



# **WEST ARNHEM REGIONAL COUNCIL AGENDA**

**MINJILANG LOCAL AUTHORITY  
THURSDAY, 16 OCTOBER 2025**



## **WEST ARNHEM REGIONAL COUNCIL**

Notice is hereby given that a Local Authority Meeting of the West Arnhem Regional Council will be held in Minjilang on Thursday 16 October 2025 at 10:00 am.



Katharine Clare Murray  
Chief Executive Officer

## Code of Conduct: The Local Government Act 2019

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

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

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## **Acknowledgement of Country**

West Arnhem Regional Council acknowledges the First Nations Custodians, and the many Language and Family groups who are Managers and Caretakers to each of their Traditional homelands and Waters across the West Arnhem Region Wards.

West Arnhem Regional Council pays its respects and acknowledges Elders, past, present and rising.

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

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

#### SUMMARY

This report is to table, for the Minjilang Local Authority record, any apologies, and requests for leave of absence received from Authority members, as well as record any absence without notice for the meeting held on 16 October 2025.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY:

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

#### COMMENT

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

#### LEGISLATION AND POLICY

*Guideline 1: Local Authorities*

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

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

##### Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

#### ATTACHMENTS

Nil

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING THURSDAY 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>4.1</b>
<b>Title:</b>	<b>Election of Minjilang Local Authority Chairperson</b>
<b>Author:</b>	<b>Katharine Murray, Chief Executive Officer</b>

#### SUMMARY

The purpose of this report is for the Local Authority to consider electing a new Chairperson.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receives and notes the report titled *Election of Minjilang Local Authority Chairperson*; and
2. Elects Local Authority Member ... to the position of Minjilang Local Authority Chairperson for a period of 12 months.

#### BACKGROUND

The Minjilang Local Authority currently comprises of the following members:

Elected Members

- Cr Steven Nabalmarda

Appointed Members

- Matthew Nagarbin
- Shane Wauchope
- Charles Yirrawala
- Clint Wauchope
- Josephine Cooper

#### COMMENT

All members of the Local Authority (Appointed and Elected) can vote for the Chairperson. However, it is recommended only appointed members of the Maningrida Local Authority can nominate for the Chairperson position. The successful candidate will be appointed for a period of 12 months.

#### LEGISLATION AND POLICY

Section 78 of the *Local Government Act 2019*.

Clause 67 of the *Local Government (General) Regulations 2021*.

Clause 9.1 of *Guideline 1: Local Authorities*.

*The Local Authority Appointments, Resignations and Terminations Policy applies to this matter.*

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

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

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

*Gifts, Benefits and Hospitality (Elected, Local Authority and Committee Members) Policy.*

#### FINANCIAL IMPLICATIONS

The following allowance will be paid for each meeting of a Local Authority:

The Chair of a Local Authority will be paid as follows:

If the meeting is held up to 2 hours	\$300
If the meeting is held between 2 to 4 hours	\$450
If the meeting is held more than 4 hours	\$600

### **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**

{attachment-list}

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>5.1</b>
<b>Title:</b>	<b>Acceptance of Agenda</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

Agenda papers are presented for acceptance at the Minjilang Local Authority meeting held on 16 October 2025.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY accepts the agenda papers as circulated for the Minjilang Local Authority meeting held on 16 October 2025.

#### LEGISLATION AND POLICY

Section 92(1) *Local Government Act 2019*.

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

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

##### Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

##### Goal 6.5 Planning and Reporting

Robust planning and reporting that supports Council's decision-making processes

#### ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>6.1</b>
<b>Title:</b>	<b>Disclosure of Interest of Members or Staff</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

**Local Authority Members** are required to disclose an interest in a matter under consideration at the Local Authority meeting:

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

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

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

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY acknowledges the declarations of interest relating to the items listed for the Minjilang Local Authority meeting held on 16 October 2025.

#### LEGISLATION AND POLICY

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

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

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

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

##### Goal 6.4 Risk Management

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

#### ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>7.1</b>
<b>Title:</b>	<b>Confirmation of Local Authority Meeting Minutes</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

Unconfirmed minutes from the Minjilang Local Authority meeting held on Thursday, 17 July 2025 are submitted to the Local Authority for confirmation that the minutes are a true and correct record of the meeting.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY confirms the minutes of the Minjilang Local Authority meeting held on Thursday, 17 July 2025 as a true and correct record.

#### LEGISLATION AND POLICY

Sections 101(4) and 101(5) of the *Local Government Act 2019*.

Clause 13.1 *Guideline 1: Local Authorities 2021*.

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

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

##### Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

#### ATTACHMENTS

1. 2025-07-17 Minjilang Local Authority Minutes - Unconfirmed [7.1.1 - 7 pages]





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

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1 ACKNOWLEDGEMENT OF COUNTRY AND OPENING OF MEETING

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

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

2 PERSONS PRESENT

APPOINTED MEMBERS PRESENT

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

ELECTED MEMBERS PRESENT

Mayor	James Woods
Deputy Mayor	Elizabeth Williams
Councillor	Steven Nabalmarda

STAFF PRESENT

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

3 APOLOGIES AND ABSENCES

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

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

MIN32/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Member Clint Wauchope

THAT THE LOCAL AUTHORITY:

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

CARRIED

4 ACCEPTANCE OF AGENDA

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

The Local Authority considered a report on Acceptance of Agenda.

MIN33/2025 RESOLVED:

On the motion of Mayor James Woods

Seconded Chairperson Matthew Nagarlbin

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

CARRIED

5 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

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

MIN34/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Chairperson Matthew Nagarlbin

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

CARRIED

6 CONFIRMATION OF PREVIOUS MINUTES

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

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

MIN35/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Member Clint Wauchop

THAT THE LOCAL AUTHORITY adopted the minutes of the Minjilang Local Authority meeting held on Thursday 15 May 2025 as a true and correct record.

CARRIED

7 DEPUTATIONS AND PRESENTATIONS

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

The Local Authority considered a report on Presentations and Visitors.

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

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

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

MIN36/2025 RESOLVED:

On the motion of Chairperson Matthew Nagarbin

Seconded Member Charles Yirrawala

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

CARRIED

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

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

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

MIN37/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Member Clint Wauchop

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

CARRIED

## 8 ACTION REPORTS

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

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

MIN38/2025 RESOLVED:

On the motion of Cr Steven Nabalmarda

Seconded Chairperson Matthew Nagarlbini

THAT THE LOCAL AUTHORITY:

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

CARRIED

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

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

MIN39/2025 RESOLVED:

On the motion of Cr Steven Nabalmarda

Seconded Member Clint Wauchope

THAT THE LOCAL AUTHORITY:

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

CARRIED

## 9 RECEIVE AND NOTE REPORTS

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

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

MIN40/2025 RESOLVED:

On the motion of Chairperson Matthew Nagarlbini

Seconded Member Charles Yirrawala

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

CARRIED

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

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

MIN41/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Cr Steven Nabalmarda

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

CARRIED

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

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

MIN42/2025 RESOLVED:

On the motion of Member Clint Wauchop

Seconded Member Charles Yirrawala

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

CARRIED

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

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

MIN43/2025 RESOLVED:

On the motion of Member Charles Yirrawala

Seconded Chairperson Matthew Nagarlbin

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

CARRIED

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

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

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

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

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

CARRIED

10 LOCAL AUTHORITY MEMBER QUESTIONS WITH OR WITHOUT NOTICE

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

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

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

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

CARRIED

11 NEXT MEETING

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

12 MEETING DECLARED CLOSED

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

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

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

## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>8.1</b>
<b>Title:</b>	<b>Presentations and Visitors - Menzies School of Health Research</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to provide the Minjilang Local Authority with a presentation from the Menzies School of Health Research regarding ORVA and THRIVE studies regarding respiratory infections in young Aboriginal children.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY notes the presentations on ORVA and THRIVE studies from the Menzies School of Health Research.

#### BACKGROUND

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

#### COMMENT

Dr Bianca Middleton will be in attendance via teams at 11:00am to present to the Local Authority Members.

#### 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 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>8.2</b>
<b>Title:</b>	<b>Invited Guest - NT Police</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is for the NT Police and Local Authorities to discuss issues and concerns in their communities. These discussions are supported by the MoU between West Arnhem Regional Council and the NT Police.

#### RECOMMENDATION

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

#### BACKGROUND

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

Constable 1/C Thean Leng and Anita Morton will attend in person at Acting Superintendent Glenn Leafe will be attending via teams at 11:30am.

#### 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 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>8.3</b>
<b>Title:</b>	<b>Presentations and Visitors - Red Lily Health Clinic Update</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

The purpose of this report is to provide the Local Authority with an update from the Red Lily Health Clinic.

#### RECOMMENDATION

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

#### BACKGROUND

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

#### COMMENT

Mark DiFrancesco, Brad Palmer and the Local Manager have been invited to provide an update at 1:00pm.

