



## **AGENDA**

# **SPECIAL COUNCIL MEETING TUESDAY 15 JULY 2025**

The Special Meeting of the MacDonnell Regional Council will be held at the Council Chambers, Alice Springs on Tuesday 15 July 2025 at 10:00 AM.

Belinda Urquhart  
**CHIEF EXECUTIVE OFFICER**





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- 18.2 CEO Contract Adjustment  
*The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations 2021. i.e. 51(1)(51(1)(a)) (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; AND 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.*

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**20 MEETING CLOSED****21 DATE OF NEXT MEETING**

**3 ATTENDANCE AND APOLOGIES**

**ITEM NUMBER** 3.1  
**TITLE** Attendance and Apologies

**EXECUTIVE SUMMARY:**

This report is to acknowledge the attendance and to table, for Council's record, any apologies received from Elected Members for this Ordinary Council meeting.

**RECOMMENDATION**

**That Council:**

- a) notes the Elected Members attendance at this meeting;
- b) tables apologies received for this meeting; and
- c) records the Elected Members absences, without notice, for this meeting.

**BACKGROUND/DISCUSSION**

Council can choose to accept the apologies as presented, or not accept them. Apologies that are not accepted by Council will be recorded as absent without notice.

**4 REQUESTS FOR FUTURE LEAVE OF ABSENCE**

**ITEM NUMBER** 4.1  
**TITLE** Requests for Future Leave of Absence

**EXECUTIVE SUMMARY:**

This report is to table, for Council's record, requests for leave of absence received from Elected Members for this Special Council meeting.

**RECOMMENDATION**

**That Council:**

- a) receives and notes requests for future leave of absence received for this Special Council meeting; and
- b) receives notification of any executive staff going on leave and staff acting in their absence.

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## **5 COUNCIL CODE OF CONDUCT**

**ITEM NUMBER** 5.1  
**TITLE** MacDonnell Council Code of Conduct



### **EXECUTIVE SUMMARY:**

This report contains all of the details about the MacDonnell Council Code of Conduct Policy.

### **RECOMMENDATION**

**That Council notes the Council Code of Conduct.**

### **MacDonnell Regional Council Code of Conduct**

#### **Interests of the Council and Community come first**

A member must act in the best interests of the community, its outstations and the Council.

#### **Honesty**

A member must be honest and act the right way (with integrity) when performing official duties.

#### **Taking care**

A member must be careful to make good decisions (diligence), and must not be under the influence of alcohol or illegal drugs, when performing official duties.

#### **Respect/Courtesy**

A member must be respectful to other members, council staff, constituents and members of the public.

#### **Conduct towards council staff**

A member must not direct, reprimand, or interfere in the management of council staff.

#### **Respect for culture**

A member must respect different cultures, families and language groups (cultural diversity) and not be unfair towards others, or the opinions of others, because of their background.

#### **Conflict of interest**

A member must, if possible, avoid conflict of interest between the member's private interests (family, other job, business etc.) and duties.

Where a conflict exists, the member must inform the Council, Local Authority or Council Committee and not take part in the discussion or vote.

#### **Respect for private business**

A member must not share private (confidential) information that they heard as a member, outside of meetings.

A member must not make improper use of confidential information to gain a benefit or to cause harm to another.

**Gifts**

A member must not ask for or encourage gifts or private benefits from anyone who might want to do business with or obtain a benefit from Council.

**Accountable**

A member must be able to show that they have made good decisions for the community, and have allocated the Council's resources carefully and to benefit the region.

Failure to comply with this Code of Conduct may result in disciplinary action.

**ISSUES/OPTIONS/CONSEQUENCES**

The Code of Conduct Policy helps Council to ensure that the:

- MacDonnell Regional Council (MRC) exercises strong and accountable governance;
- Constituents of MRC are aware of the behaviour they can expect from members.

**6 CONFIRMATION OF MINUTES**

**ITEM NUMBER** 6.1  
**TITLE** Confirmation of Previous Minutes

**EXECUTIVE SUMMARY:**

This report provides the minutes of the previous Special Council meeting to be approved by Council.

**RECOMMENDATION**

**That Council confirms the unconfirmed Minutes of the previous Council meeting held 20 June 2025 as a true and correct record of the proceedings.**

**Attachments**

- 1. COUNCIL MEETING 20.6.2025 - DRAFT MINUTES**



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MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS, ALICE SPRINGS ON FRIDAY 20 JUNE 2025 AT 10:00 AM

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**1 MEETING OPENED at 10.23am**

*An audio recording of this meeting was made for minute taking purposes as authorised by MC09-CP Audio Recording of Meetings Policy. Councillors may request, via majority vote if required, that no audio recording be made where issues of legitimate cultural or spiritual significance are to be discussed.*

**2 WELCOME – By the President Roxanne Kenny**

**3 ATTENDANCE AND APOLOGIES**

ITEM NUMBER:	3.1
TITLE:	Attendance and Apologies

**Councillors:**

President Roxanne Kenny, Deputy President Dalton McDonald, Councillor Marlene Abbott, Councillor Mark Inkamala, Councillor Lisa Sharman, Councillor Abraham Poulson, Councillor Maryanne Malbunka and Councillor Patrick Allen.

**Staff:**

Belinda Urquhart – Chief Executive Officer, Keith Hassett – Director Community Services, Ken Satour – Acting Director Council Services, Ainsley Roscrow, Acting Director Community Services, Sheree Sherry – Chief Financial and Information Officer, Katie Fuller – Executive Manager People and Capabilities, James Walsh – Manager, Project Management Office, Ruth Tahere – Project Officer, Project Management Office and Barbara Newland – Manager Governance and Strategy.

**Guests:**

Nil

**Apologies:**

Nil



**OCM2025-081 RESOLVED (Patrick Allen/Mark Inkamala)**

That Council:

- a) notes the Elected Members in attendance at this meeting;
- b) notes that Cr Conway was unable to attend the meeting via Teams due to technical issues;
- c) notes there were no apologies table at this meeting; and
- d) records the Elected Members' absence, without notice, for this meeting as follows:
  - Councillor Andrew Davis
  - Councillor Jason Minor

**4 LEAVE OF ABSENCE**

ITEM NUMBER:	4.1
TITLE:	Requests for Future Leave of Absence

**OCM2025-082 RESOLVED (Lisa Sharman/Abraham Poulson)**

That Council:

- a) notes that there were no Requests for Future Leave of Absence received from the Elected Members; and
- b) notes that Keith Hassett, Director Community Services, will be on leave for four weeks commencing 1 August 2025. Ms Ainsley Roscrow will be acting in the position during this period and Ken Satour, Acting Director Council Services will be on leave for three weeks during August. A decision is yet to be made regarding his replacement.

**Minute note:** The date for the proposed Special Meeting will be determined following consultation with Mr Chansey Paech, MLA, who wishes to attend subject to confirmation.

**Minute note:** Cr Poulson arrived at 10.26am.

**5 COUNCIL CODE OF CONDUCT**

ITEM NUMBER:	5.1
TITLE:	MacDonnell Council Code of Conduct

**OCM2025-083 RESOLVED (Lisa Sharman/Mark Inkamala)**

That Council notes the Council Code of Conduct.

**Minute note:** The CEO spoke about a very simple Code of Conduct which is on display in the Kintore office. She will arrange for signs showing this CoC to be made and placed in all community offices. This simple CoC will also be included in future agendas. The CEO will bring one of the signs to the next available meeting of Council.

**6 CONFIRMATION OF MINUTES**

<b>ITEM NUMBER:</b>	<b>6.1</b>
<b>TITLE:</b>	<b>Confirmation of Previous Minutes</b>

**OCM2025-084 RESOLVED (Dalton McDonald/Maryanne Malbunka)**

That Council confirms the unconfirmed minutes of the previous Special Council meeting held on 28 May 2025 as a true record and correct record of the proceedings.

**7 ACCEPTANCE OF THE AGENDA**

<b>ITEM NUMBER:</b>	<b>7.1</b>
<b>TITLE:</b>	<b>Acceptance of Agenda</b>

**OCM2025-085 RESOLVED (Marlene Abbott/Patrick Allen)**

That the agenda papers for this meeting as presented be received for consideration at this meeting.

**8 CONFLICT OF INTEREST**

<b>ITEM NUMBER:</b>	<b>8.1</b>
<b>TITLE:</b>	<b>Conflict of Interest</b>

**OCM2025-086 RESOLVED (Mark Inkamala/Abraham Poulson)**

That Council:

- a) notes the Conflict of Interest Policy; and
- b) notes that members did not declare any conflicts of interest.

**9 DEPUTATIONS AND PRESENTATIONS**

<b>ITEM NUMBER:</b>	<b>9.1</b>
<b>TITLE:</b>	<b>Requests to present at Local Authority Meetings</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

Council's permission is being sought for representatives of Penangke Cultural Consultants to attend Local Authority meetings.

**OCM2025-087 RESOLVED (Dalton McDonald/Mark Inkamala)**

That Council:

- a) agrees to the request by Penangke Cultural Consultants to attend the Local Authority meetings in all MRC communities to carry out Community Alcohol Planning; and
- b) asks that Penangke commences its consultation after the Local Government elections.

**Minute note:** A presentation was provided by Peta-lee Cole-Manolis and Raymond Walters Penangke – handouts were provided.

<b>ITEM NUMBER:</b>	<b>9.2</b>
<b>TITLE:</b>	<b>Presentation on behalf of Exact Contracting</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

Mr Terri Jones, Project Manager with Exact Contracting, is seeking Council's support for the naming of a rest stop at the intersection of the Stuart Highway and Tanami Road in commemoration of Greg Rhodes.

**OCM2025-088 RESOLVED (Patrick Allen/Dalton McDonald)****That Council:**

- a) notes the presentation and supporting documents provided by Exact Contracting; and
- b) provides its support for the proposed construction of a memorial rest area at the Stuart Highway and Tanami Road intersection in commemoration of Gregory John Rhodes.

**10 NOTICES OF MOTION – Nil****11 RESCISSION MOTIONS – Nil****12 LOCAL AUTHORITY**

<b>ITEM NUMBER:</b>	<b>12.1</b>
<b>TITLE:</b>	<b>Draft Minutes of Local Authority Meetings</b>
<b>AUTHOR:</b>	<b>June Crabb, Governance Coordinator</b>

**EXECUTIVE SUMMARY:**

Council considers the minutes of each Local Authority Ordinary Meeting or Provisional Meeting at the next Ordinary Council Meeting.

Attached are the draft (unconfirmed) minutes of the Local Authority meetings that have occurred since or could not be prepared prior to the last Ordinary Council Meeting.

The Local Authority meetings covered in this report for the period between 1 April and 15 June 2025 include:

- ☐ Hermannsburg – 2 April
- ☐ Papunya – 3 April
- ☐ Amoonguna – 23 April
- ☐ Mt Liebig – 30 April
- ☐ Areyonga – 15 May
- ☐ Wallace Rockhole – 20 May
- ☐ Finke – 21 May
- ☐ Docker River – 22 May
- ☐ Haasts Bluff – 3 June
- ☐ Santa Teresa – 4 June
- ☐ Kintore – 11 June

**OCM2025-089 RESOLVED (Mark Inkamala/Dalton McDonald)**

**That Council:**

- a) approves the minutes of the Ordinary Local Authority meetings held in Hermannsburg, Papunya, Amoonguna, Mt Liebig, Areyonga, Finke, Docker River and Santa Teresa.
- b) approves the recommendations contained within the minutes of the Provisional meetings held in Wallace Rockhole, Haasts Bluff and Kintore.
- c) endorses the new projects established by the Local Authorities as follows:
  - o Hermannsburg - allocates \$5,000.00 to Repairing the lights at the Oval; and \$73,060.78 towards Works undertaken to the site of the Change room.
  - o Amoonguna – allocates \$7,000.00 to a Community Sporting event for young people.
  - o Finke – allocates \$6,797.18 towards purchasing 2 x 3m Bench seats, Concrete mix and Sporting equipment.
  - o Haasts Bluff – allocates \$23,000.00 to a Playground near the Basketball Court.
  - o Santa Teresa – allocates \$101,848.40 to creating a Mural with a historical timeline.
  - o Kintore – allocates \$35,000.00 to 2 x Bin Trailers.
- d) supports the Authorities recommendations to carry over their 2024/2025 Discretionary funds to the 2025/2026 financial year as follows:
  - o Haasts Bluff – \$183.64
  - o Areyonga - \$1,438.25
  - o Papunya - \$33.54
  - o Mt Liebig - \$2,081.12
- e) notes the following amendments required to the minutes:
  - o Hermannsburg LA meeting – Cr Malbunka was not in attendance and provided an apology
  - o Finke LA meeting – the President attended via Teams
  - o Kintore LA meeting – President Kenny was an apology as she was on leave.

<b>ITEM NUMBER:</b>	<b>12.2</b>
<b>TITLE:</b>	<b>Local Authority Resignations and Nominations</b>
<b>AUTHOR:</b>	<b>June Crabb, Governance Coordinator</b>

**EXECUTIVE SUMMARY:**

As recorded in the minutes of the Authority meetings, the recommendations put forth to Council are to accept and endorse the nominations submitted for membership on the Local Authorities and accept any resignations received.

**OCM2025-090 RESOLVED (Patrick Allen/Maryanne Malbunka)**

**That Council aproves the nominations received for membership on the Local Authorities as follows:**

- ☐ Henry Oliver to the Amoonguna Local Authority;
- ☐ Marie Mulladad to the Santa Teresa Local Authority; and
- ☐ Darryl Doolan to the Finke Local Authority.

**13 STANDING ITEMS REPORT**

<b>ITEM NUMBER:</b>	<b>13.1</b>
<b>TITLE:</b>	<b>Correspondence Report</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

This report provides Council with an update on correspondence received and sent by the Council President and CEO in the period since the April 2025 Council meeting.

**OCM2025-091 RESOLVED (Maryanne Malbunka/Marlene Abbott)****That Council:**

- a) notes the correspondence received and sent; and
- b) notes that Mr Yan MLA advised that he was unable to attend this meeting as he is currently attending estimates hearings in Darwin.

**14 PRESIDENT, COUNCILLORS' AND CEO'S REPORT**

<b>ITEM NUMBER:</b>	<b>14.1</b>
<b>TITLE:</b>	<b>Council President's Report</b>
<b>AUTHOR:</b>	<b>Anya Riley, Executive Assistant to CEO &amp; President</b>

**EXECUTIVE SUMMARY:**

This report details the meetings attended by President Roxanne Kenny since the April 2025 meeting of Council.

**OCM2025-092 RESOLVED (Mark Inkamala/Marlene Abbott)**

That Council receives the President's report for the period 3<sup>rd</sup> April to 4<sup>th</sup> June 2025.

<b>ITEM NUMBER:</b>	<b>14.2</b>
<b>TITLE:</b>	<b>CEO Report</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Governance Manager</b>

**EXECUTIVE SUMMARY:**

This report details the events and meetings attended by CEO Belinda Urquhart during the reporting period and to advise of a senior management appointment.

**OCM2025-093 RESOLVED (Lisa Sharman/Mark Inkamala)****That Council:**

- a) receives the CEO report for the months of March, April and May 2025; and
- b) notes the appointment of Ms Katie Fuller to the position of Executive Manager, People and Capabilities.

**15 OFFICERS' REPORTS**

<b>ITEM NUMBER:</b>	<b>15.1</b>
<b>TITLE:</b>	<b>Council Services Report</b>
<b>AUTHOR:</b>	<b>Ken Satour, Acting Director Council Services</b>

**EXECUTIVE SUMMARY:**

This report outlines the activities of the Council Services Directorate in the areas of Local Government Service Delivery, Housing and Facilities management, Contractual Commercial Services and Projects.

**OCM2025-094 RESOLVED (Dalton McDonald/Mark Inkamala)**

**That Council notes and accepts the attached Council Services report.**

**Minute note:** James Walsh, Manager Project Management Office, delivered the PMO and Housing and Facilities reports. James is leaving MRC and Council thanked him for his contribution to MRC and his hard work especially in relation to the LA projects.

<b>ITEM NUMBER:</b>	<b>15.2</b>
<b>TITLE:</b>	<b>Community Services Report</b>
<b>AUTHOR:</b>	<b>Ainsley Roscrow, Acting Director Community Services</b>

**EXECUTIVE SUMMARY:**

This report provides an update on the delivery of Community Services programs from April 2025 – May 2025, throughout the MRC region

**OCM2025-095 RESOLVED (Lisa Sharman/Patrick Allen)**

**That Council notes and accepts the attached Community Services report.**

**Minute note:** There was a break for morning tea at 11.50am and the meeting resumed at 12.09pm.

<b>ITEM NUMBER:</b>	<b>15.3</b>
<b>TITLE:</b>	<b>People and Capabilities Report</b>
<b>AUTHOR:</b>	<b>Katie Fuller, People and Capabilities Operations Manager</b>

**EXECUTIVE SUMMARY:**

This report highlights current and completed HR initiatives or activities affecting Council and our number one resource – the people!

**OCM2025-096 RESOLVED (Mark Inkamala/Patrick Allen)**

**That Council notes and accepts the People & Capabilities Report.**

<b>ITEM NUMBER:</b>	<b>15.4</b>
<b>TITLE:</b>	<b>Finance Report as at 31 May 2025</b>
<b>AUTHOR:</b>	<b>Osman Kassem, Finance Manager</b>

**EXECUTIVE SUMMARY:**

This report is tabled to provide Council with the Finance Report for the period ended 31 May 2025.

**OCM2025-097 RESOLVED (Lisa Sharman/Marlene Abbott)**

That Council notes and accepts the Finance Report as at 31 May 2025.

<b>ITEM NUMBER:</b>	<b>15.5</b>
<b>TITLE:</b>	<b>Use of the Common Seal</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Governance Manager</b>

**EXECUTIVE SUMMARY:**

Section 38(2) of the Local Government Act 2019 (LGA) states that “the affixing of the Common Seal to a document must be authorised or ratified [endorsed] by resolution of the Council”. This report requests Council to ratify [endorse] the use of the Common Seal on the listed documents.

**OCM2025-098 RESOLVED (Mark Inkamala/Patrick Allen)**

That Council ratifies the use of the Common Seal on the following document:

- **NTG – Capital Funding Agreement MJ25R200025 – On-country children’s playgrounds for stronger families.**

<b>ITEM NUMBER:</b>	<b>15.6</b>
<b>TITLE:</b>	<b>Governance Team Report</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

The purpose of this paper is to update Council on the activities of the Governance and Strategy Team.

**OCM2025-099 RESOLVED (Abraham Poulson/Patrick Allen)**

That Council notes the Governance Team Report for June 2025.

<b>ITEM NUMBER:</b>	<b>15.7</b>
<b>TITLE:</b>	<b>Youth Board Meetings – Council Feedback</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

The purpose of this paper is to provide feedback to Council from the meetings of MacDonnell Regional Council’s Youth Boards, including matters discussed and to request the support of Council for the recommendations made.

**OCM2025-100 RESOLVED (Lisa Sharman/Dalton McDonald)**

That Council:

- a) **notes the Youth Board Meetings – Council Feedback report; and**
- b) **provides its support for bush trips to be undertaken, including to Yulara, during the second half of the year.**

<b>ITEM NUMBER:</b>	<b>15.8</b>
<b>TITLE:</b>	<b>2025 Proposed Amendments to the <i>Local Government Act 2019</i> - Discussion Paper</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

The Department of Housing, Local Government and Community Development has commenced consultation on Tranche 2 Local Government Legislation Amendments 2025. The purpose of this Paper is to inform Council of amendments currently being considered.

**OCM2025-101 RESOLVED (Patrick Allen/Maryanne Malbunka)**

That Council notes the 2025 Amendments to the *Local Government Act 2019* Discussion Paper.

<b>ITEM NUMBER:</b>	<b>15.9</b>
<b>TITLE:</b>	<b>Commencement of Tranche 1 reforms to the <i>Local Government Act 2019</i></b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

The purpose of this paper is to update Council on progress relating to the first tranche of amendments made to the Local Government Act.

**OCM2025-102 RESOLVED (Mark Inkamala/Abraham Poulson)**

That Council notes the amendments to the Local Government Act.

<b>ITEM NUMBER:</b>	<b>15.10</b>
<b>TITLE:</b>	<b>Review of Emergency Response Policy v3</b>
<b>AUTHOR:</b>	<b>Clare Newland, Coordinator Policy and Records</b>

**EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council's approval for the revision of Emergency Response Policy v3.

**OCM2025-103 RESOLVED (Mark Inkamala/Dalton McDonald)**

That Council adopts Emergency Response Policy v3 as a policy of Council.

<b>ITEM NUMBER:</b>	<b>15.11</b>
<b>TITLE:</b>	<b>Rehabilitation and Return to Work Policy v1</b>
<b>AUTHOR:</b>	<b>Clare Newland, Coordinator Policy and Records</b>

**EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council's approval for the new Rehabilitation and Return to Work Policy v1.

**OCM2025-104 RESOLVED (Maryanne Malbunka/Dalton McDonald)**

That Council adopts the Rehabilitation and Return to Work Policy v1 as a policy of Council.



<b>ITEM NUMBER:</b>	<b>15.12</b>
<b>TITLE:</b>	<b>Allowances (Council Members) Policy v5</b>
<b>AUTHOR:</b>	<b>Clare Newland, Coordinator Policy and Records</b>

**EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council's approval for the revised Allowances (Council Members) Policy v5.

**OCM2025-105 RESOLVED (Mark Inkamala/Lisa Sharman)**

That Council adopts the Allowances (Council Members) Policy v5 as a policy of Council.

<b>ITEM NUMBER:</b>	<b>15.13</b>
<b>TITLE:</b>	<b>Review of Delegations Register</b>
<b>AUTHOR:</b>	<b>Clare Newland, Coordinator Policy and Records</b>

**EXECUTIVE SUMMARY:**

Under section 40 of the *Local Government Act 2019* (Act), the Council can delegate its powers and functions to a Local Authority, a Council Committee or the CEO. Furthermore, some regulations within the *Local Government (General) Regulations 2021* (Regulations) allow for delegations to be made in some cases to staff.

Note that the act of delegation is one of giving another person (usually one less senior) the responsibility to act in relation to a particular authority. In delegating such powers, the Council should be aware that limitations are required in certain circumstances.

Under section 168 of the Act, the Chief Executive Officer is also able to delegate or sub-delegate a power or function given to him to a person or committee.

The Delegations Register keeps a record of who has the authority to make decisions on behalf of the Council.

**OCM2025-106 RESOLVED (Patrick Allen/Abraham Poulson)**

That Council determines to defer consideration of the Delegations Register to a later date.

<b>ITEM NUMBER:</b>	<b>15.14</b>
<b>TITLE:</b>	<b>Certification of the Assessment Record</b>
<b>AUTHOR:</b>	<b>Sheree Sherry, Chief Financial and Information Officer</b>

**EXECUTIVE SUMMARY:**

The purpose of this report is to accept and acknowledge the certification provided by the Chief Executive in relation to the Assessment Record for properties within the MacDonald Regional Council region.

**OCM2025-107 RESOLVED (Mark Inkamala/Marlene Abbott)**

That Council acknowledges the certification of the Assessment Record for rateable property in the MacDonnell Regional Council provided by the Chief Executive Officer.

<b>ITEM NUMBER:</b>	<b>15.15</b>
<b>TITLE:</b>	<b>Certification of the Assessment Record</b>
<b>AUTHOR:</b>	<b>Sheree Sherry, Chief Financial and Information Officer</b>

**EXECUTIVE SUMMARY:**

The purpose of this paper is to declare the General Rates, Special Rates and Charges for the 2025-2026 financial year.

**OCM2025-108 RESOLVED (Lisa Sharman/Maryanne Malbunka)****That Council:**

1. notes that at the time of preparation of this report no submissions relating to this matter had been received;
2. declares its Rates and Charges for the 2025-2026 financial year as per the attached document "MacDonnell Regional Council - Rates and Charges Declaration 2025-2026" in accordance with sections 237(1) and 237(2) of the *Local Government Act 2019*; and
3. publishes a notice of the Rates and Charges Declaration 2025-2026 on the MRC website in accordance with section 241 of the *Local Government Act 2019*.

<b>ITEM NUMBER:</b>	<b>15.16</b>
<b>TITLE:</b>	<b>Adoption of MRC Budget 2025-2026</b>
<b>AUTHOR:</b>	<b>Sheree Sherry, Chief Financial and Information Officer</b>

**EXECUTIVE SUMMARY:**

The purpose of this report is to present to Council the final draft of the MacDonnell Regional Council Budget 2025-2026 as contained within its Financial Plan 2025-2026, following the consultation period, for adoption.

**OCM2025-109 RESOLVED (Abraham Poulson/Lisa Sharman)****That Council**

1. sets the Elected Member's Allowances for the 2025-2026 financial year as per Maximum Council Member Allowances as per the Determination of the NT Remuneration Tribunal;
2. notes that at the time this report was prepared no submissions relating to this matter had been received; and
3. adopts the MacDonnell Regional Council Budget for 2025-2026 in accordance with Section 203(1) of the *Local Government Act 2019*.

<b>ITEM NUMBER:</b>	<b>15.17</b>
<b>TITLE:</b>	<b>Adoption of the Draft Regional Plan 2025-2026</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

The purpose of this report is to present to Council the final draft of the MacDonnell Regional Council Regional Plan 2025-2026, following the consultation period, for adoption.

**OCM2025-110 RESOLVED (Mark Inkamala/Abraham Poulson)****That Council**

1. notes that one submission was received from the Department of Housing, Local Government and Community Development which resulted in one minor correction; and
2. adopts the MacDonnell Regional Council Regional Plan for 2025-26 (including the Financial Plan 2025-2026) in accordance with Section 35(1) of the *Local Government Act 2019*.

<b>ITEM NUMBER:</b>	<b>15.18</b>
<b>TITLE:</b>	<b>Presentation of Grant Acquittals</b>
<b>AUTHOR:</b>	<b>Sheree Sherry, Chief Financial and Information Officer</b>

**EXECUTIVE SUMMARY:**

The attached grant acquittal reports for NT Grants are required to be laid before Council for acceptance.

**OCM2025-111 RESOLVED (Maryanne Malbunka/Lisa Sharman)****That Council notes and approves the following grant acquittals:**

- ☐ Waste and Resource Management (WaRM) grant 2021-22;
- ☐ Waste and Resource Management (WaRM) grant 2022-23; and
- ☐ Waste and Resource Management (WaRM) grant 2023-24.

<b>ITEM NUMBER:</b>	<b>15.19</b>
<b>TITLE:</b>	<b>Waste and Resources Management (WaRM) Grant 2024/25</b>
<b>AUTHOR:</b>	<b>Sheree Sherry, Chief Financial and Information Officer</b>

**EXECUTIVE SUMMARY:**

The NTG has awarded the Waste and Resource Management (WaRM) grant 2024-25 to all regional Councils. MRC has been awarded \$252,100 and is required to report to Council on what MRC intends to use the funds for. Projects chosen must be in accordance with the grant guidelines.

**OCM2025-112 RESOLVED (Dalton McDonald/Maryanne Malbunka)**

**That Council notes and endorses the WaRM project recommended in this report.**

<b>ITEM NUMBER:</b>	<b>15.20</b>
<b>TITLE:</b>	<b>Nomination for appointment to the NT Councils Discretionary Advisory Committee</b>
<b>AUTHOR:</b>	<b>Barbara Newland, Manager Governance and Strategy</b>

**EXECUTIVE SUMMARY:**

The purpose of this paper is to seek Council's approval for the nomination of Ms Sheree Sherry as a member of the NT Councils Discretionary Trust Advisory Committee.

**OCM2025-113 RESOLVED (Patrick Allen/Mark Inkamala)****That Council:**

- a) approves the nomination of Ms Sheree Sherry as a member of the NT Councils Discretionary Trust Advisory Committee; and
- b) authorises the CEO to sign the nomination form on behalf of Council.

**16 GENERAL BUSINESS**

ITEM NUMBER:	16.1
TITLE:	General Business and Non-Council Business
AUTHOR:	Barbara Newland, Manager Governance and Strategy

**EXECUTIVE SUMMARY:**

Members are asked to table items they wish to discuss as General and Non-Council Business.

**OCM2025-114 RESOLVED (Mark Inkamala/Abraham Poulson)**

That Council notes that no General Business matters were raised.

**17 CLOSURE TO THE PUBLIC FOR THE DISCUSSION OF CONFIDENTIAL ITEMS**

ITEM NUMBER:	17.1
TITLE:	Closure to the Public for the Discussion of Confidential Items
AUTHOR:	Barbara Newland, Manager Governance and Strategy

**EXECUTIVE SUMMARY:**

Pursuant to section 99(2) of the *Local Government Act 2019* and regulations 51 and 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

**OCM2025-115 RESOLVED (Lisa Sharman/Dalton McDonald)**

That Council approves the closure of the meeting to the public as confidential items are about to be discussed.

**Minute note:** The open section of the meeting was closed at 12.55pm.

**18 CONFIDENTIAL REPORTS****19 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC****EXECUTIVE SUMMARY:**

Pursuant to section 99(2) of the *Local Government Act 2019* and regulations 51 and 52 of the *Local Government (General) Regulations 2021*, the meeting is to be opened to the public following the consideration of confidential matters. Resolutions will be transferred to the open meeting upon the determination of Council.

