4.1	Acceptance of Agenda.....	8
5	DECLARATION OF INTEREST OF MEMBERS OR STAFF	9
5.1	Disclosure of Interest of Members or Staff	9
6	CONFIRMATION OF PREVIOUS MINUTES.....	10
6.1	Confirmation of Ordinary Council Meeting Minutes	10
6.2	Confirmation of Special Council Meeting Minutes.....	26
7	ACTION REPORTS	32
7.1	Appointment or election of Principal Member	32
7.2	Casting Vote Policy	35
7.3	Appointment or election of Deputy Principal Member.....	39
7.4	Code of Conduct (Council, Local Authority and Council Committee Members) Policy	42
7.5	Breach of Code of Conduct Policy	48
7.6	Gifts and Benefits Policy (Council Members, Local Authority Members and Council Committee Members).....	56
7.7	Improper Conduct and Whistleblowing Policy	61
7.8	Annual Return of Interests - Elected Member.....	66
7.9	Kakadu Ward Advisory Committee Member Appointments.....	70
7.10	Finance Committee Member Appointments.....	72
7.11	Risk Management and Audit Committee Minutes, Member Appointments and Advertising of Independent Member	77
7.12	CEO Employment and Remuneration Advisory Panel: Member Appointments and Independent Member	98
7.13	Local Authority Appointments - Council Members	110
7.14	LGANT - Delegates.....	112
7.15	LGANT - General Meeting - Call for Motions	114
7.16	LGANT - Call for Nominations - NT Tobacco Action Committee.....	120
7.17	Elected Member Clothing Claim.....	131
7.18	Speaker Invitation: National Justice Forum.....	134
7.19	Ordinary Council Meeting - November 2025.....	139

7.20 Financial Report for the period ending 31 August 2025.....	140
8 RECEIVE AND NOTE REPORTS.....	161
8.1 Incoming and Outgoing Correspondence.....	161
8.2 Meetings and Events attended by the Mayor	163
8.3 Meetings and Events attended by the CEO.....	165
8.4 Finance Committee Meeting Minutes.....	168
8.5 Jabiru Town By-laws 2024	173
9 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE	219
9.1 Elected Member Questions with or without Notice.....	219
10 PROCEDURAL MOTIONS.....	220
10.1 Closure to the Public for the Discussion of Confidential Items	220
11 CONFIDENTIAL ITEMS	222
11.1 Confirmation of Ordinary Council Meeting Confidential Minutes	222
11.2 Confirmation of Special Council Meeting Confidential Minutes	223
11.3 Risk Management and Audit Committee Confidential Minutes.....	224
11.4 Finance Committee Confidential Minutes.....	225
11.5 Local Authority Appointments Community Members	226
12 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC	227
13 NEXT MEETING	228
14 MEETING DECLARED CLOSED	228

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 23 SEPTEMBER 2025

Agenda Reference:	3.1
Title:	Apologies, Leave of Absence and Absent Without Notice
Author:	Katharine Murray, Chief Executive Officer

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 23 September 2025.

RECOMMENDATION

THAT COUNCIL:

1. Note the absence of ...
2. Note the apology received from
3. Determine ... are absent with permission of the Council.
4. Determine ... 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 23 SEPTEMBER 2025

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

Agenda papers are presented for acceptance at the Ordinary Council meeting held on 23 September 2025.

RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Ordinary Council meeting held on 23 September 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 ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Katharine Murray, Chief Executive Officer

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 acknowledge there were no declarations of interest in reference to the items listed for the Ordinary Council meeting held on 23 September 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 23 SEPTEMBER 2025

Agenda Reference:	6.1
Title:	Confirmation of Ordinary Council Meeting Minutes
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The Minutes of the Ordinary Council meeting held on Tuesday 29 July 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 Tuesday 29 July 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 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 29 Ordinary Council Meeting Minutes [6.1.1 - 15 pages]



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. Note the apology received from Crs Nawirridj, Marrawal, Wilton and Namanurki; and
2. Determine 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 receive the Mayor's declaration of interest for 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.

Wednesday, 30 July 2025

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. Note the apology received from Cr Donna Nadjamerrek for Wednesday 30 July 2025; and
2. Determine 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.

7 ACTION REPORTS

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 note 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

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 note 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 Mickitja 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 Mickitja 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 receive and note 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 invite questions with or without notice from Elected Members, and 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

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

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.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	6.2
Title:	Confirmation of Special Council Meeting Minutes
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The Minutes of the Special Council meeting held on Monday 11 August 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 Special Council meeting held on Monday 11 August 2025 as a true and correct record of the meeting.

BACKGROUND

The Community Members approved by Council to the Selection Committee within in Local Authority have nominated as Local Authority members therefore have a conflict of interest in assessing the nominations.

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 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 08 11 Special Council Meeting Minutes (2) [6.2.1 - 5 pages]



Minutes of the West Arnhem Regional Council Special Council Meeting

Monday, 11 August 2025 at 2:00 pm

Via Microsoft Teams

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Mayor James Woods declared the meeting open at 2:05pm, 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	Mickitja Onus
Councillor	Donna Nadjamerrek
Councillor	Monica Wilton
Councillor	Steven Nabalmarda
Councillor	Jermaine Namanurki
Councillor	James Marrawal

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director Community and Council Services	Fiona Ainsworth
Director Finance	Jocelyn Nathanael-Walters
Governance Advisor	Debbie Branson
Communications and Public Relations Coordinator	Heidi Walton
Executive Assistant to Mayor and CEO	Gina Carrascalao

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.

SCM60/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Mickitja Onus

THAT COUNCIL

1. Note the apology received from Cr Jacqueline Phillips, Cr Ralph Blyth, Cr Otto Dann and Cr Tamar Nawirridj;
2. Determine Cr Jacqueline Phillips, Cr Ralph Blyth, Cr Otto Dann and Cr Tamar Nawirridj are absent with permission of the Council; and

CARRIED

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.

SCM61/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Deputy Mayor Elizabeth Williams

THAT COUNCIL accept the agenda papers as circulated for the Special Council meeting held on 11 August 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.

SCM62/2025 RESOLVED:

On the motion of Cr Steven Nabalmarda

Seconded Cr James Marrawal

THAT COUNCIL acknowledge there were no declarations of interest in reference to the items listed for the Special Council meeting held on 11 August 2025.

CARRIED

6 ACTION REPORTS

Agenda Reference:	6.1
Title:	Local Authority Appointments - Call for Nominations
Author:	Debbie Branson, Governance Advisor

The Council considered a report on Local Authority Appointments - Call for Nominations.

SCM63/2025 RESOLVED:

On the motion of Cr Steven Nabalmarda

Seconded Cr Jermaine Namanurki

THAT COUNCIL:

1. Receive and note the report titled *Local Authority Appointments - Call for Nominations*;
2. Approve the commencement of the nomination process for appointed (community) Local Authority member vacancies; and
3. Appoint the four Local Authority Selection Committee memberships to include two community members and the following Elected Members:
 - For the Maningrida Local Authority Selection Committee
 1. Joyce Bohme (community member)
 2. Jessie Phillips (community member)
 3. James Woods (Elected Member) – if elected
 4. Jermaine Namanurki (Elected Member) – if elected
 - For the Warruwi Local Authority Selection Committee
 1. Richard Nawirr (community member)
 2. Nicholas Hunter (community member)
 3. James Marrawal (Elected Member) – if elected

For the Gunbalanya Local Authority Selection Committee

1. Evonne Gumurdul (community member)
2. Grant Nayinggul (community member)
3. Henry Yates (Elected Member)
4. Ralph McCoy (Elected Member)

For the Minjilang Local Authority Selection Committee

1. Matthew Nagarbin (community member)
2. Shane Wauchope (community member)
3. Steven Nabalmarda (Elected Member)

CARRIED

7 PROCEDURAL MOTIONS

Agenda Reference:	7.1
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.

SCM64/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Mickitja Onus

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 2:24pm to consider the Confidential items of the Agenda.

CARRIED

8 CONFIDENTIAL ITEMS

Agenda Reference:	8.1
Title:	Workplace Incident Maningrida
Author:	Katharine Murray, Chief Executive Officer

SCM65/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Monica Wilton

THAT COUNCIL receive and note the report titled *Workplace Incident Maningrida*.

CARRIED

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

Agenda Reference:	9.2
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Debbie Branson, Governance Advisor

The public was re-admitted at 2:29pm.

10 MEETING DECLARED CLOSED

Chairperson James Woods declared the meeting closed at 2:29pm.

This page and the preceding pages are the minutes of the Special Council Meeting held on Monday, 11 August 2025.

Click [here](#) to view the agenda for the Special Council Meeting held Monday 11 August 2025.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.1
Title:	Appointment or election of Principal Member
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to outline the appointment of the Principal Member, or if required, the steps that will be undertaken to conduct a secret ballot.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled Appointment or election of Principal Member;
2. Appoint Council Member ... as Principal Member of West Arnhem Regional Council for the term of office ending at the conclusion of the next general election; and
3. Determine the title of Principal Member to be Mayor.

BACKGROUND

For the vacant position of Principal Member, if only one nomination is received, that nominee will be automatically included in the recommendation to Council for appointment.

If more than one nomination is received a secret ballot will be conducted. The rules for the secret ballot will be read out and the Council Members as follows:

SECRET BALLOT

Officers

Returning Officer: Karen Hocking, Acting Director Strategic Projects and Development – Local Government and Community Development

Observer of Count: Debbie Branson, Governance Advisory

Method

- Secret ballot.
- First-past-the-post, whereby, the candidate who gains the highest number of votes will be recommended for appointment as the Principal Member.

Procedures

Step 1: Nominations

1. The Returning Officer announces that nominations are now open and invites Council Members to nominate another Council Member or oneself for the position of Principal Member.
2. The Returning Officer invites Council Members who have been nominated, and have accepted the nomination, to make a brief (five-minute) presentation about why they want to be the Principal Member.

Step 2: Casting of Votes

1. The Returning Officer announces that voting has begun, and hands out one blank ballot card to each Council Member.
2. Each Council Members are asked to leave the room to a private room to vote. When they return, they place their ballot card in the ballot box and return to their seat.

Step 3: Counting of Votes

1. The Returning Officer counts the ballots to ensure that the number of ballot cards is commensurate to the number of Council Members who are present at the meeting.
2. The Returning Officer counts the votes.
3. The Observer of Count recounts the votes to ensure accuracy.
4. The Returning Officer and Observer of Count convene to compare the count to ensure overall accuracy.
5. Votes will be counted using the first past-the-post method. If there is no clear preference in the first round of counting, the Returning Officer will announce another round of voting using the procedures outlined in Step 2 above.
6. If there is no clear preference during the second round of voting, the candidates with equal votes will be drawn by lot. The first name that is drawn shall be recommended for appointment as Principal Member.

Step 4: Announcing the Results

Once the Returning Officer and Observer of Count have verified the number of votes, the Returning Officer will officially announce the name of the newly Council Principal Member.

Title President or Mayor

At the first council meeting, the council must elect in the case of a regional council, whether the principal member is to have the title of President or Mayor.

COMMENT

If there is a tied vote the process will be repeated.

The administration to inform the following organisations of the appointment of Principal Member:

- The Northern Territory Electoral Commission
- All relevant government departments in the Northern Territory
- West Arnhem Regional Council staff
- The Local Government Association of the Northern Territory;

The appointment of Principal Member will be uploaded on Council's website and media and publications.

LEGISLATION AND POLICY

Local Government Act 2019.

FINANCIAL IMPLICATIONS

The costs for the position of the Principal Member are included in the annual budget as per the NT Remuneration Tribunal Determination of Allowances for Members of Local Councils.

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

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.2
Title:	Casting Vote Policy
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to provide an opportunity for Council to allow the chairperson of a Council meeting to exercise a casting or second vote if the votes at the meeting for and against a motion are equally divided.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Casting Vote Policy*; and
2. Adopt the Casting Voting Policy as attached to the report.

BACKGROUND

Council's Casting Vote Policy is due for a review after each Local Government General Election.

Section 95(5) of the *Local Government Act 2019* (the Act) states that each Elected Member present at a meeting must exercise one vote on matters that require Council's approval. In the case of a tied vote or equality of votes, Council may adopt a policy that allows the chairperson of the meeting to exercise a casting or second vote to break the deadlock and bring about a decision.

Section 95(6) of the Act further states that the Council must approve, by resolution, a chairperson's right to exercise a second vote during the first Council meeting that is held after the Local Government election. Once passed the chairperson's right to exercise a second vote cannot be revoked or altered during the Council's term and will only lapse at the conclusion for the next Local Government general election in 2029. The Casting Vote Policy is attached to this report for review and approval.

The Council has the option of deciding not to allow the chairperson of a meeting to cast the second vote. In this case, any discussions on decisions that result in a tied vote will have to be postponed to future Council meetings, which could result in operational and administrative delays in the implementation of the decision.

COMMENT

The attached policy has been created from a template provided by the Department of Housing, Local Government and Community Development through the Local Government Resource Hub and is consistent with current legislative requirements.

LEGISLATION AND POLICY

Local Government Act 2019

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. Casting Vote Policy v2 0 23 09 2025 (3) [7.2.1 - 2 pages]



Policy Name	Casting Vote	
Publication Date:	23/09/2025	
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	23/09/2028	
Responsible Officer:	Governance Advisor, Office of the CEO	
Custodian:	Chief Executive Officer	
Version (Revision Number):	2.0	

1. PURPOSE

The purpose of this policy is to allow the Chairperson of a Council Meeting to cast a second vote (casting vote) on a question arising for decision at a Council Meeting in the event of an equality of votes.

2. SCOPE

This policy applies to all meetings of the West Arnhem Regional Council, for the term of the present Council. The policy will lapse at the conclusion of the next general election for the Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Casting Vote means where there is an equal number of votes for and against a motion, the Chair is required to cast a second “casting vote” to break the tie.

4. POLICY STATEMENT

Chairperson has a Casting Vote

If there is an equality of votes on a question arising for decision at a Council Meeting, the chairperson has a casting vote.

Use of Casting Vote

In accordance with the *Local Government Act*, a casting vote is to be exercised by the Chairperson when there are equal votes on a question arising for decision at a Council Meeting. During such an occurrence, the casting vote will determine the vote. The Chairperson must exercise the casting vote either in favour or against the motion.

If there are unequal votes, the Chairperson cannot exercise a casting vote.



Pursuant to the *Local Government Act*, this policy cannot be altered or revoked for the term of the present Council. This policy will lapse at the conclusion of the next general election for the Council.

5. Responsibilities

The Chief Executive Officer 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 Chief Executive Officer (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)

Policy documents

Schedule and Conduct of Meetings (Elected) Policy

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Nil



Approved by Chief Executive Officer

Date

Page 2 of 2

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.3
Title:	Appointment or election of Deputy Principal Member
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to outline the appointment of Deputy Principal Member, or if required, the steps that will be undertaken to conduct a secret ballot.

RECOMMENDATION

THAT COUNCIL:

1. Receive and notes the report titled Appointment or election of Deputy Principal Member;
2. Appoint Council Member ... as Deputy Principal Member of West Arnhem Regional Council for the term of office ending at the conclusion of the next general election; and
3. Determines the title of the Deputy Principal to be Deputy Mayor.

BACKGROUND

For the vacant position of Deputy Principal Member, if only one nomination is received, that nominee will be automatically included in the recommendation to Council for appointment.

If more than one nomination is received, a secret ballot will be conducted. The rules for the secret ballot will be read out as follows:

The legislation states that the Deputy Principal Member is appointed:

- for the entire term of office ending at the conclusion of the next general election, or
- a lesser term fixed by the council when it makes the appointment.

SECRET BALLOT

Officers

Returning Officer: Karen Hocking, Acting Director Strategic Projects and Development – Local Government and Community Development

Observer of Count: Debbie Branson, Governance Advisory

Method

- Secret ballot.
- First-past-the-post, whereby, the candidate who gains the highest number of votes will be recommended for appointment as Deputy Principal Member.

Procedures

Step 1: Nominations

1. The Returning Officer announces that nominations are now open and invites Council Members to nominate another Council Member or oneself for the position of Deputy Principal Member.
2. The Returning Officer invites Council Members who have been nominated, and have accepted the nomination, to make a brief (five-minute) presentation about why they want to be the Deputy Principal Member.

Step 2: Casting of Votes

1. The Returning Officer announces that voting has begun, and hands out one blank ballot card to each Council Member.
2. Each Council Members are asked to leave the room to a private room to vote. When they return, they place their ballot card in the ballot box and return to their seat.

Step 3: Counting of Votes

1. The Returning Officer counts the ballots to ensure that the number of ballot cards is commensurate to the number of Council Members who are present at the meeting.
2. The Returning Officer counts the votes.
3. The Observer of Count recounts the votes to ensure accuracy.
4. The Returning Officer and Observer of Count convene to compare the count to ensure overall accuracy.
5. Votes will be counted using the first past-the-post method. If there is no clear preference in the first round of counting, the Returning Officer will announce another round of voting using the procedures outlined in Step 2 above.
6. If there is no clear preference during the second round of voting, the candidates with equal votes will be drawn by lot. The first name that is drawn shall be recommended for appointment as Deputy Principal Member.

Step 4: Announcing the Results

Once the Returning Officer and Observer of Count have verified the number of votes, the Returning Officer will officially announce the name of the newly Council Deputy Principal Member.

LEGISLATION AND POLICY

Local Government Act 2019.

Local Government (Electoral) Regulations 2021.

FINANCIAL IMPLICATIONS

The amount included in the budget are as per the NT Government Remuneration Tribunal's Determination relevant to the 2025-26 year as follows:

Deputy Principal Member (Deputy Mayor)	Base Allowance	\$37,320
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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

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.4
Title:	Code of Conduct (Council, Local Authority and Council Committee Members) Policy
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to provide Council with an updated Code of Conduct (Council, Local Authority and Council Committee Members) Policy.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Code of Conduct (Council, Local Authority and Council Committee Members) Policy*; and
2. Adopt the Code of Conduct (Council, Local Authority and Council Committee Members) Policy as attached to the report.

BACKGROUND

Council's current Code of Conduct Policy is due for review.

The Code of Conduct guides behaviour and decision making in performing council duties. The Code of Conduct also lets the community know what standards they can expect from council members.

As public officers, councillors will be held to account by their electorate fellow councillors, Department of Housing, Local Government and Community Development (as the local government regulator, and external bodies such as the Independent Commission Against Corruption (ICAC).

Further information is also available in the Department of Housing, Local Government and Community Services Elected Member Handbook.

COMMENT

Council's Code of Conduct has been extracted directly from Schedule 1 of the Local Government Act.

LEGISLATION AND POLICY

Local Government Act – Schedule 1

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. Code of Conduct Council Local Authority and Council Committee Members P (2) [**7.4.1** - 4 pages]



Policy Name	Code of Conduct (Council, Local Authority and Council Committee Members)	
Publication Date:	23/09/2025	
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	23/09/2028	
Responsible Officer:	Governance Advisor, Office of the CEO	
Custodian:	Chief Executive Officer	
Version (Revision Number):	2.0	

1. PURPOSE

As determined by the *Local Government Act* (the Act), the Code of Conduct (the Code) set out in Schedule 1 governs the conduct of members of an audit committee, a council, a council committee and a local authority.

2. SCOPE

This policy applies to all members of an audit committee, a council, a council committee and a local authority. The policy also applies to those members of Council staff with responsibility for processes relating to this Code.

3. DEFINITIONS

In the context of this policy the following definitions apply:

The Act means the *Local Government Act 2019 (NT)*.

Breach means an act of breaking or failing to observe a law, agreement, or code of conduct.

The Code means the Code of Conduct stipulated in Schedule 1 of the Act.

Council Committee includes a Committee established by resolution of the Council, including the Audit Committee.

Member means (according to context) a member of an audit committee, a council, a council committee or a local authority.



4. POLICY STATEMENT

Council, Local Authority, and Council Committee Members are required to abide by the Code of Conduct stipulated in Schedule 1 to the *Local Government Act*. They have a responsibility to uphold and encourage a safe, supportive, productive governance structure, and through good governance meet their responsibilities to the West Arnhem Region.

This policy is intended to provide Council, Local Authority and Council Committee Members with guidance for interpreting, using and applying the Code.

The Breach of Code of Conduct Policy has been developed that sets out how Council will manage a complaint in relation to the contravention of the Code, in accordance with Section 121 of the Act.

Purpose of the Code

The Code provides Council, Local Authority and Council Committee Members with an ethical framework for acceptable behaviour and decision-making, and to direct their conduct in relation to the people of the Council constituency, the public at large, to fellow Elected Members, and to Council staff.

The Code details the ethical responsibilities of Council, Local Authority and Council Committee Members and encourages a high level of accountability and transparency in Local Government. It also encourages them to commit to the expected standard of ethical and professional behaviour, that reflects community trust in them as individuals and supports the role and public perception of local government.

Application of the Code

The Code places an obligation on all Council, Local Authority and Council Committee Members to take responsibility at all times for their performance and behaviour (conduct).

The Code sets out standards of behaviour and a framework to inform decisions about appropriate conduct and must be applied in conjunction with relevant legislation (including the *Local Government Act*) and Council's policies and procedures, not as a replacement for them.

1. If the application of the Code could or will result in a breach of the law, the law takes precedence. Any inconsistency or issue with the Code should be brought to the attention of the Chief Executive Officer, for urgent attention.
2. If the application of the Code could or will result in a breach of the Council's policy or procedure, the Code takes precedence, but the specific issue should be notified to the Policy Custodian for urgent attention.
3. If the application of the Code could result in both positive and negative outcomes, the relative importance and impact of each should be carefully considered and the advice of the Mayor, Deputy Mayor, other Members and/or the Chief Executive Officer (CEO) sought (as appropriate).

If there is any doubt as to how the Code is to be applied or what course of action to take in specific circumstances, Members should consult with their peers (e.g. the Mayor and other Members). Where appropriate, Members can also seek support from the CEO.

Members can also refer to the Elected Members Handbook issued by the Department of Housing, Local Government and Community Development.

To support the implementation and application of the Code, it should be:

- Included in the orientation of Council members.
- Made available on the Council website and promoted to our communities.



Approved by Chief Executive Officer

Date

Page 2 of 4

- Referenced in any Local Authority and Council Committee terms of reference and included in the orientation of any new member.
- Used to inform the performance and professional development review of Council's governing structures.

Content of the Code

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.



Approved by Chief Executive Officer

Date

Page 3 of 4



Responsibilities

- The Mayor's role shall include responsibility for promoting behaviour among Council members that meets the standards set out in the Code.
- The CEO is responsible for promoting access to and knowledge of the Code in Council and our communities.
- Elected Members, Local Authority Members and Council Committee Members will apply the Code at all times while discharging their duties, and at any time they are representing Council.
- Council members and staff with delegation for policy approval shall ensure that Council policies are consistent with the Code.
- The CEO (or delegate) will ensure that a copy of the Code, and the *Breach of Code of Conduct Complaint Form*, is available on Council's website.

5. Responsibilities

The Chief Executive Officer 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 Chief Executive Officer (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)

Policy documents

Breach of Code of Conduct Policy

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Breach of Code of Conduct Complaint Form

Elected Member Handbook



Approved by Chief Executive Officer

Date

Page 4 of 4

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.5
Title:	Breach of Code of Conduct Policy
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to provide Council with a separate policy regarding the contravention of the Code of Conduct, in accordance with Section 121 of the Local Government Act 2019.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Breach of Code of Conduct Policy*; and
2. Adopt the Breach of Code of Conduct Policy as attached to the report.

BACKGROUND

The Local Government Act 2019 has introduced a process for Code of Conduct breaches, placing responsibility on councils to manage behavioral matters in the first instance, unless either party wants to refer the matter to a third party. The focus is on a 'restorative' approach, promoting and maintaining relationships to enable the council to continue to work together effectively.

The process to date has been captured in Council's Code of Conduct Policy, however it is recommended that a separate policy is adopted by Council in relation to the contravention.

COMMENT

The attached policy has been created from a template provided by the Department of Housing, Local Government and Community Development through the Local Government Resource Hub and is consistent with current legislative requirements.

LEGISLATION AND POLICY

Local Government Act 2019

Local Government (General) Regulations 2021

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. Breach of Code of Conduct Policy v1 0 23 09 2025 (1) [7.5.1 - 7 pages]



Policy Name	Breach of Code of Conduct	
Publication Date:	23/09/2025	
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	23/09/2028	
Responsible Officer:	Governance Advisor, Office of the CEO	
Custodian:	Chief Executive Officer	
Version (Revision Number):	1.0	

1. PURPOSE

This policy sets out how the Council will manage a complaint in relation to a breach of the Code of Conduct.

2. COPE

This policy applies to all members of an audit committee, a council, a council committee and a local authority. The policy also applies to those members of Council staff with responsibility for processes relating to this Code.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Code of Conduct means the Code of Conduct set out in Schedule 1 of the Act.

Complainant means the person who lodges a Code of Conduct complaint against a council member (this person can be a council member or a member of the public).

Respondent means the council member who is alleged to have breached the Code of Conduct.

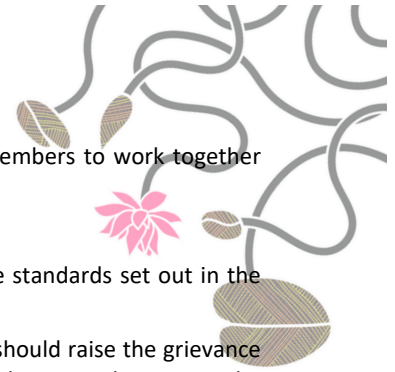
4. POLICY STATEMENT

4.1 Guiding Principals

In managing complaints and breaches of the Code of Conduct, Council's guiding principles are to:

- promote behaviour among all council members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;
- emphasise a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and





- (c) recognise the leadership role of the Mayor and the responsibility of all members to work together collaboratively pursuant to their corporate responsibilities.

4.2 Promoting Appropriate Behaviour

The Mayor is to promote behaviour amongst all council members that meets the standards set out in the Code of Conduct.

Any council member aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the Mayor to seek a resolution. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.

In response to a potential Code of Conduct complaint matter, the Mayor (or Deputy Mayor) will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.

4.3 Confidentiality

Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the CEO regarding the status of a complaint.

Complaints will only be formally discussed by the Council or council panel during confidential sessions. Minutes kept by the Council or a council panel are confidential information in accordance with regulation 49(f) of the *Local Government (General) Regulations 2021*.

4.4 Complaint Requirements

The Act requires that a complaint alleging a breach of a Code of Conduct must:

- (a) be in the approved form (available on the council website); and
- (b) be made within three (3) months of the alleged breach of the Code of Conduct.

A Code of Conduct complaint must be lodged with the CEO, who will assess whether or not the complaint complies with the above requirements. If it appears that a complaint does not comply with the above requirements, the CEO will notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.

4.5 Notifications to Parties

When a complaint is received, the CEO will provide notifications to the complainant and the respondent, in accordance with the requirements of the Act and *Local Government (General) Regulations 2021*.

The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of the Council or council panel.

4.6 Referral to LGANT

The CEO will refer the matter to LGANT if a complainant council member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

Note: A complainant who is not a council member does not have the option to request referral to LGANT.

4.7 Initial Consideration by Council

The CEO will refer the complaint to the Council for consideration in confidential session in the next council meeting, unless the complaint has been referred to LGANT in accordance with clause 8 above.

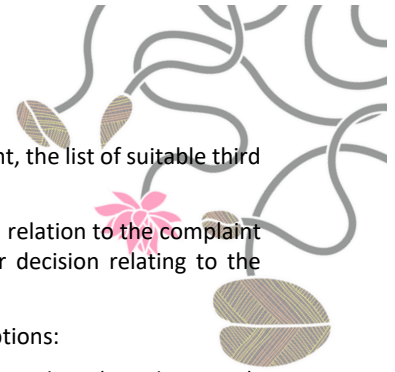
Before the council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter (if the council decides to refer the matter).



Approved by Chief Executive Officer

Date

Page 2 of 7



The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft terms of reference for Council's consideration.

The complainant, respondent and any council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.

When considering a Code of Conduct complaint, Council has the following three options:

- (a) refer the complaint to a third party for advice – with Council to decide the complaint (see clause 4.8); or
- (b) refer the complaint to a council panel – for the panel to decide the complaint (see clause 4.9); or
- (c) decide the matter as the Council (see clause 4.10).

4.8 Referral to Third Party

Council may decide to refer the complaint to an independent third party for advice and recommendations by taking into the consideration the following:

- (a) whether the complainant or respondent requested the involvement of a third party;
- (b) the costs, if any, of referring the matter to a third party;
- (c) whether the advice of a third party is reasonably expected to assist in achieving constructive outcomes for the parties involved;
- (d) whether advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the 90 day period.

Council will not refer the matter to a third party unless satisfied of (c) and (d).

Examples of a third party are: an alternative dispute practitioner; a mediator; a person experienced in local government matters; and a person experienced in conflict resolution.

Where the matter is referred to a third party, the terms of reference will include that the third party is to do the following:

- (a) consider the complaint and discuss with each of the parties;
- (b) explore and follow up avenues for resolution between the parties;
- (c) if resolution is not achievable, then the third party is to:
 - (i) ensure natural justice is provided to both parties;
 - (ii) interview any witnesses if necessary to form a view;
 - (iii) provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;
 - (iv) provide a draft decision notice that may be used if council decide to adopt the recommendation.

Upon receiving the advice and any recommendations from the third party, provided the Council is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint. The Council is not bound by any advice or recommendations received from the third party.

Once the written report and draft decision notice is provided to the third party, the Council must decide the complaint (see 4.10.2).





4.9 Referral to council panel

Council may decide to refer the complaint to a council panel for decision.

In order to fulfil the secretariat role in managing the Code of Conduct complaints process, the CEO will be in attendance at council panel meetings.

If the Council decides to refer the complaint to a council panel, the Council will establish a council panel for the complaint.

The composition of the council panel will be the following:

- (a) *the Mayor (as chair of the council panel) – unless the Mayor is the complainant, respondent or has a conflict of interest;*
- (b) *if the Mayor is the complainant, respondent or has a conflict of interest – the Deputy Mayor will be the chair of the council panel.*
- (c) *if neither the Mayor or Deputy Mayor meet the requirements – the Council will choose a council member who is not the complainant or respondent and does not have a conflict of interest to chair the council panel;*
- (d) *two other council members – who are not the complainant or respondent and do not have a conflict of interest.*

4.10 Council or Council Panel Process

The Council or the council panel will consider the complainant's written complaint and, if received, the respondent's written response to the complaint. In keeping with natural justice principles, the CEO will ensure that each party has a fair opportunity to provide comment on submissions from the other party.