Please raise any Community health-related issues with the representatives.

#### 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 16 October 2025

<b>Agenda Reference:</b>	<b>9.1</b>
<b>Title:</b>	<b>Finance Report to August 2025</b>
<b>Author:</b>	<b>Imran Shajib, Finance Manager</b>

#### SUMMARY

This Finance Report covers the period 1 July 2025 to 31 August 2025, the first 2 months of the 2025-26 financial year, and is prepared specifically for the Minjilang Local Authority.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receives and notes the report titled *Finance Report to August 2025*; and
2. Receives and notes the Minjilang Local Authority Certification of the 2024-25 Local Authority Project Funding.

#### BACKGROUND

The local authority meeting agenda is to include a Finance Report. In addition, each year a certification of the Local Authority Project Funding (LAPF) income and expenditure for the preceding year ending 30 June must be included in the local authority meeting agenda papers.

#### COMMENT

The Local Authority's Financial Report covers the council activities and projects within the community. The reported activities include the council's Core Services funded by both tied and untied money, Commercial Services and Community Services.

The Finance Report also reports on the Local Authority's own projects and projects for Minjilang funded from the council's own money.

#### LEGISLATION AND POLICY

Clause 10 of the *Local Government Guideline 1: Local Authority* states what a local authority agenda must include. Sub-clause 10.1 says the report from the CEO is to include the progress and financial report on local authority projects and a report on current council services and projects in the local authority area.

#### FINANCIAL IMPLICATIONS

Not Applicable

#### STRATEGIC IMPLICATIONS

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

##### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

**Goal 6.1 Financial Management**

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



**Minjilang Local Authority Committee  
Financial Management Report for the  
period ended 31 August 2025**

# Actual v Budget – Operational – August 2025



## Annual Budget Income and Expenditure

as at 31 Aug 2025

			MINJILANG					
Description	Actuals YTD	Budget YTD	Variance	%		Annual Budget	Progress	
Operational Revenue								
Income Rates and Charges	-	14,600	(14,600)	(100%)	🔴	87,597	0%	
Income Council Fees and Charges	686	2,500	(1,814)	(73%)	🟡	15,000	5%	
Income Operating Grants	587,240	277,429	309,811	100%+	🟢 !	1,069,763	55%	
Income Investments	-	-	-	-	🟢	-	0%	
Income Allocation	11,041	21,100	(10,060)	(48%)	🟡	126,601	9%	
Other Income	4,377	1,167	3,210	100%+	🟢	7,000	63%	
Income Agency and Commercial Services	142,035	141,504	530	0%	🟢	849,027	17%	
Charges - Sewerage	-	-	-	-	🟢	-	0%	
Charges - Water	-	-	-	-	🟢	-	0%	
Charges - Waste	-	11,310	(11,310)	(100%)	🟡	67,857	0%	
Untied Revenue Allocation	-	158,541	(158,541)	(100%)	🔴	951,245	0%	
Total Operational Revenue	745,378	628,150	117,228	19%	🟢	3,174,090	23%	
Operational Expenditure								
Employee Expenses	259,038	267,148	(8,110)	(3%)	🟢	1,703,511	15%	
Contract and Material Expenses	18,039	96,255	(78,216)	(81%)	🟡	564,429	3%	
Finance Expenses	244	233	10	4%	🟡	1,400	17%	
Travel, Freight and Accom Expenses	21,649	34,958	(13,309)	(38%)	🟡	205,746	11%	
Fuel, Utilities & Communication	43,868	50,806	(6,938)	(14%)	🟢	302,584	14%	
Other Expenses	71,766	39,828	31,938	80%	🟡	317,006	23%	
Elected Member Allowances	-	-	-	-	🟢	-	0%	
Elected Member Expenses	-	-	-	-	🟢	-	0%	
Council Committee & LA Allowances	700	1,551	(851)	(55%)	🟢	6,205	11%	
Council Committee & LA Expenses	1,440	2,150	(710)	(33%)	🟢	8,600	17%	
Total Operational Expenditure	416,744	492,929	(76,185)	(15%)	🟢	3,109,482	13%	
Total Operational Surplus / (Deficit)	328,634	135,222	193,412	100%+	🟢	64,608	100%+	

# Actual v Budget – Operational – August 2025



## Annual Budget Operating Position

as at 31 Aug 2025

Description	Actuals YTD	Budget YTD	Variance	%	Annual Budget	Progress
<b>Operating Surplus / (Deficit)</b>	<b>328,634</b>	<b>135,222</b>	<b>193,412</b>	<b>100%+</b>	<b>64,608</b>	<b>100%+</b>
<b>Remove NON-CASH ITEMS</b>						
Less Non-Cash Income	(99,435)	(84,025)	(15,409)	(18%)	(579,133)	17%
Add Back Non-Cash Expenses	(99,435)	(84,025)	(15,409)	(18%)	(579,133)	17%
<b>Total Non-Cash Items</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Less ADDITIONAL OUTFLOWS</b>						
Capital Expenditure	-	15,833	(15,833)	(100%)	95,000	0%
Borrowing Repayments (Principal Only)	-	-	-	-	-	0%
Transfer to Reserves	-	-	-	-	-	0%
Other Outflows	-	-	-	-	-	0%
<b>Total Additional Outflows</b>	<b>-</b>	<b>15,833</b>	<b>(15,833)</b>	<b>(100%)</b>	<b>95,000</b>	<b>0%</b>
<b>Add ADDITIONAL INFLOWS</b>						
Capital Grants Income	-	-	-	-	-	0%
Prior Year Carry Forward Tied Funding	236,875	-	236,875	100%	-	100%
Other Inflow of Funds	-	-	-	-	-	0%
Transfers from Reserves	-	-	-	-	-	0%
<b>Total Additional Inflows</b>	<b>236,875</b>	<b>-</b>	<b>236,875</b>	<b>100%</b>	<b>-</b>	<b>100%</b>
<b>Net Budgeted Operating Position</b>	<b>565,509</b>	<b>119,388</b>	<b>446,120</b>	<b>100%+</b>	<b>(30,392)</b>	<b>0%</b>

Legend:

- Unfavourable variance over \$75,000
- Unfavourable variance under \$75,000
- Favourable variance
- ! Variance over \$300,000

## Grant Funding – Community Projects and Programs – July 2025 to August 2025

*Excludes LAP Funding*



Grant Funding - Community Projects	Approved Budget (A)	Prior Year Expenditure (B)	Expenditure to date 2025-26 (C)	Commitments to Date (D)	Available Funds as at 31.08.25 (A-B-C-D)
Regional and Remote Burials Grant - Minjilang	50,000	(1,693)	-	(47,981)	325
Purchase of a new garbage compactor - Minjilang	250,000	(209,348)	-	-	40,652
West Arnhem Cemetery Establishment - Minjilang	150,000	(3,777)	-	(18,605)	127,618
Installation of a Fuel Tank - Minjilang	200,000	-	-	-	200,000
<b>TOTAL COMMUNITY PROJECTS</b>	<b>650,000</b>	<b>(214,819)</b>	<b>-</b>	<b>(66,586)</b>	<b>368,595</b>

Grant Funding - Community Programs	Expenditure to date 2025-26 (A)	Commitments to Date (B)	Total Expenditure (A+B)
Community aged care packages (CACP) : Minjilang	1,324	-	1,324
Commonwealth Home Support Program (CHSP) : Minjilang	97	-	97
IEI - NT Jobs Package - Aged Care : Minjilang	4,695	2,040	6,735
Night Patrol : Minjilang	42,583	64	42,647
Deliver indigenous broadcasting programs : Minjilang	12,611	-	12,611
Manage Creche : Minjilang	79,900	2,285	82,184
NAIDOC - Minjilang	1,037	-	1,037
Sports and Recreation - Minjilang	23,233	2,982	26,215
Active Regional and Remote Communities Program - Minjilang	11,486	2,633	14,119
<b>TOTAL COMMUNITY Programs</b>	<b>176,965</b>	<b>10,004</b>	<b>186,969</b>



## LAP Funding– Local Authority Projects (Money story to end of September 2025)

Grant Funding - Local Authority Projects	Funding Amount \$	Fund received \$	Allocated \$	Balance Available for Allocation \$
LAP funding - 23-24	36,900	36,900	36,900	-
LAP funding - 24-25	36,900	36,900	12,413	24,487
LAP funding - 25-26 not yet received	36,900	-	-	-
Total Balance Available for Allocation				\$ 24,487