**OCM2025-119 RESOLVED (Maryanne Malbunka/Mark Inkamala)**

That Council discloses motions from the confidential section of this meeting in the open section of the meeting and opens the meeting to the public. The motions to be disclosed are as follows:

**OCM2025-116 RESOLVED (Patrick Allen/Abraham Poulson)**

That Council confirms the Minutes of the previous Confidential Special Council Meeting held on the 28<sup>th</sup> May 2025 as a true and correct record of the proceedings.

**OCM2025-117 RESOLVED (Mark Inkamala/Lisa Sharman)**

That Council notes the report regarding changes being considered to MacDonnell Regional Council's Organisational Structure.

**OCM2025-118 RESOLVED (Dalton McDonald/Maryanne Malbunka)**

That Council approves the write off of a debt deemed to be irrecoverable.

**20      DATE OF NEXT MEETING****21      MEETING CLOSED**

The meeting terminated at 1.31pm.

This page and the preceding 13 pages are the Minutes of the Ordinary Council Meeting held on Friday 20 June 2025 and are unconfirmed.

\_\_\_\_\_  
President

**7 ACCEPTANCE OF AGENDA**

**ITEM NUMBER** 7.1  
**TITLE** Acceptance of Agenda

**EXECUTIVE SUMMARY**

Agenda papers are submitted for acceptance by Council for this Special Council Meeting.

**RECOMMENDATION**

That the agenda papers for this Special Council meeting as presented, be received for consideration at this meeting.

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## 8 CONFLICTS OF INTEREST

ITEM NUMBER	8.1
TITLE	Conflict of Interests



### EXECUTIVE SUMMARY:

This report outlines the minimum standard of behaviour expected of the Local Authority in relation to declaring personal or family financial interests that may impact on the performance of their roles and ability to make objective decisions.

### RECOMMENDATION

#### That Council:

- a) **notes the Conflict of Interest Policy; and**
- b) **that Elected Members declare any conflict of interest with the meeting agenda**

### BACKGROUND

Conflicts of interest arise when members are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest – the way it seems to the public - can be as damaging as an actual conflict, because it undermines public confidence in the integrity and fairness of MacDonnell Regional Council (MRC).

Under the *Local Government Act*, not declaring a conflict of interest or improperly disclosing information can lead to imprisonment.

### Examples of conflicts of interest and improper disclosure of information:

#### Tendering and Purchasing – financial conflict of interest

- Example: Council has advertised for a contractor for irrigation of a football oval. A member is employed by a company which has tendered for the contract. This may affect, or it may reasonably be suspected that it could affect, their ability to make an unbiased or fair decision when the contract choice is considered by Council.

#### Tendering and Purchasing – non-financial conflict of interest

- Example: A contractor tendering for a Council contract for road works offers to seal the road to a member's house. The member would not be seen as impartial or fair when choosing the contractor for the job.

#### Information and Opportunities

- Example: a member may know a lot of information about tenders for contracts coming up in the MRC area before the tenders are made public. Conflicts can arise if the member gives this information to a friend or relative working for a company so they can have a better chance of winning the contract.

#### Undue Influence

- Example: a member tries to pressure a hotel in Alice Springs into providing free accommodation, because they are a member of Council.

**Declaring a Conflict of Interest**

As soon as practical after a member becomes aware of a conflict of interest in a matter that has come up or is about to come up before or during a meeting (council, local authority or council committee), the member must disclose or tell the relevant interest to the meeting and to the Chief Executive Officer (CEO) of MRC.

Details of members' interests and the nature of those interests will be recorded in the relevant Register of Interests published on the Council's website and to be available for any member of the public to look over at the Council's public office.

In addition, if a member enters into a personal or business relationship with another member or Council employee that could result in a conflict of interest, then this relationship must be reported to the President and CEO. A file note will be made and recorded on the relevant Register of Interests.

**Uncertainty about whether a conflict of interest exists or not**

If a member is unsure whether or not they have a conflict of interest, they should give full details to the CEO or seek independent legal advice.

The CEO does not have a responsibility to decide whether or not a member has a conflict of interest in a matter. The responsibility for determining whether a member has a conflict of interest is up to the individual member.

**If you do have a Conflict of Interest**

After a member has disclosed the nature of the interest, the member must not, without approval from the Minister:

- be present during any discussion of the meeting when the matter is being discussed
- take part in any decision related to the matter
- Influence another member in their decision.

Members will not become involved in the promotion or endorsement of products and/or services unless this has been approved in line with Council's policies and Code of Conduct.

**Complaints Regarding Failure to Disclose an Interest**

Any person may make a complaint that a member has or may have failed to disclose or tell of a conflict of interest. All complaints should be directed to the MRC CEO.

**ISSUES/OPTIONS/CONSEQUENCES**

The Disclosure of Interests Policy helps Council to ensure that:

- the business of Council is conducted with efficiency, fairness, and integrity; and
- members act in the best interests of Council and do not seek personal or family gain when performing their duties or use their public office for personal gain.



**12 LOCAL AUTHORITY**

**ITEM NUMBER** 12.1  
**TITLE** Draft Minutes of the Local Authorities  
**AUTHOR** June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

Council will consider the minutes of each Ordinary Local Authority Meeting or Provisional Meeting at this meeting of Special Council.

Attached are the draft (unconfirmed) minutes of the Local Authority meetings that have occurred since or could not be prepared prior to the last Ordinary Council Meeting.

The Local Authority meetings covered in this report for the period between 13 June 2025 to 2 July include:

- ☐ Titjikala – 13 June 2025
- ☐ Amoonguna – 2 July 2025

**RECOMMENDATION**

**That Council:**

- a) **approves the minutes of the Ordinary Local Authority meetings held in Titjikala and Amoonguna; and**
- b) **endorses the new project established by the Titjikala Local Authority allocating \$10,000.00 towards Solar lights.**

**BACKGROUND/DISCUSSION**

Please refer to the attached draft minutes of the meetings listed above for detail surrounding the matters discussed.

**ISSUES/OPTIONS/CONSEQUENCES**

Nil

**FINANCIAL IMPACT AND TIMING**

Nil

**CONSULTATION**

Elected Members

**ATTACHMENTS:**

- 1 TLA Draft Minutes - 13 June 2025
- 2 AMLA DRAFT MINUTES 2.7.2025



MINUTES OF THE TITJIKALA LOCAL AUTHORITY MEETING HELD IN THE  
TITJIKALA COUNCIL OFFICE ON FRIDAY 13 JUNE 2025 AT 10:30 AM

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**1 MEETING OPENING**

The meeting was declared open at 10.49AM

**1.1 NOMINATION OF ACTING CHAIRPERSON**

**TLA2025-018 RESOLVED (Debra Claude/Lena Campbell)**

**That members nominated Lisa Sharman as Acting Chair of the Local Authority Meeting.**

**2 WELCOME**

2.1 Welcome to Country – Lisa Sharman

**3 ATTENDANCE / APOLOGIES / RESIGNATIONS / TERMINATIONS /  
NOMINATIONS**

**3.1 Attendance**

Local Authority Members:

Member Debra Claude, Member Terry Simmons, Member Geoffrey Campbell, Member Lena Campbell and Member Janie Campbell.

Councillors:

Councillor Andrew Davis and Councillor Lisa Sharman.

Via Teams: Councillor Patrick Allen

Council Employees:

CEO Belinda Urquhart, James Walsh – Manager Project Management Office, Ryan Rosenberg – Project Administration Officer, Libby Taylor Manager Contracts and Projects, Caitlyn Palmer – Council Services Coordinator Titjikala, Shae Millar – Governance Coordinator.

Via Teams: Victor Morgan – Area Manager Finke and Santa Teresa

Guests:

Tomas King – Department of Housing, Community Development and Local Government

**3.2 Apologies/Absentees**Apologies:

President Roxanne Kenny

Absentees:

Nil

**3.1 & 3.2 ATTENDANCE / APOLOGIES / ABSENTEES**

**TLA2025-019 RESOLVED** (Terry Simmons/Andrew Davis)

**That members:**

- a) noted the attendance;
- b) noted and accepted the apology from President Roxanne Kenny; and
- c) noted that there were no absences for this meeting.

**3.3 Resignations**

NIL

**3.4 Terminations**

NIL

**3.5 Nominations****3.5.1 MEMBERSHIP OF THE LOCAL AUTHORITY****EXECUTIVE SUMMARY:**

This purpose of this paper is to highlight the vacancies on the Local Authority (the Authority) and to apprise the Local Authority of any legislative changes to appointments introduced in the Local Government Act 2019 (the Act).

**TLA2025-020 RESOLVED** (Lena Campbell/Lisa Sharman)

**That the Local Authority:**

- a) noted the resignation received from the Chair Greg Sharman,
- b) thanked Mr Sharman for his contribution to the community;
- c) nominated Geffery Campbel as Chairperson of the Authority for 12 months;
- d) noted the two vacancies available on the Local Authority; and
- e) called for community nominations to fill these vacancies.

**4 COUNCIL CODE OF CONDUCT****4.1 CODE OF CONDUCT**

**TLA2025-021 RESOLVED** (Geoffrey Campbell/Debra Claude)

**That the Titjikala Local Authority noted the Council Code of Conduct.**

**5 CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES**

**TLA2025-022 RESOLVED** (Geoffrey Campbell/Terry Simmons)

That the Titjikala Local Authority accepted the unconfirmed minutes of the meeting held 27<sup>th</sup> of March 2025 as an accurate record of the proceedings.

**6 ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS AND NON-COUNCIL BUSINESS ITEMS****6.1 PAPERS CIRCULATED AND RECEIVED**

**TLA2025-023 RESOLVED** (Lena Campbell/Geoffrey Campbell)

That the Titjikala Local Authority noted the that the papers circulated were received for consideration at the meeting.

**7 CONFLICT OF INTEREST****7.1 CONFLICT OF INTERESTS**

**TLA2025-024 RESOLVED** (Debra Claude/Geoffrey Campbell)

That the Titjikala Local Authority noted the Conflict of Interest policy.

**7.2 MEMBERS DECLARATION**

**TLA2025-025 RESOLVED** (Debra Claude/Geoffrey Campbell)

That the Titjikala Local Authority declared no conflict of interest with the meeting agenda.

**8 DEPUTATIONS / GUEST SPEAKERS****8.1 REMOTE HOUSING - REPAIRS, MAINTENANCE AND TENANCY TEAM****EXECUTIVE SUMMARY:**

This section provides an opportunity for representatives from the Department of Housing, Local Government and Community Development to provide the Local Authority with updates regarding Remote Housing programs, repairs, maintenance and tenancy.

**RECOMMENDATION**

That the Local Authority:

- a) accepts the updates from Remote Housing representatives; and
- b) raises matters relating to housing repairs, maintenance and tenancy within the community.

**Minute note: No representative attended the meeting**

**8.2 2025 LOCAL GOVERNMENT ELECTIONS****EXECUTIVE SUMMARY:**

This is page 3 of 8 of the Minutes of the Titjikala Local Authority Meeting held on Friday, 13 June 2025

Every four years, people living in the Northern Territory elect representatives to serve on their Local Government Council. Local Government is the level of government most connected to your community, and the 2025 Local Government Elections will be your chance to stand up and represent your local area.

**TLA2025-026 RESOLVED (Andrew Davis/Geoffrey Campbell)**

**That the Local Authority:**

- a) urged all eligible residents to ensure they are enrolled to vote;
- b) encouraged community members to consider nominating as candidates; and
- c) noted that nominations are open from Friday 11 July to Thursday 31 July.

**9 LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

**9.1 ACTION REGISTER**

**EXECUTIVE SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

**TLA2025-027 RESOLVED (Terry Simmons/Andrew Davis)**

**That the Local Authority noted and accepted the progress on the action items as follows:**

- a) noted that there was no update on the action item 'Sealing Maryvale Road and kept this item open;
- b) noted that Human Resources has provided laminated job posters that can be permanently displayed at numerous locations within the community and closed this item;
- c) noted the update from Libby Taylor – manager contracts and projects, regarding street lights and agreed to discuss this during the Local Authority Projects Report and closed this item;
- d) noted that the signs discouraging motorbike riding within the community had been ordered and closed this item;
- e) noted that no additional speed humps can be placed near the rec-hall as the speed humps that are already there are at the limit of those that can be installed according to legislation. These will be repainted to improve functionality;
- f) noted that the Manager of Transport Infrastructure and Fleet will come out to Titjikala and develop a plan for road furniture to improve safety in the community; and
- g) noted that Libby Taylor has applied for grant funding to provide additional training for MRC employees in Titjikala and closed this item.

**9.2 COMMUNITY INFRASTRUCTURE PLANNING**

**EXECUTIVE SUMMARY:**

The MacDonnell Regional Council develops Community Infrastructure plans for each community every five years. These plans are created in consultation with the Local Authority to record the community's priorities for the future development of their Infrastructure.

The Local Authority is asked to guide and support MRC staff in the development of the of the community and planning in relation to the community's infrastructure.

*Priority projects discussed at the previous meeting included a motorbike track and a community laundry.*

**TLA2025-028 RESOLVED (Andrew Davis/Terry Simmons)**

That the Local Authority

- a) received updates on the major projects as follows:
  - The pump track – the intention is that it will go beside the rec hall, down the side of the basketball court – the PMO is awaiting approval for this area – the design will go ahead once the location is approved as the design will depend on the location. The best option will be an asphalt surface as this will last longer but getting a supply of asphalt is logistically difficult and expensive. The polymer surface option will only last 5 years and will require funding to resurface after this time. The budget and quotes will determine which surface will be used.
  - The Football Lights - MG electrical will begin the process of installing the football lights early in July to be operational by early September.
  - The Rec-Hall Refurbishment - The PMO is waiting for approval to work on the lot 109 which is to the left of the rec-hall and would provide the greatest benefit. If the approvals are unsuccessful the refurbishment will have to be made to the Lot 59 side of the Rec-Hall. Once approvals have been received, the design stage can begin. The plan is that refurbished demountables will be installed and the old ones will be taken away to be refitted by the contractors. This will reduce the cost of the project; and
- b) will meet after today's meeting to generate priorities to add to the community's infrastructure plan.

**9.3 LOCAL AUTHORITY PROJECT REGISTER****EXECUTIVE SUMMARY:**

Funding for Local Authority projects is part of a grant received from The Northern Territory Government (NTG) and invested in projects and development to benefit and improve the community.

**Examples of acceptable purposes for expenditure include:**

- Repairs and maintenance of community assets controlled or owned by the council. e.g. park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. e.g. trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures/stands.
- Upgrade/enhancement of community facilities, e.g. sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAPF has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

*At risk funds'* are funds that may include unallocated funds and/or funds that have been allocated but remains unspent.

**TLA2025-029 RESOLVED (Lena Campbell/Janie Campbell)**

That the Local Authority:

- a) accepted the 2024/25 Local Authority Project funding allocation of \$35,900.00
- b) noted that \$17,644.86 are funds *at risk* of being returned to NTG;
- c) noted the progress on their current projects as follows:

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- 2214 Outdoor Dining Area – the items cannot be installed in the requested area as this is privately leased by the store. These items will be held until the Local Authority can make a decision about where they would like them installed.
- 2215 Bin Trailer – is expected to be delivered in August.
- 2400 Solar Light at Entrance – This will be installed by the civil team in conjunction with training in July.
- New Project Cemetery Upgrades – The PMO has developed a plan with some preliminary costings for the Local Authority to consider. Libby Taylor has applied for grant money to establish new cemeteries that comply with the new regulations from the Northern Territory Government. This will require the site to be surveyed. Once the grant parameters have been received and the site has been surveyed, the Local Authority will revisit this project to decide what funds need to be allocated.
- d) created a new project Solar Lights near lots 62 & 78 and allocated \$10,000.00 to this project.
- e) closed the wishlist item as a corresponding project has been created.

#### 9.4 LOCAL AUTHORITY DISCRETIONARY FUNDS

##### EXECUTIVE SUMMARY:

Each financial year, MacDonnell Regional Council grants a discretionary fund allocation of \$4,000.00 to the Local Authority. These funds cannot be carried over from year to year and must be spent (with goods received) between 1 July and 30 June.

##### **TLA2025-030 RESOLVED (Lena Campbell/Terry Simmons)**

That the Titjikala Local Authority:

- a) noted the spending on their 2024/2025 Discretionary funds;
- b) noted the update on the purchase of outdoor yard equipment;
- c) noted that there are no unallocated discretionary funds; and
- d) did not allocate any of the \$4,000.00 donated funds from the insurance company; and
- e) requested that the CEO sponsor the AFL team by providing 30 Guernseys and pairs of socks for the Titjikala Team.

#### 9.5 MRC POSITION VACANCIES REPORT

##### EXECUTIVE SUMMARY:

The attached list of vacancies are opportunities for community members to contribute to the community needs, and the People and Capabilities team asks those present at the Local Authority meeting to encourage community members to apply.

Active open positions in the MRC Org Structure as approved by Managers – 16 May 2025.

##### RECOMMENDATION

That the Local Authority accepts the list of vacant positions available with MacDonnell Regional Council in Titjikala.

**Minute Note:** Incorrect information provided in the agenda. The correct report will be made available through the Council Services Coordinator Caitlyn Palmer.

## **10 COUNCIL MANAGED SERVICES REPORTS**

This is page 6 of 8 of the Minutes of the Titjikala Local Authority Meeting held on Friday, 13 June 2025

**10.1 COUNCIL SERVICES LA REPORT****EXECUTIVE SUMMARY:**

This report is an update of Council Delivered Services in Titjikala across the area of Local Government Council Services.

**TLA2025-031 RESOLVED (Andrew Davis/Janie Campbell)**

That the Local Authority of Titjikala:

- a) noted and accepted the Council services report;
- b) requested that the civil team ensure that all bins are collected on rubbish days; and
- c) were advised that the bins must be put out the front of houses on collection days which are Mondays and Thursdays and hard rubbish is collected on Fridays.

**10.2 COMMUNITY SERVICES REPORT****EXECUTIVE SUMMARY:**

This report provides an update on the delivery of services for Community Safety, Children's Services, Youth Services and Aged & Disability Services for Titjikala.

**TLA2025-032 RESOLVED (Lena Campbell/Lisa Sharman)**

That the Local Authority:

- a) noted and accepted the Community Services report; and
- b) expressed concern that a member of the public had engaged in threatening behavior on one occasion in the aged care facility.

**11 INCOME AND EXPENDITURE REPORT**

*Nil*

**12 GENERAL BUSINESS****12.1 GENERAL COUNCIL BUSINESS****EXECUTIVE SUMMARY:**

Members of the Authority have an opportunity to provide feedback on matters relating to General Council Business.

**TLA2025-033 RESOLVED (Andrew Davis/Terry Simmons)**

That the Local Authority did not raise any matters of General Council Business.

**13 NON-COUNCIL BUSINESS****13.1 GENERAL NON-COUNCIL BUSINESS****EXECUTIVE SUMMARY:**

The purpose of this report is to provide feedback on matters that members may have regarding Non-Council services.

**TLA2025-034 RESOLVED (Andrew Davis/Terry Simmons)**

That the Local Authority discussed the following matters of General Non-Council



**Business:**

- a) was advised by Tomas King that lot 91 is under construction for a 4 bedroom house;
- b) was advised that at the next Housing Reference Group meeting there will be consultation about the size of the next lot of dwellings to be constructed and also about what rooms will be added to current dwellings under the room to breathe project;
- c) raised that members would like a representative from DLI to attend the HRG meeting;
- d) raised that members would like the government to consider people as homeless when they are staying in other people's houses rather than listing them as living in overcrowded houses;
- e) raised that DLI has not listened when the community has requested that more smaller dwellings be built to house homeless people in the place of larger houses. These people cannot afford the rent for larger houses as the rent is calculated by number of bedrooms. It is sometimes culturally inappropriate for people to be living together in one house. Also, it is difficult for people to care for their house when they live with a lot of other people and there is an issue with getting household members to contribute to the purchasing of food and with individuals being able to store food securely;
- f) was advised by Tomas King that the manager DLI Tony O'Donoghue would be invited to attend the next HRG meeting; and
- g) raised that the Local Authority would like the road graded as it is in poor condition.

**14 DATE OF NEXT MEETING - THURSDAY 4 SEPTEMBER, 2025****15 MEETING CLOSED**

The meeting terminated at 1:00 pm.

This page and the preceding 8 pages are the minutes of the Titjikala Local Authority Meeting held on Friday 13 June 2025 and are UNCONFIRMED.



MINUTES OF THE AMOONGUNA LOCAL AUTHORITY MEETING HELD IN THE  
AMOONGUNA COUNCIL OFFICE ON WEDNESDAY 2 JULY 2025 AT 10:30 AM

**1 MEETING OPENING**

The meeting was declared open at 10.30AM

**1.1 NOMINATION OF THE ACTING CHAIRPERSON**

**AML2025-036 RESOLVED (Henry Oliver/Lisa Sharman)**

That members nominated Lawrence Webb as Acting Chairperson of the Local Authority meeting.

**2 WELCOME**

2.1 Welcome to Country – Lawrence Webb.

**3 ATTENDANCE / APOLOGIES / RESIGNATIONS / TERMINATIONS /  
NOMINATIONS**

**3.1 Attendance**

Local Authority Members:

Member Henry Oliver, Member Samantha Stuart and Member Lawrence Webb

Councillors:

President Roxanne Kenny, Councillor Lisa Sharman and Councillor Andrew Davis.

*Via Teams:* Councillor Patrick Allen

Council Employees:

Director of Council Services Ken Satour, Director of Community Services Keith Hassett, Council Services Coordinator Tammy Sheilds, Project Management Officer Ryan Rosenburg, Governance Coordinator Shae Millar.

*Via Teams:* A/Manager Project Management Office Ruth Tahere

Guests:

Marc Watson – Officer in Charge Alice Springs Police Station, Phillip Alice - Aboriginal Community Police Officer and Amoonguna Traditional Owner, Matthew Nelson - Aboriginal Liaison Police Officer, Aisley Gorey - Aboriginal Liaison Police Officer.

*Via Teams:* Jessica Scrutton - Regional Project Officer, Delivery and Regional Priorities – Southern Region - Department of Housing, Local Government and Community Development.

This is page 1 of 8 of the Minutes of the Amoonguna Local Authority Meeting held on Wednesday, 2 July 2025

Melissa Hope – Community Development Officer Central Land Council – Entered the meeting at 10:39am.

### 3.2 Apologies/Absentees

#### Apologies:

Member Rhikita Stuart, Member Sharon Alice, Member Paul Williams and Area Manager Council Services Damien Ryan.

#### Absentee:

Member Theresa Alice

### 3.1 & 3.2 ATTENDANCE, APOLOGIES AND ABSENTEES

**AML2025-037 RESOLVED** (Henry Oliver/Samantha Stuart)

That members:

- a) noted the attendance;
- b) noted and accepted the apologies from Member Rhikita Stuart, Member Sharon Alice, Member Paul Williams and Area Manager Damien Ryan; and
- c) noted the absence without notice of Member Theresa Alice.

### 3.3 Resignations

NIL

### 3.4 Terminations

NIL

### 3.5 Nominations

#### 3.5.1 MEMBERSHIP OF THE AMOONGUNA LOCAL AUTHORITY

##### **EXECUTIVE SUMMARY:**

This purpose of this paper is to highlight the vacancies on the Local Authority (the Authority) and to apprise the Local Authority of any legislative changes to appointments introduced in the Local Government Act 2019 (the Act).

**AML2025-038 RESOLVED** (Lisa Sharman/Andrew Davis)

That the Local Authority:

- a) noted the members present at the previous meeting;
- b) officially welcomed Henry Oliver to the Authority;
- c) noted that there are no vacancies on the Amoonguna Local Authority; and
- d) decided to wait until more members are present before nominating a permanent Chairperson.

## **4 COUNCIL CODE OF CONDUCT**

### **4.1 CODE OF CONDUCT**

**AML2025-039 RESOLVED** (Lisa Sharman/Henry Oliver)

That the Amoonguna Local Authority noted the Council Code of Conduct.

**Minute Note:** Mellisa Hope – CLC entered the meeting at 10:39am.

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**5 CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES**

**AMLA2025-040 RESOLVED** (Lawrence Webb/Andrew Davis)

That the Amoonguna Local Authority accepted the unconfirmed minutes of the meeting held 23<sup>rd</sup> April 2025 as an accurate record of the proceedings.

**6 ACCEPTANCE OF THE AGENDA****6.1 PAPERS CIRCULATED AND RECEIVED**

**AMLA2025-041 RESOLVED** (Lisa Sharman/Andrew Davis)

That the Amoonguna Local Authority noted that the papers circulated were received for consideration at the meeting.

**7 CONFLICT OF INTEREST****7.1 CONFLICT OF INTERESTS**

**AMLA2025-042 RESOLVED** (Lisa Sharman/Samantha Stuart)

That the Amoonguna Local Authority noted the Conflict of Interest policy.

**7.2 MEMBERS DECLARATION**

**AMLA2025-043 RESOLVED** (Lisa Sharman/Samantha Stuart)

That the Amoonguna Local Authority declared no conflict of interest with the meeting agenda.

**Minute Note:** Jessica Scrutton invited representatives from the NT Police to the Local Authority meeting at the request of members.

**8.1a NORTHERN TERRITORY POLICE UPDATE**

**AMLA2025-044 RESOLVED** (Henry Oliver/Lisa Sharman)

That the Amoonguna Local Authority raised and discussed the following items relating to police matters:

- a) Marc Watson informed members that the police are aware that there have been issues with young people 'running amok', people driving around dangerously within the community and grog running;
- b) raised that young people from other communities are stealing cars from Alice Springs and driving them to Amoonguna. They are driving those cars dangerously within the community, ramming fences and doing doughnuts on the softball oval and were informed that the police are planning to use road spikes on roads that lead into the community. Members were asked that if they can identify any of the perpetrators, could they make a statement to police or possibly get footage on their phones. Marc Watson asked if members can identify back roads that are being used and requested that Phillip Alice could work with members to map out where those roads are and notify the Viper team. Marc Watson advised that the traffic unit could come

This is page 3 of 8 of the Minutes of the Amoonguna Local Authority Meeting held on Wednesday, 2 July 2025

out and do drug and alcohol testing on drivers;

- c) raised that the dogs are attacking other dogs and were advised that this is not a police matter and should be raised with animal welfare. Members were also advised that if the dogs are being aggressive towards humans, the police should be called;
- d) raised that they are concerned about show weekend as extra people will be staying in the community and requested an extra police presence;
- e) raised that the young people in community had been threatened by gangs of youths from other communities and that there may be violence including the use of weapons at the Alice Springs Show. The Local Authority was advised that there would be an extra police presence at the event with metal detectors and police asked to be advised if anyone was aware that a particular person has a weapon;
- f) raised that the wait times for police attendance is long. Marc Watson informed the Local Authority that there will be 15 more officers arriving in Alice Spring next week and that it is hoped that this will improve response times. He asked that when community members call 000 they take care to describe the seriousness of the incident to ensure that police understand the urgency of the situation;
- g) Phillip Alice informed the Local Authority that NT police are working on employing language speakers to work in communications in Alice Springs so that community members will be able to speak to people in their own language when reporting incidents;
- h) members advised that trouble was coming from the same kids repeatedly and asked about punitive action that can be taken and were advised that diversion programs are preferred. Members requested that kids and families be sent back to their communities and advised that the old ways of disciplining children have disappeared and that children have no respect for their parents or police and that they would like to address this. Marc Watson advised that any changes in the law and the introduction of new programs / curfews on how these issue are addressed would have to be taken up with the local member;
- i) members requested that the member for Namitjira be invited to the next Local Authority meeting; and
- j) Councillor Lisa Sharman advised that she would speak to people in the Titjikala Community and request that they do not bring any problems to the Amoonguna Community.

**Minute Note:** NT Police representatives Marc Watson, Phillip Alice, Matthew Nelson and Ainsley Gorey left the meeting at 11:12 am.

## **8 DEPUTATIONS / GUEST SPEAKERS**

### **8.1 REMOTE HOUSING - REPAIRS, MAINTENANCE AND TENANCY TEAM**

#### **EXECUTIVE SUMMARY:**

This section provides an opportunity for representatives from the Department of Housing, Local Government and Community Development to provide the Local Authority with updates regarding Remote Housing programs, repairs, maintenance and tenancy.

**AMLA2025-045 RESOLVED** (Henry Oliver/Andrew Davis)

**That the Local Authority raised the following matters relating to housing repairs,**

This is page 4 of 8 of the Minutes of the Amoonguna Local Authority Meeting held on Wednesday, 2 July 2025

maintenance and tenancy within the community:

- a) that fences and gates within the community are in need of repair resulting in people being unable to lock their dogs in their yards and lock other people's dogs out of their yards. This has led to children and dogs being in danger from aggressive dogs. The CSC will do an audit of the fences that need fixing including lot numbers and provide this information to Jessica Scrutton who will raise the issue with NT Housing; and
- b) requested information about whether the Local Authority or Council can make any laws regarding how many dogs can be at each house in Amoonguna.

**Minute Note:** Keith Hassett left the meeting at 11:20 am.

## **8.2 2025 LOCAL GOVERNMENT ELECTIONS**

### **EXECUTIVE SUMMARY:**

Every four years, people living in the Northern Territory elect representatives to serve on their Local Government Council. Local Government is the level of government most connected to your community, and the 2025 Local Government Elections will be your chance to stand up and represent your local area.