4.10.1 Requests for information

If the Council or council panel requires further information to determine whether a breach of the Code of Conduct occurred, the Council or council panel may request information from the complainant, respondent, or any relevant witnesses. The request for information will specify:

- (a) the information that is being sought;
- (b) that the information is to be provided as a written statement (including a statutory declaration); and
- (c) a reasonable timeframe to receive the statement (between 3 and 14 days).

Any requests for information from council staff members will be appropriately directed and facilitated through the CEO. The Council or council panel will not make direct requests to a council staff member.

4.10.2 Decision

The Council or council panel will decide the complaint after the following steps have been completed:

- (a) the members have considered the written complaint;
- (b) the members have considered all written submissions and statements; and
- (c) the members have read and considered the report from the third party (if applicable).

The Council can make the following decisions:

- (a) to take no action (and not make a decision about whether the respondent breached the Code of Conduct);



Approved by Chief Executive Officer

Date

Page 4 of 7



- (b) that the respondent did not breach the Code of Conduct; or
- (c) that the respondent breached the Code of Conduct.

If the complainant is found by the Council or council panel to have breached the Code of Conduct, the Council or council panel may decide to:

- (a) take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
- (b) either or both of the following:
 - (i) issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
 - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

In choosing from the above options, preference will be given to the option that the Council or council panel considers most likely to result in a constructive outcome.

If training, mediation or counselling is recommended to a council member, the council member may use their professional development allowance, if available, towards the cost of the training, mediation or counselling.

4.10.3 Decision notice

After the Council or council panel decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:

- (a) the Council or council panel's decision and the reasons for it; and
- (b) any right the person to whom the notice is to be given has, under the *Local Government Act 2019* or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.

The draft decision notice is to be electronically provided to the council member who chaired the meeting in which the Council decided the complaint, or if a council panel decided the complaint, to all members of the council panel. The decision notice is to be authorised by the chair or the council panel and may be authorised remotely, if this is more practicable in the circumstances.

Within 90 days of receipt of the complaint was initially received by the CEO, and as soon as practicable after a decision has been authorised by the chair or council panel, the CEO will provide the authorised decision notice to the complainant and the respondent.

The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

4.10.4 Summary of decision

After the expiry of the 28 day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.

If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council or council panel in the confidential session of the next meeting of the Council or council panel.

The summary of the decision is to set out the following information:

- (a) the names of the complainant and respondent;



Approved by Chief Executive Officer

Date

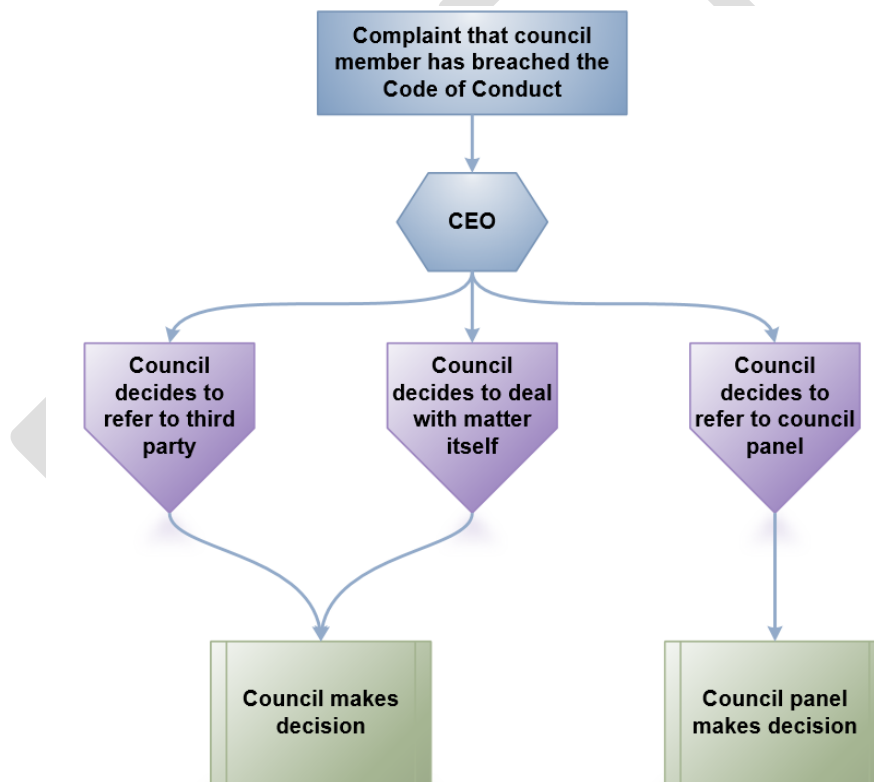
Page 5 of 7

- (b) the date of the decision;
- (c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
- (d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent breached; or
- (e) if a Code of Conduct was not found to be breached – that no breach of the Code of Conduct was established by the Council or council panel; and
- (f) any actions or recommendations made by the Council or council panel.

The Council or council panel will consider the summary of the decision and, subject to the Council's or council panel's approval of the information that is to be included, finalise the summary.

The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

4.11. Flowchart



Approved by Chief Executive Officer

Date

Page 6 of 7

5. Responsibilities

The Chief Executive Officer 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 Chief Executive Officer (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 2021

Policy documents

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

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Breach of Code of Conduct Complaint Form

Department of Housing, Government and Community Development Elected Member Handbook



Approved by Chief Executive Officer

Date

Page 7 of 7

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.6
Title:	Gifts and Benefits Policy (Council Members, Local Authority Members and Council Committee Members)
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to provide Council with an updated Gifts and Benefits Policy (Council Members, Local Authority Members and Council Committee Members).

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Gifts and Benefits Policy (Council Members, Local Authority Members and Council Committee Members)*;
2. Adopt the Gifts and Benefits Policy (Council Members, Local Authority Members and Council Committee Members) as attached to the report.

BACKGROUND

Council's current *Gifts, Benefits and Hospitality (Elected Members, Local Authority Members and Council Committee Members) Policy* is due for review.

Under legislation, Council is required to adopt a policy that addresses the receipt of gifts and benefits by council members. This policy must:

- (a) clearly distinguish between what is received on behalf of Council and what constitutes a personal gift or benefit to a council member; and
- (b) comply with any relevant guidelines issued by the Minister.

In addition, council members are required to notify the Chief Executive Officer (CEO) as soon as practicable after receiving any relevant gift or benefit from another party.

The CEO must also maintain a public register recording all relevant gifts and benefits received by council members.

COMMENT

The attached policy has been created from a template provided by the Department of Housing, Local Government and Community Development through the Local Government Resource Hub and is consistent with current legislative requirements.

LEGISLATION AND POLICY

Local Government Act 2019

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. Gifts and Benefits Policy Council Members Local Authority Members and C (4) [**7.6.1** - 3 pages]



Policy Name	Gifts and Benefits Policy (Council Members, Local Authority Members and Council Committee Members)	
Publication Date:	23/09/2025	
Council Decision (Reference):		
Classification:	Governance Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	23/09/2028	
Responsible Officer:	Governance Advisor, Office of the CEO	
Custodian:	Chief Executive Officer	
Version (Revision Number):	2.0	

1. Purpose

The purpose of this policy is to set out the requirements for council member, local authority member or council committee member (Member) receiving gifts or benefits and disclosing relevant gifts or benefits.

2. Definitions

allowable limit means gifts or benefits totalling more than \$50 but not exceeding the specified value of \$300 from government sources or \$300 from private/industry sources, received from the same donor or an associate of the donor in a single transaction or financial year.

associate, see section 8 of the *Local Government Act 2019*.

campaign donation return, see section 148 of the *Local Government Act 2019*.

member, Council Members, Local Authority Members and Council Committee Members.

nominal value means gifts or benefits totalling less than \$50 from the same donor or an **associate** of the donor in a financial year.

protocol gift means a gift or benefit given to a council member, local authority member or council committee member for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).

register of declared gifts and benefits, see section 113 of the *Local Government Act 2019*.

valuation means the process of determining the value of a gift or benefit. In cases where there is doubt about the value of a gift or benefit, a valuation may be obtained directly from the donor or through a formal, independent valuation process.



3. Principles

A Member must discharge the Member's duties, responsibilities and obligations impartially and with integrity including in relation to receiving, accepting and disclosing gifts or benefits.

A Member must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of the council member, local authority member, council committee member or the Council.

Members must also adhere to clauses 9.1 and 9.2 of the Code of Conduct relating to gifts (see Schedule 1 of the *Local Government Act 2019*).

4. Application of Policy

(a) 4.1 Relevant gifts or benefits

A relevant gift or benefit is a gift or benefit that exceeds the **nominal value** and includes:

- (a) gift or benefit received for the Council and accepted by a Member;
- (b) gift or benefit received and accepted by a Member for the Member or another person;
- (c) a gift or benefit given to the Member by the Council; or
- (d) a **protocol gift** given to a Member for the Council.

(b) 4.2 Rejecting gifts or benefits

If a Member has received any gift or benefit that breaches the principles at clause 3 above, the Member must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

(c) 4.3 Disclosure of relevant gifts or benefits

If a Member has received a relevant gift or benefit, the Member must inform the CEO [*within 28 days of receipt or as soon as practicable*] after receipt and provide the following information in writing:

- (a) name of the Member that received the relevant gift or benefit;
- (b) name of the donor (person or organisation) giving the gift or benefit;
- (c) date the gift or benefit was received;
- (d) description of the gift or benefit;
- (e) whether the gift or benefit is for the Council, the Member or another person (including the full name and relationship of the person to the Member, if applicable);
- (f) value (or estimated value) or **valuation** amount, of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

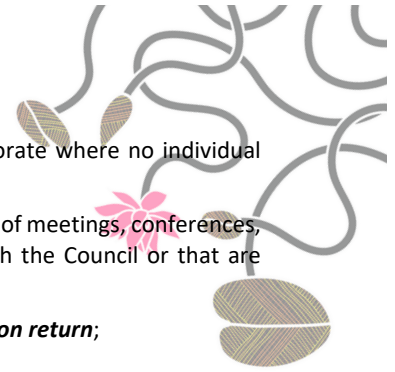
The CEO will record the details in the **register of declared gifts and benefits**.

(d) 4.4 Exemptions from disclosure

The principles in clause 3 still apply to gifts or benefits that are exempted from disclosure in the list below.

The following gifts or benefits are exempted from disclosure under this policy:





- (e) a gift or benefit given to the Council in relation to its status as a body corporate where no individual Member are considered to have accepted the gift or benefit;
- (f) food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the Council or that are required in accordance with performance of the Member's official duties;
- (g) a donation disclosed (or to be disclosed) by the Member in a ***campaign donation return***;
- (h) a private and personal gift (such as a birthday present from a family member).

5. Responsibilities

The Chief Executive Officer 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 Chief Executive Officer (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) Section 112

Policy documents

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

Conflict of Interest (Elected, Local Authority and Council Committee Members)

Procedures

Nil

Instructions, tools, guidelines, forms and templates

Gifts, Benefits and Offers of Hospitality Declaration Form

Register of Declared Gifts and Benefits



Approved by Chief Executive Officer

Date

Page 3 of 3

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.7
Title:	Improper Conduct and Whistleblowing Policy
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to provide Council with an updated Improper Conduct and Whistleblowing Policy.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Improper Conduct and Whistleblowing Policy*; and
2. Adopt the Improper Conduct and Whistleblowing Policy as attached to the report.

BACKGROUND

Council's current Improper Conduct and Whistleblowing Policy is due for review and references to legislation were outdated.

Minor changes were made to the current policy other than updating the references to legislation, guidelines, the review date and the Responsible Officer.

LEGISLATION AND POLICY

Independent Commissioner Against Corruption Act 2017 (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. Improper Conduct and Whistleblowing Policy v2 0 23 09 2025 (2) [7.7.1 - 4 pages]



Policy Name	Improper Conduct and Whistleblowing	
Publication Date:	23/09/2025	
Council Decision (Reference):		
Classification:	Organisational Policy	
Categorisation:	Governance	
Review Frequency:	3 years	
Review Date:	23/09/2028	
Responsible Officer:	Governance Advisor, Office of the CEO	
Custodian:	Chief Executive Officer	
Version (Revision Number):	2.0	

1. PURPOSE

This policy defines how Council will deal with the disclosure of information about suspected improper conduct (whistleblowing), including how Council will meet its legislative obligations under the *Independent Commissioner Against Corruption Act 2017* (ICAC Act) and the steps Council will take to protect whistle-blowers within Council.

2. SCOPE

This policy applies to all Council Members and employees of the West Arnhem Regional Council.

3. DEFINITIONS

In the context of this policy the following definitions apply:

Council Members includes Elected Members, Council Committee Members and Local Authority Members of Council.

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

ICAC Act means the *Independent Commissioner Against Corruption Act 2017*.

Improper Conduct means improper conduct as defined in the ICAC Act, including corrupt conduct, misconduct, unsatisfactory conduct, anti-democratic conduct, an ICAC Act offence and certain Criminal Code offences, and secondary improper conduct.

Nominated Recipient means the person(s) appointed by the CEO and notified to the ICAC from time to time to receive voluntary reports of suspected improper conduct within Council.

Whistle-blower refers to someone who exposes or reports improper conduct such as corrupt conduct (e.g., disclosing confidential information, misuse of public resources including fraud, accepting or requesting a bribe, falsifying documents to obtain payments), misconduct (e.g., a breach of the Code of Conduct such as bullying, harassment, discrimination or assault), unsatisfactory conduct (e.g., negligence, impropriety,



incompetence leading to substantial mismanagement of public resources), anti-democratic conduct (e.g., electoral offences under the *Electoral Act* or *Local Government Act*).

4. POLICY STATEMENT

Council recognises the importance of employees, Council Members, and members of the public disclosing about suspected improper conduct. We are committed to ensuring that all our Members and employees have the capacity and capability to recognise, respond to, and report any suspected improper conduct in a supported environment without fear of retaliation.

This policy defines how Council will deal with the disclosure of information about suspected improper conduct, including how Council will meet its legislative obligations under the ICAC Act and the steps Council will take to protect whistle-blowers who expose or report suspected improper conduct. It should be read in conjunction with Council's *Procedure – Reporting to the Independent Commissioner Against Corruption*.

A Culture that Protects and Responds to Improper Conduct

In accordance with its values and responsibilities, Council is committed to a culture that protects from improper conduct, including by:

- Creating a work environment which promotes honesty and integrity.
- Reducing the risk of improper conduct through having in place appropriate internal controls, policies, and procedures, including Council's Fraud and Corruption Policy and Plan, Codes of Conduct and Conflict of Interest policies.
- Raising awareness about how to detect, respond to, and report suspected improper conduct, including to the Independent Commissioner Against Corruption (ICAC).
- Protecting whistle-blowers who expose, or report suspected improper conduct from victimisation or retaliation.

Council's leadership will foster an earned reputation for dealing with incidents of improper conduct and build the confidence of our communities that cases of improper conduct are proactively pursued and acted on.

Reporting and Responding to Suspected Improper Conduct

All Council Members and employees are under a legal obligation to mandatorily report suspected improper conduct to the ICAC. There may also be situations where they choose to voluntarily report suspected improper conduct to Nominated Recipients within Council (instead of directly to the ICAC).

Improper conduct includes corrupt conduct, misconduct, unsatisfactory conduct and anti-democratic conduct.

Council will take prompt action in response to reports of suspected improper conduct and as required under the ICAC Act. Council will have in place a procedure to support Council's interactions with the Independent Commissioner Against Corruption. The procedure will include (but is not limited to):

- Information on the role of ICAC, identifying improper conduct, reporting obligations, the process for reporting directly to ICAC, the process for making a voluntary report to Council, misleading reports, copies of the *Mandatory Reporting Template* and *Protected Communication Notice*.
- Identification and contact details for Council's Nominated Recipient/s (as appointed by the CEO).
- Identification of the nominated contact/s within Council who will:
 - Handle referrals and respond to requests for information and produce documentation requested by ICAC.



Approved by Chief Executive Officer

Date

Page 2 of 4



- Undertake investigations (if required).
- Receive reports and respond to recommendations from ICAC.
- Information on how Council will manage whistle-blowers and staff under investigation.

Members and employees can access further information and guidance on reporting and responding to suspected improper conduct from the Office of the Independent Commissioner Against Corruption NT.

Protection of Whistle-blowers

The ICAC Act provides a range of protections for whistle-blowers including protection from retaliation. This includes the requirement to keep the identity of the whistle-blower confidential to the extent that this is possible.

Council will not tolerate any of our employees or Members engaging in acts of victimisation or retaliation against whistle-blowers who expose or report improper conduct.

Any act of victimisation or retaliation may constitute a breach of Council's *Anti-discrimination, Bullying and Harassment Policy* and/or the relevant Code of Conduct, as well as the ICAC Act. Such an act will be managed by Council in accordance with the *Code of Conduct Policies*, and the provisions of Council's *Performance Management Policy* and may result in disciplinary action up to and including termination of employment. The perpetrator may also be liable to penalty under the ICAC Act.

If a whistle-blower experiences or fears retaliation, they should report this to the CEO or a Nominated Recipient and/or directly to the ICAC. Steps will then be taken to address the situation and minimise the risk that they will be exposed to retaliation or further retaliation.

Council will also provide support services to employees or Members experiencing or fearing retaliation including through access to Council's Employee Assistance Program (EAP), referral to professional support services (if required), and potential facilitation of a conciliation of personality or workplace issue/s by a trained mediator.

Training

To support a culture of protecting against improper conduct, Members and employees will be provided with information and training that will cover the following:

- All Members and employees are to be familiar with the mandatory reporting obligations and the conduct to which the ICAC Act applies, and with the legal definitions of improper conduct.
- All Members and employees are to be provided with the contact details for Council's Nominated Recipients.
- All Members and employees are to receive Conflict of Interest and Code of Conduct training.
- All Members and relevant employees are to receive training in managing confidential information.
- Nominated Recipients are to undertake the training required to perform the responsibilities of their role.
- The People and Learning Team is to be equipped to provide training and support to supervisors and managers on managing and supporting whistle-blowers and staff under investigation (on an as needed basis).

Responsibilities

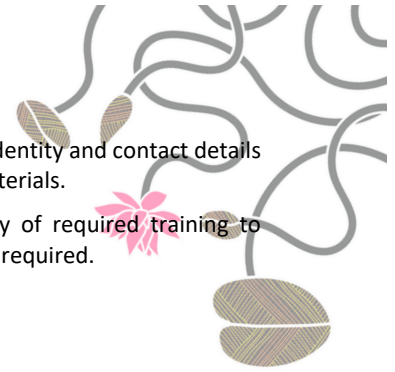
All employees and Council Members are responsible for complying with the provisions of this policy.



Approved by Chief Executive Officer

Date

Page 3 of 4



The CEO is responsible for appointing Nominated Recipients and for making their identity and contact details available on Council's intranet, website, and within Council's induction training materials.

The Chief People and Capability Officer is responsible for ensuring the delivery of required training to Members, managers/supervisors, and employees, during induction training and as required.

Any query in respect of this policy should be referred to the CEO.

Breach of Policy

A breach of this policy may also constitute a breach of the *Code of Conduct (employees)*, *Code of Conduct (CEO)* and/or *Code of Conduct (Elected, Local Authority and Council Committee Members)* and will be handled in accordance with the provisions of those Codes and Councils *Performance Management Policy*.

5. Responsibilities

The Chief Executive Officer 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 Chief Executive Officer (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

Independent Commissioner Against Corruption Act 2017 (NT)

Policy documents

Code of Conduct (Employees) Policy

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

Code of Conduct (CEO)

Conflict of Interest (Employees) Policy

Conflict of Interest (Council, Local Authority Members and Council Committee Members)

Anti-discrimination, Bullying and Harassment Policy

Performance Management Policy

Fraud and Corruption Control Policy

Procedures

Reporting to the Independent Commissioner Against Corruption Procedure

Instructions, tools, guidelines, forms and templates

Mandatory Reporting Directions and Guidelines for Public Officers - ICAC



Approved by Chief Executive Officer

Date

Page 4 of 4

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.8
Title:	Annual Return of Interests - Elected Member
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to inform Elected Members about the requirement to submit an annual return of interests to the Chief Executive Officer (CEO) as stated in section 110 of the *Local Government Act 2019*.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Annual Return of Interests - Elected Member*; and
2. Instruct each Council member to complete the Annual Return of Interest form.

BACKGROUND

Elected Members are expected to make decisions in the best interest of communities in the West Arnhem region. To do this, they should consider each matter that is brought before the Council on its merits, and disclose factors that may influence their ability to make impartial decisions. Decision-making could be influenced, or perceived to be influenced, in a number of ways including through:

1. Financial relationships and interests;
2. Personal relationships; and
3. The receipt of gifts.

Clause 106 of the *Local Government (General) Regulations 2021* states that Elected Members must provide details of the following interests, where applicable, to the CEO every financial year:

1. The name of any public, private or holding company where an Elected Member is a shareholder.
2. The name of any family businesses or business trust where an Elected Member is a trustee or beneficiary, including details about the business's operations and the nature of the Member's interest in the business. However, this does not include an interest in a land trust under the *Aboriginal Land Rights (Northern Territory) Act 1976*.
3. The location (suburb or area only) where an Elected Member owns real estate and the purpose for which the property is owned.
4. The name of a registered company where an Elected Member is a director.
5. The name of any business partnerships that an Elected Member is party to, including the nature of the interest and the activities of the partnership.
6. The name of a political party where an Elected Member is a member.
7. The name of any organizations where an Elected Member has financial or personal interests that may interfere with their ability to make impartial decisions on Council.
8. Any financial or personal interests that may interfere with an Elected Member's ability to make impartial decisions on Council.
9. Any substantial source of income and the nature of the source of income.

Section 110(1) of the *Local Government Act 2019* goes on to state that Elected Members must submit their annual return of interests within 60 days of the Elected Member's election, and no later than 30 September each year.

COMMENT

Section 111 of the *Local Government Act 2019* states that the CEO must keep a register of Elected Members annual return of interests. Failure to submit an annual return of interests will result in a breach of several legislative provisions in the *Local Government Act 2019* and the *Local Government (Regulations) 2021*.

Hard copies of Schedule 5: Annual Return of Interest for Council Members form will be made available at the meeting

LEGISLATION AND POLICY

Local Government Act 2019

Local Government (General) Regulations 2021

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. Annual Return of Interest Form for Elected Members 2019 [7.8.1 - 2 pages]



Schedule 5: Annual Return of Interest for Council Members

Name: _____

Council: West Arnhem Regional Council

Initials: _____

A council member must give the details required for each type of interest that the council member holds.

If extra pages are needed, each extra page must be numbered and identified as part of this form and must include the name of the council member, the name of the council and initials of the council member.

(a) Shareholding in a public or private company (including a holding company)		
Name of the company		
(b) Interest as trustee or beneficiary in a family or business trust (excluding: an interest as a trustee in a trust where neither the member or any associate of the member is a beneficiary; or an interest in a land trust under the <i>Aboriginal Land Rights (Northern Territory) Act 1976</i> (Cth))		
Name of the trust	Nature of the trust's operation	Nature of the interest
(c) Interest as owner of real estate		
Location (suburb or area only)	Purpose for which it is owned	
(d) Registered company directorship		
Name of the company		
(e) Interest in partnership		





Name of the partnership	Activities of the partnership	Nature of the interest
(f) Political membership		
Name of the political party or body		
(g) Membership in an organisation where a conflict of interest with the member's public duties could foreseeably arise or be seen to arise		
Name of the organisation		
(h) Any other interest where a conflict of interest with a member's public duties could foreseeably arise or be seen to arise		
Nature of the interest		
(i) Any other substantial source of income		
<i>Note: The general rule is income of over \$1 000 per annum might be notifiable.</i>		
Nature of the income		

I confirm that the information provided in this form reflects all the interests I should declare under section 110 of the *Local Government Act 2019* and regulation 106(2) of the *Local Government (General) Regulations 2021*.

Council member signature: _____ Date: _____

Full name of witness: _____

Witness signature: _____ Date: _____



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.9
Title:	Kakadu Ward Advisory Committee Member Appointments
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to request Council to appoint Council Committee Members to the Kakadu Ward Advisory Committee.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Kakadu Ward Advisory Committee Member Appointments*; and
2. Appoint the following Elected Members as a Members of Councils Kakadu Ward Advisory Committee:
 - a. Mayor
 - b. Deputy Mayor
 - c. Cr Ralph Blyth
 - d. Cr Mickitja Onus

BACKGROUND

The Kakadu Ward Advisory Committee was created as an advisory committee to Council as per provisions in the *Local Government Act 2019 and the Local Government (General) Regulations 2021*. The Committee is an independent advisory body formed to add value and improve Council's operations within the Kakadu Ward.

As per the Terms of Reference the Committee will comprise of all Kakadu Ward Elected Members, the Mayor and Deputy Mayor.

The Terms of Reference are reviewed annually and will be reviewed at the Kakadu Ward Advisory Committee scheduled in October 2025.

Cr Mickitja Onus and Cr Ralph Blyth were elected to represent the Kakadu Ward in the 2025 Local Government General Election. As there were insufficient nominations, a vacancy remains and a further report will be forthcoming to Council when the seat is filled.

LEGISLATION AND POLICY

Local Government Act 2019

Local Government (General) Regulations 2021

Kakadu Ward Advisory Committee Terms of Reference

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

Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

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

Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy

FINANCIAL IMPLICATIONS

Allowances for attending Committee meetings are included in the 2025-2026 budget as follows:

An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed to attend an established committee of Council.

Attendance at extra meetings or activities is the accumulated hours on any one day and are as follows:

- o Up to 2 hours \$200
- o Between 2 and 4 hours \$300
- o More than 4 hours \$500 (maximum payable for any one day)

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.

ATTACHMENTS

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.10
Title:	Finance Committee Member Appointments
Author:	Jocelyn Nathanael-Walters, Director of Finance

SUMMARY

The purpose of this report is to inform the new Council, follow a local government general election, about the Council's Finance Committee function and purpose; to provide an updated Finance Committee Terms of Reference for the Council to considered; and to recommend the appointment of Elected Members to the Finance Committee.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Finance Committee Member Appointments*;
2. Approve the updated Finance Committee Terms of Reference; and
3. Appoint the following Elected Members as members of Council's Finance Committee:
 - a. Councillor
 - b. Councillor and
 - c. Councillor

BACKGROUND

Each month a financial report for the previous month must be laid before and considered by the Council. However, if the Council does not schedule an ordinary meeting in the month, then the Council is required to delegate the power to carry out its financial functions, on behalf of the Council, to a Council Committee. In that instance, the financial report would be laid before and considered by the Council's Finance Committee.

In 2025 the Finance Committee was scheduled to meet 26 August and 18 December 2025 in lieu of a council Ordinary Meeting. The August meeting was in recognition that Council was in caretaker mode, while the general election was held and the results were determined, and the Elected Members preferred not to meet as Council. The December Finance Committee scheduled meeting is in recognition that Elected Members will be busy with family over the Christmas-New Year period and achieving a quorum for a December Ordinary Council meeting will likely be difficult.

The Northern Territory Government's Remuneration Tribunal sets the Elected Member allowances for attending Council Committee meetings and those allowances have been included in the Council's 2025-2026 approved budget. In summary, the Elected Members on the Finance Committee will be eligible for:

1. An Extra Meeting / Activity Allowance, based on attendance and the accumulated hours on any one day, of:
 - o Up to 2 hours \$200
 - o Between 2 and 4 hours \$300
 - o More than 4 hours \$500 (this is the maximum payable for any one day).

2. Noting, each Elected Member's total Extra Meeting / Activity Allowance is capped at \$10,000 per financial year and it includes the Deputy Mayor but not the Mayor.

Council's existing Terms of Reference for the Finance Committee

The Council's existing Terms of Reference (ToR) for the Finance Committee are attached. According to these ToR the Finance Committee membership is to consist of a minimum of five Elected Members appointed by Council resolution. The Mayor and Deputy Mayor are automatically a Finance Committee member along with at least three Council appointed Elected Members.

The existing Finance Committee ToR functions are to:

- Review and approve Council's monthly financial reports.
- Review and approve reports on Council budgets that are presented during the Committee's meeting.
- Review reports about Council's immediate and long-term financial plans.
- Consider the financial implications of Council's financial plans to ensure that they meet the needs of the community.
- Review the financial status and progress of major projects and recommend changes or revisions to projects, if necessary.
- Review the debtor and creditor list, and ensure sufficient funds are available to pay forthcoming debts.
- Review any approve any other urgent matters as required.

RECOMMENDATION

Updated Terms of Reference of the Finance Committee

It is recommended the Finance Committee ToR be updated to include the relevant *Local Government Act 2019* and *Local Government (General) Regulations 2021* section and regulation references.

Additionally, the list of functions in the ToR be update to:

- Review and approve the Council's financial report for the prior month.
- Review and approve ad-hoc council financial reports that measure actual performance against Council's approved budget and long-term financial plans.
- Consider the financial implications of Council's financial performance against Council approved financial plans to ensure that they meet the needs of the community.
- Review the financial status and progress of major projects and recommend changes or revisions to projects, if necessary.
- Review the council debtor and creditor balances, and ensure sufficient funds are available to pay council creditors as they fall due.
- Consider any other urgent financial related matters as required that do not require a Council resolution (i.e. under the local government legislation, grant guidelines, or a contract clause etc.).

The appointment of at least three Elected Members to the Finance Committee

It is recommended the ToR make clear the Finance Committee is to consist of five Elected Members (i.e. remove the words ‘a minimum of’) so that a quorum of three members, already mention in the existing ToR, is more than 50% of the membership so a result can be determined.

It is then recommended the Council appoint the three elected members to be part of Council’s Finance Committee with the Mayor and Deputy Mayor.

LEGISLATION AND POLICY

Local Government Act 2019

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

Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

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

Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy

Finance Committee Terms of Reference

FINANCIAL IMPLICATIONS

Allowances for attending Council Committee meetings are included in the 2025-2026 budget.

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.

ATTACHMENTS

1. Finance Committee Terms of Reference - 03.02.2021 [**7.10.1** - 1 page]
2. Draft Finance Committee Terms of Reference [**7.10.2** - 1 page]



Finance Committee Terms of Reference

1. Role of the Committee

The West Arnhem Regional Council Finance Committee (the Committee) is constituted as an Executive Committee with all the necessary powers to carry out Council's financial functions. The Committee's terms of reference comply with section 83(4) of the *Local Government Act 2019*.

