AGENDA

ORDINARY MEETING OF COUNCIL

Wednesday 26 August 2026

Notice is hereby given that the next Ordinary Meeting of the Roper Gulf Regional Council will be held on:

Wednesday 26 August 2026 at 8:30 am
The Conference Room, Roper Gulf Regional Council Service Delivery Centre
Ngukurr, NT

Your attendance at the meeting will be appreciated.

Or via
Microsoft Teams meeting
(Join on your computer, mobile app or room device)
Join the meeting now
Meeting ID: 479 021 468 377 3
Passcode: 66z8Hg2U

Or please call (audio only)
+61 2 8320 9269
When prompted, enter Conference ID: 381 899 103#

Cindy HADDOW
ACTING CHIEF EXECUTIVE OFFICER

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant.”

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 6.1
TITLE Confirmation of Previous Minutes
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator
RECOMMENDATION
That Council confirms the minutes from its Ordinary Meeting held on Thursday, 11 June 2026.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Council held its Ordinary Meeting in Katherine on Thursday, 11 June 2026. The draft Minutes are attached for Council's review and affirmation.

ISSUES/OPTIONS/SWOT
Attached are the unconfirmed minutes of the Ordinary Meeting of the Council held on Thursday, 11 June 2026 for Council's review and confirmation.

The next Ordinary Meeting is scheduled to be held on Wednesday, 28 October 2026 at 8:30 am in Numbulwar.

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
1. OMC MIN 11062026 (1) [**6.1.1** - 8 pages]

MINUTES OF THE ROPER GULF REGIONAL COUNCIL, ORDINARY COUNCIL MEETING HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE

2 CRAWFORD STREET, KATHERINE, NT ON THURSDAY 11 JUNE 2026 AT 8:30 AM

1 PRESENT MEMBERS/STAFF/GUESTS

Elected Members

- Mayor Tony JACK (Chairperson);
- Deputy Mayor Helen LEE;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Kathy-Anne NUMAMURDIRDI;
- Councillor Michelle FARRELL, (*joined at 10:18 am*);
- Councillor Samuel EVANS;
- Councillor Patricia FARRELL, (*joined at 10:18 am*);
- Councillor Preston LEE;
- Councillor Des BARRITT; and
- Councillor Sue EDWARDS.

Staff Members

- David HURST, Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Tony HOPP, General Manager Community Services and Engagement;
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Kellie JOHNSTON, Assets Manager;
- Chathurangi DIAS, Acting Finance Manager;
- Cristie GEER, Programs Manager; and
- Bhumika ADHIKARI, Governance Engagement Coordinator.

Guests

- Greg EVANS, Financial Consultant

2 MEETING OPENED

The Ordinary Meeting of Council opened at 8:58 am. The Mayor welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies and Leave of Absence

2026/64 **RESOLVED (Councillor Edwin Nunggumajbarr/ Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***

That Council accepts the tendered apologies from Councillor Michelle FARRELL, Patricia FARRELL, Councillor John DALYWATER and Councillor Ash GARNER.

n.b. Councillors Michelle FARRELL and Patricia FARRELL attended the Ordinary Meeting of Council at 1018hrs.

5 QUESTIONS FROM THE PUBLIC
Nil.

6 CONFIRMATION OF PREVIOUS MINUTES
6.1 Confirmation of Previous Minutes
2026/65 **RESOLVED (Councillor Samuel Evans/Councillor Des Barritt)** ***CARRIED***

That Council confirms the minutes from its Ordinary Meeting held on Wednesday, 22 April 2026.

7 BUSINESS ARISING FROM PREVIOUS MINUTES
7.1 Action List
2026/66 **RESOLVED (Councillor Sue Edwards/ Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***

That Council:
(a) receives and notes the Action List; and
(b) approves the removal of completed items.

8 PREVIOUS COMMITTEE MEETING MINUTES
8.1 Previous Committee Meeting Minutes
2026/67 **RESOLVED (Councillor Samuel Evans/ Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***

That Council receives and notes the Previous Committee Meeting Minutes.

9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS
Nil.

10 DISCLOSURE OF INTEREST
Councillor Des BARRITT declared a Conflict of Interest at Item number 11.1.
Councillor Sue EDWARDS declared a Conflict of Interest at Item number 13.2.
Mayor Tony JACK declared a Conflict of Interest at Item number at item 13.5

11 INCOMING CORRESPONDENCE
11.1 Incoming Correspondence
2026/68 **RESOLVED (Councillor Edwin Nunggumajbarr/ Councillor Samuel Evans)** ***CARRIED***

That Council:
(a) accepts the Incoming Correspondence including the Certification of the Assessment Record as supplied by the Chief Executive Officer;
(b) waives the fees request for Mataranka Better Half Club, in the event of annual Mataranka Campdraft; and
(c) waives the fees request for Nathan “Whippy” Griggs’ show.

Councilor Des BARRITT recused himself from the Meeting at 9:17 am, as he declared interest at item 11.1 and returned at 9:18 am, after the deliberations at which he had a conflict were resolved.

12 OUTGOING CORRESPONDENCE
12.1 Outgoing Correspondence
2026/69 **RESOLVED (Councillor Des Barritt/Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***

That Council notes the Outgoing Correspondence Report.

13 WARD REPORTS

13.1 Nyirranggulung Ward Report

2026/70 **RESOLVED (Councillor Des Barritt/Councillor Sue Edwards)** ***CARRIED***

That Council:

(a) receives and notes the Nyirranggulung Ward Report; and
(b) appoints Councillor Preston LEE to the Bulman Local Authority.

13.2 Never Never Ward Report

2026/71 **RESOLVED (Councillor Edwin Nunggumajbarr/Deputy Mayor Helen Lee)** ***CARRIED***

That Council:

(a) receives and notes the Never Never Ward Report;
(b) does not accept the nomination of David John EAST for appointment as a Member of the Mataranka Local Authority;
(c) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 05 May 2026;
(d) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 05 May 2026;
(e) approves the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 01 June 2026;
(f) considers the Jilkminggan Local Authority's request for Council's assistance to convey its concerns pertaining to inadequate and inappropriate funeral services within Jilkminggan; and
(g) rescinds the membership of Sonia ROBERTS from the Hodgson Downs (Minyerri) Local Authority;
(h) invites Jilkminggan Community Aboriginal Corporation (JCAC) to Meet with the Mayor and the Ward Councillor to address common issues including cemeteries, service delivery, Community Roads and cooperation for community benefit, at a time nominated by the JCAC's board;
(i) approves Councillor BARRITT's motion of future fees waiver and sponsorship, community grants requests to require public acknowledgment of Council as a condition of them being granted;
(j) scopes community barbeque for Meetings of Electors if practical; and
(k) requests for urgent road repairs to be carried out at Jilkminggan noting safety hazards, subject to tenure restrictions.

Councillor Sue EDWARDS declared interest at item 13.2 and left the Meeting at 9:27 am and returned at 9:49 am.

Councillor Preston Lee left the meeting at 10:11 am and returned at 10:14 am.

Councillor Samuel Evans left the meeting at 10:17 am and returned at 10:18 am.

Councillor Michelle FARRELL and Councillor Patricia FARRELL joined the meeting at 10:18 am.

Meeting adjourned at 10:19 am and reconvened at 11:22 am

13.3 Numbulwar Numburindi Ward Report

2026/72 **RESOLVED (Councillor Patricia Farrell/Councillor Sue Edwards)** ***CARRIED***

That Council:

(a) receives and notes the Numbulwar Numburindi Ward Report;
(b) approves the Provisional Recommendations of the Numbulwar Local Authority Meeting held

on Wednesday, 03 June 2026;
(c) rescinds the membership of Douglas WUNUNGMURRA from the Numbulwar Local Authority; and
(d) directs the Chief Executive Officer to commence the nomination process.

13.4 Yugul Mangi Ward Report

2026/73 **RESOLVED (Councillor Des Barritt/Councillor Preston Lee)** ***CARRIED***

That Council:
(a) receives and notes the Yugul Mangi Ward Report;
(b) appoints Clayton JOHN as a member of the Urapunga Local Authority;
(c) notes the Danny DUNCAN's resignation from the Urapunga Local Authority;
(d) approves the recommendations from the Ngukurr Local Authority Meeting held on Tuesday, 02 June 2026;
(e) approves the recommendations from the Urapunga Local Authority Meeting held on Tuesday, 02 June 2026;
(f) considers the Ngukurr Local Authority's request for Council to advocate for Outstations and Homelands support and maintenance, noting the Community frustration arising out of the inadequacy of current arrangements.

13.5 South West Gulf Ward Report

2026/74 **RESOLVED (Councillor Des Barritt/ Councillor Edwin Nunggumajbarr)** ***CARRIED***

That Council:
(a) receives and notes the South West Gulf Ward Report;
(b) appoints Dean JACK as a member of Robinson River Local Authority;
(c) approves the recommendations from the Borroloola Local Authority Meeting held on Thursday, 07 May 2026;
(d) authorises the Borroloola Local Authority's request for Council to advocate for slashing of Highway (Borroloola to Stuart Highway) and maintenance and grading with the Northern Territory Government; and
(e) authorises the Borroloola Local Authority's request for Council to raise its concerns with the Northern Territory Government pertaining to insufficient road lighting creating dangerous potentially fatal conditions.

Mayor Tony JACK left the Meeting at 11:46 am as declared interest at item 13.5 and returned at 11:49 am.

14 EXECUTIVE REPORTS

14.1 Mayor's Report

2026/75 **RESOLVED (Councillor Sue Edwards/ Councillor Edwin Nunggumajbarr)** ***CARRIED***

That Council receives and notes the Mayor's Report.

14.2 Chief Executive Officer's Report

2026/76 **RESOLVED (Councillor Des Barritt/ Councillor Samuel Evans)** ***CARRIED***

That Council receives and notes the Chief Executive Officer's Report, including the approved Community Grants (Round 2) that are as follows:
(1) Borroloola Gulf show society;
(2) Jilkminggan School - FAFT;
(3) Numbulwar School;
(4) Borroloola Amateur Race Club;
(5) Urapunga op shop;
(6) Ngukur Arts;
(7) Numburindi Corporation

14.3 Council Meeting Attendance Report

2026/77 **RESOLVED (Councillor Sue Edwards/ Councillor Edwin Nunggumajbarr)** ***CARRIED***
That Council receives and notes the Council and Committee Meeting Attendance Report.

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

15.1 Regional Plan 2026-27

2026/78 **RESOLVED (Councillor Helen Lee/Councillor Sue Edwards)** ***CARRIED***
That Council adopts the 2026-27 Regional Plan and all contents therein in accordance with Section 35 (1) of the *Local Government Act 2019* (the Act) and its statutory instruments, including:
(a) Elected Member Allowances in accordance with Section 106 of the Act;
(b) Declared Rates in accordance with Sections 237 and 238 of the Act, having been certified by the Chief Executive Officer in accordance with Regulation 29 of the *Local Government (General) Regulations 2021*;
(c) Fees and Charges in accordance with Section 288 of the Act;
(d) Budget for Financial Year 2026-27 in accordance with Section 203 of the Act; and
(e) authorises the Chief Executive Officer to submit the finalised, adopted version of the Regional Plan 2026-27 to the Minister for Local Government.

15.2 May 2026 Financial Report

2026/79 **RESOLVED (Councillor Samuel Evans/Councillor Des Barritt)** ***CARRIED***
That Council:
(a) receives and notes the Council's Financial Report as at 22 May 2026, and
(b) acknowledges the career progression and accreditation of Chathurangi DIAS, Acting Finance Manager, expressing its gratitude and appreciation for the same.

Meeting adjourned at 12:32 pm and reconvened at 1:26 pm.

15.3 Policy Revision

2026/80 **RESOLVED (Councillor Edwin Nunggumajbarr/Councillor Preston Lee)** ***CARRIED***
That Council:
(a) Adopts the revised OCEO002 Financial Delegations Manual;
(b) Adopts the revised FIN011 Investment Policy; and
(c) Adopts the revised AS001 Fleet Procurement and Allocation Policy.

15.4 Cultural Safety Framework

2026/81 **RESOLVED (Councillor Sue Edwards/Councillor Des Barritt)** ***CARRIED***
That Council receives and notes the draft Cultural Safety Framework.

16 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

16.1 Programs Update

2026/82 **RESOLVED (Councillor Michelle Farrell/ Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***
That Council receives and notes the Programs Update report.

Deputy Mayor Helen LEE left the meeting at 2:23 pm and returned at 2:24 pm.
Councillor Kathy-Anne Numamurdirdi left the meeting at 2:25 pm and returned at 2:29 pm.

16.2 Aged Care and Disability Services Report

2026/83 **RESOLVED (Councillor Des Barritt/Councillor Sue Edwards)** ***CARRIED***
That Council:
(a) receives and notes the Aged Care and Disability Report, and
(b) acknowledges and thanks Ashab HASSANAR, Aged Care Coordinator in Mataranka for his efforts,

Councillor Des Barritt left the meeting at 2:32 pm and returned at 2:34 pm.

Deputy Mayor Helen Lee left the meeting at 2:33 pm and returned at 2:36 pm.

17 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

17.1 Major Projects Report

2026/84 **RESOLVED (Councillor Sue Edwards/Councillor Michelle Farrell)** ***CARRIED***

That Council receives and notes the Major Projects Report

Meeting adjourned at 3:05 pm and reconvened at 3:18 pm.

17.2 LA Projects Report

2026/85 **RESOLVED (Councillor Kathy-Anne Numamurdirdi/ Councillor Des Barritt)** ***CARRIED***

That Council receives and notes the Local Authority Project report

18 GENERAL BUSINESS

Nil.

19 DEPUTATIONS AND PETITIONS

Nil.

20 CLOSED SESSION

DECISION TO MOVE TO CLOSED SESSION

2026/86 **RESOLVED (Councillor Patricia Farrell/Deputy Mayor Helen Lee)** ***CARRIED***

That pursuant to *section 99(2) and 293(1)* of the *Local Government Act 2019* and *section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda :-

20.1 Confirmation of Previous Minutes Confidential Session

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

20.2 Action List

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

20.3 Previous Committee Minutes Confidential Session

Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

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

20.4 Finance and Infrastructure Committee

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2*

Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

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

20.5 Contracts
Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

20.6 Regional and Remote Land Releases
Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

20.7 Asset Disposal
Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person*

20.8 Elected Member Administration
Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members o staff.*

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

20.9 Chief Executive Officer Leave
Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

20.1.1 Return to Open Meeting
2026/97 **RESOLVED (Councillor Kathy-Anne Numamurdirdi/ Councillor Des Barritt)**
CARRIED
That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to the public.

21 CLOSE OF MEETING
The meeting closed at 4:21 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Thursday, 11 June 2026 and will be confirmed at the next meeting.

Mayor Tony JACK
Confirmed on 26 August 2026

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	7.1
TITLE	Action List
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:

(a) receives and notes the Action List; and

(b) approves the removal of completed items.

KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND

The Action List is a summary of tasks that Council has requested be undertaken by Council Staff.

The Action List is a **non-authoritative** reference document for Business Arising out of Previous Minutes. The highlighted points are the actionable item of each **resolved** matter.

ACTION LIST	MEETING DATE	REPORTING MECHANISM
13.2 Never Never Ward Report *2026/71* **RESOLVED (Councillor Edwin Nunggumajbarr/Deputy Mayor Helen Lee)** ***CARRIED*** That Council: (a) receives and notes the Never Never Ward Report; (b) does not accept the nomination of David John EAST for appointment as a Member of the Mataranka Local Authority; (c) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 05 May 2026; (d) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 05 May 2026; (e) approves the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 01 June 2026; (f) considers the Jilkminggan Local Authority's request for Council's assistance to convey its concerns pertaining to inadequate and inappropriate funeral services within Jilkminggan; and (g) rescinds the membership of Sonia ROBERTS from the Hodgson Downs (Minyerri) Local Authority;	**11 June 2026**	*On hold pending legal action.*

(h) invites Jilkminggan Community Aboriginal Corporation (JCAC) to Meet with the Mayor and the Ward Councillor to address common issues including cemeteries, service delivery, Community Roads and cooperation for community benefit, at a time nominated by the JCAC's board;
(i) approves Councillor BARRITT's motion of future fees waiver and sponsorship, community grants requests to require public acknowledgment of Council as a condition of them being granted;
(j) scopes community barbeque for Meetings of Electors if practical; and
(k) requests for urgent road repairs to be carried out at Jilkminggan noting safety hazards, subject to tenure restrictions.

13.4 Yugul Mangi Ward Report

2026/73 **RESOLVED (Councillor Des Barritt/Councillor Preston Lee)** ***CARRIED***

That Council: **11 June 2026**

(a) receives and notes the Yugul Mangi Ward Report; Ward Report Item Number 13.4
(b) appoints Clayton JOHN as a member of the Urapunga Local Authority;
(c) notes the Danny DUNCAN's resignation from the Urapunga Local Authority;
(d) approves the recommendations from the Ngukurr Local Authority Meeting held on Tuesday, 02 June 2026;
(e) approves the recommendations from the Urapunga Local Authority Meeting held on Tuesday, 02 June 2026;
(f) considers the Ngukurr Local Authority's request for Council to advocate for Outstations and Homelands support and maintenance, noting the Community frustration arising out of the inadequacy of current arrangements.

13.5 South West Gulf Ward Report

2026/74 **RESOLVED (Councillor Des Barritt/ Councillor Edwin Nunggumajbarr)** ***CARRIED***

That Council:

(a) receives and notes the South West Gulf Ward Report; **11 June 2026**
(b) appoints Dean JACK as a member of Robinson River Local Authority; Completed
(c) approves the recommendations from the Borroloola Local Authority Meeting held on Thursday, 07 May 2026;
(d) authorises the Borroloola Local Authority's request for Council to advocate for slashing of Highway (Borroloola to Stuart Highway) and maintenance and grading with the Northern Territory Government; and
(e) authorises the Borroloola Local Authority's request for Council to raise its concerns with the Northern Territory Government pertaining to insufficient road lighting creating dangerous potentially fatal conditions.

15.1 Regional Plan

2026/78 **RESOLVED (Councillor Helen Lee/Councillor Sue Edwards) CARRIED**

That Council adopts the 2026-27 Regional Plan and all contents therein in accordance with Section 35 (1) of *the Local Government Act 2019* (the Act) and its statutory instruments, including: **11 June 2026** Completed

(a) Elected Member Allowances in accordance with Section 106 of the Act;
(b) Declared Rates in accordance with Sections 237 and 238 of the Act, having been certified by the Chief Executive Officer in accordance with Regulation 29 of the Local Government (General) Regulations 2021;
(c) Fees and Charges in accordance with Section 288 of the Act;

(d) Budget for Financial Year 2026-27 in accordance with Section 203 of the Act; and
(e) authorises the Chief Executive Officer to submit the finalised, adopted version of the Regional Plan 2026-27 to the Minister for Local Government.

ISSUES/OPTIONS/SWOT
Nil.

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil

PREVIOUS COMMITTEE MEETING MINUTES

ITEM NUMBER	8.1
TITLE	Previous Committee Meeting Minutes
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Previous Committee Meeting Minutes.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Audit and Risk Committee met and held a Meeting on Friday, 12 June 2026 and Wednesday, 19 August 2026 having attained a Quorum. Attached are the recorded Minutes of that meeting.

The Finance and Infrastructure Committee met and held a Meeting on Wednesday, 22 July 2026 having attained a Quorum. Attached are the recorded Minutes of that meeting.

ISSUES/OPTIONS/SWOT
The next Finance and Infrastructure Committee Meeting is scheduled to be held on Wednesday, 23 September 2026.

The next Audit and Risk Committee Meeting is scheduled to be held on Wednesday, 21 October 2026.

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
1. AUD MIN 12062026 [**8.1.1** - 4 pages]
2. FICM MIN 22072026 [**8.1.2** - 3 pages]

MINUTES OF THE ROPER GULF REGIONAL COUNCIL, AUDIT AND RISK COMMITTE MEETING HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE
ON FRIDAY 12 JUNE 2026 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Independent Member Ian SWAN (Chairperson) via audio/video conference;
- Independent Member Carolyn EAGLE;
- Independent Member Claudia GOLDSMITH; and
- Councillor Preston LEE.

Staff Members

- David HURST, Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Tony HOPP, General Manager Community Services and Engagement
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Chathurangi DIAS, Acting Finance Manager; and
- Bhumika ADHIKARI, Governance Engagement Coordinator.

Guests

- Greg EVANS, Financial Consultant.

2 MEETING OPENED

The Audit and Risk Committee Meeting opened at 10:21 am. The Chairperson welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies and Leave of Absence

2026/15 **RESOLVED (Councillor Preston Lee/Carolyn Eagle)** ***CARRIED***

That the Audit and Risk Committee accepts the tendered apology from Councillor Samuel EVANS.

5 DISCLOSURE OF INTEREST

There were no declarations of interest at this Audit and Risk Committee Meeting.

6 QUESTIONS FROM THE PUBLIC

Nil.

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Confirmation of Audit and Risk Committee Previous Minutes

2026/16 **RESOLVED (Claudia Goldsmith/Councillor Preston Lee)** ***CARRIED***

That the Audit and Risk Committee confirms the minutes of the Audit Committee Meeting held on Wednesday, 18 February 2026, and affirms them to be a true and accurate record of those meetings, decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Action List

2026/17 **RESOLVED (Carolyn Eagle/Councillor Preston Lee)** ***CARRIED***

That the Audit and Risk Committee receives and notes the Action List.

9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Audit and Risk Committee Member Attendance Report

2026/18 **RESOLVED (Claudia Goldsmith/Carolyn Eagle)** ***CARRIED***

That the Audit and Risk Committee receives and notes the Audit and Risk Committee Member Attendance Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 May 2026 Financial Report

2026/19 **RESOLVED (Claudia Goldsmith/Councillor Preston Lee)** ***CARRIED***

That Council receives and notes the Council's Financial Report as at 22 May 2026.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

Nil.

16 GENERAL BUSINESS

Nil.

17 CLOSED SESSION

DECISION TO MOVE TO CLOSED SESSION

2026/20 **RESOLVED (Councillor Preston Lee/Claudia Goldsmith)** ***CARRIED***

That pursuant to *section 99(2) and 293(1)* of the *Local Government Act 2019* and *section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda :-

17.1 Confirmation of Previous Minutes Confidential Session

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

17.2 Action List

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

17.3 Financial Consultant Update

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

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

17.4 Interim Audit Report

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

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

17.5 Asset and Landfill Valuation

Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

17.6 Audit Committee Work-Plan

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

17.7 Corporate Risk Register

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

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

17.8 Terms of Reference

***Regulation 51(1)(c)(iii) -** The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

20.1.1 Return to Open Meeting

2026/29 **RESOLVED (Claudia Goldsmith /Councillor Preston LEE) CARRIED**

That pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to the public.

18 CLOSE OF MEETING

The meeting closed at 12:37 pm.

This page and the preceding pages are the minutes of the Audit and Risk Committee Meeting held on Wednesday, 19 August 2026 and will be confirmed at the next meeting.

Chairperson
Confirmed on 19 August 2026

MINUTES OF THE FINANCE AND INFRASTRUCTURE COMMITTEE HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE
2 CRAWFORD STREET, KATHERINE, NT ON WEDNESDAY 22 JULY 2026 AT 9:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

Members

- Mayor Tony JACK (Chairperson);
- Deputy Mayor Helen LEE;
- Councillor Ash GARNER;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Kathy-Anne NUMAMURDIRDI;
- Councillor Des BARRITT; and
- Independent Member David BLAIR.

Staff Members

- David HURST, Chief Executive Officer (via audio/video conference);
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Tony HOPP, General Manager Community Services and Engagement
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Chathurangi DIAS, Finance Manager; and
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary).

Guests

- Greg EVANS, Financial Consultant.

2 MEETING OPENED

The Finance Committee Meeting opened at 9:10 am. The Mayor welcomed members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies and Leave of Absence

FICM 2026-20 **RESOLVED (Councillor Ash Garner/Councillor Des Barritt)** ***CARRIED***

That the Finance and Infrastructure Committee accepts the tendered apology from Councillor Michelle FARRELL.

5 DISCLOSURE OF INTEREST

Independent Member David BLAIR declared a conflict of Interest at item 17.1 of Confidential Session and recused himself.

6 QUESTIONS FROM THE PUBLIC

Nil.

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Confirmation of Previous Minutes

FICM 2026-21 **RESOLVED (Councillor Ash Garner/Deputy Mayor Helen Lee)** ***CARRIED***

That the Finance and Infrastructure Committee confirms the Minutes of the Finance and Infrastructure Committee Meeting held on Wednesday, 20 May 2026 and affirms them to be true and accurate record of that meeting's decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Action List

FICM 2026-22 **RESOLVED (Councillor Kathy-Anne Numamurdirdi/Councillor Ash Garner)** ***CARRIED***

That the Finance and Infrastructure Committee:

(a) receives and notes the Action List; and

(b) approves the removal of completed items.

9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Finance and Infrastructure Committee Member Attendance Report

FICM 2026-23 **RESOLVED (Councillor Ash Garner/Councillor Des Barritt)** ***CARRIED***

That the Finance and Infrastructure Committee receives and notes the Finance and Infrastructure Committee Member Attendance Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Council Financial Report as at 30.06.26

FICM 2026-24 **RESOLVED (Councillor Edwin Nunggumajbarr/Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***

That the Finance and Infrastructure Committee:

(a) receives and notes the Council's Financial Report as at 30 June 2026; and

(b) requests a program breakdown to be included in the upcoming Finance Report.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 Major Projects Report

FICM 2026-25 **RESOLVED (Councillor Des Barritt/Councillor Kathy-Anne Numamurdirdi)** ***CARRIED***

That the Finance and Infrastructure Committee receives and notes the Major Projects report

Councillor Des Barritt left the meeting at 10:09 am.
Councillor Des Barritt returned to the meeting at 10:10 am.

Councillor Edwin Nunggumajbarr left the meeting at 10:27 am.
Councillor Edwin Nunggumajbarr returned to the meeting at 10:28 am.

Meeting adjourned at 10:35 am and reconvened at 11:05 am.

15.2 LA Projects Report

FICM 2026-26 **RESOLVED (Councillor Ash Garner/Deputy Mayor Helen Lee)** ***CARRIED***

That the Finance and Infrastructure Committee receives and notes the Local Authority Projects update report.

16 GENERAL BUSINESS

Nil.

Councillor Des Barritt left the meeting at 11:50 am.
Councillor Des Barritt returned to the meeting at 11:58 am.

17 CLOSED SESSION

DECISION TO MOVE TO CLOSED SESSION

FICM 2026-27 **RESOLVED (Councillor Ash Garner/Deputy Mayor Helen Lee)** ***CARRIED***

That pursuant to *section 99(2) and 293(1)* of the *Local Government Act 2019* and *section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

17.1 Confirmation of Previous Minutes Confidential Session

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

17.1.1 Return to Open Meeting

FICM 2026-29 **RESOLVED (Councillor Des Barritt/Councillor Edwin Nunggumajbarr)** ***CARRIED***

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re opened to the public.

18 CLOSE OF MEETING

The meeting closed at 11:59 am.

This page and the proceeding pages are the Minutes of the Finance and Infrastructure Committee Meeting held on Wednesday, 22 July 2026 and will be confirmed at the next meeting.

Mayor Tony JACK
Confirmed on 23 September 2026

INCOMING CORRESPONDENCE

ITEM NUMBER 11.1
TITLE Incoming Correspondence
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the incoming correspondence.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

Item No.	Date Received	Sender	Sent To	Correspondence Details
01	05/06/2026	David HURST, Chief Executive Officer	His Worship, Mayor Tony JACK	Certification of Rates Assessment
02	25/06/2026	Hon. Bill YAN, MLA, Treasurer	His Worship, Mayor Tony JACK	Cost-reflective electricity tariffs
03	26/06/2026	Karen PARKER, Manager, Corporate Information and Training, NT Electoral Commission	David HURST, Chief Executive Officer	Yugul Mangi Ward by-election result
04	29/06/2026	Sophie LEWIS-SMITH	David HURST, Chief Executive Officer	Strong Women Forum 2026 Support-Barrapunta
05	30/06/2026	Katherine MURRAY, Chief Executive Officer, West Arnhem Regional Council	David HURST, Chief Executive Officer	Kurrung Sports Carnival – Invitation to Enter a Team
06	01/07/2026	The Hon Kristy McBAIN, MP, Minister for Emergency Management, Minister for Regional Development, Local Government and Territories	His Worship, Mayor Tony JACK	Australian Government's proposed reforms – Disaster Management System
07	15/07/2026	Joshua BURGOYNE, Minister for Lands, Planning and Environment	His Worship, Mayor Tony JACK	Renaming of Bridge at Edith River after Mr Mike Reed
08	20/07/2026	James PRATT, Senior Executive Director Energy Development, Department of Mining and Energy	David HURST, Chief Executive Officer	Petroleum Acerage Release – Extension of Time for Applications and Submissions

09	21/07/2026	Celia HILL, Manager Grants Management, Department of Housing, Local Government and Community Development	David HURST, Chief Executive Officer	2025-26 Confirmation of Financial Assistance Funds Received – Audit Request
10	29/07/2026	Celia HILL, Manager Grants Management, Department of Housing, Local Government and Community Development	David HURST, Chief Executive Officer	Schedule of Local Government grant payments for the year ended 30 June 2026
12	29/07/2026	Hugh KING, A/Executive Director, Local Government and Community Development	David HURST, Chief Executive Officer	Winding up of CouncilBIZ – Final Payments of Liabilities
13	04/08/2026	Gary HIGGINS, Chair, Northern Territory Remuneration Tribunal	David HURST, Chief Executive Officer	Inquiries on Local Government Council and Local Authority members' allowance 2027.
14	07/08/2026	Secretariat, Local Government Code of Conduct Panel	David HURST, Chief Executive Officer	Panel Establishment
15	14/08/2026	Russell ANDERSON, Chairperson, Northern Territory Grant Commission	David HURST, Chief Executive Officer	Northern Territory Grants Commission Financial Assistance Grant Allocations 2026-27
16	20/08/2026	Councillor Des BARRITT	David HURST, Chief Executive Officer	Thanking Letter – Mataranka Better Half Club Inc.

ATTACHMENTS

Nil

OUTGOING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Outgoing Correspondence
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council notes the Outgoing Correspondence Report.
KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

Item No.	Date Received	Sender	Sent To	Correspondence Details
01	10/07/2026	David HURST, Chief Executive Officer	Councillor Olga DANIELS	Welcome Letter
02	07/08/2026	His Worship, Mayor Tony JACK	Board and Representatives of Yugul Mangi Development Aboriginal Corporation	Invitation to attend Ordinary Meeting of Council

ATTACHMENTS
Nil

WARD REPORTS

ITEM NUMBER	13.1
TITLE	Nyirranggulung Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council:
(a) receives and notes the Nyirranggulung Ward Report;
(b) approves the recommendations from the Wugularr Local Authority Meeting held on Wednesday, 01 July 2026;
(c) approves the recommendations from the Barunga Local Authority Meeting held on Thursday, 02 July 2026;
(d) approves the recommendations from the Bulman Local Authority Meeting held on Friday, 03 July 2026;
(e) approves the recommendations from the Manyallaluk Local Authority Meeting held on Wednesday, 08 July 2026;
(f) considers the Wugularr Local Authority requests to review the membership of Wugularr Local Authority; and
(g) considers the Manyallaluk Local Authority requests to create Bollards Installation Local Authority Project on its behalf, and to allocate $13,128 of its Local Authority Project Funding (LAPF) for that purpose.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Nyirranggulung Ward is comprised of the Barunga Local Authority, Wugularr Local Authority, Bulman Local Authority and Manyallaluk Local Authority.

The Wugularr Local Authority met and held a Meeting on Wednesday, 01 July 2026 with a **Quorum.** Attached are the recorded Minutes from that meeting for Council to review.

The Barunga Local Authority met and held a Meeting on Thursday, 02 July 2026 as a **Provisional** and later turned into **Quorum.** Attached are the recorded Minutes from that meeting for Council to review.

The Bulman Local Authority met and held a Meeting on Friday, 03 July 2026 with a **Quorum.** Attached are the recorded Minutes from that meeting for Council to review.

The Manyallaluk Local Authority scheduled to be held on Thursday, 02 July 2026 was Postponed to Wednesday, 08 July 2026.

The Manyallaluk Local Authority met and held a Meeting on Wednesday, 08 July 2026 as a **Provisional.** Attached are the recorded Minutes from that meeting for Council to review.

UPCOMING MEETINGS

DATE	**MEETING**
05 October 2026 at 10:00am	Wugularr Local Authority Meeting
05 October 2026 at 2:30pm	Manyallaluk Local Authority Meeting
06 October 2026 at 10:00am	Barunga Local Authority Meeting
08 October 2026 at 10:00am	Bulman Local Authority Meeting

ISSUES/OPTIONS/SWOT

Local Authority	**Number of Vacancies**
Wugularr Local Authority	0
Barunga Local Authority	0
Manyallaluk Local Authority	0
Bulman Local Authority	*0*

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil.