Grant Funding - Local Authority Projects -Active Projects	Approved Budget \$	Meeting Date/ Resolution	Cash received to date (incl. Carried Forward) \$	Expenditure prior years \$	Expenditure to date 2025-26 \$	Commitments \$	Available Funds as at 30.09.25 \$	Status
Local Authority Projects (LAP)								
LAP - Connection of Water Service - New Cemetery	20,466	13.03.2025 MIN9/2025	20,466	-	-	(18,605)	1,860	Works in progress
LAP - Animal Management	3,854	25.11.2024 MIN50/2024	3,854	-	(3,854)	-	-	Annual Vet Services completed for 2025
LAP - WiFi for public use at Minjilang	15,000	17.07.2025 MIN45/2025	15,000	-	-	-	15,000	Works in progress
<b>LOCAL AUTHORITY PROJECTS</b>	<b>39,319</b>		<b>39,319</b>	<b>-</b>	<b>(3,854)</b>	<b>(18,605)</b>	<b>16,860</b>	

## Local Authority Project Funding 2024-25 Certification

Council Name: West Arnhem Regional Council  
Local Authority Name: Minjilang

### Income and Expenditure for the period ending 30 June

Total Grant Income:	\$ 100,759.40
Total Project Expenditure:	\$ 36,952.83
Surplus/(Deficit):	\$ 63,806.57

Answering 'No' to any question requires a written explanation with this certification

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this Local Authority Project Funding certification has been actually incurred and project reports submitted are in accordance with:

- the projects submitted by the Local Authority;	Yes	No
- the Northern Territory Buy Local Plan;	Yes	No
- the LAPF funding guidelines; and	Yes	No
- the Local Government Act and the Local Government (Accounting) Regulation	Yes	No

Certification and Project Report prepared by : Imran Ahmed Shajib 1/10/2025

The local authority projects reported formed part of the agenda and minutes of:

- Council's ordinary council meeting; and	Yes	No
- Local Authority meeting	Yes	No

Laid before the Council at a meeting (held/ to be held on) 16/10/2025

Copy of minutes attached to this certification Yes TBA

Laid before the Local Authority at a meeting (held/ to be held on) <dd/mm/yyyy>

Copy of minutes attached to this certification Yes TBA

Project Report completed and attached Yes No

Chief Executive Officer or Chief Financial Officer: <sign> <dd/mm/yyyy>

#### DEPARTMENTAL USE ONLY

CERTIFICATION ACCEPTED & RECONCILED Yes No

Comments: \_\_\_\_\_

Grants Officer sign/date: \_\_\_\_\_

Manager, Grants Management sign/date: \_\_\_\_\_

## Local Authority Project Funding

### 2024-25 Project Report

Income and Expenditure for the period ending 30 June

Enter into the shaded areas only

Council Name:

West Arnhem Regional Council

Local Authority Name:

Minjilang

Local Authority Project Funding	Grant Income	Other Income	Total Funding
2024-25	36,900.00	-	\$ 36,900.00
2023-24	36,900.00	-	\$ 36,900.00
2022-23	26,959.40	-	\$ 26,959.40
2021-22	-	-	\$ -
2020-21 and older	-	-	\$ -
<b>Total Funding</b>	<b>\$ 100,759.40</b>	<b>\$ -</b>	<b>\$ 100,759.40</b>

Total Funding Available	\$	100,759.40
Total Actual Expenditure	\$	36,952.83
Balance of LAPF at 30 June	\$	63,806.57

LAPF project allocation *	Approved Budget	Actual Expenditure	Variance	Status of project at 30 June	Project start	Project end	Comments
Arborist to Trim Trees - Minjilang	12285	12285	\$ -	Work Completed	3/01/2025	6/01/2025	
Animal Management Program	10113.44	6967.64	\$ 3,145.80	Work Completed	6/01/2025	30/09/2025	Total expenditures - \$10,112.64
Purchase of Sea Container for Storage at Basketball Court - Minjilang	40000	17700.19	\$ 22,299.81	Work Completed	4/01/2024	30/06/2025	Total expenditures - \$38,752.56
			\$ -				
<b>Total project budget and expense</b>	<b>\$ 62,398.44</b>	<b>\$ 36,952.83</b>	<b>\$ 25,445.61</b>				

Chief Executive Officer  
or Chief Financial

<sign> <dd/mm/yyyy>

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 October 2025

Agenda Reference:	9.2
Title:	Technical Services Minjilang Projects Report
Author:	Kylie Gregson, Manager Technical Services

#### SUMMARY

This report will present the Local Authority (LA) with an update on overview of all Local Authority and other Council projects delivered in the Minjilang Community, for the reporting period up to 6 October 2025.

#### RECOMMENDATION

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

#### BACKGROUND

Elevated level operational/project management reports are provided to ensure transparency, communication, and support are provided to elected members.

#### COMMENT

The table below provides a comprehensive snapshot of all projects currently being delivered in the Minjilang Community.

#### MINJILANG COUNCIL PROJECTS

STATUS	PROJECTED COMPLETE	TASK	DESCRIPTION	% DONE
In Progress	30-10-2025	Works were awarded to Stedman's Construction. Contractor kick-off meeting completed. Boundary cleared, fencing completed, 6-metre pavement completed. Waiting for additional materials for the shelter to arrive. Target completion end of October 2025.	New Minjilang Cemetery.	70%

## MINJILANG LOCAL AUTHORITY PROJECTS

STATUS	PROJECTED COMPLETE	STAGE	DESCRIPTION	% DONE
In Progress	30-10-25	Water service approved at the Local Authority meeting. Works were awarded to Stedman's Construction. Target completion by October 2025.	Water service connection to new cemetery - 50% contribution from LA funding.	75%
Completed	30-11-25	Tender awarded to the University of Melbourne. Minjilang scheduled visits remaining in September 2025.	Vet Program - Animal Management.	100%

### STATUTORY ENVIRONMENT

Not Applicable.

### FINANCIAL IMPLICATIONS

Not Applicable.

### STRATEGIC IMPLICATIONS

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

#### PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place, and contributes towards promoting a sense of pride in community.

##### Goal 4.1 Strategic Infrastructure and Asset Management

Strategically manage, maintain and enhance community infrastructure.

##### Goal 4.2 Fleet, Plant and Equipment

Provide a modern and well-maintained fleet of plant and vehicles capable of meeting service delivery requirements.

##### Goal 4.3 Waste and Water Management

Deliver environmentally and economically sound solid waste, water and sewerage services.

##### Goal 4.4 Local Road Management and Maintenance

Tactically monitor, maintain, and manage Council gazetted roads and community safety via traffic management.

#### PILLAR 5 SUSTAINABILITY AND CLIMATE ACTION

Leading by example, we commit to developing a culture of sustainable practice. We recognise and champion the importance of safe-guarding our environment for future generations by working collectively with community, private enterprises and all tiers of government.

##### Goal 5.1 Recycling and Waste

Develop recycling and waste initiatives which protect and preserve community natural resources and the local environment.

**Goal 5.2 Procurement**

Develop and implement a leading-edge sustainability procurement strategy.

**ATTACHMENTS**

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>9.3</b>
<b>Title:</b>	<b>Minjilang Cemetery Progress Report</b>
<b>Author:</b>	<b>Meredith Newall, Waste and Resource Coordinator</b>

#### SUMMARY

This report is to provide an update to Minjilang Local Authority on progress towards establishment of the new Minjilang Cemetery.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY receives and notes the report titled *Minjilang Cemetery Progress Report*.

#### BACKGROUND

The Council has been working towards delivering a culturally appropriate declared cemetery for the Minjilang Community with the current cemetery nearing capacity.

Northern Territory Government updated the Burials and Cremations Act in 2022 making Local Government the owners of cemetery facilities across the Northern Territory. West Arnhem Regional Council has been successful in making the new site in Minjilang a declared cemetery under the new Act.

During the process of declaring the cemetery West Arnhem Regional Council worked with the community to provide a design that is both practical and culturally suitable. The administration was successful in securing additional funds from the 'Remote Burials Grant Program' and the 'Community Places for People Grant' to fund the establishment works at the cemetery.

Based on Local Authority feedback the design was altered to include two extra vehicle gates and align the fence line North-South-East-West to facilitate ease of use to meet cultural practices.

#### COMMENT

Construction has commenced at the new cemetery site and it is estimated that the project will reach completion to a functional level by the end of October 2025.

Working with local staff, we are establishing the operational plan in line with the Burials and Cremations Act 2022 and the West Arnhem Regional Council Cemeteries Policy. This plan will be unique to Minjilang operations to allow for best use of council resources to meet the specific cultural requirements of the community.

#### LEGISLATION AND POLICY

*Local Government Act 2019*

*Burials and Cremations Act 2022*

#### FINANCIAL IMPLICATIONS

Per Community Places for People Grant guidelines.

Per Remote Burials Grant Program guidelines.

#### 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.

## **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 the community are professional, impactful, engaging and appropriate to local needs.

### **Goal 3.1 Cultural Safety**

Delivery of actions in the WARC 'Innovate' Reconciliation Action Plan.