2. Membership

The Committee consists of a minimum of five Elected Members appointed through a Council resolution. The Mayor is the designated Chair of all Committee meetings. In the Mayor's absence, the Deputy Mayor will be appointed as the acting Chair of the meeting. If both the Mayor and Deputy Mayor are not present, the Committee's Elected Members shall elect an Acting Chair for the duration of the meeting. A quorum at a Committee meeting consists of three or more Elected Members. Additionally, the Chief Executive Officer (CEO) or a delegated representative of the CEO, and one senior staff member must be present during each Committee meeting.

3. Meeting Dates

The Committee shall convene a meeting during the months that an Ordinary Council meeting does not take place. A meeting may be rescheduled in circumstances where it would be inappropriate to conduct a meeting, or when there is prior knowledge that a quorum will not be achieved on the meeting date. The Chair of the Committee will approve a change of the meeting date after consultations with a majority of the Committee's Elected Members and the Chief Executive Officer.

4. Committee Functions

The Committee has delegated authority from Council to carry out the following functions during the months that an Ordinary Council meeting is not convened:

- Review and approve Council's monthly financial reports.
- Review and approve reports on Council budgets that are presented during the Committee's meeting.
- Review reports about Council's immediate and long term financial plans.
- Consider the financial implications of Council's financial plans to ensure that they meet the needs of the community.
- Review the financial status and progress of major projects and recommend changes or revisions to projects, if necessary.
- Review the debtor and creditor lists, and ensure sufficient funds are available to pay forthcoming debts.
- Review and approve any other urgent matters as required.

5. Committee's Decisions

The minutes for each Committee meeting will be presented at the next Ordinary Council meeting.



Approved by Chief Executive Officer: P. Findlay
 Approved by Council Resolution OCM8/2021 on 10.02.2021

Date: 03/02/2021

Page 1 of 1



Finance Committee Terms of Reference

1. Role of the Committee

The West Arnhem Regional Council Finance Committee (the **Finance Committee**) is an Executive Committee of Council. The Finance Committee's terms of reference comply with section 83 of the *Local Government Act 2019* and regulation 19 of the *Local Government (General) Regulations 2021*.

2. Membership

The Finance Committee is to consist of five Elected Members of which two are to be the Mayor and Deputy Mayor and the other Elected Members are to be appointed by Council resolution.

The Mayor is the designated Chair of Finance Committee meetings. In the Mayor's absence, the Deputy Mayor will be appointed as the Acting Chair of the meeting. If both the Mayor and Deputy Mayor are not present, the Finance Committee's other Elected Members shall elect an Acting Chair from amongst the members present for the duration of the meeting.

A quorum at a Finance Committee meeting is to consist of three or more Elected Members. Additionally, the Chief Executive Officer (CEO) or a delegated representative of the CEO, and one senior finance staff member must be present at the Finance Committee meeting.

3. Meeting Dates

The Finance Committee shall convene a meeting during the months that an Ordinary Council meeting is not scheduled to take place. A meeting may be rescheduled particularly where there is prior knowledge that a quorum will not be achieved on the meeting date. The Chair of the Finance Committee will approve a change of the meeting date after consultations with a majority of the Finance Committee's members and the CEO.

4. Finance Committee Functions

The Finance Committee has delegated authority from the Council to carry out the following functions, on behalf of the Council, in the months the Council does not schedule an Ordinary Council meeting:

- Review and approve the Council's financial report for the prior month.
- Review and approve ad-hoc council financial reports that measure actual performance against Council's approved budget and long-term financial plans.
- Consider the financial implications of Council's financial performance against Council approved financial plans to ensure that they meet the needs of the community.
- Review the financial status and progress of major projects and recommend changes or revisions to projects, if necessary.
- Review the council debtor and creditor balances, and ensure sufficient funds are available to pay council creditors as they fall due.
- Consider any other urgent financial related matters as required that do not require a Council resolution.

5. Committee's Decisions

The minutes of each Finance Committee meeting will be presented at the next Ordinary Council meeting.

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.11
Title:	Risk Management and Audit Committee Minutes, Member Appointments and Advertising of Independent Member
Author:	Jocelyn Nathanael-Walters, Director of Finance

SUMMARY

The purpose of this report is to appoint Elected Members to the Risk Management and Audit Committee (RMAC); for the Council to note the unconfirmed minutes of the RMAC Meeting held 19 August 2025; and to approve the commencement of advertising for an Independent Member to the Committee.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Risk Management and Audit Committee Minutes, Member Appointments and Advertising of Independent Member*;
2. Appoint the following Elected Members as members of the Council's Risk Management and Audit Committee
 - a. Councillor
 - b. Councillor
 - c. Councillor
3. Note the unapproved minutes of the Risk Management and Audit Committee held on 19 August 2025 and review the recommendations made by the Committee;
4. Approve the advertising of an independent, external member as Chairperson of the Risk Management and Audit Committee for a term of three (3) years and then four (4) year terms thereafter; and
5. Approve a procurement process begin, after the Council's 2024-25 Annual Report has been adopted, to appoint an external auditor for a term of five (5) years as recommended by the Risk Management and Audit Committee.

BACKGROUND

Composition of the Council's Risk Management and Audit Committee (RMAC)

Section 86 of the *Local Government Act 2019* requires Council to create and maintain an Audit Committee to monitor and review the integrity of the Council's financial management; to monitor and review internal controls; and to make recommendations to the Council about council financial matters.

Attached are the RMAC terms of reference (TOR). Clause 6 of the TOR states Elected Members will be appointed to RMAC at the first Ordinary Council meeting following the local government general election.

In terms of membership the RMAC TOR require:

- a. A minimum of three (3) and a maximum of six (6) Elected Members;

- b. An independent, external Council appointed Chairperson (presently vacant as Carolyn Eagle's term expired 29 August 2025); and
- c. An independent, external Council appointed Member (currently filled by Warren Jackson whose term will expire 24 May 2027).

The TOR also requires at least one of the Committee members to be a qualified accountant holding a current professional accounting qualification (i.e. CPA or CA ANZ).

In addition to the RMAC prescribed membership, the following Council staff are to attend all RMAC meetings:

- 1. Chief Executive Officer
- 2. Director Finance
- 3. Finance Manager
- 4. Governance Advisor.

Appointment of the Independent, External RMAC Chairperson

To avoid advertising and appointing an RMAC Chairperson at the start of a new term of Council it is recommended the next appointment be for a term of three (3) or five (5) years and then revert back to the TOR four (4) year term (per TOR clause 6).

Noting a three-year term will expire around November 2028 which is over a year after the other independent member's (Warren Jackson's) term ends.

Appointment of External Auditor

The *Local Government Act 2019* section 209 states the Council must, by resolution, appoint an auditor for a fixed term of between two (2) and five (5) years.

Nexia Edwards Marshall NT (Auditors), following a procurement process in early 2023, was contracted to conduct Council's annual audits for the financial years 30 June 2023, 2024, and 2025.

COMMENT

It is recommended the Council appoint three (3) Elected Members to be members of RMAC.

It is recommended the Council approve the advertising of an independent, external member as the RMAC Chairperson and approve the Chairperson be appointed for a term of 3 years and then 4 years, thereafter, to avoid coinciding with the start of a new term of Council.

It is recommended the Council approve a procurement process begin, following the adoption of Council's 2024-25 Annual Report, to appoint an external auditor for a term of five (5) years as recommended by the Committee [RMA41/2025].

LEGISLATION AND POLICY

Local Government Act 2019

Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006

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

Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

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

Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy

Risk Management and Audit Committee Terms of Reference

FINANCIAL IMPLICATIONS

Allowances for attending Committee meetings are included in the 2025-2026 budget.

Elected Member Extra Meeting Entitlements

An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by Councillors and the Deputy Mayor, but not the Mayor, for attending an RMAC meeting, as follows:

- Up to 2 hours \$200
- Between 2 and 4 hours \$300
- More than 4 hours \$500 (maximum payable for any one day)

Independent Member Meeting Entitlements

Independent, external Member entitlements are set by the Northern Territory Government's *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* published list of statutory bodies by classification and remuneration rates. The current daily rates are (for Class C – Advisory and Review Bodies):

- Chairperson \$959
- Other member \$719

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 6.4 Risk Management

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

ATTACHMENTS

1. 2025 08 19 RMAC Meeting Minutes [7.11.1 - 7 pages]
2. Risk Management and Audit Committee Terms of Reference 2022 [7.11.2 - 11 pages]



Minutes of the West Arnhem Regional Council Risk Management and Audit Committee Meeting
Tuesday, 19 August 2025 at 10:00 am
Council Chambers

1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

Chairperson Carolyn Eagle declared the meeting open at 10:26am, welcomed all in attendance and did an Acknowledgement of Country.

2 PERSONS PRESENT

ELECTED MEMBERS PRESENT

Chairperson	Carolyn Eagle
Independent Member	Warren Jackson
Deputy Mayor	Elizabeth Williams

STAFF PRESENT

Chief Executive Officer	Katharine Murray
Director Finance	Jocelyn Nathanael-Walters
Finance Manager	Imran Shajib
Governance Advisor	Debbie Branson

GUESTS	Nil
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3 APOLOGIES AND ABSENCES

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

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

RMA33/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

THAT THE COMMITTEE:

1. Note the apology received from Mayor James Woods and Cr Jacqueline Phillips; and
2. Determine Mayor James Woods and Cr Jacqueline Phillips are an apology with permission of the Committee.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Committee considered a report on Acceptance of Agenda.

RMA34/2025 RESOLVED:

On the motion of Member Warren Jackson

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE accept the agenda papers as circulated for the Risk Management and Audit Committee meeting held on 19 August 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 Committee considered a report on Disclosure of Interest of Members or Staff.

RMA35/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Member Warren Jackson

THAT THE COMMITTEE acknowledge there are no declarations of interest in reference to the items listed for consideration at the Risk Management and Audit Committee meeting held on 19 August 2025.

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

Agenda Reference:	6.1
Title:	Confirmation of Risk Management and Audit Committee Minutes
Author:	Debbie Branson, Governance Advisor

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

RMA36/2025 RESOLVED:

On the motion of Member Warren Jackson

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE confirm the minutes of the Risk Management and Audit Committee meeting held Thursday 19 June 2025 as a true and correct record of the meeting.

CARRIED

7 ACTION REPORTS

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

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

RMA37/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

THAT THE COMMITTEE:

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, which there are none.

CARRIED

8 RECEIVE AND NOTE REPORTS

Agenda Reference:	8.1
Title:	Financial Report for the period ended 30 June 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

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

RMA38/2025 RESOLVED:

On the motion of Deputy Mayor Elizabeth Williams

Seconded Member Warren Jackson

THAT THE COMMITTEE receive and note the report titled *Financial Report for the period ended 30 June 2025*.

CARRIED

Agenda Reference:	8.2
Title:	Credit Card Reconciliations
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on Credit Card Reconciliations.

RMA39/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE receive and note the report titled *Credit Card Reconciliations*.

CARRIED

West Arnhem Regional
Council

- 4 -

Risk Management and Audit
Committee
Tuesday 19 August 2025

Agenda Reference:	8.3
Title:	2025 Interim Audit Report
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on 2025 Interim Audit Report.

RMA40/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE

1. receive and note the report titled *2025 Interim Audit Report*;
2. recognise the significant work of the Finance Team led by the Director and Manager of Finance, to prepare for the external audit and facilitate an effective interim external audit visit; and
3. recognise and thank the external auditors Nexia Edwards Marshall NT, for their support and diligence and objective advice to the Risk Management and Audit Committee throughout their period of their contract.

CARRIED

Agenda Reference:	8.4
Title:	Appointment of Auditor
Author:	Jocelyn Nathanael-Walters, Director of Finance

The Committee considered a report on Appointment of Auditor.

RMA41/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

THAT THE COMMITTEE:

1. Receive and note the report titled *Appointment of Auditor*; and
2. Recommend the Council seek to appoint an external auditor for five (5) financial years after the 2024-25 Annual Report is adopted.

CARRIED

9 PROCEDURAL MOTIONS

Agenda Reference:	9.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	Debbie Branson, Governance Advisor

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

RMA42/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

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 11:33am to consider the Confidential items of the Agenda.

CARRIED

10 CONFIDENTIAL ITEMS

Agenda Reference:	10.1
Title:	Confirmation of Confidential Risk Management Audit Committee Minutes
Author:	Debbie Branson, Governance Advisor

RMA43/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

THAT THE COMMITTEE confirm the confidential minutes of Risk Management and Audit Committee meeting held Thursday 19 June 2025 as a true and correct record of the meeting.

CARRIED

Agenda Reference:	10.2
Title:	Review of Action Items
Author:	Debbie Branson, Governance Advisor

RMA44/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

THAT THE COMMITTEE:

1. Receive and note the report entitled *Review of Action Items*; and
2. Review the outstanding action items and that action item remain open for consideration at the next meeting.

CARRIED

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

Agenda Reference:	11.1
Title:	Disclosure of Confidential Resolutions and Re-Admittance of the Public
Author:	Debbie Branson, Governance Advisor

The Committee considered a report on Disclosure of Confidential Resolutions and Re-Admittance of the Public

RMA45/2025 RESOLVED:

On the motion of Chairperson Carolyn Eagle

Seconded Member Warren Jackson

THAT THE COMMITTEE opened the meeting to the public at 12:00pm after the discussion of confidential items and approved to disclose all resolutions from the confidential section of this meeting to the open meeting minutes.

CARRIED

12 NEXT MEETING

The next meeting is scheduled to take place on Thursday, 6 November 2025.

13 MEETING DECLARED CLOSED

Chairperson Carolyn Eagle declared the meeting closed at 12:01pm.

This page and the preceding pages are the minutes of the Risk Management and Audit Committee held on Tuesday, 19 August 2025.

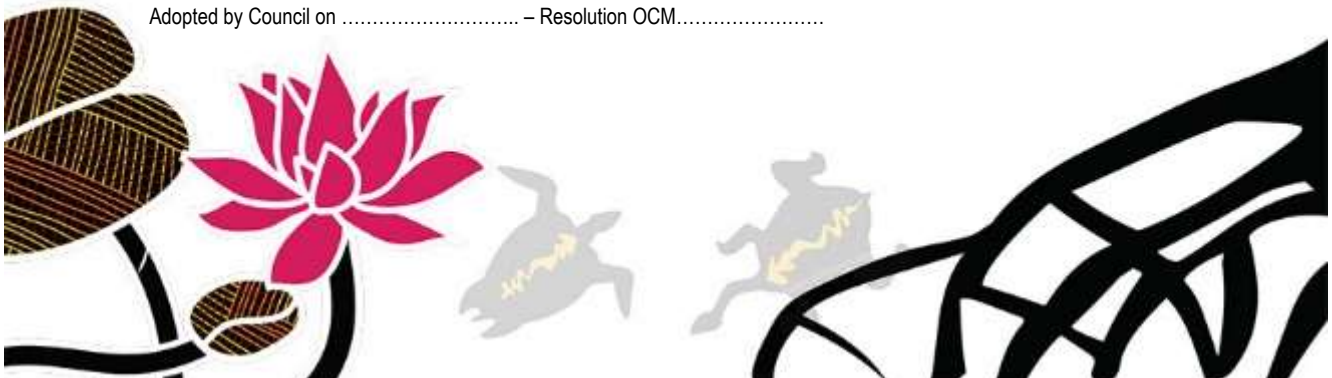
Click [here](#) to view the agenda for the Risk Management and Audit Committee Meeting held on Tuesday, 19 August 2025.



WEST ARNHEM REGIONAL COUNCIL
RISK MANAGEMENT AND AUDIT COMMITTEE
TERMS OF REFERENCE

Version 2022.0: Approved by Audit Committee Meeting held on - Resolution ACM...../2022

Adopted by Council on – Resolution OCM.....



Contents

1. Role	1
2. Responsibilities.....	1
3. Composition of the Committee.....	1
4. Committee Meetings and Reporting to Council	2
5. Voting Right of Committee Members	3
6. Term of Appointment and Termination of Committee Members	3
7. Performance and Review.....	3
8. Remuneration of the Committee Members	4
9. Committee Access to Council Records and Resources	4
10. Conflict of Interest.....	4
11. Review of Terms of Reference.....	4
Appendix 1: Detailed Responsibilities of the Risk Management and Audit Committee.....	5
1.1 Internal Control and Risk Management	5
1.2 Internal Audit.....	5
1.3 External Reporting	6
1.4 External Audit.....	7
1.5 Compliance with Standards.....	7
Appendix 2: Risk Management and Audit Committee Work Plan.....	8

1. Role

The West Arnhem Risk Management and Audit Committee (the Committee) is created as an advisory committee as per provisions in the *Local Government Act 2019* (the Act) and the *Local Government (General) Regulations 2021* (the Regulations). Its role is to monitor West Arnhem Regional Council's (WARC) compliance with financial and accounting regulations and standards, as well as any other matters related to the integrity of Council's internal risk controls.

2. Responsibilities

The Committee provides recommendations to Council and the Chief Executive Officer (CEO) that assist in the governance of WARC, and the exercising of due care, diligence and skill in relation to:

- i. Internal Control and Risk Management
- ii. Internal Audit
- iii. External Reporting
- iv. External Audit
- v. Compliance with Standards

These responsibilities are expanded upon in the appendix.

3. Composition of the Committee

The Committee will comprise of a minimum of three (3) and not more than six (6) WARC Elected Members, an independent external Chair, and an Independent Member. At least one member of the Committee will be a qualified accountant holding current accounting certification (CPA or CA). In addition to this, at any given time, either the Chair or Independent Member should reside in the Northern Territory at the time of their appointment, and during the course of their membership on the Committee. All appointments to the Committee including any external members and the appointment of the Chair shall be approved by Council resolution.

The Council can at any time appoint a stand-in or replacement Elected Member to act as a proxy member for the elected representative members of the Committee. Independent Members are appointed on the basis of professional qualities and skills, and proxies are not permitted if the Independent Member is unable to attend meetings.

In addition to the Committee members, the following Council staff may attend Committee meetings:

- i. Chief Executive Officer
- ii. Chief Corporate Officer
- iii. Chief Operating Officer
- iv. Governance and Risk Advisor
- v. Finance Manager

[1]

The Committee will receive secretariat support from Council staff. Additionally, internal and external auditors may be invited to attend the Committee's meetings at the discretion of the Committee members.

4. Committee Meetings and Reporting to Council

A quorum at each Committee meeting will be the smallest integer greater than half of the total number of Committee members. In the Chair's absence from a meeting, the members of the Committee present at the meeting will select a Chair for that particular meeting.

Meetings of the Committee may be held face-to-face or through any technological means by which members can participate in a discussion. The notice and agenda of each meeting will be made available to Committee members at least three (3) business days before each meeting. All Committee meetings are to be open to the public unless they are considered confidential as per provisions in section 293(1) of the Act division 2 of the Regulations.

The Committee may invite any persons to attend its meetings as it sees fit, and consult with other persons or seek any information it considers necessary to fulfil its responsibilities. The Committee members may meet separately with the external audit provider and/or head of internal audit to discuss issues of mutual interest, without attendance by management (WARC staff).

To ensure that the Committee finalizes its activities within any stipulated timeframes in the Act and Regulations. The Committee's secretariat will work with the Chair and the CEO to prepare an annual work plan for the Committee before the start of each financial year.

The Committee should meet at least four times a year to:

- i. Review the draft audited financial statements and auditors report at year end set the audit agenda and the Committee's work plan. (This should be done within a reasonable time to ensure compliance with section 290 of the Act and regulations 15 and 16 of the Regulations.).
- ii. Meet with the auditors, discuss findings and review the draft audited financial statements that will be presented to Council for approval. (This should be done within a reasonable time to ensure compliance with section 290 of the Act and regulations 15 and 16 of the Regulations).
- iii. Monitor the implementation of any audit recommendations accepted by Council and undertake matters that the Committee is responsible for as per the Committee's work plan. and
- iv. Undertake matters that the Committee is responsible for (for example, review compliance with legislation, contracts, best practices, WARC policies and so forth as per the Committee's work plan.

The minutes of each Committee meeting should be prepared as per requirements in regulation 59 of the Regulations. The Chair should review the minutes within five to seven (5-7) business days after receipt from the secretariat. The secretariat is to ensure the minutes of Committee meetings are available on Council's website within ten (10) business days after the meeting to which they relate, to comply with

[2]

section 102(2) of the Act.

The Committee Chair is to report to the Council following each Committee meeting to comply with section 101(4) of the Act. The manner of reporting may be by distribution of a copy of the minutes of the meeting supplemented by other written information if necessary, including any recommendations requiring Council action and/or approval.

The Committee Chair is to review, and if necessary amend, information regarding the Committee which is to be included in the West Arnhem Regional Council Annual Report. The due date for the required information will be included in the Committee's work plan.

5. Voting Right of Committee Members

All Committee members (elected members and independent members) have equal voting rights on the Committee. Any matters requiring a decision will be decided by a majority of votes of members present. In the event of a tie, the Chair has the casting vote.

6. Term of Appointment and Termination of Committee Members

The term of membership for elected members will be the term of the Council, which is four (4) years. Elected members will be appointed to the Committee at the first Ordinary Council Meeting following the local government general election. Membership of an elected member ceases if they are no longer an elected member.

The independent Chair and independent member should not be WARC elected members or staff. Independent members will be appointed by Council for a maximum period of four (4) years after suitable candidates are interviewed following a public call for expressions of interest. The appointment of independent members will be approved by Council resolution, and may be renewed or terminated by Council subject to their appointment agreements.

7. Performance and Review

The Committee will review its performance at least once every two years. This review may be conducted as a self-assessment, and will be coordinated by the Chair. The assessment may seek input from the CEO, the external audit provider, management and any other relevant stakeholders as determined by the CEO.

Professional development of the Committee's members is necessary to ensure that all members receive the training that they need to understand and carry out their roles on the Committee. Accordingly, elected members of the Committee will have reasonable access to technical and professional development events to help them keep up to date with legislative, accounting and other relevant issues. The Chair will monitor the Committee's training needs, and work with the CEO to provide opportunities for professional development and training. Independent members of the Committee are expected to maintain their own professional development requirements.

[3]

8. Remuneration of the Committee Members

WARC's elected members of the Committee shall be remunerated for their attendance at Committee meetings in accordance with Council's Allowances and Expenses (Elected, Local Authority and Committee Members) Policy. The rate payable is specified annually in Council's Regional Plan and Budget.

The remuneration rate and conditions of the independent members are based on the C1 daily rate in the Northern Territory *Statutory Bodies Classification Structure*, and in accordance with Council's Allowances and Expenses (Elected, Local Authority and Committee Members) Policy. Independent members should provide invoices before payments are processed.

9. Committee Access to Council Records and Resources

Council authorises the Committee, through the Chair, to:

- i. Seek any information it requires from:
 - a. Any employee. All employees of the council are directed to co-operate with any request made by the committee, and
 - b. External parties;
- ii. Obtain outside legal or other independent professional advice with the agreement of the Council.

Additionally, the CEO will advise the committee members in the event of following:

- i. Loss of significant programs
- ii. Material theft
- iii. Adverse financial event

10. Conflict of Interest

Committee members will be asked to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be declared at each meeting once acknowledged. Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions and deliberations on the issue where a conflict of interest exists.

As per section 110 (1) of the Act, elected members of the Committee should submit an annual return of interests within 60 days of the elected member's election, and no later than 30 September each year. The submission must be in the prescribed form as outlined in regulation 106 of the Regulations. Independent members of the Committee should submit an annual return of interests by 30 September each year. The submission must be in the prescribed form as outlined in regulation 107 of the Regulations.

11. Review of Terms of Reference

The Committee shall review its terms of reference every two (2) years to provide assurance that it remains consistent with Council's objectives and responsibilities. The Committee shall also review its terms of reference to ensure compliance with any legislative changes.

[4]

Appendix 1: Detailed Responsibilities of the Risk Management and Audit Committee

The timelines and due dates for the following responsibilities will be outlined in the Committee's work plan.

1.1 Internal Control and Risk Management

- Assess the internal processes for determining and managing key risk areas, particularly:
 - i. compliance with laws, regulations, standards and best practice guidelines, including industrial relations laws;
 - ii. important judgements and accounting estimates;
 - iii. litigation and claims;
 - iv. fraud and theft; and
 - v. relevant business risks other than those that are dealt with by other specific Council committees.
- Based on the risk assessment undertaken by the Council, ensure that the areas of the region that are under WARC's jurisdiction have an effective risk management system and that significant or material risks are reported back at least annually to the Council.
- Whenever applicable, obtain and assess management reports on any suspected or actual fraud, theft or breaches of laws, and recommend appropriate actions.
- Address the effectiveness of the internal control, risk management and performance management systems with management and the internal and external audit providers.
- Evaluate the process WARC has in place for assessing and continuously improving internal controls, particularly those related to areas of significant risk.
- Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that may involve an unacceptable degree of risk.
- Assess the effectiveness of and compliance with the corporate ethical conduct as per Council's policies .
- Meet periodically with key management, internal and external auditors and compliance staff to understand and discuss the control environment.
- Review the adequacy of periodical internal financial reports.
- Review compliance with internal policies, plans and procedures.
- Review the delegations of Council staff members.

1.2 Internal Audit

- Make recommendations to Council on the appointment, remuneration and monitoring of the effectiveness and independence of internal audit.
- Be satisfied that sufficient funds are available to enable an effective, comprehensive and complete audit to be conducted for the areas identified for internal audit review.
- Communicate the Committee's expectations to the internal auditor in writing, via the Office of the CEO.

[5]

- Ensure the internal audit function (whether internal or external) reports directly to the Committee.
- Review the internal auditor's charter and resourcing (including qualifications, skills, experience, funding and equipment).
- Review and approve the scope of the internal audit strategic plan and annual work program.
- Monitor the progress of the internal audit plan and work program and consider the implications of internal audit findings for the control environment.
- Monitor and assess management's responsiveness to internal audit findings and recommendations.
- Evaluate the process for monitoring and assessing the effectiveness of the internal audit function.
- Ensure that the internal audit and the external audit programs are appropriately coordinated to achieve maximum effectiveness; and avoid duplication.
- Provide the opportunity for Committee members to meet with the internal auditor and external auditor without management personnel being present at least once a year.

1.3 External Reporting

- Consider the appropriateness of accounting policies and principles and any amendments thereto, as well as the methods of applying those policies/principles, ensuring that they are in accordance with the stated financial reporting framework.
- Assess significant estimates and judgements in financial reports by enquiring of management about the process used in making material estimates and judgements and then enquire of the internal and external auditors the basis for their conclusions on the reasonableness of management's estimates.
- Assess management explanations for unusual transactions or significant variances from prior year results or current year budget.
- Review management's processes for ensuring and monitoring compliance with laws, regulations and other requirements (including Australian Accounting Standards and the Local Government Act and its Regulations) relating to external reporting of Council's financial and non-financial information.
- Assess information from internal and external auditors that affects the quality of financial reports (for example, actual and potential material audit adjustments, financial report disclosures, non-compliance with the laws and regulations, internal control issues).
- Ask the external auditor for an independent judgement about the appropriateness, not just the acceptability, of the accounting principles used and the clarity of the financial disclosure practices used or proposed to be used by Council as put forward by management.
- Assess the management of non-financial information in documents (both public and internal) to ensure the information does not conflict with the financial statements or other documents.
- Recommend to Council whether the statutory audited financial and non-financial statements should be signed by the CEO based on the Committee's assessment of them.
- Monitor disclosures of related-party transactions.

[6]

1.4 External Audit

- Make recommendations to Council on the appointment, remuneration and monitoring of the effectiveness and independence of the external audit provider.
- Review the external audit provider's fee and be satisfied that an effective, comprehensive and complete audit can be conducted for the set fee.
- At the start of each audit, agree the terms of the engagement with the external audit provider. Review the external audit provider's annual engagement letter.
- Invite the external audit provider to attend Committee meetings to review the audit plan, discuss audit results, consider the implications of the external audit findings and otherwise discuss management and the control environment issues.
- Together with the external audit provider, review the scope of the external audit (particularly the identified risk areas) and any additional agreed-upon procedures on a regular and timely basis.
- Enquire of the external audit provider if there have been any significant disagreements with management irrespective of whether or not they have been resolved.
- Monitor and critique management's responsiveness to the external audit provider's findings and recommendations.
- Review all representation letters signed by management and ensure that the information provided is complete and appropriate.
- Provide the opportunity for the Committee members to meet with the external audit providers without management personnel being present at least once a year.
- Review the external audit provider's independence based on the external auditor's relationships and services with the Council and other organisations that may impair or appear to impair the external audit provider's independence.
- Advise Council on the rotation of the external audit provider at intervals of approximately each five years or otherwise as the need may arise.

1.5 Compliance with Standards

All activities and responsibilities of the Committee are to be performed to the standards published by the Council, relevant accounting and auditing standards and relevant legislation.



Appendix 2: Risk Management and Audit Committee Work Plan (Insert Year)

Action	Link to Terms of Reference	Quarter 1 (July Meeting)	Quarter 2 (October Meeting)	Quarter 3 (March Meeting)	Quarter 4 May (May Meeting)	Officer/ Team Responsible for Committee Report
Audit Committee Performance						
Committee self-assessment						
Setting of annual meeting dates						
Review of Charter and Terms of Reference (every two years)						
Training and development plan						
Review of annual work plan						
External Audit						
Appointment of external auditor						
External audit letter						
Annual financial statements						
Confidential meeting with auditors						
Internal controls						

✉ PO Box 721, Jabiru NT 0886 ● info@westarnhem.nt.gov.au 🌐 www.westarnhem.nt.gov.au



Jabiru (Head Office)
☎ 08 8979 9444

Gunbalanya
☎ 08 8970 3700

Maningrida
☎ 08 8979 6600

Waruwi
☎ 08 8970 3600

Minjilang
☎ 08 8970 3500





Internal Audit						
Confidential meeting with internal auditors						
Internal audit action plan update						
Strategic internal audit plan						
Risk Management						
Review of strategic and operational risk register						

✉ PO Box 721, Jabiru NT 0886 ● info@westarnhem.nt.gov.au 🌐 www.westarnhem.nt.gov.au



Jabiru (Head Office)
☎ 08 8979 9444

Gunbalanya
☎ 08 8970 3700

Maningrida
☎ 08 8979 6600

Waruwi
☎ 08 8970 3600

Minjilang
☎ 08 8970 3500



WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.12
Title:	CEO Employment and Remuneration Advisory Panel: Member Appointments and Independent Member
Author:	Jocelyn Nathanael-Walters, Director of Finance

SUMMARY

The purpose of this report is to bring to the Council's attention that a decision is required on the composition of the CEO Employment and Remuneration Advisory Panel.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *CEO Employment and Remuneration Advisory Panel: Member Appointments and Independent Member*;
2. Appoint the following Elected Members as members of Council's CEO Employment and Remuneration Advisory Panel:
 - a. Councillor
 - b. Councillor; and
3. Agree an expression of interest process is to be conducted to recruit to the vacant Independent Member position on the Council's CEO Employment and Remuneration Advisory Panel.