MINUTES OF THE ROPER GULF REGIONAL COUNCIL, WUGULARR LOCAL AUTHORITY HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE
ON WEDNESDAY, 01 JULY 2026 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Deputy Mayor Helen LEE;
- Samuel Junior BUSH (Chairperson);
- Trephina BUSH;
- Eddie KENNEDY;
- Loretta GEORGE; and
- Danielle BUSH.

1.2 Staff

- David HURST, Chief Executive Officer (via audio/video conference);
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Tony HOPP, General Manager Community Services and Engagement
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Samantha WRIGHT, Relief Council Services Manager;

1.3 Guests

Nil.

2 MEETING OPENED

The Wugularr Local Authority opened at 10:37 am. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

Nil.

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies and Leave of Absence

WUG Q/2026-11 **RESOLVED (LA Member Trephina Bush/LA Member Loretta George)** ***CARRIED***

That the Wugularr Local Authority accepts the tendered apologies from Councillor Preston LEE, Raelene BUMUMBARA, Alonza ASHLEY and Selina ASHLEY.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Wugularr Local Authority Meeting Previous Minutes

WUG Q/2026-12 **RESOLVED (Deputy Mayor Helen Lee/LA Member Trephina Bush)** ***CARRIED***

That the Wugularr Local Authority confirms the minutes from the meeting held on Monday, 12 January 2026 and affirms them to be a true and accurate record of the meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Action List

WUG Q/2026-13 **RESOLVED (LA Member Samuel Junior Bush/LA Member Loretta George)** ***CARRIED***

That the Wugularr Local Authority:

(a) receives and notes the Action List; and

(b) approves the removal of completed items.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

9 DISCLOSURE OF INTEREST

There were no declarations of interest at this Wugularr Local Authority Meeting

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Local Authority Member Attendance Report

WUG Q/2026-14 **RESOLVED** (**LA Member Trephina Bush LA Member Loretta George)** ***CARRIED***

That the Wugularr Local Authority:

(a) receives and notes the Local Authority Member Attendance Report; and

(b) requests Council to review the membership of the Wugularr Local Authority.

12.2 Elected Member Report

WUG Q/2026-15 **RESOLVED (LA Member Samuel Junior Bush/LA Member Trephina Bush)** ***CARRIED***

That the Wugularr Local Authority receives and notes the Elected Member Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Wugularr LA May YTD Finance Report

WUG Q/2026-16 **RESOLVED (LA Member Loretta George/LA Member Danielle Bush)** ***CARRIED***

That the Wugularr Local Authority receives and notes the Council Financial (Expenditure) Report for the period 01 July 2025 to 22 May 2026.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

14.1 Community Services Manager Report

WUG Q/2026-17 **RESOLVED (LA Member Trephina Bush/LA Member Samuel Junior Bush)** ***CARRIED***

That the Wugularr Local Authority receives and notes the Council Services Manager Report.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 Wugularr Local Authority Projects Report

WUG Q/2026-18 **RESOLVED (LA Member Trephina Bush/Deputy Mayor Helen Lee)** ***CARRIED***

That the Wugularr Local Authority receives and notes the Local Authority Projects Update Report.

16 CLOSE OF MEETING

The meeting closed at 11:43 am.

This page and the preceding pages are the Minutes of the Wugularr Local Authority Meeting, held on Wednesday, 01 July 2026 and confirmed.

Chairperson
Confirmed on 05 October 2026

MINUTES OF THE BARUNGA LOCAL AUTHORITY OF THE ROPER GULF REGIONAL COUNCIL, MEETING HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE
ON THURSDAY 02 JULY 2026 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Deputy Mayor Helen LEE;
- Anne-Marie LEE (Chairperson);
- Nell BROWN, joined at 10:26 am;
- Charlane BULUMBARA; and
- Scott LEE.

1.2 Staff

Staff Members

- David HURST, Chief Executive Officer (via audio/video conference);
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Tony HOPP, General Manager Community Services and Engagement;
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Liam FARRELL, Operations Manager;
- Alicia MIRANDA, Council Services Manager;
- Tony KERR, Community Safety Coordinator;
- Bhumika ADHIKARI, Governance Engagement Coordinator (Minute Secretary); and

1.3 Guests

Nil.

2 MEETING OPENED

The Barunga Local Authority Meeting opened 10:17 am as a **PROVISIONAL** meeting and later turned into **Quorum**. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

Nil.

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Re-Election of a Chairperson

BAR P/2026-18 **RESOLVED (LA Member Charlane Bulumbara/LA Member Scott Lee)** ***CARRIED***

That the Barunga Local Authority:

(a) receives and notes the Re-Election of Chairperson Report; and

(b) elects Anne-Marie LEE as Chairperson for a term of twelve (12) months.

4.2 Apologies and Leave of Absence

BAR P/2026-19 **RESOLVED (Helen Lee/LA Member Anne-Marie Lee)** ***CARRIED***

That the Barunga Local Authority:

(a) accepts the tendered apology from Lana BROOM and Nell BROWN; and

(b) does not accepts apology from Damien BULUMBARA, Ambrose BULUMBARA and Eventhia

FRIDAY, noting that it was never tendered.

5 QUESTIONS FROM THE PUBLIC
Nil.

6 DISCLOSURE OF INTEREST
There were no declarations of interest at this Barunga Local Authority Meeting

7 CONFIRMATION OF PREVIOUS MINUTES
7.1 Barunga Local Authority Meeting Previous Minutes
BAR P/2026-20 **RESOLVED (LA Member Anne-Marie Lee/Helen Lee)** ***CARRIED***

That the Barunga Local Authority confirms the minutes from the meeting held on Tuesday, 31 March 2026 and affirms them to be a true and accurate record of that Meeting's decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES
8.1 Action List
BAR P/2026-21 **RESOLVED (LA Member Charlane Bulumbara/Helen Lee)** ***CARRIED***

That the Barunga Local Authority:

(a) receives and notes the Action Lists Report;

(b) approves the removal of completed items.

9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS
Nil.

10 INCOMING CORRESPONDENCE
Nil.

11 OUTGOING CORRESPONDENCE
Nil.

12 EXECUTIVE REPORTS
12.1 Local Authority Member's Attendance Report
BAR P/2026-22 **RESOLVED (LA Member Anne-Marie Lee/LA Member Scott Lee)** ***CARRIED***

That the Barunga Local Authority receives and notes the Local Authority Member's Attendance Report.

12.2 Elected Member Report
BAR Q/2026-23 **RESOLVED (LA Member Charlane Bulumbara/LA Member Anne-Marie Lee)** ***CARRIED***

That the Barunga Local Authority receives and notes the Elected Member Report.

Nell BROWN joined at 10:26 am.

Charlane BULUMBARA left at 10:46 am and returned at 10:48 am.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Barunga LA May YTD Finance Report

BAR Q/2026-24 **RESOLVED (LA Member Scott Lee/Helen Lee)** ***CARRIED***

That the Barunga Local Authority receives and notes the Council Financial (Expenditure) Report for the period 01 July 2025 to 22 May 2026.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

14.1 Council Services Manager Report

BAR Q/2026-25 **RESOLVED (LA Member Anne-Marie Lee/LA Member Charlane Bulumbara)** ***CARRIED***

That the Barunga Local Authority:

(a) receives and notes the Council Services Manager Report; and

(b) requests that the Council Services Manager update the vehicle disposal flyers to encourage people to move their vehicle into the yard.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 Barunga Local Authority Projects Update

BAR Q/2026-26 **RESOLVED (LA Member Charlane Bulumbara/LA Member Scott Lee)** ***CARRIED***

That the Barunga Local Authority:

(a) receives and notes the Local Authority Projects Update Report;

(b) creates a new project for bollards installation and no camping sites and allocates $14,268.04 for the same purpose;

(c) creates NAIDOC barbeque project and allocates $1,000 for this purpose; and

(d) requests scoping be conducted for playground fence extension.

16 CLOSE OF MEETING

The meeting closed at 11:35 am.

This page and the preceding pages are the Minutes of the Barunga Local Authority Meeting, held on Thursday, 02 July 2026 and confirmed.

Chairperson

Confirmed on 06 October 2026

MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BULMAN LOCAL AUTHORITY HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE- BULMAN
ON FRIDAY 3 JULY 2026 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Deputy Mayor Hele LEE (via audio/video conference);
- Francis MURRY;
- Aiden LINDSAY (via teleconference);
- Margaret LINDSAY;
- Shantae MUNDAL.

1.2 Staff Members

- David HURST, Chief Executive Officer (via audio/video conference);
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Tony HOPP, General Manager Community Services and Engagement;
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Liam FARRELL, Operations Manager;
- Samantha WRIGHT, Relief Council Services Manager;
- Susan WEDLOCK, Council Services Coordinator;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary) (via audio/video conference); and

1.3 Guests

Nil.

2 MEETING OPENED

The Bulman Local Authority Meeting opened at 10:09 am with **QUORUM** meeting The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

Nil.

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies and Leave of Absence

BUL Q/2026-13 **RESOLVED (LA Member Margaret Lindsay/LA Member Spencer Martin)** ***CARRIED***

That the Bulman Local Authority:

(a) accepts the tendered apologies from Councillor John DALYWATER, Councillor Preston LEE and Charmain BRINJEN; and

(b) does not accept the apology from Spencer Martin noting that it was never tendered.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Bulman Local Authority Meeting Previous Minutes

BUL Q/2026-14 **RESOLVED (LA Member Margaret Lindsay/LA Member Spencer Martin)** ***CARRIED***

That the Bulman Local Authority confirms the minutes of the previous meeting held on Wednesday, 01 April 2026 and affirms them to be a true and accurate record of those meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Action Lists

BUL Q/2026-15 **RESOLVED (LA Member Francis Murry/LA Member Shante Mundal)** ***CARRIED***

That the Bulman Local Authority:

(a) receives and notes the Action List; and

(b) approves the removal of completed items.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

9 DISCLOSURE OF INTEREST

There were no declarations of interest at this Bulman Local Authority Meeting.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Local Authority Member Attendance Report

BUL Q/2026-16 **RESOLVED (LA Member Francis Murry/LA Member Shante Mundal)** ***CARRIED***

That the Bulman Local Authority receives and notes the Local Authority Member Attendance Report.

12.2 Elected Member Report

BUL Q/2026-17 **RESOLVED (LA Member Margaret Lindsay/LA Member Shantae Mundal)** ***CARRIED***

That the Bulman Local Authority receives and notes the Elected Member Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Bulman LA May YTD Finance Report

BUL Q/2026-18 **RESOLVED (LA Member Margaret Lindsay/LA Member Aiden Lindsay)** ***CARRIED***

That the Bulman Local Authority receives and notes the Council Financial (Expenditure) Report for the period 01 July 2025 to 22 May 2026.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

14.1 Council Services Manager Report

BUL Q/2026-19 **RESOLVED (LA Member Margaret Lindsay/LA Member Shantae Mundal)** ***CARRIED***

That the Bulman Local Authority receives and notes the Council Services Manager Report

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 Bulman Local Authority Projects Report

BUL Q/2026-20 **RESOLVED (LA Member Aiden Lindsay/LA Member Margaret Lindsay)** ***CARRIED***

That the Bulman Local Authority receives and notes the Local Authority Projects Update Report

16 CLOSE OF MEETING

The meeting closed at 10:40 am.

This page and the preceding pages are the Minutes of the Bulman Local Authority Meeting, held on Friday, 03 July 2026 and confirmed.

Chairperson
Confirmed on 08 October 2026

MINUTES OF THE MANYALLALUK LOCAL AUTHORITY HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE ON THURSDAY 2 JULY 2026 AT 2:30 PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Preston LEE;
- Benjamin ULAMARI; (via audio conference); and
- Sherese DOOLEY.

Staff

- Cindy HADDOW, Acting Chief Executive Officer;
- Tony HOPP, General Manager Community Services and Engagement
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Gordon ATKINSON, Roads Manager;
- Cristian COMAN, Manager Corporate Compliance;
- Alicia MIRANDA, Council Services Manager;
- Dr. Samantha PHELAN, Animal Program Manager; and
- Bhumika ADHIKARI, Governance Engagement Coordinator.

Guests

Nil.

2 MEETING OPENED

The Manyallaluk Local Authority Meeting opened at 2:50 pm as a **PROVISIONAL** meeting. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

Councillor Preston LEE welcomes all persons to Country.

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Re-Election of a Chairperson

MAN P/2026-19 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority:

(a) receives and notes the Re-Election of Chairperson Report; and

(b) elects Councillor Preston LEE as Chairperson for this Meeting.

4.2 Apologies and Leave of Absence

MAN P/2026-20 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority:

(a) accepts the tendered apologies from Eileen AVELUM, Elena LAWRENCE; Alison ANDREWS and Richard MILLER; and

(b) accepts the apology of Mayor Tony JACK.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Manyallaluk Local Authority Meeting Previous Minutes

MAN P/2026-21 **RESOLVED (Councillor Preston Lee/LA Member Sherese Dooley)** ***CARRIED***

That the Provisional Manyallaluk Local Authority receives and notes the minutes from the meeting held on Monday, 30 March 2026.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Action List

MAN P/2026-22 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority receives and notes the Action List.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

9 DISCLOSURE OF INTEREST

There were no declarations of interest at this Manyallaluk Local Authority Meeting

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Local Authority Member Attendance Report

MAN P/2026-23 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority receives and notes the Local Authority Member Attendance Report.

12.2 Elected Member Report

MAN P/2026-24 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority receives and notes the Elected Member Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Manyallaluk LA May YTD Finance Report

MAN P/2026-25 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority receives and notes the Council Financial (Expenditure) Report for the period 01 July 2025 to 22 May 2026.

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

14.1 Community Services Manager Report

MAN P/2026-26 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority:

(a) receives and notes the Council Services Manager Report; and

(b) requests Animal Management Reports to be included in future Agendas.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 Manyallaluk Local Authority Projects Report

MAN P/2026-27 **RESOLVED (LA Member Sherese Dooley/LA Member Benjamin Ulamari)** ***CARRIED***

That the Provisional Manyallaluk Local Authority:

(a) receives and notes the Local Authority Projects Update Report; and

(b) requests Council to create Bollards Installation Local Authority Project on its behalf, and to allocate $13,128 of its Local Authority Project Funding (LAPF) for that purpose.

16 CLOSE OF MEETING

The meeting closed at 3:37 pm.

This page and the preceding pages are the Minutes of the Manyallaluk Local Authority Meeting, held on Wednesday, 08 July 2026 and confirmed.

Chairperson

Confirmed on 05 October 2026

WARD REPORTS

ITEM NUMBER	13.2
TITLE	Never Never Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:

(a) receives and notes the Never Never Ward Report;

(b) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 04 August 2026;

(c) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 04 August 2026; and

(d) notes the Anne-Marie WOODS's resignation from the Jilkminggan Local Authority

KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND

The Never Never Ward is comprised of the Mataranka Local Authority, Jilkminggan Local Authority, Hodgson Downs (Minyerri) Local Authority and the townships of Larrimah and Daly Waters.

The Jilkminggan Local Authority met and held a meeting on Tuesday, 04 August 2026 with a **Quorum.** Attached are the recorded Minutes from that meeting for Council to review.

The Mataranka Local Authority met and held a meeting on Tuesday, 04 August 2026 as a **Provisional.** Attached are the recorded Minutes from that meeting for Council to review.

Councillor Sue EDWARDS raised her concerns as Pot Holes on Martin Road and culvert at Bitter Springs full of roots and blocks up when rains.

UPCOMING MEETINGS

DATE	MEETING
01 September 2026 at 11:00am	Hodgson Downs (Minyerri) Local Authority Meeting
04 November 2026 at 10:30am	Larrimah Community Consultative Meeting
04 November 2026 at 1:30pm	Daly Waters Community Consultative Meeting
09 November 2026 at 10:00am	Jilkminggan Local Authority Meeting
09 November 2026 at 1:00pm	Mataranka Local Authority Meeting

ISSUES/OPTIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
Mataranka Local Authority	*1*
Jilkminggan Local Authority	*1*
Hodgson Downs (Minyerri) Local Authority	*1*

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Anne- Marie WOODS resignation [**13.2.1** - 1 page]
2. JILK MIN 04082026 [**13.2.2** - 3 pages]
3. MAT MIN 04082026 [**13.2.3** - 3 pages]

To Roper Gulf Regional Council

I wish to resign from the Local Authority Committee, effective immediately.

I have become too busy and after lengthy period on the committee, I feel it is time to make space for another community member to participate in Local Authority matters

Yours sincerely

Annemarie McDonald

Dated 7/8/2026

MINUTES OF THE JILKMINGGAN LOCAL AUTHORITY HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE-JILKMINGGAN ON TUESDAY 4 AUGUST 2026 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Des BARRITT;
- Cecilia LAKE (Chairperson);
- Lisa McDONALD;
- Anne-Marie WOODS;
- Jeffrey JOE; and
- Adrian DOCTOR.

1.2 Staff

- Tony HOPP, General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance;
- Cristie GEER, Programs Manager;
- Karyn KALAMARUS, Council Services Manager;
- Shane SMITH, Community Safety Coordinator; and
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary).

1.3 Guests

- Mayor Tony JACK.

2 MEETING OPENED

The Jilkminggan Local Authority Meeting opened at 10:19 am with **QUORUM** as a meeting. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

Cecilia LAKE welcomes all persons to the Country.

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies and Leave of Absence

JIL Q-11/2026 **RESOLVED (LA Member Lisa McDonald/LA Member Anne-Marie Woods)** ***CARRIED***

That the Jilkminggan Local Authority accepts the tendered apologies from Councillor Sue EDWARDS, Annabelle DAYLIGHT, Ossie DAYLIGHT and Patricia BAKER.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 DISCLOSURE OF INTEREST

There were no declarations of interest at this Jilkminggan Local Authority Meeting

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Jilkminggan Local Authority Meeting Previous Minutes

JIL Q-12/2026 **RESOLVED (Councillor Des Barritt/LA Member Anne-Marie Woods)** ***CARRIED***

That the Jilkminggan Local Authority confirms the minutes from the meeting held on Tuesday, 05 May 2026 and affirms them to be a true and accurate record of the Meeting's decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Action List

JIL Q-13/2026 **RESOLVED (LA Member Adrian Doctor/LA Member Cecilia Lake)** ***CARRIED***

That the Jilkminggan Local Authority:

(a) receives and notes the Action List Report; and

(b) approves the removal of completed items.

9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Local Authority Member Attendance Report

JIL Q-14/2026 **RESOLVED (LA Member Lisa McDonald/LA Member Jeffrey Joe)** ***CARRIED***

That the Jilkminggan Local Authority receives and notes the Local Authority Member Attendance Report.

12.2 Elected Members Report

JIL Q-15/2026 **RESOLVED (LA Member Adrian Doctor/LA Member Jeffrey Joe)** ***CARRIED***

That the Jilkminggan Local Authority:

(a) receives and notes the Elected Members Report; and

(b) requests for service issue to be investigated and followed up regarding the lack of support provided to families at the time of loss.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Jilkminggan LA June YTD Finance Report

JIL Q-16/2026 **RESOLVED (LA Member Anne-Marie Woods/LA Member Cecilia Lake)** ***CARRIED***

That Jilkminggan Local Authority receives and notes the Financial (Expenditure) Report for the period 01 July 2025 to 30 June 2026

14 COMMUNITY SERVICES ENGAGEMENT DIVISIONAL REPORT
14.1 Council Services Manager Report
JIL Q-17/2026 **RESOLVED (LA Member Lisa McDonald/LA Member Cecilia Lake)** ***CARRIED***
That the Jilkminggan Local Authority:
(a) receives and notes the Council Services Manager Report;
(b) requests for Community Night Patrol operations and coverage to be reviewed and expanded, especially around Mulggan, Homestead and Mataranka noting inadequacy and risk to persons; and
(c) requests scoping of the Sports and Recreation bus to be used in support of local sporting teams.

Jeffrey JOE left the Meeting at 11:37 am and returned at 11:38 am.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT
15.1 Jilkminggan Local Authority Projects Update
JIL Q-18/2026 **RESOLVED (Councillor Des Barritt/LA Member Cecilia Lake)** ***CARRIED***
That the Jilkminggan Local Authority:
(a) receives and notes the Local Authority Projects Update Report; and
(b) requests for roads signage and Zebra Crossing to be installed between School and Crèche.

16 CLOSE OF MEETING

The meeting closed at 11:41 am

This page and the preceding pages are the Minutes of the Jilkminggan Local Authority Meeting, held on 04 August 2026 and confirmed.

Chairperson
Confirmed on 09 November 2026

MINUTES OF THE MATARANKA LOCAL AUTHORITY HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE ON TUESDAY 4 AUGUST 2026 AT 1:00 PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Des BARRITT (Chairperson);
- Maria GIBBS;
- Helen HAWKINS; and
- Lorretta GIBSON (*Joined at 1:32 pm via audio conference).*

Staff Members

- Cindy HADDOW, Acting Chief Executive Officer;
- Tony HOPP, General Manager Community Services and Engagement;
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Cristie GEER, Programs Manager;
- Karyn KALAMARUS, Council Services Manager;
- Shane SMITH, Community Safety Coordinator;
- Ashab HASSANAR, Aged Care Coordinator; and
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary).

Guests

- Mayor Tony JACK

2 MEETING OPENED

The Mataranka Local Authority Meeting opened at 1:03 am as a **PROVISIONAL** meeting. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Re-Election of a Chairperson

MAT P-21/2026 **RESOLVED (LA Member Maria Gibbs/Councillor Des Barritt)** ***CARRIED***

Elected Councillor Des BARRITT for this Meeting and deferred the matter to the next Local Authority Meeting.

4.2 Apologies and Leave of Absence

MAT P-22/2026 **RESOLVED (Councillor Des Barritt/LA Member Maria Gibbs)** ***CARRIED***

That the Mataranka Local Authority accepts the tendered apologies from Councillor Sue EDWARDS, Rachael WALTERS, Margaret MINNETT, Lorretta GIBSON, Shaunette MARTIN and Johnny BILLY.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Mataranka Local Authority Meeting Previous Minutes

MAT P-23/2026 **RESOLVED (Councillor Des Barritt/LA Member Helen HAWKINS)** ***CARRIED***

That the Provisional Mataranka Local Authority receives and notes the minutes from the Meeting held on Tuesday, 05 May 2026.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Action List

MAT P-24/2026 **RESOLVED (Councillor Des Barritt/LA Member Maria Gibbs)** ***CARRIED***

That the Provisional Mataranka Local Authority:

(a) receives and notes the Action List; and

(b) approves the removal of completed items.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

Nil.

9 DISCLOSURE OF INTEREST

There were no declarations of interest at this Mataranka Local Authority Meeting

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 EXECUTIVE REPORTS

12.1 Local Authority Member Attendance Report

MAT P-25/2026 **RESOLVED (LA Member Helen HAWKINS/LA Member Maria Gibbs)** ***CARRIED***

That the Provisional Mataranka Local Authority receives and notes the Local Authority Member Attendance Report.

12.2 Elected Members Report

MAT P-26/2026 **RESOLVED (Councillor Des Barritt/LA Member Maria Gibbs)** ***CARRIED***

That the Mataranka Local Authority receives and notes the Elected Members Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

13.1 Mataranka LA June YTD Finance Report

MAT P-27/2026 **RESOLVED (Councillor Des Barritt/LA Member Helen HAWKINS)** ***CARRIED***

That Mataranka Local Authority receives and notes the Financial (Expenditure) Report for the period 01 July 2025 to 30 June 2026

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

14.1 Council Services Manager Report

MAT P-28/2026 **RESOLVED (Councillor Des Barritt/LA Member Maria Gibbs)** ***CARRIED***

That the Provisional Mataranka Local Authority receives and notes the Council Services Manager Report.

Lorretta GIBSON joined the Meeting at 01:32 pm.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 LA Projects Report

MAT P-29/2026 **RESOLVED (Councillor Des Barritt/LA Member Helen HAWKINS)** ***CARRIED***

That the Mataranka Local Authority receives and notes the Local Authority Projects Update Report

Clair SANTOS joined the Meeting at 2:00 pm and presented on Mulggan Camp Environmental Health Assessment.

16 CLOSE OF MEETING

The meeting closed at 2:11 pm.

This page and the preceding pages are the Minutes of the Mataranka Local Authority Meeting, held on 04 August 2026 and confirmed.

Chairperson

Confirmed on 09 November 2026

WARD REPORTS

ITEM NUMBER	13.3
TITLE	Numbulwar Numburindi Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Numbulwar Numburindi Ward Report.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Numbulwar Numburindi Ward includes one Local Authority, the Numbulwar Local Authority.

There were no Meeting scheduled in Numbulwar Numburindi Ward since the last Ordinary Meeting of Council.

UPCOMING MEETINGS

DATE	**MEETING**
03 September 2026 at 10:30am	Numbulwar Local Authority

ISSUES/OPTIONS/SWOT

Local Authority	Number Of Vacancies
Numbulwar Local Authority	1

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil

WARD REPORTS

ITEM NUMBER	13.4
TITLE	Yugul Mangi Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Yugul Mangi Ward Report;
KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Yugul Mangi Ward includes the Ngukurr Local Authority and Urapunga Local Authority.

There were no Meeting scheduled in Yugul Mangi Ward since the last Ordinary Meeting of Council.

At the Ordinary Meeting of Council held in June 2026, Council considered the Ngukurr Local Authority's request for Council to advocate for Outstations and Homelands support and maintenance, noting the Community frustration arising out of the inadequacy of current arrangements. This action is unfeasible at this stage due to classification.

UPCOMING MEETINGS

DATE	**MEETING**
02 September 2026 at 11:00am	*Ngukurr Local Authority*
02 September 2026 at 3:00pm	*Urapunga Local Authority*

ISSUES/OPTIONS/SWOT

Local Authority	Number Of Vacancies
Ngukurr Local Authority	0
Urapunga Local Authority	1

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil

WARD REPORTS

ITEM NUMBER	13.5
TITLE	South West Gulf Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council:
(a) receives and notes the South West Gulf Ward Report; and
(b) approves the recommendations from the Borroloola Local Authority Meeting held on Thursday, 13 August 2026.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The South West Gulf Ward is comprised of the Borroloola Local Authority and Robinson River Local Authority.

The Borroloola Local Authority scheduled to be held on Thursday, 06 August 2026 was Postponed held a Meeting on Thursday, 13 August 2026 with a **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Robinson River Local Authority meeting scheduled for Thursday, 6 August 2026, was Postponed and subsequently Cancelled due to insufficient member attendance.

Mayor Tony JACK requested to put up apprentices, training mechanics workshops in Community.

UPCOMING MEETINGS

DATE	**MEETING**
05 November 2026 at 9:00am	Robinson River Local Authority
06 November 2026 at 3:30pm	Borroloola Local Authority Meeting

ISSUES/OPTIONS/SWOT

local authority	**number of vacancies**
Borroloola Local Authority	1
Robinson River Local Authority	0

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
1. BOR MIN 13082026 [**13.5.1** - 3 pages]

MINUTES OF THE, BORROLOOLA LOCAL AUTHORITY HELD AT THE ROPER GULF REGIONAL COUNCIL SERVICE DELIVERY CENTRE ON THURSDAY 13 AUGUST 2026 AT 3:30 PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Samuel EVANS;
- Councillor Ash GARNER;
- Donald GARNER (Chairperson); and
- Mike LONGTON.

Staff

- Cindy HADDOW, Acting Chief Executive Officer (via audio conference);
- Tony HOPP, General Manager Community Services and Engagement (via audio/video conference);
- Luke HADDOW, General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Liam FARRELL, Operations Manager (via audio/video conference);
- David CURTIS, Council Services Manager;
- Alexis AUSTIN, RAES Manager;
- Bhumika ADHIKARI, Governance Engagement Coordinator (Minute Secretary) (via audio/video conference).

Guests

- Steven EDGINGTON, Minister for Local Government;
- Taku COOPER, Northern Territory Police; and
- Steven McALLAN, Gulf Youth and Community Service.

2 MEETING OPENED

The Borroloola Local Authority Meeting opened at 3:30 pm with a **Quorum.** The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

Steven McALLAN of Gulf Youth and Community Service (GYCS) provided the Local Authority with a brief overview of GYCS' activities and undertakings.

3 WELCOME TO COUNTRY

Councillor Samuel EVANS Welcomes all persons to the Country.

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Re-Election of a Chairperson

BOR Q-10 **RESOLVED (LA Member Mike Longton/Councillor Samuel Evans)** ***CARRIED***

That the Borroloola Local Authority:

(a) receives and notes the Re-Election of Chairperson Report; and

(b) elects Don GARNER as Chairperson for a term of twelve (12) months.

4.2 Apologies and Leave of Absence

BOR Q-11 **RESOLVED (LA Member Mike Longton/Councillor Ash Garner)** ***CARRIED***

That the Borroloola Local Authority accepts the tendered apologies from Mayor Tony JACK and

Taryn ANDERSON.

5 QUESTIONS FROM THE PUBLIC
Nil.

6 CONFIRMATION OF PREVIOUS MINUTES
6.1 Borroloola Local Authority Meeting Previous Minutes
BOR Q-12 **RESOLVED (LA Member Mike Longton/Councillor Ash Garner)** ***CARRIED***

That the Borroloola Local Authority confirms the minutes from the meeting held on Thursday, 07 May 2026, and affirms them to be a true and accurate record of the meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES
7.1 Action List
BOR Q-13 **RESOLVED (LA Member Mike Longton/Councillor Ash Garner)** ***CARRIED***

That the Borroloola Local Authority:
(a) receives and notes the Action List; and
(b) approves the removal of completed items.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS
Nil.

9 DISCLOSURE OF INTEREST
Nil.

10 INCOMING CORRESPONDENCE
Nil.

11 OUTGOING CORRESPONDENCE
Nil.

12 EXECUTIVE REPORTS
12.1 Local Authority Member Attendance Report
BOR Q-14 **RESOLVED (LA Member Mike Longton/Councillor Ash Garner)** ***CARRIED***

That the Borroloola Local Authority receives and notes the Local Authority Member Attendance Report.

12.2 Elected Members Report
BOR Q-15 **RESOLVED (Councillor Ash Garner/Samuel Evans)** ***CARRIED***

That the Borroloola Local Authority receives and notes the Elected Members Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT
13.1 Borroloola LA YTD June Finance Report
BOR Q-16 **RESOLVED (LA Member Mike Longton/Councillor Samuel Evans)** ***CARRIED***

That Borroloola Local Authority receives and notes the Financial (Expenditure) Report for the period 01 July 2025 to 30 June 2026

13.2 RAES Manager Report

BOR Q-17 **RESOLVED (LA Member Mike Longton/Councillor Ash Garner)** ***CARRIED***

That the Borroloola Local Authority receives and notes the Remotes Australia Employment Service (RAES) Report

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

14.1 Council Services Manager Report

BOR Q-18 **RESOLVED (Councillor Ash Garner/LA Member Mike Longton)** ***CARRIED***

That the Borroloola Local Authority receives and notes the Council Services Manager Report.

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

15.1 Borroloola Local Authority Projects Update

BOR Q-19 **RESOLVED (LA Member Mike Longton/Councillor Samuel Evans)** ***CARRIED***

That the Borroloola Local Authority:

(a) receives and notes the Local Authority Projects Update Report; and

(b) requests scoping of existing tracks and trails to be potentially upgraded as footpaths, amends the scope of PR158 to that effect, and requests for the matter to be put to Council, so as to be escalated to a Major (Council) Project.

17 DEPUTATIONS AND PETITIONS

Minister for Local Government, Steven EDGINGTON presented to the Local Authority Members and provided overview of legislative changes pertaining to the Elected Members' Code of Conduct and the 2026 Electoral Review at 4:26 pm

Northern Territory Police:

- thanked GYCS for its work with youth engagement; and
- thanked Council Services Manager for condition of Town, RAES activities, and Fire Breaks.

17 CLOSE OF MEETING

The meeting closed at 4:40 pm

This page and the preceding pages are the Minutes of the Borroloola Local Authority Meeting, held on Thursday, 13 August 2026 and confirmed.

Chairperson

Confirmed on 05 November 2026

EXECUTIVE REPORTS

ITEM NUMBER	14.1
TITLE	Mayor's Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Mayor's Report.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Mayor undertakes range of official duties on behalf of Council. This report outlines the Mayor's activities and undertaking since Council's last Ordinary Meeting on 11 June 2026.

ISSUES/OPTIONS/SWOT
As of agenda compilation, key activities and undertakings include a summary of the Mayor's undertakings since 11 June 2026:

- Special Meeting of Council – Confirmation of ALGA Travel Arrangements - 18 June 2026
- National General Assembly – Australian Local Government Association – Canberra – 23-25 June 2026;
- Round Table NT Regional Councils Minister McCarthy and Marion Scrymgour - 25 June 2026
- Parliamentary Enquiry into Fiscal Sustainability of Local Government, Parliament House, Canberra – 25 June 2026;
- Finance and Infrastructure Committee Meeting – 22 July 2026;
- National First Nations Water Committee in Cairns – 13 – 16 July 2026;
- Jilkminggan Local Authority Meeting – 04 August 2026;
- Mataranka Local Authority Meeting – 04 August 2026;
- Seal Sea Country IPA Dedication in Numbulwar – 13 August 2026;
- National First Nations Water Committee in Canberra – 17 and 18 August 2026;
- Gurindji Freedom Day Festival (Wave Hill Walk-Off) 60 Years Celebration in Kalkarindji Big Rivers Area – 21 – 22 August 2026

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil

EXECUTIVE REPORTS

ITEM NUMBER	14.2
TITLE	Chief Executive Officer's Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Chief Executive Officer's Report.