**AML2025-046 RESOLVED (Andrew Davis/Lisa Sharman)**

That the Local Authority:

- a) urged all eligible residents to ensure they are enrolled to vote;
- b) encouraged community members to consider nominating as candidates;
- c) noted that nominations open Friday 11 July to Thursday 31 July; and
- d) noted that voting will happen in Amoonguna on the 21<sup>st</sup> of August from 9:45 am to 1:45 pm and that posters will be up in the community to keep people informed.

## **9 LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

### **9.1 ACTION REGISTER**

#### **EXECUTIVE SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

**AML2025-047 RESOLVED (Henry Oliver/Andrew Davis)**

That the Local Authority noted and accepted the updates on the listed action items as follows:

- a) Boral will be resealing all internal community roads and that this will begin in September. Members enquired about turning points for the school bus in community that they would like sealed to reduce dust. Ken will follow up to see if this can be catered for;
- b) the speed bumps will be installed after the roads have been resealed;
- c) kept open 'Lights at Football Oval and Lease on Land Next to Basketball Court'; and
- d) kept open 'Electricity Top-up Options'.

### **9.2 PRIORITIES FOR THE COMMUNITY INFRASTRUCTURE PLAN**

#### **EXECUTIVE SUMMARY:**

The MacDonnell Regional Council develops Community Infrastructure plans for each community every five years. These plans are created in consultation with the Local Authority to record the community's priorities for the future development of their Infrastructure.

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The Local Authority is asked to guide and support MRC staff in the development of the of the community and planning in relation to the community's infrastructure.

The Priority list from the previous meeting includes:

- Waste facility upgrades
- Sporting complex
- Water park

**AMLA2025-048 RESOLVED** (Lisa Sharman/Henry Oliver)

**That the Local Authority agrees to provide additional priorities for the Community Infrastructure Plan for Amoonguna after today's meeting.**

### 9.3 LOCAL AUTHORITY PROJECT REGISTER

#### EXECUTIVE SUMMARY:

Funding for Local Authority projects is part of a grant received from The Northern Territory Government (NTG) and invested in projects and development to benefit and improve the community.

#### Examples of acceptable purposes for expenditure include:

- Repairs and maintenance of community assets controlled or owned by the council. e.g. park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. e.g. trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures/stands.
- Upgrade/enhancement of community facilities, e.g. sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAPF has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

'At risk funds' are funds that may include unallocated funds and/or funds that have been allocated but remains unspent.

**AMLA2025-049 RESOLVED** (Samantha Stuart/Henry Oliver)

**That the Local Authority:**

- a) accepted the 2024/2025 Project Funding allocation of \$33,500.00;
- b) noted that \$17,600.04 are funds *at risk*;
- c) noted the progress on their current projects as follows:
  - project 2103 Bin Trailers – these have been delivered to Alice Springs, are in the process of being registered and should be delivered to Amoonguna in the next 2 weeks.
  - project 2104 lights are in community, the location has been selected and they should be installed in the coming weeks.
  - Project 2106 Community Sporting Event – the event was a success and this project will be closed once all invoices have been received;
- d) noted the updates on the major projects as follows:
  - The shade structures that have been installed and solar lights will be added.
  - Funding has been received for a new playground which will be ordered in the coming weeks; and
- e) discussed the wishlist items and decided to wait until more members are

This is page 6 of 8 of the Minutes of the Amoonguna Local Authority Meeting held on Wednesday, 2 July 2025

available before allocating funds to any new projects.

#### 9.4 LOCAL AUTHORITY DISCRETIONARY FUNDS

##### EXECUTIVE SUMMARY:

Each financial year, MRC grants a discretionary fund allocation of \$4,000.00 to the Local Authority.

The Local Authority decides how best to commit these funds that will benefit the Community and to improve Community development.

Discretionary Funds cannot be carried over from year to year and must be spent (with goods received) between 1 July and 30 June.

**AML2025-050 RESOLVED** (Samantha Stuart/Lawrence Webb)

That the Local Authority:

- a) noted that \$894.12 was spent on the memorial service;
- b) noted that \$3,934.71 of the 2024-2025 were spent with all invoices received;
- c) accepted the \$4,000.00 discretionary funds for the financial year 2025-2026;
- d) allocated \$1,000.00 to a NAIDOC week celebration for young people run in conjunction with the Youth Services program; and
- e) noted that these funds must be spent and goods received by 30 June 2026.

#### 9.5 MRC POSITION VACANCIES REPORT

##### EXECUTIVE SUMMARY:

The attached list of vacancies are opportunities for community members to contribute to the community needs, and the People and Capabilities team asks those present at the Local Authority meeting to encourage community members to apply.

Active Open Positions in the MRC Org Structure and approved by Managers: 18 June 2025.

**AML2025-051 RESOLVED** (Lisa Sharman/Andrew Davis)

That the Local Authority accepted the list of vacant positions available with MacDonnell Regional Council in Amoonguna.

### 10 COUNCIL MANAGED SERVICES REPORTS

#### 10.1 COUNCIL SERVICES REPORT

##### EXECUTIVE SUMMARY:

This report is an update of Council Delivered Services in Amoonguna across the area of Local Government Service Delivery.

**AML2025-052 RESOLVED** (Lisa Sharman/Andrew Davis)

That the Amoonguna Local Authority:

- a) noted and accepted the attached Council Services report; and
- b) thanked Tammy Sheilds for her work in the role of Council Services Coordinator for Amoonguna.

#### 10.2 COMMUNITY SERVICES REPORT

##### EXECUTIVE SUMMARY:

This report provides an update on the delivery of services for Community Safety, Aged and

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Disability Services and Youth Services.

**AML2025-053 RESOLVED** (Henry Oliver/Lisa Sharman)

**That the Local Authority:**

- a) noted and accepted the attached Community Services Report; and
- b) asked if there were any position vacancies in Community Services and were advised that all positions are currently filled.

## **11 INCOME AND EXPENDITURE REPORT**

*Nil*

## **12 GENERAL BUSINESS**

### **12.1 GENERAL COUNCIL BUSINESS**

#### **EXECUTIVE SUMMARY:**

The purpose of this report is to provide members with an opportunity to discuss general Council Matters.

**AML2025-054 RESOLVED** (Lisa Sharman/Henry Oliver)

**That the Amoonguna Local Authority did not raise any items of General Council Business.**

## **13 NON-COUNCIL BUSINESS**

### **13.1 GENERAL NON-COUNCIL BUSINESS**

#### **EXECUTIVE SUMMARY:**

A representative provides necessary updates regarding Northern Territory Government services.

Members are given the opportunity to raise and discuss general matters of Non-Council Business.

**AML2025-055 RESOLVED** (Lawrence Webb/Andrew Davis)

**That the Local Authority did not raise any matters of Non-Council Business.**

## **14 DATE OF NEXT MEETING - THURSDAY 2 OCTOBER, 2025**

## **15 MEETING CLOSED**

The meeting terminated at 12:20 pm.

This page and the preceding 8 pages are the minutes of the Amoonguna Local Authority Meeting held on Wednesday 2 July 2025 and are UNCONFIRMED.

## **12 LOCAL AUTHORITY**

**ITEM NUMBER** 12.2  
**TITLE** Local Authority Resignations and Nominations  
**AUTHOR** June Crabb, Coordinator Governance



### **LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### **EXECUTIVE SUMMARY:**

As recorded in the minutes of the Authority meeting, the recommendation put forth to Council is to accept and endorse the nominations submitted for membership on the Local Authorities and accept any resignations received.

### **RECOMMENDATION**

**That Council:**

- a) **approves the nominations received from Taren Williams and Patrick Oliver for membership on the Hermannsburg Local Authority.**

### **BACKGROUND/DISCUSSION**

New members are nominated and appointed in accordance with the *Local Government Act 2019*, Ministerial Guidelines and Council's Local Authority Meeting Procedure, MC02-P2.

Council appoints Local Authority members under the *Local Government Act 2019*.

### **ISSUES/OPTIONS/CONSEQUENCES**

Council's Local Authority Meeting Procedure, para.4.14: Nominations and Appointments states:

- a) Nominations will be tabled at the next local authority meeting and considered. A recommendation on the nominations to Council will be recorded and presented with the nomination forms at the next Council meeting.
- b) In the case that there is a nomination, or nominations submitted but no timely local authority meeting (that is before the next council meeting), nominations will still be presented to the next Council meeting. The Council may appoint based on the submitted nominations.

### **FINANCIAL IMPACT AND TIMING**

If Local Authorities do not maintain their membership numbers, their ability to achieve quorum for their meetings is impaired and they may not be able to commit funds to Community projects and events.

### **CONSULTATION**

MRC Elected Members

### **ATTACHMENTS:**

- 1 Nomination HLA - Taren Williams
- 2 Nomination HLA - Patrick Oliver

## Local Authority Nomination Form MC02-F1

### NOMINATION

I, Taren Williams wish to nominate as a  
(Name of nominee)

member of the Local Authority for the community of Marina  
(Name of community)

Taren Williams  
(Signature of nominee)

4 12 2025  
Date

### ENDORSEMENT

I, MARION SWIFT endorse the nomination of this  
(Name of endorsing Local Authority member)

nominee to this Local Authority.

M. Swift  
(Signature of Local Authority member)

4 12 2025  
Date

### RETURNING OFFICER

To be received by the Returning Officer/ Council Service Coordinator in the stated community.

[Signature]  
(Signature of Returning Officer)

4 12 2025  
Date



## Local Authority Nomination Form MC02-F1

### NOMINATION

I, PATRICK OLIVER wish to nominate as a  
(Name of nominee)

member of the Local Authority for the community of Hermannsburg Ntaria  
(Name of community)

  
(Signature of nominee)

4 1 2 120 25  
Date

### ENDORSEMENT

I, Mark Inkanda endorse the nomination of this  
(Name of endorsing Local Authority member)


nominee to this Local Authority.

  
(Signature of Local Authority member)

4 1 2 120 25  
Date

### RETURNING OFFICER

To be received by the Returning Officer/ Council Service Coordinator in the stated community.

  
(Signature of Returning Officer)

4 1 2 120 25  
Date

**13 STANDING ITEMS REPORT**

**ITEM NUMBER** 13.1  
**TITLE** Correspondence Report  
**AUTHOR** Barbara Newland, Manager Governance & Strategy

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

This report provides Council with an update on correspondence received and sent by the Council President and CEO in the period since the June 2025 Council meeting.

**RECOMMENDATION**

**That Council notes the correspondence received and sent.**

**BACKGROUND/DISCUSSION**

Incoming Correspondence

Date Received	From	Subject
12-Jun-25	Steve Edgington MLA, Minister for Local Government	Regional and Remote Burial Areas Grant 2024-25
18-Jun-25	Mary Watson, CEO, Local Government Association NT	<input type="checkbox"/> ALGA Board Meeting Communique <input type="checkbox"/> LGANT Board Meeting Communique
2-Jul-25	Joanne Townsend, CEO, Dept Lands, Planning and Environment	<input type="checkbox"/> Letter re broadening and simplifying the container deposit scheme <input type="checkbox"/> Fact Sheet – proposed amendments to the Environment Protection (Beverage Containers and Plastic Bags) Act 2011
5-Jul-25	Senator McCarthy	Visit to MRC
7-Jul-25	Grace Perry, NTEC	Weekly Update re Elections
7-Jul-25	Ellen Worsfold, EO LGANT	<input type="checkbox"/> Email calling for nominations for the Code of Conduct Panel <input type="checkbox"/> Code of Conduct Charter <input type="checkbox"/> COCP Nomination Form
7-Jul-25	Mary Watson, CEO LGANT	<input type="checkbox"/> Email re Election Campaign <input type="checkbox"/> LGANT Campaign User Guide
9-Jul-25	Katrina Kawaljenko, CEO RDANT	Letter of Introduction

## Outgoing Correspondence

Date Sent	To	Subject
8-Jul-25	Andrea James, Project & Advocacy Advisor, LGANT	<input type="checkbox"/> Emails to and from LGANT re Candidate Campaign <input type="checkbox"/> Presentation to Candidates – MRC Version

**ISSUES/OPTIONS/CONSEQUENCES**

Nil.

**FINANCIAL IMPACT AND TIMING**

Nil.

**CONSULTATION**

Chief Executive Officer

Executive Leadership Team

**ATTACHMENTS:**

- 1 Regional and Remote Burial Areas Grant 2024-25
- 2 ALGA Board Meeting Communique
- 3 LGANT Board Meeting Communique
- 4 Broadening and simplifying the Container Deposit Scheme
- 5 Fact Sheet - Proposed changes to Environment Protection Legislation
- 6 SENATOR MCCARTHY - VISIT TO MRC - 5.7.2025
- 7 LGANT WEEKLY UPDATE RE ELECTIONS - 7.7.2025
- 8 LGANT CALL FOR NOMINATIONS
- 9 CODE OF CONDUCT CHARTER
- 10 NOMINATION FORM - COCP
- 11 EMAIL - LGANT ELECTION CAMPAIGN
- 12 LGANT CAMPAIGN USER GUIDE
- 13 EMAILS TO AND FROM LGANT RE CANDIDAATE CAMPAIGN
- 14 PRESENTATION TO CANDIDATES - MRC VERSION
- 15 CEO RDANT - LETTER OF INTRODUCTION



MINISTER FOR HOUSING, LOCAL GOVERNMENT AND  
COMMUNITY DEVELOPMENT

Parliament House  
State Square  
Darwin NT 0800  
minister.edgington@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8999 8635

Ms Belinda Urquhart  
Chief Executive Officer  
MacDonnell Regional Council

Via email: [belinda.urquhart@macdonnell.nt.gov.au](mailto:belinda.urquhart@macdonnell.nt.gov.au)

Dear Ms Urquhart

*Belinda*

Thank you for the funding application submitted for the Regional and Remote Burial Areas (RRBA) grant program for 2024-25.

I am pleased to advise that I have approved an RRBA grant to your council for the following:

- \$120,000 to undertake cemetery surveying in communities across the MacDonnell region.

Your Council will receive further correspondence from the Department of Housing, Local Government and Community Development regarding payment of this grant.

Yours sincerely

STEVE EDGINGTON

12 JUN 2025







8 Geills Court  
Deakin, ACT 2600

E [alga@alga.asn.au](mailto:alga@alga.asn.au)  
W [alga.com.au](http://alga.com.au)



### 9 May 2025 ALGA Board Meeting Communique

The ALGA Board met for its second meeting of 2025 on Friday 9 May at the Local Government NSW offices in Sydney.

The Board discussed ALGA's draft Budget for 2025-26 before it was presented to the ALGA General Meeting for final endorsement.

The Board endorsed an operational plan for 2025-26 which outlines how the Secretariat will address ALGA's strategic priorities over the coming financial year.

The Board also discussed and endorsed a value proposition statement for ALGA which outlines the value that the association provides to its members, the federal government and other stakeholders.

The Board heard an update on climate adaptation modelling work ALGA commissioned from Nation Partners and Ricardo, which will be launched at ALGA's 2025 National General Assembly.

The Board discussed outcomes from ALGA's 2025 federal election campaign, and discussed opportunities for continued improvement and coordination across future advocacy campaigns.

The Board discussed the need for continued pressure to ensure that the Parliamentary inquiry into local government sustainability's final report is released, and that the federal government's response includes an increase in untied, formula-based funding for all councils.

The ALGA CEO provided an update on a range of issues including the 2025 Local Roads , Transport and Infrastructure Congress, creation of a new Local Government Lived Experience Panel as part of the Commonwealth's Renewable Energy - Developer Rating Scheme, follow up actions from the Local Government Tech Leadership Summit, and the Indigenous Led Review of the National Agreement on Closing the Gap.

The ALGA President and State and Territory Presidents presented reports highlighting emerging national and jurisdictional issues.

The ALGA Board will next meet on 23 June 2025.

P 02 6122 9400

ABN 31 008 613 876

**Building Better  
Communities.**





### 18 JUNE 2025 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its third meeting of 2025 on Wednesday 18 June at the LGANT office in Darwin and online.

Kate O'Brien from Central Land Council presented to the Board to explain S19 Leases.

The Board approved and adopted the first tranche of LGANT's updated organisational policies. The Board also discussed and endorsed the Risk Dashboard Report and Risk Profiles which were developed in conjunction with JLT at a workshop on 20 May.

The Board discussed and endorsed LGANT's draft Reconciliation Action Plan (Reflect), which outlines how LGANT will take practical and meaningful action to advance reconciliation. It will now be submitted to Reconciliation Australia for final endorsement.

The Board endorsed nominations to represent LGANT on a range of external committees. These include:

1. NT Councils Discretionary Trust Advisory Committee:
2. Ministerial Advisory Council for Multicultural Affairs
3. Place Names Committee for the Northern Territory
4. Northern Territory Subdivision Development Guidelines Management Committee

The Board also discussed and endorsed the draft Operational Plan 2025-26 for the LGANT Strategic Plan, which was endorsed by members at the May 2025 symposium.

The Board accepted Groote Archipelago Regional Council as full members.

The Board approved the proposed 2025-2026 operational roadworks budget and program, including the expenditure for the construction of Bonya Access stage 2 road pavement sealing project.

The LGANT President provided an update on the ALGA Board and talked to the communique from the 9 May 2025 ALGA Board meeting (refer attached).

The LGANT CEO provided an update on LGANT's recent work on the local government legislative reform, the completion of the Local Buy MOU, and our success in getting a grant from the NTG for a candidate campaign in the lead up to the local government election. The CEO also provided a review of LGANT's recent May symposium and informed the Board of the addition of staff member Michelle van Zanden, Project and Advocacy Advisor.

The Board will next meet on 27 August 2025.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Hon Kon Vatskalis	City of Darwin	<a href="mailto:lord.mayor@darwin.nt.gov.au">lord.mayor@darwin.nt.gov.au</a>	0499 384 233
Vice President (municipal): Allison Bitar	Alice Springs Town Council	<a href="mailto:abitar@alicesprings.nt.gov.au">abitar@alicesprings.nt.gov.au</a>	0491 055 224
Vice President (regional and shire): Brian Pedwell	Victoria Daly Regional Council	<a href="mailto:brian.pedwell@vicdaly.nt.gov.au">brian.pedwell@vicdaly.nt.gov.au</a>	0429 341 336
Peter Pangquee	City of Darwin	<a href="mailto:peter.pangquee@darwin.nt.gov.au">peter.pangquee@darwin.nt.gov.au</a>	0419 858 636
Doug Barden	Litchfield Council	<a href="mailto:doug.barden@litchfield.nt.gov.au">doug.barden@litchfield.nt.gov.au</a>	0429 875 390
Lis Clark	Katherine Town Council	<a href="mailto:elisabeth.clark@krc.nt.gov.au">elisabeth.clark@krc.nt.gov.au</a>	0439 501 348
Peter Clee	Wagait Shire Council	<a href="mailto:peter.clee@wagait.nt.gov.au">peter.clee@wagait.nt.gov.au</a>	0418 894 404
Lynette De Santis	Tiwi Islands Regional Council	<a href="mailto:lynettejane.desantis@tiwiislands.nt.gov.au">lynettejane.desantis@tiwiislands.nt.gov.au</a>	0419 033 821
James Woods	West Arnhem Regional Council	<a href="mailto:james.woods@westarnhem.nt.gov.au">james.woods@westarnhem.nt.gov.au</a>	0497 919 225



Department of LANDS,  
PLANNING AND  
ENVIRONMENT

Level5 Energy House  
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[E oceo.dlpe@nt.gov.au](mailto:oceo.dlpe@nt.gov.au)

**T**08 8999 4840

File reference  
33-SF25-818

Dear CDS stakeholder

**Re: Broadening and simplifying the container deposit scheme**

I am writing to inform you about changes to the Northern Territory's container deposit scheme (the scheme).

The Northern Territory Government will be introducing amendments to the *Environment Protection (Beverage Containers and Plastic Bags) Act 2011* later this year to expand the scope of the scheme to ready to drink beverage containers up to 3 litres. As a result, the scheme will be broadened to include wine and spirit bottles, plain milk containers, and larger containers of 1 litre or more of pure juice and flavoured milk.

This follows extensive consultation, including on draft legislation in mid-2024, which confirmed strong support for the proposed reforms. In response to some industry concerns, and consistent with the approach taken by the Queensland Government when it expanded its scheme:

- new scheme entrants will be provided with a longer period to include the 10-cent refund marking on container labels
- the frequency of reporting and payment will be reduced for small wine and spirit manufacturers and suppliers.

The amendments to expand the scheme will commence at least 6 months after being passed by the Legislative Assembly. This will allow sufficient time for industry to implement the proposed changes and help ensure a good customer experience at collection depots.

A Fact Sheet with further information about the reforms to the scheme is enclosed

The Circular Economy Team will continue its stakeholder engagement to support scheme participants and other stakeholders.

If you have any queries, please email [circular.economy@nt.gov.au](mailto:circular.economy@nt.gov.au) or call (08) 8924 4123.

Yours sincerely

A handwritten signature in black ink, appearing to read "Joanne", written over a circular official stamp.

Joanne Townsend  
Chief Executive Officer

2 July 2025

## Fact sheet

# Broadening and simplifying the container deposit scheme

## Environment Protection (Beverage Containers and Plastic Bags) Legislation Amendment Bill 2025

### Background/Purpose

The *Environment Protection (Beverage Containers and Plastic Bags) Act 2011* (the Act) establishes the Northern Territory (NT) container deposit scheme (the scheme). The objectives of the scheme are to increase beverage container recycling by providing Territorians with access to collection facilities where empty containers are exchanged for 10 cents each.

The scheme's success is evidenced by over 100 million containers being returned to depots and \$10 million in deposits redeemed in 2023-24. This represents over 80% of eligible containers sold in the NT being returned by the public.

Water, fruit and vegetable juices, soft drinks, sports and vitamin drinks, flavoured milk, pre-mixed spirit drinks, beer and non-glass wine containers have been in the scheme since 2012. However, wine and spirit bottles, plain milk containers and a range of larger containers of at least 1 litre are currently excluded from the scheme. This causes confusion and lowers recycling rates.

Public consultation on a proposal to expand the scheme, including via a discussion paper in 2023 and an Environment Protection (Beverage Containers and Plastic Bags) Legislation Amendment Bill in mid-2024 has confirmed strong support for broadening the scheme.

The Northern Territory Government is planning to introduce amendments to the Act into the Legislative Assembly before the end of 2025. The proposed amendments will expand and simplify the scheme, and address matters identified during prior consultation.

### Proposed Amendments

The proposed amendments will:

- broaden the scope of containers in the scheme to any ready to drink beverage container of 3 litres or less in volume. As a result, wine and spirit bottles and plain milk containers will be included in the scheme. Larger size pure juice and flavoured milk containers of 1 litre or more will also be included.
- provide a transitional period for new scheme entrants to include the 10-cent refund marking on container labels.
- reduce the frequency of reporting and payment obligations on small wine and spirit manufacturers and suppliers to annually rather than monthly or quarterly.
- enable members of the public to return containers to approved collection depots with container lids, caps or other closures attached.



#### Broadening and simplifying the container deposit scheme

- transition Northern Territory Environment Protection Authority powers and functions under the Act to the Minister of Lands, Planning and Environment, Chief Executive Officer of the Department of Lands, Planning and Environment (DLPE) and DLPE delegates, consistent with existing delegations.
- confer jurisdiction on the NT Civil and Administrative Tribunal (NTCAT) to review statutory decisions under the Act that are presently within the jurisdiction of the Local Court.

## Why?

The NT Government is committed to action to rebuild the NT economy, reduce crime and restore the Territory lifestyle. The scheme provides a well-established pathway for Territorians to recycle, with over 20 collection facilities and mobile services across the Territory, where empty containers are exchanged for a deposit refund.

There is strong public support for broadening and simplifying the scheme. The scheme will be simplified by Territorians no longer having to sort beverage containers based on the type of beverage. The focus will be on the recyclability of the container.

In the NT, kerbside recycling is limited to Darwin and Palmerston, unlike interstate where kerbside recycling services are widely available. The reforms will increase the recovery of beverage containers, particularly where kerbside recycling is not available to Territorians.

The scheme provides an alternative to beverage containers being littered or landfilled.

Recyclers prefer containers collected through the scheme because the scheme provides cleaner, higher value materials with minimal contamination.

In turn, this will better support the recycling industry with higher value material, encouraging more infrastructure investment and jobs, including in remote communities, and reduce litter in public places.

## When will this happen?

Legislation will be introduced into the Legislative Assembly later in 2025. Amendments to expand the scheme will commence at least 6 months after the passage of the amendments. This will ensure industry arrangements and administrative requirements are in place and a good customer experience at collection depots.

Engagement with scheme participants and key industry stakeholders on the changes is ongoing.

## Container deposit scheme regulated containers

### Current and expanded container scope

Currently in scope	Proposed expanded scope: Beverage containers up to 3 litres
<b>Soft drinks</b> includes sports drinks, vitamin drinks, and energy drinks, up to 3 litres	<b>Soft drinks</b> (no change)
<b>Fruit juice drinks</b> of less than 90% juice, up to 3 litres	<b>Fruit juice drinks</b> (no change)
<b>Beers / ales / stout / cider</b> , up to 3 litres	<b>Beers etc</b> (no change)
<b>Spirit-based beverages</b> – flavoured alcoholic beverage with a spirit base, alcopops and ready to drink (RTD) alcoholic beverages up to 3 litres	<b>Spirit-based beverages</b> (no change)
<b>Pure fruit/vegetable juice</b> (at least 90% juice) less than 1 litre	<b>Pure fruit/vegetable juice</b>
<b>Flavoured milk</b> <sup>1</sup> , less than 1 litre	<b>Flavoured and Plain (Unflavoured) milk</b> <sup>1</sup>
<b>Water</b> including plain, still and carbonated, mineral water either 1 litre or 3 litres depending on material type	<b>Water</b>
<b>Wine-based beverages</b> (flavoured alcoholic beverage with a wine base), either 1 litre or 3 litres depending on material type	<b>Wine-based beverages</b>
<b>Wine</b> , if packaged in: <ul style="list-style-type: none"> <li>• Sachet or plastic bottle, less than 250ml</li> <li>• Cask, less than 1 litre</li> <li>• Aluminium cans, 3 litres or less</li> </ul>	<b>Wine</b>
<b>Spirits</b> if packaged in material other than glass, up to 3 litres	<b>Spirits</b>

<sup>1</sup> Under the scheme, milk is milk from cows or the milk of any other animal, soy milk, ultra heat-treated milk, low fat milk, etc

**Senator the Hon Malarndirri McCarthy**

Minister for Indigenous Australians

Senator for Northern Territory and Christmas and Cocos (Keeling) Islands

MB25-000153

Ms Belinda Urquhart  
Chief Executive Officer  
MacDonnell Regional Council  
[Belinda.Urquhart@macdonnell.nt.gov.au](mailto:Belinda.Urquhart@macdonnell.nt.gov.au)

Dear Ms Urquhart

Thank you to you, Councillors, and executive staff of the MacDonnell Regional Council (MRC) for taking time to meet with me during my visit to Central Australia in mid-April 2025.

You presented me with the MRC Federal Election Advocacy Statement outlining the needs of communities in the region and I appreciate the initiative demonstrated in this approach, and the commitment to improving the infrastructure across the region.

I heard numerous concerns from Councillors including the protection of sacred sites, road quality, the need to support young people on Country, and the need for more services for youth generally. Also raised was the need for more houses on outstations, not just in communities.

Your presentation on the ways Virtual Reality technology can support remote areas through training, building a library of oral history, and supporting young people at boarding school to connect with families displayed great innovation.

Thank you for the invitation to visit communities and outstations around the Papunya and Kintore region. I look forward to an opportunity to do so.

Parliament House, Canberra ACT 2600

I encourage your team to keep driving locally driven solutions in the work you are doing and to continue to work closely with Ruth Wall, [ruth.wall@niaa.gov.au](mailto:ruth.wall@niaa.gov.au), Director of Remote Engagement from the National Indigenous Australians Agency.

Yamalu



**Senator the Hon Malarndirri McCarthy**  
Minister for Indigenous Australians

05 / 07 / 2025



Barbara Newland

Subject: FW: 2025 Local Government Election - Weekly update

From: Grace Perry <Grace.Perry@nt.gov.au>  
Sent: Monday, 7 July 2025 11:38 AM

Date (week commencing)	Content
7 July	Nominations open/Electoral Roll closes
14 July	Nominations open/Electoral Roll closes
21 July	Electoral Roll closes (22 July, 5pm)
28 July	Nominations close (31 July, 12pm)/Declaration of Nominations
4 August	Postal vote mail out-commences
11 August	Early voting commences/Mobile voting commences
18 August	Early voting ceases (22 August)

Hi All,

As we draw nearer to the upcoming 2025 Local Government Election, I will be sending through weekly emails as a friendly reminder for key dates, as well as to offer any assistance throughout this busy period.

The candidate nominations will be opening on **Friday 11 July**.

For detailed candidate information and resources please visit [here](#).

This week you should start to distribute the below if you haven't already:

1. Nominate social media tile



2. Candidate resources

- Frequently Asked Questions – FAQ’s
- Candidate handbook
- Nomination form

3. Candidate Nominations DL

4. 2025 Local Government Election Poster

If you have any questions or need assistance with these items, please don't hesitate to get in touch.