BACKGROUND

Managing the employment of the council's Chief Executive Officer (CEO) is a core responsibility of the Council.

The Requirement to have a CEO Employment and Remuneration Advisory Panel (Panel)

The Minister for Local Government's *Guideline 2: Appointing a CEO* states:

- At sub-clause 6.1, that a recruitment process, approved by Council resolution, must be followed in relation to the appointment of Council's CEO; and
- At sub-clause 6.3(c), at a minimum the recruitment process must address the composition of the recruitment panel.

The Council's *CEO Recruitment, Performance and Remuneration Policy*, adopted by Council in July 2021 [resolution OCM60/2021] states the panel will comprise the Mayor (who will chair the panel), two additional Elected Members, and at least one Independent Member. The policy says the Independent Member:

- Will be appointed following a public process seeking Expressions of Interest from suitably qualified and experienced candidates.
- Must not be a current Elected Member of Council, or Council employee.
- May be entitled to remuneration based on a sitting fee per meeting in line with Northern Territory guidelines and/or practices for similar positions.
- Travel costs will be reimbursed in accordance with the ATO allowances.

The Role of the Panel

The Panel has no power or authority to make delegated decisions on behalf of the Council. It is merely an advisory panel to provide recommendations to the Council.

The Panel is to provide advice and support to the Council regarding the following CEO employment processes:

- Recruitment and appointment;
- Contract of employment and remuneration;
- Performance review; and
- Contract expiry.

Engagement of a Professional Recruitment Agency

In January 2025 the Council engaged LG Services Group (LGSG), Mr. John Oberhardt, to conduct a full recruitment process to appoint a new permanent CEO. Mr. Oberhardt led the CEO recruitment process and provided candidate information and secretariat support to enable the Panel to make a recommendation to the Council.

In addition to the CEO recruitment the LGSG contracted services included:

- CEO Mentoring and Leadership Development at no additional charge; and
- CEO Induction Workshop and Performance Agreement at \$6,500 plus GST and travel expenses.

Of the \$44,000 purchase order issued for LGSG contracted services \$10,285 remains unspent. An extract of the additional LGSG services agreed by Council but not yet delivered is attached.

Engagement of the Independent Panel Member

At the Ordinary Council Meeting held on 29 January 2025, following an expression of interest process, the Council appointed Mr. Mark Blackburn as the independent member for the CEO Employment and Remuneration Advisory panel [OCM/2025].

Mr. Blackburn's appointment to the Panel ceased on 8 September 2025.

COMMENT

Up to 8 September 2025, the last day of the previous term of Council, the CEO Employment and Remuneration Advisory Panel comprised of the following members:

1. Mayor James Woods (Chairperson)
2. Deputy Mayor Elizabeth Williams
3. Councillor James Marrawal
4. Councillor Mickitja Onus
5. Independent Member, Mr. Mark Blackburn.

Before the end of October 2025, the CEO's probationary period review is due, therefore a fully constituted CEO Employment and Remuneration Advisory Panel is required to participate in that review and then make recommendation to the Council.

It is recommended the Elected Members of the CEO Employment and Remuneration Advisory Panel be appointed or reaffirmed.

It is recommended an expression of interest process be conducted to recruit to the vacant Independent Member position on the Council's CEO Employment and Remuneration Advisory Panel.

LEGISLATION AND POLICY

Local Government Act 2019

Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006

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

Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

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

Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy.

CEO Employment and Remuneration Advisory Panel Policy.

FINANCIAL IMPLICATIONS

\$10,000 worth of costs associated with the recruitment of the council CEO have been included in the 2025-26 budget.

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. CEO Recruitment Performance and Remuneration Policy v 1.0 [**7.12.1** - 8 pages]
2. LGSG Additional Services Extract [**7.12.2** - 1 page]



Policy Name	CEO Recruitment, Performance, and Remuneration	
Publication Date:	04/07/2021	
Council Decision (Reference):	60/2021	
Classification:	Governance Policy	
Categorisation:	People and Learning	
Review Frequency:	3 years	
Review Date:	04/06/2024	
Responsible Officer:	Chief People and Capability Officer	
Version (Revision Number):	1.0	

1. PURPOSE

Managing the employment of Council's Chief Executive Officer (CEO) is a core responsibility of the West Arnhem Regional Council. Council is responsible for recruitment and appointment of the CEO and determining the CEO's contract conditions including remuneration. In addition, a core responsibility of the Mayor is to lead the Council to undertake regular reviews of the performance of the CEO.

The purpose of this policy is to outline the mechanisms and processes which will support Council in fulfilling its obligations regarding CEO recruitment and appointment, remuneration and performance review.

This policy also covers Council's position on CEO allowances and other benefits.

2. SCOPE

This policy applies to activities undertaken by Elected Members of Council in relation to managing the employment of the CEO; to candidates or incumbents of the CEO position; and to employees of Council with responsibilities for implementing this policy.

3. DEFINITIONS

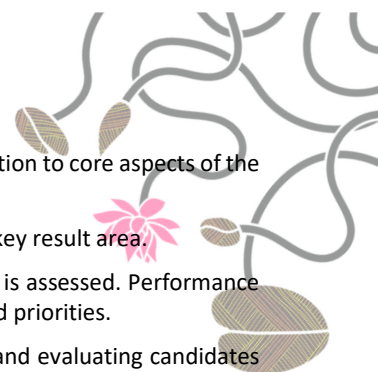
In the context of this policy the following definitions apply:

Benefit means any non-cash benefit and cash payment (other than base salary) made or expected to be made for the benefit of an employee.

Conflict of Interest means a potential, perceived, or actual conflict between an employee's official duties and responsibilities in serving the public interest, and their own private interests. A conflict of interest can arise from avoiding personal losses, as well as gaining a personal advantage – whether financial or otherwise. This includes advantages to relatives, friends, and business associates.

Independent Member means a suitably qualified and experienced professional who is not a current Elected Member or employee of Council.





Key Result Area (KRA) means an outcome/s for which the CEO is responsible in relation to core aspects of the CEO's role. KRAs are generally aligned to the priorities of Council.

Key Performance Indicator (KPI) is an indicator which measures achievement in a key result area.

Performance criteria means the criteria against which the CEO's job performance is assessed. Performance criteria are generally aligned with Council's strategic and operational objectives and priorities.

Recruitment Consultant means a consultant with specialist expertise in sourcing and evaluating candidates for senior executive roles.

Remuneration means salary and salary equivalents including cash and non-cash benefits.

4. POLICY STATEMENT

This policy outlines the mechanisms and processes that Council has in place to support the Council to manage the CEO's employment cycle.

Council will carry out its functions relating to the recruitment, appointment, remuneration and performance review of the CEO in accordance with the following best practice principles:

- Decision-making principles that are fair, equitable, transparent, and applied consistently.
- Decision-making criteria that are relevant, objective, and available to the person subject to the decision.
- Decisions and actions that are conducive to ongoing good governance.
- Documentation that is clear and comprehensive, so that decisions may be subject to effective review.
- Employment decisions that are based on the proper assessment of an individual's work-related qualities, abilities, and potential against the genuine requirements of the role.

CEO Employment and Remuneration Advisory Panel

Council is committed to implementing CEO employment arrangements that are clear, consistent, effective, and transparent.

To support Council to achieve this objective, Council will establish a *CEO Employment and Remuneration Advisory Panel* (the panel).

The panel will comprise the Mayor (who will chair the panel), two additional Elected Members, and at least one Independent Member.

- The Independent Member/s will be appointed following a public process seeking Expressions of Interest from suitably qualified and experienced candidates.
- The Independent Member/s must not be a current Elected Member of Council, or Council employee.
- The Independent Member/s may be entitled to remuneration based on a sitting fee per meeting, in line with Northern Territory guidelines and/or practices for similar positions.
- The Independent Member/s travel costs will be reimbursed in accordance with ATO allowances.

The panel will provide advice and support to Council with regards to the following CEO employment processes:

- Recruitment and Appointment of CEO.
- CEO Contract of Employment and Remuneration.



Approved by Chief Executive Officer

P Findley

Date 04/07/2021

Page 2 of 8



- CEO Performance Review.
- Contract Expiry.

The CEO will allocate appropriate human resources to provide secretariat support to the panel, to ensure that all reports and documentation required under this policy are recorded and managed in compliance with legislative and regulatory requirements.

Recruitment and Appointment of CEO

Council is committed to appointing a high quality and appropriately skilled CEO and to implementing best practice recruitment processes for the position of the CEO.

Council is an equal opportunity employer and will ensure that all applicants for the CEO position have equal access to recruitment opportunities, free from discrimination. The CEO recruitment process will comply with all relevant legislative requirements including the requirements of the *Local Government Act, Regulations and Guidelines*, the *Anti-discrimination Act*, and the principles of *Equal Employment Opportunity*.

Council will also undertake to ensure diversity in the selection and recruitment panel for the position of CEO, to the extent that this is reasonably practicable.

The *CEO Employment and Remuneration Advisory Panel* will assist Council during the CEO Recruitment and Appointment process by undertaking the following functions:

- Determining and making a recommendation to Council on the recruitment process for the position of the CEO.
 - The recruitment process must be approved by Council resolution before the vacancy for the position of the CEO is advertised.
- Determining and making a recommendation to Council regarding whether Council should engage an independent and suitably qualified recruitment consultant to support Council to recruit and appoint the CEO. Where the panel lacks the necessary capacity and/or expertise to undertake an executive level recruitment process, the panel should recommend engaging a professional to facilitate those aspects of the recruitment and selection process where the panel lacks the required expertise.
 - The decision on whether to engage an independent recruitment consultant must be made by Council resolution.
- Determining and making a recommendation to Council regarding the qualifications and selection criteria for the position that are necessary to effectively undertake the role and duties of the CEO. In making this recommendation the panel should take into consideration the needs of the West Arnhem Region and Council's strategic plan and operating context.
- Determining and making a recommendation to Council regarding the CEO's Position Description. This description should clearly outline the qualifications, selection criteria and responsibilities of the position, and should be made available to all applicants.
- Determining and making a recommendation to Council regarding the proposed CEO contract of employment (see contractual requirements and CEO remuneration below).
- Serving as the recruitment panel for the position of the CEO. In undertaking this function the panel must comply with all relevant legislative and regulatory requirements including (but not limited to):
 - Thoroughly verifying the recommended applicant/s work history, qualifications, professional memberships, referees, and claims made in their job application.

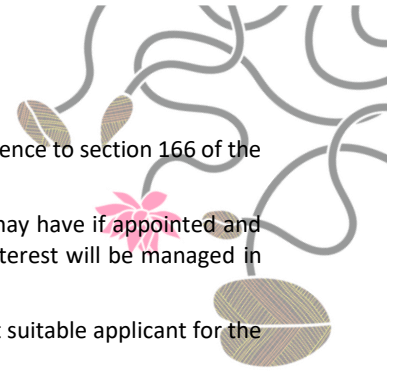


Approved by Chief Executive Officer

P Findlay

Date 04/07/2021

Page 3 of 8



- Making enquiries to determine the applicant/s eligibility with reference to section 166 of the *Local Government Act*.
- Determining any potential conflicts of interest that an applicant may have if appointed and making a recommendation to Council as to how the conflict of interest will be managed in accordance with the *Conflict of Interest (Employees) Policy*.
- Determining and making a recommendation to Council regarding the most suitable applicant for the position of CEO.

Council's decision to appoint a CEO is to be based on the principles of merit, equity, and transparency, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria for the position.

Contractual Requirements

The *CEO Employment and Remuneration Advisory Panel* will prepare a proposed CEO employment contract for Council's consideration and approval.

In preparing the CEO's employment contract, the panel must ensure the contract meets the legislative and regulatory requirements as well as all relevant employment law requirements, and that the contract is legally binding and valid.

- The panel may choose to seek advice from an independent recruitment consultant to help inform the terms and conditions of the employment contract and the proposed remuneration package.
- The panel will also consider seeking independent legal advice to ensure that the contract is lawful and able to be enforced.

CEO Remuneration

As part of the CEO recruitment process, a remuneration package for the CEO is to be approved by the Council.

The *CEO Employment and Remuneration Advisory Panel* will prepare a proposed remuneration package for Council's consideration and approval.

The remuneration package is to cover cash and non-cash benefits and any limitations or entitlements over private use of Council assets.

In determining the proposed remuneration package, the panel will seek advice on remuneration benchmarks, while taking into account any legislative requirements.

Information and data sources that the panel should take into consideration include (but are not limited to):

- Current remuneration data/market rates across the sector for Council and government organisations of a similar size and complexity.
- CEO Position Description.
- Council's organisational structure and the relativity of the CEO's proposed remuneration package with Council's current senior personnel remuneration.
- The regional location context.

In accordance with the *Ministerial Guidelines*, the remuneration package must not be increased when offering a contract to an applicant.

CEO Remuneration Review

Council will review the CEO's remuneration package at 12-month intervals.

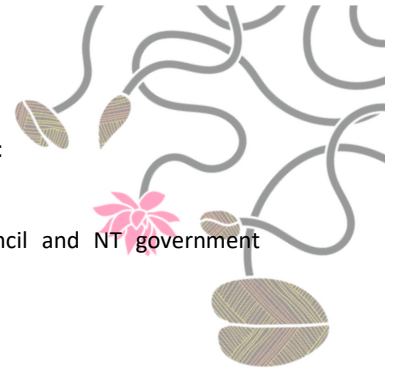


Approved by Chief Executive Officer

P Findlay

Date 04/07/2021

Page 4 of 8



In determining the remuneration review the following benchmarks should be used:

- Key Performance Indicator and performance criteria outcomes.
- Remuneration benchmarked to the equivalent market rates for Council and NT government organisations of a similar size and complexity.
- CPI movements.

Council should also take into consideration:

- Relevant legislative and regulatory requirements and guidelines.
- Any changes to remuneration relativities internally within Council and externally across the sector.
- The importance of retaining key talent and skills within Council.
- The fiscal environment of the Council.

In undertaking the CEO's remuneration review, Council may choose to seek advice and recommendations from the *CEO Employment and Remuneration Advisory Panel*.

CEO Allowances and Other Benefits

CEO allowances and other benefits form part of the total remuneration package of the CEO and are to be informed by, and subject to, the terms of the CEO's contract of employment.

The CEO's contract of employment will cover:

- The CEO's entitlement to a vehicle.
 - The CEO is to comply with Council's *Motor Vehicle Use Policy*.
 - Vehicle specification should be consistent with Council's *Light Vehicle Specification and Management Guidelines*.
- The CEO's entitlement to housing accommodation.
 - The CEO is to comply with Council's *Employer Provided Accommodation Procedures*.

In addition, the CEO is entitled to the following:

- Travel allowances, relocation assistance, salary packaging and employee vaccinations (in accordance with the terms of the *Allowances, Travel and Other Benefits (Employee) Policy*).
- Allocation of ICT equipment and services required to perform the role of the CEO (e.g., mobile phone and suitable plan/laptop computer/tablet etc). Allocation and use of ICT equipment is to be in accordance with Council's *Information and Communications Technology Resources Policy*.

Subject to appropriate prior authority, provision of documentary evidence and any applicable policies and procedures in place, Council will meet and/or reimburse expenses incurred by the CEO including:

- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performance of duties.
- Reasonable costs incurred where attending conferences, seminars or undertaking study.

The CEO may be provided a Corporate Credit Card to use in transactions related to the role of the CEO. Use of a Corporate Credit Card must be in compliance with Council's *Credit Card Policy (CEO and Elected Members)*.



Approved by Chief Executive Officer

Date 04/07/2021

Page 5 of 8



If an expense is proposed to be incurred by the CEO that is in excess of what this policy or the CEO contract of employment provides for, the CEO is to seek a resolution of the Council before incurring the expense.

CEO Performance Review

CEO Performance Plan

Council will adopt an annual Performance Plan for the CEO, which will document:

- Agreed Key Result Areas (KRAs) to be delivered over a twelve-month period.
 - KRAs are to be specific, relevant, measurable, achievable, and time-based.
- Agreed performance criteria and Key Performance Indicators (KPIs).
- An agreed performance review process, including specification of periodic reviews.
- The Performance Plan may also set out the CEO's professional development goals and outline a plan to achieve these goals.

The Performance Plan is to be developed by the *CEO Employment and Remuneration Advisory Panel* in conjunction with the CEO and must be agreed upon by the CEO and Council.

CEO Performance Review

The performance of the CEO is to be formally reviewed at least once in every year of their employment.

In addition to this minimum requirement, Council will engage in regular discussions with the CEO regarding their performance and progress in relation to the KRAs and ways that the CEO can be supported.

- These discussions may result in changes to the CEO's Performance Plan, such as changes to KRAs, KPIs and performance criteria. Any such changes are to be agreed between Council and the CEO as the matter arises.

The *CEO Employment and Remuneration Advisory Panel* will assist Council to conduct the formal performance review of the CEO by undertaking an assessment of the CEO's performance.

The panel's assessment of the CEO's performance is to be made free from bias and based on the CEO's achievement against the agreed KRAs.

- In assessing the CEO's performance, the panel must ensure that the collection of evidence regarding the agreed performance criteria and KPIs is thorough and comprehensive.
- The CEO is to be given the opportunity to provide their self-assessment against the performance criteria and KPIs.
- The CEO is to be informed about the results of their performance assessment and the findings of the panel.

The panel is to report on its assessment of the CEO's performance to the Council, including findings and recommendations – including where necessary a recommended plan to address any identified performance issues. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

Council's formal performance review of the CEO will be informed by the panel's assessment report.

- All performance review decisions and actions by the Council are to be impartial, transparent, and capable of review.
- If the CEO is dissatisfied with the performance review process, the CEO should write to the Mayor, stating the grounds of the appeal. The Mayor should seek to resolve the matter in consultation with

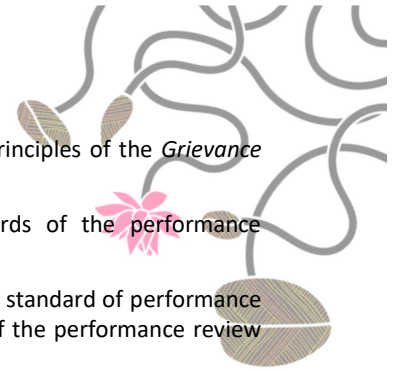


Approved by Chief Executive Officer

P Findley

Date 04/07/2021

Page 6 of 8



a representative of the CEO (chosen by the CEO), and in line with the principles of the *Grievance Resolution Policy*.

Council and the panel must ensure that accurate and comprehensive records of the performance management process are created and kept confidential.

If Council and/or the panel lack the resources and expertise to meet the expected standard of performance review, Council should engage an external facilitator to assist with the process of the performance review and/or the development of the performance plan.

- The external facilitator should have experience in performance management (preferably in local government and/or with senior executives). They should not have any interest in, or relationship with, the Council or CEO.

Contract Expiry

The *CEO Employment and Remuneration Advisory Panel* will make a recommendation to Council six months prior to the expiry of the CEO contract, and with regard to current legislative requirements, to:

- Reappoint the CEO; or
- Advertise for recruitment of the position of the CEO.

The panel may also make a recommendation regarding varying the terms of the reappointed CEO's contract of employment.

The panel may seek independent professional advice, if required, to ensure that any proposed recommendations or variations to the CEO's contract of employment meet current legislative and employment law requirements.

Review of the Policy

The operation of this policy should be reviewed every 3 years or more frequently as may be required, including at the same time when the CEO's contract of employment is reviewed by Council. In this instance, any policy amendments are to be made in alignment with the terms of the CEO's contract. This policy should then be adopted and made available prior to the recruitment process for the CEO commencing.

Responsibilities

Council is responsible for:

- Appointing the *CEO Employment and Remuneration Advisory Panel* members, including the Independent Member/s.
- Approving the CEO recruitment process, CEO employment contract and remuneration, and appointing the CEO.
- Conducting CEO performance reviews in line with the provisions of this policy.
- Conducting remuneration reviews in line with the provisions of this policy.

The CEO is responsible for:

- Allocating appropriate human resources to provide secretariat support to the *CEO Employment and Remuneration Advisory Panel*.
- Working collaboratively with the panel to develop the annual Performance Plan.
- Participating actively in the performance review process and making use of constructive feedback.



Approved by Chief Executive Officer

Date 04/07/2021

Page 7 of 8

- Undertaking professional development as outlined in the performance review and/or Performance Plan.
- Promptly bringing to Council's attention any situation where it might be reasonably appropriate to vary any aspect of the Performance Plan and/or performance review process, in response to current circumstances.

5. Responsibilities

The Chief People and Capability Officer 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 Chief People and Capability Officer (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

Anti-Discrimination Act 1992 (NT)
 Local Government Act 2019 (NT)
 Local Government (General) Regulations 2021 (NT)
 Guideline 2: Appointing a CEO (NT)

Policy documents

Allowances, Travel and Other Benefits (Employee) Policy
 Code of Conduct (CEO)
 Conflict of Interest (Employees) Policy
 Credit Card Policy (CEO and Elected Members)
 Gifts, Benefits and Hospitality (Employees) Policy
 Information and Communications Technology Resources Policy
 Motor Vehicle Use Policy

Procedures

Employer Provided Accommodation Procedures

Instructions, tools, guidelines, forms and templates

Light Vehicle Specification and Management Guidelines



Approved by Chief Executive Officer

P Findley

Date 04/07/2021

Page 8 of 8



Additional Services

Chief Executive Officer - Mentoring and Leadership Development

Being a Chief Executive Officer can be a lonely job and the buck certainly stops with the Chief Executive Officer. At times in their leadership role the Chief Executive Manager will need help, advice, and support, which some may not have the humility to ask for.


One of our accredited Hogan Personality Assessor will take the new Chief Executive Officer through their Hogan Personality Assessment and identify any development areas the new Chief Executive Officer will have to address to ensure a successful introduction to the organisation. **This is provided as part of the Consulting fee and no additional charge applies.**

Chief Executive Officer Induction Workshop & Performance Agreement

We are very proud of our reputation in being able to attract the highest quality field of candidates to executive positions, and to ensure the best possible introduction into the organisation once an appointment is made. As part of our engagement, we will conduct and facilitate a half-day, in-house induction workshop with West Arnhem Regional Council Councillors and the Chief Executive Officer, approximately 2 months after commencing in the role.

The value to West Arnhem Regional Council in the conduct of this workshop is in the close-working relationship established between the Mayor, Councillors and the new Chief Executive Officer. One of the key outcomes is the identification of expectations of the Chief Executive Officer by the Councillors, and the expectations of the Councillors by the Chief Executive Officer. This then is built into a performance agreement to align the Council and the Chief Executive Officer with a core group of agreed objectives.

With the work involved in preparing for the workshop, the conduct of the workshop, the provision of an outcomes report, and the establishment of a Performance Agreement, the value to the Council is estimated at \$10,500 plus GST – **but we will provide these services if Council chooses at \$6,500 (plus GST) – excluding travel expenses.**



As John Wareham, the US leadership guru, famously once said:

'You never have to worry about recovering from a good start'

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.13
Title:	Local Authority Appointments - Council Members
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to request Council to appoint Elected Members to each of the Local Authorities in the West Arnhem region.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Local Authority Appointments - Council Members*; and
2. Appoint the Elected Members to each of the Local Authorities in their respective Wards.

BACKGROUND

Section 77(1) of the *Local Government Act 2019* states that a Local Authority should comprise of at least one Elected Member appointed to the Authority by Council resolution.

The Mayor and Deputy Mayor are ex-officio members of each of the Local Authorities in West Arnhem. Elected Member appointed to Local Authorities must be representatives of the Ward in which the Local Authority is located.

Section 78 of the *Local Government Act 2019* outlines the functions of Local Authorities as follows:

- a. To involve local communities more closely in issues related to local government.
- b. To ensure that local communities are given an opportunity to express their opinions on questions affecting local government.
- c. To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region.
- d. To take the views of local communities back to the council and act as advocates on their behalf.
- e. To contribute to the development of the relevant regional plan.
- f. To make recommendations to the council in relation to:
 - (i) The Council's budget; and
 - (ii) The part of the Council's area within which the Local Authority performs its functions.
- g. To perform other functions assigned to the Local Authority by the Minister (for Local Government), in accordance with any guidelines that the Minister may make.

Each Local Authority in West Arnhem holds four meetings a year.

COMMENT

Appointing the members of the communities for each of the Local Authorities is referred to in the confidential section of the agenda.

LEGISLATION AND POLICY

Local Government Act 2019

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

Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy

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

Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy

Local Government Guideline 1 – Local Authorities

FINANCIAL IMPLICATIONS

Allowances for attending Committee meetings are included in the 2025-2026 budget as follows:

Council Members

An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed to attend a Local Authority Meeting within the Ward the member represents.

Attendance at extra meetings or activities is the accumulated hours on any one day and are as follows:

- o Up to 2 hours \$200
- o Between 2 and 4 hours \$300
- o More than 4 hours \$500 (maximum payable for any one day)

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

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.14
Title:	LGANT - Delegates
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to request the Council to appoint the Mayor and Deputy Mayor as West Arnhem Regional Council representatives to attend Local Government Association of the Northern Territory (LGANT) meetings.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *LGANT - Delegates*;
2. Approve the appointment of the Mayor and Deputy Mayor as West Arnhem Regional Council representatives to attend the Local Government Association of the Northern Territory meetings; and
3. Approve the appointment of Cr... as West Arnhem Regional Council representative substitute to attend the Local Government Association of the Northern Territory meetings.

BACKGROUND

LGANT Constitution which can be found [here](#). Section 15 states:

(a) Each Member Council shall be entitled to the following votes at meetings of the Company based on the population within its Local Government Area:

- (i) a Member Council with a Population up to and including 3 000 - 1 Vote*
- a Member Council with a Population between 3 001 - 25 000 - 2 Votes*
- a Member Council with a Population of 25 001 and above - 3 Votes*
- a Member Council, being the Capital City, the City of Darwin - 5 Votes*

WARC's region has an approximate population of 6,200, so has two (2) voting delegates at the general meetings.

A delegate refers to a person who is elected, and holds the office of Mayor, Deputy Mayor or Councillor.

COMMENT

Section 7 of the LGANT Constitution further states that if a delegate is unable to attend a meeting of the Association, the Council may appoint another delegate to act as a substitute at the meeting. The appointment will only be valid for the meeting specified in the notice.

The Mayor and Deputy Mayor may be accompanied by the CEO and other Council staff to LGANT meetings.

LEGISLATION AND POLICY

Local Government Association of the Northern Territory Constitution

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

Conflict of Interest (Elected, Local Authority and Council Committee Members) Policy.

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

Reasonable Expenses and Benefit for Council, Local Authority and Council Committee Members Policy

CEO Employment and Remuneration Advisory Panel Terms of Reference

FINANCIAL IMPLICATIONS

Allowances for attending Committee meetings are included in the 2025-2026 budget as follows:

Council Committee Members

An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed to attend any functions/meetings as an invited representative of Council and with Council's approval.

Attendance at extra meetings or activities is the accumulated hours on any one day and are as follows:

- o Up to 2 hours \$200
- o Between 2 and 4 hours \$300
- o More than 4 hours \$500 (maximum payable for any one day)

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 23 SEPTEMBER 2025

Agenda Reference:	7.15
Title:	LGANT - General Meeting - Call for Motions
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of *this* document is to provide a template for member councils to submit motions to LGANT on issues for consideration, such as governance, policy positions and advocacy efforts, at the November General Meeting.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *LGANT - General Meeting - Call for Motions*; and
2. Do not submit a motion to the Local Government Association of the NT General Meeting scheduled for 29 November 2025.

BACKGROUND

LGANT seeks to influence public policy which is laws, guidelines and actions decided and taken by governments. Motions from councils help LGANT form its policy positions and statements that in turn, assist with advocacy efforts.

Motions need to be approved by resolution of the local government council prior to submission to LGANT.

LGANT will assess the motion for completeness and appropriateness and if necessary, discuss it with the submitting member council and request more information or redrafting before including it in the General Meeting agenda. This process may require the council to re-endorse its motion. If there is not enough information, LGANT has the discretion not to accept the motion.

LGANT will draft a cover business paper for each motion and may present the final motions to the LGANT Board for review, before distribution to members via the final General Meeting agenda.

By submitting a motion, your council can move and respond to the motion at the General Meeting.

COMMENT

LGANT's next General Meeting will be held in Darwin on 19 November 2025 and the deadline for motions is by close of business 10 October 2025.

LEGISLATION AND POLICY

LGANT's Constitution

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. FORM LGANT Calls for Motions 2025 [7.15.1 - 4 pages]



LGANT CALL FOR MOTIONS

P (08) 8944 9697
E info@lgant.asn.au
W lgant.asn.au

A 21 Parap Rd, Parap NT 0820
PO Box 2075, Parap NT 0804

ABN: 35 662 805 503

We are local. We connect.



CALL FOR MOTIONS

About this document

LGANT's purpose, as per the Strategic Plan 2025-2028, is to support and represent member councils to drive sustainable economic and social development of the Northern Territory community.

The purpose of *this* document is to provide a template for member councils to submit motions to LGANT on issues for consideration, such as governance, policy positions and advocacy efforts, at either the April or November General Meetings.

Policy positions are a statement or declaration of an organisation's stance on a particular topic(s). Further, LGANT seeks to influence public policy which is laws, guidelines and actions decided and taken by governments. Motions from councils help LGANT form its policy positions and statements that in turn, assist with advocacy efforts. LGANT's current policy statements can be found [here](#).

Advocacy is a broad term encompassing endeavours to achieve change. For LGANT, advocacy is activity undertaken to promote and influence issues that collectively effect local government.

Timeframes

This 'call for motion' template will usually accompany LGANT's notice of a General Meeting, but motions can be submitted at any time.

To make the agenda of a General Meeting, motions must be submitted in advance. Late motions will not be accepted (unless urgent) and will instead be referred to the next General Meeting.

If the motion is urgent, councils may consider calling a Special General Meeting or request the LGANT Board address through their meetings.

Other important information

There must only be ONE issue per motion. It is suggested that the council submitting the motion first discuss it with LGANT so they can outline existing activity or policies positions, if any, in the topic area and assist with developing the business case.