KEY OUTCOME AREA
Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
An overview of the Chief Executive Officer's (CEO) undertakings since Council's last Ordinary Meeting on 11 June 2026 is supplied to Council below.

ISSUES/OPTIONS/SWOT
As of agenda compilation, key activities and undertakings include of the Chief Executive Officer since Council's last Ordinary Meeting include:

Audit and Risk Committee Meeting
12 June 2026

- National General Assembly – Australian Local Government Association – Canberra – 23-25 June 2026;
- Parliamentary Enquiry into Fiscal Sustainability of Local Government, Parliament House, Canberra – 25 June 2026;

Special Meeting of Council – Confirmation of ALGA Travel Arrangements
18 June 2026

Meeting with Deloitte – Development of Projects Brief Including Numbulwar Cyclone Shelter
22 June 2026

Round Table NT Regional Councils Minister McCarthy and Marion Scrymgour
25 June 2026

Federal Emergency Response Taskforce
29 June 2026
Wugularr Local Authority Meeting
01 July 2026

Barunga Local Authority Meeting
02 July 2026

Bulman Local Authority Meeting
03 July 2026

Manyallaluk Local Authority Meeting
08 July 2026

NAIDOC Festivities
10 July 2026

Finance and Infrastructure Committee Meeting
22 July 2026

National Employment Law Conference
23 – 24 July 2026

Australian Bureau of Statistics – Briefing on Data Sets Through ABS
30 July 2026

Mataranka Local Authority Meeting
04 August 2026

Avian Influenza Briefing - Josef Schmidt, Department of Agriculture Fisheries and Forestry (Cth)
05 August 2026

Briefing on the Northern Territory Housing Strategy 2026-30
10 August 2026

LGANT CEO Forum
12 August 2026

Borroloola Local Authority Meeting
13 August 2026

Audit and Risk Committee Meeting
19 August 2026

Local Government Cyber Security Review Executive Presentation for CEO's
19 August 2026

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil

EXECUTIVE REPORTS

ITEM NUMBER	14.3
TITLE	Council Meeting Attendance Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Council and Committee Meeting Attendance Report.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The *Local Government Act 2019* states that the members will be disqualified as a member of a Council if the person is absent, without permission or the approved apologies of the Council in accordance with the regulations, from two (2) consecutive Council meetings.

Council Member Attendance

Elected Members	17 December 2025	25 February 2026	22 April 2026	11 June 2026	18 June 2026
Mayor Tony JACK	P	P	AP	P	P
Deputy Mayor Helen LEE	P	P	P	P	P
Councillor Samuel EVANS	P	P	P	P	AP
Councillor Ash GARNER	P	P	P	AP	P
Councillor Preston LEE	P	P	AP	P	P
Councillor Edwin NUNGGUMAJBARR	P	P	P	P	P
Councillor Kathy-Anne NUMAMURDIRDI	P	P	P	P	P
Councillor John DALYWATER	AP	AP	P	AP	P
Councillor Sue EDWARDS	P	P	P	P	AP
Councillor Des BARRITT	P	P	P	P	P
Councillor Patricia FARRELL	P	P	P	P	P
Councillor Michelle FARRELL	P	P	AP	P	AP
Vacant	-	-	-	-	-

Finance and Infrastructure Committee Meeting Attendance

Elected Members	21 January 2026	18 March 2026	20 May 2026	22 July 2026
David BLAIR	-	-	Appointed at June OMC	P
Mayor Tony JACK	P	P	AP	P
Deputy Mayor Helen LEE	P	P	P	P
Councillor Ash GARNER	P	P	P	P
Councillor Des BARRITT	P	P	P	P
Councillor Kathy-Anne NUMAMURDIRDI	P	P	P	P

Councillor Edwin NUNGGUMAJBARR	P	P	P	P
Councillor Michelle FARRELL	-	-	Appointed at June OMC	AP

Audit and Risk Committee Meeting Attendance

Committee Members	20 October 2025	18 February 2026	12 June 2026	19 August 2026
Independent Member Ian SWAN	P	P	P	P
Independent Member Carolyn EAGLE	P	P	P	AP
Independent Member Claudia GOLDSMITH	AP	P	P	P
Councillor Samuel EVANS	P	P	AP	P
Councillor Preston LEE	P	P	P	P

P Present
AP Apologies given and accepted
NO AP No apologies given and not present at meeting

ISSUES/OPTIONS/SWOT
According to clause 6.7 Individual Responsibility of Elected Members of CL006, Elected Member Administration Policy, Elected Members failure to attend a prescribed activity without a lawful, and reasonable excuse, including travel costs, activity costs, and accommodation costs. Such costs are generally recovered by way of deduction from an Elected Members monthly allowance, however Council may undertake other steps to ensure its costs are recovered in full.

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
Nil.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER 15.1
TITLE LGANT Annual and General meetings Call for Motions
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:
(a) calls for motions for the Local Government Association of the Northern Territory (LGANT) Annual and General Meetings;
(b) resolves for its delegation to the LGANT Meeting to comprise of …; and
(c) approves the attendance of its delegation at the LGANT Meeting in Alice Springs on 11 November 2026 (plus associated travel days).

KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND

Council has received notice from the Local Government Association of the Northern Territory (LGANT) Annual and General Meetings, scheduled on 11 November 2026 in Alice Springs. A call for motions for the General Meeting is included, with an attached template for submissions. These motions are essential for guiding LGANT's future direction. The deadline for motion submissions is 29 September 2026.

ISSUES/OPTIONS/SWOT

The Council is required to submit motions by 29 September 2026.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. FORM LGANT Calls for Motions 2026 [**15.1.1** - 5 pages]

Local Government Association Northern Territory

LGANT
CALL FOR MOTIONS

P (08) 8944 9697
E info@lgant.asn.au
W lgant.asn.au
A 21 Parap Rd, Parap NT 0820
PO Box 2075, Parap NT 0804
ABN: 35 662 805 503

We are local. We connect.

CALL FOR MOTIONS

About this document

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

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

The motions that are resolved at LGANT General Meetings are important in guiding the priorities and work plans of LGANT, and it is important that the Association's resources are focussed on the issues that will be of the greatest benefit to councils, towns and communities.

Policy and Advocacy

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

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

Timeframes

Councils do not need to wait for the call for motions from LGANT. These can be submitted at any time. However, to enable all motions to be assessed by the Board and papers prepared for the agenda, a closing date is determined for each General Meeting.

Late motions will not be accepted (unless urgent) and will instead be referred to the next General Meeting.

Motions will not be accepted at General Meetings as members do not have supporting information or the time to make an informed decision.

If the motion is urgent, councils may consider calling a Special General Meeting or request the LGANT Board address the matter through their meetings. Justification for urgency will be required.

Other important information

Member councils should consider submitting a motion if they believe there is an opportunity for LGANT to take the lead on an issue that is strategically important to local government and will benefit the sector as a whole.

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

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

The LGANT Board will assess the motion for completeness and appropriateness and if necessary, ask the submitting member council for more information or redrafting before including it in the General Meeting agenda. This process may require the council to re-endorse its motion.

The LGANT Board has the discretion to not accept the motion if not enough information is provided, it's not strategic in nature, or it would impact negatively on the reputation of LGANT or the sector.

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

The better your council's argument or case, the more likely members can make an informed decision and resolve the motion. Resolved motions are minuted following the General Meeting, allocated to LGANT staff for action, and reported on at LGANT Board and General meetings.

Motions to LGANT do not progress to the Australian Local Government Association's (ALGA) National General Assembly (NGA). Councils must submit motions for the NGA directly to ALGA.

TEMPLATE

CALL FOR MOTIONS

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

Name of Council:
Click or tap here to enter council name.

Contact person and title:
Click or tap here to enter your full name and position.

Phone:
Click or tap here to enter text.

Email:
Click or tap here to enter text.

Motion title:
Click or tap here to enter text.

Resolution sought (Motion)
Motions should be clear and concise and must be limited to one subject matter/ issue.

Consider the action your motion wants LGANT to do for the local government sector.

Members call on LGANT to Click or tap here to enter text.

Supporting information:

1. Define the problem/opportunity and its impact on local government or council services and operations.

2. Provide information on any relevant legislation, policy settings and research reports and papers where available.

3. Include a statement on how the motion aligns with LGANT's Policy Statements and Strategic Plan.

4. Provide attachment/s if required.

LGANT
Local Government Association
Northern Territory

Click or tap here to enter text.

Council confirmation:

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

Resolution number: ____________

In submitting this motion, I acknowledge that (please tick):

☐ the LGANT Board has the discretion to not accept the motion.

Signature: ______________________________________ Date: _____________

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER 15.2
TITLE LGANT Board - Call for Nominations
AUTHOR Cristian Coman, Manager Corporate Compliance

RECOMMENDATION
That Council:
(a) receives and notes the LGANT Board - Call for Nominations Report; and
(b) nominates Councillor… as a LGANT Board Member.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
LGANT is a company limited by guarantee, incorporated under the *Corporations Act 2001* and LGANT represent the interests of Local government members across the Northern Territory.

ISSUES/OPTIONS/SWOT
LGANT is calling Nominations for Board Director Position. The Nomination is to be completed and lodged by 06 October 2025. As a Board Member, you may be asked to serve on committees, attend events, and engage in ongoing professional development.

Nomination Process - Only one elected member from each member council can be elected as a Director of the Board, and all others must be withdrawn from the election to any other positions, with the exception of City of Darwin which may have up to two positions on the Board (e.g. their nominated Director and an ordinary Director).

Requirements - All Directors in Australia, including LGANT, are required to have a Director ID. This is a unique identifier that you will keep forever. If you do not already have a Director ID, you must apply for one before you can be appointed as a Director of LGANT. This is a crucial step in the nomination process.

The election will take place at the Annual General Meeting which is being held on 11 November 2026.

FINANCIAL CONSIDERATIONS
Nil.

ATTACHMENTS
1. 2026-08-07 LGANT Board Director nomination information [**15.2.1** - 3 pages]

LGANT Board Director nomination information

Thank you for your interest in serving on the Board of the Local Government Association of the Northern Territory (LGANT). This introduction provides you with important information about the responsibilities and expectations associated with this role. We encourage you to read it carefully before submitting your nomination.

About LGANT

LGANT is a company limited by guarantee, incorporated under the *Corporations Act 2001*. We represent the interests of our local government members across the Northern Territory.

Director Responsibilities

As a Director of LGANT, you will have significant legal and ethical responsibilities. These include:

1. Duty of Care and Diligence: You must exercise your powers and duties with the care and diligence that a reasonable person would exercise in the same circumstances. This includes staying informed about the organisation's activities and financial position.

2. Duty to Act in Good Faith: You must act in good faith in the best interests of LGANT and for a proper purpose. This means putting the interests of LGANT ahead of your own interests or those of any individual council.

3. Duty Not to Improperly Use Position or Information: You must not use your position, or information obtained through your position, to gain an advantage for yourself or someone else, or to cause detriment to LGANT.

4. Duty to Disclose Material Personal Interests: You must disclose any material personal interests in matters that relate to the affairs of LGANT.

5. Duty to Prevent Insolvent Trading: You must prevent LGANT from incurring debts that it cannot pay.

The Board is responsible for the overall governance, management and strategic direction of the organisation (LGANT) and for delivering accountable corporate performance in accordance with the organisation's goals and objectives.

It's crucial to understand that as a Director, you will be representing LGANT as a whole, not your individual council. You will need to "take off your council hat" and make decisions in the best interests of LGANT and its entire membership.

Eligibility Under the Corporations Act 2001

It is important to note that certain individuals are disqualified from managing corporations under the *Corporations Act 2001*. This includes people who are undischarged bankrupt, have been convicted of certain offences, or are subject to a court order that disqualified them from managing corporations. If you are unsure about your eligibility, please review Section 206B of the *Corporations Act 2001*, or seek legal advice before submitting your nomination.

LGANT
Local Government Association
Northern Territory

Important: Director Identification Number (Director ID) Requirement

All Directors in Australia, including LGANT, are required to have a Director ID. This is a unique identifier that you will keep forever. If you do not already have a Director ID, you must apply for one before you can be appointed as a Director of LGANT. This is a crucial step in the nomination process.

To apply for a Director ID or for more information, visit the Australian Business Registry Services website – www.abrs.gov.au. We strongly recommend that you start this process as soon as possible if you intend to nominate, as it may take some time to complete.

Skills and Experience

Effective governance requires a diverse range of skills and experiences on the Board. We encourage nominees to consider their unique contributions in areas such as:

- Strategic planning and policy development;
- Financial management and analysis;
- Risk management and compliance;
- Stakeholder engagement and communication;
- Legal and governance expertise;
- Industry knowledge (local government, public administration); and
- Leadership and change management.

While not all Directors need to be experts in all areas, a combination of these skills across the Board is vital for LGANT's success.

Commitment

Board membership requires a time commitment. In addition to regular Board meetings, you may be asked to serve on committees, attend events, and engage in ongoing professional development. Please consider your capacity to fully engage in these responsibilities before nominating.

Governance Framework

LGANT operates under a comprehensive governance framework, primarily defined by our Constitution and Governance Charter. These documents outline our purpose, structure, and operational guidelines. We strongly recommend that you familiarise yourself with these documents before submitting your nomination.

Nomination Process

As per LGANT's Constitution, the CEO shall call for nominations on or before the second Tuesday in September and close nominations on the first Tuesday in October. Nominations open 7 August 2026 and close 6 October 2026.

Please note that each nomination must be endorsed by a resolution at a council meeting.

Only one elected member from each member council can be elected as a Director of the Board, and all others must be withdrawn from the election to any other positions, with the exception of City of Darwin which may have up to two positions on the Board (e.g. their nominated Director and an ordinary Director).

Please refer to LGANT's Constitution for more information of the nomination and voting process.

Annual General Meeting

The election will take place at our Annual General Meeting which is being held on 11 November 2026.

LGANT
Local Government Association
Northern Territory

Nomination Form

The nomination form outlines the specific requirements for nomination. Please complete and lodge by 6 October 2026 You will be provided an opportunity to talk to your nomination at the Annual General Meeting.

If you have any questions about the nomination process or the responsibilities of a LGANT Board Director, please don't hesitate to contact our office.

We appreciate your interest in contributing to the important work of LGANT and look forward to receiving your nomination.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER 15.3
TITLE Policy Matters
AUTHOR Cristian Coman, Manager Corporate Compliance

RECOMMENDATION

That Council adopts the revised:

(1) Terms of Reference for the Audit and Risk Committee;
(2) Terms of Reference for the Finance and Infrastructure Committee;
(3) CL006 Elected Members' Administration Policy; and
(4) OCEO003 Breach of Code of Conduct (Members) Policy.

And rescinds the:

(5) CL010 Register of Interest Policy; and
(6) CL011 Conflict of Interest (Elected Member) Policy.

KEY OUTCOME AREA

{custom-field-key-outcome}

BACKGROUND

Council's policy review is determined by legislative and operational requirements.

In the first half of calendar year 2026 two (2) tranches of amendments to the *Local Government Act 2019* came into force in April and June respectively.

As a result of legislative changes, several policies pertaining to Elected Members have been revised and are supplied for Council's review and consideration, for adoption, as well as two (2) others for rescindment.

The Terms of Reference for two (2) of Council's Committees have been revised and are supplied to Council for its review and adoption.

ISSUES/OPTIONS/SWOT

The Terms of Reference for the Audit and Risk Committee have been amended (at the Audit and Risk Committee's request) to reflect legislative provisions for the Meetings of the same to be held in confidential session, eliminating the requirement for dual Agendas and Minutes.

The previously publicly available financial reports as reported to the Audit and Risk Committee are the same as those tabled to Council or the Finance and Infrastructure Committee, and as such, public visibility of Council's financial position is preserved.

The Terms of Reference for the Finance and Infrastructure Committee have been amended to clarify that the Committee's core functions is as prescribed by the *Local Government (General) Regulations 2021*, id est as a reporting and control group for Council's financial reports, with the secondary decision-making function on other matters if they cannot be held over to the next Ordinary (or Special) Meeting of Council.

The Terms of Reference for the Finance and Infrastructure Committee have further been amended to allow for the Independent Member to be eligible for travel costs reimbursement, mirroring the provisions for the Independent Members of the Audit and Risk Committee.

On 01 July 2026 amendments to the *Local Government Act 2019* came into force, including significantly expanded Code of Conduct provisions for Elected Members, and a comprehensive

Ministerial Guideline – *Code of Conduct Framework* was introduced as an accompanying instrument. As a result of this, two (2) policies are repugnant, and as such, Council is requested to rescind them (they are already captured by the *Local Government Act 2019* and statutory instruments, including the new Code of Conduct.

The OCEO003 Breach of Code of Conduct Policy has been amended to accommodate the new legislative provisions.

The CL006 Elected Members' Administration Policy has been amended to capture legislative changes, as well as to clarify that it is the Remuneration Tribunal, rather than Council who prescribes allowances and eligibility for Elected Members.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Terms of Reference Finance and Infrastructure Committee [**15.3.1** - 4 pages]
2. Terms of Refernce for Audit and Risk Committee [**15.3.2** - 6 pages]
3. CL006- Elected Member Administration Policy [**15.3.3** - 4 pages]
4. OCEO003 Breach of Code of Conduct Policy - Members [**15.3.4** - 3 pages]
5. Elected Member Code of Conduct [**15.3.5** - 5 pages]
6. ministerial-guideline-code-of-conduct-framework [**15.3.6** - 32 pages]

Roper Gulf Regional Council
Terms of Reference - Finance Committee

Roper Gulf Regional Council Finance Committee and Infrastructure
Terms of Reference

Roper Gulf Regional Council (Council) has established the Finance and Infrastructure Committee pursuant to Part 5.2 of the *Local Government Act 2019* (the Act) and Division 7 of the *Local Government (General) Regulations 2021* (the Regulations). Council is not required to hold an Ordinary Meeting at least once in each month, however Division 7 requires monthly financial reports to be presented to Council, and provides for the establishment of a Committee for the purposes of undertaking the financial obligations of Council, with applicable delegations thereof.

The fourth (4th) sitting Roper Gulf Regional Council has formally established the Finance and Infrastructure Committee at its inaugural Ordinary Meeting on 29 September 2021, with the function as prescribed at Regulation 19 of the Regulations, and additional functions and delegations as listed in this Terms of Reference.

1. Objective

Council holds an Ordinary Meeting of Council (OMC) every second month and has set up a Finance and Infrastructure Committee to carry out financial functions in the alternate month, thus meeting its obligations under *Local Government Act 2019* (the Act).

Furthermore, Council has, in accordance with Part 5.2 of the Act, delegated to the Committee the functions and authority to review and make decisions on infrastructure and project matters as listed in these Terms of Reference.

2. Functions of Finance Committee

Under the control and direction of the Council, the Finance Committee will:

- Ensure the annual budget is aligned with the Business (Regional) Plan.
- Monitor and report on financial performance against the annual budget and the Business Plan.
- Receive and review the monthly financial reports.
- Formulate strategies to improve Roper Gulf Regional Council's financial position.
- Make decisions on behalf of Council when the matter cannot be held over until the next Ordinary Meeting of Council.
- Review proposed and current RGRC investments and investment strategies, and approve commencement or amendment as necessary.
- Review administrative decisions which are prescribed by the *Local Government Act* as reviewable.
- Review infrastructure plans and projects.

3. Membership

Members of this Committee include the Mayor and Deputy Mayor, five (5) other Councillors appointed by Council and an Independent Member appointed by Council. The CEO, General Manager Infrastructure Services and Planning, and Finance Manager are *ex officio* members and have no voting rights.

4. Chairperson

The Mayor or the Deputy Mayor will chair the Finance and Infrastructure Committee.

5. Roles and Responsibilities

Roper Gulf Regional Council
Terms of Reference - Finance Committee

The roles and responsibilities of the Finance and Infrastructure Committee will be as follows:

a. Review the monthly income and expenditure reports, monitor progress against the budget and provide advice to Council in respect to these.
b. Review and accept or reject Program Funding Agreements or any other offers of funding.
c. Consider and make appropriate recommendations to Council on any matters having a significant financial impact on Roper Gulf Regional Council.
d. At least annually, report to Council on adequacy of Roper Gulf Regional Council's insurance coverage.
e. At least annually, review Roper Gulf Regional Council's borrowing program.
f. Review financial delegations at least annually.
g. To advise Council on the level of allowances to be paid to Councillors.
h. Review and determine action for any other financial documents that need to be dealt with prior to the next Ordinary Meeting of Council.
i. Work with CEO and Finance Manager to develop the annual budget, ensure it aligns with the Business Plan and present it to Council for adoption.
j. Approve the awarding of any tenders or major contracts.
k. Recommend fees and charges to be made by Roper Gulf Regional Council.
l. Review, if required, applications for community grants made to Roper Gulf Regional Council and provide recommendations to Council.
m. Contribute to the preparation of the annual financial statements.
n. Review the annual audited financial statement and auditor's report and recommend any necessary follow-up.
o. Exercise any general authority delegated by Council.
p. Deal with any tasks that have been delegated from a previous Council meeting.
q. Consider any matters referred by the CEO or the Council.
r. Deal with urgent matters that cannot wait until the next Council meeting by making a decision.
s. Review appeals against decisions of Council or council staff members which are prescribed by the *Local Government Act 2019* as reviewable.
t. Assess/consider/develop proposed and current investments and investment strategies of Council, and approve commencement and amendments as required.
u. Review infrastructure projects undertaken by Council and authorise amendments (under exigent circumstances – urgent need for Resolution that cannot be held over until Council's next Ordinary Meeting, but otherwise not justifying a Special Meeting of the Same).

6. Limitations

If an issue involves expenditure of $500,000 or more that is in variance to the budget the Finance and Infrastructure Committee must make a recommendation to the next Ordinary Meeting of Council.

If an issue involves expenditure of $500,000 or more, but is urgent and cannot be held over until the next Ordinary Meeting of Council, the Finance and Infrastructure Committee will make a recommendation, record how each member of the Committee votes on the recommendation and direct the Mayor/Deputy Mayor or CEO as appropriate to contact other Council members out of session for their vote on the issue.

A decision by the majority of Elected Members for or against the resolution shall be taken as a decision of Council regardless of whether or not all Elected Members were contacted.

Roper Gulf Regional Council
Terms of Reference - Finance Committee

The Committee must not be used, or otherwise be viewed as a pseudo-Council. The Committee must not make resolutions on behalf of Council other than receiving or noting items save for exigent circumstances.

For the avoidance of doubt, the Committee does not have the delegation to make, amend or rescind policy, authorise the use and application of the Common Seal, or accept or request Correspondence on behalf of Council.

7. Quorum

A quorum for the Finance and Infrastructure Committee is five (5) members and must include the Mayor or Deputy Mayor, and the Independent Member.

If the Independent Member is not in attendance but a quorum is otherwise attained, the Committee may only exercise its financial reporting function in accordance with Division 7 of the Regulations, but no other function.

8. Proxies

In order to ensure continuity and a useful level of knowledge and experience, Finance and Infrastructure Committee members are not permitted to send proxies to the meeting.

9. Term of office

The term of office is for the Local Government electoral term. A newly elected Council will appoint a new Finance and Infrastructure Committee. Should a Councillor be re-elected, he/she may serve multiple terms on the Finance and Infrastructure Committee if appointed by Council. A newly elected Council may choose to re-appoint a former Independent Member if they wish.

10. Self-review

At least once a year, the Finance Committee will devote part of the meeting to reviewing its own processes and outcomes of the preceding year.

11. Timing and mode of meetings

The Finance and Infrastructure Committee will meet in the months between Ordinary Meetings of Council. Meetings can be held face-to-face, by teleconference, by videoconference or by a mixture of any of these.

12. Minutes

Minutes must be kept of the decisions and actions of the Finance and Infrastructure Committee. Minutes will be taken by the Governance delegated staff member.

13. Reporting

The minutes of the Finance and Infrastructure Committee will be tabled at the next Council Meeting for confirmation.

14. Conflict of Interest

In accordance with Part 7.2 of the *Local Government Act 2019*, Committee members will be required to disclose conflicts of interest at the commencement of each meeting.

Roper Gulf Regional Council
Terms of Reference - Finance Committee

Where members or invitees at the Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

15. Remuneration and Allowances

Councillors who are Committee members shall be paid the Extra Meeting Allowance payment for each Committee meeting they attend.

The Mayor is ~~and Deputy Mayor are~~ not eligible for the Extra Meeting payment as it is provided for and included in the Mayoral ~~ir base~~ allowance in accordance with applicable law.

Independent Members are eligible for remuneration at a rate of $900 per meeting which shall be inclusive of meeting preparation and~~,~~ attendance~~, and necessary travel.~~.

Council will cover Independent Members' travel costs, including accommodation and meals (within reason) for in-person attendance at Committee Meetings, strictly capped at $6,000 per annum unless otherwise (explicitly) authorised by Council by way of Resolution.

Council officers may, upon request, arrange and coordinate travel, including accommodation for Independent Members' in-person attendance at Committee meetings.

16. Legislation referenced in the Terms of Reference

Local Government Act 2019
Local Government (General) Regulations 2021

17. Document Control

Document	**Terms of Reference for Finance Committee**
Endorsed by	**Council**
Date approved	**24 February 2010**
Amendments Approved	**26 September 2012** **28 May 2014** **26 August 2015** **14 September 2017** **October 2021** **26 August 2026**

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

Roper Gulf Regional Council Audit and Risk Committee Terms of Reference

Roper Gulf Regional Council (Council) has established the Audit and Risk Committee (the Committee) pursuant to the Part 5.3 of the *Local Government Act 2019* (the Act) to monitor and review the integrity of Council's financial management, its internal controls, and to make recommendations to Council in accordance with the outcome of its review(s).

The Committee and does not have any executive powers or authority to implement actions in areas which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent from management.

1. Objectives

The objective of the Committee is to advise Council on, and where delegated, determine upon matters outlined in the roles and responsibilities of the Committee. This includes the provision of independent review and assistance to the Council, Chief Executive Officer (CEO) and executive management on Council's risk, control and compliance framework, and its financial statement pertaining to its financial management responsibilities.

2. Membership

Members of the Committee are appointed by Council. The Committee shall consist of five (5) members:
- one (1) Independent Member (Chair)
- two (2) Independent Members
- two (2) Councillors

Appointments of Council Members shall be for a term of two (2) years. Appointees may be reappointed by the Council for a maximum of six (6) consecutive years.

Independent Members of the Committee shall have senior business or financial management/reporting knowledge and expertise, and be conversant with the financial, risk management and governance issues, and have extensive accounting, auditing or legal skills, and other reporting requirement of Local Government.

Appointments of external Independent Members shall be for a term of four (4) years at the commencement of each Council term. Appointees may serve as an Independent Member for the maximum period of two (2) terms.

All appointments (and rescindments) of memberships to the Committee, including Independent Members are strictly at the discretion of Council and managed (including terms and conditions for the same) by way of the formal resolution Council in accordance with Part 5.3 of the Act.

3. Chairperson

The Council shall appoint any one of the Independent Members as the Chairperson of the Committee for a period of 12 months.

The Chairperson's performance shall be reviewed by the CEO on an annual basis, before the expiry of their term.

The Council shall appoint the Chairperson on a yearly basis via resolution.

The Chairperson of the Committee must be an Independent Member. Elected Members of Council are not eligible to Chair the Committee.

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

Where the Chairperson is absent or unable to attend and a quorum can be formed, the remaining members of the Committee can elect an independent member to act as Chair for that meeting.

4. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, through the Chairperson, to:

- seek any information it requires, subject to their legal obligation to protect information, from any of the General Managers and Managers subject to the prior written authorisation of the Chief Executive Officer and the Mayor;
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any of the General Managers and Managers, including the Chief Executive Officer, at Committee meetings; and
- obtain external legal or other independent professional advice with the agreement of the Chief Executive Officer.

The Committee is directly responsible and accountable to Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that responsibility for the management of Council staff rests with the Chief Executive Officer.

The Committee can perform or instigate investigations on Council's request or through its 'own motion' if it believes on reasonable grounds that a significant legislative or contractual breach has, is, or is about to occur, subject to the ratification of Council.

The Committee or its members must not direct, reprimand, or interfere in the management of Council staff.

5. Roles and Responsibilities

5.1 Financial Reporting

The Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

The Committee shall review and challenge where necessary:

(a) the adequacy of processes to ensure integrity of reported financial information and appropriate review and management sign-off, prior to the CEO's and Council's approval of the draft financial statements;
(b) the consistency of, and any changes to, accounting policies both on a year on year basis;
(c) the methods used to account for significant or unusual transactions where different approaches are possible;
(d) whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;
(e) the clarity of disclosure in the Council's financial reports and the context in which statements are made;
(f) all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement; and
(g) the processes in place to ensure that the financial information included in the Council's annual report is consistent with the signed financial statements.

5.2 Compliance

The Committee shall:

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

- review the effectiveness of the system for monitoring the Council's compliance with all applicable laws, regulations and associated government policies pertaining to proper standards of financial management which the Council must comply with;
- review the process for building the capacity of Council to manage financial misconduct risk and its management strategies to enhance resistance to financial misconduct whilst improving Council's financial performance and integrity;
- monitor compliance of Program Funding Agreements, Service Level Agreements, Funding Agreements or any other agreements with any funding bodies or agencies to ensure proper standards of financial management;
- keep informed on the findings of any examinations of financial matters by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings;
- obtain regular updates from management on compliance matters pertaining to financial management and Accounting Standards.

5.3 Internal Control and Risk Management
The Committee may address issues pertaining to the approach, strategies, and activities undertaken by Council to address business, corporate, and financial risk, governance responsibilities and legislative compliance as assigned to it by the CEO or Council.

The Committee may also review issues of a strategic nature as required by the Chief Executive Officer or Council.

5.4 Internal Audit
Review the adequacy of the Council's internal audit function for ensuring compliance with the *Local Government Act 2019*, its statutory instruments, the Australian Accounting Standards, and the proper standards of financial management.

The Committee provide advice on the adequacy of internal audit resources relevant to the Council's identified financial risks and management strategies.

The Committee may initiate internal audits or investigations via resolution if it believes on reasonable grounds that it is necessary or in the interests of Council to do so.

5.5 Unaudited Financial Statements and Audit Planning
The Committee shall review Council's unaudited financial statements at the end of the financial year; set the audit agenda and Committee's work plan, including meeting dates, for the coming financial year.

5.6 External Audit
The Committee shall assist Council meet its financial management, Accounting Standards, and regulatory obligations by meeting with the External Auditors as required, and discussing findings, review the draft audited financial statements and provide necessary feedback to Council.

The Committee shall also review the effectiveness of the external audit and monitor the implementations of any recommendations authorised by Council or the Chief Executive Officer.

The Committee shall review the Report to the Chief Executive Officer and management's response to the external auditor's findings and recommendations.

5.7 Provision of Information
The CEO will advise the committee members in the event of following:

- loss of significant programs
- material theft
- adverse financial event

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

5.8 Administrative Review
The Committee shall have an administrative review function if required, so as to review a Council decision which is designated as reviewable by the *Local Government Act 2019*. Administrative review matters shall be assigned to the Committee as required by the Chief Executive Officer or Council.

6. Meetings
Meetings of the Committee are subject to the strict direction of Council.

A meeting of the Committee can be called at the request of any two (2) members of the Committee or by the Chair.

Independent Members are required to submit proposed agenda items or formal commentary on the same by no later than ten (10) business days prior to the scheduled Committee meetings. Late items are not authorised save for exigent circumstances, with the prior, written, authorisation of the Chief Executive Officer.

The Committee Meetings shall be considered confidential in accordance with Section 99 (4) of the *Local Government Act 2019* and other applicable law.

The Committee will hold meetings at least four (4) times in a year. The internal or external auditors may request a meeting if they consider that one is necessary.

Meetings can be held in person, by telephone, or by video conference.

Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

The Chief Executive Officer, General Managers and Finance Manager shall be invited to attend each meeting, unless specifically requested not to do so by the chairperson of the Committee, with the prior, written authorisation of the Mayor.

7. Quorum
A quorum for the Committee is three (3) members and must include a Chair.

8. Proxies
In order to ensure continuity and a useful level of knowledge and experience, Committee members are not permitted to send proxies to the meeting.

9. Administrative Support
The Chief Executive Officer will appoint a Secretary to provide administrative support to the Committee.

10. Reporting
Following each meeting of the Committee, the meeting minutes will be presented to the Council providing information on the meeting and its outcomes and recommendations.

Committee minutes may be designated confidential.

The Chairperson of the Committee shall prepare and provide an annual report on its operations to the Council.

11. Conflict of Interest

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

In accordance with Part 7.4 of the *Local Government Act 2019,* Committee members will be required to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

12. Meeting Sitting Fee

Independent Members of the Committee will be remunerated at a rate of $900 per meeting by agreement with the CEO. This payment rate covers preparation for the meeting and meeting attendance.

The Council will be responsible for expenses, within reason, relating to flights, accommodation, meals, and hire vehicles when the Independent Members travel to attend Committee meetings in person.

