

WEST ARNHAM REGIONAL COUNCIL

FOR THE MEETING 6 MARCH 2026

Agenda Reference:	9.4
Title:	Kakadu Triathlon 2025/26
Author:	Rick Mitchell, Acting Director Council and Community Services

SUMMARY

The purpose of this report is to gauge the Committee Members' interest in recommending to Council that they support the Kakadu Triathlon 2025/26 financially and provide in-kind support.

RECOMMENDATION

THAT THE COMMITTEE:

1. Receive, note and accept the late report titled *Kakadu Triathlon 2025/26*; and
2. Determines if a recommendation should be put to Council to support the Kakadu Triathlon 2025/26 for a financial contribution of approximately \$36,000 and provide in-kind support to cover staffing, plant, equipment and facilities to co-ordinate the event.

BACKGROUND

Attached is the Kakadu Triathlon Event Debrief for 10 May 2025. Noting participation of West Arnhem Community Members in the WARC region of 28 members for the 2025 event of the 300-350 total participants.

Attached is an email from CareFlight in reference to their support to the event.

An In-Kind Contribution is also attached for members' reference.

LEGISLATION AND POLICY

N/A

FINANCIAL IMPLICATIONS

To be determined.

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 1.4 Community Events

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

ATTACHMENTS

1. Careflight Email [9.4.1 - 2 pages]
2. KAKADU TRIATHLON SATURDAY 10 MAY 2025 REPORT [9.4.2 - 10 pages]
3. WARC In- Kind Contribution [9.4.3 - 7 pages]

From: [Sharon Ross](#)
Sent on: Monday, 2 March 2026 1:58:45 PM
To: [Gemma Loyer](#)
CC: [Laura Nguyen](#); [Kelsey Clark](#); [Rick Mitchell](#)
Subject: FW: Follow up email - Kakadu Triathlon 2026

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Hi Gemma,

We value our long-standing association with the West Arnhem Regional Council and the local community and supporters of the Kakadu Triathlon. This event is a celebrated community tradition and has contributed important fundraising outcomes that directly support CareFlight's lifesaving work. We remain genuinely grateful for that ongoing support.

After internally reviewing the expanded responsibilities required for the 2026 event, I confirm that CareFlight is not in a position to take on these additional tasks this year. This decision is based on current internal resource limitations, competing priorities being delivered across our teams, and the short lead time provided to deliver these tasks to the standard the event deserves.

CareFlight is also not able to pursue alternative delivery options for these responsibilities, including engaging an external contractor or coordinating a CareFlight-managed volunteer group. At this time, we do not have the capacity to scope, procure or manage such arrangements for this year's event.

We would like to acknowledge the significant contribution the West Arnhem Regional Council has made over previous years by absorbing these functions ensuring the success of the event.

Although we are unable to expand our role this year, we would welcome the opportunity to discuss what support may be possible for next year. With adequate lead time and a clear understanding of the scope, we can better assess resourcing and aim to plan our involvement in a way that supports both the event's success and our internal commitments.

We appreciate your understanding and look forward to continuing our collaboration.

Kind regards

Sharon Ross
Head of Direct Marketing
CareFlight

T: 02 9843 5152
4 Barden Street Northmead NSW 2152 Australia
www.careflight.org



CareFlight acknowledges the traditional owners and custodians across the lands on which we live and work, and we pay our respects to the elders past and present.

From: Gemma Loyer <gemma.loyer@westarnhem.nt.gov.au>
Sent: Friday, 27 February 2026 5:55 PM

Cc: Laura Nguyen <laura.nguyen@careflight.org>; Kelsey Clark <kelsey.clark@westarnhem.nt.gov.au>; Rick Mitchell <rick.mitchell@westarnhem.nt.gov.au>

Subject: RE: Follow up email - Kakadu Triathlon 2026

Hi Sharon,

Thank you again for your time on the phone today.

I'm writing to confirm that I will need CareFlight's position on the proposed division of tasks for this year's event in writing. This should include your internal decision that CareFlight is unable to take on the below tasks internally, as well as clear confirmation that engaging a contractor or coordinating a CareFlight-managed volunteer group to deliver the event is not an option you wish to pursue.

For clarity, the following responsibilities were proposed to return to CareFlight (as first requested in early February, with a final position communicated today), and have been identified as tasks CareFlight is not able to assume:

- Sponsorship strategy and management
- Fundraising coordination
- Media, communications and social media management
- Marketing campaign development
- Registration platform administration
- Merchandise and supplier management
- Food ordering and delivery
- Strategic event growth planning

In previous years, Council has absorbed these additional functions, which has supported the event but placed significant demand on internal resources. Given current constraints, Council's proposal was that these tasks be managed by CareFlight or an appointed event coordinator moving forward.