Motions need to be approved by resolution of the local government council prior to submission to LGANT.

LGANT will assess the motion for completeness and appropriateness and if necessary, discuss it with the submitting member council and request more information or redrafting before including in the General Meeting agenda. This process may require the council to re-endorse its motion. If there is not enough information, LGANT has the discretion to not accept the motion.

LGANT will draft a cover business paper for each motion and may present the final motions to the LGANT Board for review, before distribution to members via the final General Meeting agenda.

By submitting a motion, your council can move and speak to the motion at the General Meeting it is going to.

The better your council's argument or case, the more likely it is to be resolved by members. Resolved motions are minuted following the General Meeting, allocated to LGANT staff for action, and reported on at LGANT Board and General meetings.



TEMPLATE

CALL FOR MOTIONS

Member councils are invited to submit motions for debate to be included at General Meetings using this template.

Name of Council:

Click or tap here to enter council name.

Contact person and title:

Click or tap here to enter your full name and position.

Phone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

Motion title:

Click or tap here to enter text.

Resolution sought (Motion):

Motions should be clear and concise and must be limited to one subject matter/ issue.

Consider the action your council wants LGANT to do for the local government sector e.g.,

- "Council calls on LGANT to...."
- "Council calls on the NT Government to...."
- "Council calls on the Australian Government to...."
- "Council calls on LGANT to assist with...."
- "Council calls on LGANT to develop a policy position on...."
- "Council calls on LGANT to review its policy position on...."
- "Council calls on LGANT to review the Constitution to...."

Click or tap here to enter council name. **calls on** to Click or tap here to enter text.

**Supporting information:**

Questions for consideration in drafting this section:

- What is the issue/opportunity the motion is addressing?
- How it came to light?
- If/how your council has tried to deal with it to date?
- If a legislative issue, what is the relevant Act?
- Does LGANT have an existing policy statement on the subject/issue? If yes, what is it?
- Is the motion relevant to the sector across the NT? If yes, how? If not, can the issue be dealt with through a different forum?
- What other councils have you spoken to about this motion?

Provide attachment/s if required.

Click or tap here to enter text.

Council confirmation:

I, Click or tap here to enter your full name., the Chief Executive Officer, hereby confirm that this motion was approved by resolution of council on Click or tap to enter a date. for presentation at the next LGANT General Meeting.

In submitting this motion, I confirm that the council has (please tick):

- ☐ consulted with other NT councils to confirm the motion is relevant to the sector more broadly;
- ☐ reviewed LGANT's [Constitution](#), [Governance Charter](#), [Policy Statements](#), and [Strategic Plan](#) in preparing this motion; and
- ☐ provided enough information to enable members to make a considered decision on whether to support or otherwise.

Signature: _____ Date: _____

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.16
Title:	LGANT - Call for Nominations - NT Tobacco Action Committee
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to gauge Council Members interest in nominating through the Local Government Association of the NT (LGANT) to become a member of the NT Tobacco Action Committee (NTSTAC).

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *LGANT - Call for Nominations - NT Tobacco Action Committee*; and
2. Nominate Cr... as LGANT's delegate on the NT Tobacco Action Committee.

BACKGROUND

NT Health is seeking one (1) nomination from LGANT to join the Board of the Northern Territory Strategic Tobacco Action Committee (NTSTAC). The NTSTAC (the Committee) is a revised committee that replaces the Northern Territory Tobacco Control Action Committee which was last reviewed in September 2018.

Please see attached the draft terms of reference for the Committee.

Role and purpose

The Committee is tasked with overseeing and guiding the implementation of the Smoke Free Future – NT Tobacco and Related Products Action Framework 2025 - 2030 (the Framework) and provide other relevant direction on reducing smoking and vaping related harms for Territorians.

The Committee will commence in 2025-26 and will operate for five years initially, with further arrangements subject to discussion.

Nominees

The LGANT representative should have adequate experience, ability to contribute to strategic policy decisions, and be committed to working together to reduce smoking and vaping harms across our communities.

Meetings

The Committee will meet four times per calendar year, or as determined by members. Meetings will be held virtually or in hybrid mode with a face-to-face node in Darwin. Work will be progressed out-of-session where possible.

Nominations close 8 October 2025. The LGANT Board will consider the nominations at its 22 October 2025 meeting.

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 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. NT Strategic Tobacco Action Committee LGANT Representative Nomination Form [**7.16.1** - 3 pages]
2. 2025-07-18 NT Strategic Tobacco Action Committee (NTSTA C) Terms of Reference [**7.16.2** - 6 pages]



PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

Background

Section 18 of LGANT's Governance Charter states:

1. From time to time the Association will be called to nominate delegates to external committees established by other spheres of Government under legislation.
2. The Board shall determine the membership of such committees in accordance with LGANT policy.
3. The Board will call for nominations to external committees as they arise.
4. Potential nominees will be supplied with a nomination pack and must complete the 'External Committee' nomination form.
5. The Board reserves the right to disregard a nomination if the 'External Committee' nomination form is not completed satisfactorily.

Nominations

Once the LGANT Board endorse a nomination, LGANT will advise the relevant committee. Often the final committee representatives are at the discretion of the Minister therefore LGANT cannot guarantee final membership.

The LGANT Board may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports to LGANT, fails to consult with other councils, or misses committee meetings without just cause.

Representatives

LGANT committee representatives are required to represent the local government sector rather than their individual council during committee proceedings.

LGANT representatives are required to provide LGANT with regular reports. These reports include, but are not limited to, reports to the Board and to members at the General Meeting in April and November each year. These reports should include updates on current key issues, how representatives are ensuring input and feedback from other councils, as well as any other noteworthy items.

Sitting fees

LGANT does not pay representatives a sitting fee or travel related expenses for committee representation. Such fees, if any, will be administered by the secretariat managing the respective committee eg. the NTG.



NOMINATION FORM

Northern Territory Strategic Tobacco Action Committee

LGANT Nominations Close 8 October 2025

Council Name:

1. Agreement to be nominated

I, _____ agree to be nominated as a member
(Name in full)

of the **(NORTHERN TERRITORY STRATEGIC TOBACCO ACTION COMMITTEE)**.

I recognise and understand that as the LGANT representative I am:

- required to represent the sector, rather than my individual council, and
- provide regular reports to LGANT including written reports to the LGANT General Meetings and to the LGANT Board as requested.

I acknowledge that representation on this committee does not entitle me to sitting fees or travel related expense reimbursement from LGANT.

Signature: _____ Date: _____

2. Council confirmation of nomination

I, _____ the Chief Executive Officer
hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the **(NORTHERN TERRITORY STRATEGIC TOBACCO ACTION COMMITTEE)** at a meeting held on ____ / ____ / ____

Signature: _____ Date: _____

3. Nominee's contact details

Email address: _____

Mobile: _____



4. Nominee information

The following information is required to enable the LGANT Board to make an informed decision. If you would like to submit further information, please attach it to this form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

4.4 What skills and experience do you have that is relevant to this committee?

4.5 Apart from your current position what other local government experience do you have relevant to this committee?

Northern Territory Strategic Tobacco Action Committee
Terms of Reference

NORTHERN TERRITORY STRATEGIC TOBACCO ACTION COMMITTEE

Terms of Reference



VISION

The NT Strategic Tobacco Action Committee seek to align all stakeholders in working together to build a supported environment where people do not take up smoking (or other forms of nicotine addiction) and where help is provided for people to quit. A smoke free NT helps people to have healthy lives.

Northern Territory Strategic Tobacco Action Committee Terms of Reference

Purpose

The Northern Territory Strategic Tobacco Action Committee (NTSTAC) is tasked with overseeing and guiding the implementation of the Smoke Free Future – NT Tobacco and Related Products Action Framework 2025 - 2030 (the Framework) and provide other relevant direction on reducing smoking and vaping related harms for Territorians. This includes:

- Overseeing and reporting on the implementation of the Framework;
- Assisting in the evaluation of the Framework by analysing stakeholder tobacco control activities against priority areas;
- Identifying, prioritising and reviewing national tobacco control issues and reforms that require local action;
- Promoting the optimisation and even distribution of tobacco control resources across the NT; and
- Supporting the ongoing development of the NT Tobacco Control Community of Practice.

Governance

The NTSTAC (the Committee) is a revised committee that replaces the Northern Territory Tobacco Control Action Committee which was last reviewed in September 2018.

The Committee will commence in 2025-26 and will operate for five years initially, with further arrangements subject to discussion. The Terms of Reference will be reviewed biennially to ensure the Committee remains current and relevant.

The Committee is responsible for overseeing and reporting on the implementation of the Framework and providing advice to, and seeking endorsement from, the following groups as required:

- **NT Aboriginal Health Forum** - The NT Aboriginal Health Forum (NTAHF) is the principal NT jurisdictional Aboriginal health planning partnership that provides strategic guidance and makes decisions about key policy issues to improve Aboriginal health and wellbeing. It supports health organisations across the NT to plan, share information and coordinate their programs and activities.
- **NT Health Leadership Board** – supports the Chief Executive meeting key decision-making and legislative delegations and sets the vision and strategic direction of the agency and provides leadership and direction to ensure performance outcomes are achieved. It works to ensure strategic and reform priorities and policies are delivering fiscally responsible, sustainable, safe, accessible and contemporary health services that meet the current and emerging needs of the NT community.
- **NT Health Advisory Committee** - is a community representative committee that supports the high-level decision-making processes of NT Health through provision of advice, information to, consultation with, and advocacy on behalf of the people and communities served by NT Health.

Role and Functions

The role of the Committee is to provide a mechanism for stakeholders to work together and providing a collaborative approach to tobacco (and related products) control that is culturally safe and responsive to changing needs, while ensuring that gaps and inequities are addressed. This includes working together to further develop and implement the Framework, promoting a coordinated effort by all governments, industry, and sectors to address systemic smoking and vaping issues.

Northern Territory Strategic Tobacco Action Committee Terms of Reference

The Committee's functions are to:

- Produce a concise Annual Progress Report outlining achievements against the Framework;
- Report as needed on the monitoring and evaluation of the Framework to the NTAHF and NT Health Leadership Board;
- Identify priority smoking, vaping and other nicotine product issues and generate solutions to be progressed by the most appropriate organisation(s);
- Refer specific smoking, vaping and other nicotine product related matters to other committees with a wider remit, where relevant, to enhance collaboration and reduce duplication of effort;
- Endorse any changing priorities, develop corresponding work plans and monitor progress against them;
- Support the NT Tobacco Control Community of Practice (NTTCCOP) where primary health care and alcohol and other drug staff with interests in tobacco control provide a multidisciplinary and system-wide approach to smoking and vaping control. This includes training and development of staff; and
- Support activities that complement existing smoking and vaping reforms including the *National Tobacco Strategy 2023-30*, *National Preventive Health Strategy 2021-2030* and the *Healthy, Well and Thriving Framework 2024-2040*

Priority Areas

1. Prevent Territorians from taking up smoking
2. Support Territorians who smoke to quit for good
3. Offer priority support for Territorians with greatest need and risk
4. Create supportive environments that protect Territorians from the harms of smoking
5. Marketing and messaging
6. Strengthen and effectively use available evidence

Member organizations will provide a written or verbal progress report against the priority areas at Committee meetings as agreed. A draft standard agenda is outlined in Appendix A.

The meeting structure will be based on the calendar year. A major review of progress and adjustment of strategy will take place in the final meeting of each year.

Each meeting will focus most significantly on 3 agenda items (based around priority area 1, 2 and 6) with the other key action areas considered as part of both priorities 1 and 2 as indicated below:

Agenda No.	Item
x	<i>Prevent Territorians from taking up smoking</i> <ul style="list-style-type: none"> • Offer priority support for Territorians with greatest need and risk • Create supportive environments that help Territorians avoid the harms of smoking • Marketing and messaging
x	<i>Support Territorians who smoke to quit for good</i> <ul style="list-style-type: none"> • Offer priority support for Territorians with greatest need and risk • Create supportive environments that protect Territorians from the harms of smoking • Marketing and messaging
x	<i>Strengthen and effectively use available evidence</i>

Northern Territory Strategic Tobacco Action Committee Terms of Reference

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Membership

The Committee consists of representatives at the Executive Director level (or equivalent) from key Northern Territory Government Agencies and community organisations. The Committee will have substantial First Nations representation, acknowledging the prevailing high rate of smoking in remote areas.

Representatives from other national and Northern Territory agencies with responsibilities relating to the smoking and vaping control may be invited to inform the Committee or participate in specific meetings as required depending on the issues being considered.

Organization
Aboriginal Medical Services Alliance Northern Territory (AMSANT)
Anyinginyi Health Aboriginal Corporation
Arnhem Land Progress Association (ALPA)
Local Government Association of the NT (LGANT)
Cancer Council NT
Central Australian Aboriginal Congress Aboriginal Corporation
Danila Dilba Health Service
Department of Attorney General and Justice (NT Correctional Services)
Department of Business, Trade and Asian Relations (Tobacco Licensing)
Department of Education
Flinders University – School of Public Health
Katherine West Health Board
Menzies School of Health Research
Miwatj Health
NT Health
NT Heart Foundation (primary Good Health Alliance of the NT representative)
NT Primary Health Network (NT PHN)
NT Tobacco Control Community of Practice representative
Outback Stores
Wurli-Wurlinjang Health Service

Observers

Members may request to bring an observer for specific issues as needed. This should be discussed with the Secretariat prior to the meeting.

Meeting Operation

Frequency and format

The Committee will meet four times per calendar year, or as determined by members. Meetings will be held virtually or in hybrid mode with a face-to-face node in Darwin. Work will be progressed out-of-session where possible.

Quorum

Meetings may only be held when a quorum of members are present. A quorum consists of a simple majority of members including the Chair. Care will be taken when scheduling meetings to maximise attendance of the Committee.

Northern Territory Strategic Tobacco Action Committee Terms of Reference

Decision Making

Decision-making will ideally be by consensus.

For complex issues decisions should be principles-based and allow individual organisations to determine the best way to achieve agreed outcomes

Chair

A chair will be chosen annually by the Committee.

Secretariat

The NT Department of Health will provide secretariat services.

The Secretariat will distribute the meeting agenda and papers at least one week before a meeting where possible. All members may contribute to meeting agendas and papers with appropriate notice. Meeting outcome minutes including decisions and action items will be recorded by the Secretariat and distributed to members.

Out of session

The Chair may authorise certain matters to be considered by the Committee out of session. When authorised, the Secretariat will manage the distribution of items and the coordination of responses.

Terms of Reference Review

The Terms of Reference were endorsed by the Committee on < > and will be reviewed biennially to ensure they remain contemporary and relevant.

Northern Territory Strategic Tobacco Action Committee Terms of Reference

APPENDIX A STANDARD AGENDA TEMPLATE

Number	Agenda Item	Lead
	Acknowledgement of Country	
1	Welcome and apologies	
2	Minutes of Previous meeting	
3	Priority Areas	
3(a)	<i>Prevent Territorians from taking up smoking</i> <ul style="list-style-type: none"> • Offer priority support for Territorians with greatest need and risk • Create supportive environments that help Territorians avoid the harms of smoking • Marketing and messaging 	
3(b)	<i>Support Territorians who smoke to quit for good</i> <ul style="list-style-type: none"> • Offer priority support for Territorians with greatest need and risk • Create supportive environments that protect Territorians from the harms of smoking • Marketing and messaging 	
3(c)	<i>Strengthen and effectively use available evidence</i>	
4	Legislation, regulation and compliance	
5	Community of Practice <ul style="list-style-type: none"> • Strategic Opportunities and Challenges • Planned activities 	
6	New Business	
7	Other Matters	
8	Next meeting	

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.17
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 elected member James Woods for formal clothing purchased to attend an event in Canberra on behalf of the Council as the Mayor.

BACKGROUND

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

At the Ordinary Council Meeting held 29 July 2025 the Council approved a new Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Policy [OCM197/2025]. This policy, under the title Other Expenses clause 12.1, states:

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.

COMMENT

It is recommended the Council approve the reimbursement to 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.

Council's Reasonable Expenses and Benefits (Council, Local Authority and Council Committee Members) Policy recognises this type of expenditure and that reimbursement is to be by Council resolution.

LEGISLATION AND POLICY

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

FINANCIAL IMPLICATIONS

Local Government Act 2019

Council's 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 ry SEI Gf Mu 02 9 Jq Ve Ete Uw [7.17.1 - 1 page]

CONNOR 601 CASUARINA SQUARE
 GD 234/5 CASUARINA SQUARE
 247 TROWER RD
 CASUARINA NT 0810
 Ph. 08 8901 7974
 ABN 53 087 433 029

Docket No.	Served By	Till No.	Date/Time
D39800089663	Leanne	CON601	22/06/2025 12:41 PM

Customer Details:	Settlement Due
Account: CCAIEBAU - Connor Cloth	
James Woods	

Product Description:

* PLAIN SATIN BOW TIE BLACK 1	
C13TI200 19.99 x 1 units	19.99
* DIAMOND SLIM SHAWL COLLAR BLACK 44	
C23SJ303 149.99 x 1 units	149.99
Promotion: FULL PRICE SUITS \$199 13.33%	-20.00
* LONDON SLIM DRESS SHIRT WHITE XL	
C21DS102 59.99 x 1 units	59.99
* DIAMOND SK STRETCH DRESS PANT BLACK 36	
C16DB100SK 69.99 x 1 units	69.99

Total Units: 4

Total Inc Tax	279.96
Tax	25.45
Total Discount	-20.00

Payment Details:

VISA Credit	279.96
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COMMONWEALTH BANK EFTPOS
 CONNOR CLOTHING PTY

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.18
Title:	Speaker Invitation: National Justice Forum
Author:	Gina Carrascalao, Executive Assistant to Mayor and CEO

SUMMARY

Council has received an invitation for Mayor James Woods to be a speaker at the upcoming 4th National Justice Forum, taking place in Brisbane from 2 to 5 December 2025. This invitation, extended by the Senior Producer at Third Sector, to elected Council Member, James Woods in recognition of his vast knowledge of justice issues facing the region. Third Sector, as the event organiser, will cover the cost of Mayor Woods' flights between Darwin and Brisbane as well as provide one night's accommodation. This will save the council an estimated \$2,000.

Council's participation will foster long-term improvements in local justice practices, empowering community organisations and strengthening culturally respectful responses that lead to positive, lasting justice outcomes across the region.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Speaker Invitation: National Justice Forum*;
2. Approve the Mayor attending 4th National Justice Forum in Brisbane, with Council meeting the estimated costs of flights (Maningrida–Darwin–Maningrida), accommodation in Darwin, travel allowances, and incidentals to the value of approximately \$2,021.00 as detailed within the report.

BACKGROUND

This recommendation is supported by the following considerations:

- The invitation presents a significant opportunity for Mayor Woods and Council to actively engage with national leaders and advance community-driven justice initiatives, including those supporting First Nations peoples and local organisations.
- Costs to Council are reasonable with the main flights and one night's accommodation in Brisbane covered by the event organiser.
- Participation is well aligned with Council's dedication to justice reform that is both guided by proven methods and culturally respectful, will contribute to stronger advocacy, partnerships, and influence across the region in justice and community safety.

The National Justice Forum is recognised for its wide reach and focus on supporting new and practical solutions to challenges within the justice system. This year's program brings together experts, policymakers and frontline organisations to discuss and act on some of the sector's most urgent challenges, especially those affecting First Nations communities. The key points to be explored at the forum are highly relevant to both local and national justice policy agendas, including:

- Encouraging collaboration across different sectors, with particular emphasis on building stronger partnerships with Indigenous communities to support justice initiatives.
- Supporting trauma-aware and culturally safe practices, assisting with healing and reducing reoffending rates.
- Strengthening prevention and early intervention frameworks to reduce initial contact with the justice system.

COMMENT

Council's participation in the Third Sector's 4th National Justice Forum is important, as it provides a unique opportunity to collaborate with leading justice experts and frontline organisations to drive real change in Australia. Engaging in a program shaped by lived experience ensures council's commitment to tackling local challenges through practical, solutions-focused outcomes.

LEGISLATION AND POLICY

Nil

FINANCIAL IMPLICATIONS

The anticipated financial implications to council, are as per below table:

Item	Description	Price
Flights	Maningrida-Darwin-Maningrida	\$700.00*
Accommodation in Darwin	2 nights (1 night before flying to BNE, 1 night on return)	\$250.00*
Accommodation in Brisbane	1 night – only the night before he speaks (depending on flight times)	\$371.00 *
Travel allowances	3 full days + 1xlunch+1xdinner=1xincidetals	\$600.00 *
Taxi	Depending on which hotel is staying – rates could change	\$100.00 *
	Total:	\$2,021.00*

* All costs are estimates and subject to final bookings and allowance rates.

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.

Goal 1.3 Communication

Deliver dynamic communication, which is culturally informed and appropriate, engaging and relevant to the interests of Council.

ATTACHMENTS

1. Speaker invitation National Justice Forum [7.18.1 - 2 pages]

From: Tina Luke <tina.luke@akolade.co>
Sent: Thursday, July 10, 2025 4:34:08 PM
To: James Woods <james.woods@westarnhem.nt.gov.au>
Subject: Speaker invitation: National Justice Forum

CAUTION: This is an external email, please take care when clicking links or opening attachments.
When in doubt, contact your IT Department

Hi James,

I hope this email finds you well.

We're currently producing the upcoming 4th National Justice Forum, scheduled for 2-5 December in Brisbane, and I would love to invite you to speak at the event.

Third Sector's 4th National Justice Forum will bring together justice and legal experts, policymakers and frontline organisations to drive real change for justice in Australia. This year's program is uniquely shaped by lived experience input, ensuring their perspectives are central to the discussions and strategies developed.

This agenda encompasses the key challenges identified in my research, with the goal of creating a program that reflects the diverse issues facing the sector while offering practical, solutions-focused outcomes for delegates.

The key themes that will be covered in the event are:

- Strengthening cross-sector collaboration and deepen Indigenous partnerships to drive effective justice reinvestment outcomes
- Delivering trauma-informed, culturally safe practices that facilitate healing and reduce recidivism
- Amplifying lived experience perspectives and embed co-design principles throughout justice system responses
- Optimising prevention and early intervention frameworks to reduce justice system contact
- Implementing sustainable, community-led pre- and post-release programs that support long-term reintegration

Please see the [draft agenda attached](#), which outlines key themes and topics. However, we would be more than happy to tailor a session outline that better reflects your own work and experience.

Please let me know if you are available to join us and if you have any questions or preferences for your participation. I look forward to the possibility of working with you to make this event truly exceptional.

Kind regards,



Tina Luke

Senior Producer | Third Sector
Level 11, 155 Castlereagh Street, Sydney NSW 2000

D: +61 (02) 7200 2112

M: +64 274 325 114

E: tina.luke@thirdsector.com



Third Sector acknowledges the Indigenous people as the Traditional Custodians of the lands where we live, learn and work. We pay our respects to Elders past, present and emerging.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	7.19
Title:	Ordinary Council Meeting - November 2025
Author:	Katharine Murray, Chief Executive Officer

SUMMARY

The purpose of this report is to seek Council's approval to reschedule the Ordinary Council Meeting scheduled for November 2025

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Ordinary Council Meeting - November 2025*; and
2. Approve to reschedule the Ordinary Council (in-person) Meeting from Tuesday, 25 November 2025 and Wednesday, 26 November 2025 to Thursday, 20 November 2025 and Friday, 21 November 2025 and relocate the meeting to Darwin.

BACKGROUND

The Local Government Association of the NT (LGANT) Conference will be held in Darwin from Tuesday, 18 November 2025 to Wednesday, 19 November 2025.

It is proposed that the Ordinary Council Meeting scheduled from Tuesday, 25 November 2025 to Wednesday, 26 November 2025 be rescheduled to Thursday, 20 November 2025 and Friday 21 November 2025 and be held in Darwin to align with the LGANT's Conference.

As representatives of West Arnhem Regional Council, the Mayor, Deputy Mayor (or the substitute) will be invited to attend.

In 2024 the Council set the schedule for holding ordinary meetings in 2025 however, the Council may alter the schedule at a subsequent meeting.

LEGISLATION AND POLICY

Local Government Act NT 2019

FINANCIAL IMPLICATIONS

Cost associated with attendance at Council Meeting is included in the current budget.

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

Nil

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 September 2025

Agenda Reference:	7.20
Title:	Financial Report for the period ending 31 August 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

SUMMARY

The purpose of this report is to provide Council with the Financial Management Report for the period ended 31 August 2025 and to request Council approve the transfer of the Insurance Reserve balance at 30 June 2025 to pay the 2025-26 insurances.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Financial Report for the period ending 31 August 2025*; and
2. Approve the transfer from the Insurance Reserve balance at 30 June 2025 of \$1.4M to pay the 2025-26 insurance invoices.

BACKGROUND

Financial management report

The CEO must, in each month, give the Council (or Council's Finance Committee) a report setting out:

- The actual year to date income and expenditure of council;
- The most recently adopted annual budget; and
- Details of any material variances between the most recent actual income and expenditure, and the most recently adopted annual budget.

The report must be in the approved form.

The report must be accompanied by the CEO's certification in writing, to the Council, that to the best of the CEO's knowledge, information and belief:

- The internal controls implemented by Council are appropriate; and
- The Council's financial report best reflects the financial affairs of Council.

If the CEO cannot provide the certification, then written reasons for not providing the certification is to be submitted.

Transfers to and from Council Reserves

The council has accumulated \$1.4M in an Insurance Reserve to pay the 2025-26 insurance invoices due in August/September 2025.

To ensure the council can pay its 2026-27 insurance premiums when they fall due the council has begun to accumulate a provision from council's 2025-26 activities and programs and, from time to time, finance officers will seek Council approval, by resolution, to move that provision balance to the Insurance Reserve.

COMMENT

The *Local Government (General) Regulations 2021* requires:

- The previous month's financial report to be given to the Council; and

- Transfers to and from council reserves to be by Council resolution.

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (General) Regulations 2021* outlines the requirements for the monthly financial report to Council.

The format of the monthly financial report follows the prescribed format set out in the CEO of the Department of Chief Minister and Cabinet's approved form published on the NT Government Local Government Unit's website.

Regulation 11 of the *Local Government (General) Regulations 2021* makes clear a Council resolution is required for transfers to and from council reserves and for a change in purpose of a council reserve.

FINANCIAL IMPLICATIONS

The CEO is responsible for laying before the Council a monthly financial report and the Council is responsible for managing its resources, including managing council reserves.