These travel arrangements can be either made in person and reimbursed (subject to the prior approval of the Chief Executive Officer) or arranged by Council on behalf of the Independent Member.

Travel expenses for Independent Members is *strictly* capped at $6000 per financial year, per Independent Member unless otherwise (explicitly) authorised by Council by way of formal resolution.

On attendance, each Councillor who is a Committee Member will be paid extra meeting allowance for that meeting.

13. Committee Performance and Review

The Committee will review its performance on an annual basis and report to Council.

The review may be conducted as a self-assessment, and will be coordinated by the Chairperson. The assessment may also seek input from other parties.

The review will also include a review of the Terms of Reference for Committee. Any proposed amendment arising out of a review of the Terms of Reference must be put to Council, accompanied by an Explanatory Memorandum (to be compiled by the Chair) pertaining to the intent of the amendment. Any amendment to the Terms of Reference is strictly at the discretion of Council, and requires its formal resolution.

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

14. Legislation referenced in the Terms of Reference

Local Government Act 2019
Local Government (General) Regulations 2021
Information Act 2002

15. Document Review

Dates of amendments made by Council resolution:

28 January 2015 OCM	Council endorsed the document
24 June 2015 OCM	Council approved the amendment to the document
14 September 2017 OCM	Council approved the amendment to the document
18 April 2018 OCM	Council approved the amendment to the document
11 December 2020 OMC	Council approved the amendment to the document
28 April 2022 OMC	Council approved the amendment to the document
13 December 2023 OMC	Council approved the amendment to the document
16 April 2025 OMC	Council approved the amendment to the document

Roper Gulf Regional Council
Terms of Reference – Audit and Risk Committee

Roper Gulf Regional Council

CL006 - Elected Member Administration Policy

1. POLICY CERTIFICATION

Policy title:	**Elected Member Administration Policy**
Policy number:	**CL006**
Category:	**Policy**
Classification:	**Elected Members**
Status:	**Approved**

2. PURPOSE

This policy outlines the administrative arrangements applicable to Elected Members including allowances, benefits, development and administrative support.

3. ORGANISATIONAL SCOPE

This policy applies to all Elected Council Members of the Roper Gulf Regional Council (Council).

4. POLICY STATEMENT

Council will provide its Elected Members Allowances as prescribed by applicable law and determined by the Remuneration Tribunal.

Elected Council members shall be provided with the appropriate administrative support so as to enable the efficient function of their Office.

5. DEFINITIONS

The Act	*Local Government Act 2019*.
Adheres	Follows or 'sticks to'.
Authorising Manager	For the purposes of this Policy the authorising Manager is the Manager responsible for the administration of Council and Governance functions. The authorising Manager is a function, not a position title, and outlined in the Organisational Structure.
Allowance	For the purposes of this Policy, an allowance is a benefit, financial, material, or otherwise, payable and/or provided to an Elected Member in accordance with an Act or Statutory Instrument.
Travel	For the purposes of this Policy travel is an formal, authorised activity undertaken by an Elected Member in their official capacity, that is not located at their community / township of residence, and that requires temporary physical relocation from the Elected Member's community / township to the location of the authorised activity so as to enable the Elected Member to undertake the authorised activity.
Elected Members	Mayor, Deputy Mayor, and Councillors, elected to the Roper Gulf Regional Council.
Incidental Expenses	The expenses that occur that are essential to the completion of the Roper Gulf Regional Council task at hand. For example fuel expenses to travel to the task/event.
Shall	Will .
Arrears	That which is behind in payments.
Claimable	A payment demanded in accordance with a policy, for if the elected member is eligible.
Nominated	Chosen.
Room Charges	Any additional charges or amounts credited back to a hotel room whilst staying in that hotel room.

Roper Gulf Regional Council

CL006 - Elected Member Administration Policy

6. PRINCIPLES

6.1 Ordinary Allowance

The base allowance covers those activities required of an Elected Member in the performance of his or her role as an Elected Member including agenda study and meeting preparation; attendance at regular council meetings; attendance at social functions as a council representative; constituency responsibilities; council representation within the council area unless the representation has extra meeting approval.

The base allowance is automatically paid to Elected Members each month or at such frequency resolved by Council, in arrears. This payment, once approved by the authorising Manager, will be processed by Finance on the first of each month and deposited in the Elected Member's nominated bank account. If the first of the month falls on the weekend or public holiday, the allowance will be processed on the next working day.

Elected Member allowance rates are set annually by the Remuneration Tribunal.

6.2 Extra Activity Allowance

The extra meeting allowance is a capped sum of money provided when an Elected Member attends an extra meeting or activity deemed to be above the normal meetings as set out by the Council. The extra activity allowance is claimable by the Elected Member for each day of the extra activity. The payment of this allowance will be in arrears. The eligibility for Extra Meeting Allowance is determined by the Remuneration Tribunal.

6.3 Allowances for which no Financial Advantage is gained

Council shall ensure that Elected Members shall not be at a financial disadvantage, nor gain financial advantage for professional development or travel, the allowances for which are outlined below:

N.b. any expenses incurred for official purposes must be formally demonstrated by way of a receipt if it is to be claimed as a reimbursement.

6.3.1 Professional Development Allowance

The professional development allowance is payable to Elected Members to attend relevant and Council approved conferences or training courses. Professional development allowance is to be used to cover the cost of the registration or entry fee into the conference or course, travel, meals and accommodation.
The professional development allowance is claimable and available:

1. To all Elected Members.
2. Multiple times each year but shall not exceed the maximum amount specified by the Remuneration Tribunal.
3. Only when participating in approved courses and conferences consistent with Council policy.

Alternatively, when Council has recommended and organised attendance at a conference and/or training session, Council will pre-pay any and all costs of relevant conferences or training courses, travel, accommodation, and travel allowance. If Council has paid the professional development costs directly, no professional development allowance is to be paid directly to the Elected Member.

6.3.2 Travel Allowance

Travel allowance is the sum of money provided when Elected Members are undertaking work related travel that requires an overnight stay in a location other than their primary residence. Travel allowance comprises components for accommodation, meals and other incidental expenses based on rates determined by the Australian Taxation Office recommendations or at an appropriate, Council-approved rate. It is a sum of money paid to the Elected Member, in the form of an Allowance, as determined by the Remuneration Tribunal.

The travel allowance is claimable by the Elected Member and must be pre-approved by the authorising Manager before the travel has been undertaken.

6.4 Annual Resolution of Allowances

The amount of Council Member Allowances including the amount of the Extra Meeting Allowance is determined by the Remuneration Tribunal annually as per legislative requirements. The resolution of Council Member Allowances for the financial year must be made when it adopts the Regional Plan for the financial year in accordance with *Local Government Act 2019* for budgetary and declaration purposes. In the event that the Remuneration Tribunal amends its Determination, the amended Determination prevails, with any applicable budgetary revisions to be subsequently resolved and adopted by Council.

6.5 Individual Responsibility of Elected Members

Council acknowledges its due diligence obligations pertaining to the expenditure of its funds, and affirms its commitment to holding its Elected Members accountable for any costs it incurs arising out of its Elected Members' activities. Further on to the provisions of this Policy, Council requires its Elected Members to reimburse it for any costs it incurs arising out of an Elected Member's failure to attend a prescribed activity without a lawful, and reasonable excuse, including travel costs, activity costs, and accommodation costs. Such costs are generally recovered by way of deduction from an Elected Member's monthly allowance, however Council may undertake other steps to ensure its costs are recovered in full.

6.6 Further Administrative Support

Council will provide Elected Members with administrative support including access to its offices, and an official email account.

The Mayor shall be provided with an appropriate motor vehicle with private use that is to be administered by way of a specific, termed agreement with Council.

6.7 Training and Development

Council is committed to the development of its Members so as to promote effective and informed decision-making. The CEO and governance staff shall arrange appropriate training and development opportunities for Elected Members as opportunity and circumstance dictate.

The public interest test and costs / benefit analysis shall be applied whenever potential training and development opportunities are scoped.

6.7.1 *Local Government Act* takes precedent

The *Local Government Act 2019*, its Statutory Instruments prevail over this Policy in the event of a conflict or inconsistency.

7. REFERENCES AND RELATED DOCUMENTS

Legislation	*Local Government Act 2019*
	Income Tax Assessment Act 1997 (Cth)
Australian Taxation Office	*Recommendations for Travel Allowances*

Roper Gulf Regional Council

CL006 - Elected Member Administration Policy

8. DOCUMENT CONTROL

Policy number	**006**
Policy Owner	**Governance**
Endorsed by	**OCM**
Date approved	**26/06/2013**
Revisions	**30 March 2016, July 2017, April 2022, August 2026**
Amendments	**30 March 2016, 23 August 2017, April 2022, 25 September 2025, 26 August 2026**
Next revision due	**June 2029**

9. CONTACT PERSON

Position	**Manager Corporate Compliance**
Contact number	**(08) 8972 9005**

RoperGulf REGIONAL COUNCIL
SUSTAINABLE • VIABLE • VIBRANT

OCEO003 – Elected Members – Breach of Code of Conduct Policy

1. POLICY CERTIFICATION

Policy title:	**Breach of Code of Conduct (Members)**
Policy number:	**OCEO003**
Category:	**Policy**
Classification:	**Office of the Chief Executive Officer**
Status:	**In Force**

2. PURPOSE

The Code of Conduct (the Code) for Elected Members is a legislative requirement prescribed at Schedule 1 of the *Local Government (General) Regulations 2021*, accompanied by the *Ministerial Guideline – Code of Conduct Framework* (the Framework) that outline the acceptable behavioural standards, ethical, transparency, and accountability responsibilities for Council's Elected Members,.

The Code arises from a legislative requirement and is the authoritative instrument on Elected Member conduct, prevailing over all other corporate or contractual documents in the event, and to the extent of any inconsistency.

This policy is made in accordance with Section 132B of the *Local Government Act 2019* (the Act) and outlines Council's position on dealing with alleged and actual contraventions of the Code.

3. ORGANISATIONAL SCOPE

This policy applies to all Elected Members of Roper Gulf Regional Council (Council).

4. POLICY STATEMENT

Council affirms its commitment to maintaining and exercising the highest professional and ethical standards in the service of its constituents, and the public in general. To this end, Council expects its Elected Members to uphold and comply with their prescribed legislative requirements pertaining to conduct as set out in the Code.

The Code is applicable to Elected Members on an individual basis and alleged breaches will be formally dealt with in accordance with the principles on *Natural Justice* and the principles set out at Clause 6 of this policy.

Complaints alleging breaches of the Code by Elected Members shall be forwarded to the Chief Executive Officer formally for assessment and review. If the allegations meet the criteria outlined at Clause 5 of this Policy, they will be formally presented to Council and formally referred to a third party for investigation.

Council affirms its commitment to the principles of *Natural Justice* and recognises that its particular circumstances are such that a third party is better suited to investigating formal complaints against its Elected Members, so as to promote and maintain the integrity and impartiality of the investigation, and the fairness of any outcome.

OCEO003 – Elected Members – Breach of Code of Conduct Policy

Council recognises and acknowledges that the Code of Conduct and associated Framework are comprehensive, and expects all of its Elected Members to meet the requirements prescribed therein.

5. DEFINITIONS

Code of Conduct	Standards of behaviour expected of Council's Elected Members as prescribed at Schedule 1 of the *Local Government (General) Regulations 2021*.

6. PRINCIPLES

6.1 Lodgment of Complaints against Elected Members

Complaints alleging a breach of the Code by an Elected Member of Council must be forwarded to the Chief Executive Officer (CEO) in a manner consistent with Chapter 7 of the Act.

6.2 Receipt and processing of Complaints against Elected Members

Formal complaints will be reviewed by the CEO to assess whether or not the complaint is actually alleging a breach of the Code.

The CEO shall notify Council, and both the complainant and the respondent of the receipt of the complaint as required by applicable law.

6.3 Investigation of Complaints against Elected Members

It is Council's express position that Elected Members are entitled to procedural fairness, and that it is in the interests of all parties, as well as the public, for Council not to investigate alleged breaches of the Code into its own members.

In the interests of integrity, fairness, transparency, accountability, and capability, all qualifying Code of Conduct complaints shall be referred to the Secretariat in accordance with Section 132B of the Act, and Clause 13.9 of the Framework.

6.4 Confidentiality

Information pertaining to formal complaints is strictly confidential.

7. Applicable Law

Cited Acts	*Local Government Act 2019* *Local Government (General) Regulations 2021*
Applicable Acts	• *Information Act 2002*;

OCEO003 – Elected Members – Breach of Code of Conduct Policy

(*not exhaustive*)	• *Criminal Code Act 1983*; • *Anti-Discrimination Act 1992*; • *Fair Work Act 2009* (Cth); and • *Privacy Act 1988* (Cth).
Other Reference Material	*Ministerial Guideline – Code of Conduct Framework*

8. DOCUMENT CONTROL

Policy number	**OCEO003**
Policy Owner	**OCEO**
Endorsed by	**Council**
Date approved	**12/4/2022**
Revisions	**February 2022, July 2026**
Amendments	**February 2022, 26 August 2026**
Next revision due	**2025**

9. CONTACT PERSON

Position	**Manager Corporate Compliance**
Contact number	**(08) 8972 9005**

Schedule 1A Code of Conduct

regulation 71

1 Definitions

In this code:

local government employee means a person who is:

(a) employed by a local government council; or

(b) engaged by a local government council under a contract for services; or

(c) a staff member of a local government subsidiary.

publish includes publish on a social media platform.

2 Application

This code applies to the conduct of members:

(a) when exercising their powers and or performing their functions under the Act; and

(b) in relation to the local government council of which they are a member.

3 Personal integrity

A member must:

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government council of which they are a member; and

(f) act in accordance with the trust placed in members by the public; and

(g) participate in decision-making in an honest, fair, impartial and timely manner; and

(h) actively seek out and engage in training and development opportunities to improve the performance of their functions; and

(i) attend and participate, within the required time, in briefings, workshops and training sessions:

  (i) required under section 45 of the Act; or

  (ii) provided or arranged by the local government council in relation to the performance of their functions.

4 Relationship with others

A member:

(a) must treat others with respect, courtesy and fairness; and

(b) must respect and value diversity in the community; and

(c) must maintain and contribute to a harmonious, safe and productive work environment; and

(d) must not bully or harass another person in any way; and

(e) must deal with the media in an appropriate manner and in accordance with any relevant policy of the local government; and

(f) must not use offensive or derogatory language when referring to another person; and

(g) must not disparage the character of another member or a local government employee in connection with the performance of their official duties; and

(h) must not without reasonable evidence impute dishonest or unethical motives to another member or a local government employee in connection with the performance of their official duties.

5 Accountability

A member must:

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read or be briefed on all agenda papers given to the member in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the local government area for the local government council of the member.

6 Social media

A member:

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must not publish material that they know, or could reasonably be expected to know, is factually incorrect.

7 Other obligations

(1) A member must not be impaired by alcohol or drugs.

(2) A member must comply with all policies, procedures and resolutions of the local government.

8 Perceived misconduct

A member who believes on reasonable grounds that another member has engaged in misconduct must make a complaint in accordance with Part 7.4 of the Act.

9 Council or committee meetings

When attending a council or committee meeting, a member:

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any by-laws and standing orders relating to the procedures and conduct of the meeting; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that is ruled out of order by the person presiding at the meeting.

10 Misuse of local government council resources

(1) A member must not, directly or indirectly, use the resources of a local government council for an electoral purpose or other purpose unless authorised under the Act, or by the council or the CEO, to use the resources for that purpose.

(2) In this clause:

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 2004* or the *Commonwealth Electoral Act 1918* (Cth);

resources of a local government council includes:

(a) property of a local government council; and

(b) services provided, or paid for, by a local government council.

11 Securing personal advantage or disadvantaging others

A member must not make improper use of their office to:

(a) gain, directly or indirectly, an advantage for the member or any other person; or

(b) cause detriment to the local government council or any other person.

12 Prohibition against involvement in administration

(1) A member must not undertake a task that contributes to the administration of the local government council unless authorised by the council or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a member does as part of the deliberations at a council or committee meeting.

13 Relationship with local government employees

(1) A member must not:

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(2) Subclause (1)(a) does not apply in relation to:

(a) anything that a member does as part of the deliberations at a council or committee meeting; or

(b) a direction given by a council member to the CEO of the council.

(3) If a member, in their capacity as a member, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the member must not orally, in writing or by any other means:

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

14 Compliance with sanction

A member must comply with any sanction imposed under Part 7.4 of the Act.

Ministerial Guideline

Code of Conduct Framework

Local Government Act 2019 (NT)

NORTHERN TERRITORY GOVERNMENT

Document title	**Ministerial Guideline**
Contact details	**Inna Bruce, Acting Director Legislation Policy and Governance**
Approved by	**Hon Steven Edgington, Minister for Housing, Local Government and Community Development**
Date approved	**July 2026**
Document review	**Annually**
TRM number	**38-MIN26-1260**

Version	Date	Author	Changes made
1	6 July 2026	Inna Bruce, Acting Director Legislation Policy and Governance	First version

Publication and tabling

This Guideline must be published on the Agency's website and tabled in the Legislative Assembly within **six sitting days** after it is made. It is not subordinate legislation (Act, s 342).

Chapters

Ministerial Guideline - Code of Conduct Framework

1. Title and Authority

1.1. Title

This Guideline may be cited as the *Ministerial Guideline – Code of Conduct Framework*.

1.2. Authority

This Guideline is issued by the Minister responsible for local government to support the operation of Part 7.4 of the Act.

1.3. Commencement and Transitional Application

This Guideline takes effect on the date of publication and applies to conduct occurring after commencement of the amended Part 7.4 (*Local Government Legislation Amendment (Code of Conduct and Other Matters) Act 2026* (NT), s 2).

1.4. Ministerial Guideline as Operational Framework

This Guideline explains how to handle complaints about member conduct under the Code of Conduct regime introduced by *the Local Government Legislation Amendment (Code of Conduct and Other Matters) Act 2026* (NT), preserves statutory discretions and embeds procedural fairness, evidence, timeliness and proportionality throughout.

- Mandatory legal obligations are expressed as "must" with section references.
- Suggested good practice is expressed as "should", to not limit the discretion of decision-makers, as this Guideline is not subordinate legislation (Act, s 342).

The Code of Conduct prescribed under Schedule 1A of the Regulations addresses: personal integrity; training attendance; relationships with others; accountability; social media; alcohol or drug impairment; compliance with policies and resolutions; reporting perceived misconduct; meeting conduct; misuse of council resources; improper use of office; non-involvement in administration unless authorised; relationships with local government employees, and compliance with sanctions.

2. Purpose and Status

2.1. Purpose

The purpose of this Guideline is to:

- promote lawful, fair and consistent decision-making under the Code of Conduct framework;
- support early resolution where appropriate;
- make sure more serious complaints are escalated under the statutory scheme; and
- safeguard public confidence in local government governance.

2.2. Status

This Guideline is intended to assist councils, the secretariat, independent assessors, Code of Conduct panel, complainants and members understand how the framework should work in practice. Importantly, this Guideline:

- should be taken into account in performing functions under Part 7.4 of the Act;
- does not restrict any discretion provided for under the Act.

If the Act or Regulations prescribe a matter or thing, that requirement must be followed. If this Guideline suggests an approach, that approach should be followed unless the decision-maker considers another lawful approach is more appropriate.

3. Application

This Guideline applies to all persons and bodies exercising functions under Part 7.4 of the Act. This includes members, councils and any third parties assisting a council, independent assessors, Code of Conduct panels, and the secretariat.

4. Objectives and Principles

4.1. Objectives

The primary objectives of the Guideline are to ensure:

- Transparency around the process, including the obligations of the new statutory bodies;
- Consistency in application of the framework;
- Proportionate and fair outcomes for all parties;
- Transparency and accountability in decision-making;
- Timely and efficient resolution of complaints.

4.2. Principles

The process is guided by the following core principles:

- Procedural fairness;
- Independence and impartiality of decision-makers;
- Timeliness in decision-making;
- Integrity of the process and maintenance of public confidence;
- Proper identification, disclosure and management of conflicts of interest.

5. Definitions

5.1. Statutory definitions

Decision-makers must refer to the statutory definitions in the Act, particularly sections 7 and 119, and the prescribed Code of Conduct in Schedule 1A of the Regulations.

5.2. Definitions

The following key defined terms apply throughout this Guideline:

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

CEO, of a council, means the council's Chief Executive Officer as appointed under section 165(1) of the Act, who is in charge of day-to-day operations of the council.

CEO of the Agency means the Chief Executive Officer of the Department of Housing, Local Government and Community Development.

Chapter means a numbered section of this Ministerial Guideline.

Code of Conduct means the Code of Conduct prescribed under section 120 of the Act and included in Schedule 1A of the Regulations.

Code of Conduct panel means a panel established under the Act by the secretariat in accordance with section 132K.

Complainant means a person who makes a complaint under sections 132A or 132B of the Act.

Decision-maker means the person making a decision regarding the complaint and may include the council, an independent assessor, or a Code of Conduct panel and its members.

Dismissal of complaint means dismissal on the grounds that misconduct did not occur or on the grounds of the complaint being frivolous, vexatious, trivial or not made in good faith. See Chapter 11 of this Guideline for definitions of frivolous, vexatious, trivial or not made in good faith that apply to this Guideline.

Gross misconduct means conduct by a member that breaches the Code of Conduct and consists of any of the following:

(a) corruption;

(b) a criminal offence;

(c) repeated serious misconduct; or

(d) behaviour demonstrating the member's unfitness for office.

Independent assessor means a member of the pool of persons appointed under section 121 of the Act.

Member means (according to context) a member of an audit committee, a council, a council committee or a local authority (Act, s 7, definition of member).

Misconduct means conduct by a member that breaches the Code of Conduct.

Regulations means the *Local Government (General) Regulations 2021* (NT).

Sanction means any action taken by a council, an independent assessor or a Code of Conduct panel to resolve a complaint, other than to take no further action. A decision to take no further action is not a sanction and cannot be the ground for a subsequent non-compliance referral under section 132T of the Act.

Secretariat means the secretariat mentioned in section 126(1) of the Act.

Serious misconduct means conduct by a member that breaches the Code of Conduct if the conduct:

(a) causes a serious and imminent risk to the reputation, viability or resources of a local government council; or

(b) consists of bullying, intimidation, sexual harassment, assault or physical or verbal abuse; or

(c) consists of theft or fraud; or

(d) consists of being impaired by alcohol or illicit drugs while exercising the powers or performing the duties of the member; or

(e) consists of refusing to carry out a reasonable direction of a council consistent with the member's duties under this Act; or

(f) consists of non-compliance with a sanction imposed by a council, an independent assessor or a Code of Conduct panel.

5.3. Interpretative Aids

The *Interpretation Act 1978* (NT) contains definitions and provisions relevant to the Act.

5.4. Reporting to Police or Independent Commissioner Against Corruption

Nothing in this Guideline changes mandatory reporting obligations under the *Independent Commissioner Against Corruption Act 2017* (NT) or any other applicable legislation. Any person involved in handling a complaint under Part 7.4 of the Act that becomes aware of conduct that may constitute corrupt conduct, or a criminal offence, must comply with their mandatory reporting obligations independently of action taken under Part 7.4 of the Act.

A referral to the Independent Commissioner Against Corruption (**ICAC**) or the Northern Territory Police under sections 132G(1)(g), 132J(3)(c) or 132N(c) of the Act is in addition to any mandatory reporting duty.

6. Obligation to Report Misconduct and Types of Misconduct

6.1. Member obligation to report misconduct

A member who believes on reasonable grounds that another member has engaged in misconduct must make a complaint in accordance with Part 7.4 of the Act (Code of Conduct, clause 8).

6.2. Types of Misconduct

The types of misconduct are defined in section 119 of the Act. The process under the Act depends on the type of misconduct raised in a complaint. Decision-makers should assess the complaint carefully, fairly, and consistency in line with the requirements of legislation and principles of procedural fairness.

Each element of a complaint should be assessed individually and together, considering the overall circumstances of the conduct and its context within the council's operation. The factors may guide the decision-making process are set out in Chapter 12.2– Proportionality

6.3. Examples

When differentiating between the types of conduct, decision-makers may consider the following examples.

Bullying - **serious misconduct** because bullying, intimidation, sexual harassment, assault or physical or verbal abuse is specified in the definition of serious misconduct (see section 119 of the Act).

A member's offensive social media post about a council employee during an official event would engage Code of Conduct provisions on relationships and social media and may constitute **serious misconduct** if it amounts to bullying or verbal abuse.

Submitting falsified reimbursement claims - **serious misconduct** (theft/fraud, see definition of serious misconduct in section 119 of the Act) and may amount to **gross misconduct** where the conduct is criminal or demonstrates behaviour demonstrating the member's unfitness for office.

Multiple, repeated serious misconduct incidents within a term - **gross misconduct** as repeated serious misconduct (see definition of gross misconduct in section 119 of the Act).

Not complying with a sanction imposed by an independent assessor or Code of Conduct panel – **serious misconduct** (see definition of serious misconduct in section 119 of the Act).

A member who refuses to pay a monetary penalty, complete required training or issue a directed apology would be considered to have committed a further act of **serious misconduct**, triggering the independent tier and the non-compliance referral mechanism (see sections 132R and 132T of the Act).

7. Complaint Pathways and Guidance for Complainants and Decision-Makers

7.1. Overview

A person who believes a member breached the Code of Conduct may lodge a complaint with:

- the council CEO (Act, s 132A); or
- the secretariat (Act, s 132B).

Note: The CEO's role is to receive the complaint and refer it to the council for a decision to be made (Act, s 132E).

7.1.1. Approved forms

A complaint made to the council CEO under section 132A, or to the secretariat under section 132B, must be in the approved form and accompanied by a statutory declaration made by the complainant verifying the information provided in the form (Act, ss 132A(2) and 132B(2)). Use the **Code of Conduct Complaint Form** which is located on the Agency's website.

7.1.2. Time limit

A complaint must be made within six months after the alleged misconduct occurred (Act, s 132C).

7.2. Guidance for complainants — before lodging a complaint

The Act creates different pathways for lodging a complaint.

A complaint may be lodged with the council CEO under section 132A of the Act.

A complaint may also be lodged directly with the secretariat under section 132B of the Act in certain cases. Use the factors in each column to identify the correct pathway for the circumstances of the complaint.

Factor	Council Pathway	Secretariat Pathway
Nature of misconduct	Minor or moderate misconduct - Behaviour that is rude, disrespectful, or breaks the Code, but is not serious.	Serious or gross misconduct - conduct specified in section 119 of the Act (e.g., bullying, fraud, repeated refusal of directions) or conduct so serious as to require referral to the independent assessor or a Code of Conduct panel.
Parties involved	Complaint is made about a single member; no principal or deputy principal member is involved as a party.	Complaint is made about two or more members or a principal or deputy principal member (Act, s 132B).
Factual and legal complexity	The facts are clear, the issue can be assessed easily, and the council can resolve it without complex legal or document review.	The matter is complex, may involve expert input, possible criminal issues, or difficult legal questions.
Conflict of interest	There is a low risk of conflict, and decision-makers can act fairly and without bias.	There is a high risk of conflict or bias, so an independent external process is needed to ensure fairness and public confidence.
Independence of decision-maker required	An independent external decision-maker is not required. The council is able to determine the matter in accordance with procedural fairness obligations under Part 7.4 of the Act.	An independent external decision-maker is required. The matter must be referred to the independent assessor or, where serious or gross misconduct is established, to a Code of Conduct panel, to ensure impartiality and the integrity of the outcome.

7.3. Withdrawal

A complainant may withdraw a complaint at any time before a determination or decision is made about whether misconduct occurred. Withdrawal must be in writing. It must be given to the CEO or the secretariat as appropriate (Act, s 132D).

If a complaint is withdrawn after referral to an independent assessor or Code of Conduct panel, the decision-maker should be notified by the secretariat promptly.

The law does not allow the process to continue once the complaint is withdrawn. Once a valid withdrawal is received before determination, the process must stop (Act, s 132D).

If broader concerns arise, the secretariat should consider reporting obligations – see Chapter 5.4.

8. Council Pathway

8.1. Council Handling of Complaints

Appropriate for:

- lower-level misconduct;
- matters capable of local resolution.

8.2. Initial assessment

Upon receiving a complaint under section 132A of the Act, the CEO must refer the complaint to the council for consideration under section 132E of the Act. The CEO may independently refer the complaint to an independent assessor under section 132E(3) of the Act.

The council must then:

- determine whether misconduct occurred;
- assess seriousness;
- address conflict of interest issues;
- determine whether the complaint is frivolous or vexatious (Act, s 132E(2)(c));
- decide whether further investigation or alternative resolution is required; and
- determine whether the complaint should be referred to an independent assessor (Act, s 132E(1)).

The council should check if anything affects its ability to act fairly, including any conflicts of interest or risk of bias. Councils should record the checks, including whether the member is subject to the Code of Conduct and whether the complaint is within time.

8.3. Dismissal and meeting-related resolution

The council may dismiss a complaint where it determines that misconduct did not occur.

The council may dismiss a complaint where the misconduct occurred at a council or committee meeting and was dealt with by the presiding person or remedied under meeting procedures (Act, s 132E(2)(a)-(b)).

The council may dismiss a complaint where it is frivolous or vexatious (Act, s 132E(2)(c)).

Example: Dismissal and meeting-related resolution

A member speaks out of turn, is cautioned by the chair, apologises, and the meeting proceeds; a later complaint on the same incident may be dismissed as already being adequately resolved

8.4. Referral triggers

The council or CEO may refer a complaint to an independent assessor if the alleged misconduct would be more appropriately investigated and resolved by an independent assessor.

On making a referral to an independent assessor, the CEO must:

- notify the secretariat; and
- give the secretariat all relevant materials related to the complaint (Act, s 132E(4)).

For good practice, the CEO should also notify the council.

If complete information is not provided, it may delay the process and affect fairness. **Example: Referral trigger to independent assessor.**

Serial complainant targeting multiple members with overlapping allegations.

8.5. Third-party assistance

If the complaint involves a principal or deputy principal member, alleges misconduct that is more than minor but not serious, or has caused psychological harm, the council can bring in an independent third party (such as a mediator) to investigate or help resolve the issue, and may take their advice into account when deciding what happened and what action to take (Act, s 132F).

Example: Interpersonal conflict

Two members engage in persistent low-level incivility toward each other, causing distress and disrupting council operations. The council may engage a mediator or alternative dispute resolution specialist under section 132F of the Act and incorporate the third party's findings and recommendations into a behaviour plan under section 132G of the Act.

Third-party assistance should be documented by terms of reference addressing independence, scope, confidentiality, reporting, and recommended sanctions. The third party can assist, but the council must still make the determination required by the Act unless the matter is referred to another decision maker (Act, ss 132F and 132G).

8.6. Available actions

If the council determines that misconduct occurred, it may take one or more actions it considers appropriate:

- Take no further action.
- Reprimand.
- Require a public apology.
- Require mediation.
- Prepare and implement a behaviour plan (after consulting the member).
- Refer to an independent assessor. On referring a complaint to an independent assessor under this section, the CEO must notify the secretariat and give the secretariat all relevant materials related to the complaint (Act, s 132G(4)) within **five days** of the decision.
- Refer corrupt or criminal conduct to ICAC or police (Act, s 132G(1)). In relation to referral to ICAC or police, see Chapter 5.4 of this Guideline.

Councils should record its decisions in writing.

A behaviour plan prepared under section 132G(1)(e) of the Act must be developed in consultation with the member and may include requirements to attend mediation, undertake counselling or training, or take other specified action the council considers appropriate (Act, ss 132G(2) and (3)). The plan should specify:

- the specific obligations imposed;
- the timeframe for completion;
- the evidence of compliance required; and
- the consequences of non-compliance, including that non-compliance may constitute serious misconduct.

Behavioural plans should address the misconduct found in a way that is proportionate, practical and achievable.

Example: Behavioural plan and action taken

First-time discourtesy - reprimand and training; repeated failure to maintain meeting decorum - behaviour plan; suspected fraud - refer to police (Act, s 132G(1)(g)).

In selecting an outcome, Councils should apply the principles of proportionality. See Chapter 12.2–Proportionality

8.7. Determination

Determinations must (Act, ss 130(2) and 131(3)):

- be based on evidence;
- be documented;
- include reasons; and

- be in the approved **Determination Form.**

Determinations by all decision makers (councils, independent assessors or Code of Conduct Panels) must follow the above.

9. Secretariat Pathway - Independent Assessor

9.1. Secretariat Handling Complaints

Appropriate for:

- serious or gross misconduct;
- complex or sensitive matters; and
- matters involving multiple members.

9.2. Secretariat functions

The secretariat receives complaints under Part 7.4 of the Act; assigns independent assessors and assists them; receives and maintains information related to complaints and the conduct of assessors and Code of Conduct panels in relation to complaints and determinations; assigns Code of Conduct panel members and assists panels; and performs any other conferred functions under this or any other Act (Act, s 126(4)).

The secretariat function is only administrative and should not express views on merits except to the limited extent necessary to decide the appropriate statutory pathway. (Act, s 126).