Could you please provide CareFlight's formal written response, including your internal decision and position on the above, by 10:00 am on Tuesday? I will then table this with Council for consideration of next steps for this year's event and future years.

Kind regards,
Gemma



Gemma Loyer
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OUR VALUES: Respectful Inclusive Innovative Integrity



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 Regions Wards. West Arnhem Regional Council pay their respects and acknowledge Elders past, present and rising.

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From: Gemma Loyer
Sent: Friday, 27 February 2026 4:02 PM
To: Sharon Ross <sharon.ross@careflight.org>
Cc: Laura Nguyen <laura.nguyen@careflight.org>; Kelsey Clark <kelsey.clark@westarnhem.nt.gov.au>
Subject: RE: Follow up email - Kakadu Triathlon 2026

Kakadu Ward Advisory
Committee
Friday 6 March 2026

West Arnhem Regional Council



KAKADU TRIATHLON SATURDAY 10 MAY 2025

Event debrief

Location:

Jabiru Swimming Pool and Town Centre

Prepared By:

Gemma Loyer

Date of Debrief:

Monday 19 May

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Committee
Friday 6 March 2026

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Event summary & data

The event was a vibrant and memorable gathering marked by a strong sense of unity and shared purpose of community. The atmosphere was warm and inviting, enhanced by music and a charismatic MC who kept energy levels high throughout. Volunteers were well-supported, and their enthusiasm was evident—a reflection of the positive environment created by the Volunteer Coordinator. Each team member had clearly defined roles, which allowed the event to run smoothly and efficiently. Major successes included high attendee engagement, and positive feedback from both participants and guests. The sense of community and collaboration was a standout feature. Overall, the team responded with flexibility and professionalism, always the key contributor to the event overall success.

Metric	Value	Notes
Event Type	Sporting event	Adults' beginner triathlon Adults 5 km run and 2.5 km walk JR triathlon
Total Participants	300 – 350 total	150 Adults 40 Children 115 (approx.) Spectators 33 volunteers
Total West Arnhem Community Members Participating	28 total out of 300-350	24 people from Jabiru 4 youth from Gunbalanya
Volunteer Count	33 volunteers	
Start/End Time	Event time – 5:45 am to 9:30 am	Friday Setup – 1 pm to 5 pm Saturday Setup – 4 am to 5:45 am Pack down – 9 am to 10:30 am
Weather Conditions		Friday afternoon setup occurs in the heat. Event morning was mildly warm and no rain.
Incidents/First Aid Cases	0	Georgie reported that all went well and there were no incidents that needed attending too.
Budget Overview	Sponsorship Income	\$13,395.45
	Actual cost to council	\$34,359.98
	In-kind contribution	\$70,822

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Budgets

This section outlines the total financial position of the event by comparing the cash sponsorship received with both the actual cost to Council and the estimated value of Council's in-kind contribution. It highlights where Council has foregone revenue (for example pool hire, staff time and equipment that would ordinarily be charged under the adopted Fees and Charges) and quantifies this support alongside direct expenditure to show Council's full investment in the event.

Income

Sponsorship Cash Contribution	\$13,395.45
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Expenses

Item	Actual cost to council	In-kind cost to council As per 25/26 Fees and Charges
Pre-Event Planning & Administration - Strategic	\$12,383.20	\$35,256.00
Pre-Event Planning & Administration Operational prep	\$6,073.00	\$6,305.00
Infrastructure & Equipment Preparation	\$3,978.12	\$4,256.00
Event day - staffing overtime	\$4,549.18	\$19,488.00
Travel costs (Race Keepers)	\$370.60	\$370.60
Postage of All Event Merchandise	\$339.25	\$339.25
Food	\$650.92	\$650.92
Printing	\$134.85	\$134.85
Kakadu Singlets	\$4,400.00	\$4,400.00
Coffee Mug prizes	\$921.82	\$921.82
Garment racks	\$14.68	\$14.68
Kakadu Triathlon Trophies	\$294.36	\$294.36
Selfie Frames	\$250.00	\$250.00
Stallholder permits		\$190.00
Portable PA System		\$37.00
Barbeques		\$60.00
Chairs (non-meeting use)		\$160.00



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Tables		\$50.00
1 x Utility Car (weekly hire)		\$1,686.00
2 x Utility Car (2 day hire)		\$2,810.00
Pool Hire		\$524
Total	\$34359.98	\$78198.48

Expenses minus cash sponsorship of \$13,395.45

Out of pocket cost to council (actuals)	\$20,964.53
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Previous year's numbers:

Year	Total	Breakdown
2021	90	74 adults / 16 kids
2022	103	90 adults / 15 kids
2023	140	120 adults / 20 kids
2024	130	109 adults / 30 kids
2025	190	151 adults / 39 kids

Key partners/sponsors:

Sponsor / Partner	Contribution
West Arnhem Regional Council	Organiser
Careflight	Registration management / donations provided to them
Darwin Triathlon	Course organising team
Aus Triathlon	Provided support and equipment
ERA	Financial Sponsor
JN Mousellis Civil Contractors	Financial Sponsor
Team Health	Financial Sponsor
Jabiru Service Station	Financial Sponsor
Get Set Training	Financial Sponsor
Red Lily Health	Financial Sponsor
PTM Group	Financial Sponsor
Kakadu Air	Provided prize gifts (tourist flight vouchers)
The Mercure Crocodile Hotel	Provided coffee cart, free coffee and 3 x rooms at the Croc for the organising team.
Sodexo	Provided 250 rasher bacon and x 250 eggs
Kakadu Supermarket	40 loaves bread 1 box fruit 2 packets of napkins 1 packet XL food service gloves 500 paper cups for water
Peter Keepence Photography	Photography service
Intensity Sports	Discount on singlets
NBN	Financial Sponsor
Kakadu Tourism	



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Cooinda Lodge Kakadu	Provided prize gifts (2 x 2 people yellow water cruise voucher)
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Lessons learned & key Participant survey results

We received 21 responses to the survey. An overview of the survey results can be found in



All pages from 2025
Kakadu Triathlon - S
this document -

The more detailed survey results can be found in the 2025 Kakadu Tri folder.

Some comments made in the survey include:

- Check events happening afield on that weekend (could have increased participation levels if there was not similar events occurring that same weekend)
Although the small field was nice
- Longer format Triathlon
Off road triathlon - It seems a shame to waster your world-famous bushland and not have participants riding and running through the fabulous environment.
- Great event 🏃 😊
- Really well run. Thank you organisers and volunteers
- Hello, it was a lot of fun! Have the photo area with the sun behind it so the photos turn out better.
- Would love to see more locals involved, it was great to see the kids on their new bikes, but not trained and into it. Perhaps approaching a local rugby or league club to lead a group with some incentives would be great. We got a yellow water cruise for free by luck because we did the triathlon, but promoting that more and maybe a dinner that night or similar would be a fun way to extend it. Thanks was a great time!
- We missed the colour run this year.
- Thanks for all your efforts organising - was a fun and inclusive event!



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- Another Kadadu running category 10km
Colour run on the Friday night was missing for a full fun weekend.
- We were late entrants and finding a number to call was difficult but the lady we spoke to helped us out immensely and we paid on the day. It was a well run and well organised event and hope to be there next year. Thank you for a great day.



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Follow-Up Actions

Task	Responsible Person	Due Date	Status
Thank-you emails to volunteers	Lajane	19 May	Completed
Thank-you breakfast for sponsors, staff and volunteers	Gemma	16 May	Completed
Post-event social media recap	Heidi		Completed
Final budget reconciliation	Marnie		
Debrief meeting with stakeholders	Team	19 May	Completed
Planning kick-off for next year – pick a date, review ticketing cost of the event, and potentially increase participant numbers.	Team	January	



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WARC In-Kind Contribution Kakadu Triathlon 2026

Based on 2025–26 Schedule of Fees & Charges (GST Inclusive)

Prepared By: Kelsey Clark

Date of Debrief: Tuesday 10 February 2026

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WARC Support Proposal – Kakadu Triathlon 2026

West Arnhem Regional Council (WARC) remains committed to supporting the Kakadu Triathlon and ensuring a safe, successful, and sustainable event for the community. To support the long-term viability of the event, Council proposes providing approximately \$36,000+ (GST inclusive) in operational in-kind support, covering staffing, plant, equipment, and facilities required for safe and compliant delivery.

What Council Will Provide

WARC's contribution will focus on core operational functions, including:

- Road closures, traffic management, and traffic control staffing
- Site supervision and setup/pack-down crews
- Pool access and supervision
- Risk, traffic, and event planning documentation
- Cleaning support
- Use of trucks, plant, LED board (if available), PA system, BBQs, tables, chairs, and site utilities
- Stallholder permit waivers (where applicable)

These elements align with Council's core responsibilities: safety, compliance, infrastructure, and community facilitation.