STRATEGIC IMPLICATIONS

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

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

Goal 6.1 Financial Management

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

ATTACHMENTS

1. Monthly Financial Report August 2025 [**7.20.1** - 19 pages]

Certification by the CEO to the Council

Council Name:	West Arnhem Regional Council
Reporting Period:	August 2025

That, to the best of my knowledge, information and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed



Date Signed

15 September 2025

Note: The monthly financial report to Council must either be accompanied by a written certification by the CEO to the Council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the *Local Government (General) Regulations 2021*)

Monthly Financial Report for August 2025**Report 1****Table 1. Income and Expenditure Statement**

Expected YTD Annual Budget Completion

17%

Period ended 31 August 2025	Notes	YTD Actuals (A) \$	Commitments (B) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	Approved 1st Revised Budget (OCM 193/2025) (E) \$	YTD Actual Compared to Approved Budget (A / E) %
OPERATING INCOME							
Rates		43,421	-	496,567	(453,146)	2,979,401	1%
Charges	1	154,783	-	810,896	(656,113)	4,028,376	4%
Fees and Charges		87,118	-	120,443	(33,325)	714,021	12%
Operating Grants and Subsidies		6,462,229	-	8,940,244	(2,478,015)	16,000,972	40%
Interest / Investment Income		30,912	-	27,333	3,578	164,000	19%
Commercial and Other Income	2	2,317,604	-	3,205,099	(887,494)	13,858,439	17%
TOTAL OPERATING INCOME		9,096,067	-	13,600,581	(4,504,514)	37,745,210	24%
OPERATING EXPENDITURE							
Employee Expenses		2,877,055		3,203,034	(325,978)	19,498,155	15%
Materials and Contracts	4	549,912	1,189,046	1,180,013	(630,101)	7,920,473	7%
Elected Member Allowances		59,662		67,020	(7,358)	402,120	15%
Elected Member Expenses		27,204	-	40,523	(13,319)	274,475	10%
Council Committee		-	-	-	-	7,000	
Council Committee & LA Allowances		6,569	-	9,076	(2,507)	36,305	18%
Council Committee & LA Expenses		4,871	-	7,179	(2,308)	33,683	14%
Depreciation, Amortisation and Impairment		878,573	-	878,573	-	5,271,438	17%
Interest Expenses		-	-	-	-	-	-
Other Expenses	3	1,588,895	261,220	1,738,954	(150,058)	10,271,000	15%
TOTAL OPERATING EXPENDITURE		5,992,742	1,450,266	7,124,371	(1,131,629)	43,714,648	14%
OPERATING SURPLUS / (DEFICIT)		3,103,325		6,476,210	(3,372,885)	(5,969,438)	

Period ended 31 August 2025	Notes	YTD Actuals (A) \$	Commitments (B) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	Approved 1st Revised Budget (OCM 193/2025) (E) \$	YTD Actual Compared to Approved Budget (A / E) %
<u>Charges Income</u>							
Sewerage	1	39,122	-	125,133	(86,011)	750,797	5%
Water		98,488	-	418,500	(320,012)	1,674,000	6%
Waste Collection		17,173	-	267,263	(250,090)	1,603,579	1%
		154,783	-	810,896	(656,113)	4,028,376	
<u>Commercial and Other Income</u>							
Income Allocations	2	1,366,591	-	2,028,998	(662,407)	6,609,908	21%
Agency and Commercial Services Income		872,804	-	1,072,957	(200,153)	6,619,669	13%
Other Income		78,209	-	103,144	(24,934)	628,862	12%
		2,317,604	-	3,205,099	(887,494)	13,858,439	
<u>Other Expenses</u>							
Travel, Freight & Accommodation	3	115,433	116,841	195,422	(79,989)	1,141,951	10%
Fuel, Utilities & Communication		323,468	17,893	391,047	(67,579)	2,325,690	14%
Finance Expenses		2,241	-	2,398	(157)	14,390	16%
Other Expenses		1,147,753	126,486	1,150,087	(2,333)	6,788,968	17%
		1,588,895	261,220	1,738,954	(150,058)	10,271,000	

No	Note. 4 All Commitments	Budget Commitments \$
1	Water Management: Jabiru	230,253
2	Animal Control	190,564
3	West Arnhem Cemetery Establishment - Maningrida	121,519
4	Maintain local roads	75,405
5	LAP - Maningrida New Year's Eve Fireworks Display 2025	70,900
6	Manage Information Technology and Communications	68,829
7	Regional and Remote Burials Grant - Minjilang	47,000
8	Repair the Maningrida Pool Eroded Footings	45,781
9	Parks and Public Open Space - including weed control	27,965
10	Community Service Delivery	21,068
11	LAP - Connection of Water Service - New Cemetery - Warruwi	18,605
12	Manage Creche	18,511
13	Manage Electricity and water business	18,432
14	Operate and maintain swimming pool	18,241
15	ABA - Maningrida Oval Changerooms	17,525
16	Install and maintain street lights	17,137
17	Sewerage Management	16,013
18	Operate Fuel Storage Facility	15,629
19	Kurrung Sports Carnival - Sport Australia	13,991
20	Operate post office business	12,581
21	LAP - Installation of outdoor gym equipment at the pool	10,488
22	Maintain plant, equipment and motor vehicles	9,242
23	Jabiru Gym Upgrade	9,070
24	LRCI Phase 4 - Part B - Malabam Road - Maningrida	8,500
25	Sports and Recreation	7,051
26	LAP - Purchase of 4x4 Hearse	6,584
27	Waste Management	6,203
28	Maintain staff houses	5,976
29	Active Regional and Remote Communities Program	5,669
30	LAP -Installation Speed Bump - Top Camp Road - Maningrida	5,464
31	Food Preparation Services	5,396
32	Library Service: Jabiru	4,535
33	LAP - Additional Garden Hard Structure at the Billabong	4,400
34	Brockman Oval Lights - Jabiru	3,927
35	ICT Transition	3,900
36	Manage and maintain cemeteries	2,988
37	Aerodromes Inspection and Maintenance	2,675
38	Manage Visitor accommodation	2,659
39	Manage Council Governance	2,424
40	Operate Long day care	2,412
41	Upgrade works at Sewerage ponds	1,698
42	Home Care Packages Program (HCP)	1,582

No	Note. 4 All Commitments	Budget Commitments \$
43	LAP - New - Additional - Detection of Burial Sites - Warruwi	1,425
44	Public Relations and Communications	1,272
45	LAP - SOLAR LIGHTS at GUNBALANYA BACK ROAD	1,182
46	LAP - Public Toilet proposal - MGD	1,121
47	Human Resource Management	1,035
48	Commonwealth Home Support Program (CHSP)	957
49	Maintain & construct council controlled buildings & land	745
50	NDIS - National Disability Insurance Scheme	490
51	Support Civic and community events	404
52	Trade Services	370
53	Wellbeing	296
54	Executive leadership - Council & Community Services	258
55	Sport and Recreation - Jabiru	243
56	LAP - Beautification of township - Warruwi	158
57	Six POs <100	300
Total		1,189,046

Table 2. Monthly Operating Position

Expected YTD Annual Budget Completion

17%

Period ended 31 August 2025	Notes	YTD Actuals (A) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	Approved 1st Revised Budget (OCM 193/2025) (E) \$	YTD Actual Compared to Approved Budget (A / E) %
BUDGETED OPERATING SURPLUS / (DEFICIT) (Table 1.)		3,103,325	6,476,210	(3,372,885)	(5,969,438)	
Remove NON-CASH ITEMS						
Less Non-Cash Income	5	(1,366,591)	(2,028,998)	662,407	(6,609,908)	21%
Add Back Non-Cash Expenses	6	2,245,164	1,918,405	326,759	11,881,346	19%
TOTAL NON-CASH ITEMS		878,573	(110,593)	989,166	5,271,438	
Less ADDITIONAL OUTFLOWS						
Capital Expenditure	Table 3.	1,698,882	1,373,147	325,735	2,618,419	65%
TOTAL ADDITIONAL OUTFLOWS		(1,698,882)	(1,373,147)	(325,735)	(2,618,419)	
Add ADDITIONAL INFLOWS						
Capital Grants Income	7	-	-	-	-	0%
Capital Grants Income Carried Forward	8	4,766,007	1,753,419	3,012,588	1,753,419	-
Other Inflow of Funds	9	-	22,500	(22,500)	90,000	-
Transfer from Reserve		-	1,473,000	(1,473,000)	1,473,000	-
TOTAL ADDITIONAL INFLOWS		4,766,007	3,248,919	1,517,088	3,316,419	
Net BUDGETED OPERATING SURPLUS / (DEFICIT)		7,049,023	8,241,389	(1,192,366)	-	

Period ended 31 August 2025	Notes	YTD Actuals (A) \$	YTD Budget (C) \$	YTD Variance (A - C) \$	Approved 1st Revised Budget (OCM 193/2025) (E) \$	YTD Actual Compared to 2nd Revised Approved Budget (A / E) %
<u>Non-Cash Income</u>						
Income Allocations (internal movement)	5	(1,366,591)	(2,028,998)	662,407	(6,609,908)	21%
<u>Non-Cash Expenses</u>						
Expense Allocations (internal movement)	6	1,366,591	1,039,832	326,759	6,609,908	21%
Depreciation, Amortisation and Impairment		878,573	878,573	-	5,271,438	17%
		2,245,164	1,918,405	326,759	11,881,346	
<u>Capital Grants Income</u>						
Capital Grants - Australian Government	7	-	-	-	-	
Capital Grants - Territory Government		-	-	-	-	
Capital Grants - Other		-	-	-	-	
		-	-	-	-	
<u>Prior Year Carry Forward Tied Funding</u>						
Capital Grants Income Carried Forward	8	4,766,007	1,753,419	3,012,588	1,753,419	-
<u>Other Inflow of Funds</u>						
Sale of assets	9	-	22,500	(22,500)	90,000	-
		-	22,500	(22,500)	90,000	

Table 3. Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE	Notes	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved 1st Revised Budget (OCM 193/2025) \$
Infrastructure	10	1,396,633	1,194,814	201,819	1,753,419
Buildings	11	19,967	55,833	(35,867)	235,000
Vehicles	12	181,666	52,500	129,166	210,000
Plant and Equipment	13	-	70,000	(70,000)	420,000
Local Authority Funded projects	14	100,617	-	100,617	-
TOTAL CAPITAL EXPENDITURE		1,698,882	1,373,147	325,735	2,618,419
TOTAL CAPITAL EXPENDITURE FUNDED BY:					
Operating Income (amount allocated to fund capital items)		112,612	178,333	(65,721)	775,000
LA Funding		100,617	-	100,617	-
Capital Grants		-	-	-	-
Prior Year Carry Forward Tied Funding		1,485,654	1,194,814	290,840	1,753,419
Proceeds from Sale of assets		-	-	-	90,000
TOTAL CAPITAL EXPENDITURE FUNDING		1,698,882	1,373,147	325,735	2,618,419

CAPITAL EXPENDITURE	Notes	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved 1st Revised Budget (OCM 193/2025) \$
<u>Infrastructure</u>					
ABA - Maningrida Oval Changerooms	10	1,102,384	1,194,814	(92,430)	1,753,419
Brockman Oval Lights - Jabiru		224,150	-	224,150	-
Revitalisation Project - Jabiru		1,162	-	1,162	-
CBF - Jabiru Library Revitalisation Phase 2		35,091	-	35,091	-
Maintain local roads : Maningrida		33,847	-	33,847	-
		1,396,633	1,194,814	201,819	1,753,419
<u>Buildings</u>					
Maintain staff houses : Jabiru	11	-	50,000	(50,000)	200,000
Waruwi Community Hall Upgrade		19,967	-	19,967	-
Jabiru - Operate Long day care		-	3,333	(3,333)	20,000
Jabiru - Operate post office business		-	2,500	(2,500)	15,000
		19,967	55,833	(35,867)	235,000
<u>Vehicles</u>					
Maintain plant, equipment & motor vehicles : Region	12	112,612	52,500	60,112	210,000
4WD Buses -Gunbalanya -Sports & Recreation		69,054	-	69,054	-
		181,666	52,500	129,166	210,000
<u>Plant and Equipment</u>					
Maintain plant, equipment & motor vehicles: Gunbalanya	13	-	39,167	(39,167)	235,000
Maintain plant, equipment & motor vehicles : Jabiru		-	3,333	(3,333)	20,000
Maintain plant, equipment & motor vehicles : Maningrida		-	11,667	(11,667)	70,000
Maintain plant, equipment & motor vehicles : Minjilang		-	15,833	(15,833)	95,000
		-	70,000	(70,000)	420,000
<u>Local Authority Funded projects</u>					
Maningrida - Purchase of 4x4 Hearse	14	83,033	-	83,033	-
Gunbalanya - Gunbalanya Oval Lighting: Contribute \$100K		17,583	-	17,583	-
		100,617	-	100,617	-

Table 4. Monthly Balance Sheet Report

BALANCE SHEET AS AT 31 August 2025	YTD Actuals \$	Notes
ASSETS		
Cash at Bank		A & A.1
Tied Funds	8,816,840	
Untied Funds	3,617,203	
Accounts Receivable		
Trade Debtors	677,894	B
Rates & Charges Debtors	176,504	C
Other Current Assets	2,364,728	
TOTAL CURRENT ASSETS	15,653,169	
Non-Current Financial Assets		
Property, Plant and Equipment	70,623,051	D
TOTAL NON-CURRENT ASSETS	70,623,051	
TOTAL ASSETS	86,276,220	
LIABILITIES		
Trade Creditors	3,946,200	E
ATO & Payroll Liabilities	42,166	F
Current Provisions	2,236,040	G
Accrued Expenses	135,383	
Other Current Liabilities	709,597	
TOTAL CURRENT LIABILITIES	7,069,386	
Non-Current Provisions	215,077	
Other Non-Current Liabilities	8,328,369	H
TOTAL NON-CURRENT LIABILITIES	8,543,445	
TOTAL LIABILITIES	15,612,831	
NET ASSETS	70,663,388	

BALANCE SHEET AS AT 31 August 2025	YTD Actuals \$	Notes
EQUITY		
Asset Revaluation Reserve	3,952,222	
Capital Reserve	0	
Capital Reserve - Transfer Out	15,682,079	
Relection Reserve -Transfer In	(15,520,653)	
Election Reserve - Transfer In	87,989	
Disaster Recovery Funding - Transfer In	100,000	
Insurance - Transfer In	1,400,000	
Equity Adjustments	44,601,703	
Accumulated Surplus	20,360,049	
TOTAL EQUITY	70,663,388	

BALANCE SHEET NOTES

Note A. Details of Cash and Investments Held	Sub- notes	\$	\$
<u>Investments Held</u>			
Operating Bank Account		118,319	
Business One - Post Office Bank Account		45,332	
Business Maxi Bank Account	A.1	8,883,711	
General Trust Bank Account		130,043	
Traditional Credit Union - Shares		-	
Term Deposits	A.1	3,255,000	12,432,405
<u>Cash Held</u>			
Floats		1,638	1,638
Total Cash and Investments Held			12,434,043
Less: Restricted Cash			8,816,840
Balance Unrestricted Cash			3,617,203

Sub-note A.1 Higher Interest Earning Investments	Deposit Date	Principal \$	Interest Rate	Maturity Date	Terms
Westpac	21/03/2024	5,000	3.85%		
NAB	29/07/2025	450,000	4.21%	28/10/2025	91
NAB	13/08/2025	300,000	4.13%	11/11/2025	90
NAB	1/07/2025	500,000	4.19%	30/09/2025	91
NAB	11/06/2025	500,000	4.29%	9/09/2025	90
NAB	14/07/2025	500,000	4.14%	14/10/2025	92
NAB	15/08/2025	1,000,000	4.15%	13/11/2025	90
Total Term Deposits		3,255,000			
Business Maxi Bank Account		8,883,711	1.55%		
Total Higher Interest Earning Investments		12,138,711			

	Current	Past Due 31 - 60 Days	Past Due 61 - 90 Days	Past Due 90+ Days	Total \$
Note B. Trade Debtors					
NDIS Debtors	2,666	2,213	2,534	4,179	11,591
ChildCare Debtors	14,011	3,466	2,911	24,949	45,338
Trade Debtors	125,972	345,330	58,662	95,638	620,965
Total Trade Debtors	142,650	351,008	64,107	124,766	677,894

	To be Levied in 2025/26	Current	Past Due 31 - 60 Days	Past Due 61 - 90 Days	Past Due 90+ Days	Total \$
Note C. Rates & Charges Debtors						
General Rates	2,701,888				47,177	47,177
Special Rates	277,514				1,314	1,314
Water Charges	1,674,000	-			100,073	100,073
Waste Charges	1,603,580				27,940	27,940
Total Rates & Charges Debtors	6,256,982	-	-	-	176,504	176,504
					Refer sub-note C.1	

Sub-note C.1 Rates & Chargers Debtors -Past 90+ Days	Jul-25	Aug-25	Difference
	Past Due 90+ Days	Past Due 90+ Days	
General Rates	62,474	47,177	(15,297)
Special Rates	1,701	1,314	(387)
Water Charges	100,073	100,073	-
Waste Charges	35,166	27,940	(7,226)
Total Rates & Charges Debtors	199,413	176,504	(22,909)

Note D. New Physical Assets (including WIP) YTD	1 July 2025 WDV	YTD WIP	YTD Additions	YTD Disposals	Accumulated Depreciation	YTD WDV Balance	Notes
Land	688,500	-	-	-	-	688,500	
Section 19 Leases	5,079,258	-	-	-	(1,077,662)	4,001,596	
Jabiru Town Sub Leases	4,009,672	-	-	-	(657,105)	3,352,567	
Buildings	32,835,284	-	-	-	(17,037,754)	15,797,530	
WIP - Buildings	134,438	19,967	-	-	-	154,404	D1
Infrastructure	53,693,196	-	-	-	(16,050,032)	37,643,165	
WIP - Infrastructure	4,487,246	1,414,216	-	-	-	5,901,463	D2
Vehicles	2,773,191	-	-	-	(2,441,379)	331,812	
WIP - Vehicles	66,729	264,699	-	-	-	331,429	D3
Furniture and Fittings	927,205	-	-	-	(753,461)	173,744	
WIP - Furniture	64,512	-	-	-	-	64,512	D4
Plant and Machinery	9,171,647	-	-	-	(6,989,318)	2,182,329	
WIP - Plant and Machinery	-	-	-	-	-	-	
Roads	-	-	-	-	-	-	
Total Non- Current Assets	113,930,880	1,698,882	-	-	(45,006,711)	70,623,051	

Work-In-Progress (WIP - items not yet recorded in the Asset Register) Note:
D1 - Expenditure not yet capitalised -Includes Concrete paving works & chain mesh fence Rec Hall Warruwi 48k; Warruwi Community Hall -Rain water tank \$13k
D2 - Expenditure not yet capitalised - Includes Maningrida Oval Change Rooms & toilet extension \$2.95M; Gunbalanya Oval Lights \$700k
D3 - Expenditure not yet capitalised - Includes Hilux 4x4 \$101k; carryout 4wd to maningrida \$82k
D4 - Expenditure not yet capitalised - Includes Maningrida Gym Equipment \$57k

	Current	Past Due 31 - 60 Days	Past Due 61 - 90 Days	Past Due 90+ Days	Total \$
Note E. Trade Creditors					
Trade Creditors	2,302,935	1,487,184	3,512	152,570	3,946,200
				Refer sub-note E.1	

Sub-note E.1- Retention money \$151,173 - \$35,000 was released on 4 Sep 2025

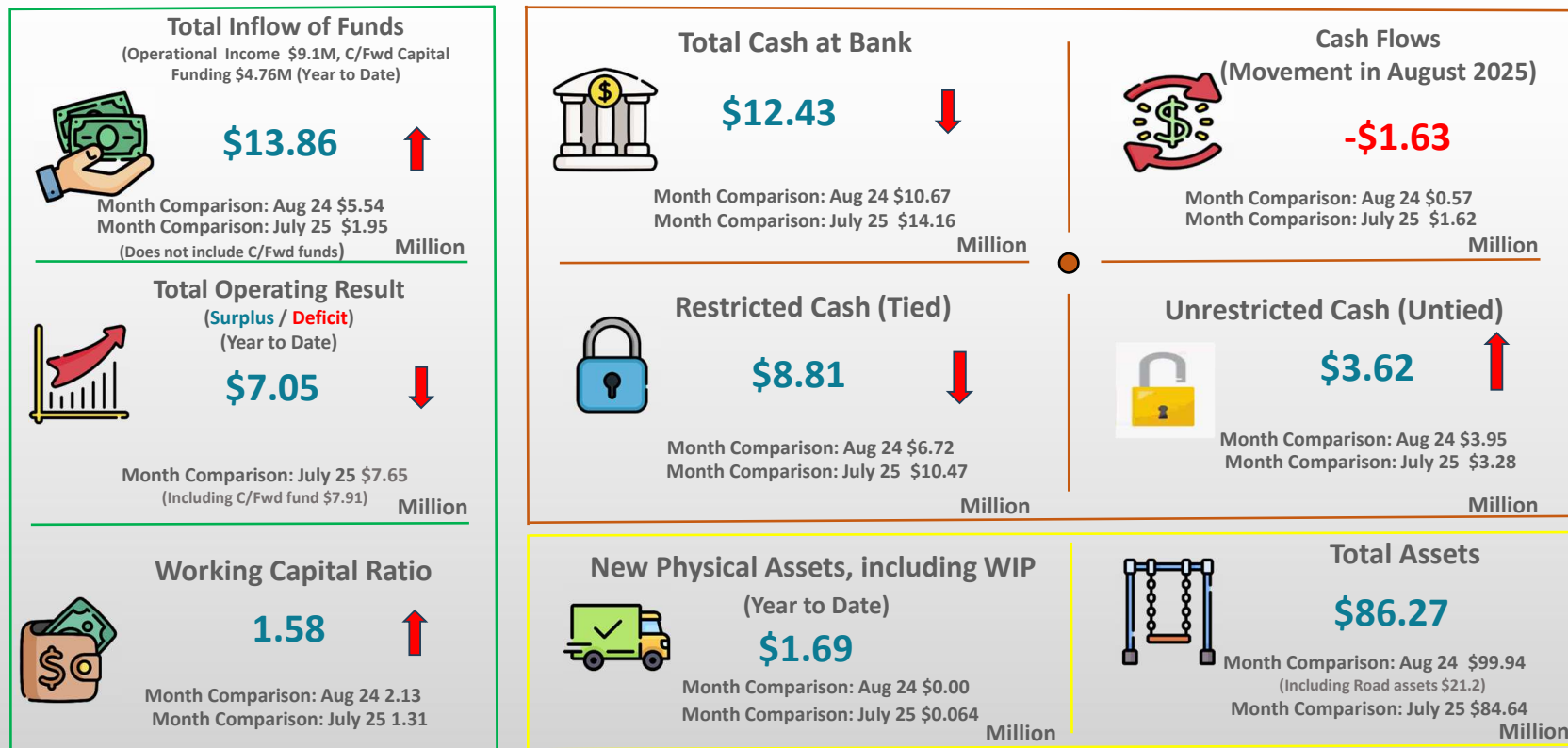
Note F. Australian Tax Office (ATO) and Payroll Obligations

As at the date of this report, all reporting and payment obligations have been met.

Note G. Provisions (Current and Non-Current)	\$	\$
<u>Current Provisions</u>		
Employees Annual Leave	1,202,555	
Long Service Leave	813,976	
Doubtful Debts	10,807	
Current Provision Other General	208,702	
		2,236,040
<u>Non-Current Provisions</u>		
Long Service Leave	215,077	
		215,077
Total Provisions		2,451,117

Note H. Other Non Current Liabilities	\$	\$
Section 19 Lease Liability	4,543,669	
Jabiru Town Sub Lease Liability	3,784,700	
Total Other Non Current Liabilities		8,328,369

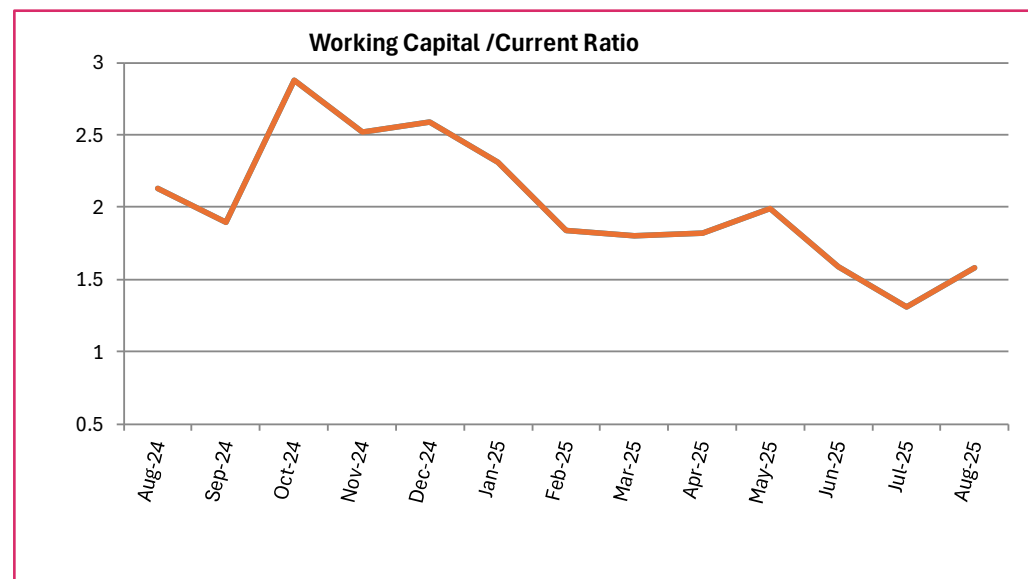
Snapshot – August 2025 Financial Report



Working Capital Ratio from August 2024 to August 2025



Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25
2.13	1.89	2.88	2.52	2.59	2.31	1.84	1.80	1.82	1.99	1.59	1.31	1.58





Cardholder statement

Run Date: 3 September 2025

Company details

WEST ARNHEM REGIONAL COUN
 WEST ARNHEM REGIONAL COUNCIL
 WEST ARNHEM REGIONAL COUNCIL
 ATT DAVID GLOVER PO BOX 721
 JABIRU NT 0886

Cardholder name: JAMES WOODS
 Cardholder number: xxxx-xxxx-xxxx-5837

Cost centre no:
 Statement date: 02/09/25

Opening balance: 0.00

For enquiries please call: 1300 650 107

C indicates a credit or payment

*Closing balance: 34.00

* The closing balance will be transferred automatically in terms of the authority held.

Payment due date:	12/09/25	Credit limit:	5,000.00	Annual percentage rate:	15.65%
Past due:	0.00	Available credit:	4,966.00	Monthly percentage rate:	1.30%
Minimum payment due:	0.00				

Date	Description of transaction	Amount	Ref.
28/08/25	Mercure Darwin Air OPI Darwin AUS	34.00	7011

*** END OF LIST ***

Westpac Banking Corporation ABN 33 007 457 141.

Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Cardholder Name: Mayor James Woods

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
28/08/25	\$ 34.00	Mercure Darwin Airport	Dinner meal for the Mayor as payment of TA was delayed. TA was subsequently paid and the Mayor promptly reimbursed Council.
Total	\$ 34.00		



Cardholder statement

Run Date: 3 September 2025

Company details

WEST ARNHEM REGIONAL COUN
 WEST ARNHEM REGIONAL COUNCIL
 WEST ARNHEM REGIONAL COUNCIL
 ATT DAVID GLOVER PO BOX 721
 JABIRU NT 0886

Cardholder name: KATHARINE MURRAY
 Cardholder number: xxxx-xxxx-xxxx-1043

Cost centre no:
 Statement date: 02/09/25

Opening balance: 561.20

For enquiries please call: 1300 650 107

C indicates a credit or payment

*Closing balance: 75.66

* The closing balance will be transferred automatically in terms of the authority held.

Payment due date:	12/09/25	Credit limit:	15,000.00	Annual percentage rate:	15.65%
Past due:	0.00	Available credit:	14,924.00	Monthly percentage rate:	1.30%
Minimum payment due:	0.00				

Date	Description of transaction	Amount	Ref.
08/08/25	AUTOMATIC PAYMENT	561.20 C	0000
11/08/25	CITY OF DARWIN DARWIN AUS	4.00	7523
14/08/25	OFFICEWORKS 0801 STUART PARK AUS	16.60	5943
18/08/25	Rays Cafe DARWIN AUS	50.30	5812
20/08/25	PODCAST SUBSCRIPTION JACKSONVILLE USA	4.76	7372
	3.00 U. S. DOLLAR		

*** END OF LIST ***

Westpac Banking Corporation ABN 33 007 457 141.

Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Cardholder Name: CEO KATHARINE MURRAY

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
11/08/2025	\$ 4.00	City of Darwin	Parking to attend DLPE meeting
14/08/2025	\$ 16.60	Officeworks	Folders to store meeting papers
18/08/2025	\$ 50.30	Rays Café	Catering for LGANT staff as a thank you for the use of the LGANT Boardroom for an Executive Planning Meeting
20/08/2025	\$ 4.76	Podcast Subscription	Monthly subscription regarding Local Government News
Total	\$ 75.66		

WEST ARNHem REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 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 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	30/07/2025	Regional Development Aust	Introduction of New Leadership
Letter	06/08/2025	Aboriginal Investment Group	Letter of Support – Gunbalanya Remote Laundry
Letter	11/08/2025	ALGA	Motion Submitted to NGA2025
Letter	13/08/2025	WARC Mayor	Motion Submitted to NGA2025
Communique	23/08/2025	ALGA	Meeting Communique
Letter	27/08/2025	Minister for Housing, Homelessness and Cities	Waruwi Community Multipurpose Safe Shelter
Communique	27/08/2025	LGANT	Meeting Communique
Letter	08/09/2025	NT Electoral Commission	Election Results and Supplementary Election in Gunbalayna and Jabiru

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 23 SEPTEMBER 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, including Council and Committee meetings.

COMMENT

Date(s)	Location	Reason for Meeting	Person(s) met with
01.08.2025	Darwin	Explore opportunities for collaboration	Member for Arnhem Land
07.08.2025	Maningrida	K9 Security Services agreement	Community Stakeholders
11.08.2025	Teams	Mayor attending National Justice Forum – (2-5 Dec)	Senior Producer – Third Sector
11.08.2025	Teams	Special council Meeting	Elected Council Members
15.08.2025	Maningrida	Maningrida Youth presenting ideas to the Mayor and give out awards	Youth of Maningrida and Chief Executive Officer of Nja-Marleya
21.08.2025	Maningrida	Services Delivery Providers - Maningrida	Community stakeholders
21.08.2025	Teams	Exercises to decrease illegal activities - Minjilang	Australian Defence Force
25.08.2025	Darwin	Legal and Constitutional Affairs Committee on the Voluntary Assisted Dying Inquiry	Legal and Constitutional Affairs Committee
26.08.2025	Darwin	Finance Committee Meeting	Committee Members
27.08.2025	Teams	Board meeting - LGANT	Board members
27.08.2025	Maningrida	Introduction to service	CEO and Directors Carpentaria Services
19.09.2025	Gunbalanya	Celebrating 100 years	Principal of Gunbalanya Community School

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 ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	8.3
Title:	Meetings and Events attended by the CEO
Author:	Katharine Murray, Chief Executive Officer

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. The list is not a complete list of every meeting attended by the CEO and includes Council and Committee meetings.

COMMENT

Date(s)	Location	Reason for Meeting	Person(s) met with
01.08.2025	Darwin	Explore opportunities for collaboration	Member for Arnhem
01.08.2025	Teams	Introduction to Home Beyond Home (Mental Health, homeless)	Founder & Director – Home Beyond Home
06.08.2025	Jabiru	Regular catch up and Jabiru childcare	Energy Resource Australia – Superintendent Communities and Social Performance
07.08.2025	Teams	K9 Security Services agreement	Maningrida Stakeholders
07.08.2025	Darwin	Introductory meeting	Chief Executive Officer of TeamHealth
08.08.2025	Darwin	Identify possible amendments to the Planning Act 1999 to fast-track approvals	Chief Executive Officer – Department of Lands, Planning and Environment
08.08.2025	Darwin	Electoral Service Agreement	NT Electoral Commissioner
08.08.2025	Darwin	Introduction to new leadership	Chief Executive Officer of Regional Development Australia NT
11.08.2025	Teams	Introductory meeting	Senior Account Executive - Scout Talent
11.08.2025	Teams	Special Council Meeting	Council Members
13.08.2025	Teams	LGANT CEO Forum	CEOs
15.08.2025	Darwin	Off Site Mapping of West Arnhem Regional Council	Director of Community and Council Services, Director of Finance of WARC

19.08.2025	Darwin	Risk Management and Audit Committee	Committee Members
20.08.2025	Waruwi	WARC Staff	CEO and HR
21.08.2025	Teams	Services Delivery Providers - Maningrida	Maningrida Stakeholders
21.08.2025	Teams	Exercise to decrease illegal activities - Minjilang	Australian Defence Force
21.08.2025	Darwin	Management and leadership program discussion for WARC	Chief Executive Officer – the Real Learning Experience
22.08.2025	Darwin	Discussion about insurance claims and protection	Account Broker – JLT Risk Solutions
25.08.2025	Darwin	Legal and Constitutional Affairs Committee on the Voluntary Assisted Dying Inquiry	Legal and Constitutional Affairs Committee
26.08.2025	Darwin	Finance Committee Meeting	Committee members
27.08.2025	Maningrida	Introduction	Carpentaria Services
27.08.2025	Teams	Discussion of current CouncilBiz situation	CouncilBiz Directors
27.08.2025	Maningrida	Explore ways of collaboration	Chief Executive Officer of Homeland School and Chief Executive Officer of Bawinanga
29.08.2025	Darwin	C & R Contractors	Directors of C & R Contracting
01.09.2025	Teams	Discuss the Barossa Project and Barossa Aboriginal Future Fund	Government and Stakeholder Relations Manager, NT - Santos
03.09.2025	Teams	Lurra Festival	Mala'la Health Service
04.09.2025	Teams	Recruiting campaigns	Senior Account Executive - Scout Talent
04.09.2025	Darwin	Introductory meeting	Regional Manager for Arnhem Land and Groote Eylandt at National Indigenous Australians Agency
05.09.2025	Darwin	Lot 660	Director C & R Contracting
05.09.2025	Teams	Follow up meeting – Lurra Festival	Mala'la Health Service
06.09.2025	Jabiru	Kurrung Sports Festival	Attended with the Mayor of West Arnhem Regional council
10.09.2025	Minjilang	WARC Staff	CEO & HR
11.09.2025	Teams	Regular meeting	Executive Director - Department of Housing, Local Government and Community Development
11.09.2025	Darwin	Audit discussions	Partner – Nexia Edwards Marshall NT
11.09.2025	Teams	RAP	Senior RAP Program Officer – Reconciliation Australia
12.09.2025	Darwin	Regular meeting	Chief Executive Officer of Gundjeihmi Aboriginal Corporation Jabiru Town
12.09.2025	Darwin	Introduction	Chief Executive Officer of Victoria Daly Regional Council

12.09.2025	Darwin	RAP Working Group	WARC Staff
18.09.2025	Jabiru	Board Meeting	Chief Executive Officer of Gundjeihmi Aboriginal Corporation Jabiru Town and other board members
19.09.2025	Gunbalanya	100 year's celebrations	Principal of Gunbalanya Community School

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 ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 2025

Agenda Reference:	8.4
Title:	Finance Committee Meeting Minutes
Author:	Debbie Branson, Governance Advisor

SUMMARY

The unconfirmed minutes of the of the Finance Committee meeting held on Tuesday, 26 August 2025 are submitted to Council for noting.