9.3. Impartiality, Confidentiality, and Record Management

The secretariat must act impartially and cannot influence or interfere with an independent assessor or a Code of Conduct panel (Act, s 126(6)). It must keep information confidential and only disclose it as allowed under the Act (Act, s 126(5)). It must also keep accurate and secure records of complaints, decisions and sanctions, including all key steps taken.

9.4. Secretariat triage of complaints

When the secretariat receives a referral from a council, it must assign an independent assessor and provide the assessor with the complaint or the materials from the CEO (Act, s 132H(1)).

When the secretariat receives a complaint under section 132B of the Act, it must consider whether to assign an independent assessor or refer directly to a Code of Conduct panel (Act, s 132B). It must refer the complaint within **5 days** (Act, s 132B(3)).

The secretariat should refer directly to a Code of Conduct panel where:

- the complaint, on its face, alleges serious or gross misconduct of a kind that clearly requires Code of Conduct panel determination (e.g., corruption, a criminal offence, or an allegation that, if substantiated, would require suspension or Ministerial dismissal); or
- the complexity or seriousness of the matter makes independent assessment unnecessary.

In all other cases, referral to an independent assessor for preliminary assessment is the preferred pathway.

9.5. Independent Assessor Pool composition

The Minister must, by appointment, establish a pool of at least three independent assessors with relevant qualifications and experience appropriate to their functions (Act, ss 121 and 122).

The secretariat must assign an assessor from the pool; a single assessor may be assigned multiple complaints and may consolidate related complaints (Act, ss 121, 122 and 132H(2)).

9.6. Independent assessors

Independent assessors investigate referred complaints, make factual determinations, report on investigations and determinations, and recommend sanctions where appropriate. They have the powers necessary to perform those functions, including the power to:

- investigate complaints;
- determine whether misconduct occurred;
- dismiss, refer or impose sanctions; and
- escalate complaints.

An independent assessor should ordinarily be used where there is apparent seriousness, complexity, recurrent complaints, perceived local conflict, leadership sensitivity, cross-council implications, or a need for independent factual assessment.

9.7. Consolidation of related complaints

An independent assessor may deal with multiple complaints together where they relate to the same facts, persons or circumstances (Act, s 132H(2)). Before consolidating complaints, the secretariat or independent assessor should:

- notify all parties of the proposed consolidation;
- consider whether consolidation would prejudice any party's ability to present or respond; and
- confirm that consolidation will not compromise procedural fairness.

9.8. Dismissal grounds

The independent assessor may dismiss a complaint if:

- misconduct did not occur (Act, s 132J(2)(a)); or
- the complaint is frivolous or vexatious, or was not made in good faith (Act, s 132J(2)(b)); or
- the complaint is trivial (Act, s 132J(2)(c)).

See also Section 12 of this document: Grounds for Dismissal of a Complaint.

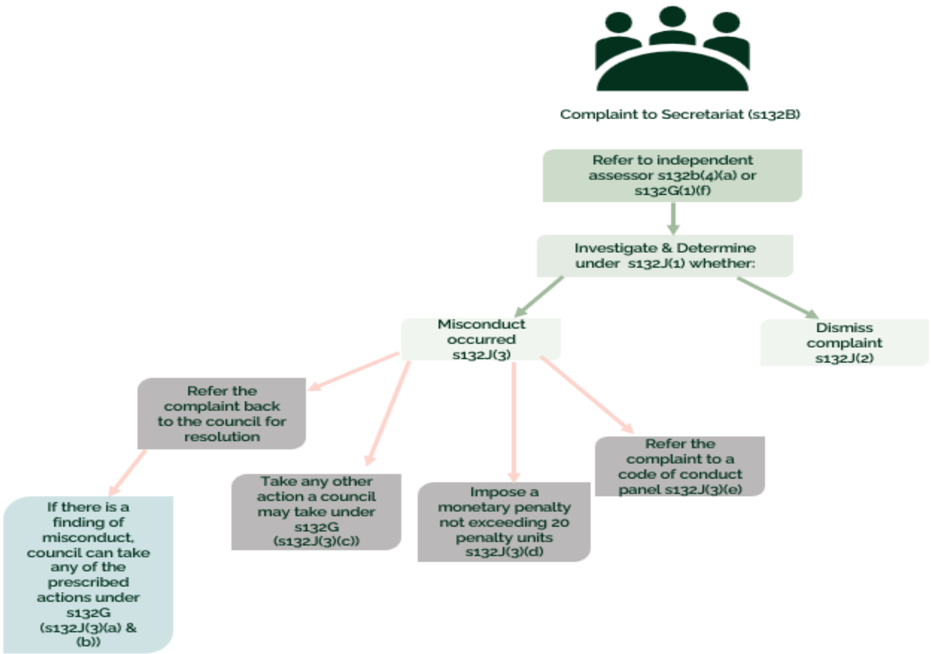
9.9. Available actions

The independent assessor must notify the secretariat and provide relevant materials for any referral, including to ICAC/police where appropriate (Act, ss 132J(3)–(5)). Following investigation, an independent assessor may choose to:

- Dismiss the complaint due to a determination that there was no misconduct, or that the complaint is frivolous, vexatious, not made in good faith, or trivial (Act, s 132J(2)).
- Determine misconduct occurred, and then:
  1) Refer the complaint back to the relevant council for resolution, where the council may compel the member to undertake one or more of the actions listed under in the Act (Act, ss 132G, and 132J(3)(a)-(b));
  2) Take any action a council may take under (Act, ss 132G and 132J(3)(c));
  3) Impose a monetary penalty not exceeding 20 penalty units (Act, s 132J(3)(d));
  4) In the case of serious or gross misconduct - refer the complaint to a Code of Conduct panel (Act, s 132J(3)(e)).

In practice, the assessor is the principal independent decision-maker for mid-level matters and should be used where independence, legal or governance analysis or more formal evidence gathering is required but the matter does not yet need to proceed to a panel hearing (Act, ss 132H and 132J).

In selecting an outcome, independent assessors should apply the principles of proportionality. See Chapter 12.2 – Proportionality



9.10. Referral to the Code of Conduct panel

The secretariat or independent assessor may refer the complaint to the Code of Conduct panel.

If an independent assessor refers a complaint to a Code of Conduct panel, the ICAC or the police (see Chapter 5.4 of this Guideline regarding mandatory reporting obligations), the independent assessor must:

(a) notify the secretariat; and

(b) give the secretariat all relevant materials related to the complaint (Act, s 132J(4)).

In this case, the secretariat must provide the relevant body with the relevant materials (Act, s 132J(5)).

9.11. Determination

See Chapter 8.7 – Determination.

10. Secretariat Pathway - s 132B - Code of Conduct Panels

10.1. Code of Conduct Panel Handling Complaints

Code of Conduct panels:

- deal with serious matters;
- conduct hearings;
- review decisions; and
- impose higher-level sanctions.

Code of Conduct panels investigate referred complaints, make factual determinations, review council and independent assessor decisions for procedural fairness, and deal with non-compliance with sanctions.

Code of Conduct panels have the powers necessary to perform those functions, must keep full and accurate minutes, and operate with a quorum of all members unless lawfully continuing as a two-member panel. (Act, ss 124–125).

10.2. Establishment and composition

If required, the secretariat must establish a Code of Conduct panel by assigning three members from the Minister-appointed pool, at least one of whom must be a legal practitioner with the required experience.

Before finalising the assignment, the secretariat must conduct conflict of interest checks to ensure that the proposed panel is not conflicted. The panel selects a chair, with a quorum of three (or it may proceed as two with unanimous decisions if a member becomes unavailable), and must keep full and accurate minutes (Act, ss 123, 125 and 132K–132L).

10.3. Hearing obligations

Prior to making any determination to misconduct the Code of Conduct panel must first:

- Conduct a hearing into the complaint (Act, s 132M(1)).
- Before conducting a hearing, the panel may investigate the complaint (Act, s 132M(2)).

The Code of Conduct panel must conduct a hearing into any assigned complaint and may investigate the complaint before the hearing (Act, s 132M(1)–(2))

Example:
A hearing may receive sworn evidence from the subject member and witnesses, supplemented by documentary materials, before making findings (Act, s 130(3)).

10.4. Public hearings and privacy

The Act does not expressly require Code of Conduct panel hearings to be public. Unless the Code of Conduct panel decides otherwise, hearings should be held in private. In deciding whether a hearing should be open, fully or partly, the Code of Conduct panel should consider:

- the seriousness and public governance implications of the alleged misconduct;
- the interests of witnesses in privacy;
- the interests of the subject member in a fair process; and
- any legislative confidentiality requirement (Act, s 126(5)) – the Code of Conduct panel's decision on hearing mode should be recorded with reasons.
- the potential impact on the reputation of the council and the local government sector as a whole.

10.5. Determinations and dismissal

Following the investigation/hearing the Code of Conduct panel may decide to dismiss the complaint because:

- misconduct did not occur;
- the complaint is frivolous, vexatious or not made in good faith;
- the complaint is trivial (Act, s 132M(4)).

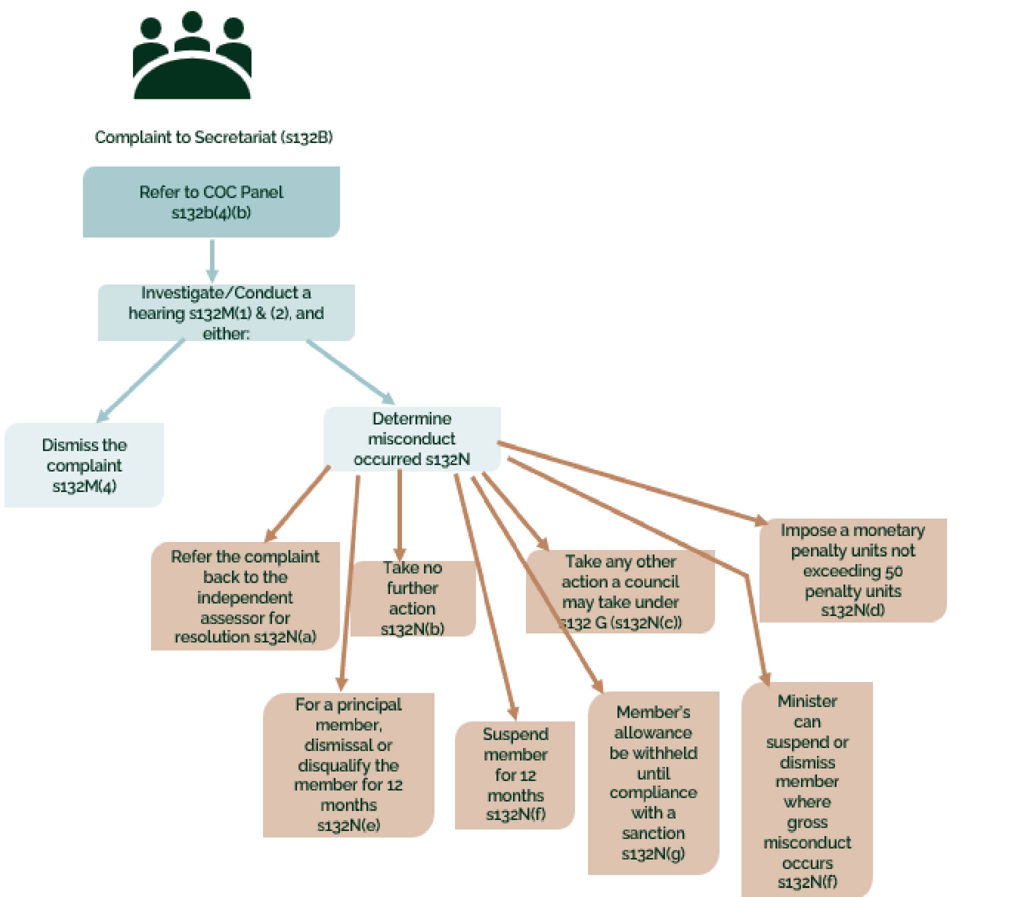
10.6. Available actions and sanctions

If misconduct occurred, the Code of Conduct panel may take one or more of the actions mentioned below, and shown in the flowchart:

- Where the complaint does not involve serious or gross misconduct, refer the complaint back to the independent assessor for resolution (Act, s 132N(a)).
- Take no further action (Act, s 132N(b)).
- Take any other action a council may take under (Act, s 132G and 132N(c)).
- Impose a monetary penalty not exceeding 50 penalty units (Act, s 132N(d)).

- For a principal member, other than an elected principal member, or a deputy principal member – dismiss the member from the position of principal member or deputy principal member and disqualify the member from holding the position of principal member or deputy principal member for up to 12 months (Act, s 132N(e)).
- Suspend the member for up to 12 months (Act, s 132N(f)).
- Order that the member's allowance be withheld until compliance with a sanction (Act, s 132N(g)).
- In the case of gross misconduct – recommend that the Minister suspend or dismiss the member subject to the complaint (Act, s 132N(h)).

In selecting actions or sanctions, the Code of Conduct Panel should apply the principles of proportionality. See Chapter 12.2– Proportionality



10.7. Determination

See Section 8.7 – Determination.

11. Grounds for Dismissal of a Complaint

The Act allows dismissal of a complaint by:

(a) a council - where misconduct did not occur, the misconduct was dealt with at a meeting, or the complaint is frivolous or vexatious (Act, s 132E(2));

(b) an independent assessor or Code of Conduct panel - where misconduct did not occur, or the complaint is frivolous, vexatious, not made in good faith, or trivial (Act, s 132J(2) and s 132M(4)).

Before dismissing the complaint, check the relevant section of the Act to determine if this dismissal ground is available for the relevant decision-maker.

- **Frivolous complaint** means a complaint that, on its face and assuming the facts alleged were made out, discloses no arguable breach of the Code of Conduct, or is so lacking in substance that no reasonable decision-maker would require further consideration.

  A complaint is not frivolous just because it is poorly expressed or brought by an unrepresented complainant. *Example: A complaint that a member mispronounced a place name during a public briefing, with no Code of Conduct clause cited and no person affected, would be frivolous because no breach is disclosed even taking the allegation at its highest.*

- **Trivial complaint** means a complaint where, even taking the allegations at their highest, the conduct complained of is minor, isolated and not part of a pattern, and insufficient enough to require the engagement of formal Code of Conduct processes.

  Whether something is trivial depends on the conduct itself, not how strongly the complainant feels about it. A matter can still be trivial even if it may technically breach the Code, if it has little impact or importance. *Example: A member briefly uses a council pen to sign a personal birthday card during a meeting break - even if a strict reading of the misuse-of-resources clause is engaged, the conduct is isolated, of negligible value, and not suitable for formal investigation.*

- **Vexatious complaint** means a complaint pursued for a purpose other than the genuine resolution of a Code of Conduct issue - including to annoy, harass, intimidate, embarrass or cause detriment to the member, the council, or another person - or if its manner of pursuit is oppressive, abusive, or disproportionate to any legitimate object.

  These complaints may be trivial. Repeated complaints raising matters already determined, without fresh material capable of altering the outcome, are presumably vexatious. Look at objective signs (such as patterns or repeated behaviour) and also consider the likely purpose behind the complaint. *Example: After a prior dismissal of a complaint about a member's tone at a meeting, the complainant lodges substantially the same allegation with no new facts. The repetition without fresh material supports a finding of vexatiousness.*

- **Complaint that is not made in good faith** means a complaint that is dishonest, knowingly false, made with reckless disregard for whether it is true, or made for a collateral purpose unconnected to the genuine enforcement of the Code of Conduct. The standard is lower than proving dishonesty or fraud. A complaint can still lack good faith even if it is not made up, if the person does not honestly believe it or does not care whether it is true.

If the complainant's behaviour in making the complaint may be a criminal offence (for example, making up evidence or interfering with justice), the complaint should be dismissed, and the matter may also be referred to the police. *Example: A complainant attaches a document they know to be falsified to support an allegation of misuse of council resources. Dismissal for lack of good faith is appropriate, and police referral should be considered.*

- **Concurrent application of dismissal grounds** — More than one reason for dismissal can apply at the same time. A single complaint may meet more than one ground: a complaint may be both frivolous and vexatious; both trivial and not made in good faith; or any other combination.

The applicable questions differ depending on which decision-maker is applying the dismissal grounds.

For a council (Act, s 132E(2)) the following may provide the guidance:

- If the facts were proved, would the conduct amount to a breach of Code of Conduct? If not, misconduct did not occur and the council may dismiss the complaint (Act, s 132E(2)(a)).
- If the alleged misconduct occurred at a council or committee meeting, was it already dealt with by the presiding person, or did the responsible member take remedial action in accordance with the council's meeting procedures? If so, the council may dismiss the complaint (Act, s 132E(2)(b)).
- Is the complaint frivolous or vexatious or more appropriately dealt by the independent assessor? If so, the council may refer the complaint to an independent assessor within five days (Act, s 132E(3)-(4)).
- If none of the above grounds applies, should the complaint be referred to an independent assessor under section 132E(3) of the Act, or dealt with by further investigation or alternative resolution under section 132F? Referral is distinct from dismissal (Act, ss 132E(3) and 132F).

For an independent assessor or Code of Conduct panel (ss 132J(2), 132M(4)):

- If the facts were proved, would the conduct amount to a breach of the Code of Conduct? If not, misconduct did not occur and the assessor or panel may dismiss the complaint (Act, ss 132J(2)(a) and 132M(4)(a)).
- Is the complaint frivolous or vexatious, or was it not made in good faith? Each ground independently supports dismissal (Act, ss 132J(2)(b) and 132M(4)(b)).
- Is the complaint trivial? Triviality is assessed by reference to the nature and significance of the alleged conduct (Act, ss 132J(2)(c) and 132M(4)(c)).
- If none of the above grounds applies, should the complaint be referred for another process? Options include referral back to the relevant council for resolution, referral to a Code of Conduct panel in the case of serious or gross misconduct, or referral to ICAC or police in the case of corrupt or criminal conduct (see Chapter 5.4 of this Guideline regarding mandatory reporting obligations). Referral is distinct from dismissal (Act, ss 132J(3) and 132G(1)(g)).

12. Sanctions Framework

12.1. Purpose

This Chapter sets out the framework for selecting, applying and recording sanctions across all pathways of Part 7.4 of the Act, including the complaints process - the council, the independent assessor, and the Code of Conduct panel.

No fixed outcomes are prescribed by this Guideline or the Act; decision-makers have a discretion which should be exercised purposively, proportionately, and with detailed written reasons.

Sanctions under Part 7.4 of the Act serve the following purposes, which should inform the selection of the appropriate outcome in every case:

- **Address the conduct and deter repetition –** Sanctions should respond to the misconduct found and reduce the risk of it happening again. A sanction must relate to the conduct found or it may not withstand review.
- **Promote accountability and rehabilitate –** Sanctions should encourage members to accept responsibility and, where appropriate, support improvement through training, education or behaviour plans. For less serious conduct, corrective measures will often be more effective than just punish them.
- **Maintain community confidence in local governance** - Sanctions should be appropriate and reasonable. If they are too weak or too harsh, public confidence in the process may be affected.

12.2. Proportionality

Sanctions should be proportionate to the misconduct found. Decision-makers should assess each of the following factors, individually and in combination, and should record how each factor informed the outcome selected. The weight to be given to any factor will depend on the facts of the case. No single factor is the determining factor:

- **Seriousness of the conduct** - decision-makers should consider:
  - whether the conduct falls within the category of misconduct, serious misconduct, or gross misconduct under the Act (Act, s 119);
  - whether it involves a specified form of conduct (such as bullying, fraud, or corruption) that the legislature has identified as inherently serious; and
  - the degree to which the conduct departs from the standard required by the Code of Conduct.
- **Harm caused or risked** - decision-makers should consider:
  - the nature and extent of harm caused or likely to have been caused to any person (including individuals, the council, and the community);
  - whether the harm was physical, psychological, financial, or reputational; and
  - whether it was actual or foreseeable.
- **Intent** - should assess whether the conduct was deliberate, reckless, or inadvertent.

  Deliberate conduct is where the member knew their actions were contrary to the Code of Conduct or caused harm and proceeded regardless. Reckless conduct is where the member was indifferent to an obvious risk of harm.

  Deliberate or reckless conduct will generally require a more serious sanction than an inadvertent breach. Where the member shows genuine insight, acknowledges the breach, and takes early remedial steps, those matters may operate in mitigation.
- **Prior conduct** - decision-makers should consider whether the member has a history of similar or related Code of Conduct breaches. A prior finding of misconduct, whether it resulted in a formal sanction, is a significant aggravating factor that may justify a more severe outcome for the current conduct.

  A clean disciplinary history may operate in the member's favour, particularly for a first-time breach. In practice, councils should maintain a register of complaint outcomes for each member. Where a new complaint is referred to an independent assessor or Code of Conduct panel, the council should provide relevant prior conduct records to the secretariat.

Only complaints where misconduct was found (not dismissed complaints) should be treated as prior conduct for these purposes. Decision-makers should give less weight to older findings where the member has demonstrated sustained compliance.

- **Willingness to remedy and response to the process** - decision-makers should consider whether the member acknowledged the breach, showed remorse, cooperated with the investigation or took steps to remedy the harm.

  A member who actively contests every finding without genuine basis, or who has been obstructive, may attract less mitigation than one who engages constructively with the process.

  This factor should be weighed against the member's right to defend the complaint and should not operate to penalise a member merely for exercising their procedural fairness rights.

- **Repetition and pattern of behaviour** - decision-makers should consider whether the conduct is an isolated incident or part of a repeated or continuing pattern. Repetition is a significant aggravating factor. Conduct repeated after warnings, training or sanctions that shows persistent non-compliance with the Code of Conduct will generally justify a more serious sanction or referral to the next decision-making tier.
- **Risk to council operations or reputation** - decision-makers should consider whether the conduct undermined, or was likely to undermine, the effective operation of the council, public confidence or the integrity of council decision-making. Conduct that occurred in a public forum, on social media, or in the context of the member's exercise of official functions will generally pose a greater reputational risk than conduct in a closed internal setting.

12.3. Escalation Approach

Misconduct (minor to moderate)

If the conduct is a breach of the Code but not serious, the council will usually apply a lower-level response. The council is the main decision-maker. Possible actions include taking no further action with a warning, issuing a reprimand, requiring an apology, requiring training, or arranging mediation. A behaviour plan may be used if the conduct is more serious within this category or may continue. *Example: a first-time breach of meeting decorum resolved with a reprimand and communication skills training.*

Serious misconduct

If the conduct falls within section 119 of the Act (for example, bullying, fraud, repeated refusal to follow directions, or not complying with a sanction), the council's options under section 132G will often not be enough, and the matter should usually be referred to an independent assessor. The independent assessor can impose a monetary penalty of up to 20 penalty units, require training or an apology, implement a behaviour plan, or refer the matter to a Code of Conduct panel if needed.

The independent assessor cannot suspend a member — suspension can only be imposed by a panel. *Example: substantiated bullying of a council employee — reprimand, mandatory behaviour management training, 10 penalty units, and referral to the Code of Conduct panel if the behaviour is part of an established pattern.*

Serious misconduct – Code of Conduct panel

If an independent assessor refers a serious misconduct case to a Code of Conduct panel, or if the secretariat refers it directly, the panel has a wider range of powers. It can:

- impose a monetary penalty of up to 50 penalty units;
- suspend the member for up to 12 months;
- disqualify a non-elected principal or deputy principal member from their leadership role for up to 12 months;
- withhold allowances until the member complies with a sanction; or
- apply any sanction available to the council.

The panel should make sure the outcome matches the seriousness of the misconduct and must give clear, detailed reasons for its decision.

Example: a member who has received prior training sanctions for bullying and continues the behaviour - 30 penalty units, three-month suspension, and a structured behaviour plan with compliance monitoring.

Gross misconduct

If the conduct is gross misconduct under sections 119(a)–(d) of the Act (for example, corruption, a criminal offence, repeated serious misconduct, or behaviour showing the member is unfit for office), the Code of Conduct panel is the body that decides the case and must consider recommending action by the Minister under section 132U of the Act.

The panel can use all the sanctions available under section 132N of the Act, including a monetary penalty of up to 50 penalty units, suspension for up to 12 months, and disqualification from leadership roles.

For gross misconduct, the panel should clearly consider whether to recommend that the Minister suspend or dismiss the member, and must record its reasons for making or not making that recommendation.

Example: fraud substantiated by documentary evidence and a criminal referral — maximum monetary penalty, suspension for the remainder of the term pending criminal proceedings, and recommendation to the Minister for dismissal and disqualification of up to eight years (Act, s 132U).

12.4. Mitigating and Aggravating Factors - Summary

Common **mitigating factors** that may lead to a lower sanction include:

- early admission;
- genuine remorse and apology;
- no prior misconduct;
- cooperation with the investigation;
- steps taken to address the issue;
- an isolated incident; and
- relevant personal circumstances (including cultural factors, consistent with Chapter 17.5 of this Guideline).

Common **aggravating factors** that may lead to a higher sanction include:

- deliberate or reckless behaviour;
- previous findings of misconduct or sanctions;
- repeated or ongoing behaviour;

- conduct that occurs in public or attracts public attention;
- misuse of a position of authority or leadership;
- failure to comply with earlier sanctions or behaviour plans; and
- conduct that causes serious or ongoing harm to a person or the council.

Decision-makers should assess these factors by reference to the specific facts of the case but cannot treat any factor as automatically determinative.

13. Evidence, Standard of Proof, Procedural Fairness and Conflict of Interest

13.1. Evidence and Standard of Proof

Councils, third parties assisting councils, independent assessors and Code of Conduct panels **are not bound by rules of evidence** and may inform themselves appropriately, consistently with fair and expeditious investigation, determination and resolution of complaints (Act, s 130(1)).

A finding of misconduct must be based on evidence showing, on the balance of probabilities, that the conduct occurred (Act, s 130(2)) — meaning it is more likely than not.

An independent assessor or Code of Conduct panel may require evidence on oath (Act, s 130(3)), but only where needed due to the seriousness or complexity of the case. This is not required in all cases. Decision-makers should decide if sworn evidence is necessary for a fair and reliable outcome.

13.2. Procedural Fairness – s 131

Procedural fairness is a statutory obligation. Anyone acting under Part 7.4 must follow procedural fairness, including giving the member a chance to respond and providing written reasons to both parties (Act, s 131).

The complainant and the person to whom a complaint relates must be given written notice of a decision made under Part 7.4 of the Act, including the reasons for the decision (Act, s 131(3)). The written reasons must explain findings of fact, application of the Code of Conduct and the Act, and the rationale for any action or sanction imposed, and be in the approved **Determination Form.**

In the absence of NT tribunal or court decisions under Part 7.4 of the Act, clear written assessment of how the decision matches the seriousness of the conduct are essential for fairness and future review.

Procedural fairness means decision-makers must act in a way that avoids unfairness when using their legal powers, especially where the decision affects someone's rights or interests. It has two key parts: the hearing rule and the bias rule.

The hearing rule means telling the person what issues are being decided, giving them any important negative information that will be relied on and giving them a real chance to respond, either in writing or in person

The bias rule means decision-makers must be fair and impartial and must also appear to be fair. The question is whether a reasonable person might think the decision-maker is biased. This is why conflicts of interest must be avoided.

Breach of these principles will commonly invalidate the decision.

13.3. Procedural Fairness Compliance Checklist

Decision-makers may use this checklist to assist them in ensuring the principles of procedural fairness were observed.

- Jurisdiction and timeliness checked (member subject to Code of Conduct; complaint within six months) (Act, s 132C). Record basis if not.
- Allegations sent to subject member with particulars and evidence; record date and content (Act, s 131(2)).
- Reasonable opportunity to be heard provided (**Right of Reply Form**); record submissions and evidence (Act, s 131(2)).
- Decision-maker impartiality confirmed; conflicts identified and managed (recusal/reassignment); record steps.
- Evidence collected appropriately; standard of proof applied (balance of probabilities); record analysis and basis (Act, s 130).
- Proportionality assessment completed (seriousness, harm, intent, repetition, organisational risk, prior conduct, mitigation); record rationale.
- Written reasons prepared and provided to complainant and subject member (findings, Code of Conduct clauses, statutory powers, actions/sanctions); record (Act, s 131(3)).
- Expedition observed; key milestones and any delays explained and mitigated (Act, s 132).
- Review rights advised (14-day timeframe; procedural fairness ground; Code of Conduct panel review; stay possibility) (Act, ss 132P–132Q).
- Records updated and securely retained; secretariat notified and materials transmitted where required; confidentiality observed (Act, s 126(5)).

13.4. Conflict of Interest in Complaint Proceedings

This chapter explains the conflict of interest rules for everyone involved in handling complaints under Part 7.4 of the Act, including the council, the CEO, the secretariat, independent assessors and Code of Conduct panel members.

These rules are different from the conflict of interest rules that apply to council members when they are making general council decisions under Part 7.2 of the Act (Act, ss 114–117).

For the complaint process under Part 7.4 to be valid and trusted, decision-makers must act fairly and be seen to be free from conflicts of interest. A conflict of interest occurs when a decision-maker has a personal, professional, financial or other interest that could influence, or be seen to influence, how they handle or decide a complaint.

Decision-makers should proactively identify and manage such conflicts using the **Conflict of Interest Declaration Form.**

Failure to do so may invalidate the process, give grounds for review or challenge, or constitute corrupt conduct under the *Independent Commissioner Against Corruption Act 2017* (NT).

13.5. Common Disclosure and Management Obligations

These obligations apply to everyone involved in handling complaints under Part 7.4, including the council, the CEO, the secretariat, independent assessors, and Code of Conduct panel members.

Identify conflicts early. Decision-makers must check for any actual, perceived or potential conflicts before they start working on a complaint and keep checking as the matter progresses and circumstances change (Act, s 131(1)).

Disclose conflicts promptly. Any conflict must be disclosed as soon as possible to the appropriate body (Act, s 131(1)):

- Council members and the CEO → to the chair or the secretariat.
- Independent assessors → to the secretariat.
- Code of Conduct panel members → to the panel chair or the secretariat.

The conflict must be recorded in writing using the **Conflict of Interest Declaration Form**, including details of the interest and what it relates to.

Step aside or reassign the matter. Once a conflict is disclosed, the person must not continue to be involved in the complaint (Act, s 131(1)). The matter must be given to someone else who does not have a conflict. A written record of the conflict and how it was managed must be kept on the complaint file

For the secretariat, any officer involved in receiving or assigning a complaint must check for conflicts. If a conflict exists, the officer must disclose it to their supervisor using the same form and must not take any further part in the matter. The disclosure must be recorded on the complaint file.

13.6. Conflict of interest — all decision-makers

In addition to the general obligations in 13.5, the following requirements apply to specific roles.

- All decision-makers must fill out **the Conflict of Interest Declaration Form** in every case, to indicate whether the conflict of interest exists or not.
- An independent assessor appointed under section 132H must be independent and impartial.
- Code of Conduct panel members are appointed under section 123 of the Act and must act impartially.
- The secretariat must not appoint an assessor if a conflict is known (Act, s 126(6)).
- If a conflict arises after appointment, the assessor must immediately disclose it (Act, s131(1)), stop work on the matter, and the secretariat must consider reassigning the matter.
- The secretariat must remain neutral and not interfere with the assessor's decisions (Act, s 126(6)).
- Panel members must declare any conflict before a matter starts and must not take part if a conflict exists.
- All conflicts and the steps taken to manage them, must be recorded.

A decision made where a conflict of interest was not disclosed may be set aside by the Northern Territory Civil and Administrative Tribunal (Act, s 327 and Schedule 2).

13.7. Conflict of interest checklist

This checklist should be applied at receipt, assignment and before determination by the decision-maker:

1. Has the decision-maker completed the Conflict of Interest Declaration Form (required in all circumstances)?
2. Has the decision-maker disclosed the conflict in the required way and ceased participation and influence as required?
3. Has any decision-maker previously advised on, investigated, advocated about, or publicly commented on the matter?
4. Would a fair-minded observer reasonably question impartiality if this person remained involved?
5. Has the protocol for managing the conflict and the recusal or non-recusal decision been documented with reasons?

13.8. Consequences of unmanaged conflicts

Failure to identify, disclose, or manage a conflict of interest in complaint proceedings may have the following consequences:

- the complaint process may be challenged on procedural fairness grounds and any determination made may be set aside or remitted for redetermination by an unconflicted decision-maker;
- failure to adequately manage a conflict constitutes corrupt conduct under section 10(2)(c)(ii) of the Independent *Commissioner Against Corruption Act 2017* (NT), which may expose the decision-maker to ICAC investigation independently of any Code of Conduct proceedings; and
- public confidence in the integrity of the complaint process is undermined, causing reputational and institutional harm to the council and the broader Code of Conduct framework.

13.9. Northern Territory context

In the Northern Territory, small councils and close community relationships mean conflicts of interest are more common. The CEO, council members or other decision-makers may have close personal or cultural connections to the people involved. These should not be dismissed. The key question is whether a reasonable person would see them as affecting the outcome.

If these conflicts make it difficult to deal with the complaint fairly – for example, if most council members are closely connected – the council should refer the matter to the secretariat under section 132B of the Act as soon as possible.

Early referral in such circumstances protects the integrity of the process, the rights of both parties, and the council itself from subsequent challenge.