Kind regards,

Grace Perry (She/Her)  
Senior Communications Officer | [NT Electoral Commission](#)  
Level 3, TCG Centre, 80 Mitchell St, Darwin | GPO Box 2419, Darwin NT 0801  
T: 08 8999 7680

Our office is on the land of the Larrakia People

[www.ntec.nt.gov.au](http://www.ntec.nt.gov.au)  
[Facebook](#) | [LinkedIn](#) | [Instagram](#)



**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Sent:** Monday, 7 July 2025 10:51 AM  
**To:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>; \*\*Mayors and Presidents <[mayorsandpresidents@lgant.asn.au](mailto:mayorsandpresidents@lgant.asn.au)>; \*\*Council CEOs <[CEOs@lgant.asn.au](mailto:CEOs@lgant.asn.au)>  
**Cc:** \*\*Council CEO EAs <[councilceoEAs@lgant.asn.au](mailto:councilceoEAs@lgant.asn.au)>; \*\*Mayors and Presidents EAs <[mayorsandpresidentseas@lgant.asn.au](mailto:mayorsandpresidentseas@lgant.asn.au)>; Mary Watson <[Mary.Watson@lgant.asn.au](mailto:Mary.Watson@lgant.asn.au)>  
**Subject:** RE: Call for nominations - Local Government Code of Conduct Panel

Good afternoon members,

On behalf of our CEO, I am sending a final reminder that all nominations for the **Code of Conduct Panel pool are due by this Friday, 12 July 2025**. Thank you to all councils who have already submitted their nominee.

Please complete the attached nomination form and return it to [ceo@lgant.asn.au](mailto:ceo@lgant.asn.au).

If you have any questions, please contact the LGANT CEO: [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) or 0417 864 183.

Kind regards,



**Ellen Worsfold | Executive Officer**  
Local Government Association of the Northern Territory  
21 Parap Road, Parap NT 0820 | PO Box 2017, Parap NT 0820  
t: (08) 8944 9688 m: 0406 223 454 [www.lgant.asn.au](http://www.lgant.asn.au)

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In the spirit of reconciliation, the Local Government Association of the Northern Territory acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Sent:** Tuesday, 17 June 2025 2:47 PM  
**To:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>; \*\*Mayors and Presidents <[mayorsandpresidents@lgant.asn.au](mailto:mayorsandpresidents@lgant.asn.au)>; \*\*Council CEOs <[CEOs@lgant.asn.au](mailto:CEOs@lgant.asn.au)>  
**Cc:** \*\*Council CEO EAs <[councilceoEAs@lgant.asn.au](mailto:councilceoEAs@lgant.asn.au)>; \*\*Mayors and Presidents EAs <[mayorsandpresidentseas@lgant.asn.au](mailto:mayorsandpresidentseas@lgant.asn.au)>; Mary Watson <[Mary.Watson@lgant.asn.au](mailto:Mary.Watson@lgant.asn.au)>  
**Subject:** RE: Call for nominations - Local Government Code of Conduct Panel

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If you have any questions, please contact the LGANT CEO: [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) or 0417 864 183.

Kind regards,



**Ellen Worsfold | Executive Officer**  
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**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Sent:** Wednesday, 14 May 2025 10:16 AM  
**To:** \*\*Mayors and Presidents <[mayorsandpresidents@lgant.asn.au](mailto:mayorsandpresidents@lgant.asn.au)>; \*\*Council CEOs <[CEOs@lgant.asn.au](mailto:CEOs@lgant.asn.au)>  
**Cc:** \*\*Council CEO EAs <[councilceoEAs@lgant.asn.au](mailto:councilceoEAs@lgant.asn.au)>; \*\*Mayors and Presidents EAs <[mayorsandpresidentseas@lgant.asn.au](mailto:mayorsandpresidentseas@lgant.asn.au)>; Mary Watson <[Mary.Watson@lgant.asn.au](mailto:Mary.Watson@lgant.asn.au)>  
**Subject:** Call for nominations - Local Government Code of Conduct Panel

Dear members,

Nominations are now being called for pool members for inclusion in the Local Government Code of Conduct Panel (LG CoCP), which is responsible for dealing with specific complaints (under the *Local Government Act 2019*) regarding alleged code of conduct contraventions by elected council members. LGANT provides secretariat support to this body.

#### **Nominations**

We are seeking that all NT local government councils nominate at least one suitable elected member to serve a two (2) year term on the LG CoCP pool. When nominating elected members to serve on the LG CoCP pool, councils are requested to consider desirable attributes of perspective pool members, including:

- ability to judge an issue on its merits;
- ability to analyse situations; and
- effective communication skills.

As a prerequisite, nominees must have served as an elected member for at least two (2) years in the Northern Territory.

All nominations must also be approved by a resolution of Council.

#### **Operation of the LG CoC Panel**

LGANT provides secretariat support to the sitting panel, which is comprised of three members, two of which are elected members selected from the pool, and the third is a representative from the Department of Housing, Local Government and Community Development. LG CoCPs are required to meet to determine complaints, either in person or online, depending on the geographic locations of the members. In its deliberations, the LG CoCP may hear submissions from the various parties and

seek additional information from witnesses before making a decision. The LG CoCP receives general administrative support from the secretariat, providing information and seeking direction in dealing with the complaint.

The attached Local Government Code of Conduct Charter provides further detail on the pathways for referral of a complaint and the selection of sitting panel members, decision choices, subsequent referrals and other process matters.

Council members will not be paid by LGANT for their membership in the CoCP pool however sitting panel members will receive modest reimbursement of their direct costs and time on convened Panels.

### **Commitment**

Before nominating, prospective LG CoC Panel pool members should be aware of the potentially significant time commitment required of a LG CoCP. Final decisions by the LG CoCP may require months to work through complaint content, regulatory context and deliberations. Complaints may also involve particularly complex and sensitive issues. That being said, some complaints may be relatively simple, and some determinations can be made quickly, and elected members (understanding the context of a complaint) can determine complaints regarding their peers fairly and equitably. Inclusion in a complaint body is also an interesting and valuable experience, and this act of service benefits the sector greatly.

New pool members will be provided training on code of conduct requirements and CoCP processes.

### **Deadline for nominations**

Please complete the attached nomination form and return it to [ceo@lgant.asn.au](mailto:ceo@lgant.asn.au) by 12 July 2025. If your council can submit earlier than this date, it would be greatly appreciated.

If you have any questions, please contact the LGANT CEO: [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) or 0417 864 183.

Kind regards,



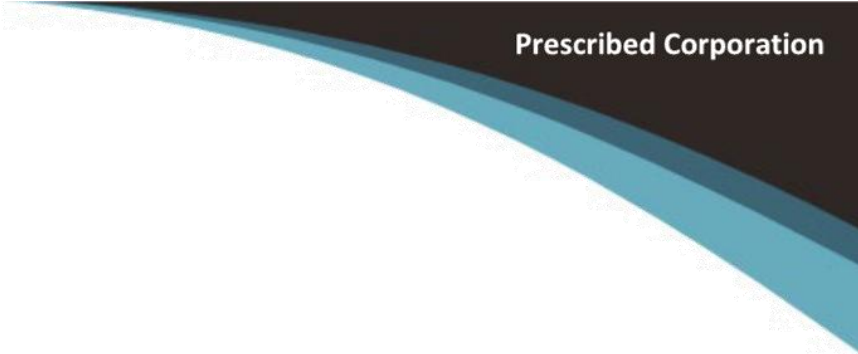
**Mary Watson | Chief Executive Officer**  
Local Government Association of the Northern Territory  
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e: [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) | w: [www.lgant.asn.au](http://www.lgant.asn.au)  
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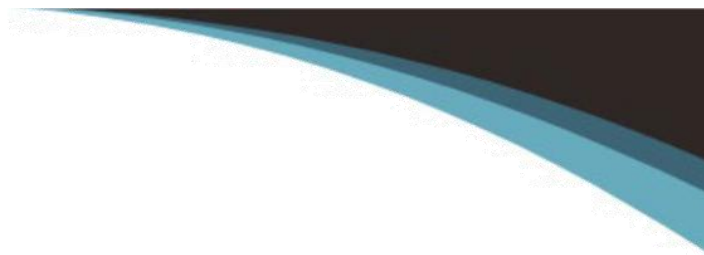


Prescribed Corporation

# **LGANT Administered Local Government Code of Conduct Panel Charter**

Last updated: April 2024 (V6)



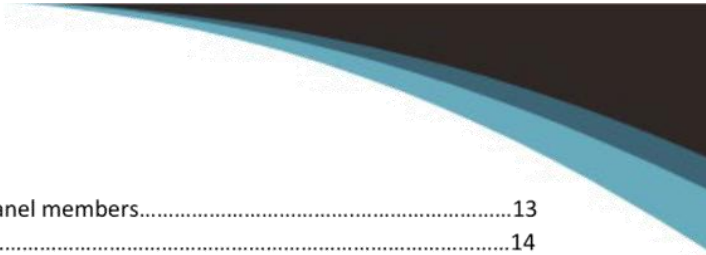


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## 1. Role and responsibilities

Under the NT *Local Government Act 2019* (LG Act 2019), there are provisions for handling complaints against council members who are alleged to have breached the code of conduct. These complaints can be directed to a designated body known as the Local Government Code of Conduct Panel (CoCP).

The CoCP operates with the support of the Panel Secretariat, which is provided by the Local Government Association of the Northern Territory (LGANT).

The CoCP functions as a peer review panel that operates on a pool basis. When a complaint is lodged, a three-person panel is formed from the CoCP to assess and make a decision on the matter.

The code of conduct for council members is set out in Schedule 1 of the *LG Act 2019* (LG Act)

It is important to note that while the code of conduct applies to all council members, including audit committee members, council committee members and local authority members (see section 119(1) of the LG Act 2019), only complaints against elected council members are permissible under this framework.

## 2. Complaint made to Council CEO

If a person (the complainant) believes that a council member has contravened the code of conduct, the first step is for that person to contact the Council CEO and lodge a complaint using the approved form<sup>1</sup> [section 120(1) LG Act 2019].

The complaint must include:

- the name of the council member alleged to have committed the contravention (the respondent).
- a statutory declaration of the particulars of the alleged contravention.

The complaint must be made within 3 months after the date of the alleged contravention.

The Council CEO must, within 5 days of receiving the complaint, give the respondent written notice of the complaint and a copy of the complaint [regulation 73(2) LG (General) Regulations 2021].

The CEO must also notify the respondent that they may, as an option, refer the complaint directly to the CoCP rather than proceed through the Council's code of conduct process.

The respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within 14 days of receiving notice of the complaint.

## 3. Referral process

A complaint can be referred to the CoCP via two pathways:

- Pathway A: Before the Council has considered the complaint (referred by the respondent or a complainant who is a council member of the relevant council).

---

<sup>1</sup> The approved form for a complaint that a council member has contravened the council's code of conduct must be published on the council's website [regulation 72 LG (General) Regulations 2021]

- Pathway B: After the Council has made a decision on the complaint or the 90 days for making a decision have expired.

The pathways are illustrated in Figure 1.

### 3.1 Pathway A – Referral before the council has considered the complaint

As soon as practicable after receiving a complaint, the Council CEO sends the complaint through the Council's code of conduct process [section 122(1) LG Act 2019] unless, before the Council has taken up the complaint:

- A. the complainant is a council member and asks at the time of making the complaint that the complaint be referred to the CoCP; or
- B. the respondent asks that the complaint be referred to the CoCP.

In either A or B above, the Council CEO must accept the referral request.

#### 3.1.1 Complainant initiated referral

If the complainant refers the complaint to the CoCP, the CEO must within 5 days of receiving the complaint, give the respondent:

- (a) written notice of the complaint; and
- (b) a copy of the complaint; and
- (c) written notice specifying:
  - (i) that the complainant has referred the complaint to the CoCP under section 124(3)(a) of the LG Act 2019; and
  - (ii) that the respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within 14 days of the respondent receiving the notice.

#### 3.1.2 Respondent initiated referral

If the respondent requests the referral, the Council CEO must as soon as practicable give the complainant written notice of the referral and provide any written response by the respondent [regulation 75(2) LG General Regulations 2021].

#### 3.1.3 Council CEO contacts LGANT

When either the complainant (who is a council member) or respondent asks that the complaint be referred to the CoCP, the Council CEO must as soon as practicable, contact LGANT as the Panel Secretariat and refer the complaint.

The CEO must also provide the relevant complaint documentation, including:

- (a) written notice that the complainant / respondent has referred the complaint to the CoCP.
- (b) a copy of the complaint.
- (c) the respondent's written response in a statutory declaration.

### 3.2 Pathway B – Referral after the council has made a decision on the complaint or the 90 days for making a decision have expired

The complainant (if they are a council or a council member) or respondent can have the matter sent to the CoCP under the following two scenarios:

Scenario A: the Council fails to issue a decision notice within 90 days of the CEO receiving the complaint [section 131(1) LG Act 2019]; or

Scenario B: Within 28 days of receiving the council's (or council panel's) decision notice, the complainant or respondent applies to the CoCP for consideration of the complaint [section 126(3) LG Act 2019].

In either scenario A or B, the complainant or respondent will contact LGANT via email to refer the complaint to the CoCP.

#### 3.2.1 Council CEO's role

LGANT Secretariat will contact the relevant Council CEO informing them that a complaint had been referred. The Council CEO will provide all associated information such as a copy of the complaint, the response from the respondent, witness statements, recommendations by a third party (if any) and the Council's decision notice.

The Council CEO is not to provide Council Minutes or any other documents which shows or indicates the deliberations on the complaint by the Council or Council panel. This is because section 128(4) of the LG Act 2019 provides that the Panel must decide the complaint as if the Council or the Council panel had not made a decision in relation to the complaint.

### 3.3 Withdrawal of a complaint

A complainant may withdraw their complaint at any time before the panel has given a decision notice to the complainant and the respondent in relation to the complaint [regulation 77 LG General Regulations 2021]. The request for withdrawal must be made in writing to the Panel Secretariat.

Once the complaint withdrawal is received, the Panel Secretariat will inform the panel, the respondent, and the council CEO where the complaint came from.

When a complaint has been withdrawn, the panel will stop deliberations and no decision will be made. The Panel Secretariat will advise the relevant Council CEO of the withdrawal of the complaint and that no decision will be made.

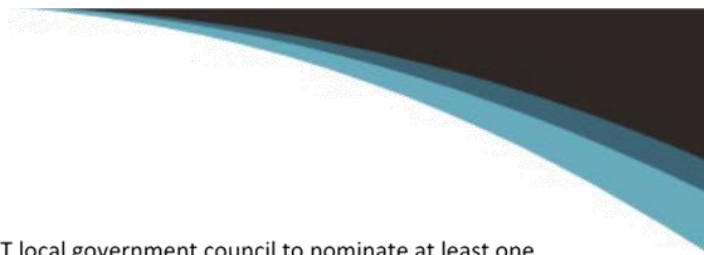
## 4. The Panel

### 4.1 Composition

On receipt of a referred complaint, LGANT must, in a timely manner, establish a panel to hear the complaint.

The panel must consist of two people nominated by LGANT and one person nominated by the Department of Chief Minister and Cabinet (i.e., the Agency) [section 127(2) LG Act 2019].

The two people nominated by LGANT to a panel will be elected council members drawn from the CoCP pool.



### 4.3 Creation of the panel pool

LGANT will create a panel pool by asking each NT local government council to nominate at least one suitable elected council member to serve on the CoCP pool<sup>2</sup> for a two-year term<sup>3</sup>.

This approach has several benefits:

- it distributes the workload and responsibility of being part of a panel;
- with more members to choose from, it's easier to avoid conflicts of interest for any specific complaint; and
- it provides greater flexibility to consider the various factors related to a complaint (e.g., cultural sensitivities, gender, geography).

LGANT will occasionally call for additional council nominations to maintain an adequate number of pool members and refresh the pool membership.

### 4.4 Pool member eligibility

Any council member nominated to the panel pool must have at least 2 years of experience as a Local Government elected council member in the Northern Territory.

### 4.5 Desirable attributes

When selecting elected council members to nominate for the CoCP pool, councils are encouraged to look for individuals with the following key qualities:

- ability to judge an issue on its merits;
- ability to analyse situations; and
- strong communication skills.

### 4.6 Service contribution

Council members who are members of a panel are eligible for reasonable reimbursement of their direct costs and effort on the panel.

A daily sitting allowance is payable to members of a panel. This allowance is determined by the guidelines in accordance with the extra meeting allowances as stipulated in Part 7.1 of the LG Act 2019, which sets out the allowances and expenses for elected members. The maximum allowance amount is established by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

Additionally, panel members may be reimbursed for travel and subsistence expenses incurred while serving on a panel, in accordance with Section 109 of the *LG Act 2019*.

See Schedule 1 for further details.

## 5. Selection of Panel Members

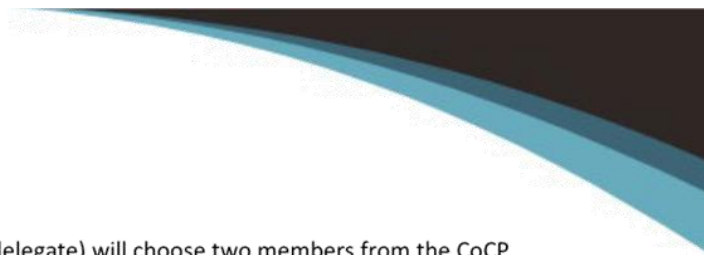
When a complaint is referred to LGANT, the Panel Secretariat will promptly establish a panel using the process detailed below.

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<sup>2</sup> At the discretion of the Panel Secretariat Chair, an individual pool member may serve on zero, one or multiple sitting panels.

<sup>3</sup> A Council may nominate the same elected council member multiple times (i.e., to multiple 2-year terms).





## 5.1 Council member nominees

The Panel Secretariat Chair (i.e. LGANT CEO or delegate) will choose two members from the CoCP pool to serve on the sitting panel and decide the complaint. The selection will take into account the specifics of the complaint, the potential for conflicts of interest, and the qualifications and experience of the pool members.

### 5.1.1 Conflicts of interest

After identifying two potential panel members, the Panel Secretariat will check for availability and conflict of interest. This involves sending an email to the selected members with the names of the complainant and respondent without disclosing details of the complaint and asking if they perceive any conflicts of interest. An example email is provided in Attachment A.

Should a potential panel member disclose a conflict of interest, they will be excluded from serving on that particular panel, but will remain in the CoCP pool. The Panel Secretariat will then select another member and repeat the conflict of interest check until two suitable members are found.

### 5.1.2 Ineligible pool members

CoCP pool members who are from the same council as the complainant or respondent are ineligible to serve on the panel to prevent conflicts of interest.

## 5.2 Department nominee

A panel must include a nominee from the Department of the Chief Minister and Cabinet (the Agency) as required by section 127(2) of the LG Act 2019.

The Panel Secretariat will request a nomination from the Department via email, seeking an individual with no conflicts of interest, preferably with a legal background.

## 5.3 Related issues

### 5.3.1 Sitting panel chair

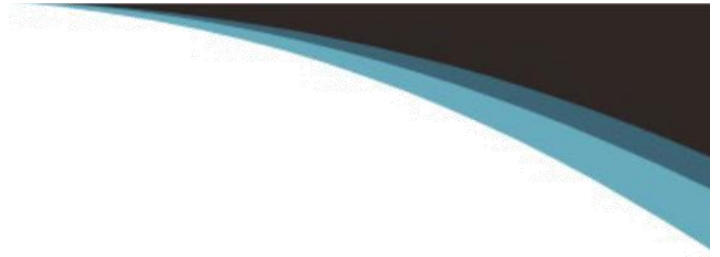
The panel members will determine which panel member is to be chairperson.

### 5.3.3 Subsequent conflict of interest

If a panel member realises they have a conflict of interest during deliberations, they must immediately declare it. A replacement panel member will be found following the process described above.

### 5.3.4 Sitting member availability

If a panel member becomes unavailable after agreeing to serve (due to illness, for example), they must inform the Chair and the Panel Secretariat. A new panel member will be appointed following the same selection process.



## 6. Decision Choices

### 6.1 The options

When a panel considers a referred complaint, it can make one of the following decisions [section 127(3) LG Act 2019]:

- a) summarily reject the complaint; or
- b) that no action is to be taken; or
- c) that the respondent did not contravene the code of conduct; or
- d) that the respondent contravened the code of conduct.

A decision notice detailing the outcome must be sent to both the complainant and the respondent promptly after the decision is made.

### 6.2 Summarily reject the complaint

Under section 128(1) of the LG Act 2019, a panel may choose to dismiss a complaint without further consideration if it believes that:

- (a) the complaint would more appropriately form the subject matter of a criminal charge; or
- (b) the complaint is frivolous, vexatious or lacking in substance.

### 6.3 No action to be taken

The panel may decide that no action is required on a complaint.

If this is the case, the panel is not required to decide whether a breach of the code of conduct occurred [section 127(4) LG Act 2019].

### 6.4 Panel considers the complaint


If the panel decides to consider the complaint, under section 127(3) LG Act 2019, it can decide either:

- (a) that the respondent did not contravene the code of conduct; or
- (b) that the respondent contravened the code of conduct.

#### 6.4.1 Options if a contravention determined

If the panel determines that a contravention occurred, under section 127 (5) LG Act 2019, it must decide:

- (a) to take no action; or
- (b) any or a combination of the following:
  - (i) to issue a reprimand to the respondent;
  - (ii) to recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date;
  - (iii) any other recommendation the panel considers appropriate.



The intention for ‘any other recommendation’ is to allow the panel to address issues not captured under (i) or (ii). An example is the recommendation that a council change policies or procedures to prevent future issues.

## 6.5 NTCAT and ICAC

A panel does not have the power to issue fines or judge someone unfit for office; these powers belong to the Northern Territory Civil and Administrative Tribunal (NTCAT).

If the complaint involves potential ‘improper conduct’ as defined under the *Independent Commissioner Against Corruption Act 2017* (ICAC Act), the panel should continue to deliberate the complaint but also notify the Independent Commissioner Against Corruption NT (ICAC) about the complaint <https://icac.nt.gov.au>.

## 7.0 Meeting Procedures

### 7.1 Notice of panel deliberations

Once the panel has been established, the Panel Secretariat will email both the complainant and respondent to inform them about the panel’s establishment. This notice will include:

- the date of the panel’s first meeting;
- the names and roles of the panel members.

### 7.2 Quorum

All three members of the panel must be present for the meeting to proceed.

### 7.3 Meeting technology and place

Panel meetings can be conducted in person or via video technology, such as TEAMS or Zoom.

Under section 128(6) of the LG Act 2019, panel meetings are generally open to the public unless the panel decides that it’s in the public interest to meet privately. If a private meeting is necessary, the panel must document the reasons why.

### 7.4 Opportunity to make representations

If the panel decides to consider the complaint, it must give the complainant and the respondent an opportunity to present their case to the panel [section 128(3) LG Act 2019].

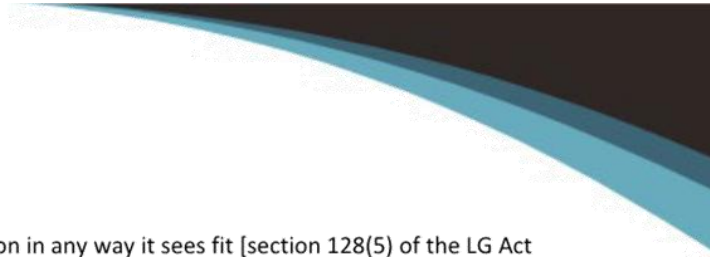
#### 7.4.1 Types of representations

Representations can be either written or spoken, depending on what’s most appropriate. They can include new information as well as points already discussed in the complaint.

The panel must consider any responses from the respondent before reaching a decision.

### 7.5 Considering council decisions

If the complaint is referred to the CoCP following a council decision, the panel must consider the complaint as if the council had not made any previous decision [section 128(4) LG Act 2019].



## 7.6 Obtaining information

The panel has the authority to gather information in any way it sees fit [section 128(5) of the LG Act 2019]. It is not restricted by formal rules of evidence but must adhere to the principles of natural justice.

## 7.7 Natural justice

Natural justice ensures that individuals are informed about any information that could impact them negatively in a decision-making process and are given a fair chance to respond. The panel is required to take into account the individual's response prior to reaching a decision.

## 7.8 Legal protection for panel members

Panel members are expected to make decisions that are just, reasonable and serve the public interest. There are legal protections, such as under the *Defamation Act 2006*, for panel members when providing a fair report on matters of public concern.

## 7.9 Confidentiality

During the complaint process, information about a breach of the code of conduct is considered confidential and must be kept private by the council CEO [regulation 51 LG General Regulations 2021].

However, once a decision has been made, the following information is no longer confidential:

- (a) the decision notice regarding the complaint;
- (b) a summary or report of the proceedings and findings, which is provided to the council CEO.

## 8.0 Decision making

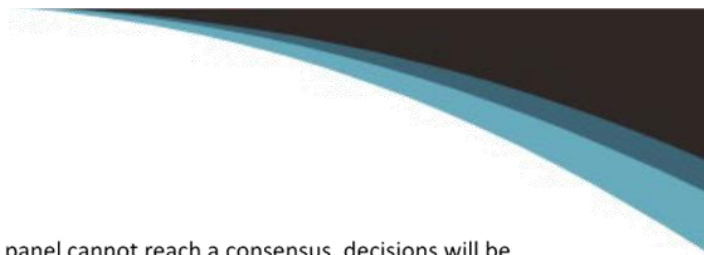
In the first instance, panel members should aim to reach decisions by consensus. Voting should only be used if efforts to achieve consensus are unsuccessful.

### 8.1 Consensus decision making

Consensus is about finding a solution that all panel members can accept, even if they do not agree to the same extent. It involves a process where:

- all member viewpoints are considered;
- members express their opinions fully and honestly;
- members listen to each other with attention and respect;
- every opinion is clearly understood by others;
- members should not feel compelled to agree with a decision if they have reservations;
- there should be no pressure on members to conform for the sake of expediency or to avoid disagreement;
- members should explain their reasons for agreeing or disagreeing with a proposal;
- those who have significant concerns or disagree should suggest how the proposal could be adjusted to address their issues; and
- the final decision should be one that all members can support, resulting in a unanimous agreement, even if the degree of agreement varies among them.





## 8.2 Voting

While consensus is the preferred method, if the panel cannot reach a consensus, decisions will be made by a majority vote. Each member, including the chair, has one vote.

## 9. Decision Notices

### 9.1 Requirement

A decision notice is a written document setting out a panel's decision and the reasons for the decision and should be prepared as soon as practicable after the panel makes its decision.

The decision notice must be signed by all three panel members and then issued to both the complainant and the respondent by the Panel Secretariat.

The Panel Secretariat will provide the CEO of the relevant council with a summary of the Panel's decision, to be tabled at the next ordinary meeting of the council.

#### 9.1.1 90-day rule

The decision notice must be delivered to the parties involved in the complaint 90 days from when LGANT initially received the complaint [section 129 LG Act 2019].

Failure to meet this deadline allows either the complainant or respondent to escalate the complaint to the NTCAT [section 132(1) LG Act].

### 9.2 Decision notice contents


A decision notice provides the following information:

- a) the names of the complainant and respondent;
- b) the names of the panel members, including the chairperson;
- c) a description of the alleged contravention;
- d) identification of the clauses of the code of conduct that were alleged to have been contravened;
- e) how the complaint was referred to LGANT (e.g., complainant or respondent; before or after council decision);
- f) discussion of the key points of the investigation and deliberations;
- g) the decision made, including any action taken and/or recommendations and any associated timelines for the actions and/or recommendations;
- h) the date of the decision; and
- i) the conditions under which the complainant or respondent could refer the complaint to NTCAT (i.e., any appeal mechanism).

### 9.3 The summary decision

Regulation 81 of the Local Government (General) Regulations 2021 requires that the summary decision provided to the council CEO should include:

- a. the names of the complainant and respondent;
- b. the names of the panel members, including the chairperson;
- c. a description of the alleged contravention;
- d. identification of the clauses of the code of conduct that were alleged to have been contravened;

- 
- e. the decision made (including any action taken and/or recommendations and any associated timelines for the actions and/or recommendations); and
  - f. the date of the decision.

An example of a summary decision is provided as Attachment B.

## 10. Referral or application of complaint to NTCAT

### 10.1 Circumstances

A complaint can be taken to the NTCAT in two situations:

1. If the panel fails to issue a Decision Notice to the complainant and respondent within 90 days after LGANT receives the complaint, either party may refer the complaint to NTCAT [section 132(1) LG Act 2019].
2. If a person is subject to a recommendation of the panel and does not comply with the recommendation, the complainant or respondent may apply to NTCAT to address the non-compliance [section 130(1) LG Act 2019].

### 10.2 Monitoring of panel recommendations

The Panel Secretariat provides a summary decision of the panel's decision to the CEO of the relevant council, who then presents it at the next council meeting. This summary includes any recommended actions and deadlines. If the recommendations are not followed, the complainant or respondent can apply to the NTCAT for resolution. The council's CEO is responsible for monitoring the fulfilment of the recommendations.

## 11. Panel Secretariat

LGANT acts as the Secretariat for the CoCP and its panels.

### 11.1 Duties

The Panel Secretariat supports each code of conduct complaint by:

- i. organising the establishment of a panel, including selecting 2 council members from the panel pool;
- ii. obtaining the complaint and any supporting documents from the council's CEO if required;
- iii. sending out notices about the panel to the complainant and the respondent;
- iv. handling correspondence between the parties and the panel, including submissions to the panel;
- v. organising meetings for the panel to consider the complaint;
- vi. recording the minutes of the panel's discussions;
- vii. sending the Decision Notice to both the complainant and the respondent;
- viii. providing a Summary Decision Notice to the council's CEO; and
- ix. maintaining a CoCP outcomes register (see 11.2).