RECOMMENDATION

THAT COUNCIL note the minutes of the Finance Committee meeting held on Tuesday, 26 August 2025 and reviewed decisions made by the Committee.

BACKGROUND

The *Local Government Act 2019* states that minutes from Council's audit committee 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 6.1 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. 2025 08 26 Finance Committee Minutes (1) [8.4.1 - 4 pages]



Minutes of the West Arnhem Regional Council Finance Committee Meeting
Tuesday, 26 August 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	Mickitja Onus

STAFF PRESENT

Chief Executive Officer	Katharine Clare Murray
Director Finance	Jocelyn Nathanael-Walters
Manager Finance	Imran Shajib
Governance Advisor	Debbie Branson

3 APOLOGIES AND ABSENCES

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

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

FC1/2025 RESOLVED:

On the motion of Cr Mickitja Onus

Seconded Mayor James Woods

THAT THE COMMITTEE:

1. Note the apology received from Cr James Marrawal and Cr Donna Nadjamerrek;
2. Determine Cr James Marrawal and Cr Donna Nadjamerrek are absent with permission of the Committee.

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Committee considered a report on Acceptance of Agenda.

FC2/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE accept the agenda papers as circulated for the Finance Committee Meeting 26 August 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 Committee considered a report on Disclosure of Interest of Members or Staff.

FC3/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Mickitja Onus

THAT THE COMMITTEE acknowledge there were declarations of interest in reference to the items listed for consideration in the Finance Committee meeting held on 26 August 2025.

CARRIED

6 RECEIVE AND NOTE REPORTS

Agenda Reference:	6.1
Title:	Financial Report for the period ending 31 July 2025
Author:	Jocelyn Nathanael-Walters, Director Finance

The Council considered a report on Financial Report for the period ending 31 July 2025.

FC4/2025 RESOLVED:

On the motion of Cr Mickitja Onus

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE receive and note the report titled *Financial Report for the period ending 31 July 2025*.

CARRIED

7 PROCEDURAL MOTIONS

Agenda Reference:	7.1
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.

FC5/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Deputy Mayor Elizabeth Williams

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 9:40am to consider the Confidential items of the Agenda.

CARRIED

8 CONFIDENTIAL ITEMS

Agenda Reference:	8.1
Title:	CouncilBIZ Update
Author:	Jocelyn Nathanael-Walters, Director of Finance

FC6/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Cr Mickitja Onus

THAT THE COMMITTEE receive and note the report titled *CouncilBIZ Update*.

CARRIED

9 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**FC7/2025 RESOLVED:**

On the motion of Mayor James Woods

Seconded Deputy Mayor Elizabeth Williams

THAT THE COMMITTEE:

1. Approve to disclose the following confidential resolutions to open, as follows:
Item 8.1 CouncilBIZ Update; and
2. Open the meeting to the public at 10.01am after the discussion of confidential items.

CARRIED

10 NEXT MEETING

The next meeting is scheduled to take place on 18 December 2025.

11 MEETING DECLARED CLOSED

Mayor James Woods declared the meeting closed at 10:02am.

This page and the preceding pages are the minutes of the Finance Committee held on Tuesday 26 August 2025.

Click [here](#) to view the agenda for the Finance Committee held on Tuesday 26 August 2025.

UNCONFIRMED

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 23 September 2025

Agenda Reference:	8.5
Title:	Jabiru Town By-laws 2024
Author:	Fiona Ainsworth, Director of Community and Council Services

SUMMARY

This report is to provide Council with an overview of West Arnhem Regional Council (Jabiru Town) by-law 2024 implementations, specifically Part 5 Animal Management, following repeal of former regulations in January 2025.

RECOMMENDATION

THAT COUNCIL receive and note the report titled *Jabiru Town By-laws 2024*.

BACKGROUND

West Arnhem Regional Council (Jabiru Town) by-laws 2024 were approved by the Council at a special Council Meeting on December 6, 2024, approved by the Minister on December 17, 2024, and came into effect on January 1, 2025, replacing the previous existing six by-laws for the Jabiru Town. A copy of by-laws 2024 is attached for reference.

The new by-laws were designed to ensure the ongoing maintenance and regulation of Jabiru Township. However, Part 5, Animal Management was introduced with a significant gap in current operational and legal processes to support enforcement. These critical deficits include the absence of designated trained regulatory officers not currently in the organisational structure, legal and regulatory process and templates, dedicated administration staff, authorised persons, specialised animal management equipment and modified vehicle/s.

A secondary issue is the reluctance of Jabiru based team members to execute by-laws with consideration to cultural, family and community ties.

COMMENT

The by-laws clearly state under Part 5, Animal Management, the obligations of dog ownership and responsibilities of the Council to respond when these by-laws are not followed.

From January 2025, several animal management complaints were submitted in writing and managed by administration in an ad-hoc manner as the preparation of standard operating procedures and formal legal framework were being developed. In August 2025, prior to completion of these documents, two particular incidences escalated in severity and administration is currently responding to these matters with the assistance of legal counsel to coordinate appropriate reply and actions.

Administration has appointed a contractor to develop the framework, including standard operating procedures. Once this work is completed, the organisation will review and determine any additional positions, tools, and training required, while considering financial capacity.

Additionally, administration actively reviewed comparable practices from other local government areas to identify practical and scalable solutions however by-laws are not a standard in regional council environments. Significant research for benchmarks, existing systems and effective processes determined the closest comparison to Litchfield Council. This organisation whilst similar and

geographically nearby, does not compare to our unique landscape, however for reference they have a team of five including rangers, regulatory supervisors and an administration officer, multiple vehicles and task specific equipment, and continuous education and training.

LEGISLATION AND POLICY

(Jabiru Town) By-laws 2024

FINANCIAL IMPLICATIONS

To be determined as processes are established for effective delivery of the by-laws.

STRATEGIC IMPLICATIONS

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

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

1. West Arnhem Regional Council (Jabiru Town) By- Laws 2024 [8.5.1 - 44 pages]

NORTHERN TERRITORY OF AUSTRALIA

WEST ARNHAM REGIONAL COUNCIL (JABIRU TOWN) BY-LAWS 2024

Subordinate Legislation No. 28 of 2024

Table of provisions

Part 1 Preliminary matters

1	Title.....	2
2	Commencement	2
3	Purpose	2
4	Acknowledgement of Mirarr people	2
5	Definitions.....	2
6	Application of by-laws	4
7	Application of Criminal Code	5
8	Permits	5
9	Variation, revocation or transfer of permits.....	6
10	Powers of authorised persons and employees	6
11	Maintenance of objects.....	6

Part 2 Public facilities and places**Division 1 Liability of owner or occupier of land**

12	Non-compliance by owner or occupier	7
----	---	---

Division 2 Protecting public land

13	Constructing cross-overs	7
14	Road works.....	8
15	Prohibited excavation on adjoining land	9
16	Enclosing land to prevent risk of escaping soil	9
17	Damage to public land	9
18	Structures on public land	10
19	Obstruction of public facilities	10

Division 3 Control of vegetation

20	Damage to public vegetation	10
21	Trimming vegetation	11

Division 4 Activities on public land

22	Busking and other activities	11
----	------------------------------------	----

23	Goods on public land	12
24	On-street parking.....	12
Division 5 Camping on public land		
25	Permit required to camp on public land	12
26	Direction to vacate public land.....	13
Division 6 Selling goods and services		
27	Stallholder permit.....	13
28	Offence to conduct stall without stallholder permit.....	14
Part 3 Waste and recycling		
Division 1 Waste management		
29	Collection of household waste and recyclables	14
30	Notice to remove waste or other discarded material.....	14
31	Machines not to be stored or broken up	15
32	Commercial waste and toxic materials	15
33	Disposal of waste at waste management facility	16
Division 2 Offences related to waste		
34	Offence to deposit waste	17
35	Offence to discharge liquid waste.....	17
36	Offence to interfere with approved bins	18
Division 3 Removal of waste deposits		
37	Removal of waste	18
38	Offence not to comply with direction.....	19
Part 4 Safety		
Division 1 Fires		
39	Lighting fires	19
40	Burning offensive substance or thing.....	20
Division 2 Unsafe and unsanitary behaviour		
41	Breaking glass or other material	20
42	Throwing object causing damage	20
43	Unsanitary behaviour.....	21

Part 5 Animal management

Division 1 General keeping of animals

44	Prohibition on keeping animals.....	21
45	Entry and removal	21
46	Destruction of animals	21
47	Abandonment of animals	22
48	Removal or disposal of animal remains	22

Division 2 Responsible ownership of dogs

49	Registration required	22
50	Offence of unregistered dog	23
51	Offence for contravention of condition of registration	23
52	Notice of change in address or owner	23
53	Maximum number of dogs	24
54	Dog restricted areas	24

Division 3 Dangerous dogs

55	Dog menaces	25
56	Dog attacks.....	25
57	Defences	25
58	Orders to impound or destroy	26
59	Declaration of dangerous dog.....	26
60	Duties of owner of dangerous dog.....	26
61	Notice to Council	27
62	Remedial action for dangerous dog.....	28
63	Offence in relation to dangerous dogs.....	28
64	Enticement or incitement	29
65	Dog causing nuisance	29

Division 4 Seizure, impounding and destruction of dogs and other animals

66	Seizure and impounding	30
67	Notice of impounding	31
68	Release from pound	31
69	Diseased dog.....	32
70	Transfer of dog	33
71	Destruction of dog	33
72	Destruction of other animal.....	33
73	Manner of destroying animal	33

Part 6 Advertising and handbills

74	Permit for handbills	34
75	Establishing advertising code	34

76	General standards for advertising signs	35
77	Interference with Council advertising	35
Part 7 Infringement notice offences		
78	Infringement notice offence and prescribed amount payable	36
79	When infringement notice may be given	36
80	Contents of infringement notice	36
81	Electronic payment and payment by cheque	37
82	Expiation of offence	37
83	Withdrawal of infringement notice	37
84	Application of Part	37
Part 8 Repeals and transitional matters		
Division 1 Repeals		
85	By-laws repealed	38
Division 2 Transitional matters for West Arnhem Regional Council (Jabiru Town) By-laws 2024		
86	Definitions	38
87	Former determinations	38
88	Former authorisations, permits and registrations	38
Schedule 1 Infringement notice offences		
Schedule 2 Repealed By-laws		

NORTHERN TERRITORY OF AUSTRALIA

Subordinate Legislation No. 28 of 2024*

West Arnhem Regional Council (Jabiru Town) By-laws 2024

West Arnhem Regional Council, at a meeting held on 6 December 2024, made the following by-laws under the *Local Government Act 2019* and, for section 63A(1)(a)(ii) of the *Interpretation Act 1978*, authorised Andrew Walsh, the Chief Executive Officer, to sign them.

Dated 6 December 2024

A. WALSH
Chief Executive Officer

* Notified in the *Northern Territory Government Gazette* on 17 December 2024.

Part 1 Preliminary matters

Part 1 Preliminary matters

1 Title

These By-laws may be cited as the *West Arnhem Regional Council (Jabiru Town) By-laws 2024*.

2 Commencement

These By-laws commence on 1 January 2025.

3 Purpose

The purpose of these By-laws is to provide for the good governance of Jabiru by establishing a legal and procedural framework for promoting public health and wellbeing and safety and the protection of public amenities in the town.

4 Acknowledgement of Mirarr people

- (1) Jabiru is located on Mirarr country and the Council pays its respects to the Mirarr Traditional Owners and pays its respects to Mirarr elders past, present and emerging.
- (2) The Council is committed to continuously nurturing a respectful working relationship with the Mirarr people.

5 Definitions

In these By-laws:

advertising means any form of advertising for the attention of the public, including advertising by writing, images, pictures, symbols, objects or illumination.

Examples for definition advertising

Billboard, fence sign, portable sign, poster, distinctive lighting and bunting.

approved means approved by the Council by resolution.

assistance dog means a dog that is an assistance animal as defined in section 4A of the *Anti-Discrimination Act 1992*.

attack, see by-law 56(2).

commercial waste means waste produced in the course of trade or commerce.

Council means the West Arnhem Regional Council.

Part 1 Preliminary matters

dangerous dog means a dog declared to be dangerous under by-law 59.

dog means an animal of the genus *Canis*.

fee includes a charge, a due, a fare and rent payable to the Council.

goods includes food, beverages, wares, merchandise, raffle tickets, tokens, badges and vehicles.

handbill means a printed announcement or advertisement, including a poster, placard, notice, ticket, pamphlet and card.

infringement notice, see by-law 79.

infringement notice offence, see by-law 78(1).

Jabiru means the land specified as Jabiru town land under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth).

litter, see section 3 of the *Litter Act 1972*.

market means an area in which 2 or more stalls are located or intended to be located.

menace, see by-law 55(2).

motor vehicle, see section 5 of the *Motor Vehicles Act 1949*.

nuisance, see by-law 65(2).

owner, of a dog, means:

- (a) the person whose name is registered with the Council as the owner of the dog; or
- (b) if the dog is not registered – the person who has care or control of the dog.

permit means a permit issued under by-law 8.

pound means a place established by the Council as a pound.

premises include the following:

- (a) a building or other structure;
- (b) a part of a building or other structure;
- (c) land where a building or other structure is situated.

Part 1 Preliminary matters

prescribed amount, see by-law 78(2).

public land means a road, a reserve or land within Jabiru that is owned, controlled or maintained by the Council.

sell, in relation to goods, includes:

- (a) offering or exposing goods for sale or hire; and
- (b) displaying or publishing an advertisement describing or promoting the sale of goods.

stall means an outdoor place or structure in or from which goods or services are offered for sale, including a tent, a motor vehicle, a caravan, a trailer and a table.

Examples for definition stall

A stall at an outdoor market selling beverages or food, offering massages or selling crafts.

stallholder means a person who sells or offers for sale goods from a stall.

stallholder permit, see by-law 27.

vehicle means any conveyance that runs on wheels.

Examples for definition vehicle

Cars, trucks, trailers, golf carts, motorcycles, bicycles, scooters, skateboards and inline skates.

waste means garbage, litter, rubbish, refuse and other organic or inorganic waste matter.

waste management facility means a facility for waste management operated or controlled by the Council.

Note for by-law 5

The Act also defines terms that are used in these By-laws.

6 Application of by-laws

These By laws apply to and have effect within Jabiru.

7 Application of Criminal Code

Part IIAA of the Criminal Code applies to an offence against these By-laws.

Note for by-law 7

Part IIAA of the Criminal Code states the general principles of criminal responsibility, establishes general defences, and deals with burden of proof. It also defines, or elaborates on, certain concepts commonly used in the creation of offences.

8 Permits

- (1) A person may apply to the CEO for a permit to carry out an activity mentioned in these By-laws.
- (2) An application for a permit must be:
 - (a) in writing; and
 - (b) accompanied by any fee determined by the Council for the permit.
- (3) The CEO may grant or refuse to grant a permit.
- (4) A permit granted by the CEO:
 - (a) must be in writing; and
 - (b) is valid for the period specified in the permit; and
 - (c) is subject to the conditions specified in the permit (if any).
- (5) Without limiting clause (4)(c), it is a condition of a permit that authorises work to be carried out that the person to whom it is granted must reinstate, to the satisfaction of the CEO, a public road or crossing in respect of any damage caused in carrying out the work.
- (6) A person to whom a permit is issued must comply with:
 - (a) any conditions specified under clause (4)(c); and
 - (b) if clause (5) applies to the permit – that clause.
- (7) A person commits an offence of strict liability if the person fails to comply with clause (6).

Maximum penalty: 50 penalty units.

9 Variation, revocation or transfer of permits

- (1) The CEO may vary or revoke a permit on application of the person to whom it was granted.
- (2) The CEO may revoke a permit if the person who holds the permit fails to comply with these By-laws or a condition of the permit.
- (3) If the CEO varies or revokes a permit, it must give notice to the holder of the permit as soon as practicable.
- (4) A permit is not transferable.

10 Powers of authorised persons and employees

- (1) Subject to clause (2), an authorised person may exercise any reasonable power necessary or required to give effect to these By-laws.
- (2) An authorised person must act in accordance with any conditions imposed on the person by the Council, by resolution.
- (3) An authorised person or employee of the Council acting in accordance with their duties is exempt from the requirement of a permit for that activity.

Example for clause (3)

An employee does not need a permit to set up structures on public land.

- (4) An authorised person may request the holder of a permit to produce the permit for inspection by the authorised person.
- (5) A person commits an offence of strict liability if the person fails to comply with a request under clause (4).

Maximum penalty: 20 penalty units.

11 Maintenance of objects

- (1) A person commits an offence if:
 - (a) the person holds a permit in relation to an object, a structure, a sign or a fence; and
 - (b) the person fails to maintain the object, structure, sign or fence to a sufficient standard to reasonably ensure public safety in relation to, and in the vicinity of, the object, structure, sign or fence.

Maximum penalty: 50 penalty units.

Part 2 Public facilities and places
Division 2 Protecting public land

- (2) An authorised person may revoke a permit if satisfied that the holder of the permit is not adequately maintaining an object, structure, sign or fence in respect of which the permit was granted.

Part 2 Public facilities and places

Division 1 Liability of owner or occupier of land

12 Non-compliance by owner or occupier

- (1) The CEO may, by written notice, require the owner or occupier of land to comply, within the period specified in the notice, with any of the following:
- (a) these By-laws;
 - (b) a condition of a permit granted to the owner or occupier under these By-laws.
- (2) A person commits an offence of strict liability if:
- (a) the person is issued a notice under clause (1); and
 - (b) the person does not comply with the notice.

Maximum penalty: 50 penalty units.

- (3) If the owner or occupier fails to comply with a notice issued under clause (1), the CEO may arrange to carry out the work or take the action required by the notice.
- (4) Any costs properly and reasonably incurred by the Council under clause (3) are recoverable as unpaid rates or as a debt due and payable to the Council.
- (5) The CEO may apply the amount of a deposit made as a condition of the grant of a permit granted under these By-laws to cover any costs properly and reasonably incurred by the Council under clause (3).

Division 2 Protecting public land

13 Constructing cross-overs

- (1) An owner or occupier of premises adjoining public land may construct the following with a permit:
- (a) a cross-over across the footpath and verge to connect a driveway on the premises to a road or other public land;

Part 2 Public facilities and places
Division 2 Protecting public land

- (b) a cross-over for pedestrians or vehicles to travel between the premises and the public land.

Note for clause (1)

The requirements in this Division are in addition to any other legislative requirements that apply to construction, such as development permits and planning standards.

- (2) A person commits an offence of strict liability if the person constructs a cross-over referred to in clause (1) without a permit.

Maximum penalty: 50 penalty units.

14 Road works

- (1) This by-law does not apply to a person performing work for or on behalf of the Territory.
- (2) A person must not perform any of the following work without a permit:
 - (a) do either of the following on a road:
 - (i) deposit any material;
 - (ii) erect any structure;
 - (b) open or break up the surface of a road.
- (3) A person who performs work specified in clause (2) must prevent harm or inconvenience to the public from the work and materials used for the work by:
 - (a) managing any affected traffic appropriately; and
 - (b) operating safety lights around the work and materials between sunset and sunrise and when visibility is otherwise reduced; and
 - (c) installing appropriate fencing and enclosures around the work and materials.

Note for clause (3)

The safety measures required by this by-law must be taken whether or not the work is authorised by the Council.

- (4) The CEO may give the person performing the work directions regarding compliance with the safety measures required by this by-law.

Part 2 Public facilities and places
Division 2 Protecting public land

- (5) The cost of the safety measures must be paid by the person who performs the work.
- (6) A person commits an offence of strict liability if the person fails to comply with clause (2).

Maximum penalty: 100 penalty units.

15 Prohibited excavation on adjoining land

- (1) A person must not, without a permit, excavate any part of land abutting public land.
- (2) A person commits an offence of strict liability if the person fails to comply with clause (1).

Maximum penalty: 50 penalty units.

16 Enclosing land to prevent risk of escaping soil

- (1) The CEO may, by written notice, require the owner or occupier of land to cause the land to be enclosed if:
 - (a) the land adjoins a road, footpath or other public land; and
 - (b) the land is not enclosed in a manner that prevents soil, sand or other material from being carried on to the road, footpath or other public land.
- (2) An owner or occupier of land who receives a notice under clause (1) must cause the land to be enclosed in accordance with the notice at the owner or occupier's own cost.
- (3) A person commits an offence of strict liability if the person fails to comply with clause (2).

Maximum penalty: 50 penalty units.

17 Damage to public land

- (1) A person must not, without a permit, cause damage to a footpath, road or other public land.

Examples for clause (1)

- 1 *Removing a road kerb.*
- 2 *Digging up a road.*
- 3 *Spilling wet concrete, motor oil or hydraulic fluid on a road.*

Part 2 Public facilities and places
Division 3 Control of vegetation

- (2) A person commits an offence of strict liability if the person fails to comply with clause (1).

Maximum penalty: 50 penalty units.

18 Structures on public land

- (1) A person must not, without a permit, erect or install on public land a post, rail, fence, pole, tent, booth, furniture, stand, display, exhibition, decoration or structure, whether permanent or temporary.

- (2) A person must not, without a permit, remove or displace a barrier, railing, post, seat or other structure on public land.

- (3) A person commits an offence of strict liability if the person fails to comply with clause (1) or (2).

Maximum penalty: 50 penalty units.

19 Obstruction of public facilities

- (1) A person must not obstruct or hinder another person from using public land or a facility located on public land.

Examples for clause (1)

A footpath, walkway, public shelter, play or exercise structure, public toilet, drinking fountain, water supply, barbecue or fireplace on public land.

- (2) A person commits an offence of strict liability if the person fails to comply with clause (1).

Maximum penalty: 50 penalty units.

Division 3 Control of vegetation

20 Damage to public vegetation

- (1) A person must not, without a permit, remove or damage vegetation on Council property or public land.

Examples for clause (1)

1 Driving a vehicle on public land.

2 Cutting a tree.

3 Digging up a flowerbed on Council property.

4 Plucking, cutting or taking from a public flowerbed.

Part 2 Public facilities and places
Division 4 Activities on public land

- (2) A person commits an offence of strict liability if the person fails to comply with clause (1).

Maximum penalty: 50 penalty units.

21 Trimming vegetation

- (1) The owner or occupier of land adjoining a footpath, verge or road must trim or otherwise maintain vegetation on the land to prevent the vegetation:

- (a) obstructing or damaging the footpath, verge or road; or
- (b) becoming a hazard to persons or property.

Examples for clause (1)

- 1 *Trimming a tree or shrub that blocks a footpath.*
- 2 *Mowing grass to prevent infestation by snakes or vermin.*

- (2) The CEO may, by written notice, require an owner or occupier of land to trim or otherwise maintain vegetation on the land if the CEO considers that it is:

- (a) obstructing or damaging the footpath, verge or road; or
- (b) becoming a hazard to persons or property.

- (3) The owner or occupier of land who receives a notice under clause (2) must trim or otherwise maintain the vegetation in accordance with the notice.

- (4) A person commits an offence of strict liability if the person fails to comply with clause (1) or (3).

Maximum penalty: 50 penalty units.

Division 4 Activities on public land

22 Busking and other activities

- (1) A person must not engage in any of the following activities on public land without a permit:

- (a) busking, performing or offering entertainment to the public;
- (b) painting or drawing portraits for a fee or donation;
- (c) taking photographs, making a film or recording audio or video for commercial or corporate purposes;

Part 2 Public facilities and places
Division 5 Camping on public land

- (d) fundraising;
- (e) preaching or proselytising for religious, political or ideological purposes;
- (f) activities related to community or pastoral care.

Examples for clause (1)

- 1 *Singing or playing guitar for donations.*
- 2 *Setting up an easel to paint or draw the faces of tourists.*
- 3 *Filming a movie or video on location in Jabiru.*
- 4 *Street fundraising.*
- 5 *Soup kitchens or portable laundry services.*

- (2) A person commits an offence of strict liability if the person engages in an activity specified in clause (1) without a permit.

Maximum penalty: 20 penalty units.

23 Goods on public land

- (1) A person must not, without a permit, place goods in, on or over public land, or outside premises adjoining public land.
- (2) A person commits an offence of strict liability if the person fails to comply with clause (1).

Maximum penalty: 20 penalty units.

- (3) The following circumstances are not relevant to an offence against clause (2):
 - (a) whether the goods cause an obstruction;
 - (b) whether the goods are for sale.

24 On-street parking

For the purpose of regulating on-street parking, the Council must determine the conditions for parking on any street.

Division 5 Camping on public land

25 Permit required to camp on public land

- (1) A person must not camp or set up camp on public land without a permit.

Part 2	Public facilities and places
Division 6	Selling goods and services

- (2) For this by-law, the following activities are taken to be camping or setting up camp:
- (a) occupying, between sunset and sunrise, a vehicle used for sleeping;
 - (b) erecting a tent or other shelter used for camping;
 - (c) setting up bedding, camping gear or other equipment used for camping.
- (3) A person commits an offence of strict liability if:
- (a) the person camps or sets up camp on public land; and
 - (b) the person does not have a permit to do so.

Maximum penalty: 20 penalty units.

26 Direction to vacate public land

- (1) An authorised person may direct a person who fails to comply with by-law 25 to do any of the following:
- (a) leave the public land;
 - (b) remove any vehicle, tent, shelter, gear or equipment to a place specified by the authorised person.
- (2) A person commits an offence of strict liability if the person fails to comply with a direction given under clause (1).

Maximum penalty: 20 penalty units.

Division 6 Selling goods and services

27 Stallholder permit

A person must not sell goods from a stall on public land except in accordance with a stallholder permit.

Note for by-law 27

A stallholder permit may be subject to conditions under by-law 8(4)(c). Examples of conditions that may be applied to a stallholder permit are the following:

- (a) the types of goods that may be sold from the stall;
- (b) days and hours of operation;
- (c) location of the stall and distance from other businesses;
- (d) standards in relation to the order and condition of the stall health or hygiene procedures to be observed by the stallholder;

Part 3 Waste and recycling
Division 1 Waste management

(e) a requirement to conduct the stall in a non-obstructive manner.

28 Offence to conduct stall without stallholder permit

A person commits an offence of strict liability if the person sells goods from a stall without a stallholder permit.

Maximum penalty: 20 penalty units.

Part 3 Waste and recycling

Division 1 Waste management

29 Collection of household waste and recyclables

- (1) Subject to this by-law, the Council must regularly carry out the collection of household waste and recycling from domestic premises in the town area of Jabiru.
- (2) The Council may refuse to collect any of the following:
 - (a) more than one bin at a time from a domestic premises;
 - (b) waste or recycling that is not contained in the correct bin as approved by the Council for that purpose;
 - (c) waste or recycling that is contained in a bin with a capacity of more than 240 litres;
 - (d) waste containing oil, paint, biological waste, batteries, chemicals or toxic substances.

30 Notice to remove waste or other discarded material

- (1) The Council may serve on the occupier of land or premises a written notice to remove from the land or premises any waste or discarded material (including material prohibited by by-law 31) that is likely to adversely affect:
 - (a) the health, convenience or comfort of the occupiers of adjoining or neighbouring land or premises; or
 - (b) the value of adjoining land or premises.
- (2) On receiving a notice under clause (1), the person must remove from the land or premises the waste or discarded material specified in the notice.

- (3) A person commits an offence of strict liability if the person fails to comply with a notice given under clause (1).

Maximum penalty: 50 penalty units.

- (4) If the Council cannot ascertain the identity of an occupier of land, the Council may serve a notice under clause (1) on the owner of the land or premises.

31 Machines not to be stored or broken up

- (1) A person must not on land or premises:

- (a) store a machine, disused motor vehicle or the body or chassis of a motor vehicle, which is not in working order; or
- (b) dismantle or break up a machine, disused motor vehicle or the body or chassis of a motor vehicle, which is not in working order.

- (2) Despite clause (1), a person may keep a machine or motor vehicle which is stored, dismantled or broken up if the machine or motor vehicle is:

- (a) inside a building; or
- (b) within an area enclosed by a fence or wall that is:
 - (i) not less than 2 metres in height; or
 - (ii) of such a nature as to screen the machine or disused motor vehicle and its parts from the adjoining street and properties.

- (3) A person commits an offence of strict liability if the person fails to comply with clause (1), except in circumstances permitted by clause (2).

Maximum penalty: 50 penalty units.

32 Commercial waste and toxic materials

- (1) A person commits an offence of strict liability if the person leaves, throws, deposits or abandons commercial waste other than at a waste management facility, unless the person has a permit to do so.

Maximum penalty: 50 penalty units.

- (2) A person commits an offence of strict liability if the person disposes of oil or toxic materials other than at a waste management facility.

Maximum penalty: 50 penalty units.

33 Disposal of waste at waste management facility

- (1) A person commits an offence of strict liability if the person leaves, throws, deposits or abandons waste at a waste management facility, other than on the days and during the hours specified by the Council.

Maximum penalty: 15 penalty units.

- (2) A person commits an offence of strict liability if the person deposits commercial waste at a waste management facility other than on the days and during the hours specified by the Council.

Maximum penalty: 50 penalty units.

- (3) A person commits an offence of strict liability if the person enters a waste management facility other than in accordance with the approved facility rules.

Maximum penalty: 15 penalty units.

- (4) A person commits an offence of strict liability if the person fails to comply with any direction given by an authorised person or clearly displayed on signage at a waste management facility relating to the place at which or manner in which either of the following are to be deposited at the facility:

- (a) commercial waste;
- (b) oil or toxic materials.

Maximum penalty: 50 penalty units.