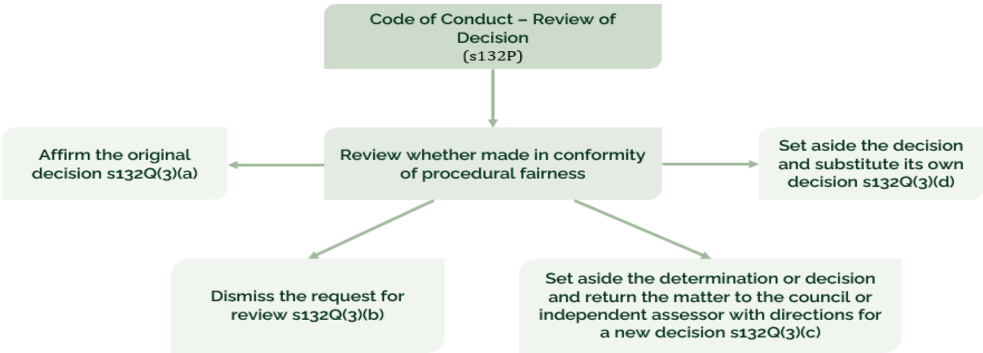
14. Review Processes

14.1. Review by determination

A complainant or the member can ask for a panel review only if they believe the decision was not made fairly. This is not a general appeal.

The request must be made to the secretariat within 14 days, in the approved form, and include the information required by section 132P(3) of the Act. The request must explain what was unfair and how it affected the outcome. Disagreeing with the decision alone is not enough.

The panel may pause the decision during the review (Act, s 132Q(2)) and may confirm, dismiss, send back, or replace the decision after review (Act, s 132Q(3)).



14.2. NTCAT review

The following Code of Conduct panel decisions are reviewable by NTCAT (Act, s 327 and Schedule 2), on application by the affected person specified:

- a determination as to whether misconduct occurred under section 132M(3) - the complainant or the subject member of the complaint;
- a decision to dismiss a complaint under section 132M(4) - the complainant;
- a decision to take action under section 132N - the complainant or the subject member of the complaint;
- a decision to take action under section 132Q(3) on review - the complainant or the subject member of the complaint.

NTCAT review is available in addition to, and not in substitution for, the internal Code of Conduct panel review pathway under section 132P.

Parties should be advised of the review rights in the decision notice.

14.3. Compliance with sanctions

A member must comply with any sanction imposed under Part 7.4 of the Act (Act, s132R). Failure to comply is serious misconduct (Act, s 119(f)) and may result in a new complaint or referral.

The council, independent assessor or secretariat should monitor, and if non-compliance is identified, should make a referral under section 132T without undue delay. A record of the sanction, its terms, the required date of compliance, and the evidence of compliance received should be maintained by the secretariat (Act, s 126) and by the relevant decision-maker.

14.4. Interaction with existing statutory duties and offences

The Code of Conduct process does not replace other legal obligations. The same conduct may also involve conflicts of interest, confidentiality, misuse of information, false or misleading information, criminal law, or corruption law. In serious cases, the Minister may take action.

14.5. Sanctions and proportionality

The Act allows a range of sanctions and does not set fixed outcomes. Decision-makers should choose the least interventionist response that will address the misconduct, support good governance, encourage compliance, and maintain public confidence. Decision makers should have regard to the principles of proportionality and relevant factors set out in Chapter 12.2– Proportionality.

15. Sanctions for non-compliance and Ministerial Powers

15.1. Sanctions for non-compliance

If a member does not comply with a sanction, the independent assessor or the secretariat may refer the matter to a Code of Conduct panel. The secretariat must establish the Code of Conduct panel and provide the referral information (Act, s 132T(1),(3)-(4)).

15.2. Code of Conduct panel powers

After considering the referral, the Code of Conduct panel may take no action, direct the member to comply (including what must be done and by when), change or add sanctions, impose a monetary penalty (up to 50 penalty units), or refer serious or repeated non-compliance to the Minister (Act, s 132T(5)).

15.3. Monetary penalties

A monetary penalty under Part 7.4 is a debt owed to the council. It must be paid within 28 days, or a longer period allowed by the council, and is a civil penalty under the *Penalty Units Act 2009 (NT)* (Act, s 132S).

15.4. Ministerial Powers

If a Code of Conduct panel recommends action for gross misconduct or repeated or serious non-compliance, the Minister may suspend or dismiss the member if satisfied it is appropriate (Act, s 132U(1)). If dismissing the member, the Minister may also disqualify them from office for up to 8 years (Act, s 132U(4)).

A suspended member under section 132U(1) is not entitled to allowances during the suspension, and payments must stop and restart, when applicable, when the suspension ends (Act, s 132U(2)).

A person disqualified under section 132U(4) cannot be elected or appointed as a council member (Act, s 47(1)(fa)). A person disqualified under section 132N(e) cannot be elected or appointed as a principal or deputy principal member (Act, s 61(4)). The disqualification under section 47(1)(fa) starts from the date of the Minister's decision and continues for the period set by the Minister, up to 8 years.

The Minister must give written notice with reasons and publish notice of any suspension, dismissal or disqualification (Act, s 132U(5)–(6)).

A suspension under section 132U(1) continues for the full period set by the Minister, even if the member's term ends. The member leaves office only when their term ends, not because of the suspension. Any disqualification under section 132U(4) continues separately, and the person cannot be elected or appointed during that period.

16. Timeliness and Record-Keeping

16.1. Timeliness

The Act requires determinations, decisions and actions under Part 7.4 to be taken expeditiously. Independent assessors and panels should act with as little formality and technicality, and with as much speed, as the legislation and proper consideration of the matter permit (Act, s 132(2)).

There is no fixed investigation timeframe, but avoidable or unexplained delay is not consistent with the Act (Act, s 132).

16.2. Record-Keeping

All key steps should be recorded by the decision-maker. The file should record who received the complaint, key decisions made, material considered, notices and responses, findings, reasons, any action or sanction, review rights, compliance with any sanction, and closure of the complaint. Councils do not need to keep duplicate records once information has been sent to the secretariat, but they should keep records of their own decisions, determinations and reasons.

Code of Conduct panels must also keep full and accurate minutes of thie meetings and other proceedings (Act, ss 125(4), 126(5) and 131(3)).

17. Protection from Liability

Independent Assessors and Code of Conduct panel members are protected from personal civil liability for acts or omissions done in good faith when carrying out their functions under Part 7.4 (Act, s 127). This means they must act honestly, within their powers, and in a way they believe is appropriate. This protection does not apply if they act dishonestly, outside their powers, or in bad faith. If unsure about their powers, they should seek advice before acting.

18. Supporting Materials and Forms

The following **approved** forms relate to this Guideline.

- Code of Conduct Complaint Form.
- Conflict of Interest Declaration Form.
- Determination Form.
- Review Request Form.
- Right of Reply Form.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER 15.4
TITLE CPP Grant Program 2023-2024
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:
(a) receives and notes the CPP2400011 (Barunga Sport Hall) grant acquittal for the year end 2024/25 - 2025/26; and
(b) receives and notes the CPP2400013 (Ngukurr Toilet Block) grant acquittal for the year end 2024/25 2025/26.

KEY OUTCOME AREA

Environment: Protect and care for the physical environment, including developing and maintenance of clean and environmentally focused communities.

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND

Council received funding under the Community Places for People (CPP) Grant in 2023-24 for the following Projects

- CPP2400011 - Barunga Sport Hall; and
- CPP2400013 - Ngukurr Toilet Block.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Based on the 2025/26 year-end acquittal, the Ngukurr Toilet Block Project (CPP2400013) recorded a deficit of $45,501.42.

The Barunga Sport Hall Project (CPP2400011) recorded a surplus of $166,233.84 as at the end of the 2025/26 financial year.

Council will continue to monitor and manage the financial outcomes of both projects in accordance with grant funding and acquittal requirements.

ATTACHMENTS

1. CP P 2400011 - 2025-2026 [**15.4.1** - 1 page]
2. CP P 2400011 - 2024-2025 [**15.4.2** - 1 page]
3. CP P 2400013 - 2024-2025 [**15.4.3** - 1 page]
4. CP P 2400013 - 2025-2026 [**15.4.4** - 1 page]

Roper Gulf Regional Council

Community Places for People (CPP) Grant Program 2023-24

Council/Organisation Name: Roper Gulf Regional Council

Grant Program Year 2023-24

Grant Application Number: CPP2400011

Purpose of Grant: Community Places for People

Purchases were in accordance with the Northern Territory Buy Local Plan: ■ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 01/07/2025-30/06/2026

Grant Income	$170,091 (ex GST)
Other income	
Total income	
Total Expenditure (Specify accounts and attach copies of ledger entries) *An 'administration fee' is not to be apportioned to the grant for acquittal purposes.*	$3,857.16
Surplus/(Deficit)	$166,233.84

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☐ Yes ☐ No (If no, please explain why)

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Devendra Duwadi 22/07/2026

Laid before the Council at a meeting held on_____/_____/_____ Copy of minutes attached.

CEO or CFO: ____________ 23/07/2026

DEPARTMENTAL USE ONLY

File Number: ____________

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to approved purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: ____________

Date next acquittal due: _____/_____/_____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: ____________ _____/_____/_____

Comments:

MANAGER GRANTS PROGRAM: ____________ ____/_____/_____

Department of **the Chief Minister and Cabinet**

NORTHERN TERRITORY GOVERNMENT

Roper Gulf Regional Council

Community Places for People (CPP) Grant Program 2023-24

Council/Organisation Name: Roper Gulf Regional Council

Grant Program Year 2023-24

Grant Application Number: CPP2400011

Purpose of Grant: Community Places for People

Purchases were in accordance with the Northern Territory Buy Local Plan: ■ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING **01/07/2024-30/06/2025**

Grant Income	$180,000 (ex GST)
Other income	
Total income	
Total Expenditure (Specify accounts and attach copies of ledger entries) *An 'administration fee' is not to be apportioned to the grant for acquittal purposes.*	$9,909.00
Surplus/(Deficit)	$170,091.00

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☐ Yes ☐ No (If no, please explain why)

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Devendra Duwadi 22/07/2026

Laid before the Council at a meeting held on_____/_____/_____ Copy of minutes attached.

~~CEO or~~ CFO: __________ 23/07/2026

DEPARTMENTAL USE ONLY

File Number: __________

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to approved purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: __________

Date next acquittal due: _____/_____/_____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: __________ _____/_____/_____

Comments:

MANAGER GRANTS PROGRAM: __________ ____/_____/_____

Department of **the Chief Minister and Cabinet**

NORTHERN TERRITORY GOVERNMENT

Roper Gulf Regional Council

Community Places for People (CPP) Grant Program 2023-24

Council/Organisation Name: Roper Gulf Regional Council

Grant Program Year 2023-24

Grant Application Number: CPP2400013

Purpose of Grant: Community Places for People

Purchases were in accordance with the Northern Territory Buy Local Plan: ■ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 01/07/2024-30/06/2025

Grant Income	$318,000 (ex GST)
Other income	
Total income	
Total Expenditure (Specify accounts and attach copies of ledger entries) *An 'administration fee' is not to be apportioned to the grant for acquittal purposes.*	$51,400.00
Surplus/(Deficit)	$266,600.00

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☐ Yes ☐ No (If no, please explain why)

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Devendra Duwadi 22 / 07 / 2026

Laid before the Council at a meeting held on_____/_____/_____ Copy of minutes attached.

~~CEO or~~ CFO: __________ 23 / 07 / 2026

DEPARTMENTAL USE ONLY

File Number: __________

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to approved purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: __________

Date next acquittal due: _____/_____/_____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: __________ _____/_____/_____

Comments:

MANAGER GRANTS PROGRAM: __________ ____/_____/_____

Department of **the Chief Minister and Cabinet**

NORTHERN TERRITORY GOVERNMENT

Roper Gulf Regional Council

Community Places for People (CPP) Grant Program 2023-24

Council/Organisation Name: Roper Gulf Regional Council

Grant Program Year 2023-24

Grant Application Number: CPP2400013

Purpose of Grant: Community Places for People

Purchases were in accordance with the Northern Territory Buy Local Plan: ■ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING **01/07/2025-30/06/2026**

Grant Income	$266,600 (ex GST)
Other income	
Total income	
Total Expenditure (Specify accounts and attach copies of ledger entries) *An 'administration fee' is not to be apportioned to the grant for acquittal purposes.*	**$312,101.42**
Surplus/(Deficit)	**($45,501.42)**

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☐ Yes ☐ No (If no, please explain why)

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Devendra Duwadi 22/07/2026

Laid before the Council at a meeting held on_____/_____/_____ Copy of minutes attached.

CEO or CFO: ____________________ 23/07/2026

DEPARTMENTAL USE ONLY

File Number: ________________

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to approved purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: ________________

Date next acquittal due: _____/_____/_____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: ______________________________ _____/_____/_____

Comments:

MANAGER GRANTS PROGRAM: ________________________ ____/_____/_____

Department of **the Chief Minister and Cabinet**

NORTHERN TERRITORY GOVERNMENT

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.5
TITLE	Numbulwar Airport Ablution Block Grant Acquittal
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION
That Council receives and notes the Numbulwar Airport Ablution Block Grant Acquittal Report.

KEY OUTCOME AREA
Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
Council received funding under the Immediate Priority Grant Program for Numbulwar Airport Ablution Block (IPG2100021) in Financial Year 2020 - 2021.

ISSUES/OPTIONS/SWOT
Nil.

FINANCIAL CONSIDERATIONS
Based on FY 2026-2027 March end Acquittal, the Numbulwar Ablution block recorded a surplus of $24,287.15

ATTACHMENTS
1. Acquittal & Supporting Documents - Numbulwar Airport Ablution Block - 31 March 2026 [**15.5.1** - 4 pages]

Grant Funding Acquittal

Immediate Priority Grant Program

Council/Organisation Name: **ROPER GULF REGIONAL COUNCIL**

Grant Program Year **2020-21**

Grant Application Number: **IPG2100021**

Purpose of Grant: **NUMBULWAR AIRPORT ABLUTION BLOCK**

Purchases were in accordance with the Northern Territory Buy Local Plan: ☐ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING	**31 MARCH 2026**
Local Government Immediate Priority Grant	**$ 26,819.98**
Other income	
Total income	
Total Expenditure (Specify accounts and attach copies of ledger entries) *An 'administration fee' is not to be apportioned to the grant for acquittal purposes.*	**$2,532.83**
Surplus/(Deficit)	**$24,287.15**

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☐ Yes ☐ **No (If no, please explain why)**

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Devendra Duwadi ____________ 12/08/2026 ______

Laid before the Council at a meeting held on______/______/______ Copy of minutes attached.

CEO: ______________________________ 12/08/2026 ______

DEPARTMENTAL USE ONLY

File Number: ____________________

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to approved purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: ____________________

Date next acquittal due: ______/______/______

ACQUITTAL ACCEPTED: ☐ **Yes** ☐ **No**

Acquittal checked by: ____ ______/______/______

Comments:

MANAGER GRANTS PROGRAM: ______________________________ ____/______/______

Module	Batch Numl	Tran. Date	Period ID	Description	Account	Subaccount	Debit Amour	Ending Balance
AP	063224	21/12/2025	07-2026	Delivery of 2 x cyclone blocks	5331	21-138-10-113-99999-9999	432.83	432.83
AP	063560	21/01/2026	07-2026	PR047 Numbulwar Airport Project concrete blocks x	5331	21-138-10-113-99999-9999	2,100.00	2,532.83

TAX INVOICE

Cash Sales -

Iten
CB

PAYMENT ADVICE

Customer	Cash Sales -
Invoice Number	INV-1539
Amount Due	2,310.00
Due Date	18 Dec 2025
Amount Enclosed	

Enter the amount you are paying above

Charge to:

Roper Gulf Regional Council
PO BOX 1321
KATHERINE NT 850

Invoice Date: 21/12/2025

Invoice Amount:
$476.11

Payment Terms: 14 Days

	(ex GST) Amount	GST	Total (inc GST)
Grand Total:	**432.83**	**43.28**	**476.11**

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.6
TITLE	Council Finance Report as at 31.07.2026
AUTHOR	Chathurangi Dias, Financial Accountant

RECOMMENDATION
That Council receives and notes the Council's Financial Report as at 31 July 2026.

KEY OUTCOME AREA
Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Financial Report to 31 July 2026 is tabled to Council for its consideration. Note that the financial report is based on transactions up until the date of this report. This report is draft as the audit of the 2025/26 financial statements has not yet been completed and therefore subject to change.

Attached are the Council's financial reports as at 31 July 2026, including:
• Balance Sheet;
• Income and expenditure report by account category with explanation on variances;
• Breakdown of Other Operating Expenses with explanation on variances;
• Financial Ratio Analysis;
• Cash-at-bank Statement and 12-month graph on cash balances;
• Investment Report;
• Accounts Receivable Age Analysis report and a summary of outstanding rates;
• Accounts Payable Age Analysis report and list of top ten payments made to suppliers.

The balance sheet has been prepared as per prevailing accounting standards, practice and in compliance with the applicable *Local Government Act 2019*.

The Income and Expenditure Report YTD July shows that the net operating position surplus of $1.173 inclusive of depreciation and amortisation costs. This figure represents a favourable variance from budget of $0.306M. Timing delays in capital expenditure being the main cause.

The bank balance at 31 July is $28.77M. Of this total bank balance, $25M is invested in various interest earning term deposits. The total balance of untied cash after liabilities and commitments towards major projects is $20.69M.

As per the Local Government Act 2019, the monthly financial reports have to be certified by the Chief Executive Officer

Chief Executive Officer's Declaration

To the Council,

I, Cindy HADDOW, Acting Chief Executive Officer of the Council, certify that to the best of my knowledge, information and belief:

(i) the internal controls implemented by the council are appropriate: and

(ii) the council's financial report best reflects the financial affairs of the Council

Cindy HADDOW,
Chief Executive Officer 13 August 2026

ISSUES/OPTIONS/SWOT

Provision for Landfill Rehabilitation

As per recent environmental regulations, Council's waste management operations give rise to obligations to rehabilitate certain sites. As such the liability component of the estimated future cost has to be included in the financial statement for a fair representation of Council's financial affairs.

Statement on Australian Tax Office, Payroll and any other obligations.

The reported Payroll Tax obligations were paid by the due date as required by the Tax Office. The Business Activity Statement reporting for 31 July 2026 will be submitted prior to the due date. Furthermore, all superannuation obligations and insurance premium have been paid by the due date.

Debtors Analysis:

Debtors currently sit at $300K, current invoices make up 86% of this total with 90 day plus debtors representing an additional 14% of this figure.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Financial Reports - July 2026 updated for Grants [**15.6.1** - 16 pages]

RoperGulf
REGIONAL COUNCIL
SUSTAINABLE • VIABLE • VIBRANT

Financial Reports

at 31 July 2026

The Balance Sheet – a snapshot of the organisation’s financial status at a given point in time

$146,504,938		**$18,511,989**		**$127,992,949**
What we own	-	What we owe	=	Council’s Wealth

Assets

Liabilities

Equity

Roper Gulf Regional Council

Balance Sheet

31-July-2026

ASSETS			LIABILITIES		
Current Assets			**Current Liabilities**		
Cash		3,767,276	Accounts payable		2,384,875
Accounts receivable		9,122	Taxes payable	-	680,650
(less doubtful accounts)		-	Accrued Expenses		50,545
Rates & Waste Charges Receivable		5,356,534	Provisions (Annual Leave)		1,970,394
Inventory		715,897	Contractors Retention and Deposit Bonds		258,081
Investments		25,000,000	Operating Lease		105,521
Other current assets		2,581,887	Unspent Grant and Client Funds		8,078,166
Total Current Assets		**37,430,716**	**Total Current Liabilities**		**12,166,932**
Non-current Assets			**Long-term Liabilities**		
Land		5,575,000	Non Current Provision (Long Service Leave)		302,382
Right of Use - Land		4,503,795	Operating Lease Expense Property		4,938,110
Buildings		56,225,664	Provision for Landfill Rehabilitation		1,104,565
(less accumulated depreciation and impairment)	-	2,479,904	**Total Long-Term Liabilities**		**6,345,057**
Fleet, Plant, Infrastructure and Equipment		51,245,129			
(less accumulated depreciation)	-	10,174,251	**Total Liabilities**		**18,511,989**
Intangible Asset Acquisition(Landfill rehabilitation)		378,579			
Work in Progress assets		3,800,210			
Other non-current assets		-	**EQUITY**		
Total Non-current Assets		**109,074,221**	Retained earnings		44,304,565
			Asset Revaluation Reserves		83,688,384
			Total Shareholders' Equity		**127,992,949**
TOTAL ASSETS		**146,504,938**	**TOTAL LIABILITIES & EQUITY**		**146,504,938**

Grant reconciliation

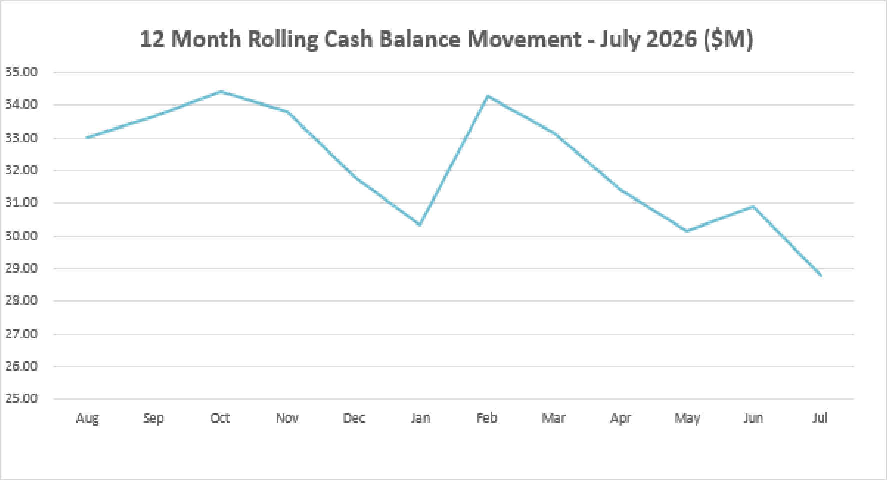
Due to Financial Year end – this is not available this month

Roper Gulf Regional Council

Actual Cash at Bank

as at 31 July 2026

Bank:	Closing Balances July 2027	July Interest Receipts
Commonwealth - Operating XXXXXXXX3294	$169,286.22	$555.85
Commonwealth - Business XXXXXXXX3307	$3,050,914.10	$9,197.66
Commonwealth - Trust XXXXXXXX3315	$1,724.13	$266.29
Commonwealth - Numbulwar Fuel XXXXXXXX1211	$4,435.68	$15.26
Commonwealth - Borroloola Recycling XXXXXXXX7642	$4,107.57	$11.76
Commonwealth - Homeland Grants XXXXXXXX0900	$536,308.48	$1,182.84
Petty Cash	$500.00	-
	$3,767,276.18	$11,229.66
Term Deposits	$25,000,000.00	$94,241.10
Total Cash at Bank	**$28,767,276.18**	**$105,470.76**
Less		
Liabilities - Tied	**$8,078,166.28**	
Total Untied Cash	**$20,689,109.90**	
Total Interest Earned for 2025-26 financial year	**$1,415,169.08**	



Note: Totals represent physical cash balances as per closing bank account statements 31 July 2026

Liquidity Ratio Analysis

Current Ratio:
The Current ratio measures our council's ability to use its assets to generate income.

$$\frac{\textbf{Current Assets}}{\textbf{Current Liabilities}}$$

With a current ratio of 3.08:1, Roper Gulf has solid liquidity. Including all assets, this rises to **3.08:1**, indicating strong financial capacity.

Quick Ratio:
A ratio of 3.02 means the Council has $3.02 in untied assets for every $1 of liabilities, showing strong short-term financial health.

Untied Cash to Creditors Ratio:
The 4.94:1 ratio shows untied cash is well in excess of what is required to meet current creditor obligations, exceeding the minimum desirable level.

TERM DEPOSITS (10) | Total Consideration (excl. accrued): $25,000,000

INVESTMENT	INSTITUTION	S&P RATING	CONSID.	SETTLE DATE	TERM	MATURITY	YIELD	INT. FREQ.	INT. ACCRUED	TOTAL INT.	NEXT PMT	FOSSIL STATUS	COMMENTS
CN# 110731 Roper Gulf Regional Council	Rabobank Australia	A-1 / A	$3,000,000	15/07/2026	243	15/03/2027	5.1500%	At maturity	Monthly: $7,195.89 Total: $7,195.89	$102,858.9	15/03/2027	Not Fossil Free	
CN# 109298 Roper Gulf Regional Council	NAB	A-1+ / AA-	$2,000,000	15/05/2026	277	16/02/2027	5.3000%	At maturity	Monthly: $9,002.74 Total: $22,652.05	$80,443.84	16/02/2027	Not Fossil Free	
CN# 104926 Roper Gulf Regional Council	Bendigo and Adelaide Bank.	A-2 / A-	$3,000,000	28/04/2026	275	28/01/2027	5.2500%	At maturity	Monthly: $13,376.71 Total: $40,993.15	$118,664.38	28/01/2027	Fossil Free	
CN# 100220 Roper Gulf Regional Council	Judo Bank.	A-2 / BBB	$3,000,000	23/03/2026	270	18/12/2026	5.3500%	At maturity	Monthly: $13,631.51 Total: $57,604.11	$118,726.03	18/12/2026	Fossil Free	
CN# 099201 Roper Gulf Regional Council	Judo Bank.	A-2 / BBB	$1,000,000	13/02/2026	273	13/11/2026	4.7500%	At maturity	Monthly: $4,034.25 Total: $21,993.15	$35,527.4	13/11/2026	Fossil Free	
CN# 099200 Roper Gulf Regional Council	NAB	A-1+ / AA-	$3,000,000	13/02/2026	273	13/11/2026	4.6000%	At maturity	Monthly: $11,720.55 Total: $63,895.89	$103,216.44	13/11/2026	Not Fossil Free	
CN# 098910 Roper Gulf Regional Council	Rabobank Australia	A-1 / A	$3,000,000	03/02/2026	245	06/10/2026	4.6100%	At maturity	Monthly: $11,746.03 Total: $67,823.84	$92,831.51	06/10/2026	Not Fossil Free	
CN# 098856 Roper Gulf Regional Council	Rabobank Australia	A-1 / A	$2,000,000	29/01/2026	243	29/09/2026	4.5900%	At maturity	Monthly: $7,796.71 Total: $46,277.26	$61,116.16	29/09/2026	Not Fossil Free	
CN# 097572 Roper Gulf Regional Council	Great Southern Bank	A-2 / BBB+	$3,000,000	14/11/2025	270	11/08/2026	4.3700%	At maturity	Monthly: $11,134.52 Total: $93,386.3	$96,978.08	11/08/2026	Fossil Free	
CN# 097072 Roper Gulf Regional Council	NAB	A-1+ / AA-	$2,000,000	27/10/2025	301	24/08/2026	4.1000%	At maturity	Monthly: $6,964.38 Total: $62,454.79	$67,621.92	24/08/2026	Not Fossil Free	

Income & Expenditure Statement Summary July YTD 2026

Income & Reserve	-	Expenditure	=	Net Operating position
$4,949,937		$3,776,167		$1,173,770

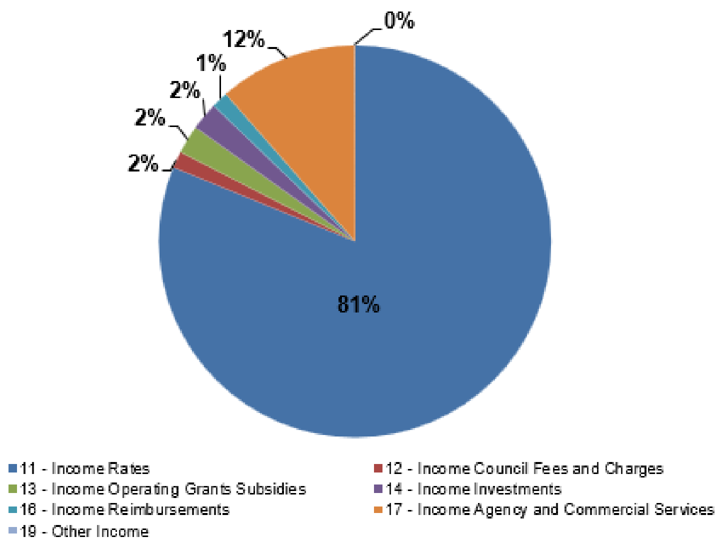
Roper Gulf Regional Council

Income & Expenditure Report as at 31-July-2026

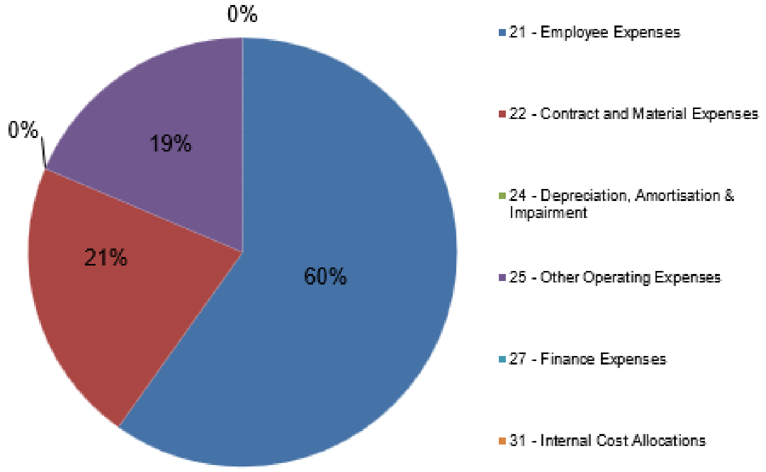
RoperGulf REGIONAL COUNCIL SUSTAINABLE • VIABLE • VIBRANT

	YTD Actual	YTD Budget	Variance	Budget 26-27
Income				
11 - Income Rates	4,017,520	3,818,892	198,628	3,818,892
12 - Income Council Fees and Charges	68,016	62,270	5,746	826,427
13 - Income Operating Grants Subsidies	116,250	-	116,250	28,871,216
14 - Income Investments	113,840	141,649	-27,809	1,525,270
16 - Income Reimbursements	67,628	-	67,628	-
17 - Income Agency and Commercial Services	565,428	238,473	326,956	7,478,371
19 - Other Income	1,254	1,537	-283	193,984
Total Operating Income	**4,949,937**	**4,262,821**	**687,116**	**42,714,159**
Operating Expenditure				
21 - Employee Expenses	2,259,457	1,633,516	625,941	28,529,097
22 - Contract and Material Expenses	813,546	598,507	215,039	7,421,223
24 - Depreciation, Amortisation & Impairment	-	573,222	-573,222	6,878,670
25 - Other Operating Expenses	702,377	588,545	113,831	11,132,548
27 - Finance Expenses	787	1,618	-831	14,528
31 - Internal Cost Allocations	-0	0	-0	3
Total Expenditure	**3,776,167**	**3,395,408**	**380,759**	**53,976,069**
Operating Surplus/Deficit	**1,173,770**	**867,412**	**306,357**	**-11,261,909**
Capital Funding				
18 - Income Capital Grants	-	997,244	-997,244	12,886,009
	-	**997,244**	**-997,244**	**12,886,009**
Capital Expenditure				
53 - WIP Assets	-	-	-	24,454,952
Total Capital Expenditure	-	-	-	**24,454,952**
Net Operating Position	**1,173,770**	**1,864,657**	**-690,887**	**-22,830,852**

Income by Account Category - YTD



Expenditure by Account Category -YTD



Variances in Income and Expenditure YTD July 2026

Income			
Income Rates		198,628	Increased waste fees as a result of audit of bin count
Income Council Fees and Charges		5,746	Timing of fee collections
Income Operating Grants Subsidies		116,250	Timing of grant receipts from Commonwealth and NT Governments
Income Investments	-	27,809	Timing of interest collections
Income Reimbursements		67,628	Insurance claims not budgeted
Income Agency and Commercial Services		326,956	Timing of fee collections
Other Income	-	283	
Total Variance		**687,116**	
Expenditure			
Employee Expenses		625,941	Timing of pay runs
Contract and Material Expenses		215,039	Timing of invoices
Depreciation, Amortisation & Impairment	-	573,222	Final depreciation calculations still being finalised as part of year-end.
Other Operating Expenses		113,831	See Other expenses table
Finance Expenses	-	831	
Internal Cost Allocations	-	0	
Total Variance		**380,759**	
Capital Funding			
Income Capital Grants	-	997,244	Timing of grant receipts from Commonwealth and NT Governments
Capital Expenditure			
WIP Assets		-	Due to financial year-end capital expenditure reporting has not been completed
Total Variance	-	**690,887**	