## **PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT**

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

### **Goal 4.1 Strategic Infrastructure and Asset Management**

Strategically manage, maintain and enhance community infrastructure.

## **ATTACHMENTS**

Nil



## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>9.4</b>
<b>Title:</b>	<b>CSM Operations Report on Current Council Services</b>
<b>Author:</b>	<b>Damian Sandilands, Minjilang Council Services Manager</b>

#### SUMMARY

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

#### RECOMMENDATION

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

#### BACKGROUND

All issues/matters raised are to be discussed by Local Authority members, as detailed in the report.

#### COMMENT

##### 1. Community Recruitment

Positions filled during the report period:

- Utilities Services Coordinator – Commenced 26 August 2025.

##### 2. Administration Services

###### 2.1 Administration

The Minjilang Council administration office was open from 8:00am to 4:30pm on each business day during the report period except for the below period:

- 11 July 2025 – Closure due to National Aborigines and Islanders Day Observance Committee (NAIDOC) Day public holiday, only applicable to West Arnhem Regional Council (WARC) staff and services provided.
- 30 July 2025 – Closure due to Sorry Business
- 12 August 2025 – Closure due to sorry business.
- Centrelink and Administration Officer on leave on 14-31 July 2025.

###### 2.2 Post Office

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

- The 6-month scanner trial commenced on 01 July 2025 to allow accurate tracking of parcels. This has been received well by team and stakeholders. During the trial council will receive \$1.04 per scanned parcel.

Total postage received	976 kg
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###### 2.3 Centrelink

The Minjilang Centrelink Office opened between 8:00am to 4:30pm each business day during the report period with exception:

- Centrelink/Administration Officer on leave on 14 July – 31 July – 2025

- Services Australia attended Minjilang 25 June - 27 June - 2025
- Position filled by staff members with service level training during leave period.

#### 2.4 Cleaning

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

- Council office – twice a week – total of 26 occasions.
- Public toilets – twice a week – total of 26 occasions.
- Common areas cleaned once a week – total of 13 occasions.
- Visitor Accommodation rooms cleaned as required – total 33 room cleans.
- Feedback from visitors received outlines how much they appreciated the work that our cleaning staff members do.

#### 2.5 Visitor Accommodation

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

### 3. Wellbeing Services

#### 3.1 Sport & Recreation

Sport and Recreation team delivered activities involving after-school sessions, school holiday programs. The activities offered included:

- Basketball
- Football
- AFL
- Dodge Ball
- Cooking
- Fishing
- School holiday program and assisting with Red Dust activities based around community engagement and community local band night
- Territory day dinner and movie night were held on the 01 July 2025
- Australian Football League (AFL) 9's under 16 competition held in Gunbalanya on 03-04 July 2025, with 11 children in attendance.
- Naidoc color run and events held on 09-10 July 2025.
- JLP Basketball in community 27-29 August 2025

Attendance totals	981
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Territory Day dinner cook-up by the Sport & Reaction team on 01 July 2025.





Minjilang team heading off to Gunbalanya to compete in the ALF 9's event held on 03-04 July 2025.



NAIDOC Week Colour Fun Run on 09 July 2025.



NAIDOC Week banner painting activity and community BBQ held on 09 July 2025.





JLP Basketball with Remote School Voucher (RSV) program.

### 3.2 Early Learning

The Jabiru Childcare Centre hours of operation are Monday to Friday, 7:30am – 5:00pm.

The Minjilang Creche hours of operation are Monday to Friday, 8:00am to 4:30 pm.

- 02 July 2025 – Closure due to staff availability.
- 28 July 2025 – Closure due to staff availability.
- 30 July 2025 – Closure due to Sorry Business
- 12 August 2025 – Closure due to sorry business.
- 22 July 2025 – Visit from Community Child Care Fund Restricted (CCCFR), with positive feedback received.
- 23 July 2025 – Visit from Education Department, with positive feedback on staff performance and creche environment.
- Creche T-Shirts and bucket hats have arrived from Crocodile Creek.

Attendance totals	117
-------------------	-----

### 3.3 Community Care (Aged Care)

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

Total meals provided	306
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### 3.4 Community Safety (Night Patrol)

Night patrol services were provided on 62 of the 62 available nights between rostered hours of 9:00pm and 3:00am.

### 3.5 Broadcasting

In conjunction with Top End Aboriginal Bush Broadcasting Association (TEABBA), broadcasting services were provided on 38 of the 62 available days, between 9:00am and 1:00pm.

## 4. Community Works

### 4.1 Parks and Open Space

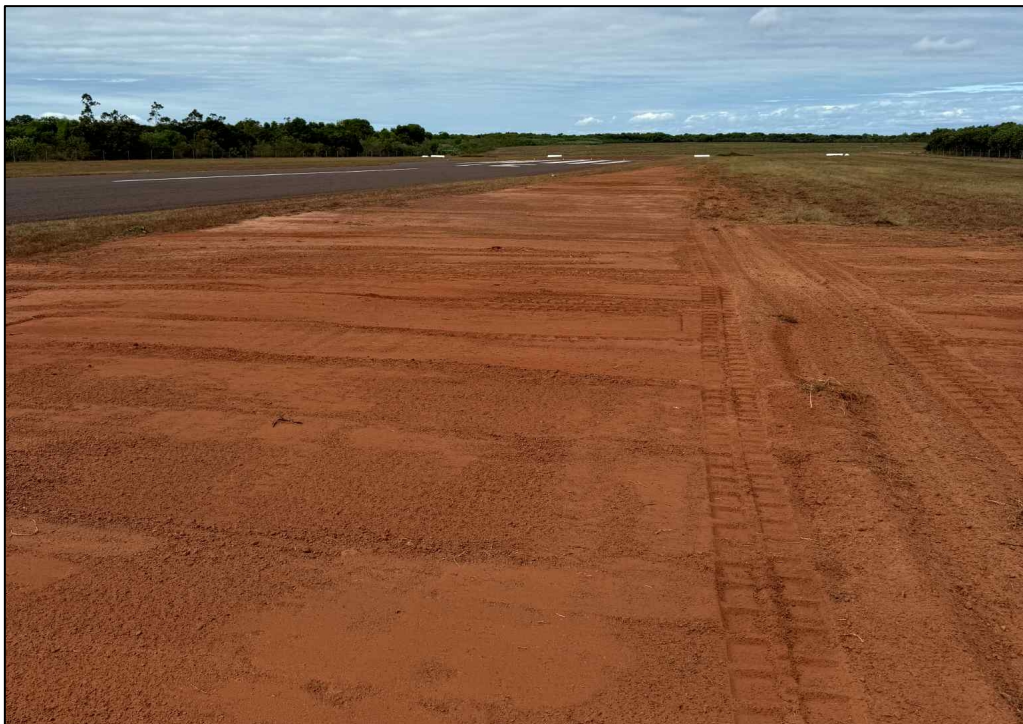
The community is generally clean and tidy with rubbish collection occurring twice per week.

- As wet season approaches teams utilise herbicide to reduce the growing weeds.

#### **4.2 Roads**

General minor road repairs and maintenance undertaken across the community.

- Potholes and roadside repairs undertaken throughout community.
- Work on the Aerodrome has been completed and report sent to Department of Infrastructure, Planning and Logistics (DLI).
- Cert 3 in Civil construction training underway with trainer on site 07-18 July 2025
- Roller from Waruwi arrived in community and Works team have used to repair mud flats road.



Piles of soil used to repair washouts and complete works at aerodrome.

#### **4.3 Waste**

Landfill site is open to the public 24 hours a day 7 days a week, with no disruption to service.

- Rubbish runs continue to operate 2 times per week; Mondays and Thursday afternoons are the designated times, but this may vary on occasion due to staff shortages or public holidays.
- Hard rubbish is collected twice a month.

### **5. Essential Services**

#### **5.1 Power**

- 8 services requests from Indigenous Essential Services (IES)
- 10 genset services
- Nil power meter replacements
- 3 Power Coordinator and/or contractor onsite
- 6 fuel deliveries / transfers
- 2 scheduled power outage
- Utilities Services Contractor (USC) resigned last day on 21 July 2025. Relief USC on site provided coverage of duties until the new USC commences.

## 5.2 Sewage

- Crocodile reported and photos sent to Power Water Corporation (PWC). A sign has been installed at the sewage ponds.

## 5.3 Aerodrome

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

- Trees removed from the fence line around the Aerodrome.

## 6. Community

### 6.1 Community meetings and events

- Stakeholder meetings held on the first Thursday of each month.
- Emergency plan review meetings.

Total number of meetings and events attended by the CSM	27
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### 6.2 Community key focus areas

- A rise in homebrew, along with alcohol being bought into community, is a rising concern within the community.

### 6.3 Good News Stories

- There was a surge of applicants who signed up to attend the Kurrung sports Carnival in Jabiru 05-07 September 2025.