- (5) A person commits an offence of strict liability if the person does not allow an authorised person at a waste management facility to inspect waste that the person is proposing to deposit at the facility.

Maximum penalty: 25 penalty units.

Division 2 Offences related to waste

34 Offence to deposit waste

- (1) A person must not deposit waste or recyclable materials in a place unless:
 - (a) the person is acting under the authority of the Council; or
 - (b) the place is an approved bin provided by the Council; or
 - (c) the place is a waste management facility.
- (2) A person must not deposit, in an approved bin provided by the Council, any substance or thing prohibited under the conditions and other particulars of the service determined by the Council by resolution.
- (3) A person must not deposit or allow to remain on land a substance or thing that is likely to attract vermin, unless it is enclosed in a bin or container that is vermin-proof.
- (4) A person who conducts a business must not dispose of waste from the business in a residential bin provided by the Council.
- (5) A person commits an offence of strict liability if the person fails to comply with clause (1), (2), (3) or (4).

Maximum penalty: 50 penalty units.

35 Offence to discharge liquid waste

- (1) A person commits an offence of strict liability if:
 - (a) the person deposits or causes waste water, liquid waste or hazardous liquid to be deposited onto public land or into a drain on public land; and
 - (b) the person has no permit for that conduct.

Maximum penalty: 100 penalty units.

- (2) It is a defence to a prosecution for an offence against clause (1) if the defendant took all reasonable steps and exercised due diligence to avoid committing the offence.

Examples for by-law 35

Water leaking from a faulty air conditioner or used cooking oil dumped in a drain.

36 Offence to interfere with approved bins

- (1) A person who damages an approved bin provided by the Council is liable to the Council for the costs of replacing the bin.
 - (2) A person commits an offence of strict liability if the person:
 - (a) removes anything from an approved bin provided by the Council; or
 - (b) takes or interferes with an approved bin provided by the Council; or
 - (c) causes an approved bin provided by the Council to become a danger to public health or to affect the comfort of persons occupying or passing through or along neighbouring premises.
- Maximum penalty: 50 penalty units.
- (3) An employee or contractor engaged by the Council to collect waste and recycling is exempt from clause (2)(a) and (b).

Division 3 Removal of waste deposits

37 Removal of waste

- (1) An authorised person may, by written notice, direct a person responsible for waste in a public place or on vacant land to remove the waste within a stated period.
- (2) The authorised person must determine the period under clause (1) by taking into account the nature, quantity and location of the waste.
- (3) If the waste to be removed under clause (1) constitutes a threat or risk to public safety, the authorised person may specify in the notice that the waste must be removed immediately.
- (4) If a person does not comply with a notice under clause (1), an authorised person may carry out the work required to remove the waste.
- (5) Any costs properly and reasonably incurred by the Council under clause (4) are recoverable as unpaid rates or as a debt due and payable to the Council.

Part 4 Safety
Division 1 Fires

38 Offence not to comply with direction

A person commits an offence of strict liability if the person:

- (a) receives a direction under by-law 37; and
- (b) fails to comply with the direction.

Maximum penalty: 50 penalty units.

Part 4 Safety

Division 1 Fires

39 Lighting fires

(1) A person must not light a fire or keep a fire burning unless:

- (a) the person has permission to light or keep the fire under a law of the Territory or law of the Commonwealth; or
- (b) a person is operating a crematorium or incinerator licensed under a law of the Territory or otherwise approved by the Council; or
- (c) the fire is:
 - (i) for meal preparation or personal comfort; and
 - (ii) safely contained and supervised in a barbecue, fireplace or fire pit constructed of fireproof materials; and
 - (iii) not larger than 1 m²; and
 - (iv) at least 4 m away from any flammable vegetation or other material.

(2) A person commits an offence of strict liability if the person lights a fire or keeps a fire burning contrary to clause (1).

Maximum penalty: 50 penalty units.

Note for by-law 39

The Bushfires Management Act 2016 also provides for the control of fires.

Part 4 Safety
Division 2 Unsafe and unsanitary behaviour

40 Burning offensive substance or thing

A person commits an offence if:

- (a) the person intentionally burns or heats any substance or thing; and
- (b) that conduct results in an odour that is offensive to another person on adjacent land or public land and the person is reckless in relation to that result.

Maximum penalty: 50 penalty units.

Division 2 Unsafe and unsanitary behaviour

41 Breaking glass or other material

(1) A person commits an offence of strict liability if:

- (a) the person intentionally breaks glass or other material; and
- (b) the pieces of the glass or other material are on public land; and
- (c) the pieces of the glass or other material are likely to cause injury to a person or animal.

Maximum penalty: 50 penalty units.

(2) A person does not commit an offence against clause (1) if the broken pieces were collected and disposed of safely and without delay.

42 Throwing object causing damage

A person commits an offence if:

- (a) the person intentionally throws, or uses a device to throw, a stone or other object onto, into or from public land; and
- (b) the conduct results in:
 - (i) damage to property; or
 - (ii) hitting or frightening a person or animal; and
- (c) the person is reckless in relation to that result.

Maximum penalty: 20 penalty units.

Part 5	Animal management
Division 1	General keeping of animals

43 Unsanitary behaviour

A person commits an offence of strict liability if the person urinates or defecates on public land, other than in a toilet.

Maximum penalty: 20 penalty units.

Part 5 Animal management

Division 1 General keeping of animals

44 Prohibition on keeping animals

- (1) For this Part, a person keeps an animal if:
 - (a) the person has custody or possession of the animal; or
 - (b) the animal, as a result of action taken by the person, is ordinarily kept on the person's land.
- (2) A person must not keep an animal other than:
 - (a) a fish indigenous to the Magela Creek system; or
 - (b) a dog that is kept in accordance with this Part.
- (3) A person commits an offence of strict liability if the person keeps an animal other than as permitted under clause (2).

Maximum penalty: 50 penalty units.

Note for by-law 44

See also regulation 12.19 of the Environment Protection and Biodiversity Conservation Regulations 2000 (Cth).

45 Entry and removal

- (1) An authorised person may enter land on which it has reason to believe there is or may be an animal prohibited under by-law 44 and take all necessary steps to remove the animal from the land.
- (2) The authorised person must give at least 24 hours notice to the owner or occupier of the land before entering land under clause (1).

46 Destruction of animals

An animal that is removed from land under by-law 45 may be:

- (a) removed from Jabiru in accordance with the directions of the Council; or

Part 5 Animal management
Division 2 Responsible ownership of dogs

(b) destroyed:

- (i) by a veterinarian or an officer of the Council authorised in writing by the Council; and
- (ii) in a manner approved by the Australian Veterinary Association.

47 Abandonment of animals

A person commits an offence of strict liability if the person abandons or sets at large an animal.

Maximum penalty: 50 penalty units.

48 Removal or disposal of animal remains

- (1) The Council may arrange for the removal and disposal of the remains of a dead animal found in a public place.
- (2) The Council may recover expenses incurred in removing and disposing of a dead animal from the owner of the animal as a debt due and payable to the Council.

Division 2 Responsible ownership of dogs

49 Registration required

- (1) A person who keeps a dog in Jabiru for more than 3 months must apply to the Council to register the dog to an address at which the dog is usually kept.
- (2) The Council must, by resolution, determine the following:
 - (a) the process for registering dogs;
 - (b) any grounds for refusing to register a dog;
 - (c) any conditions of registration;
 - (d) date of expiry of a registration.

Examples for clause (2)(b)

Unsuitable premises or excessive number of dogs.

50 Offence of unregistered dog

- (1) A person commits an offence of strict liability if the person keeps an unregistered dog in Jabiru for a period of 3 months or longer.

Maximum penalty: 50 penalty units.

- (2) The following persons are exempt from clause (1):

- (a) a Council employee or contractor who keeps a dog in a pound;
- (b) a person who or entity that provides animal welfare services;
- (c) a veterinarian who keeps a dog for treatment.

51 Offence for contravention of condition of registration

- (1) The owner of a registered dog must comply with any conditions on the registration determined by the Council.

- (2) A person commits an offence of strict liability if:

- (a) the person is the owner of a registered dog; and
- (b) the registration of the dog is subject to a condition; and
- (c) the owner fails to comply with the condition.

Maximum penalty: 50 penalty units.

52 Notice of change in address or owner

- (1) The owner of a registered dog must notify the Council of the following events:

- (a) a change in the owner's address;
- (b) a transfer of the dog to a new owner.

- (2) The notice must be given in the approved form within 14 days after the event.

- (3) A person commits an offence of strict liability if the person:

- (a) is the owner of a registered dog; and
- (b) fails to comply with clause (1) or (2).

Maximum penalty: 10 penalty units.

53 Maximum number of dogs

- (1) Subject to clause (2), a person commits an offence of strict liability if the person keeps a dog on premises where there are already 2 dogs.

Maximum penalty: 20 penalty units.

- (2) The Council may, on application, grant a permit to a person to keep more than 2 dogs on a premises.

54 Dog restricted areas

- (1) The Council may declare an area to be a dog restricted area.
- (2) If the Council intends to declare an area to be a dog restricted area, the Council must:
- (a) publish notice of the proposed area at least 28 days in advance; and
 - (b) consider any responses to the notice from residents of Jabiru.
- (3) The Council must publish the location and restrictions on dogs in any dog restricted area it declares.

Examples for clause (3)

- 1 *Prohibiting taking a dog into a market or festival.*
- 2 *Restricting classes or numbers of dogs in an area.*

- (4) A person commits an offence of strict liability if the person:
- (a) owns a dog; and
 - (b) subject to clause (5), fails to comply with the conditions of a dog restricted area.

Maximum penalty: 50 penalty units.

- (5) The owner of a dog may not comply with the conditions for the dog restricted area if any of the following apply:
- (a) the dog is an assistance dog;
 - (b) the person is authorised not to comply with one or more specified conditions by an authorised person;
 - (c) the Council has granted an exemption by resolution.

Division 3 Dangerous dogs

55 Dog menaces

- (1) The owner of a dog must ensure it does not menace a person or another animal.
- (2) For this Division, a dog is taken to **menace** a person or animal if it chases, harasses, rushes at or threatens to bite the person or animal in a manner that causes a reasonable apprehension of fear in the person or the owner of the animal.
- (3) The owner of a dog commits an offence of strict liability if the owner fails to comply with clause (1).

Maximum penalty: 50 penalty units.

56 Dog attacks

- (1) The owner of a dog must ensure it does not attack a person or another animal.
- (2) For this Division, a dog is taken to **attack** a person or another animal if it:
 - (a) bites the person or animal causing a puncture or break to the skin; or
 - (b) assaults the person or animal resulting in bleeding, bone breakage, sprains, scratches or bruising; or
 - (c) behaves aggressively resulting in physical contact with the person or animal and damage to anything worn by the person or animal.
- (3) The owner of a dog commits an offence of strict liability if the owner fails to comply with clause (1).

Maximum penalty: 100 penalty units.

57 Defences

It is a defence to a prosecution for an offence against by-law 55 or 56 if:

- (a) another person had, without the defendant's permission, caused the dog to menace or attack the person or animal; or
- (b) in the case of a person being menaced or attacked – the person was on premises owned or occupied by the defendant without consent (whether express or implied); or

- (c) in the case of another animal being menaced or attacked – the other animal was on premises owned or occupied by the defendant without consent (whether express or implied).

58 Orders to impound or destroy

If a court finds a person guilty of an offence against by-law 55 or 56, the court may order either or both of the following in addition to, or instead of, the penalty for the offence:

- (a) if the dog is impounded as a result of the offence – that the person pay the costs and expenses of, and incidental to, the impounding;
- (b) that the dog be destroyed.

59 Declaration of dangerous dog

- (1) An authorised person may, by written notice, declare a dog to be a dangerous dog if:
 - (a) the dog menaces or attacks a person or another animal; or
 - (b) the authorised person believes on reasonable grounds that the dog is destructive, dangerous, savage or a threat to the safety of the community.
- (2) The authorised person must give written notice of the declaration to the owner of the dog.
- (3) The written notice of the declaration must be in the approved form and include the following information:
 - (a) the day the declaration takes effect;
 - (b) the reasons for the declaration;
 - (c) the identity of the dog and the owner of the dog.
- (4) The Council must keep a record of the information in clause (3).

60 Duties of owner of dangerous dog

- (1) This by-law applies to the owner of a dangerous dog.
- (2) The owner must, within 14 days after the day the declaration takes effect:
 - (a) provide to an authorised person evidence from a veterinarian that the dog is desexed; and

- (b) if the dangerous dog is not desexed, arrange for it to be desexed at the owner's expense; and
 - (c) undergo behavioural or other training with the dog, as specified by the CEO, at the owner's expense.
- (3) The owner must ensure the dangerous dog is kept contained in a secure enclosure that is appropriate to contain the dangerous dog.

Example for clause (3)

High and strong fencing would be required for a large dangerous dog.

- (4) The owner must post signage on the premises where the dangerous dog is usually kept with the words "Warning Dangerous Dog" clearly visible and legible from the front boundary of the premises.
- (5) When the dangerous dog is outside the premises where it is usually kept, the owner must ensure that:
- (a) the dog is under the control of a person who is at least 18 years of age and competent to restrain the dog; and
 - (b) the dog is muzzled and controlled by a suitable leash.
- (6) If the owner intends to keep the dangerous dog for more than 14 days at a place other than the premises where it is usually kept, the owner must notify the Council of the address of the place within 24 hours after the dog is relocated.
- (7) The owner must notify the Council of any attack, or alleged attack, by the dangerous dog of a person or another animal within 24 hours of the earlier of the following:
- (a) the time of the attack or alleged attack;
 - (b) the time the owner becomes aware of the attack or alleged attack.

61 Notice to Council

- (1) The owner of a dangerous dog must notify the Council if the dog is missing within 24 hours after the owner becomes aware the dog is missing.
- (2) The owner of a dangerous dog must notify the Council if the dog dies within 14 days after its death.

- (3) If the owner of a dangerous dog intends to transfer ownership of the dangerous dog, the owner must:
- (a) inform the prospective owner that the dog is dangerous; and
 - (b) notify the Council of the name and address of the new owner at least 72 hours before the transfer.

62 Remedial action for dangerous dog

- (1) If the owner of a dangerous dog fails to comply with the duties of an owner under by-law 60 more than once in a 12-month period, an authorised person may require the owner to take either or both of the following actions:
- (a) undergo further specified behavioural or other training with the dog at the owner's expense;
 - (b) surrender the dog to the pound.
- (2) If an authorised person intends to take action under clause (1), the authorised person must give the owner of the dangerous dog a notice that:
- (a) states what action the authorised person is proposing under that clause; and
 - (b) states the grounds for taking that action; and
 - (c) invites the owner to show cause, within 14 days, why the action should not be taken.
- (3) After considering any response received within 14 days of the day of the notice, an authorised person must decide whether to take action under clause (1).
- (4) As soon as practicable after making a decision under clause (3), an authorised person must give a notice of the decision to the owner of the dangerous dog.

63 Offence in relation to dangerous dogs

A person commits an offence of strict liability if the person:

- (a) is the owner of a dangerous dog; and
- (b) fails to comply with by-law 60 or 61.

Maximum penalty: 100 penalty units.

64 Enticement or incitement

- (1) A person must not entice or incite a dog to:
 - (a) menace a person or another animal; or
 - (b) engage in behaviour that is prohibited by by-law 65; or
 - (c) attack a person or another animal.

Example for clause (1)

A person must not cause a neighbour's dog to start barking excessively in order to make a complaint about the neighbour's dog.

- (2) A person commits an offence if:
 - (a) the person intentionally engages in conduct; and
 - (b) the conduct causes a dog to:
 - (i) menace a person or another animal; or
 - (ii) attack a person or another animal; or
 - (iii) engage in behaviour that is prohibited by by-law 65; and
 - (c) the person is reckless in relation to that result.

Maximum penalty: 50 penalty units.

65 Dog causing nuisance

- (1) The owner of a dog must ensure the dog is not a nuisance to people or animals.
- (2) For this by-law, a dog is taken to be a **nuisance** if it:
 - (a) causes, or is likely to cause, injury or is dangerous to the health of the community or a person other than its owner; or
 - (b) behaves repeatedly in a manner contrary to:
 - (i) the general interests of the community; or
 - (ii) the specific and reasonable interests of a person other than its owner; or
 - (c) creates a noise or an odour of a degree or to an extent that disturbs the reasonable mental, physical or social wellbeing of a person other than its owner; or

Part 5	Animal management
Division 4	Seizure, impounding and destruction of dogs and other animals

- (d) defecates to a degree or extent that causes annoyance to a person other than its owner.

Examples for clause (2)(c)

Constant or loud barking, especially when pedestrians walk past the premises.

- (3) The owner of a dog that defecates in public must immediately remove the faeces and dispose of them in a sanitary manner.
- (4) The owner of a dog must ensure it does not aggressively chase a person or vehicle or another animal.
- (5) The owner of a dog must not allow the animal to come within 10 m of a public play structure or public exercise structure, unless the dog is under direct control of its owner.
- (6) A person must not bring a dog into the town centre unless:
- (a) the dog is an assistance dog; or
 - (b) the person holds a permit to do so; or
 - (c) the dog is allowed under an exemption determined by the Council, by resolution.
- (7) A person must not feed a wild or feral dog.
- (8) A person commits an offence of strict liability if the person fails to comply with clause (1), (3), (4), (5), (6) or (7).

Maximum penalty: 50 penalty units.

Division 4 Seizure, impounding and destruction of dogs and other animals

66 Seizure and impounding

- (1) An authorised person may seize:
- (a) a dog that appears to be diseased, injured, savage, destructive, stray or unregistered; or
 - (b) a dog or any other animal that an authorised person believes on reasonable grounds has attacked a person; or
 - (c) a dog or any other animal that is at large; or
 - (d) a dangerous dog whose owner is not complying with Division 3.

Part 5	Animal management
Division 4	Seizure, impounding and destruction of dogs and other animals

- (2) As soon as practicable after seizing an animal, the authorised person must:
 - (a) impound the animal in a pound; or
 - (b) in the case of a dog – return the dog to its owner.

67 Notice of impounding

- (1) The CEO must ensure that reasonable steps are taken to notify the owner of an impounded dog that:
 - (a) the dog is impounded; and
 - (b) subject to by-laws 69 and 71, the owner must collect it.
- (2) The owner of an impounded dog who receives a notice under clause (1) must collect the dog within the time specified in the notice.
- (3) A person commits an offence of strict liability if the person:
 - (a) owns a dog; and
 - (b) receives a notice under clause (1) that the owner must collect the dog; and
 - (c) fails to collect the dog within the time specified in the notice.

Maximum penalty: 50 penalty units.

68 Release from pound

- (1) When collecting a dog from a pound, a person must provide evidence that the person is the owner of the dog or is authorised to act on behalf of the owner.
- (2) Subject to by-law 69, an impounded dog must not be released from a pound unless:
 - (a) it is registered (either with the Council or another council); and
 - (b) it is released to its owner or to a person authorised to act on behalf of the owner; and
 - (c) the Council receives any fees payable in relation to it.

Note for by-law 68

Section 289 of the Act allows the Council to charge fees for services, including charging the owner of a dog for:

- (a) the costs incurred by the Council in relation to an impounded dog; and*

Part 5	Animal management
Division 4	Seizure, impounding and destruction of dogs and other animals

(b) *delivering the dog from the pound.*

69 Diseased dog

- (1) An authorised person must make arrangements for any impounded dog that is suspected of being infected with a contagious disease to be isolated from other animals in the pound.
- (2) An authorised person must take reasonable steps to give the owner of a dog isolated under clause (1) written notice:
 - (a) stating the reasons for isolating it; and
 - (b) warning that it must either undergo a course of treatment specified in the notice or be destroyed.
- (3) The authorised person may, in the notice given under clause (2), require the owner of the dog to give the Council a report on its condition and the condition of any other dogs usually kept at the same premises at which the diseased dog is usually kept.
- (4) If required under clause (3), the owner must:
 - (a) have the report prepared by a veterinarian or other person specified in the notice; and
 - (b) give the report to the Council within the time specified in the notice.
- (5) A dog that is isolated under this by-law may be released from the pound in accordance with by-law 68, subject to any conditions an authorised person considers appropriate.
- (6) The cost of treatment reasonably provided by the Council to a diseased dog, and to any other animal in the pound infected or at risk of being infected by the diseased dog before it could reasonably be isolated, is a debt payable by the owner of the diseased dog to the Council.
- (7) An owner of a dog commits an offence of strict liability if the owner:
 - (a) fails to comply with clause (4); or
 - (b) fails to comply with a condition imposed under clause (5).

Maximum penalty: 50 penalty units.

Part 5	Animal management
Division 4	Seizure, impounding and destruction of dogs and other animals

70 Transfer of dog

The CEO may make arrangements for the transfer of dogs from a pound to a person or entity that provides animal welfare services.

Example for by-law 70

Arrangements could be made with the RSPCA or other organisations that provide care for unwanted and stray animals.

71 Destruction of dog

- (1) The CEO may arrange for a dog to be destroyed if:
 - (a) the dog is diseased, savage or destructive and in the opinion of the CEO is an immediate and actual threat to public safety; or
 - (b) the dog is diseased or injured and in the opinion of the CEO it would be cruel to keep it alive.
- (2) As soon as practical after arranging the destruction of a dog under this by-law the CEO must make a reasonable attempt to find the dog's owner and inform, in writing, the dog's owner of the destruction.

72 Destruction of other animal

The CEO may arrange for an animal other than a dog to be destroyed if:

- (a) the animal is in the pound, is seized or abandoned or is found on public land; and
- (b) the animal is diseased, injured, savage, destructive, unclaimed or unwanted; and
- (c) it is humane to destroy the animal in the circumstances.

73 Manner of destroying animal

Any destruction of an animal under these By-laws must be done:

- (a) in a manner approved by the Australian Veterinary Association; and
- (b) by a veterinarian or another person who is, in the opinion of the CEO, qualified to destroy it.

Part 6 Advertising and handbills

74 Permit for handbills

- (1) A person must not, without a permit, affix a handbill:
 - (a) to a power pole, signpost or fixture in a street; or
 - (b) to or against a structure adjoining public land; or
 - (c) to a vehicle on public land.
- (2) A person who affixes a handbill under a permit must:
 - (a) ensure the handbill is preserved in a clean and tidy condition; and
 - (b) remove the handbill after the information it contains expires or is no longer relevant; and
 - (c) properly dispose of any waste arising from the handbill.

Example for clause (2)(b)

Take down a concert handbill after the concert is over.

- (3) An authorised person may, by written notice, require the following persons to remove or remediate any handbill that is dirty, untidy, worn, torn or detached:
 - (a) any person who was issued the permit to post the handbill;
 - (b) the owner or occupier of the land where the handbill is posted;
 - (c) the person who sponsored or is responsible for the handbill.
- (4) A person who receives a notice under clause (3) must comply with the notice.
- (5) A person commits an offence of strict liability if the person fails to comply with clause (1), (2) or (4).

Maximum penalty: 20 penalty units.

75 Establishing advertising code

- (1) The Council must establish an outdoor advertising code to prohibit and regulate outdoor advertising on:
 - (a) land owned, occupied or under the control of the Council; or

Part 6 Advertising and handbills

-
- (b) premises adjoining, or visible from, land owned, occupied or under the control of the Council.

(2) The outdoor advertising code may:

- (a) define expressions used in this Part and not defined in these By-laws; and
- (b) classify advertising and the criteria or conditions applicable to each class; and
- (c) create exemptions from the requirement for an outdoor advertising permit; and
- (d) provide for matters necessary or convenient for this Part.

(3) An outdoor advertising code must be published.

76 General standards for advertising signs

A person installing or exhibiting outdoor advertising must ensure the advertising:

- (a) complies with the outdoor advertising code; and
- (b) does not detract from the quality and architectural character of the premises on which the advertising is installed or exhibited; and
- (c) has no negative effect on the environmental character and amenity of the surrounding area; and
- (d) is in good repair and poses no risk to the health and safety of the public.

Examples for by-law 76

- 1 Advertising must not obstruct, or cause distraction to, vehicular and pedestrian traffic.
- 2 A sign must be built to withstand high winds.

77 Interference with Council advertising

A person commits an offence of strict liability if the person removes, changes, defaces or otherwise interferes with any outdoor advertising installed or exhibited by the Council.

Maximum penalty: 50 penalty units.

Part 7 Infringement notice offences

78 Infringement notice offence and prescribed amount payable

- (1) An ***infringement notice offence*** is an offence against a provision specified in Schedule 1.
- (2) The ***prescribed amount*** for an infringement notice offence is the amount equal to the monetary value of the number of penalty units specified for the offence in Schedule 1.

79 When infringement notice may be given

If an authorised person believes on reasonable grounds that a person has committed an infringement notice offence, the authorised person may issue a notice (an ***infringement notice***) to the person.

80 Contents of infringement notice

- (1) The infringement notice must specify the following:
 - (a) the name and address of the person to whom it is issued, if known;
 - (b) the date the infringement notice is issued to the person;
 - (c) the date and time of the infringement notice offence and the place at which the infringement notice offence occurred;
 - (d) a description of the offence;
 - (e) the prescribed amount payable for the offence;
 - (f) the enforcement agency to which the prescribed amount is payable.
- (2) The infringement notice must include a statement to the effect of the following:
 - (a) the person may expiate the infringement notice offence and avoid any further action in relation to the offence by paying the prescribed amount to the Council within 28 days after the notice is issued;
 - (b) the person may elect to have the offence dealt with by a court by:
 - (i) completing a statement of election and giving it to the Council; and

Part 7 Infringement notice offences

-
- (ii) not paying the prescribed amount;
 - (c) if the *Fines and Penalties (Recovery) Act 2001* applies to the infringement notice offence – enforcement action may be taken under that Act if the person does nothing in response to the notice.
 - (3) The infringement notice must include an appropriate form for making the statement of election mentioned in clause (2)(b)(i).

81 Electronic payment and payment by cheque

- (1) If the person uses electronic means to pay the prescribed amount, payment is not effected until the amount is credited to the payee's bank account.
- (2) If the person tenders a cheque in payment of the prescribed amount, payment is not effected unless the cheque is cleared on first presentation.

82 Expiation of offence

If the prescribed amount for the infringement notice offence is paid in accordance with the infringement notice, the alleged offence is expiated and no further proceedings can be taken in relation to the offence.

83 Withdrawal of infringement notice

- (1) An authorised person may withdraw the infringement notice by written notice issued to the person.
- (2) The notice must be issued:
 - (a) within 28 days after the infringement notice is issued to the person; and
 - (b) before payment of the prescribed amount.

84 Application of Part

- (1) This Part does not prejudice or affect the start or continuation of proceedings for an infringement notice offence for which an infringement notice has been issued unless the offence is expiated.
- (2) This Part does not:
 - (a) require an infringement notice to be issued; or

Part 8	Repeals and transitional matters
Division 2	Transitional matters for West Arnhem Regional Council (Jabiru Town) By-laws 2024

- (b) affect the liability of a person to be prosecuted in a court for an offence for which an infringement notice has not been issued; or
 - (c) prevent more than one infringement notice for the same offence being issued to a person.
- (3) If more than one infringement notice for the same offence has been issued to a person, the person may expiate the offence by paying the prescribed amount in accordance with any of the notices.

Part 8 Repeals and transitional matters

Division 1 Repeals

85 By-laws repealed

The By-laws specified in Schedule 2 are repealed.

Division 2 Transitional matters for West Arnhem Regional Council (Jabiru Town) By-laws 2024

86 Definitions

In this Division:

commencement means the commencement of these By-laws.

former By-laws means the By-laws repealed by by-law 85.

87 Former determinations

A charge, due, fare, fee or rent determined by the Council under the former By-laws and in force immediately before the commencement continues in effect as if it were determined by the Council under the Act until amended or revoked by the Council.

88 Former authorisations, permits and registrations

- (1) A licence, permit or other authorisation issued, granted or renewed under the former By-laws that is in effect immediately before the commencement continues in effect as if it were a permit granted under these By-laws or by the Council until revoked or expired.
- (2) A registration issued, granted or renewed under the former By-laws that is in effect immediately before the commencement continues in effect as if it were a registration granted under these By-laws or by the Council until revoked or expired.

Schedule 1 Infringement notice offences

Schedule 1 Infringement notice offences

by-law 78

Item	Provision	Prescribed amount in penalty units	
		for individual	for body corporate
1	by-laws 10(5), 22(2), 23(2), 25(3), 26(2), 28, 33(1), (3) and (5), 34(5), 36(2), 42, 43, 52(3), 53(1) and 74(5)	1	5
2	by-laws 8(7), 12(2), 13(2), 15(2), 16(3), 17(2), 18(3), 19(2), 20(2), 21(4), 30(3), 31(3), 32(1) and (2), 38, 39(2), 41(1), 47, 50(1), 54(4), 64(2) and 67(3)	2	10
3	by-law 69(7)	3	15
4	by-laws 33(2) and (4) and 40	4	20
5	by-laws 14(6) and 63	9	45
6	by-laws 44(3), 51(2) and 65(8)	10	50
7	by-law 56(3)	20	100

Schedule 2 Repealed By-laws

Schedule 2 Repealed By-laws

by-law 85

<i>West Arnhem Regional Council (Jabiru Town) (Control of Animals) By-laws 1984</i>	Subordinate Legislation No. 40 of 1984
<i>West Arnhem Regional Council (Jabiru Town) (Control of Dogs) By-laws 1992</i>	Subordinate Legislation No. 27 of 1992
<i>West Arnhem Regional Council (Jabiru Town) (Refuse) By-laws 1983</i>	Subordinate Legislation No. 7 of 1983
<i>West Arnhem Regional Council (Jabiru Town) (Roads and Public Places) By-laws 1983</i>	Subordinate Legislation No. 42 of 1983
<i>West Arnhem Regional Council (Jabiru Town) (Stallholders) By-laws 1983</i>	Subordinate Legislation No. 8 of 1983
<i>West Arnhem Regional Council (Jabiru Town) (Swimming Pool Complex) By-laws 1982</i>	Subordinate Legislation No. 82 of 1982

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 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 invite questions with or without notice from Elected Members.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 23 SEPTEMBER 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 23 SEPTEMBER 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 Ordinary Council Meeting Confidential Minutes
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)(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:	Confirmation of Special Council Meeting Confidential Minutes
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)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference: 11.3

Title: Risk Management and Audit Committee Confidential Minutes

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)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference: 11.4

Title: Finance Committee Confidential Minutes

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)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Agenda Reference:	11.5
Title:	Local Authority Appointments Community Members
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.

12 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC
WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING TUESDAY 23 SEPTEMBER 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