Roper Gulf Regional Council

Other Expenses Report as at 31-July-2026

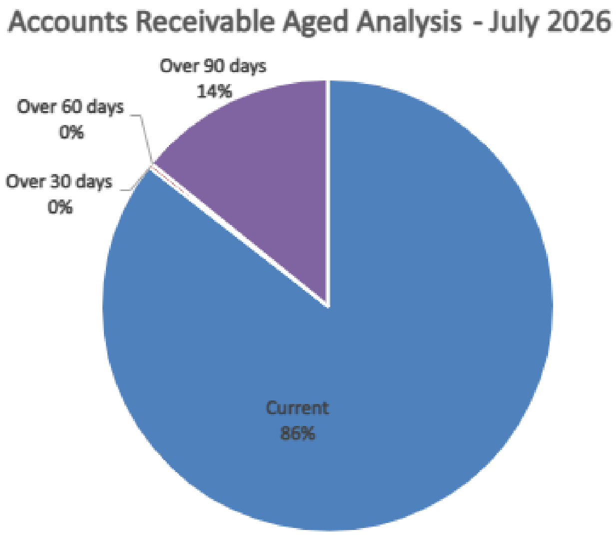
	YTD Actual	YTD Budget	Variance	Budget 26-27
Other Expenses				
Utilities	29,382	15,135	14,247	821,898
Freight	5,355	23,899	-18,544	282,381
Insurance	135,882	107,585	28,298	1,323,096
Office Expenses	45,155	44,151	1,004	934,296
IT and Comms Costs	69,401	23,346	46,055	1,122,904
Vehicle Costs	79,562	30,970	48,592	1,246,254
Cost of Goods Sold	169,957	68,366	101,591	1,437,704
Travel Expenses	85,884	93,960	-8,076	1,153,238
Staff costs	7,310	23,261	-15,951	383,932
Audit and Legal Fees	-24,813	4,374	-29,188	405,885
Rent and Taxes	38,514	88,451	-49,937	1,022,165
Outdoor Rec Costs	16,774	10,522	6,252	305,369
Council Allowances	39,783	45,303	-5,520	550,782
Other	4,230	9,222	-4,992	142,644
Total Other Expenses	**702,377**	**588,545**	**113,832**	**11,132,548**

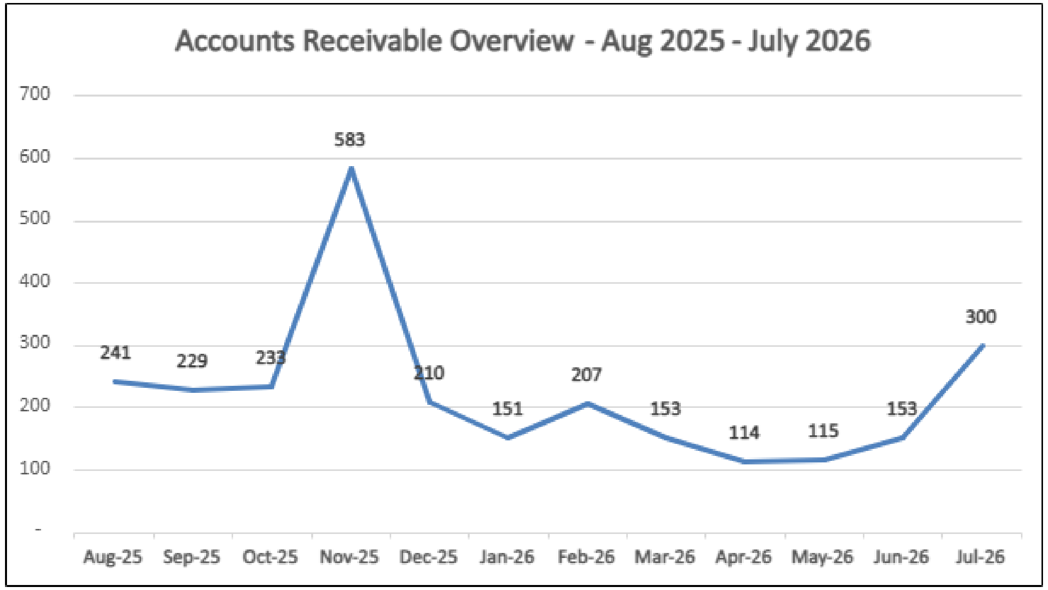
Variances in Other Expenses YTD July 2026

Other Expenses			
Utilities		14,247	Higher than budget electricity costs
Freight	-	18,544	Timing of invoices
Insurance		28,298	Timing of invoices
Office Expenses		1,004	
IT and Comms Costs		46,055	Timing of invoices
Vehicle Costs		48,592	Timing of invoices
Cost of Goods Sold		101,591	Timing of invoices
Travel Expenses	-	8,076	Timing of invoices
Staff costs	-	15,951	Timing of invoices
Audit and Legal Fees	-	29,188	Timing of invoices
Rent and Taxes	-	49,937	Timing of invoices
Outdoor Rec Costs		6,252	Timing of invoices
Council Allowances	-	5,520	Timing of invoices
Other	-	4,992	Timing of invoices
Total Variance		**113,832**	

Accounts Receivable

Current	Over 30 days	Over 60 days	Over 90 days	Total
$256,875.93	$875.50	$0.00	$42,663.58	$300,415.01
Balance after accounting for unapplied credits ($0.00)				$300,415.01





Note this analysis is from Council's debtors' system and excludes GST Receivable which explains the difference between this table and the Accounts Receivable number in the balance sheet

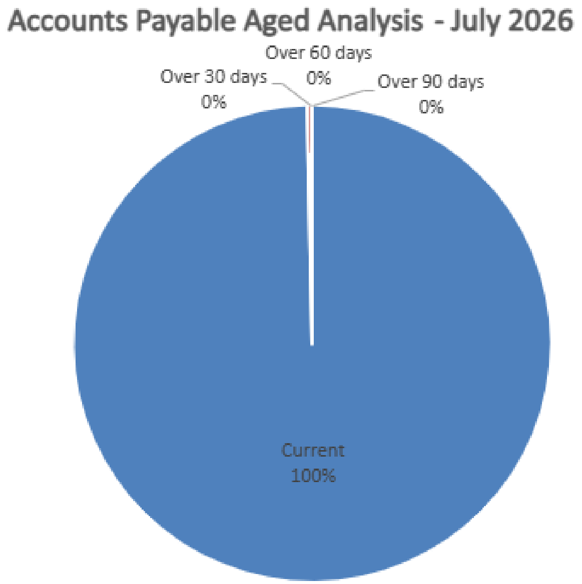
Rates Outstanding YTD July 2026

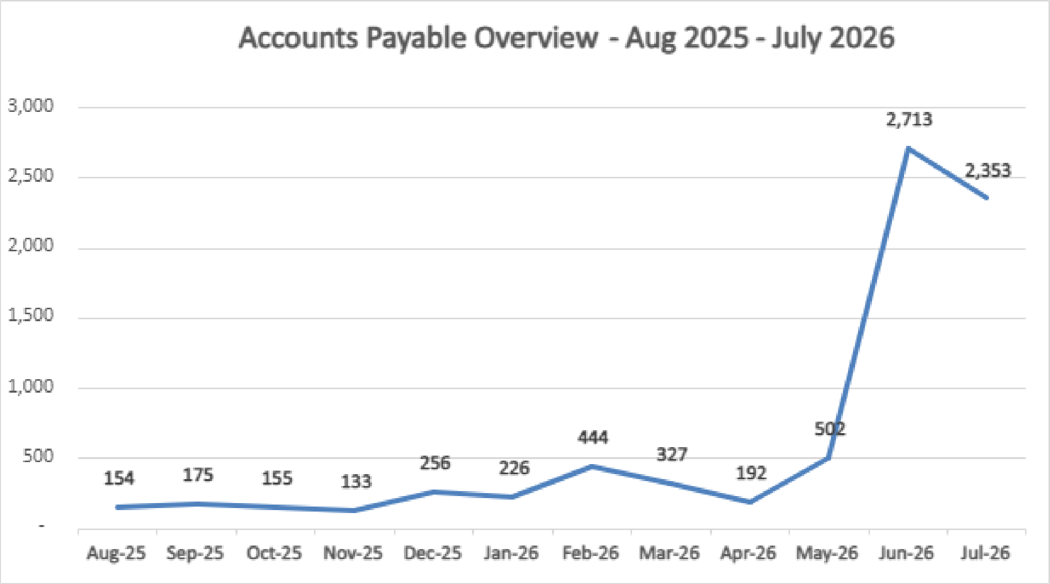
Year	Total Balance	Oustanding %
Outstanding upto 23/24 (TechOne)	$570,023.77	10.63%
Outstanding Bal 24/25	$280,081.03	5.22%
Outstanding Bal 25/26	$520,228.68	9.70%
Outstanding Bal 26/27	$3,994,170.47	74.46%
Total	**$5,364,503.95**	**100.00%**

Rates processing was migrated from the TechOne to CouncilWise financial operating system in July 2024, balances up to and including 2023 - 2024 will in future be represented as a summed amount as uploaded into the CouncilWise operating system.

Accounts Payable

Current	Over 30 days	Over 60 days	Over 90 days	Total
$2,345,218.61	$6,928.98	$557.56	$0.00	$2,362,031.21
Balance after accounting for unapplied debits $9,326.06				$2,352,705.15





Following are the details of top ten suppliers from whom invoices were received and entered during the month of July.

Acc. #	Supplier	Amount $	Transaction Description
10471	Bridge Toyota	76,819.33	Supply and delivery of 1 out of 5 new Toyota Hilux – awaiting delivery/unassigned as at time of report
12542	Aerodrome Management Services Pty Ltd	136,818.88	Airstrip Furniture stock as per DLI contract requirements
13198	Adamson Quarry & Earthworks Pty Ltd	85,013.06	PR145 – Road works at Nulawan, Ngukurr and Urapunga as well as floodway fill works at Nulawan
14040	AMRRIS Ltd	59,678.70	Veterinary services supplied in Borroloola and Robinson River in April and May 2026
14474	NT Shade	104,324.00	PR139 – Mulggan Camp Playground – Shade and Softfall installation
14598	Mogas Regional Pty Ltd	80,670.67	Numbulwar Fuel Delivery
14758	Redwood Security Pty Ltd	38,873.68	Strategic Risk Management Uplift – Final Payment
15001	Deloitte SRT Pty Ltd	79,625.92	PR162 – Numbulwar Cyclone Shelter and Childcare Facility - Design and Grant Submission
15076	SLS Builders Pty Ltd	238,331.36	PR104 - Weemol Undercover Basketball Court – 50% Progress Payment
15079	Northern Renewable Group Pty Ltd	247,623.55	PR145 – Solar Hybrid Systems – Progress Payment for Mole Hill and Badawarrka
		1,147,779.15	

All amounts have been paid and settled.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

ITEM NUMBER	16.1
TITLE	Programs Update
AUTHOR	Cristie Geer, Program Manager

RECOMMENDATION
That the Council receives and notes the Programs Update report.

KEY OUTCOME AREA
Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
The Programs business unit includes the delivery areas Remote Creche Services, School Nutrition Projects, Indigenous Youth Reconnect, Sport & Recreation, Aged and Disability Care Services. All these programs are externally funded by bodies such as the National Indigenous Australians Agency, Northern Territory Government, the Community Child Care Restricted Fund, and the Department of Health & Aged Care. These services are critical to the life cycle and function of community.

ISSUES/OPTIONS/SWOT
All the funded programs are currently being successfully delivered as per funding agreements and guidelines. All progress reporting is currently up to date, with budgets for financial year 2026/27 currently being distributed.

Creche
Creche continues to be delivered successfully in line with funding agreements. The service is continuously working to maintain compliance. Regulation changes to childcare continue to be discussed on both a national and state level. There are no changes to childcare regulations for Roper Gulf Regional Council Creche Services at this stage but this will continue to be discussed and will likely become a larger topic soon.

School Nutrition Program
The current reporting period for the School Nutrition Program has been successful with staff utilising available funding to ensure continuity of services. As at this reporting period, delivery is consistent and in line with the National Indigenous Australians Agency (NIAA) funding agreement. Statistical reporting will be provided at the end of this current reporting period.

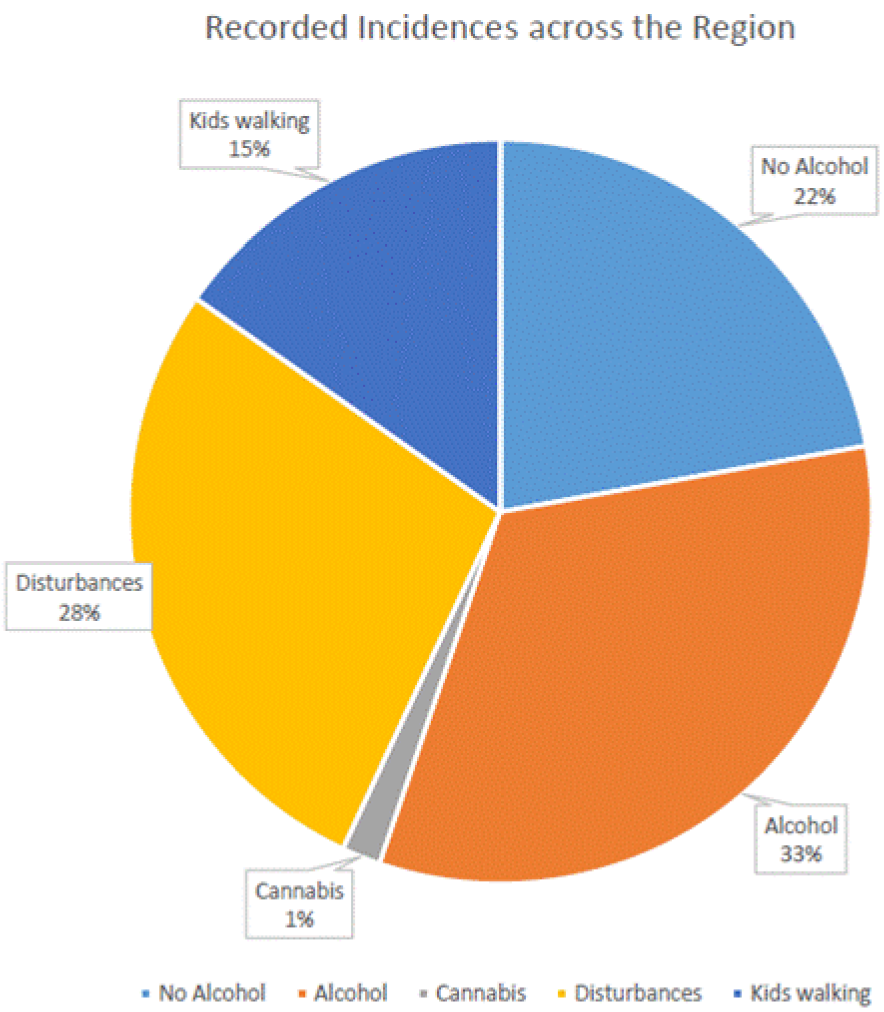
Outside School Hours Care
Outside School Hours Care (OHSC) continues to successfully be delivered in line with the funding agreement. Jilkminggan have seen large attendance at this program and are fully staffed. Performance reporting has reflected this however RGRC has been unable to accurately understand the retention in education numbers as these are not shared by the schools.

Community Night Patrol

Night Patrol continues to be delivered successfully across the region in line with the funding agreement with consistent positive feedback. Numbulwar Night Patrol received positive feedback for their consistent presence in community whilst the NT Police were unavailable.

Neil Hodgson – Night Patrol Team Leader received the Roper Gulf Regional Council 'Best on Ground' Award for his commitment to assisting his fellow colleagues in neighbouring communities and his leadership.

There was a 13% decrease in staffing from January to June 2026, this has largely been due to the wet season and evacuations, though this did not entirely prevent the staff from working.



Recorded Incidences across the region are as follows:

- 15% of interactions were with kids walking
- 22% were from people walking with no alcohol
- 33% were alcohol related incidents
- 1% were suspected cannabis related
- 28% were recorded as disturbances that include incidents such as gambling, property damage, theft and potential arson and reflects the diverse array of challenges faced by the Night Patrol Teams.

It should be noted that there was a large decrease of interactions with kids walking the streets to this time last year.

92.3% of Community Stakeholders stated that there was a sense of satisfaction with the visible presence of Night Patrol across the region; and

89.1% of community members that participated in the surveys agreed that Night Patrol assists with feelings of safety and security in their communities.

Sport & Recreation
Sport and Recreation activities continue to be delivered successfully and in line with funding agreements. Roper Gulf Regional Council assist a number of community teams to attend sporting events both in community and regionally through increased participation in Big Rivers competitions.

Youth Reconnect
The Youth Reconnect program continues to be delivered in line with funding
Requirements. The Programs Team will begin recruiting a male and female Caseworker to work across the communities of Numbulwar, Ngukurr and Borroloola. Caseworkers will work with disengaged youth or youth over 15 years of age to set goals, and re-engage with education, training and their communities. The Deadly Hair Dude will be heading out to Borroloola and Numbulwar in the coming months to work with the youth on some hairdressing skills.

Indigenous Broadcasting
The Indigenous Broadcasting program continues to be delivered successfully in line with the funding agreement in the communities of Barunga and Ngukurr. Vacancies remain for Bulman, Wugularr and Numbulwar with the potential for the Bulman position to be filled soon.

Libraries
Library services continue to operate in line with community needs and funding requirements. The Mataranka Library has had increased traffic with the dry season though figures remain lower than previous reporting periods.

AOD Education
This program continues to be delivered in line with the funding agreement, focusing on supporting programs such as Night Patrol and Sport & Rec, which are aimed at mitigating antisocial behaviours The Programs Team have started to initiate a Drink Driving Education workshop alongside the Night Patrol Teams to educate people on the dangers of participating in this behaviour.

FINANCIAL CONSIDERATIONS
Nil

ATTACHMENTS
Nil

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

ITEM NUMBER 16.2
TITLE Aged Care and Disability Services Report
AUTHOR Cristie Geer, Program Manager

RECOMMENDATION
That Council receives and notes the Aged Care and Disability Services Report.

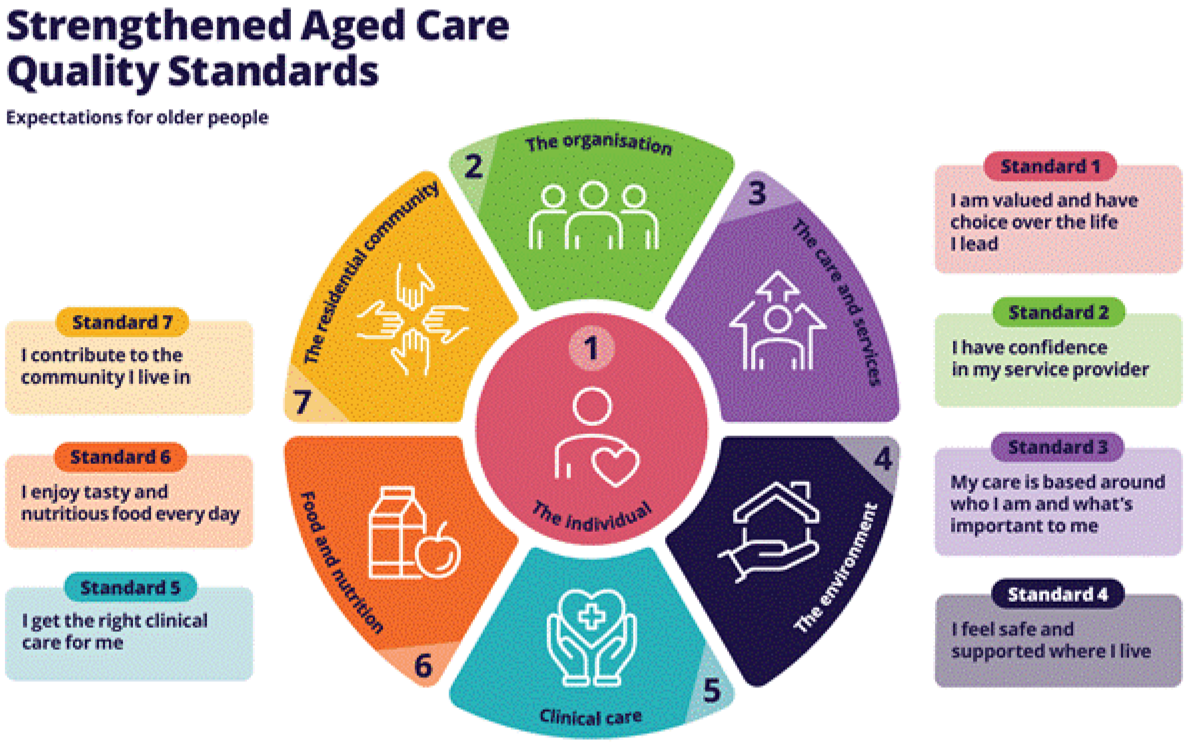
KEY OUTCOME AREA
Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

BACKGROUND
Roper Gulf Regional Council is an approved aged care provider, delivering Support at Home (SAH) and the Commonwealth Home Support Program (CHSP) throughout the region. Additionally, Council provides National Disability Insurance Scheme (NDIS) services under brokerage arrangements with registered providers. As a service provider, Council must comply with reporting requirements set by the *Aged Care Act 2024* (Cth). This report serves to update the Ordinary Meeting of Council on the operations of Aged Care and Disability Service.

ISSUES/OPTIONS/SWOT
Overview:
Services are currently being delivered in accordance with aged care standards, legislative requirements and funding agreements. Current client numbers are:
• CHSP 52
• SAH 39
• NDIS 7

Service Targets / Deliverables
The new Aged Care Act and Strengthened Aged Care Standards have been in place since the 1st November 2025. Service Targets are aligned to the Strengthen Quality Standards of which there are 7.



Incidents
No reportable incidences have occurred during this reporting period.

Feedback, Compliments, Complaints
Council consistently seeks client feedback, all of which is saved on SharePoint. There have been no complaints received during this reporting period.

Workforce, Infrastructure and Equipment
Throughout this period, the following actions have taken place to support the Aged Care Program.

- Demolition of the Numbulwar Aged Care building has been completed with building work beginning / underway.

Financial Status
All unprocessed claims for Home Care Support have been finalised with Roper Gulf now being up-to-date with all claiming.

Provider Compliance Reporting
Council continues to work with the Department of Health, Disability and Ageing (the Department) as well as the Aged Care Quality and Safety Commission (the Commission).
Roper Gulf Regional Council has worked tirelessly to achieve and maintain compliance with both the *Aged Care Act 2024* (Cth), Aged Care Rules, Strengthened Quality Standards and the Aged Care Statement of Rights for our clients.

In June 20226 RGRG undertook an audit by the Commission. The Commission has advised that Roper Gulf Regional Council is compliant.

Risk and Emergency Management
All emergency contacts for vulnerable Aged Care clients have been updated with the Department of Health, Disability and Ageing as well as the Local Emergency Management Committee for the Big

Rivers region and were utilised throughout the month of March during the flooding and evacuations. Aged Care Coordinators and Council Services Managers on the ground have consistently updated lists of all vulnerable clients should there be any adverse weather events or localised flooding emergencies.

Actions Arising
Nil actions required by Council at this time.

FINANCIAL CONSIDERATIONS
Nil

ATTACHMENTS
Nil

INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

ITEM NUMBER 17.1
TITLE Major Projects Report
AUTHOR Luke Haddow, General Manager of Infrastructure Services and Planning

RECOMMENDATION
That Council receives and notes the Major Projects Report

KEY OUTCOME AREA
Environment: Protect and care for the physical environment, including developing and maintenance of clean and environmentally focused communities.

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

This Major Project Report provides the status of projects – at the stages of pre-design, design and construction stages.

ISSUES/OPTIONS/SWOT
Completed Projects 2026:
- Ngukurr New Ablution Block – Sports Court – PR96
- Borroloola Tamarind Park Power Supply/Lighting PR38
- Bulman Community Ablution Block – PR06
- Wugularr (Beswick) Cameron / Maddigan Intersection & Road Upgrade – PR79

Projects on Hold:
- Katherine Head Office/Carpark modifications
- Katherine 29 Crawford Street Development - PR61
- Borroloola Office Modifications – PR91
- Ngukurr Staff Housing – Lot 231 – PR98
- Numbulwar Office Redesign – PR60
- Numbulwar Staff Housing - Lot 156 – PR101
- Larrimah – Telstra House – PR95
- Ngukurr Boat Ramp Solar Light – Scope and Quote – PR99
- Barunga Statement Memorial - Project Awaiting Funding– PR12

Projects in Progress:

Katherine Head Office Internal Modifications

Katherine Head office internal fit out modifications

Barunga Upgrades to Sport and Recreation Hall – PR125
Tender documents ready to upload subject to minor clarification to 1 door detail.

Barunga Night Patrol Building Installation – PR86
Awaiting Power Water Approval.

Barunga River Pump Relocation – PR16
Procurement underway for replacement pump and new switchboard

Barunga Oval upgrade to AFLNT standards - PR103
Awaiting AFL NT to confirm site visit to assess oval. Deloitte have been engaged to assist with scoping and sourcing funding to upgrade the facilities. Changeroom design ideas presented to Council. Additional scoping being undertaken to develop comprehensive scope.

Borroloola Drainage Works
Scoping to repair sections of drainage in 2 identified areas underway. Roads Manager to review and finalise scope and planning. Some maintenance works have been undertaken.

Borroloola Scoping Streetlights along Robinson Road PR93
Application for Black Spot funding underway, quotes ascertained for survey works.

Weemol Playground and Basketball Court PR104
Works well underway. Due to be completed by end of August 2026

Manyallaluk Cemetery Fencing – PR57
Grant received, procurement underway

Mataranka Airstrip Upgrade Scoping – PR148
Initial scoping to determine requirements to upgrade the Mataranka Aerodrome. Scope to include fencing, dedicated helipad, lights, additional windsock, parking area for aircraft, extension (length and width) to gravel airstrip with the option to provide sealing in the future.
Grant submission to fund project to be submitted when the next round commences. Detailed scoping and costings underway

Mataranka Septic – Showgrounds PR10
First draft from consultant received and under review

Mataranka - Stan Martin Park Dump Point Upgrades PR164
First draft from consultant received and under review

Mataranka Carew Heights Development PR00151
Review of previous design for cost and suitability being undertaken.

Numbulwar Cemetery Existing - PR88
Additional discussions required and process with NLC re Section 19 and AAPA process to allow any work in this location.

Numbulwar Ablution Block – Festival - PR45
Site visit and community consultation required to formalise location.
NLC process required for S19. Last proposed meeting in October 25 was cancelled.
Next NLC consultation meeting due September/October 2026

Ablution Block at Airport – PR47
Unit is in Katherine. Awaiting transport to Numbulwar and final setup. Due to road conditions,

transport delayed until after the wet and t ad opening to transport and install on site.

Numbulwar Clinic Road – PR48
Contractor currently on site working on the roads. Bulk of work complete. Additional road works identified and underway. Shortage of bitumen has slowed completion of these works.

Numbulwar aged care – PR 100
Site cleared and old building demolished. New modules have been transported to Numbulwar and awaiting installation.

Urapunga Community Hall – PR49
Working through procurement for purchase of kit shed

ISSUES/OPTIONS/SWOT

<enter text here>

FINANCIAL CONSIDERATIONS

<enter text here>

ATTACHMENTS

1. Major Projects Master Report Updated Format WIP - August 2026 [**17.1.1** - 5 pages]

MAJOR PROJECT STATUS REPORT

Date	Project ID	Project Name	Officer	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	CURRENT COMMENTS
Katherine																
1/01/2023	**PR61**	29 Crawford Street Development							100,000		100,000	RGRC				ON HOLD C/F $100,000 into 2024/25 Budget
4/04/2024		Head Office - Internal Fit Out Modifications							200,000							Rescoping currently underway
4/04/2024		Head Office Carpark Modifications							100,000							ON HOLD - PROJECT SCOPE REDUCED.
Barunga																
		Minor projects - roads & maintenance							100,000							To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	PR125	Upgrades to Sport and Rec Hall	Belinda						188,000		188,000	Community places for people		PO 117481	ASU Certifiers MLEI	Tender documents ready to release subject to a small clarification on 1 door detail
30/04/2019	**PR12**	Barunga Statement Memorial - Design	Belinda						49,200	70,800	100,000 100,000 20,000	GRANT RGRC LA		PO107366	Jensen Plus	RGRC currently reviewing 100% design. Funding required for construction
	PR86	Barunga Night Patrol Building Installation	Belinda						35,000					PO 111659 PO121224	Upside Planning CAT Contracting	Awaiting Power Water approval
	PR16	River Pump Relocation & water extraction license	Belinda						40,000						Surface Water & Erosion Solutions	Procurement underway for replacement pump and new switchboard
	PR103	Oval upgrade to AFLNT Specifications	Luke													Project is being scopoed by Deloiite to seek grant funding. Change room concept to be discussed. Additional scoping being undertaken to develop comprehensive scope.
Beswick																

MAJOR PROJECT STATUS REPORT

Date	Project ID	Project Name	Officer	Stage					Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	CURRENT COMMENTS
				1	2	3	4	5								
		Minor projects - roads & maintenance							100,000					PO 111659		To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
Borroloola																
		Minor projects - roads & maintenance	CSM													To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	PR91	Borroloola Office Modifications	Luke													ON HOLD
		Borroloola Drainage Upgrades	Gordon													Scoping to repair sections of drainage in 2 identified areas underway.
	PR93	Streetlights along Robinson Rd Scoping	Gordon													Application for Black Spot funding underway, quotes ascertained for survey works.
Robinson River Bulman																
		Minor projects - roads & maintenance	CSM													To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	PR104	Weemol - Construct undercover basketball court	Tony						500,000							Contractors on site and have commenced work. Work almost complete
Manyallaluk																
3/4/2023	PR57	Cemetery fencing	Mon						28,265		28,265	LA				Grant funding received, procurement underway
Jilkminggan																
Mataranka																
		Minor projects - roads & maintenance	CSM													To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	PR148	Mataranka Airstrip Upgrade Scoping	Luke													Initial scoping to determine requirements to upgrade the Mataranka Aerodrome. Scope to include fencing, dedicated helipad, lights, additional windsock, parking area for aircraft, extension (length and width) to gravel airstrip with the option to provide sealing in the future. Grant submission to fund project to be submitted when the next round commences. Detailed scoping and costings underway
	PR151	Carew Heights Development	Luke						1,063,120	36,880	1,100,000	RGRC		PO10836	AWS	Concept to develop site for additional housing for potential leasing to external stakeholders. Review previous design for cost and suitability. Potential option for this site as an aged care residential facility.
	PR164	Stan Martin Park Dump Point Upgrades							120,000		120,000	RGRC		PO	WSP	WSP Australia to review system and development upgrade design proposal to illimate need to pump out system. Draft assesment report received and currently under review.

MAJOR PROJECT STATUS REPORT

Date	Project ID	Project Name	Officer	Stage					Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	CURRENT COMMENTS
				1	2	3	4	5								
	PR10	Showgrounds sewerage system	Luke											PO124186	WSP	Additional solutions being investigated to provide a suitable long term, functional system. Consultant engaged to do site visit and proposal with costings to develop sustainable solution Draft assesment report received and currently under review
Minyerri / Hodgson Downs																
Ngukurr																
		Minor projects - roads & maintenance	CSM													To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	PR99	Boat Ramp Solar Light - Scope and quote	Luke													Initial plan is to have a solar light mounted to a concrete block to prevent water damage to the base of the pole. Quotes to be obtained for the concrete block. ON HOLD to discuss with Yugal Mangi who have funding for lights in this area as part of their upgrades
	PR98	Ngukurr Staff Housing - Lot 231	Luke						400,000							ON HOLD
24/06/2021	PR43	Beatification Project	Luke						165,156		165,156	LA				Sport and rec hall repairs completed. Bus stops to finalise locationans and planning.
Numbulwar																
		Minor projects - roads & maintenance	CSM													To be indentified & carried out by CSM's. Same allocation in 2024/25 budget
	PR88	Numbulwar Cemetery - design improvements & ground penetrating radar	Luke								70,000	NTG Grant			Bennett Design	Additional discussions required and process with NLC re Section 19 and AAPA process to allow any work in this location
	PR60	Council Office Redevelopment	Tony						88,410	31,590	120,000	RGRC		PO108370	Troppo	ON HOLD until 2026
	PR45	Numbulwar Ablution Block - Festival	Luke						261,145		261,145	Arts & Culture Grant				Site visit and community consultation required to formalise location.NLC have advised community consultation meeting scheduled for September 2026.
	PR47	Ablution Block at Airport	Belinda						210,000		113000 97000	Grant LA		PO 117195	Modulate	Unit is in Katherine. Awaiting transport to Numbulwar and final setup. Due to road conditions, transport delayed until after the wet and the road is graded.
	PR101	Staff Housing - Lot 156	Luke						1,100,000							ON HOLD

MAJOR PROJECT STATUS REPORT

Date	Project ID	Project Name	Officer	Stage					Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	CURRENT COMMENTS
				1	2	3	4	5								
	PR100	Numbulwar Aged Care Building Works	Tony						1,056,000			Grant				Site cleared and old building demolished. New modules have been transported to Numbulwar and awaiting installation.
	PR48	Clinic Road Design Phase	Gordon						2,500,000	81,605.00	978,578 1,521,422	LRCI Grant RGRC		PO105012 PO102933	SCP SCP	Works practically complete. Minor repairs needed after contractor working on the aged care damaged some of the new sections.
Robinson River																

MAJOR PROJECT STATUS REPORT

Date	Project ID	Project Name	Officer	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	CURRENT COMMENTS
Larrimah																
	PR95	Telstra House	Luke													Condition assessment and recommendations for the repair of the old Telstra House. Initial investigations have identified asbestos onsite.
Urapunga																
18/08/2020	**PR49**	Community Hall Shed	Belinda						425,000.00		10000, 415,000	LA Grant			TTS Built - Construction CAT Contracting - Certification	Currently proceeding with procurement on building kit. Will comence slab tender once drawings are received.
Project Management Fees																
									250,000							To be utilised for Bulman & Borroloola Toilet projects & staff housing projects.
Homelands																

INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

ITEM NUMBER 17.2
TITLE LA Projects Report
AUTHOR Luke Haddow, General Manager of Infrastructure Services and Planning

RECOMMENDATION
That Council receives and notes the Local Authority Projects update report

KEY OUTCOME AREA
Environment: Protect and care for the physical environment, including developing and maintenance of clean and environmentally focused communities.