The Panel Secretariat prefers to receive all documents electronically.

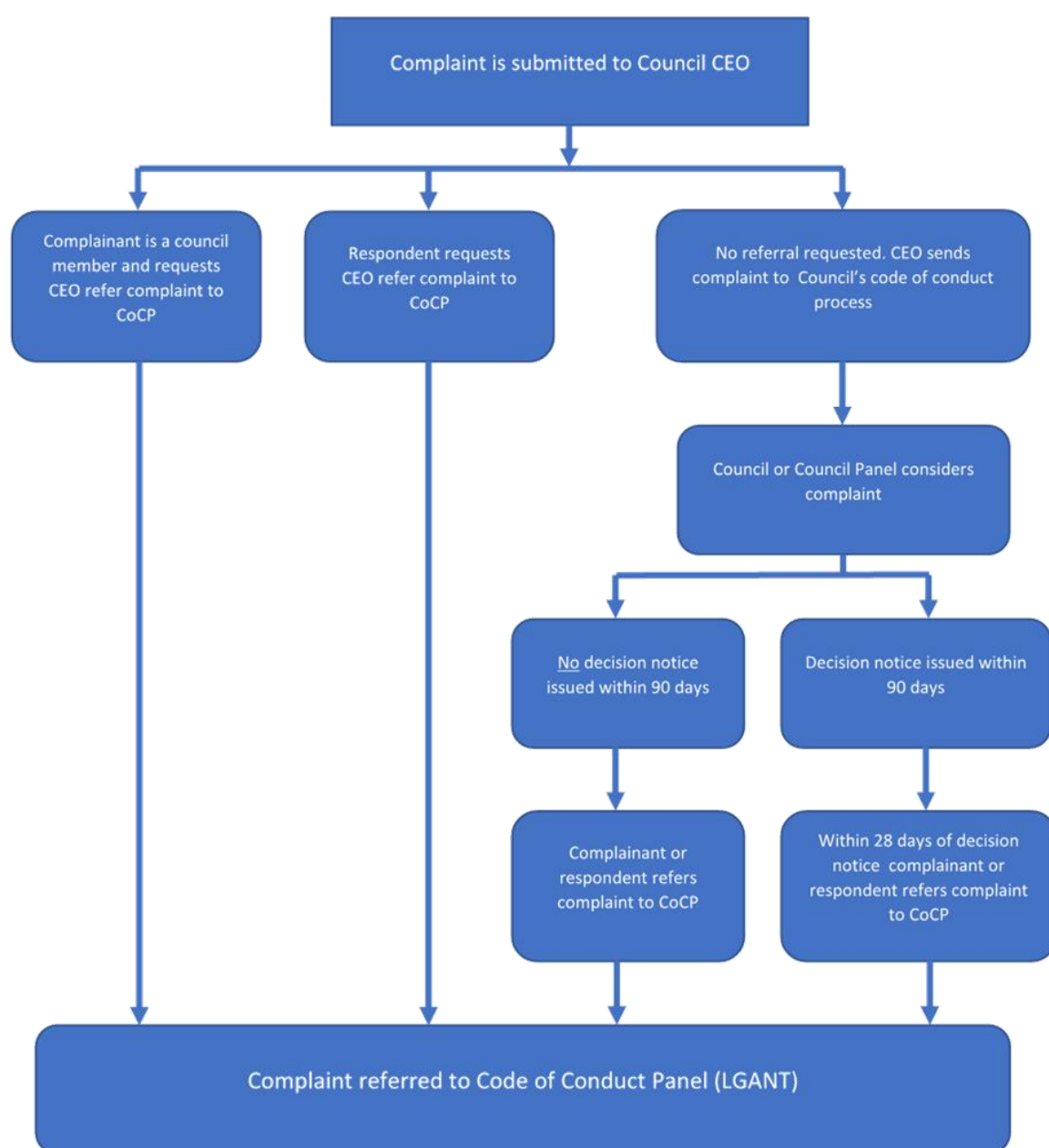
## 11.2 Register of panel decisions

The Panel Secretariat will compile an annual report for the LGANT Board summarising complaints and their outcomes from the past year.

The register will not include full Decision Notices but will list summary decisions, which will be available on LGANT's website.

Records related to complaints will be kept for seven years after the Decision Notice dates before being destroyed.

Figure 1. Pathways for referral of a complaint to the Code of Conduct Panel





Attachment A

### Example of email to potential panel members

Dear Jane,

A complaint has been referred to the Local Government Code of Conduct Panel (CoCP). Flossy Smith has alleged that Councillor Joe Bloggs of XYZ Council has contravened the Council's Code of Code.

The CoCP Secretariat intends to form a sitting panel soon to deliberate on the complaint. As a member of the CoC pool, we would like you to be a member of that sitting panel. The panel has 90 days from today to make a decision on the matter.

Could you advise whether:

- (1) you are willing and available to be a member of the panel that deliberates on the complaint by Flossy Smith against Councillor Joe Bloggs; and
- (2) you do not have a conflict of interest to deliberate on the complaint.

It would be greatly appreciated if you could respond by COB this **[add date]**.

Yours kindly,

Secretariat

Attachment B

**Sample of a Summary Decision****SUMMARY DECISION  
CODE OF CONDUCT PANEL****Details**

Date of decision:	22 September 2021
Complainant:	Flossy Smith
Respondent:	Councillor Joe Bloggs
Local Government Council:	XYZ Council
Code of Conduct:	Schedule 1 of the <i>Local Government Act 2019</i>
Sitting Panel Members:	Susan Boyle – Chair Mark Wahlberg – Member Jane Jones – Member

**Panel Determinations**

	Summary of Complaint	Breaches established	Action taken
1	Standing in a threatening manner		Summarily rejected
2	Using disrespectful language	Clause 3	1. Administer a reprimand; 2. Recommend that training in anger management be completed by 22 December 2021.



## Schedule 1

### Panel Member Service Contribution

1. Panel members are entitled to a daily allowance for their service, as outlined in Part 7.1 of the *Local Government Act 2019*, which details allowances and expenses for elected members.
2. The Remuneration Tribunal, under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, has set the maximum daily allowance for panel members at \$360.00, which has also been approved by the LGANT Board.
3. Reimbursement of travel and subsistence costs for a panel member may also be made in accordance with Section 109 of the *Local Government Act 2019*.
4. Panel members can receive a service contribution for:
  - a) time spent in panel meetings; and
  - b) time spent on panel-related work when no meeting occurred.
5. Payment is based on the time spent on panel duties:
  - a) up to 1 hour: 1/3 of the daily rate;
  - b) more than 1 hour, up to 2 hours: ½ of the daily rate; and
  - c) more than 3 hours, up to 4 hours – full daily rate.
6. For clause 4, time spent by a panel member includes:
  - a) attendance at meetings;
  - b) panel-related work on meeting days;
  - c) travel time related to meetings; and
  - d) preparation for meetings.
7. For overnight stays away from home due to panel duties, members are entitled to an allowance equivalent to the public sector employee rate for accommodation and meals in the Territory, as determined by the Commissioner of Public Employment. If actual accommodation and meal costs exceed the standard allowance, and the panel chairperson agrees, members can be reimbursed for the actual costs incurred.
8. Panel members can be reimbursed for reasonable travel and other expenses related to panel duties, subject to chairperson approval and upon presenting receipts or proof of expenses.





(08) 8944 9688  
secretariat@lgant.asn.au  
21 Parap Road, Parap NT 0820  
PO Box 2017, Parap NT 0804

## LOCAL GOVERNMENT CODE OF CONDUCT PANEL

### NOMINATION FORM

#### COUNCIL NAME:

Click or tap here to enter text.

#### 1. Agreement to be Nominated

I, Click or tap here to enter text. agree to be nominated as a member of the **Local Government Code of Conduct Panel**.

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

#### 2. Council Confirmation of Nomination

I, Click or tap here to enter text. the Chief Executive Officer hereby confirm that Click or tap here to enter text. was approved by resolution of Council to be nominated as a member of the **Local Government Code of Conduct Panel at a meeting held on** Click or tap to enter a date.

Signature: \_\_\_\_\_ Date: Click or tap to enter a date.

#### 3. Nominee's Contact Details

Email address: Click or tap here to enter text.

Phone No: Click or tap here to enter text.



(08) 8944 9688  
secretariat@lgant.asn.au  
21 Parap Road, Parap NT 0820  
PO Box 2017, Parap NT 0804

#### 4. Code of Conduct Panel Charter

The application details below are to ensure observance to the Code of Conduct Panel Charter and to ensure nominees are making an informed decision regarding their nomination.

Nominees must have served as a council elected member for at least two (2) years in the Northern Territory.

In nominating a representative, Councils should consider the desirable attributes of a panel pool member, including:

- Ability to judge an issue on its merits;
- Ability to analyse situations; and
- Effective communication skills.

Council members will not be paid by LGANT for their membership in the panel pool however sitting panel members will receive modest reimbursement of their direct costs and time on the Panel.

#### 5. Nominee Information

The following information will enable the LGANT Board to make an informed decision regarding the selection of panel pool members. If you want to submit further information, please attach it as a separate document to this form.

**5.1 How many years have you served as an elected council member?** [Click or tap here to enter text.](#) years

**5.2 Please indicate any educational and professional qualifications: *(please tick all that apply)***

Secondary Level ☐: [Click or tap here to enter text.](#)

Certificate I-IV ☐: [Click or tap here to enter text.](#)

Diploma, Advanced Diploma, Associate Degree ☐: [Click or tap here to enter text.](#)

Batchelor Degree and Honours ☐: [Click or tap here to enter text.](#)

Graduate Certificate and Graduate Diploma ☐: [Click or tap here to enter text.](#)

Masters Degree ☐: [Click or tap here to enter text.](#)

Doctorate Degree ☐: [Click or tap here to enter text.](#)

Professional Associations ☐: [Click or tap here to enter text.](#)

Other ☐: [Click or tap here to enter text.](#)





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secretariat@lgant.asn.au  
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PO Box 2017, Parap NT 0804

5.3 What relevant work or other life experiences do you have that is relevant to this Panel?

[Click or tap here to enter text.](#)

	<u>Yes</u>	<u>No</u>
<b>6. Nominee Declaration</b>		
6.1 I have read and agree to the Code of Conduct Panel Charter.	<input type="checkbox"/>	<input type="checkbox"/>
6.2 I understand that serving on a panel may be time-consuming.	<input type="checkbox"/>	<input type="checkbox"/>
6.3 I agree to act in professional and respectful manner in carrying out these responsibilities and attend meetings when required.	<input type="checkbox"/>	<input type="checkbox"/>
6.4 I agree to maintain the confidentiality of panel deliberations and not disclose personal or sensitive information to third parties.	<input type="checkbox"/>	<input type="checkbox"/>
6.5 I confirm that the information in this form is true and correct and has been completed to the best of my ability.	<input type="checkbox"/>	<input type="checkbox"/>

Nominee Name: [Click or tap here to enter text.](#)

Signature: \_\_\_\_\_ Date: [Click or tap to enter a date.](#)

**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Sent:** Monday, 7 July 2025 10:23 AM  
**To:** \*\*Council CEOs <[CEOs@lgant.asn.au](mailto:CEOs@lgant.asn.au)>  
**Subject:** Elections - candidate campaign

Good morning CEOs and Comms Network

As you know, LGANT received some funding to run a marketing campaign to encourage candidate nominations. I'm pleased to now send you the campaign assets and to explain a little about the campaign.

We are focusing on the WHY nominate in our campaign. We've been working with NTEC so our campaign complements theirs - they are focusing on the HOW to nominate.

The campaign will run from today, Monday 7 July, until nominations close date of Thursday 31 July 2025.

Our campaign objectives are to:

- Build awareness around the benefits and opportunities of serving as a councillor, both professionally and personally.
- Drive qualified traffic to the LGANT campaign landing page, with the goal of converting interest into nominations.
- Inspire a more diverse and representative pool of nominees, particularly women and younger people, who remain largely under-represented on councils.

Our role is to bring the emotional side of the story to life as a motivator, helping potential candidates see the value of stepping forward, confident that their perspective, care for community, and lived experience are not just valid qualifications, but essential ones.

**So what are we doing and where do you come in?**

- We have uploaded a landing page on our website, [here](#), which links to NTEC's nomination pages (our booklet and posters direct people to this landing page).
- Printed 8-page booklets and posters are being delivered to your offices this week.
- Developed a campaign user guide that provides step by step instructions and content for each week of the campaign for use by your marketing and comms teams (refer attached).
- Digital assets for you to download and use are in this link [here](#).

Inside this digital asset link, you'll find:

- static social media tiles (video content will follow shortly)
- PDFs of A3 and A4 posters (a limited number will be delivered to your office this week)
- PDF of booklet (a limited number will be delivered to your office this week)
- email signatures
- LinkedIn and Facebook cover images
- a PowerPoint presentation for candidate information sessions.

We are available to present the at candidate information sessions - attached is a list of the candidate information sessions we're currently scheduled to participate in.

Additionally, we will have a paid digital campaign featuring 3 x videos that are in the final stages of being edited or shot using META and Google AdWords.

A media relations campaign is part of the campaign also and we will share coverage with you.

If you have any questions about how to use any of the assets, please contact Sundy Chea, Marketing and Communications Coordinator [sundy.chea@lgant.asn.au](mailto:sundy.chea@lgant.asn.au) or 0416 323 222.

We're aware that elections aren't occurring for BRC and GARC so please disregard if you're from those LGAs.

Regards



**Mary Watson | Chief Executive Officer**  
Local Government Association of the Northern Territory  
21 Parap Road, Parap NT 0820 | PO Box 2017, Parap NT 0820  
t: (08) 8944 9694 m: 0417 864 183 [www.lgant.asn.au](http://www.lgant.asn.au)

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**If you care about your  
community—you're qualified.**

 Nominations open Friday 11th July

**'25**  
**Local  
Government  
Elections NT**  
**Nominations**

Local  
Government  
Elections NT  
Nominations



# Campaign User Guide for Council and Stakeholders

[lgant.asn.au/elections](https://lgant.asn.au/elections)





## About this guide

**This council and stakeholder user guide has been created to support the rollout of LGANT's awareness campaign that encourages nominations for the 2025 local government elections. While the Northern Territory Electoral Commission (NTEC) is focused on the how of the nomination process, our campaign zeroes in on the why.**

Our goal is to motivate nominations by sharing what makes council meaningful and accessible. The campaign speaks directly to those who may not see themselves in the role just yet whilst highlighting the benefits of becoming a councillor, both professionally and personally.

Through clear messaging and emotive storytelling, our campaign helps everyday people recognise they're already doing the kind of work that makes great councillors, they just might not realise they're qualified. These assets support that message, reinforcing the theme of being authentically qualified and encouraging more Territorians to nominate.

Designed to complement a broader paid campaign, including video stories from current and former councillors, this toolkit gives you everything you need to help share and amplify the message across your own networks.

We'd love your help getting the word out by sharing the campaign materials in this guide. You can access and download everything you need [right here](#).

If you have any questions about how to use any of these assets, please contact Cindy Chea, LGANT at [sindy.chea@lgant.asn.au](mailto:sindy.chea@lgant.asn.au) or by phone at (08) 8944 9691.



**Download Assets Folder**

## Print Materials

A set of campaign posters has been supplied in both A3 and A4 formats for easy in-house printing, featuring a range of subjects so councils can choose the versions that best reflect their community. While printed copies of the nomination booklet are being distributed, we've also included digital and print-ready files in case you'd like to share it via email or print additional copies locally.



Simply click on each of the images to download

### A3 Posters



Poster Option 1

A4 Size File



Poster Option 2

A4 Size File



Poster Option 3

A4 Size File



Poster Option 4

A4 Size File



Poster Option 5

A4 Size File



Poster Option 6

A4 Size File

### A5 Booklet

#### Digital and Print Formats

A copy of the 8-page Nomination Overview Booklet has been supplied in both digital and print-ready formats. You're welcome to share the digital version via email or print additional copies as needed to help spread the word and encourage potential candidates.



Digital File



Print Ready File



## Digital Assets

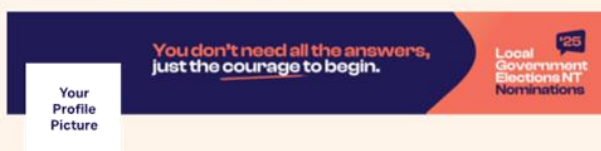
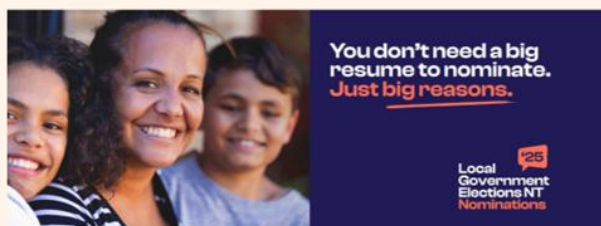
We've created a suite of smaller digital assets to help you reinforce campaign messaging across your own channels. This includes a set of email signature banners, Facebook and LinkedIn profile covers, and an informative PowerPoint presentation that outlines the role of local government, what makes a good councillor, and how to take the next step. These materials are easy to implement and designed to support broader engagement with the campaign in a consistent and accessible way.



Simply click on each of the images to download

### Social Media Cover Images

We've created Facebook and LinkedIn banners that can be used alongside your existing profile image to reinforce our campaign message. These assets aren't time sensitive, so you can keep them live throughout the nomination period to show your support and encourage conversations about nominating.



### Email Signatures

There are three email signature banners available to help reinforce key campaign messaging in a subtle, consistent way. Each version aligns with a key milestone in the campaign — a general awareness banner, one for when nominations are open, and a final prompt as the deadline approaches.



### Powerpoint Presentation

We've also supplied a PowerPoint presentation covering key information about the role of local government, what qualities make a great councillor, and what's involved in taking the next step.

It's an easy way to help others understand the opportunity, whether used in an info session, council meeting, or shared with community groups.



## Social Media Content

We've created a suite of static social content to share on your social media channels to educate, nudge, and activate audiences throughout the nomination campaign period. These tiles are designed in a 4:5 aspect ratio, which works well for both Facebook and Instagram, taking up more room on screen than traditional square posts so they're more likely to be noticed. Each tile comes with suggested times to post and caption ideas to make it easy for you to get involved in the campaign and encourage nominations.



Simply click on each of the images to download

### Week One

Commencing Monday 7th July



Post Date: Mon 7th July

The Local Government Elections are coming up, and nominations open from Friday 11th July.

If you want to help shape your community, if you care about what gets funded, fixed or fought for — why not nominate? You don't need a degree or prior experience. Simply head to [lgant.asn.au/elections](https://lgant.asn.au/elections) to find out more.



Post Date: Weds 9th July

If you care about where you live, if you help out at school, the footy club or around the neighbourhood and enjoy listening to others — you're already doing the work. So why not take a seat at the table?

Nominating for local council is easy. Simply head to [lgant.asn.au/elections](https://lgant.asn.au/elections) to find out more.



Post Date: Mon 11th July

Date Specific Content

NOMINATIONS ARE NOW OPEN!

Local government elections are your chance to step up and shape the future of your community. Whether it's parks, roads, or local services; decisions start at council.

→ Nominations open until 12pm, Thursday 31st July  
→ Find out how to nominate at [lgant.asn.au/elections](https://lgant.asn.au/elections)

### Week Two

Commencing Monday 14th July



Post Date: Mon 14th July

Councils need people who care, not perfect credentials.

- You don't need a degree or a diploma.
- You don't need political experience.
- You don't even need to know how council works (yet).

Nominating for local council is easy. Simply head to [lgant.asn.au/elections](https://lgant.asn.au/elections) to find out more.



Post Date: Weds 16th July

You don't have to know it all on day one. New councillors get training, support, and tools to grow into the role.

Leadership is a journey, not a prerequisite. If you care about your community, you're already halfway there.

→ To find out more head to [lgant.asn.au/elections](https://lgant.asn.au/elections)



Post Date: Sat 19th July

3 x Personas Available

We need more voices at the table. More perspectives, better decisions = stronger councils. Your community deserves to be seen, heard and understood. Lived-in leadership means knowing what matters.

If you've ever felt overlooked or underrepresented, nominating is one way to change that. Simply head to [lgant.asn.au/elections](https://lgant.asn.au/elections) to take the first step.



## Social Media Content

We've tried to keep the posting schedule simple and manageable, around three posts a week, with a mix of emotive and informative content to help drive nominations. Some posts feature alternate image options so councils can choose the version that best suits their community, while others are time sensitive and tied to key dates and deadlines in the lead-up to nominations closing. Please be sure to post those on or close to the suggested dates to keep your community informed and engaged.



Simply click on each of the images to download



Download all social tiles

### Week Three

Commencing Monday 21st July



Post Date: Mon 21st July

Local government helps build the parks, playgrounds and places where community happens. And the best people to shape those spaces? The ones who use them.

If you care about your neighbourhood, you've already got what it takes to be a councillor. Nominations are now open — head to [lgant.asn.au/elections](http://lgant.asn.au/elections) to find out more.

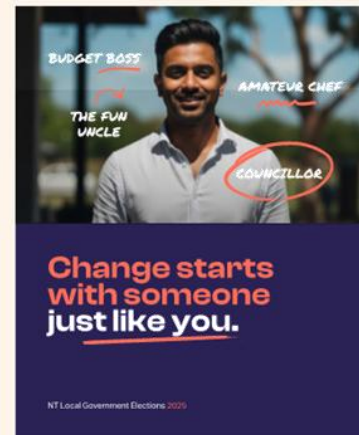


Post Date: Thurs 24th July **Date Specific Content**

NOMINATIONS CLOSING IN 1 WEEK

If you've been thinking about nominating for local council, now's the time to act! Your voice, your ideas, and lived experience could shape the future of your community. Don't miss your chance to step up and make a difference.

→ Head to [lgant.asn.au/elections](http://lgant.asn.au/elections) to get started.



Post Date: Sat 26th July

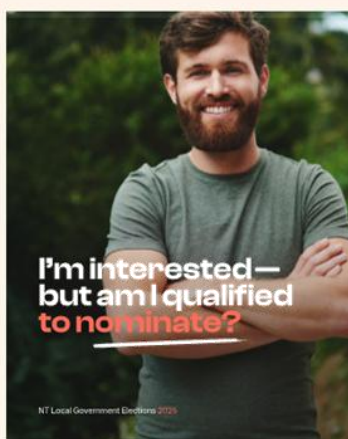
Local councils need people like you to nominate. People with lived experience. People who show up. People who want to make a difference, not just talk about it.

Good councils need all kinds of people. Because better decisions start with people who live them every day.

Head to [lgant.asn.au/elections](http://lgant.asn.au/elections) to take the first step.

### Week Four (Final)

Commencing Monday 28th July



Post Date: Mon 28th July **3 x Personas Available**

Anyone can stand for election as a council member if they are at least 18 years old, are an Australian citizen, and live in the local council area they are nominating. That's it — real leadership starts right where you are.

→ Nominations close at noon, Thursday 31st July  
→ Find out how to nominate at [lgant.asn.au/elections](http://lgant.asn.au/elections)



Post Date: Tues 29th July

Being a councillor isn't a full time job, so you don't have to make any big changes to your life. You'll be part of a team that listens to the community and decides how to allocate budget, plan services and shape the future.

You'll make decisions about everyday things that matter.

→ To find out more head to [lgant.asn.au/elections](http://lgant.asn.au/elections)



Post Date: Weds 30th July **Date Specific Content**

NOMINATIONS CLOSE AT NOON TOMORROW!

This is your last chance to put your hand up to represent your community on council. You don't need a perfect resume; just a drive to make a difference. What are you waiting for? Final deadline: 12 noon, Thursday 31st July.

Head to [lgant.asn.au/elections](http://lgant.asn.au/elections) to get started.

Social Media Content (to come)

We're also working on three short Council Champions videos profiling councillors from across the NT. In line with our objective to validate lived experience as leadership; these stories show that the people most qualified to lead are often already doing the work in their communities, without realising it. Each video draws out warm, authentic reflections on what it's like to serve on council, inspiring others to think, 'If they can do it, maybe I can too.' There will also be a one-minute compilation that brings all three voices together.

Video Content

To Be Supplied



Matt Paterson

Current/Outgoing Mayor of Alice Springs

30 second master cut in landscape 16:9 (1920x1080)  
30/15/10-second platform-specific cutdowns



Katrina Fong Lim

Former Mayor, City of Darwin

30 second master cut in landscape 16:9 (1920x1080)  
30/15/10-second platform-specific cutdowns



Deanna Kennedy

Former Councillor, Roper Gulf Regional Council

30 second master cut in landscape 16:9 (1920x1080)  
30/15/10-second platform-specific cutdowns

Testimonial Tiles

To Be Supplied



Matt Paterson

Current/Outgoing Mayor of Alice Springs

Testimonial content that speaks to our campaign theme: 'Authentically Qualified' to be on council.



Katrina Fong Lim

Former Mayor, City of Darwin

Testimonial content that speaks to the lived experience of the role and why representation in council matters.



Deanna Kennedy

Former Councillor, Roper Gulf Regional Council

Testimonial content that speaks to the value of lived experience, community and cultural knowledge.



## Local Government Elections NT Nominations

### Key Dates

Nominations open  
Friday 11th July



Nominations close  
Thursday 31st July

#### Local Government Association of the Northern Territory

2/21 Parap Road, Parap NT 0820  
PO Box 2075 Parap, NT 0804

p (08) 8944 9688 e [info@lgant.asn.au](mailto:info@lgant.asn.au)

  @lganterritory

 company/lgant/

[lgant.asn.au/elections](https://lgant.asn.au/elections)





**From:** Barbara Newland  
**Sent:** Tuesday, 8 July 2025 3:56 PM  
**To:** Andrea James <Andrea.James@lgant.asn.au>; Mary Watson <Mary.Watson@lgant.asn.au>; Belinda Urquhart <Belinda.Urquhart@macdonnell.nt.gov.au>  
**Subject:** RE: Candidate info sessions – local gov elections

Hi Andrea,

Thanks for the PowerPoint. With Belinda's permission I've customised the presentation for MRC – which is attached.

There are only 5 Local Authority meetings to be held in MRC's 13 communities prior to the close-off for nominations. Belinda is happy to do these presentations so you won't have to Teams-in to these meetings.

Here's to a successful election!

Regards.

Barbara Newland  
Manager Governance and Strategy



2/1 Bagot Street, Alice Springs, NT, 0870.  
Postal Address, PO Box 5267, Alice Springs, NT, 0871.  
mobile • 0437 066 509  
email • [barbara.newland@macdonnell.nt.gov.au](mailto:barbara.newland@macdonnell.nt.gov.au) | [www.macdonnell.nt.gov.au](http://www.macdonnell.nt.gov.au)

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*many voices, one dream, building a quality desert lifestyle*

---

**From:** Andrea James <[Andrea.James@lgant.asn.au](mailto:Andrea.James@lgant.asn.au)>  
**Sent:** Monday, 7 July 2025 11:36 AM  
**To:** Mary Watson <[Mary.Watson@lgant.asn.au](mailto:Mary.Watson@lgant.asn.au)>; Belinda Urquhart <[Belinda.Urquhart@macdonnell.nt.gov.au](mailto:Belinda.Urquhart@macdonnell.nt.gov.au)>  
**Cc:** Barbara Newland <[Barbara.Newland@macdonnell.nt.gov.au](mailto:Barbara.Newland@macdonnell.nt.gov.au)>;  
**Subject:** RE: Candidate info sessions – local gov elections

Hi Belinda,

I'm happy to join each of the meeting to present via Teams, or I could record a PowerPoint Presentation for your use.

If you would like a recorded presentation, I will adapt it specifically for MDRC. I've attached a copy of the generic presentation, let me know if you would like me to add or remove any information – particularly for Slide 7 which refers to the services that councils provide.

Kind regards,  
Andrea



**Andrea James | Project and Advocacy Advisor**  
Local Government Association of the Northern Territory  
t: (08) 8944 9673 | m: 0447 804 751  
e: [andrea.james@lgant.asn.au](mailto:andrea.james@lgant.asn.au) | w: [www.lgant.asn.au](http://www.lgant.asn.au)  
21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0820

---

**From:** Mary Watson <[Mary.Watson@lgant.asn.au](mailto:Mary.Watson@lgant.asn.au)>  
**Sent:** Monday, 7 July 2025 11:21 AM  
**To:** Belinda Urquhart <[belinda.urquhart@macdonnell.nt.gov.au](mailto:belinda.urquhart@macdonnell.nt.gov.au)>  
**Cc:** Barbara Newland <[Barbara.Newland@macdonnell.nt.gov.au](mailto:Barbara.Newland@macdonnell.nt.gov.au)>;  
**Subject:** RE: Candidate info sessions – local gov elections

Hi Belinda – we’ve included a PowerPoint presentation as part of the campaign assets sent this morning, refer attached. You’re welcome to use and we can also join you via Teams at LA meetings etc if you like. Let me know.

Regards



**Mary Watson | Chief Executive Officer**  
Local Government Association of the Northern Territory  
21 Parap Road, Parap NT 0820 | PO Box 2017, Parap NT 0820  
t: (08) 8944 9694 m: 0417 864 183 [www.lgant.asn.au](http://www.lgant.asn.au)

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**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Sent:** Friday, 13 June 2025 4:50 PM  
**To:** Belinda Urquhart <[belinda.urquhart@macdonnell.nt.gov.au](mailto:belinda.urquhart@macdonnell.nt.gov.au)>; LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Cc:** Barbara Newland <[Barbara.Newland@macdonnell.nt.gov.au](mailto:Barbara.Newland@macdonnell.nt.gov.au)>  
**Subject:** RE: Candidate info sessions – local gov elections

Hi Belinda - thanks for the feedback, I'll send to the people developing our campaign.