## LEGISLATION AND POLICY

Not applicable.

## FINANCIAL IMPLICATIONS

Not applicable.

## STRATEGIC IMPLICATION

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

### PILLAR 1 PARTNERSHIPS, RELATIONSHIPS AND BELONGING

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

#### Goal 1.1 Community Engagement

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

#### Goal 1.4 Community Events

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

**Goal 1.6 Youth Engagement**

Deliver diverse, targeted programs and events which actively empower and engage young people as valuable partners in decision-making which effects them.

**PILLAR 3 SAFETY AND WELLBEING**

As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.

**Goal 3.4 Community Service Delivery**

Provision of high quality, culturally informed programs that support and enhance the safety and wellbeing of community members.

**PILLAR 4 SERVICE DELIVERY AND BUILT ENVIRONMENT**

We provide high quality infrastructure and service delivery that meets the unique needs of each community, creates a sense of place and contributes towards promoting a sense of pride in community.

**Goal 4.3 Waste and Water Management**

Deliver environmentally and economically sound solid waste, water and sewerage services.

**ATTACHMENTS**

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 October 2025

Agenda Reference:	9.5
Title:	Human Resources Report up to 30 September 2025
Author:	Katharine Murray, Chief Executive Officer

#### SUMMARY

The purpose of this report is to inform the Local Authority of Council employment statistics within the Local Government area and employment vacancies.

#### RECOMMENDATION

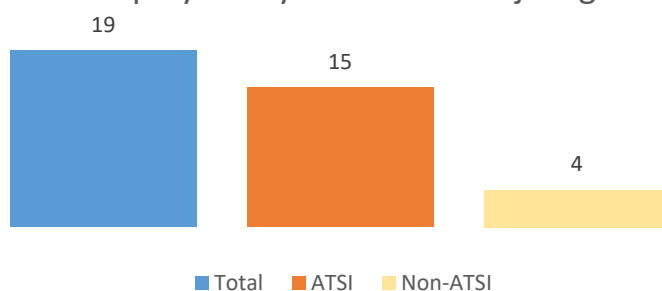
THAT THE LOCAL AUTHORITY receives and notes the report titled *Human Resources Report up to 30 September 2025*.

#### COMMENT

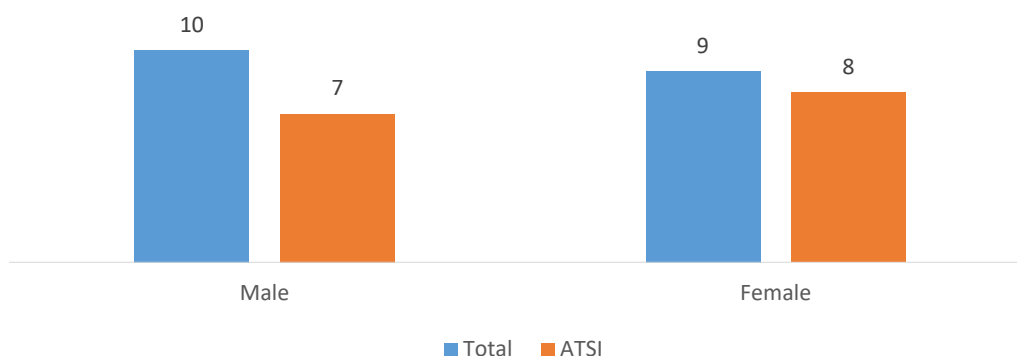
#### Workforce Report

As of 30 September 2025

Employees by Number - Minjilang

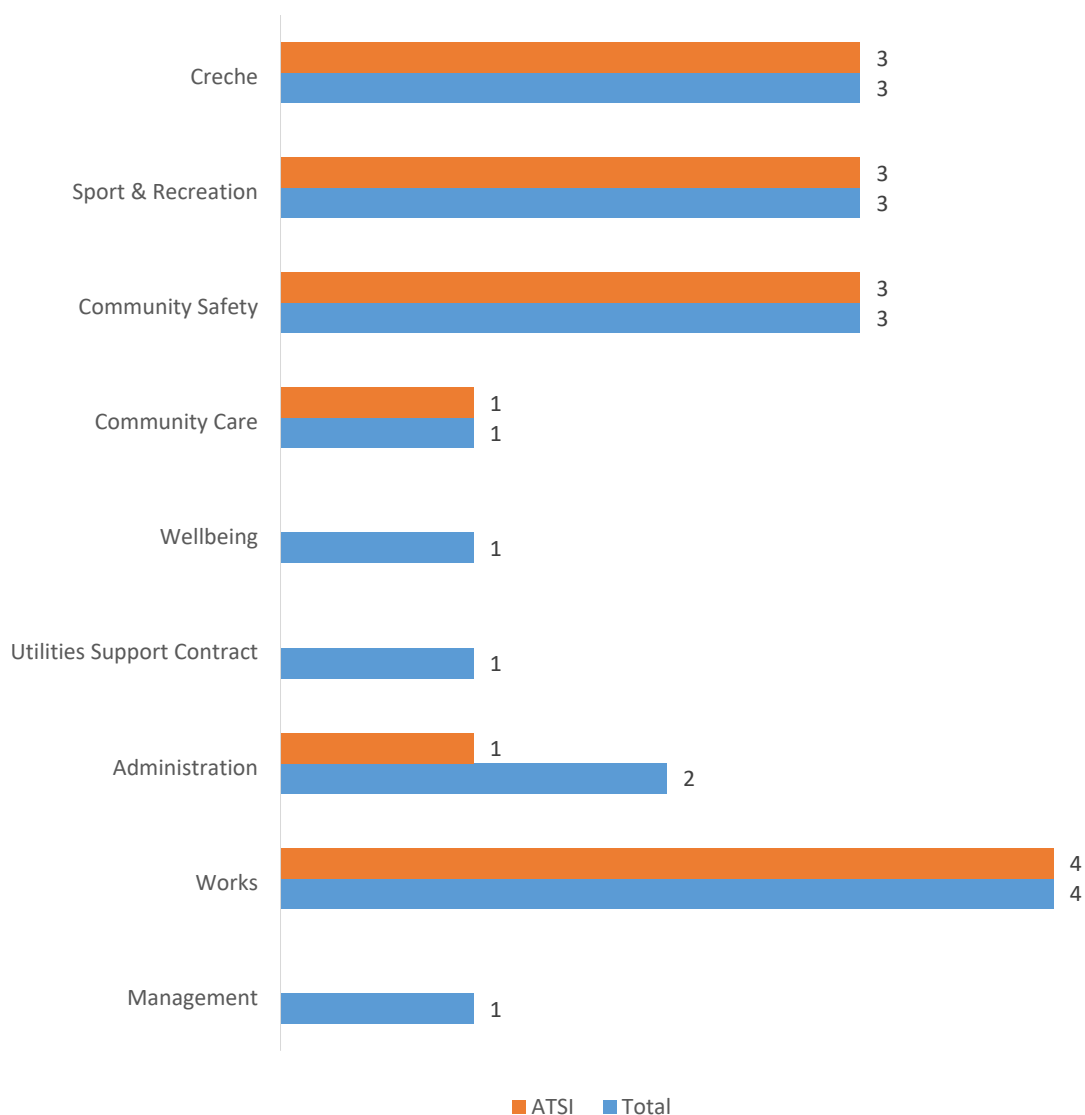


Employees by Gender - Minjilang





## Employees by Work Group - Minjilang



## Vacancies by location as of 30 September 2025

### Minjilang

- **Community Safety Assistant** | \$26.53/hr | Permanent | 27 hrs | No Accommodation | Open until filled
- **Senior Works Officer** | 85k | Permanent | Full time | Subsidised Accommodation | Open until filled
- **Child Care Senior Officer** | \$73–82k | Permanent | Full time | Subsidised Accommodation | Open until filled

## LEGISLATION AND POLICY

*Local Government Act 2019* (Act)

Council's Organisational Structure

Council's Budget and Long-Term Financial Plan

## FINANCIAL IMPLICATIONS

The Council must maintain an organisational chart showing the council's staff structure, per regulation 6(1)(a) of the *Local Government (General) Regulations 2021*. The Council approved Organisational Structure is used to develop, and later review, the Budget and Long-Term Financial Plan.

The CEO is responsible for the appointment of the council's staff in accordance with a budget allocated to staff expenditure approved by the Council, per section 170 of the Act.

## STRATEGIC IMPLICATIONS

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

### PILLAR 2 INCREASED LOCAL INDIGENOUS EMPLOYMENT

We are committed to investing in and supporting local Indigenous employment. We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.

#### Goal 2.1 Indigenous Employment Framework

Create Council Indigenous employment framework including tailored pathways to employment.

#### Goal 2.2 Policy and Procedures

Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment.

#### Goal 2.3 Policy and Procedures

Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment.