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

BACKGROUND
The purpose of Local Authority Project Funding is to encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

Objectives
The objectives of the program are to:
- Assist in building stronger communities and assist community priority projects as recommended by local authorities;
- Assist local governing bodies and the constituent communities they represent to become stronger and self-sustaining;
- Assist in the provision of quality community infrastructure that facilitates community activity and integration; and
- Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.

Local Authority Project Approvals
Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

At each local authority meeting, a report is to be submitted detailing the total amount of funding available and spent on local authority projects under this program in each financial year.

The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.

ISSUES/OPTIONS/SWOT

- Please refer to the attached LA Project Report.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Copy of Amended - LA Projects Report - August 2026 [**17.2.1** - 17 pages]

Barunga Local Authority Project Funding — **13 April 2026**

Funding Received from Department	$	473,539.00
Funds Allocated by Local Authorities	$	508,645.99
Surplus/(Deficit) from completed projects	$	50,375.03
Remaining Unallocated funds	**$**	**15,268.04**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
4/03/2024	PR87	Purchase of portable toilet	Purchase of and installation of portable toilets in the following location the cemertry	$21,793.67	$ 7,024.27			03/04/2024: LA decided to allocate remaining $21,793.67 towards purchase of portable toilet. 30/11/2024: 2 Toilets onsite and in position. Temporary privacy screening setup. 18/02/2025: Additional scope to install shade being developed. Original contractor has closed business and left town. 07/03/2025: A freestanding shade structure has been selected, costing aporoximately $2000.00 excluding installation fees. Readjust of scope and reapproval is required to include the privacy screens. 15/05/2025: Disscussing with Nyirranggulung Rise CDP manager to do the small shade and the screening as a cdp activity 25/06/2026:Design finalised and materials list sent for quoting 15/07/2026:Awaiting materials to arrive
1/07/2025	PR 150	Playground lighting	Solar lightning to be supplied for the playground.	$ 6,000.00	$0.00	-		**14/10/2025:** LA confirmed lights required under shelter. Quotes to be obtained before next LA **13/01/2026:** LA Allocated funding - Lights ordered **06/03/2026:** Lights in stock, awaiting installation
2/04/2025	PR20	Water Taps	Requests to scope installation of water taps at Heritage Park and Norforce Park.	-	$ 7,352.67	PWC Approved Heritage Park SSP: **$3,181.47** Norforce Park Drawings: **$4,171.20**	-	**02/04/2025:** LA requests to scope installation of water taps at Heritage Park and Norforce Park. **04/04/2025:** Expression of interest sent to power and water, for heritage park. **20/08/2025:** Previous submissions located, RGRC to scope and price to complete the physical works. **17/09/2025:** Ongoing. **21/11/2025:** Corresponding with PWC. Quotes being obtained for works at Heritage Park. **15/07/2026:** Quote to complete a new connection is $29,000. Connection requires trenching aross the road to connect to the water main.
			Total allocation for current projects	$42,293.67	25152.36		2724.58	
			Total for Completed projects	$ 466,352.32	$ 442,173.45	**n/a**	$ 50,375.03	
			Grand Total	$ 508,645.99	$ 467,325.81	**n/a**	$ 53,099.61	

Borroloola Local Authority Project Funding — **27 July 2026**

Funds Received from Department	$ 1,103,731.00
Funds allocated from Council	$ 71,477.00
Funds Allocated to projects by Local Authority Members	$ 1,197,903.49
Surplus/(Deficit) from completed projects	$ 22,695.49
Remaining Unallocated funds	**$ -**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
9/02/2023	PR38	Tamarind Park Power supply	Solar lighting in Tamarind Park	$ 129,831.00	$ 83,313.35	Avero Solar Lighting System x 20: **$66,800.00** Freight to Katherine: **$6,960.00** Premix cement for Borroloola: **$7,500.00** Freight of solar lights and 10 pallets of concrete to Borroloola: **$2,053.35**	$ 46,517.65	**9/02/2023:** LA allocated $129,831 to install power supply at the Tamarind Park. **30/06/2024:** Investigating Solar Lights as an option for power supply to BBQ area. Suggest putting solar lights at the memorial and a few through the park as well. Purchased Solar lightning system and cement premix. **30/09/2024:** All materials are now onsite awaiting installation. Rescoping and quoting. 1 quote obtained so far. **06/02/2025:** Revalidating quote, Acting GM ISP met with contractor onsite 06/02/25 to finalise scope. **04/04/2025:** Contractor advised Roper Gulf will need to organise a power pole and connection with power and water. **15/05/2025:** Power and Water have advised contractor that a new connection won't be granted. Alternative source of power to be determined. **17/09/2025:** LA has made a resolution to rescope the project for four solar lights in the park and under the shelter quotes underway. **14/10/2025:** Awaiting permission from Minister for infrastructure upgades **13/04/2026**:Permission received, Awaiting updated quotes for light installation and material for memorial wall. **27/04/2026**: Solar lights installed in park area and additional lighting installed under shelter.

8/05/2025	PR135	Memorial	procurement and installation of a Memorial wall and initial plaque for the late Mavis KERR at Tamarind Park.	$ 15,000.00	$ 7,029.00			**08/05/2025:** LA allocates $5,000 of Local Authority Project Funding for the procurement and installation of a Memorial wall and initial plaque for the late Mavis KERR at Tamarind Park. **15/07/2025:** Awaiting quotes. **07/08/2025:** The local authority requests scoping options names and wording to be used on Memorial Wall; requests for Memorial Wall Nominations to be put to public nomination, for ratification by the Local Authority; allocates an additional of $10,000 of Local Authority Project Funds to Memorial Wall project for a total project budget of $15,000; nominates dark stone (darkest of three options) as material for Memorial Wall. The Local Authority deferred decision on wording for the Memorial Wall to next Local Authority Meeting. **17/09/2025:** procurement underway for the options underway as present at the last LA. **14/10/2025:** Awaiting permission from Minister for infrastructure upgades **06/11/2025:** defers wording and names list of Memorial Wall Project (PR 135) to its first Local Authority Meeting post Ministerial approval. **13/04/2026:**Permission received, Awaiting updated quotes for light installation and material for memorial wall. **15/07/2026:**Material for the wall has arrived. Frame to be constructed
7/05/2026	PR 157	Softball Diamond	Development, maintenance and purchase of items for the softball facilities	$ 10,000.00				
7/05/2026	PR 158	Walkway	Creates a walkway/cyclepath from the showgrounds along Robinson Road	$ 82,840.00				
			Total allocation for current projects	$ 666,135.49	$ 235,846.38			
			Total for Completed projects	$ 531,768.00	$ 509,072.51		$ 22,695.49	
			Grand Total	$ 1,197,903.49	$ 744,918.89		**$ 22,695.49**	

Bulman/Weemol Local Authority Project Funding — **13 April 2026**

Funds Received from Department	$	340,259.00
Allocated by Council	$	32,581.00
Funds allocated to projects by Local Authority Members	$	426,370.49
Surplus/(Deficit) from completed projects	$	68,820.44
Remaining unallocated funds	**$**	**15,289.95**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
10/10/2024	PR137	Solar light	Purchase and Installation of three Solar Light. Two located near the workshop and one near the turn off.	$ 5,000.00				**10/10/2024:** LA allocated $5,000 towards solar light installation. 2 near the workshop and 1 near turn off. **07/03/2025:** one light on concrete block to move to the corner. To be confirmed. Remains ongoing. **17/09/2025:** remaining ongoing **05/01/2026:** Will address once toilet is completed
10/10/2024	PR121	Oval goal post replacement	Removal of goal posts, purchase and install goal posts at the football field.	$ 10,000.00	$ 8,935.00	9m/6m AFL Goal Posts with Sleeve bases: **$8935.00**		**10/10/2024:** LA allocated $10,000 towards replacement of oval goal post. **18/02/2025:** Goal posts are in transit to Katherine. **07/03/2025:** Have arrived in Katherine, installation required and allocation of more funding needed to install the posts. **14/10/2025:** Awaiting quote from contractor to install **13/04/2026:**Additional allocation needed to install. Received 2 quotes that are around 15K **25/06/2026:**Goal posts to be installed by the company building Weemol Basketball court **17/08/2026:**Goal posts installed
			Total allocation for current projects	$ 169,361.59	$ 59,832.64			
			Total for Completed projects	$ 257,008.90	$ 188,188.46		$ 68,820.44	
			Grand Total	$ 426,370.49	$ 248,021.10		**$ 68,820.44**	

Jilkminggan Local Authority Project Funding — **27 July 2026**

Funds received from Department	$ 481,331.00
Funds allocated to projects by Local Authority Members	$ 552,351.00
Surplus/(Deficit) from completed projects	$ 91,804.68
Unallocated remaining funds	**$ 20,784.68**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
5/08/2025		BBQ	Community Barbecues with Police (Cops and Kids) initiative for three (3) months	$ 4,500.00	$ 3,219.30	PO121288 - $1399.30 PO121099 - $1820		**05/08/2025:** The Local Authority allocates $4,500 towards Community Barbecues with Police (Cops and Kids) initiative for three (3) months ($1,500 per month).
4/11/2025	PR 172	Community Nursery	Establishment of a Community Nursery and nominates the Muns Yard area as its location	$10,000				**04/11/2025:** establishment of a Community Nursery and allocates $10,000 for that purpose, and nominates the Muns Yard area as its location
27/07/2026	PR 173	Barunga Festival	Funding for support of local sporting teams to attend the Barunga Festival 2026	$13,581				
			Total allocation for current projects	$ 98,081.00			$ 98,081.00	
			Total for Completed projects	$ 454,270.00	$ 333,649.21		$ 91,804.68	
			Grand Total	$ 552,351.00	$ 333,649.21		$ 189,885.68	

Urapunga Local Authority Project Funding — 13 April 2026

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
Funds received from Department					$ 96,400.00			
Funds allocated to projects by Local Authority Members					$ 66,800.00			
Surplus/(Deficit) from completed projects					$ 1,500.00			
Remaining Unallocated funds					=			
11/12/2024	PR141	Cemetery fencing repairs and boulder installation	Cemetery Fencing repairs and boulder installation to be conducted on the old cemetry located as you come into the community.	$ 5,000.00	$ -		$ -	**11/12/2024:** allocates $5,000 on Cemetery fencing repair and boulder installation. **18/02/2025:** Materials for fence repairs ordered with another project to receive better price for bulk order. Awaiting materials supply.
11/12/2024	PR123	Community sporting equipment	Requests for the purchase of sporting equipment.	$ 3,000.00	$ 1,500.00	Sporting and recreation gear: $1500.00	$ 1,500.00	**11/12/2024:** LA allocated $3,000 towards community sporting equipment. **18/02/2025:** Procurement underway by the Programs team. **03/06/2025:** Sporting equipment purchased by CSM; upon more staff commencing in positions additional sporting and recreation gear will be purchased when needs are identified by sport and recreation participants.
9/06/2026	PR160	Playground repairs	Repairs to playground to make servicable	$ 31,100.00				
			Total allocation for current projects	$ 18,000.00	$ 1,500.00			
			Total for Completed projects	$ 48,800.00	$ 34,949.51			
			Grand Total	$ 66,800.00	$ 36,449.51			

Hodgson Downs Local Authority Project Funding — **25 May 2026**

Funds received from Department	$	722,340.00
Funds allocated to projects by Local Authority Members	$	670,140.00
Surplus/(Deficit) from completed projects	$	65,029.74
Remaining unallocated funds	$	**117,229.74**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
6/03/2024	PR118	Steel Bin Holders	Supply 60 Steel Bin Holders, and Alawa Aboriginal Corporation to install the same	$ 8,000.00	$ -	-		**03/06/2024:** LA allocated $4,000 towards steel for bin holders 09/12/2024: allocated another $4,000. Council to supply 60 bin holders and AAC to install. **18/02/2025:** Cost of commercial bin holders only allows about 30 units. Looking at alternative design and manufacture using internal labour **20/08/2025:** Cost per unit is approx. $300.00 a unit which are all locking which is not practical for Muns **17/09/2025:** Alternative design found manufacturing option to be determined. **25/05/2026:**Material Ordered
3/06/2024	PR124	Sports Equipments	Sports equipments for Alawa Aboriginal Corporation.	$ 5,000.00	-		$ -	**03/06/2024:** LA allocated $5,000 towards sports equipment for Alawa Corporation. **18/02/2025:** Procurement underway by the Programs team. **03/06/2025:** Dale Campbell advised that Alawa have brought some equipment and are awaiting reimbursement. Dale will liaise with community members to identify needs. **17/09/2025:** nothing received from Alwa regarding outcomes or invoices for this project. **23/02/2026:** Council will purchase equipment to be stored at the schools
3/06/2024	PR136	Speed Bumps and signage	2 X slow down for children signs 5 X speed Bumps (collaborate with CDP to install and paint speed bumps)	$ 30,000.00	$ 8,227.64	Speed Humps: $8,227.64		**03/06/2024:** LA allocated $5,000 towards two slow down for children signs and allocated $15,000 towards speed bumps. **02/09/2024:** LA allocated additional $10,000 towards purchasing of five additional speedbumps and signage. **18/02/2025:** Signs will be ordered by end of Feb, currently finalising sign replacements across the region. **04/04/2025:** Signs have arrived. **28/10/2025:** Pallet of speed bumps to be sent to Hodgson Downs.
3/06/2024		Scoping of Playground	Cost Scoping	$ -	-		$ -	**03/06/2024:** LA requests for council to scope of a playground. **28/05/2025:** LA asked to provide a location to allow scoping of playground on 26/05/2025 LA Meeting **17/09/2025:** Still waiting for another site to be proposed by the LA **14/01/2026:** Site has been selected, scoping to be done to determine costs to construct playground

9/12/2024	PR131	Massacre site scoping	Cost Scoping	$ 25,000.00	$ 20,815.30	Site investigation: $20815.30	$ -	**09/12/2024:** LA has requested for cost scoping of the Massacre site. **21/02/2025:** A proposal has been developed by Bennett Architects for the survey of the site and community visits to ensure any work is done in a culturally appropriate way. The cost estimate is $18,923 + Travel and disbursements. **26/05/2025:** The Local Authority allocates $25,000 of Local Authority Project Funding for the scoping and planning surveying of the Massacre Site Project to be undertaken in a culturally appropriate way. **20/08/2025:** Consultant date to be confirmed potentially going to be on the week beginning the 15 September 2025 **17/09/2025:** on hold.

Total allocation for current projects	$ 80,000.00	$ 33,732.33
Total for Completed projects	$ 590,140.00	$ 525,420.91
Grand Total	**$ 670,140.00**	**$ 559,153.24**

Manyallaluk Local Authority Project Funding — **13 April 2026**

Funds Received from Department	$ 121,878.00
Funds from Council	$ 37,000.00
Funds allocated to projects by Local Authority Members	$ 173,009.24
Surplus/(Deficit) from completed projects	$ 14,131.24
Remaining Unallocated funds	**$ (14,131.24)**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
3/04/2023	PR057	Fencing at Top Cemetery	purchase and installation of fencing the perimeter of the Top cemetery	$ 78,393.58				**03/04/2023:** LA provisionally allocated remaining funding,$28,264.70 towards purchasing and installing mesh fence at the bottom cemetery. **27/04/2023:** OMC approves the Provisional recommendation from the 03/04/2023 Manyallaluk Local Authority Provisional Meeting minutes. **03/07/2023:** Quotation requests ongoing. **02/10/2023:** Quotations sort are over budget. LA reallocated from bottom cemetery to Top cemetery. **15/01/2024:** Quotes obtained are higher than allocation**.** Recommendation included in OMC report for resolution. **28/08/2024:** OMC allocated $28264.70 towards AAPA clearance for this project and allocated remaining $13,128.88 from LA unallocated funds towards it and also allocated extra $37,000 from the council funds to this project. **18/02/2025:** Quotation request ongoing. **07/03/2025:** some materials have been procured. AAPA has been applied for. Currently awaiting progression. **04/04/2025:** Received AAPA quote, which has been authorised. **28/10/2025:** Recieved and processed invoice. Awaiting final clearance documentation. **21/11/2025:** AAPA Received. Scoping for fence replacement to commence. **15/07/2026**:Grant funding received, LA to have allocation returned for reallocation
			Total allocation for current projects	$ 78,393.58	$ -			
			Total for Completed projects	$ 94,615.66	$ 80,484.42		$ 14,131.24	
			Grand Total	**$ 173,009.24**	**$ 80,484.42**		**$ 14,131.24**	

Mataranka Local Authority Project Funding — **27 July 2026**

Funding received from Department	$ 524,563.00
Funds allocated to projects by Local Authority Members	$ 544,913.20
Surplus/(Deficit) from completed projects	$ 53,756.76
Remaining Unallocated Funds	**$ 33,406.56**

Date	Project ID	Projects	Projects Description	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
8/05/2025	PR139	Playground	playground upgrade	$ 170,000.00				**05/08/2025:** The Local Authority combines the two Mulggan Camp Project into one (1) , and allocates a total of $170,000 to playground upgrade the project from Local Authority Project Funding. **17/09/2025:** tender documents being prepared for release. **23/01/2026:** Tender to be released on LocalBuy week ending 30/01/26. Tender will be open for 3 weeks. **13/04/2026:** Only 1 tender received and it was almost double the assigned budget. Alternative procurement being discussed. **13/05/2026:** Works due to start 13/07/2026 with 3 week construction timeframe. **15/07/2026:**Works have commenced **22/07/2026: Works completed**
			Total allocation for current projects	$ 170,000.00	$ -		$ 53,756.76	
			Total for Completed projects		$ 321,156.44			
			Grand Total					

Ngukurr Local Authority Project Funding								**13 April 2026**
Funds received from Department					**$ 1,360,291.00**			
Funds allocated to projects by Local Authority Members					**$ 1,377,646.00**			
Surplus/(Deficit) from completed projects					**$ 3,071.28**			
Remaining Unallocated funds					**$ (14,283.72)**			
Date	**Project ID**	**Projects**	**Project Descripiton**	**Project Budget**	**Actual Expenditure**	**Project Expenditure Breakdown**	**Project Variance**	**Project Status**
11/12/2024	PR43	Community bus stop installation	Installation of four bus stops	$ 100,000.00	$ 75,659.00	Double Bus stops:**$61,000** Barcelona Bency Aluminium: **$8,720.00** Freight: **$5,939**		**11/12/2024:** LA allocate $100,000 from beautification towards community bus stop installation. **18/02/2025:** Four bus stops with aluminium seating have been ordered and are currently being manufactured. **04/04/2025:** Bus stops in Katherine awaiting shipment to Ngukurr. **15/05/2025:** awaiting scheduling with CSM **20/08/2025:** Works ongoing.
7/04/2025		Bush Tukka trees	Purchase and installation of Bush Tukka tree	$5,000				**04/09/2025:** The LA allocates $5,000 of Local Authority Project Funds for the purchase and installation of Bush Tukka trees. The species to be determined by Councillor Melissa ANDREWS with General Manager Infrastructure Services and Planning;
4/07/2025		Shade & electrical lighting	shade/power/lighting for the fellowship	$10,000				**04/09/2025:** The LA allocates $10,000 for fellowship shade and electrical lighting to be scoped.
			Total allocation for current projects	$ 220,000.00	$ 439,387.95			
			Total for Completed projects	$ 1,098,622.14	$ 1,081,344.77			
			Grand Total	$ 1,318,622.14	$ 1,520,732.72			

Numbulwar Local Authority Project Funding — **25 May 2026**

Funds received from Department	$ 1,227,356.00
Funds allocated to projects by Local Authority Members	$ 1,270,670.91
Surplus/(Deficit) from completed projects	$ 41,696.73
Remaining Unallocated funds	**$ (1,618.18)**

Date	Project ID	Projects	Project Description	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
28/08/2024	PR88	Existing Cemetery Works	Scope, design survey and install all appropriate items to maintain current cemetery, in order to preserve the site.	$ 422,322.27	$ 124,420.10	Consultancy Fee: **$14,012.50** Consultancy Fee: **$19512.60** Consultancy Fee: **$87828.00** Consultancy Fee: **$3067.00**	$ 297,902.17	**28/08/2024:** (OMC) reallocated $85088.18 from Toilets at Airport and $337,234.09 from Sports Precinct upgrade towards new project- Existing cemetery Works. **11/12/2024:** PO raised for design & ground penetration radar. Fencing and retaining wall design received and being reviewed. **18/02/2025:** Fencing materials have been ordered, awaiting delivery. **21/02/2025** Existing Cemetery – design works and surveying has been undertaken. The GPS coordinates for each burial site have been recorded. Works will soon commence with Council CDP to manufacture memorial headstones for each site. Alternatively, the LA may wish for crosses to be used. *Bennett Architects have requested that a resolution be passed by the Local Authority to confirm that the community has been consulted with regarding the new cemetery site and confirmation that the site identified is suitable. Please see attached map for reference.* ***16/04/2025:*** *Discussion around the retaining wall due to concerns regarding the fine sand. Further discussion is needed regarding headstones or crosses.* ***15/07/2025:*** *Gravesite marking to be discussed. Quote received for crosses, exceeding $75K - alternative markings may need further discussions with community.* *Alternative to "retaining wall" proposed. Dune retention consist of Geotexile fabric and additional trees and shrubs consistent with the area.* **20/08/2025:** Designs to be table for approval of the fence and the dune stabilation. **03/09/2025:** The local Authority resolves to selected the current design work presented on 03 September to progress as the main focus.
15/09/2023	PR62	Shade structure and seating	six seating sites and shade structures	$ 60,000.00	$ 15,767.94	Shade Structure: **$8750.25** Shade Structure: **$8750.24** Seating for Numbulwar x6: **$6387.76** Freight to Katherine: **$2079.00** Wrong Costing: **+ $10,199.31**	$ 44,232.06	**15/09/2023:** $60,000 towards six shade structure and seating at various parks. **18/02/2025:** Four structure sites have been identified and awaiting contractor to provide quote to install. **17/09/22025:** ongoing contractors availability issues
15/09/2023	PR63	Solar Lights	Four solar lights in park to be installed	$ 40,000.00	$ 15,939.60	Concrete: **$1125.00** 4 x solar lights: **13360.00** freight to Katherine: **$1050.00** freight to Numbulwar: **$404.60**	$ 24,060.40	**15/09/2023:** LA allocated $40,000 towards one solar light in each park. **18/02/2025:** One Light to be installed at each of the four shade structures **17/09/2025:** being completed at the same time as the shade structure; ongoing contractors availability issues **28/10/2025:** Awaiting Engineering design for footings.

15/09/2023	PR64	Large solar light	One Large solar light to be installed at the top of the boat ramp	$ 15,000.00	$ 8,654.60	Concrete: **$750.00** 1 Large Solar Light: **$5550.00** Freight to Katherine: **$1950.00** Freight to Numbulwar: $**404.60**	$ 6,345.40	**15/09/2023:** LA allocated $15,000 large luminious solar light at the top of boat ramp. **18/02/2025:** Light to be installed on concrete block. Require cages from Numbulwar to allow blocks to be manufactured. **04/04/2025:** Cage has been retrieved from Numbulwar. Concrete block to be design and quoted. **17/09/22025**: ongoing contractors availability issues **28/10/2025:** Awaiting Engineering design for footings.
15/09/2023	PR67	Large solar lights x 3	Three solar lights located from Newtown to mission area require maintenance.	$ 40,000.00	$ 16,435.00	Concrete: **$1125.00** 3 x solar lights: **$13360.00** Freight to Katherine: **$1950.00** Freight to Numbulwar: **$404.60**	$ 23,565.00	**15/09/2023:** LA allocated 40k for installing 3 large solar lights along dirt road from newtown to mission area. **18/02/2025:** 2 of the 3 existing lights have been repaired. Last one to be repaired once access is available. **17/09/22025:** ongoing contractors availability issues
5/03/2025		BBQ	Community festivities	$ 5,000.00				**05/03/2025:** The LA allocates $5000 for a community BBQ. **23/02/2026:** Awaiting invoices to complete project
			Total allocation for current projects	$ 582,322.27	$ 181,217.24			
			Total for Completed projects	$ 688,348.64	$ 668,348.64			
			Grand Total	$ 1,270,670.91	$ 849,565.88			

Robinson River Local Authority Project Funding — **27 July 2026**

Funds received from Department	$ 130,000.00
Funds allocated to projects by Local Authority Members	$ 97,500.00
Surplus/(Deficit) from completed projects	$ 6,343.64
Remaining Unallocated funds	**$ 38,843.64**

Date	Project ID	Projects	Project Descripiton	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
31/08/2023	PR68	Speed Humps	Purchase and installation of speed humps	$ 5,000.00	$ 3,703.18	Mid Section Speed humps x 120: **$2386.80** Speed Hump ends x 10: **$155.80** 8mm Spikes: **$1040.00** Freight: **$120.58**		**31/08/2023:** provisionally allocates $5,000 towards speed humps. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority. **18/02/2025:** PO raised. Order received, awaiting delivery to community. **28/10/2025:** Started installing but ground to hard, need additional tooling. **29/01/2026:** 2 Speedbumps completed outside the school late November, 3 remaining to install.
31/08/2023	PR72	Solar lights	Purchase and installation of four solar lights.	$ 40,000.00	$ 17,068.39	4 x solar lights: **$13360.00** Freight to Darwin: **$1363.64** 2 x pallets of premix concrete: **$1500.00** Freight: **$312.35** Freight: **$532.40**		**31/08/2023:** provisionally allocates $40,000 towards four (4) solar lights installation. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes. **18/02/2025:** Locations provided. To be completed once access is available. **28/10/2025**: Awaiting Engineering design for footings.
31/08/2023	PR73	Signage-Road Safety	Purchase and installation of a variety of Signage for road safety for community	$ 5,000.00				**31/08/2023:**provisionally allocates $5,000 towards Road Traffic Management or Road Safety Signage. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes. **18/02/2025:** Signs to be added to bulk order for other communities. Need to finalise sign audit for Robinson River to add to order. **15/05/2025:** GM on site on the 08/05/2025 to scope signs to be ordered. **15/07/2025:** Additional signs ordered. **28/10/2025:** Some signs have been installed, near the school. **13/04/2026:**Additional safety signs to be delivered to Community once road access is suitable
31/08/2023	PR74	Bollards for the Park	Purchase and installation of bollards around the perimeter of the park	$ 10,000.00				**31/08/2023:** provisionally allocates $10,000 for purchasing Bollards for the perimeters of the park. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes. **18/02/2025:** Project likely to cost more than budget. 28/10/2025: Additional design to be tabled at the LA. **13/04/2026:**Potential to manufacture the same barriers that we are constructing for other communities.

31/08/2023	PR75	Basketball Equipment	Purchase of a variety of Basketball equipment.	$ 500.00	$ 901.64	Basketball Backboards: **$652.73** Freight: **$248.91**		**31/08/2023:** provisionally allocates $500 for purchasing Basketball Equipment. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes. **18/02/2025:** New backboards ordered, awaiting delivery to community. **15/07/2025:** Additional funding required for additional repairs to basketball rings. **28/10/2025:** Post straightened attempted to install backboards, need additional tools.
31/08/2023	PR77	Portable BBQ	Purchase of portable BBQ	$ 2,000.00	$ 817.27	BBQ: **$817.27**		**31/08/2023:** provisionally allocates $2,000 for purchasing portable BBQ. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes. **18/02/2025:** In Procurement stage **21/11/2025:** BBQ procured delivery to site to follow.
31/08/2023	PR78	Food for Community BBQ	Purchase of food for a community BBQ.	$ 500.00				**31/08/2023:** Local Authority provisionally allocated $500.00. **25/10/2023:** OMC approves the Provisional recommendations from the 31 August 2023 Robinson River Local Authority Provisional Meeting minutes.
27/04/2026	PR159	Storage and equipment for funerals	Shipping container, chairs, tables portable shade for funeral events.	$ 37,959.00				**27/04/2026:** Awaiting quote for shipping container. Qoutes for seating and table as well as portable shade to be completed and items purchased. **15/07/2026:**Container has arrived. Awaiting procurement of remaining equipment.
			Total allocation for current projects	$ 73,000.00	$ 31,605.93		$ 884.55	
			Total for Completed projects	$ 24,500.00	$ 16,040.91		$ 6,343.64	
			Grand Total	$ 97,500.00	$ 47,646.84		$ 7,228.19	

Wugularr Local Authority Project Funding **13 April 2026**

Funding Received from Department	$ 679,821.00
Funds Allocated by Local Authority Members	$ 554,793.10
Surplus/(Deficit) from completed projects	$ (78,124.25)
Remaining Unallocated Funds	$0.00

Date	Project ID	Projects	Project Description	Project Budget	Actual Expenditure	Project Expenditure Breakdown	Project Variance	Project Status
27/11/2023	PR089	Speed bumps	Installation of five speed bumps.	$ 20,000.00	$ 7,285.78	Speed Hump mid section: **$4773.60** Speed Hump ends: **$311.60** 8mm Spikes: **$2080.00** Freight: **$120.58**	$ 12,714.22	**27/11/2023:** LA allocated $20,000 towards purchase and installation of five speed bumps. **29/02/2024:** Quotation request ongoing. **30/06/2024:** Awaiting confirmation from LA before procurement. **31/08/2024:** PO raised for speed bumps. Under procurement stage. **06/01/2025:** Awaiting on roads project and filling potholes before proceeding. **07/03/2025:** Currently awaiting other project completion before progression can occur. **15/07/2025:** Additional speedbumps to be ordered with the balance. **14/10/2025:** LA has requested (LA meeting **13/10/2025:** concrete speed bumps are installed instead of plastic. Rescoping to be done
7/10/2024	PR109	Cemetery Arch	purchase and installation of cemtery arch.	$ 25,000.00	-	-	$ -	**07/10/2024:** LA allocates $25000 for the purchase of Wugularr Cemetery Arch and requests Arch to be scoped; **26/02/2024:** Quotation requests ongoing. (Contractor that constructed Barunga arch has closed the business and left town) **07/03/2025:** Scoping still to be completed. **15/07/2025:** Obtained Barungas drawings to duplicate, design in progress. **25/06/2026**:Awaiting quote for construction of arch
10/07/2024	PR130	Water tap	scope and Quote for water tap as closed to the Cemetery;	$ -	$ 3,480.00	Site Servicing Plan: **$3,480.00**	$ (3,480.00)	**07/10/2024:** The Local Authority requests scope and Quote for water tap as closed to the Cemetery. **20/08/2025:** Working through the power and water submission for the tap. Solar lighting still to come. **17/09/2025:** originally plan was rejected and scope needs to be reduced.
15/10/2025		Steel Bollards	Steel Bollards to replaced existing Rocks on road side	$30,000	$ -		$ -	**15/10/2025:** Requests for steel bollards to replace rocks as roadside barriers and for a costing estimate to be presented at its next Meeting **13/04/2026: Materials have been delivered**
14/01/2026	PR 149	Playground Lighting	Solar Lighting to be supplied for the playground	$10,000				**06/03/2026: Lights in stock, awaiting installation**
			Total allocation for current projects	$ 88,000.00	$ 12,946.69		$ 10,053.31	
			Total for Completed projects	$ 511,293.10	$ 574,683.26		$ (67,061.33)	

Grand Total	$	599,293.10	$	587,629.95		$	(57,008.02)

20 CLOSED SESSION

20.1 Confirmation of Previous Minutes Confidential Session

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

20.2 Action List

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

20.3 Previous Committee Minutes Confidential Session

Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

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

20.4 Review of Funding Allocation Methodology

Regulation 51(1)(c)(ii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

20.5 Review of Unmetered Street Lighting Tariffs

Regulation 51(1)(c)(ii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

20.6 Local Government Representation Review

Regulation 51(1)(c)(ii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

20.7 Remuneration Tribunal - Call for Submissions

Regulation 51(1)(c)(ii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

20.8 Property Matters

Regulation 51(1)(b) - *The Report will be dealt with under Section 293(1) of the Local Government act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(b). It contains information about the personal circumstances of a resident or ratepayer.*

Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

20.9 2026_27 August Budget Review

Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*
Regulation 51(1)(c)(ii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(ii). It contains information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.*

20.10 Remote Jobs and Economic Development Round 3

Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

20.11 Contracts Reporting

Regulation 51(1)(c)(i) *- The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

20.12 Numbulwar Workshop Update

Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

20.13 Urgent Remediation Workshop Update

Regulation 51(1)(c)(i) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*
Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

20.14 Rates Concession

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

20.15 Chief Executive Officer Leave

Regulation 51(1)(a) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or*

possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
Regulation 51(1)(c)(iii) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

Regulation 51(1)(d) - *The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*