Regards



**Mary Watson | CEO**  
Local Government Association of the Northern Territory  
t: (08) 8944 9694 | m: 0417 864 183  
e: [mary.watson@lgant.asn.au](mailto:mary.watson@lgant.asn.au) | w: [www.lgant.asn.au](http://www.lgant.asn.au)  
21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0804

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**From:** Belinda Urquhart <[Belinda.Urquhart@macdonnell.nt.gov.au](mailto:Belinda.Urquhart@macdonnell.nt.gov.au)>  
**Sent:** Wednesday, 11 June 2025 2:38 PM  
**To:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Cc:** Barbara Newland <[Barbara.Newland@macdonnell.nt.gov.au](mailto:Barbara.Newland@macdonnell.nt.gov.au)>  
**Subject:** Re: Candidate info sessions – local gov elections

Hi Ellen/Mary,

Very difficult for us to coordinate this as no footprint in Alice Springs. I am going to do an information session as part of our last OCM on 19/20 June with the current Elected Members with the resources that NTEC have provided.

My suggestion is that you could do a PowerPoint or video that could be played and presented at each Local Authority meeting until 31 July. I am currently travelling back

from Kintore community and spoke to the LA members about the upcoming election, encouraged questions and potential nominations and the importance of voting.

Essentially, MRC is too vast for you to do candidate information sessions in each of our communities but could be done as a deputation or presentation to the LA meetings between now and 31 July.

Happy to discuss,

Belinda Urquhart  
Chief Executive Officer



---

**From:** LGANT CEO <[ceo@lgant.asn.au](mailto:ceo@lgant.asn.au)>  
**Sent:** Wednesday, 11 June 2025 1:11 PM  
**To:** Belinda Urquhart <[Belinda.Urquhart@macdonnell.nt.gov.au](mailto:Belinda.Urquhart@macdonnell.nt.gov.au)>  
**Subject:** Candidate info sessions – local gov elections

Good afternoon CEOs,

On behalf of our CEO, Mary Watson, I wanted to inform you that LGANT has been successful in a request for funding to run a candidate campaign in the lead up to the local government elections. More information to come but the funding includes travel to our member councils to present to (limited) candidate information sessions if the relevant council invites us. Our sessions will focus on the 'why' people should nominate.

Some councils have already reached out with requests to present so we'll soon need to schedule staff and arrange travel. If you haven't already, can you please advise if you'd like LGANT to present at your candidate information session/s and if yes, what dates and times these are schedule for. We'd appreciate if you could please let us know before 20 June 2025 (noting candidate nominations open 11 July and close 31 July 2025).

Given we only have limited funds, we would appreciate if you could try and schedule your information sessions around the same time as others in your region as we'll unlikely be able to make multiple visits.

The candidate sessions we're aware of in Central Australia are listed below:

- 7 July (12.30pm) and 16 July (5.30pm) – ASTC
- TBC – MRC
- TBC – CDRC
- N/A - BRC

Please call if you'd like to discuss further.

Kind regards,



**Ellen Worsfold | Executive Officer**  
Local Government Association of the Northern Territory  
t: (08) 8944 9688 | m: 0406 223 454  
e: [ellen.worsfold@lgant.asn.au](mailto:ellen.worsfold@lgant.asn.au) | w: [www.lgant.asn.au](http://www.lgant.asn.au)  
21 Parap Road, Parap NT 0820 | PO Box 2017, Parap NT 0820



# You love your community, Why not nominate?

Information for Candidates for the 2025 Local Government Council Elections



→ visit [lgant.asn.au/elections](https://lgant.asn.au/elections)

We Are Local. We Connect.



## Local Government Elections

**Every four years, residents vote at an election to decide who will represent them on their local council.**

- ▶ The next Local Government Council elections are on Saturday 23 August 2025 (Early and Mobile Voting starts 11 August).
- ▶ Nominations open Friday 11 July and close 12 noon on Thursday 31 July 2025



→ visit [lgant.asn.au/elections](https://lgant.asn.au/elections)

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## Councillors are just people who care

You could be a local government councillor if:

- ▶ You're a good listener
- ▶ You care about others
- ▶ You're ready to learn
- ▶ You want to work collaboratively with other councillors to help your town, suburb or community

You don't have to know everything **from day one.**



→ visit [lgant.asn.au/elections](https://lgant.asn.au/elections)

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# Local Government Association of the Northern Territory (LGANT)

- ▶ LGANT is the peak body for local government Councils in the Northern Territory.
- ▶ Membership based organisation.
- ▶ We represent 17 of the 18 local government councils.

## Shires



## Municipals



## Regional Councils



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## Local Government Councils

There are 3 levels of government in Australia:

- ▶ Federal Government
- ▶ State or Territory Government (NTG)
- ▶ Local Government (councils)

**Local government is closest to the people.**



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

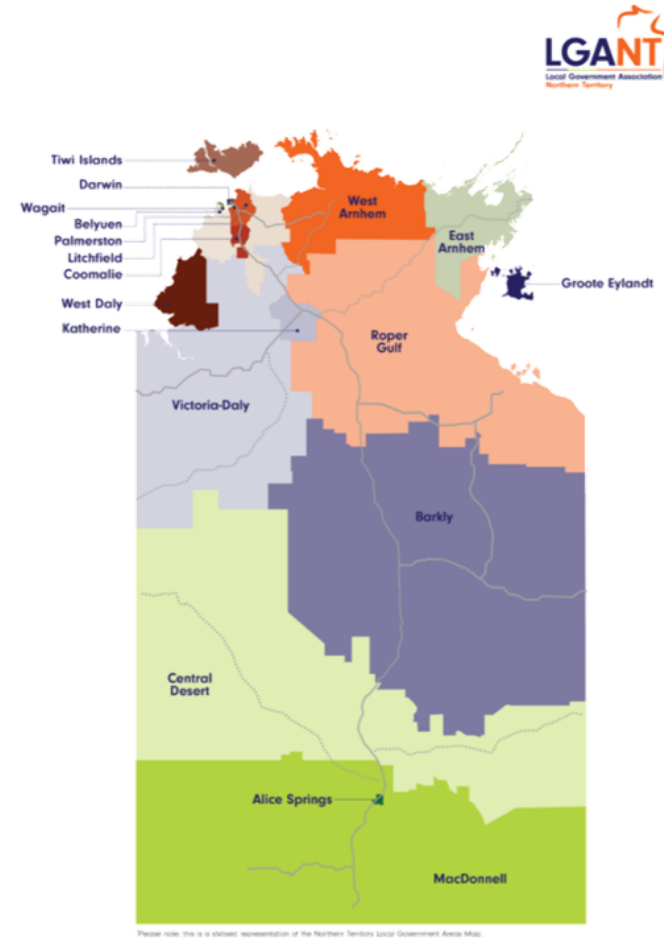
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## Local Government Councils

The local government sector in the NT employs around 3,000 Territorians.

- ▶ Often the largest employer in remote and regional areas.
- ▶ Councils in the NT also manage, and control assets and infrastructure valued at \$2.57 billion, and are responsible for over 13,000 kilometres of roads, and receive and spend over \$505 million annually.



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## What Do Councils Do?

Councils have many responsibilities, for example:

- ▶ Cemeteries
- ▶ Manage local roads
- ▶ Waste/rubbish
- ▶ Recreation facilities
- ▶ Community events
- ▶ Programs such as youth support, sport and childcare.

Councils operate under the **Local Government Act 2019**



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## Local Decision Makers

**Becoming an elected member of your local council is a great opportunity to guide the future of your community.**

Elected members (councillors) work together to:

- ▶ Make good choices about how to use limited resources to provide community services, programs and infrastructure.
- ▶ Determine what policies are needed to ensure the community's objectives are met.



→ visit [lgant.asn.au/elections](https://lgant.asn.au/elections)

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## Your role as a Councillor

- ▶ Talk with the community about issues and concerns
- ▶ Read council agendas and business papers to prepare for attendance at meetings
- ▶ Work collaboratively with other councillors to make decisions at council meetings
- ▶ Review council plans, policies and budget information
- ▶ Represent council on other committees



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## Collaboration

**Councillors must work together with other council members**

- ▶ You don't have to agree on everything
- ▶ But you must talk about problems and work together to agree on a plan
- ▶ Councillors are directly responsible for only ONE staff member; the CEO



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## Taking the Next Step

Too many people who would be good councillors don't nominate.

We encourage you to give it a go –  
**nominate today!**

**'25**  
Local  
Government  
Elections NT  
Nominations

→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## Our Local Government Councils are stronger when:

- ▶ There is a strong competition for Council positions; and
- ▶ The pool of candidates represents the diversity of the local community.

**Diversity comes in many forms including backgrounds, experiences, culture, age and gender.**



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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## Number and diversity of nominees

**During the 2021 local government elections, less than two people (on average) nominated for each council position.**

Some sectors of the community were under-represented in the pool of nominees.

- ▶ Female Candidates (30% of nominees)
- ▶ Under 35 years of age (6% of nominees)



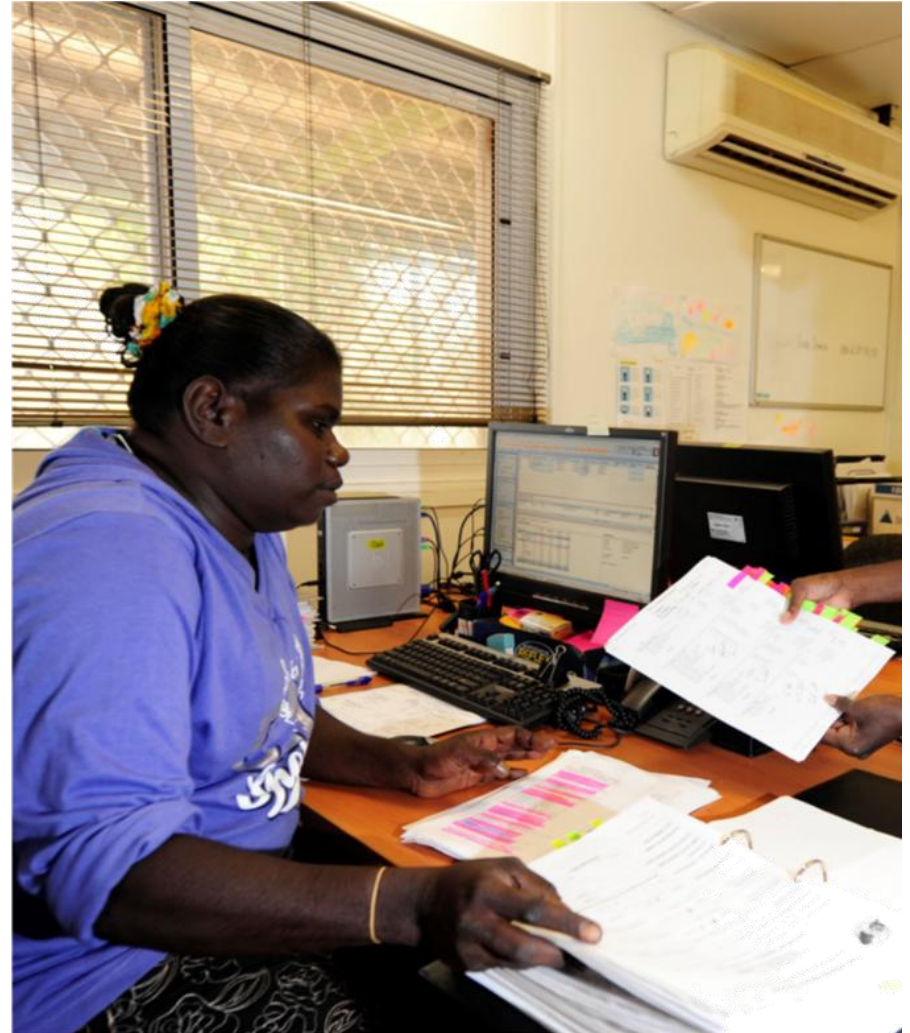
→ visit [lgant.asn.au/elections](https://lgant.asn.au/elections)

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## Professional Development

- ▶ Newly elected councillors are not expected to have all of the skills, knowledge and experience of an effective council member from day one.
- ▶ The Department of Housing, Local Government and Community Development provides online resources and training for all councillors.
- ▶ Councils have induction programs for new councillors.
- ▶ Your elected member colleagues, CEO and Council staff will assist and support you.



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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# Allowances

## Councillors DO NOT receive a salary.

- ▶ Councillors receive allowances which recognise the commitment involved in being a councillor. These allowances are set every year by the NT Remuneration Tribunal.
- ▶ This includes funding for professional development.
- ▶ Councils also have their own policies regarding allowances and expenses related to council duties.
- ▶ Check with the council on its policies.



→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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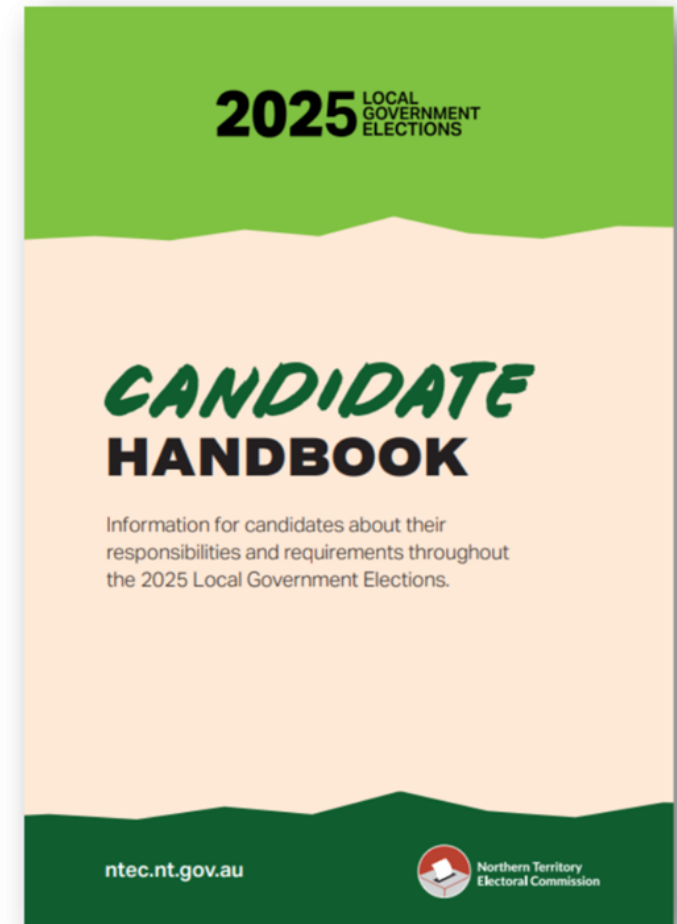


# Planning YOUR Campaign

## Make a plan

- ▶ An effective campaign does not need to cost a lot of money.
- ▶ Tell YOUR story. Who you are and why you are a candidate.
- ▶ Start early. Many people vote well before Election Day

*Refer to NTEC's "Candidate handbook" for further information regarding campaigning and advertising.*



→ visit [lgant.asn.au/elections](https://lgant.asn.au/elections)

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### You should consider nominating for Council if:

- ▶ You are passionate about your community;
- ▶ You want to make a difference;
- ▶ You are someone who likes to get things done;
- ▶ You are a good listener and are willing to learn;
- ▶ You want a rewarding challenge.

For more details about eligibility, please refer to section 47 of the *Local Government Act 2019*.

**You don't need a big resume.**  
**Just big reasons.**

→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

We Are Local. We Connect.



Councils shape our communities – **so they should reflect them.**



Visit [www.lgant.asn.au/elections](http://www.lgant.asn.au/elections) for more resources and information.

→ visit [lgant.asn.au/elections](http://lgant.asn.au/elections)

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An Australian Government Initiative



## NORTHERN TERRITORY

Belinda Urquhart  
MacDonnell Regional Council  
PO Box 5267  
Alice Springs NT 0871  
Email: Belinda.Urquhart@macdonnell.nt.gov.au

July 2025

Dear Belinda,

### Re: Introduction of New Leadership – Regional Development Australia Northern Territory

As the new Chief Executive Officer of Regional Development Australia Northern Territory (RDA NT), I'm pleased to introduce myself and our Chair, Mr Kon Vatskalis. We are both looking forward to building strong, collaborative relationships with councils across the Northern Territory.

RDA NT is part of a national network dedicated to fostering regional development. We work closely with all three tiers of government, as well as regional organisations and communities, to strengthen the capacity, sustainability, and prosperity of our diverse regions. Our priorities include supporting local infrastructure, developing skills and workforce capability, and driving place-based economic growth.

I understand the critical role councils play in delivering local outcomes, and I would very much welcome the opportunity to connect with you, whether in person or online, to learn more about your council's priorities and emerging opportunities, and explore how we can support your efforts.

Please don't hesitate to contact me at [ceo@rdant.com.au](mailto:ceo@rdant.com.au) or 0431 863 393 to arrange a suitable time to meet.

We look forward to working together to support your community and region.

Yours sincerely,

**Katrina Kawaljenko**  
Chief Executive Officer

Level 1, 25 Parap Road, Parap NT 0820 | GPO Box 4725, Darwin NT 0801  
Phone: (08) 8941 7550 | Email: [admin@rdant.com.au](mailto:admin@rdant.com.au)

Local people creating local opportunities [rda.gov.au](http://rda.gov.au)

## **15 OFFICERS' REPORTS**

**ITEM NUMBER** 15.1  
**TITLE** Final Review - 2024-25 Regional Plan Key Performance Indicators  
**AUTHOR** Keith Hassett, Director Community Services



### **LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### **EXECUTIVE SUMMARY:**

This report presents the progress made during the year on the 2024-25 Regional Plan to ensure that Council is aware of the organisation's progress in relation to the Objectives, Strategies and Key Performance Indicators established by Council.

### **RECOMMENDATION**

**That Council notes and accepts the Final Review of the 2024-25 Regional Plan Key Performance Indicators.**

### **BACKGROUND/DISCUSSION**

The purpose of this report is to provide Council with an update on the progress of the MacDonnell Regional Council's Regional Plan Key Performance Indicators (KPIs) across all four strategic goals. This report outlines achievements to date, highlights areas of strong performance,

MacDonnell Regional Council's Strategic Plan 2021-2025 contained the vision, mission and values aspired to by Council. In anticipation of the end of the financial year it is timely to provide Council with an update on the progress made in the attainment of the Key Performance Indicators set by Council in the Strategic Plan.

The attached reports tell Council that:

- ☐ Goal 1 – Developing Communities – of the twelve (12) KPI's, eight (8) have either been achieved or are on track to be achieved.
- ☐ Goal 2 – Healthy Communities – of the twelve (12) KPI's, ten (10) have either been achieved or are on track to be achieved.
- ☐ Goal 3 – Empowered Communities – of the nine (9) KPI's, seven (7) have either been achieved or are on track to be achieved.
- ☐ Goal 4 – A Supportive Organisation – of the nine (9) KPI's, six (6) have either been achieved or are on track to be achieved.

Overall 74% of the KPI targets either been achieved or are on track to be achieved. The achievements are detailed in the attached report.

At its June meeting Council adopted the Regional Plan for 2025-26. This Plan included revised KPI's for the year. Progress against these KPI's will be monitored with periodic reports provided during 2025-26.

### **ISSUES/OPTIONS/CONSEQUENCES**

It is important that Council establishes Key Performance Indicators and Targets that, whilst they are considered to be achievable, take hard work to get there. Many obstacles present



themselves during the year which impede progress – climatic, cultural and financial to name a few. However, it is Council that will benefit in the long run from the effort exerted.

**FINANCIAL IMPACT AND TIMING**

Nil direct impact; delivery of the Regional Plan is within existing operational budgets.

**CONSULTATION**

Elected Members

Chief Executive Officer

Executive Leadership Team

**ATTACHMENTS:**

- 1 REGIONAL PLAN 2024-25 KPI PROGRESS

## ATTACHMENT 1

## Regional Plan KPI Progress Table – July 2025

## Goal 01: Developing Communities

Objective	KPI / Measure	Target & Date	Status	Progress & Comments
<b>1.1 Infrastructure meets community needs</b>	10-year community infrastructure plans	3 communities/year to June 2027	● On Track	8 communities completed; PMO consulting through LAs.
	S19 leases on service lots	90% by June 2025	● On Track	All leases applied for and paid; awaiting CLC paperwork.
	Long-term roads & drainage maintenance plan	3 communities/quarter to June 2025	● Remove	Now considered BAU; proposed removal.
	Complete LA projects within 2 years	Outstanding pre-2023 projects by June 2025	● Improving	13% of old projects remain; Project Manager driving completions.
	Risk assessments of facilities	3 communities/quarter to Dec 2024	● Achieved	Completed for all facilities.
	Install solar on buildings	3 facilities/year to June 2027	● On Track	Amoonguna & Papunya complete; 2025 upgrades to include more.
<b>1.2 Create employment opportunities</b>	Convene meetings with DEWR & Aboriginal Corporations	Ongoing to June 2028	● On Track	All infrastructure projects discussed with stakeholders.
<b>1.3 Increase Aboriginal employment</b>	90% community-based positions filled by Aboriginal staff	By June 2028	● Nearing Target	Currently at 88.8%; expected to meet target.
	50% Aboriginal employment on commercial contracts	By June 2026	● Achieved	Consistently above 50%.
	10% local Aboriginal labour in tenders	By June 2028	● Achieved	All tenders meet 10% minimum.
<b>1.4 Support local Aboriginal enterprise</b>	Workshops per ward/year	By June 2028	● Removed	KPI removed (NTG/DEWR lead this).
	Support local businesses as they arise	One per ward/year	● As needed	Support provided where Indigenous businesses emerge.

**Goal 02: Healthy Communities**

Objective	KPI / Measure	Target & Date	Status	Progress & Comments
<b>2.1 Support active &amp; healthy lifestyles</b>	NT Healthy Communities project	8 communities by June 2027	● Achieved	Delivered to 11 communities.
	Sports & Rec program	Implement by Dec 2024	● Achieved	Dedicated position filled; programs in all communities.
	School Nutrition Program (SNP)	1 community/year by June 2026	● Remove	Not core business; continues under NIAA funding.
	Nutrition policy for menus	Implement by June 2025	● Achieved	All menus approved by dietician.
<b>2.2 Improve environmental health outcomes</b>	Tidy Towns participation	Annual by June 2025	● Achieved	All communities participated.
	Animal health program	2 visits/year by June 2025	● Achieved	Regular visits, new position facilitating.
	Additional animal health visits	+2 visits/year by June 2026	● On Track	Funding secured; extra visits underway.
	Animal health education in schools	Once/year by June 2025	● Reword	Continue program, remove AMRRIC from KPI.
	Recycling separation bays	2 communities/year by June 2028	● Achieved	Integrated with new waste facilities.
<b>2.3 Support community &amp; cultural events</b>	In-kind support for major events	One/ward/year to June 2025	● Achieved	Events delivered: sports, bush trips, music tours.
	Engage stakeholders for annual events	One/ward/year to June 2025	● On Track	Consulted via LAs, Youth Boards, community meetings.
	Major sporting event per ward	One/year to June 2025	● Achieved	Delivered; KPI to be reworded next plan.

**Goal 03: Empowered Communities**

Objective	KPI / Measure	Target & Date	Status	Progress & Comments
<b>3.1 Young people are empowered</b>	Youth Boards meet	3x/year to June 2025	● Adjusted	Now 2x/year across all 13; Youth team to facilitate 9.
	Governance training	One module/meeting by June 2025	● Starting	Plan & materials done; 7 units over 3 years from Feb 2025.
	Youth engage with LAs	Attend one LA by June 2026	● Adjusted	Youth Board reports submitted instead of in-person due to school clashes.
	External youth opportunities	One event by June 2025	● Planned	Youth Board to attend Dec 2025 Council meeting.
	LA funds to Youth Board projects	10% per year by June 2025	● Achieved	Allocations met.
<b>3.2 Train LA &amp; Council members</b>	NTG governance training	Within 12 months by June 2025	● Achieved	All completed. May remove as mandated by Act.
	LA governance training	Annual to June 2026	● Starting	Formal modules to start July 2025.
<b>3.3 Engage community &amp; stakeholders</b>	Outdoor LA meetings with meals	One/year by June 2025	● Achieved	Implemented via annual meeting calendar.
	Annual satisfaction surveys	Annually by June 2025	● In progress	Conducted via PMO updates & LA discussions.

**Goal 04: A Supportive Organisation**

Objective	KPI / Measure	Target & Date	Status	Progress & Comments
<b>4.1 Support new employees</b>	Cultural training for new staff	All by June 2025	● Achieved	Delivered by Elected Members.
<b>4.2 Staff development &amp; advancement</b>	Updated cultural training for existing staff	By June 2025	● In progress	P&C developing delivery options.
	Online learning system complete	By Dec 2025	● On track	LMS under development.
	Aboriginal staff in Alice	17% by June 2025	● Achieved	Now 18.8%.
	Workforce Plan & targets	Review by June 2025	● To be reset	Need cultural change targets.
<b>4.3 Use of technology</b>	P2P connectivity to communities	By June 2026	● Delayed	Using Starlink + unlimited upgrades as interim; P2P pending.
<b>4.4 Staff safety &amp; wellbeing</b>	WHS strategy & reviews	By June 2025	● On track	WHS manual final Feb, external consultant oversight.
	Staff housing safety standards	Roll out by June 2025	● Achieved	Standards implemented.
<b>4.5 Staff input to decision-making</b>	Annual staff survey	70% by June 2025	● On track	Pulse & satisfaction surveys planned before June 2025.



## 15 OFFICERS' REPORTS

**ITEM NUMBER** 15.2  
**TITLE** Organisational Development Plan - Progress Report  
**AUTHOR** Keith Hassett, Director Community Services



### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY:

This report provides an update on the progress of the Organisational Development Plan (ODP), which consolidates strategic improvement initiatives across all directorates and functional areas.

### RECOMMENDATION

**That Council notes the Organisational Development Plan – Progress Report.**

### BACKGROUND/DISCUSSION

The Organisational Development Plan (ODP) was developed to address key organisational issues, to ensure statutory and best-practice compliance, and to strengthen MacDonnell Regional Council's capability, sustainability, and service delivery to communities. It was adopted by Council at its meeting held in September 2024.

The ODP covers the key functions under the stewardship of the Executive Leadership Team (ELT), Chief Financial and Information Officer (CFIO), Governance, Safety, Council Services, Community Services, and People & Capability.

What follows is a summary of the major initiatives, achievements, ongoing actions, issues, risks, and next steps to be taken in relation to the Actions outlined in the ODP.

#### 1. EXECUTIVE LEADERSHIP TEAM (ELT)

##### Organisational Performance Management (G6)

- ☐ The existing performance framework remains process- and input-focused with limited emphasis on outcomes.
- ☐ A new outcome-focused performance management framework is being developed, incorporating Directorate-level Service Delivery Plans feeding into an organisation-wide performance report card.

**Action:** Establish the performance management framework for all organisational levels by Q1 2026.

##### Resident & Community Contact (O2)

- ☐ Social media and evolving community expectations highlight the need for modernised, responsive service models.

**Action:** Conduct a major review of customer contact and service delivery by Q2 2025.

**2. FINANCIAL AND INFORMATION MANAGEMENT (CFIO)****Strategic Financial Management (G3)**

- ☐ Efforts are focused on enhancing financial sustainability via a sophisticated financial model, better asset planning integration, and revenue diversification.
- ☐ **Highlights:**
  - o Asset Management Plan review underway with consultant recommendations pending.
  - o Budget Development & Review Group initiated in Q1 2025.
  - o Finance role critical review in progress.

**Asset Management (G4)**

- ☐ Emphasis on strategic asset planning and infrastructure audits (IT, housing, fleet).

**Actions:**

- o Complete Strategic Asset Management Plan by Q2 2026.
- o Continue infrastructure audits.

**IT & Information Security (O3)**

- ☐ Comprehensive IT & Security strategy review is ongoing, with initiatives to strengthen cybersecurity, communications, and user engagement. Completion expected Q2 2025.

**Road Infrastructure (O6)**

- ☐ Ongoing advocacy efforts targeting Territory and Federal funding bodies.
- ☐ Development of strategic and maintenance road plans aimed for Q4 2025.
- ☐ Key advocacy actions (O6.1–O6.8) in progress.

**3. GOVERNANCE****Vision and Integrated Planning (G1, G2, G8)**

- ☐ Vision and Key Themes embedded in corporate documentation.
- ☐ Corporate Calendar established to manage planning and reporting cycles.
- ☐ Quarterly planning days with Elected Members to commence post-LG elections in September 2025.

**Risk Management & Business Continuity (G5, G7)**

- ☐ New Risk Management Framework, strategic and operational risk registers, and Emergency Management Action Plan targeted for completion by end 2025.
- ☐ Business Continuity Plan under comprehensive review with dedicated committee formation underway.

**Critical Documents & Sponsorship (G10, G11)**

- ☐ Development of a critical documents register planned for 2026.
- ☐ New sponsorship framework to support Indigenous economic development is in progress.

**Delegations & Youth Governance (O7, O9)**

- ☐ Delegations Register update to reflect organisational structure changes ongoing.

- ☐ Youth Board governance framework fully managed under Governance, with structured Youth Board Chair engagement.