### PILLAR 3 SAFETY AND WELLBEING

As an 'Employer of Choice', we provide and promote a positive culture of safety, inclusion and respect. Our people are skilled, informed and have opportunities to grow and develop within our organisation. Services provided to community are professional, impactful, engaging and appropriate to local needs.

#### Goal 3.2 Health and Safety

Staff and public safety is achieved via planning, education and training.

#### Goal 3.3 Training and Development

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

## ATTACHMENTS

Nil

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>10.1</b>
<b>Title:</b>	<b>Review of Action Items</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### SUMMARY

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

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receives and notes the report titled *Review of Action Items*; and
2. Reviews the outstanding action items and gives approval for completed items to be removed from the register.

#### BACKGROUND

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

#### COMMENT

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

#### STRATEGIC IMPLICATIONS

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

#### PILLAR 6 FOUNDATIONS OF GOVERNANCE

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

#### Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

#### ATTACHMENTS

1. Actions MIN [10.1.1 - 1 page]

Meeting Date	Item No.	Status	Action Required	Assignees	Action Taken
25/11/2024	9.2	Recommend Complete	MIN54/2024 RESOLVED: Investigate installing CCTV camera outside the Creche.	Clem Beard, Kylie Gregson, Marnie Mitchell	Installation of external CCTV cameras have been installed as at 17/09/2025. Recommend action complete.
17/07/2025	8.2	Not yet started	MIN39/2025 RESOLVED: Request draft By-laws for further community consultation.	Ben Heaslip	

## WEST ARNHEM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>10.2</b>
<b>Title:</b>	<b>Whole of Town Subdivision Application - Minjilang</b>
<b>Author:</b>	<b>Clem Beard, Project Manager</b>

#### SUMMARY

This report is for the Minjilang Local Authority to review the Lot Boundaries for the Town of Minjilang and provide approval.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receive and note the report titled *Whole of Town Subdivision Application - Minjilang*; and
2. Approve/Do not approve the proposed boundaries for West Arnhem Regional Council listed town lots.

#### BACKGROUND

In May 2020 WARC reviewed the Whole of Town Subdivision plans and endorsed the Northern Territory Government's intention to lodge development applications for delineating allotments to define existing land uses and built form on Aboriginal land throughout the Territory.

In support of the Subdivision Plans in the Minjilang application, the West Arnhem Regional Council notes and provide the below information:

1. Changes to Lot 168/165 (Workshop) support the change.
2. Changes to the shape of Lot 230 (vacant block) support the change.
3. The amended plans are reflective of existing land use as agreed via stakeholder consultation.
4. The infrastructure located above and below ground as at the date of this application was constructed by various parties.
5. In providing the endorsement, the West Arnhem Regional Council acknowledges that the application is to delineate existing lot boundaries to enable leasing in excess of 12 years.
6. In lodging this application, neither the applicant nor the West Arnhem Regional Council accept any liability for any existing, as built infrastructure, prior to the date of this application, which is non-compliant with current specifications for electricity, water, sewerage, telecommunication services, road, stormwater drainage or vehicular access.
7. Any new works or upgrade works to existing infrastructure by any party following the issue of the Development Permit for this subdivision are required to comply with engineering design and technical specifications for utility services in accordance with approvals by West Arnhem Regional Council.
8. As the purpose of the proposed subdivision is simply to create lot boundaries around existing buildings and infrastructure, the West Arnhem Regional Council have no requirements in relation to the proposed subdivision.

#### COMMENT

All listed information remains unchanged in the attached updated letter.

Once the approval from the Minjilang Local Authority is received and endorsed the whole of Town Subdivision can be lodged which will facilitate a Development Permit for the Town of Minjilang for all stakeholders. Leases and Land Use Agreements can be extended with the Northern Land Council.

As the purpose of the proposed subdivision is simply to create lot boundaries around existing buildings and infrastructure, the West Arnhem Regional Council has no requirements in relation to the proposed subdivision.

## **LEGISLATION AND POLICY**

Not applicable with this report.

## **FINANCIAL IMPLICATIONS**

No financial implications with this report. Endorsement required only by the Minjilang Local Authority

## **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.

### **PILLAR 2 INCREASED LOCAL INDIGENOUS EMPLOYMENT**

We are committed to investing in and supporting local Indigenous employment. We recognise the instrumental value that Indigenous staff bring to our organisation and the social force that occurs with employment opportunities.

#### **Goal 2.3 Policy and Procedures**

Research, review and develop policy to underpin and inform Council's intent and strategy to increase local Indigenous employment.

### **PILLAR 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. WARC Letter Of Approval - 2021 [10.2.1 - 2 pages]
2. Whole of Town Subdivision - Minjilang [10.2.2 - 8 pages]



strong communities | working together



May 15, 2020

Remote Service Delivery  
 Department of Local Government and Community Services  
 GPO Box 2850  
 DARWIN NT 0801

Attention: Rose Gust

Dear Rose,

RE: Subdivision Application – Town of Minjilang

The West Arnhem Regional Council endorses the Northern Territory Government's intention to lodge development applications for delineating allotments to define existing land uses and built form on Aboriginal land throughout the Territory.

In support of the SD Plans in Minjilang application, the Regional Council notes and provide the below support:

1. The changes to the Lot 168/165 support the change.
2. Changes to the shape of Lot 230 supports the change.
3. The amended plans are reflective of existing land use as agreed via stakeholder consultation.
4. The infrastructure located above and below ground as at the date of this application was constructed by various parties.
5. In providing the endorsement, the *West Arnhem Regional Council* acknowledges that the application is to delineate existing lot boundaries to enable leasing in excess of 12 years.
6. In lodging this application, neither the applicant nor the *West Arnhem Regional Council* accept any liability for any existing, as built infrastructure, prior to the date of this application which is non-compliant with current specifications for electricity, water, sewerage, telecommunication services, road, stormwater drainage or vehicular access.
7. Any new works or upgrade works to existing infrastructure by any party following the issue of the Development Permit for this subdivision are required to comply with engineering design and technical specifications for utility services in accordance with approvals by *West Arnhem Regional Council*.

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

**Jabiru (Head Office)**

☎ 08 8979 9444  
 📠 08 8979 9488

**Gunbalanya**

☎ 08 8970 3700  
 📠 08 8970 3788

**Maningrida**

☎ 08 8979 6600  
 📠 08 8979 6688

**Warruwi**

☎ 08 8970 3600  
 📠 08 8970 3688

**Minjilang**

☎ 08 8970 3500  
 📠 08 8970 3588



8. As the purpose of the proposed subdivision is simply to create lot boundaries around existing buildings and infrastructure, the *West Arnhem Regional Council* have no requirements in relation to the proposed subdivision.

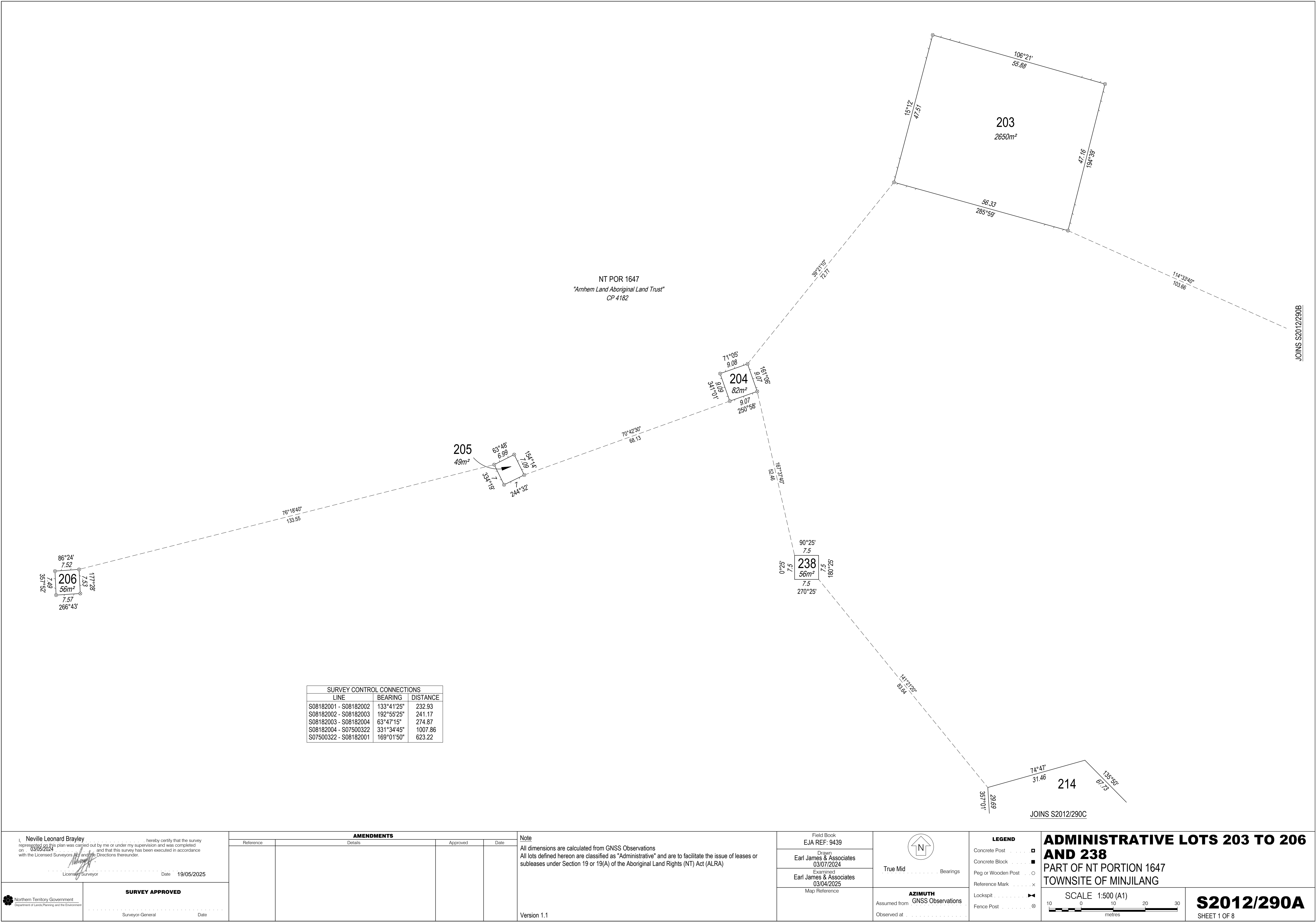
For further information, please do not hesitate to contact the undersigned at your earliest convenience.