Responsibilities Proposed to Return to CareFlight

In previous years, Council absorbed additional tasks such as sponsorship, fundraising, media, marketing, registration management, and strategic event growth. While this supported the event, it placed significant demand on internal resources. Given current resource constraints, Council proposes that these functions now be managed by CareFlight or an appointed event coordinator, including:

- Sponsorship strategy and management
- Fundraising coordination
- Media, communications, and social media management
- Marketing campaign development
- Registration platform administration
- Merchandise and supplier management
- Food ordering and delivery
- Strategic event growth planning

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Moving Forward

This approach ensures Council continues to provide strong operational support while enabling CareFlight to take the lead on strategic and administrative responsibilities. By clarifying roles, this proposal supports the long-term sustainability and success of the Kakadu Triathlon.

Staffing Costs

Applicable Staff Rates - Schedule of Fees and Charges 2025/2026

- Site Supervisor – \$185/hr
- Administration Assistant – \$105/hr
- Trade Person – \$145/hr
- Trade Assistant – \$92/hr
- Plant Operator – \$158/hr
- Cleaner – \$80/hr

After-hours loading:

- +50% weekdays after 4:30pm
- +100% weekends

Because the Triathlon occurs on a weekend, race-day staffing is calculated at 100% weekend loading.

Pre-Event Planning & Administration

Role	Hours	Rate	Total
Site Supervisor (planning, compliance, traffic coordination)	25 hrs	\$185	\$4,625
Admin Assistant (registrations support, posters, documentation)	20 hrs	\$105	\$2,100

Subtotal Pre-Event Staffing: \$6,725

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Infrastructure & Equipment Preparation

Role	Hours	Rate	Total
Trade Person (electrical, signage install planning)	10 hrs	\$145	\$1,450
Trade Assistant (equipment prep, loading, signage prep)	20 hrs	\$92	\$1,840
Plant Operator (vehicle allocation, bollards prep)	8 hrs	\$158	\$1,264

Subtotal Infrastructure Prep: \$4,554

Event Set-Up

Weekend loaded rates:

- Site Supervisor: \$370/hr
- Trade Person: \$290/hr
- Trade Assistant: \$184/hr
- Plant Operator: \$316/hr
- Cleaner: \$160/hr

Role	Hours	Loaded Rate	Total
Site Supervisor	6 hrs	\$370	\$2,220
Trade Person	6 hrs	\$290	\$1,740
Trade Assistant (4 staff x 6 hrs)	24 hrs	\$184	\$4,416
Plant Operator	4 hrs	\$316	\$1,264

Subtotal Event Set-Up: \$9,640

Race Day Operations

Role	Hours	Loaded Rate	Total
Site Supervisor (6 hrs)	6	\$370	\$2,220
Trade Assistants (6 staff x 6 hrs)	36	\$184	\$6,624
Plant Operator (road enforcement vehicle use)	6	\$316	\$1,896
Cleaner (post-event clean 3 hrs)	3	\$160	\$480

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Subtotal Race Day: \$11,220

Total Staffing Contribution

Category	Amount
Pre-Event	\$6,725
Infrastructure Prep	\$4,554
Event Set-Up	\$9,640
Race Day	\$11,220

Total Staffing Contribution: \$32,139

Equipment & Asset Hire Costs

(All rates GST inclusive from Schedule)

Portable & Event Equipment

Item	Rate	Quantity/Use	Total
Portable PA System	\$40/day	1	\$40
LED Display Trailer	\$277/day	1	\$277
Operator Mobilisation (LED)	\$83 per occasion	1	\$83
Barbeques	\$32/day	2	\$64
Chairs (non-meeting use)	\$4/chair/day	40	\$160
Tables	\$5/table/day	10	\$50

Subtotal Portable Equipment: \$674

Plant & Vehicle Use

Item	Day Rate	Use	Total
Truck – under 10 tonne	\$1,257/day	1	\$1,257
Tilt Tray (local work)	\$1,414/day	1	\$1,414

Subtotal Plant: \$2,671

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Pool Hire (Outside Operational Hours)

Pool Hire (per hour): \$138

Assume 4 hours exclusive access. $4 \times \$138 = \552

Stallholder Permits

\$40 per stall

Assume 5 stalls: $5 \times \$40 = \200

Total Equipment & Facility Contribution

Category	Amount
Portable Equipment	\$674
Plant & Vehicles	\$2,671
Pool Hire	\$552
Stallholder Permits	\$200

Total Equipment & Facility Contribution: \$4,097

Grand Total – WARC In-Kind Contribution

Component	Total
Staffing	\$32,139
Equipment & Assets	\$4,097

TOTAL IN-KIND VALUE: \$36,236 as per 25/26 Fees and Charges (GST Inclusive)



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ACTUAL Cost to council: Approx \$20,000. (Pending Donations)



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