#### 4. SAFETY

##### WHS Commitment & Culture (P1, P2)

- ☐ WHS Manager appointed, reinforcing WHS obligations at senior levels.
- ☐ WHS performance incorporated into executive and management KPIs.
- ☐ Local WHS sub-committees forming, reporting to umbrella WHS Management Group.
- ☐ Reinstatement of lag and lead WHS indicators planned.

#### 5. COUNCIL SERVICES

##### Employee Housing (P14)

- ☐ Draft strategic housing plan developed, with minimum standards under consultation.
- ☐ Consideration of pay-as-you-go electricity meters for staff housing underway.
- ☐ Policy and process reviews expected to complete by Q3 2025.

##### Customer Contact & Property Management (O2, O5)

- ☐ Customer contact workflows mapped and improvement training underway.
- ☐ Housing property and tenancy services transferred successfully to Council Services, with asset inventory completed.

##### Project & Infrastructure Management (O4, O8)

- ☐ Draft "Project Accountability" framework developed to improve project lifecycle delivery.
- ☐ Community infrastructure and improvement plans, including a 5-year footpath program, completed and adopted following Local Authority input.

#### 6. COMMUNITY SERVICES

##### Youth Services (O9)

- ☐ Revised Youth Services scope aligning with Central Australia Youth Action Plan's seven domains.
- ☐ Program focus on structured sport, cultural engagement, and resilience-building activities.
- ☐ Strengthened cross-agency collaboration enhancing service delivery.

#### 7. PEOPLE & CAPABILITY

##### Leadership & Teamwork (P3, P4)

- ☐ Leadership Framework and "Shared Behaviours" guide in development.
- ☐ Structured Management Group and Teamwork Code designed to break down silos and foster accountability.

##### Recruitment, Retention & Indigenous Employment (P5, P11, P12)

- ☐ Recruitment processes streamlined; exit interviews and retention reporting initiated.
- ☐ Indigenous Identified positions established under Special Measures.

- Succession planning, mentoring, and transition-to-retirement programs initiated to address an ageing workforce.

**Performance, Learning & Development (P8, P9)**

- New Learning Management System (LMS) signed to expand training access.
- First annual Staff Pulse Survey conducted with 28% response rate.
- Performance frameworks with explicit WHS references in position descriptions under development.

**Recognition & Wellbeing (P7, P13)**

- “Great Work” recognition program ongoing; annual President’s Medallion awards planned for Q3 2025.
- Zero tolerance approach to bullying and harassment reinforced with new support programs and training on psychological safety.

**ADDITIONAL ORGANISATIONAL HIGHLIGHTS**

- Vision and Key Themes: Embedded via Local Authority engagement; further consultation with the new Council planned for September 2025.
- Advocacy: Funding opportunities document completed and distributed; broad advocacy strategy and dedicated advocacy position under development for late 2025.
- Social Club & Events: Established to promote team cohesion; all-staff annual event scheduled for Q4 2025.
- Immigration Support: External immigration specialist engaged; audits completed; visa employee policies and procedures under development.
- Organisational Structure: Structural reviews completed, including establishment of CFIO role and dissolution of Technical Services. Housing and Tenancy staff redeployed; Fleet and Roads functions now under CFO; PMO successfully established.
- Deputy CEO Role: Reviewed with recommendations reported to June 2025 Ordinary Council Meeting (OCM).

**NEXT STEPS**

- Continue delivery of ODP actions with quarterly progress tracking via ELT.
- Conduct formal progress review and adjust priorities post-LG elections.
- Finalise Risk Framework, Strategic Asset Management Plans, and new performance management frameworks in alignment with organisational objectives.

**ISSUES/OPTIONS/CONSEQUENCES**

- Recruitment and retention remain challenging due to regional cost-of-living pressures and social factors.
- Sustained leadership focus required to embed cultural change across accountability, teamwork, safety, and customer service.
- Continued progress needed in advocacy strategy development, visa employee policy finalisation, and completion of road infrastructure plans to mitigate operational and funding risks.

**FINANCIAL IMPACT AND TIMING**

- Most initiatives are progressing within existing budgets.
- Potential future costs anticipated for expanded succession planning, traineeships, leadership development, and housing improvements; to be considered in upcoming budget cycles.

**CONSULTATION**

Chief Executive Officer

Executive Leadership Team

Managers Group

Governance, WHS, HR, Finance & Council Services Teams

Local Authorities and External Consultants (for specialised reviews)

**ATTACHMENTS:**

There are no attachments for this report.

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**15 OFFICERS' REPORTS**

<b>ITEM NUMBER</b>	15.3
<b>TITLE</b>	Public Quotations and Tendering Policy, Procedure and Project Accountability Framework
<b>AUTHOR</b>	Keith Hasset, Director Community Services

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council's approval to adopt the new Tendering and Public Quotations Policy, the supporting Procedure and associated documents, and the Project Accountability Framework. It also seeks Council's approval to delegate authority to the CEO to make minor amendments to all supporting documents as required (excluding the Policy itself).

**RECOMMENDATION****That Council:**

- a) **adopts the draft Tendering and Public Quotations Policy as a policy of Council;**
- b) **adopts the Tendering and Public Quotations Procedure and associated templates;**
- c) **adopts the Project Accountability Framework; and**
- d) **approves delegation to the CEO to make minor amendments to the Procedure, templates, and Project Accountability Framework, excluding the Policy.**

**BACKGROUND/DISCUSSION**

Council's procurement and project delivery practices have been reviewed to ensure they continue to meet legislative requirements, support best practice, and enhance transparency and accountability.

As a result, a new Tendering and Public Quotations Policy has been developed, supported by an operational Procedure and suite of templates to guide staff in implementing the Policy.

In addition, a new Project Accountability Framework has been created to define clear governance structures, roles and responsibilities, and reporting requirements for all Council projects.

Delegating to the CEO the authority to make minor editorial or operational amendments to these supporting documents will enable the organisation to maintain current, practical procedures without requiring formal Council endorsement for minor changes. Any substantial changes to the Policy itself will continue to come to Council for approval.

An extensive suite of documents has been developed which are associated with the attached draft Policy and Procedure which will be presented at the meeting.

**ISSUES/OPTIONS/CONSEQUENCES**

Adoption of these documents will strengthen governance, improve risk management and ensure Council's practices align with legislation and industry standards. Failing to adopt updated procurement and project frameworks could expose Council to operational and compliance risks.



**FINANCIAL IMPACT AND TIMING**

Nil.

**CONSULTATION**

Chief Executive Officer

Executive Leadership Team

MRC Management Team

**ATTACHMENTS:**

- 1 DRAFT PUBLIC QUOTATION AND TENDERING POLICY V1
- 2 DRAFT PUBLIC QUOTATION AND TENDERING PROCEDURE V1

# Public Quotation and Tendering Policy v1

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## 1. Legislation

Council is required to undertake its purchasing in accordance with Division 12 of the Local Government Regulations 2021 and in particular, the proper process for inviting and handling public quotations and tenders for procurement of supplies is of great importance.

## 2. Definitions

**Council** means the MacDonnell Regional Council's administration.

**Employee** is any person working for MacDonnell Regional Council.

**The Council** is the Councillors, President and Deputy President for MacDonnell Regional Council collectively.

**Supplies** means goods or services required by Council.

## 3. Statement

This policy provides the principles to:

- prepare documentation for the calling of public quotations and tenders;
- administer the receipt and assessment of public quotations and tenders;
- make decisions regarding public quotations and tenders; and
- execute contracts awarded following public quotations and tenders.

## 4. Policy

### 4.1 Principles

4.1.1 In accordance with section 33(1) of the Local Government Regulations 2021, all public quotation and tendering for provision of supplies will be conducted consistent with the following principles:

- ethical behaviour and fair dealings
- value for money
- open and effective competition
- environmental protection and sustainability
- the enhancement of the capabilities of local enterprises and industries;
- the employment of Aboriginal people.

### 4.2 Responsibilities regarding documentation of public quotations and tenders

4.2.1 The relevant Manager will ensure that all documentation is properly prepared in accordance with the Public Quotation and Tendering Procedure.

4.2.2 The Chief Executive Officer or relevant Director will approve such documentation.

### 4.3 Responsibilities regarding administration of receipt and assessment of public quotations and tenders

4.3.1 The Chief Executive Officer will appoint members of Tender Assessment Panels.

## Public Quotation and Tendering Policy v1

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- 4.3.2 The relevant Manager or Director will oversee the receipt and assessment processes to ensure that it is conducted in accordance with the Public Quotation and Tendering Procedure.

#### 4.4 Responsibilities regarding decision-making for public quotations and tenders

- 4.4.1 The relevant Manager or Tender Assessment Panel will prepare reports in accordance with the Public Quotation and Tendering Procedure.
- 4.4.2 The Chief Executive Officer or relevant Director will approve such documentation.
- 4.4.3 Unless delegated to another officer, the Chief Executive Officer will make decisions about awarding public quotations.
- 4.4.3 The Council will make decisions about awarding Tenders.

#### 4.5 Responsibilities regarding execution of contracts for public quotations and tenders

- 4.5.1 The relevant Manager will ensure that all contract documentation is properly prepared in accordance with the Public Quotation and Tendering Procedure.
- 4.5.2 The Chief Executive Officer or relevant Director will execute such documentation.

### 5. Breaches and Consequences of Non-compliance

Suspected non-compliance with this policy will be investigated and may be referred to other authorities where required.

Breaches determined following investigation may be subject to disciplinary action of any person responsible.

### 6. Authority

Council 15 July 2025

### 7. Owner

Chief Executive Officer

### 8. Review Date

15 July 2029

### 9. Related Information

Local Government Act 2019  
Local Government Regulations 2021  
Procurement Policy v6  
Public Quotation and Tendering Procedure v1  
Delegations Register v9.5  
Employee Code of Conduct Policy v2  
Members Code of Conduct Policy v2

*many voices, one dream, building a quality desert lifestyle*

Page 2 of 2

# Public Quotation and Tendering Procedure v1

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## 1. Purpose

This procedure sets out the required processes to:

- a) prepare documentation for the calling of public quotations and tenders;
- b) administer the receipt and assessment of public quotations and tenders;
- c) make decisions regarding public quotations and tenders; and
- d) execute contracts following public quotations and tenders.

## 2. Scope

This Procedure applies to all Council employees, consultants, contractors and elected members involved in the proposal, administration, assessment, decision-making or execution of public quotation and tendering processes.

## 3. Procedures

The flowchart contained in the Public Quotation and Tendering Overview summarises the procedure and should be read in conjunction with the following written procedures.

### 3.1. Documentation for calling of Public Quotations and Tenders

#### 3.1.1. Foundation Documentation

The following documents will be required to be prepared prior to commencement on public quotation or tendering processes. All documents will need to be approved by the respective Manager, Director or Chief Executive Officer (with appropriate delegated authority).

##### a. Objective and Scope

A concise statement is to be prepared which clearly defines the objective of the project and its scope.

##### b. Specifications and Drawings

All technical specifications and drawings (where applicable) are to be prepared in accordance with relevant standards.

Engineering specifications and drawings should be endorsed by a suitably qualified and experienced engineer.

The specifications and drawings will need to be in a format able to be made available to prospective quoters and tenderers.

##### c. Approvals

All necessary approvals (internal and external) will need to be obtained with supporting documentation.

Approvals might include (but not necessarily limited to);

- Environmental approvals (including waste discharge license)
- Section 19 lease approvals
- Cultural heritage approvals
- Building and Planning Approvals
- Work Health and Safety Approvals
- Water and Sewerage Approvals
- Electrical and Infrastructure Approvals
- Road and Traffic Management Approvals
- Aboriginal Areas Protection Authority (AAPA) Certificates

## Public Quotation and Tendering Procedure v1

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- Other approvals and documents as required.
- d. Funding**  
Evidence of adequate secured funding will be required.
- e. Project Plan**  
A detailed Project Plan should be finalised particularly for complex projects. The Project Plan should include at least the following;
  - Broad methodology
  - Detailed tasks
  - Detailed timeframes
  - Estimated cost (endorsed by suitably qualified and experienced person where appropriate)
  - Project management and other assigned responsibilities
  - Materials sourcing options
  - Risk identification and mitigation strategies
  - Benefits realisation measures
- f. Procurement Plan**  
A Procurement Plan should be developed which is compliant with the Purchasing Policy. The Procurement Plan should include at least the following;
  - Categorisation of purchase (according to Procurement Policy thresholds)
  - Method of approaching market (including details of advertising)
  - Identification of alternative process (eg Expressions of Interest)
  - Identification and justification for proposed exceptions
  - Names of companies identified for direct approach.

### 3.1.2. Market Approach Approval

A "Market Approach Request" (template<sup>\*\*\*</sup>) is to be completed and submitted to the relevant Manager, Director and/or the Chief Executive Officer (with appropriate delegated authority) for approval, along with the Foundation Documentation described in section 3.1.1 of the Procedure.

### 3.1.3. Public Quotation and Tender Documentation

The following documents will be required to be prepared prior to advertising. All documents will need to be approved by the respective Manager, Director or Chief Executive Officer (with appropriate delegated authority).

- a. Invitation to Quote/Tender**  
An "Invitation to Quote/Tender" (template<sup>\*\*\*</sup>) is to be prepared which is the covering letter inviting quotes/tenders.
- b. Quote/Tender Conditions**  
The "Quote/Tender Conditions" (template<sup>\*\*\*</sup>) is to be prepared which sets out the requirements of quoters and tenderers in submitting quotes/tenders including the selection criteria and their respective weightings.
- c. Form of Quote/Tender**  
The "Form of Quote/Tender" (template<sup>\*\*\*</sup>) is to be prepared which is the form to be used by quoters and tenderers.



## Public Quotation and Tendering Procedure v1

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### d. Advertisement

The "Advertisement" (template \*\*\*) is to be prepared which describes the objective and scope and publicly invites quotes/tenders.

## 3.2. Administration of Receipt and Assessment of Public Quotations and Tenders

### 3.2.1. Advertising

A notice of a request for quotes/tenders is to be published in a newspaper circulating in Council's area and be posted on Council's website. At least 5 business days shall elapse from the date of advertising before the closing time/day for quotations. Where reasonably achievable a longer notice period of at least 14 business days should be given.

All relevant Public Quotation and Tender Documents shall be available for prospective quoters/tenderers at the same time as publication of the notice referred to in section 3.2.1 in the Procedure.

### 3.2.2. Queries from Prospective Quoters/Tenderers

An officer is to be authorised to communicate with prospective quoters/tenderers. All queries received from prospective quoters/tenderers shall be recorded on the Clarifications Register (template \*\*).

Should a query or other influence prompt a change to any aspect of the Public Quotation and Tender Documentation, an Addendum (template \*\*\*) shall be prepared and issued to all parties known to have obtained Public Quotation and Tenders Documents.

All addenda are to be recorded in the Addenda Register (template \*\*).

### 3.2.3. Receipt of Quotations and Tenders

All quotes/tenders received are to be denoted with time/date of receipt and a unique document identification number, recorded in the Quote/Tender Register (template \*\*) and securely held until closing time/day.

### 3.2.4. Public Quotation/Tender Assessment Panel

For tenders, a panel must be convened by the Chief Executive Officer and has the following functions:

- (a) to consider the tenders received in response to the notice;
- (b) to provide a report, in writing, to the Chief Executive Officer in relation to the tenders.

For Public Quotations, a panel may be appointed at the discretion of the Chief Executive Officer. The Chief Executive Officer may set timeframes for the panel's work.

The Public Quotation/Tender Assessment Panel shall include at least 3 members of the staff of Council or another council or the staff of a local government subsidiary.

All quote/tender documents are to be given to each member of the Public Quotation/Tender Assessment Panel.

Each member of the Public Quotation/Tender Assessment Panel is required to submit a Conflict of Interest declaration (template \*\*) to the Chief Executive Officer.



## Public Quotation and Tendering Procedure v1

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All conflicts of interest disclosed shall be recorded in the Conflict of Interest Register (template \*\*\*).

The Chief Executive Officer shall determine if any conflict of interest warrants disqualification of an appointed panel member, and if necessary appoint a replacement.

The panel shall initially meet to appoint a chairperson and set in train the assessment process.

### 3.2.5. Compliance Assessment

Prior to assessment of merit of quotes/tenders, the Public Quotation/Tender Assessment Panel shall assess each quote/tender for conformity with the Conditions of Tender.

In particular, the compliance assessment is to include an assessment as to whether each quote/tender contains adequate information to enable a complete and equitable assessment of merit. Should further information be required from any quoter/tenderer, the panel shall seek the required information from that quoter/tenderer within a brief timeframe preferably 24 hours. The quoter/tenderer is not entitled to change or embellish its offer in any way.

Receipt of further information shall be recorded in the Public Quotation/Tender Register and distributed to each panel member.

### 3.2.6. Merit Assessment

The Public Quotation/Tender Assessment Panel is to undertake an assessment of the merit of each conforming quote/tender. The merit assessment shall strictly relate to the selection criteria and will be conducted in accordance with legislation and Council Policy. In particular, the assessment must be undertaken with the following principles:

- ethical behaviour and fair dealings
- value for money
- open and effective competition
- environmental protection and sustainability
- the enhancement of the capabilities of local enterprises and industries;
- the employment of Aboriginal people
- MacDonnell Regional Council Code of Conduct.

Commentary on each quote/tender which addresses each of the principles, along with the selection criteria shall be developed by the panel. A numerical rating (template \*\*\*) shall also be produced for each quote/tender based on the merit assessment and the selection criteria weightings.

During the assessment process, members of the panel shall not communicate with any quoter/tenderer regarding their quote/tender, and in particular, negotiation of offers will be strictly prohibited. For non-conforming quotes/tenders, the panel is to develop commentary justifying any exclusion.

## 3.3. Making Decisions regarding Public Quotations and Tenders

### 3.3.1. Public Quotation/Tender Assessment Report

The Public Quotation/Tender Assessment Panel is required to prepare a Public Quotation/Tender Assessment Report (template \*\*\*) and submit it to the Chief Executive Officer.

## Public Quotation and Tendering Procedure v1

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### 3.3.2. Public Quotation/Tender Abandonment Report

If as a result of the compliance and merit assessments, no preferred quoter/tenderer can be identified, the Public Quotation/Tender Assessment Panel is required to prepare a Public Quotation/Tender Abandonment Report (template **\*\*\***) and submit it to the Chief Executive Officer.

### 3.3.3. Council Determination

The Chief Executive Officer is required to submit the Public Quotation/Tender Assessment Panel's report to a Council meeting to facilitate the Council's determination of the outcome of the Public Quotation or Tender.

### 3.3.4. Notifications

Written Notice (template **\*\*\***) is to be given to the successful quoter/tenderer following the Council's determination of the quote/tender. Written Notice (template **\*\*\***) is also to be given to each other quoter/tenderer and published on Council's website. The Notice must include;

- (a) the name of the supplier who submitted the successful tender; and
- (b) the supplies to be provided; and
- (c) the tender price.

Should Council determine that the quote/tender should be abandoned, each quoter/tenderer shall be given written notification (template **\*\*\***).

## 3.4. Execution of Contracts

### 3.4.1. Contract Documentation

The "Form of Contract" (template **\*\*\***) is to be prepared which is the form to be used by quoters/ tenderers and Council to execute the contract.

### 3.4.2. Variations

If the contract is proposed to be varied in a manner that changes the cost of the supplies, Council may choose to accept that variation if the variation is within the scope of the original contract. Acceptance of the variation must be in writing.

If a Public Quotation contract is proposed to be varied and the cost does not exceed \$150,000, the Chief Executive Officer must table a report on the contract variation at the next Council meeting and publish a Contract Variation Notice (template **\*\*\***) on Council's website is approved by Council.

If a Public Quotation contract is proposed to be varied and the cost exceeds \$150,000, the Chief Executive Officer must table a report on the contract variation at the next Council meeting and publish a Contract Variation Notice (template **\*\*\***) on Council's website is approved by Council.

If a Tender contract is proposed to be varied and the cost exceeds the original tender by more than 10%, the Chief Executive Officer must table a report on the contract variation at the next Council meeting and publish a Contract Variation Notice (template **\*\*\***) on Council's website is approved by Council.

## Public Quotation and Tendering Procedure v1

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A Contract Variation Notice shall include;

- (a) the name of the supplier that submitted the successful quotation or tender;
- (b) the supplies to be provided;
- (c) the original contract cost of supplies;
- (d) the total contract cost of supplies;
- (e) the percentage increase between the original contract cost of supplies and the total contract cost of supplies;
- (f) the applicable provision of the Local Government Regulations relating to the contract variation.

### 3.4.3. Execution of Contract

As soon as is practicable, the Chief Executive Officer shall execute the contract on behalf of Council.

## 4. Authority

Council, 15 July 2025

## 5. Owner

Council Services, Project Management Office

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**15 OFFICERS' REPORTS**

**ITEM NUMBER** 15.4  
**TITLE** Review of Delegations Register  
**AUTHOR** Clare Newland, Policy Coordinator

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

Under section 40 of the *Local Government Act 2019* (Act), the Council can delegate its powers and functions to a Local Authority, a Council Committee or the CEO. Furthermore, some regulations within the *Local Government (General) Regulations 2021* (Regulations) allow for delegations to be made in some cases to staff.

Note that the act of delegation is one of giving another person (usually one less senior) the responsibility to act in relation to a particular authority. In delegating such powers, the Council should be aware that limitations are required in certain circumstances.

Under section 168 of the Act, the Chief Executive Officer is also able to delegate or sub-delegate a power or function given to him to a person or committee.

The Delegations Register keeps a record of who has the authority to make decisions on behalf of the Council.

**RECOMMENDATION**

**That Council approves the delegations listed in the attached Delegations Register.**

**BACKGROUND/DISCUSSION**

Delegations are a means by which Council can provide for the expedient exercise and performance of its powers and duties and the efficient management of its business. For the same reason the CEO in turn delegates some of these roles and responsibilities to staff.

The Delegations Register was last reviewed in December 2024. The following amendments have been made to delegations made by the CEO:

- ☐ The delegated functions of the newly created position of Executive Manager, People and Capabilities, have been added.
- ☐ Following the adoption of the Procurement Policy v6 at the May Special Meeting of Council the membership of the Tender Panel has been updated to reflect the membership recorded in the Policy.
- ☐ The financial delegation of the Manager Governance and Strategy has been increased to \$20,000 due to the significant costs associated with production of MRC's key corporate documents.
- ☐ A financial delegation for Governance Coordinators has been included which has been set at \$4,000 to create operational efficiencies relating to Discretionary funding expenditure for which these positions are responsible.
- ☐ A financial delegation has been included for the Senior Administration Officers – Alice Springs which has been set at \$1,000.

The attached Delegations Register lists the delegations suggested.

The list of delegations made by the CEO is provided for Council's information, this follows on from the recommended delegations and is current at the date of the Council meeting. The delegations contained within this document are made by the CEO, as allowed under section 168 of the Act. These are delegations of powers given by the Act specifically to the CEO or they are sub-delegations of powers given to the CEO by the Council as recorded in the "Delegations made by the Council" document.

**ISSUES/OPTIONS/CONSEQUENCES**

If no delegations are made to the CEO the day-to-day operations of Council would be affected and as a result decisions would have to be referred to Council instead.

**FINANCIAL IMPACT AND TIMING**

Council should ensure periodic review of the financial delegations to ensure all transactions are appropriately authorised and to ensure that the financial limits align with operational needs.

**CONSULTATION**

Executive Leadership Team

**ATTACHMENTS:**

1 DELEGATIONS REGISTER v9.5



# Delegations Register

Adopted: 15 July 2025

Version: 9.5

*many voices, one dream, building a quality desert lifestyle*



**EXERCISE OF DELEGATED AUTHORITY**

**General Principles:** In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business the Council has delegated some of its authority to the CEO. The CEO in turn has further delegated some of these roles and responsibilities.

The following principles govern the use of delegated authority:

1. Any exercise of delegated authority is subject to compliance with
  - any relevant provisions of the Local Government Act (the "Act") and Local Government (General) Regulations
  - any other legislative requirements applying to the Council
  - any applicable Council policy
  - a relevant and lawful resolution of Council

It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.

2. Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist. The delegated decision can be forwarded to the next higher level of management for consideration.
3. Delegations made can not be passed on except by either the Council or the CEO. If the delegated officer is absent unless authorised by the CEO the decision can only be made by the next higher level of management.
4. Delegation by the Council to the CEO does not prevent Council from acting itself.
5. Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at anytime.
6. Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.
7. At all times officers exercising delegated authority are required to act reasonably.
8. If there is no delegation listed in this register, then the action can only be taken by either the Council or the CEO dependent upon the relevant legislation and the following discussion on the delegations made to the CEO.

Belinda Urquhart  
Chief Executive Officer

**DELEGATIONS**

## DELEGATIONS OF AUTHORITY

## SECTION 40 OF THE NORTHERN TERRITORY LOCAL GOVERNMENT ACT

## CHIEF EXECUTIVE OFFICER

The MacDonnell Regional Council at its meeting of 28th October 2022 in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities, delegates to the Chief Executive Officer, pursuant to Section 40 of the Act, the following:

- (a) Subject to the specific exclusions below, the exercise of the powers, functions, duties and authorities of Council as specified in:
  - (i) the Local Government Act;
  - (ii) the Local Government (General) Regulations and Guidelines;
  - (iii) any other Acts and legislative instruments, under which Council has powers, authorities, duties and functions; and
  - (iv) Council's Decisions, Policies, Plans and approved Budget.

The threshold value for entering into a contract pursuant to Section 40(3)(f) of the Act is as follows:

- (a) For expenditure contracts – the amount included in the related budget;
- (b) For expenditure contracts entered into where Section 204(2)(b) of the Act applies – the value of the grant or revenue receivable;
- (c) For contracts related to income \$15,000,000 on the condition that the contract is in line with the Council's Goals as laid out in the Regional Plan

## Sub-delegation

- (a) Pursuant to Section 168 the Chief Executive Officer sub-delegates to other employees of Council, as recorded in the following delegations.
- (b) The employee given such delegation shall exercise the function sub-delegated to them in accordance with and subject to:
  - (i) the Local Government Act, Regulations, Guidelines and any other legislation relevant to the delegations;
  - (ii) Council's Decisions, Policies, Plans and approved Budget.

All dollar figures quoted within the following list of delegations are exclusive of GST, if applicable.

In exercising a delegated authority to fund purchases it is the responsibility of the officer:

- (i) approving a purchase order to ensure availability of funds and compliance with legislative and policy requirements;
- (ii) approving payment of the invoice to ensure that the specific goods or services ordered have been received;
- (iii) to ensure legislative and policy requirements are not circumvented by order splitting.

**SPECIAL EXCLUSIONS**

The following powers are specifically excluded, to:

- (a) levy, make or fix rates, valuations, charges, fees, fares, dues or rents;
- (b) borrow money;
- (c) determine Elected Members' allowances under Council's Policies;
- (d) adoption of the Council's Regional Plan;
- (e) make an application, under the Act, to the Administrator or Minister; or the appointment of a Chief Executive Officer;
- (f) the appointment or termination of an Auditor and determination of the Auditor's fee;
- (g) the appointment of a Deputy President;
- (h) the determination of a periodic review of electoral representation by Council;
- (i) the determination of where Council Committee/Local Authority meetings are held;
- (j) the establishment of any Council Committee/Local Authority and approval of an appointment to the position of Chairman of any Council Committee/Local Authority;
- (k) the giving of directions or imposing of restrictions in respect to the calling and conduct of a Special meeting of a Committee/Local Authority of Council;
- (l) authorise the CEO to act in relation to a conflict of interest under section 179;
- (m) the compulsory acquisition, purchase, sale, exchange or surrender of any land;
- (n) sale of assets where the estimated disposal value was not included in the Council's approved budget;
- (o) the adoption of a financial statement included in an annual financial report;

**DELEGATIONS****President****Common Seal****To use the Common Seal.**

Delegated by:	Local Government Act	Date Delegated:	28/10/2022
Condition:	2 signatures required including the CEO.	Part/Section:	38
Limit:			
Relevant Legislation:	Local Government Act		

**Financial Delegations****Credit Card Holder.**

Delegated by:	Council	Date Delegated:	28/10/2022
Condition:	Authorise Council transactions as provided in Council budget or voted by Council.	Division/Regulation:	61(1)e
Limit:	\$2,000		
Relevant Legislation:	Local Government (General) Regulations		

**Councillors****Common Seal****To use the Common Seal.**

Delegated by:	Local Government Act	Date Delegated:	28/10/2022
Condition:	2 signatures required including the CEO.	Part/Section:	38
Limit:			
Relevant Legislation:	Local Government Act		

**Local Authorities****Discretionary Funds****To approve expenditure of funds allocated as "Discretionary" funds within Council's budget for the current financial year.**

Delegated by:	Council	Date Delegated:	28/10/2022
Condition:		Division/Regulation:	12
Limit:	Per approved Council budget		
Relevant Legislation:	Local Government (General) Regulations		

**Local Authority Project Funding****To approve expenditure of funds allocated under the "Local Authority Project Funding" program funding by NTG.**

Delegated by:	Council	Date Delegated:	28/10/2022
Condition:		Part/Section:	40
Limit:	Per approved Council budget		
Relevant Legislation:	Local Government Act		

**Chief Executive Officer****Bank Accounts****To create an online payment file.**

Delegated by: Council

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**To create new bank account.**

Delegated by: Council

Condition: Dual signature required for all bank accounts.