Yours sincerely

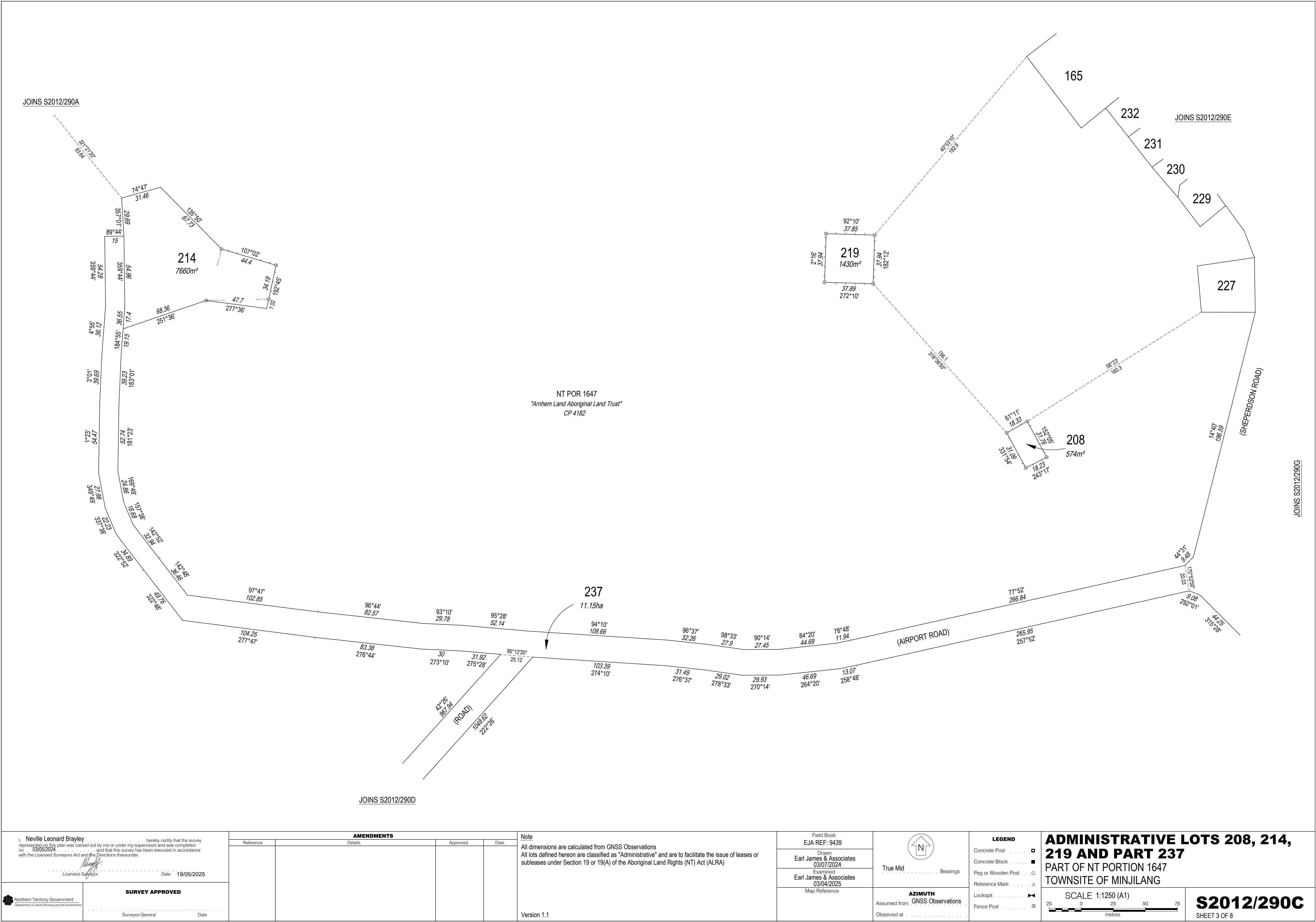
A handwritten signature in grey ink, appearing to read "D Findley".

Daniel Findley  
CEO West Arnhem Regional Council

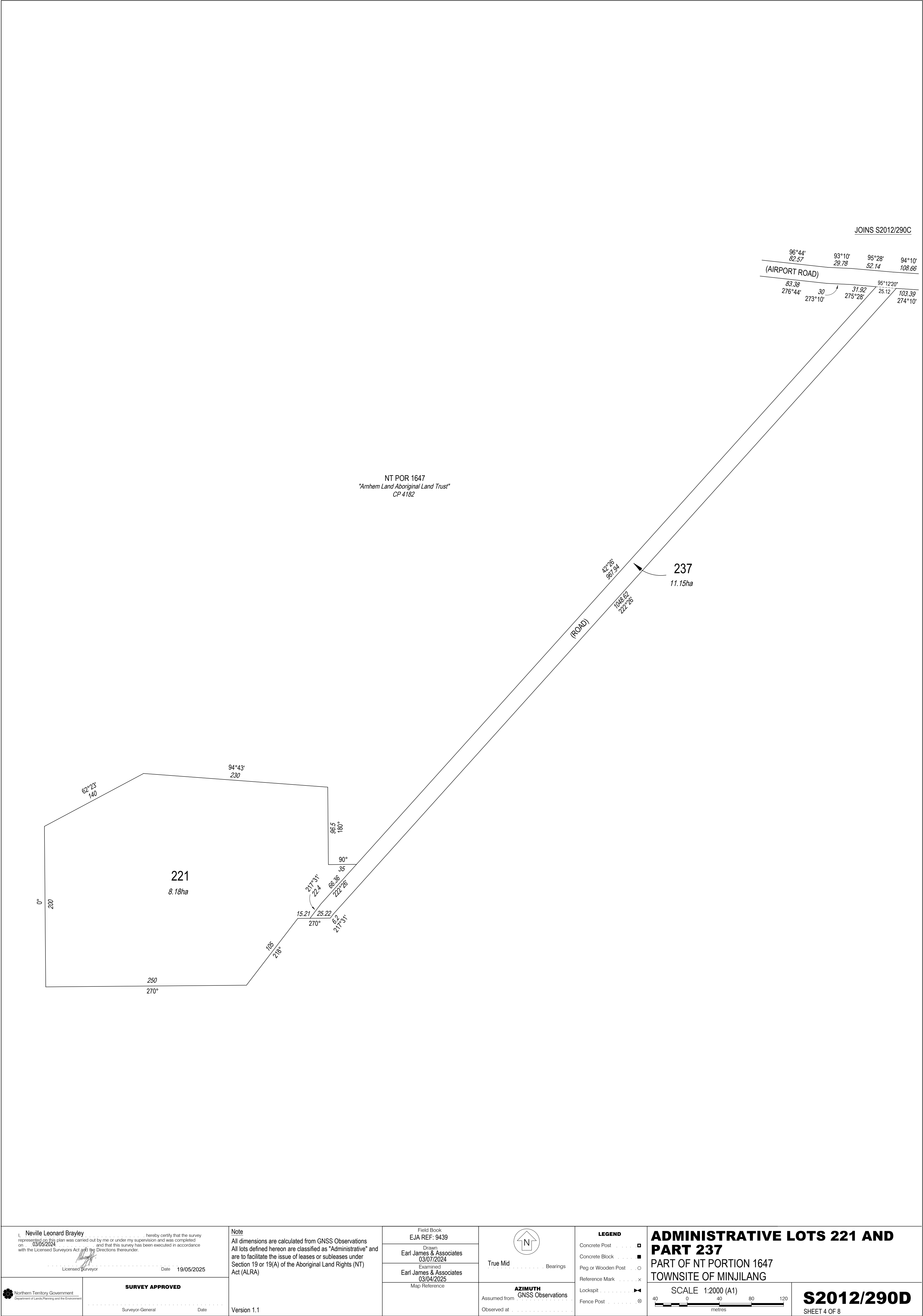




WARNING - Damaged or creased plan will be rejected.

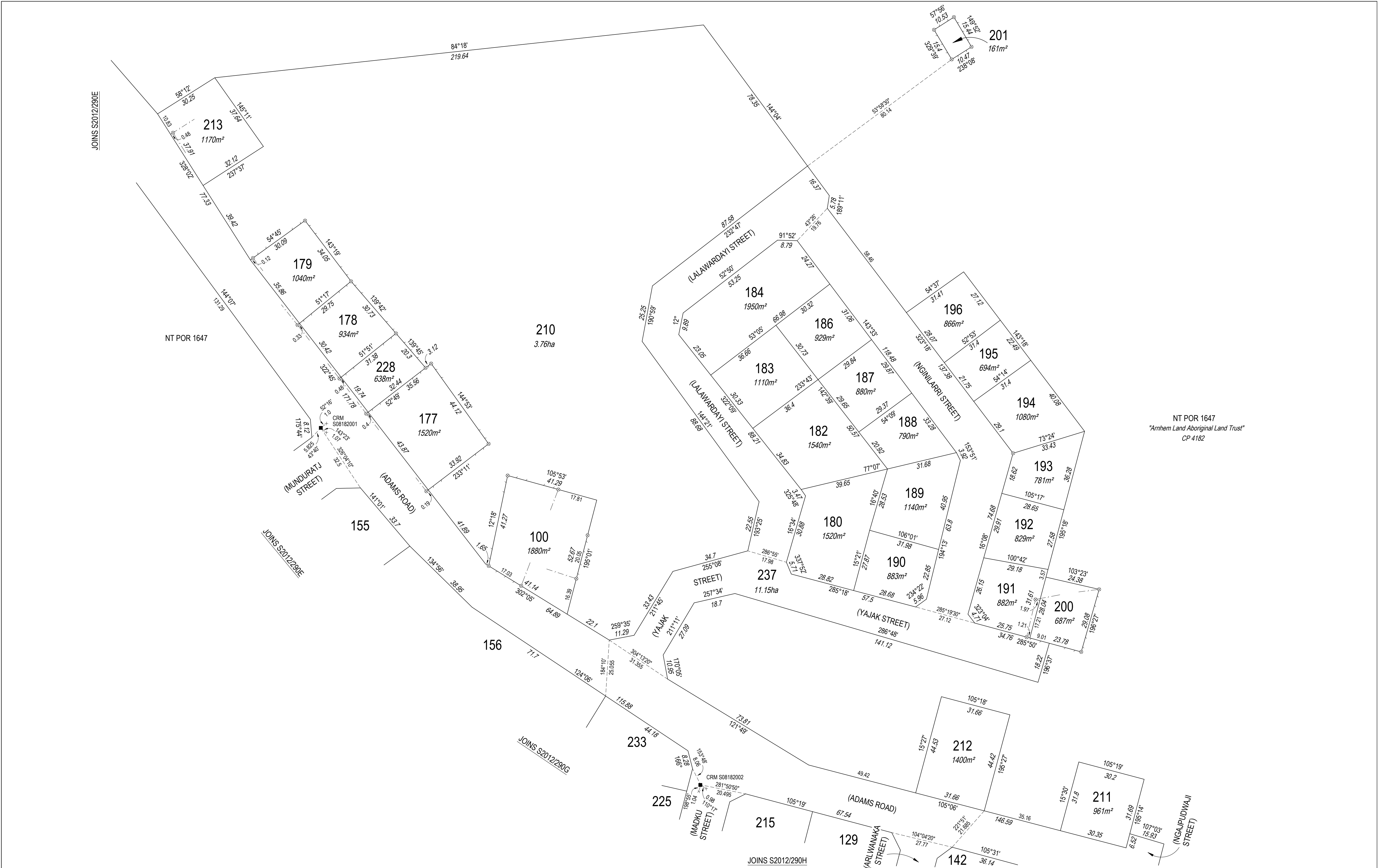


WARNING - Damaged or creased plan will be rejected.



WARNING - Damaged or creased plan will be rejected.





I, **Neville Leonard Brayley**

hereby certify that the survey represented on this plan was carried out by me or under my supervision and was completed on **03/05/2024** and that this survey has been executed in accordance with the Licensed Surveyors Act and the Regulations thereunder.

Licensed Surveyor

Date19/05/2025

Northern Territory Government

Department of Lands Planning and the Environment

SURVEY APPROVED

Surveyor-General

Date

Reference

Details

Approved

Date

Note

All dimensions are calculated from GNSS Observations

All lots defined hereon are classified as "Administrative" and are to facilitate the issue of leases or subleases under Section 19 or 19(A) of the Aboriginal Land Rights (NT) Act (ALRA)

Offsets are at 90° to the boundaries unless otherwise shown

Version 1.1

Field Book

EJA REF: 9439

Drawn

Earl James & Associates

02/04/2025

Examined

Earl James & Associates

03/04/2025

Map Reference

True Mid

Bearings

AZIMUTH

GNSS Observations

Observed at

Concrete Post

Concrete Block

Peg or Wooden Post

Reference Mark

Lookspit

Fence Post

ADMINISTRATIVE LOTS 100, 177 TO 180, 182 TO 184, 186 TO 196, 200, 201, 210 TO 213, 228 AND PART 237

PART OF NT PORTION 1647

TOWNSITE OF MINJILANG

SCALE 1:750 (A1)

1503045

metres

S2012/290F

SHEET 6 OF 8

WARNING - Damaged or creased plan will be rejected.









## WEST ARNHAM REGIONAL COUNCIL

### FOR THE MEETING 16 OCTOBER 2025

<b>Agenda Reference:</b>	<b>10.3</b>
<b>Title:</b>	<b>Cultural Awareness Training</b>
<b>Author:</b>	<b>Katharine Murray, Chief Executive Officer</b>

#### SUMMARY

This report presents an opportunity for each Local Authority to develop cultural awareness training within the community.

#### RECOMMENDATION

THAT THE LOCAL AUTHORITY:

1. Receives and notes the report titled *Cultural Awareness Training*; and
2. Provides recommendations on cultural training that best meet the needs of the community, staff, contractors and visitors.

#### BACKGROUND

At the Ordinary Council Meeting 30 June 2025, Council requested a draft policy be prepared and considered further at a future workshop which will include consultation with the local authorities.

It was agreed that this would be actioned post the Local Government 2026 General Election.

The purpose of this list is for open discussion with the Local Authorities members. Suggestions as follows:

- Specific information about history, Traditional Owners/Elders, and their role, and local protocols -site specific-.
- Behaviours expected on Country: What are the expected behaviours from visitors and workers while living and working on their land (e.g. what's considered culturally disrespectful/inappropriate/rude, what behaviours are welcomed, etc.).
- How to behave and what to/not to do when cultural events are occurring, particularly Sorry Business.
- Geographic orientation: No-go zones, blocked roads, men's or women's business areas, etc.
- Communication: Practical information on how to engage respectfully with both men and women by recognising sensitivities (communication protocols when talking to the opposite gender), understanding kinship (such as poison cousins/relationships), body language, etc.
- Animals in community (e.g. dogs, cats, horses, pigs, goats).
- Drug and Alcohol prohibitions.
- Dress code: What's the appropriate clothing to wear in community for both men and women.

#### LEGISLATION AND POLICY

N/A.

#### 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 1.5 Cultural Awareness Training**

Develop increased understanding and observation of cultural protocols.

#### **ATTACHMENTS**

Nil

## **WEST ARNHEM REGIONAL COUNCIL**

### **FOR THE MEETING 16 OCTOBER 2025**

<b>Agenda Reference:</b>	<b>11.1</b>
<b>Title:</b>	<b>Local Authority Member Questions with or without Notice</b>
<b>Author:</b>	<b>Debbie Branson, Governance Advisor</b>

#### **SUMMARY**

The purpose of this report is to give Local Authority Members a forum in which to table items they wish to be debated.

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

#### **RECOMMENDATION**

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

#### **ATTACHMENTS**

Nil

- 12      **NEXT MEETING**
- 13      **MEETING DECLARED CLOSED**