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 192

**Common Seal****To use the Common Seal.**

Delegated by: Local Government Act

Condition: 2 signatures required including the CEO.

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 38

**Fees****To reduce or waive fees and charges.**

Delegated by: Council

Condition: Except Rates and Charges levied under Chapter 11 of the Local Government Act or in relation to fees the reduction or waiver will provide a community benefit.

Limit: Per approved Council budget

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 289(4)

**Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by: Council

Condition: Authorise Council transactions as provided in Council budget or voted by Council.

Limit: Per approved Council budget

Relevant Legislation: Local Government (General) Regulations

Date Delegated: 28/10/2022

Division/Regulation: 12

**Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by: Council

Condition: For the payment of otherwise approved transactions or for transfer of funds between Council's accounts.

Limit: \$5,000,000

Relevant Legislation: Local Government (General) Regulations

Date Delegated: 28/10/2022

Division/Regulation: 22

**Chief Executive Officer (cont'd)****Financial Delegations****Credit Card Holder.**

Delegated by:	Council		
Condition:	Authorise Council transactions as provided in Council budget or voted by Council.		
Limit:	\$100,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	61(1)e

**Records****To dispose of records.**

Delegated by:	Council		
Condition:	The disposal of records has been reviewed by the Director of the area to which they relate.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	62

**Staff****Flexible Work - Authorise flexible working arrangements, EA clause 13.3.**

Delegated by:	Council		
Condition:	Total hours remain as per contract, but are varied pursuant to clause 13.3 in Enterprise Agreement.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Pay Point Increase - Approve, EA clause 11.3.**

Delegated by:	Council		
Condition:	Recommendation has been made by Director and reviewed by Human Resources.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	170

**Tenders****Consideration of tenders - consider report of Tender Panel and provide report to Council.**

Delegated by:	Council		
Condition:			
Limit:	Per approved Council budget	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	36

**Travel and Allowances****To approve pre-payment of a travel allowance where extenuating circumstances exist.**

Delegated by:	Council		
Condition:	Travel within Zone 1 and Zone 2 as defined in the Travel and Associated Allowances (Employees) Policy.		
Limit:		Date Delegated:	28/03/2023
Relevant Legislation:	Local Government Act	Part/Section:	167



**Chief Financial & Information Officer****Bank Accounts****To create an online payment file.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**To create new bank account.**

Delegated by: Chief Executive Officer

Condition: Dual signature required for all bank accounts.

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 192

**Common Seal****To access the Common Seal that is held in a secure place.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 38

**Debtors****To approve an extension of time to pay any debtor account due to Council, including rates and charges raised pursuant to Chapter 11.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 244

**Fees****To reduce or waive fees and charges to a maximum value of \$400.**

Delegated by: Chief Executive Officer

Condition: Except Rates and Charges levied under Chapter 11 of the Local Government Act or in relation to fees the reduction or waiver will provide a community benefit.

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 289(4)

**Financial Delegations****Credit Card Holder.**

Delegated by: Chief Executive Officer

Condition: Authorise Council transactions as provided in Council budget or voted by Council.

Limit:

Relevant Legislation: Local Government (General) Regulations

Date Delegated: 28/10/2022

Division/Regulation: 61(1)(f)

**Chief Financial & Information Officer (cont'd)****Investments****Invest surplus funds on behalf of Council pursuant to Section 194 of the Act.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 194

**Issue of Permits or Notices****To issue dispensations, permits, licences or notices in accordance with any Act or Regulation subject to compliance with any particular Council policy, and to fix any fees including expiation fees.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 38

**Legal Action****To initiate and represent the Council in legal action following discussion with the CEO.**

Delegated by: Chief Executive Officer

Condition: Legal action is either: a prosecution of an offence against a by-law; debt recovery; or another legal proceeding prescribed by regulation.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 329(3)

**Lost or Damaged Property****To determine action to be taken with respect to damage to assets or prevention of access to facilities managed by Council.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

**To write off any lost or stolen money to a maximum value of \$100.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

**To write off any property lost, stolen, damaged or destroyed to a maximum of \$500.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

**Chief Financial & Information Officer (cont'd)****Rates and Charges**

To maintain the Assessment Record in accordance with Section 230 of the Act.

To make an apportionment of Rates on behalf of Council pursuant to Section 224 of the Act.

To take action against a person for the recovery of unpaid rates and charges including raising charges pursuant to Section 255 and 256 of the Act.

To defer the payment of the whole or any part of a rate charge or penalty pursuant to Section 247 and 248 of the Act; and for payments deferred pursuant to Section 247, to require such payment where circumstances have changed.

To remit all or part of any penalty for late payment, including any expenses or legal fees, under Section 246 of the Act, (where there is a satisfactory reason for late payment or the payment of the penalty could cause hardship).

Delegated by: Chief Executive Officer

Condition: Rate concession does not exceed the term of Council, refer section 251 of the Local Government Act.

Limit: Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act Part/Section: 230

**Records**

To dispose of records.

Delegated by: Chief Executive Officer

Condition: To determine the disposal and archiving schedules for Council records in accordance with any legislative requirements.

Limit: Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations Division/Regulation: 62

**Roads**

To act as the 'competent authority' pursuant to the Traffic Act, Control of Roads Act and the Australian Road Rules.

Delegated by: Chief Executive Officer

Condition:

Limit: Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act Part/Section: 167

To act on behalf of Council in relation to Part 12.3 of the Act and Division 5 of the Local Government (General) Regulations.

Delegated by: Chief Executive Officer

Condition:

Limit: Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act Part/Section: Part 12.3

**Chief Financial & Information Officer (cont'd)****Sale of Assets****To dispose of assets with an estimated disposal value up to \$100,000.**

Delegated by:	Chief Executive Officer		
Condition:	In accordance with Council's Disposal of Assets policy		
Limit:	\$100,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	267

**Sale of Material and Equipment (other than assets)****To sell or dispose of materials owned by Council.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	267

**Staff****Leave - To approve form for study leave, EA clause 18.7.**

Delegated by:	Chief Executive Officer		
Condition:	CEO or Director as appropriate has assessed and approved the course and granted paid study leave.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Ordinary Working Hours - Approve in writing any variation to the way ordinary working hours are worked.**

Delegated by:	Chief Executive Officer		
Condition:	Total hours remain as per contract, but are varied pursuant to clause 13.1 of the Enterprise Agreement.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Tenders****Calling Tenders - to give public notice of the calling of tenders for the provision of supplies.**

Delegated by:	Chief Executive Officer		
Condition:	The Acting CFIO is delegated whilst the incumbent is on leave.		
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	36

**Collective Tender Arrangements - to be appointed onto the tender committee in accordance with regulation 47.**

Delegated by:	Chief Executive Officer		
Condition:	The Acting CFIO is delegated whilst the incumbent is on leave.		
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	47(3)

**Chief Financial & Information Officer (cont'd)****Tenders****Receiving Tenders - to open, consider and prepare report for the CEO.**

Delegated by:	Chief Executive Officer		
Condition:	The Acting CFIO is delegated whilst the incumbent is on leave.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	36

**Director Community Services****Community Services and Centres****To act as Superintendent of MacDonnell Council's community – based community services contracts and centres.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Community Services Licensee****To be the licensee for community services operations of the Council.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	168

**Financial Delegations****Credit Card Holder.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise Council transactions as provided in Council budget or voted by Council.		
Limit:	\$10,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	61(1)(f)

**Tenders****Collective Tender Arrangements - to be appointed onto the tender committee in accordance with regulation 47.**

Delegated by:	Chief Executive Officer		
Condition:	In the absence of the CFIO, Director Council Services or Manager Finance or their Delegate.		
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	47(3)

**Receiving Tenders - to open, consider and prepare report for the CEO.**

Delegated by:	Chief Executive Officer		
Condition:	In the absence of the CFIO, Director Council Services or Manager Finance or their Delegate.		
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	36

**Director Council Services****Aquatic Centres****To act as Superintendent of MacDonnell Council's community-based Aquatic Centre Management Contracts.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Commercial Property****To manage Council's commercial property portfolio including leasing and setting rentals.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Drawings, Specifications, Plans****To authorise and sign technical documents or annexures to contracts including but not limited to drawings, specifications, plans, etc.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Fees****To reduce or waive fees and charges to a maximum value of \$400.**

Delegated by: Chief Executive Officer

Condition: Except Rates and Charges levied under Chapter 11 of the Local Government Act or in relation to fees the reduction or waiver will provide a community benefit.

Limit: \$400

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 289(4)

**Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by: Chief Executive Officer

Condition: Authorise transactions related to Local Authority projects.

Limit: \$150,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 12

**Credit Card Holder.**

Delegated by: Chief Executive Officer

Condition: Authorise Council transactions as provided in Council budget or voted by Council.

Limit: \$10,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 61(1)(f)



**Director Council Services (cont'd)****Issue of Permits or Notices**

To issue dispensations, permits, licences or notices in accordance with any Act or Regulation subject to compliance with any particular Council policy, and to fix any fees including expiation fees.

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 38

**Legal Action**

To initiate and represent the Council in legal action following discussion with the CEO.

Delegated by: Chief Executive Officer

Condition: Legal action is either: a prosecution of an offence against a by-law; debt recovery; or another legal proceeding prescribed by regulation.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 329(3)

**Lost or Damaged Property**

To determine action to be taken with respect to damage to assets or prevention of access to facilities managed by Council.

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

To write off any lost or stolen money to a maximum value of \$100.

Delegated by: Chief Executive Officer

Condition:

Limit:

\$100

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

To write off any property lost, stolen, damaged or destroyed to a maximum of \$500.

Delegated by: Chief Executive Officer

Condition:

Limit:

\$500

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

**Director Council Services (cont'd)****Planning Act**

To approve Engineering drawings and specifications associated with the subdivisional development of land and its infrastructure relevant to Council's area of responsibility as the competent authority.

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

To make recommendations for the approval, conditional approval or rejection of Development Applications in accord with Council's policy.

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Private Memorials**

To approve applications for private memorials on land under the care and control of Council in accordance with Council policy.

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 269

**Sale of Assets**

To dispose of assets with an estimated disposal value up to \$100,000.

Delegated by: Chief Executive Officer

Condition: In accordance with the Disposal of Assets Policy.

Limit: \$100,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 267

**Signs**

To approve the erection of signage on land under the care and control of the Council.

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Director Council Services (cont'd)****Tenders****Approve the preparation and advertisement of tenders.**

Delegated by: Chief Executive Officer

Condition: The Acting Director Council Services is delegated whilst the incumbent is on leave.

Limit: Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations Division/Regulation: 36

**Collective Tender Arrangements - to be appointed onto the tender committee in accordance with regulation 47.**

Delegated by: Chief Executive Officer

Condition: The Acting Director Council Services is delegated whilst the incumbent is on leave.

Limit: Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations Division/Regulation: 47(3)

**Receiving Tenders - to open, consider and prepare report for the CEO.**

Delegated by: Chief Executive Officer

Condition: The Acting Director Council Services is delegated whilst the incumbent is on leave.

Limit: Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations Division/Regulation: 36

**Directors and Chief Financial & Information Officer****Advertisements****To authorise advertisements in the media relevant to Departmental operations.**

Delegated by: Chief Executive Officer

Condition:

Limit: Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act Part/Section: 167

**Contracts****To extend period contracts in accordance with options in the tender documents or otherwise vary such contracts by the addition, deletion or variation in the frequency of activities to meet changing circumstances or budgetary requirements.****To extend lump sum contracts to cover variations and delays outside the contractors control and to vary the contract value by up to 10% of the contract value subject to budget.**

Delegated by: Chief Executive Officer

Condition: Except where the common seal is required.

Limit: \$100,000 Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations Division/Regulation: 12

**Directors and Chief Financial & Information Officer (cont'd)****Contracts, Grant Applications and Agreements****To approve grant applications that relate to services delivered under their Directorate in consultation with the CEO.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 168

**To approve income and expenditure contracts and agreements that relate to services delivered under their Directorate.**

Delegated by: Chief Executive Officer

Condition: Except where the common seal is required.

Limit:

\$100,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 12

**Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by: Chief Executive Officer

Condition: Authorise transactions within their Directorate as provided in Council budget or as voted by Council.

Limit:

\$150,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 12

**Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by: Chief Executive Officer

Condition: For the payment of otherwise approved transactions or for transfer of funds between Council's accounts.

Limit:

\$5,000,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 22

**Information Act****To make decisions under Part 3 (Access and Correction Rights) in relation to inquiries about access to information and correcting personal information.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Information Act

Part/Section: Part 3

**Law Enforcement****Subject to the provisions of any relevant Act, Regulation, to ensure that all laws, regulations and by laws administered by the Council, or any orders made thereunder, are enforced and represent the Council on its behalf in all respects where necessary, in consultation with the CEO.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 38

**Directors and Chief Financial & Information Officer (cont'd)****Police Checks**

**With the HR Operations Manager, review police checks for staff and make a determination of the effect on the employee's employment.**

Delegated by:	Chief Executive Officer		
Condition:	Risk assessment undertaken is reviewed as a low risk.		
Limit:		Date Delegated:	05/05/2023
Relevant Legislation:	Local Government Act	Part/Section:	267

**Staff**

**Employ - To advertise, appoint, authorise flexible work arrangements and individual flexibility arrangements, discipline, review performance of or terminate employees within their Directorate subject to:**

- Only appointments to positions within the approved Directorate structure:
  - o Unless otherwise approved by the CEO.
  - o Manager's positions are subject to discussion with the CEO.
- Discipline performance reviews and termination of all employees within the Directorate following consultation with Manager Human Resources, and subject to discussion with the CEO for Managers.

Delegated by:	Chief Executive Officer		
Condition:	Letters of offer and contracts are checked by the Manager Human Resources prior to signing.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	170

**Higher Duties - To request a staff member to undertake higher duties, EA clause 16.6.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	170

**Leave - To approve additional 3 days paid compassionate leave, EA clause 18.4(b).**

Delegated by:	Chief Executive Officer		
Condition:	Three (3) days per financial year.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Leave - To approve family, domestic and sexual violence leave, EA clause 18.12.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:	Five (5) days paid, Five (5) days unpaid.	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Leave - To approve leave excluding: additional compassionate leave under EA clause 18.4(b), parental leave, study leave, family, domestic and sexual violence leave and unpaid leave (leave without pay).**

Delegated by:	Chief Executive Officer		
Condition:	Form should be signed by the immediate Supervisor and then approved by a Manager or Director.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Directors and Chief Financial & Information Officer (cont'd)****Staff****Leave - To authorise parental leave, EA clause 18.6.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Leave - To authorise unpaid leave, EA clause 18.13.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Leave - To approve form for study leave, EA clause 18.7.**

Delegated by: Chief Executive Officer

Condition: CEO or Director as appropriate has assessed and approved the course and granted paid study leave.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Meal Breaks - To approve payment for time spent having a meal with a client in the course of work, EA clause 12.3(d).**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Ordinary Working Hours - Approve in writing any variation to the way ordinary working hours are worked.**

Delegated by: Chief Executive Officer

Condition: Total hours remain as per contract, but are varied pursuant to clause 13.1 of the Enterprise Agreement.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Overtime - To approve overtime.**

Delegated by: Chief Executive Officer

Condition: Preapproval required, funds are available in the relevant budget and hours to be worked are reasonable under the circumstances.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Staff****Pay Point Increase - Recommendation, EA clause 11.3.**

Delegated by: Chief Executive Officer

Condition: For staff members in their Directorate.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167



**Directors and Chief Financial & Information Officer (cont'd)****Staff****Sleepover - To preapprove a sleepover and claim of sleepover allowance, EA clause 16.3.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**Timesheet - Authorise Ordinary hours on a timesheet.**

Delegated by: Chief Executive Officer

Condition: For staff members in their Directorate

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**TOIL - Agree, in writing, extension to use TOIL past 2 months after accrual, EA clause 14.5.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**Working with Children Checks**

Sign working with children applications and ID for staff, on behalf of the CEO, with the undertaking of the requirement to ensure accuracy and completeness of such

Note: SAFENT first need a sample signature, full name and title of a person exercising this delegation.

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**With the Executive Manager People & Capabilities, undertake working with children checks for staff as required.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Relevant Legislation: Local Government Act

Date Delegated: 28/10/2022

Part/Section: 167

**Executive Manager People & Capabilities****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise transactions within their area of responsibility as provided in Council budget or as voted by Council.		
Limit:	\$100,000	Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Section/Regulation:	12

**Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by:	Chief Executive Officer		
Condition:	For the payment of otherwise approved payroll transactions		
Limit:	\$2,000,000	Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Section/Regulation:	22

**Credit Card Holder.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise Council transactions as provided in Council budget or voted by Council.		
Limit:	\$10,000	Date Delegated:	15/07/2025
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	61(1)(f)

**Staff****Employ - Check all employment offers and contracts prior to signing.**

Delegated by:	Chief Executive Officer		
Condition:	Positions approved by the appropriate Director.		
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government Act	Part/Section:	170

**Employ - Sign Employment offers and contracts on behalf of the CEO.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government Act	Part/Section:	170

**Pay Point Increase - Review, EA clause 11.3.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	15/07/2025
Relevant Legislation:	Local Government Act	Part/Section:	170

**Area Managers****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise transactions within their area of responsibility as provided in Council budget or as voted by Council.		
Limit:	\$20,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Section/Regulation:	12

**Manager Finance****Bank Accounts****To be an online banking system administrator.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**To create an online payment file.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**To create new bank account.**

Delegated by:	Chief Executive Officer		
Condition:	Dual signature required for all bank accounts.		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	192

**Common Seal****To access the Common Seal that is held in a secure place.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	38

**Financial Delegations****Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by:	Chief Executive Officer		
Condition:	For the payment of otherwise approved transactions or for transfer of funds between Council's accounts.		
Limit:	\$5,000,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	22

**Manager Finance (cont'd)****Investments****Invest surplus funds on behalf of Council pursuant to Section 194 of the Act.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 194

**Tenders****Collective Tender Arrangements - to be appointed onto the tender committee in accordance with regulation 47.**

Delegated by: Chief Executive Officer

Condition: The Acting Manager Finance is delegated whilst the incumbent is on leave.

Limit:

Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 47(3)

**Receiving Tenders - to open, consider and prepare report for the CEO.**

Delegated by: Chief Executive Officer

Condition: The Acting Manager Finance is delegated whilst the incumbent is on leave.

Limit:

Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 36

**Manager Contracts & Projects****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by: Chief Executive Officer

Condition: Commercial contracts and grant transactions within their area of responsibility as provided in Council budget or as voted by Council.

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 12

**Manager Governance****Financial Delegations****Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by: Chief Executive Officer

Condition: For the payment of otherwise approved payroll transactions

Limit:

Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations

Section/Regulation: 22

**Manager Housing and Facilities****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

<b>Delegated by:</b>	Chief Executive Officer		
<b>Condition:</b>	Authorise transactions within their area of responsibility as provided in Council budget or as voted by Council.		
<b>Limit:</b>	\$20,000	<b>Date Delegated:</b>	12/05/2023
<b>Relevant Legislation:</b>	Local Government (General) Regulations	<b>Division/Regulation:</b>	12

**Manager Project Management Office****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

<b>Delegated by:</b>	Chief Executive Officer		
<b>Condition:</b>	Authorise transactions within their area of responsibility as provided in Council budget or as voted by Council. Authorise transactions related to Local Authority projects.		
<b>Limit:</b>	\$20,000	<b>Date Delegated:</b>	12/05/2023
<b>Relevant Legislation:</b>	Local Government (General) Regulations	<b>Division/Regulation:</b>	12

**Manager Transport, Infrastructure & Fleet****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

<b>Delegated by:</b>	Chief Executive Officer		
<b>Condition:</b>	Authorise transactions within their area of responsibility as provided in Council budget or as voted by Council.		
<b>Limit:</b>	\$20,000	<b>Date Delegated:</b>	12/05/2023
<b>Relevant Legislation:</b>	Local Government (General) Regulations	<b>Division/Regulation:</b>	12

**Managers****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

<b>Delegated by:</b>	Chief Executive Officer		
<b>Condition:</b>	Authorise transactions outside their area, but within Directorate, as provided in Council budget or as voted by Council.		
<b>Limit:</b>	\$5,000	<b>Date Delegated:</b>	28/10/2022
<b>Condition:</b>	Authorise transactions within their area of responsibility as provided in Council budget or as voted by Council.		
<b>Limit:</b>	\$10,000	<b>Date Delegated:</b>	28/10/2022
<b>Condition:</b>	Authorise payment of invoices outside their area, but within Directorate, where the purchase order was authorised by the relevant manager and evidence exists of receipt of goods.		
<b>Limit:</b>	\$10,000	<b>Date Delegated:</b>	28/10/2022
<b>Relevant Legislation:</b>	Local Government (General) Regulations	<b>Division/Regulation:</b>	12

**Managers (cont'd)****Staff****Adverse Working Conditions - To approve payment of an allowance for an ESO, EA clause 17.5(d).**

Delegated by: Chief Executive Officer  
 Condition: Hours are reflected on an employee's timesheet.  
 Limit: Date Delegated: 28/10/2022  
 Relevant Legislation: Local Government Act Part/Section: 167

**Leave - To approve leave excluding: additional compassionate leave under EA clause 18.4(b), parental leave, study leave, family, domestic and sexual violence leave and unpaid leave (leave without pay).**

Delegated by: Chief Executive Officer  
 Condition: Form should be signed by the immediate Supervisor and then approved by a Manager or Director.  
 Limit: Date Delegated: 28/10/2022  
 Relevant Legislation: Local Government Act Part/Section: 167

**Overtime - To approve overtime.**

Delegated by: Chief Executive Officer  
 Condition: Preapproval required, funds are available in the relevant budget and hours to be worked are reasonable under the circumstances.  
 Limit: Date Delegated: 28/10/2022  
 Relevant Legislation: Local Government Act Part/Section: 167

**Timesheet - Authorise Ordinary hours on a timesheet.**

Delegated by: Chief Executive Officer  
 Condition: For staff members in their Department.  
 Limit: Date Delegated: 28/10/2022  
 Relevant Legislation: Local Government Act Part/Section: 167

**TOIL - Agree extension to use TOIL up to 1 month after 2 month limit, EA clause 15.4.**

Delegated by: Chief Executive Officer  
 Condition: Operational requirements prevent the employee from using TOIL.  
 Limit: Date Delegated: 28/10/2022  
 Relevant Legislation: Local Government Act Part/Section: 167

**Tenders****To address the Tender Committee on the background to a tender and to assist with the assessment of tenders received.**

Delegated by: Chief Executive Officer  
 Condition: Tender in their area of responsibility.  
 Limit: Date Delegated: 28/10/2022  
 Relevant Legislation: Local Government (General) Regulations Division/Regulation: 36



**Managers (cont'd)****Travel and Allowances****To approve amendments to travel scope within the travel period.**

Delegated by:	Chief Executive Officer		
Condition:	Travel within Zone 1 and Zone 2 as defined in the Travel and Associated Allowances (Employees) Policy.		
Limit:		Date Delegated:	28/03/2023
Relevant Legislation:	Local Government Act	Part/Section:	167

**To confirm and approve payment of travel allowance at the end of the travel period.**

Delegated by:	Chief Executive Officer		
Condition:	Travel within Zone 1 and Zone 2 as defined in the Travel and Associated Allowances (Employees) Policy.		
Limit:		Date Delegated:	28/03/2023
Relevant Legislation:	Local Government Act	Part/Section:	167

**To pre-approve overnight travel including the scope of travel.**

Delegated by:	Chief Executive Officer		
Condition:	Travel within Zone 1 and Zone 2 as defined in the Travel and Associated Allowances (Employees) Policy.		
Limit:		Date Delegated:	28/03/2023
Relevant Legislation:	Local Government Act	Part/Section:	167

**Working with Children Checks**

Sign working with children applications and ID for staff, on behalf of the CEO, with the undertaking of the requirement to ensure accuracy and completeness of such

**Note: SAFENT first need a sample signature, full name and title of a person exercising this delegation.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Management Accountant & Grants****Bank Accounts****To create an online payment file.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Financial Delegations****Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by: Chief Executive Officer

Condition: For the payment of otherwise approved transactions or for transfer of funds between Council's accounts.

Limit: \$2,000,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 22

**Coordinators Governance****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by: Chief Executive Officer

Condition: Authorise transactions within their area of responsibility as provided in Council budget

Limit: \$4,000

Date Delegated: 15/07/2025

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 12

**Coordinators****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by: Chief Executive Officer

Condition: Authorise transactions within their area of responsibility as provided in Council budget

Limit: \$1,000

Date Delegated: 28/10/2022

Relevant Legislation: Local Government (General) Regulations

Division/Regulation: 12

**Police Checks****Sign to verify identity documents for police checks.**

Delegated by: Chief Executive Officer

Condition:

Limit:

Date Delegated: 28/10/2022

Relevant Legislation: Local Government Act

Part/Section: 167

**Coordinators (cont'd)****Staff****Timesheet - Authorise Ordinary hours on a timesheet.**

Delegated by:	Chief Executive Officer		
Condition:	For staff members under their Supervision		
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Finance Officer - Quality Assurance****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by:	Chief Executive Officer		
Condition:	Process otherwise approved transactions in the financial system.		
Limit:	\$10,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	12

**Bank Signatories – Cheque and Electronic Payments (Dual signatories required for all transactions).**

Delegated by:	Chief Executive Officer		
Condition:	For the payment of otherwise approved transactions or for transfer of funds between Council's accounts.		
Limit:	\$2,000,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	22

**Finance Officers****Bank Accounts****To create an online payment file.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise financial transactions provided in Council's budget where value is within 10% of an approved purchase order and either a delivery docket is received or delivery is otherwise verified.		
Limit:	\$1,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	12

**Fleet Services Officer****Financial Delegations****Credit Card Holder.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise payment of registration fees for Council Vehicles.		
Limit:	\$15,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	61(1)e

**Human Resources Officers****Police Checks**

Lodge police clearance applications on behalf of the CEO, with the undertaking on ensuring the application is accompanied by the relevant identity documentation as highlighted on the declaration.

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Sign to verify identity documents for police checks.**

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	168

**Working with Children Checks**

Lodge working with children applications on behalf of the CEO, with the undertaking on ensuring the application is accompanied by the relevant identity documentation.

Delegated by:	Chief Executive Officer		
Condition:			
Limit:		Date Delegated:	28/10/2022
Relevant Legislation:	Local Government Act	Part/Section:	167

**Project Management Officers****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

Delegated by:	Chief Executive Officer		
Condition:	Authorise financial transactions provided in Council's budget where value is within 10% of an approved purchase order and either a delivery docket is received or delivery is otherwise verified.		
Limit:	\$1,000	Date Delegated:	28/10/2022
Relevant Legislation:	Local Government (General) Regulations	Division/Regulation:	12

**Supervisors****Staff****Timesheet - Authorise Ordinary hours on a timesheet.**

<b>Delegated by:</b>	Chief Executive Officer	<b>Date Delegated:</b>	28/10/2022
<b>Condition:</b>	For staff members under their Supervision.	<b>Part/Section:</b>	167
<b>Limit:</b>			
<b>Relevant Legislation:</b>	Local Government Act		

**Senior Administration Officers - Alice Springs****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

<b>Delegated by:</b>	Chief Executive Officer	<b>Date Delegated:</b>	15/07/2025
<b>Condition:</b>	Authorise financial transactions provided in Council's budget where the value is within 10% of an approved purchase order and either a delivery docket is received or delivery is otherwise verified.	<b>Division/Regulation:</b>	12
<b>Limit:</b>	\$1,000		
<b>Relevant Legislation:</b>	Local Government (General) Regulations		

**Administration Officers - Alice Springs****Financial Delegations****Approving Purchases - All purchases to be made with a Purchase Order.**

<b>Delegated by:</b>	Chief Executive Officer	<b>Date Delegated:</b>	28/10/2022
<b>Condition:</b>	Authorise financial transactions provided in Council's budget where the value is within 10% of an approved purchase order and either a delivery docket is received or delivery is otherwise verified.	<b>Division/Regulation:</b>	12
<b>Limit:</b>	\$1,000		
<b>Relevant Legislation:</b>	Local Government (General) Regulations		

## 15 OFFICERS' REPORTS

ITEM NUMBER	15.5
TITLE	Asset Recognition Threshold - Alignment of Policies and Associated Documents
AUTHOR	Sheree Sherry, Chief Financial and Information Officer



### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY:

The purpose of this paper is to align MRC's Asset Management Policy, Procurement Procedure and Accounting Manual with the Asset Recognition Threshold stated in Council's audited financial statements.

### RECOMMENDATION

That Council notes and approves the proposed amendments to the following documents;

- **Asset Management Policy**
- **Procurement Procedure**
- **Accounting Manual**

### BACKGROUND/DISCUSSION

Since the audited Financial Statements for 2022-23 were completed the Asset Recognition Threshold has been stated as follows:

*Purchases of property, plant and equipment are recognized initially at cost in the balance sheet, except for purchases costing less than \$10,000 which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).*

In reviewing Councils policies and associated documents which include references to the acquisition of assets it has been observed that the Asset Management Policy, Procurement Procedure and Accounting Manual require updating to align with the Asset Recognition Threshold as follows:

#### **Asset Management Policy**

##### **5.5. Acquisition of Assets (additional paragraph)**

- 5.5.1. Acquisitions of assets will be made in line with Council's Procurement Policy.
- 5.5.2. Details of all acquisitions are to be recorded in the relevant asset register.
- 5.5.3. The recording of information pertaining to obtaining of a major or portable attractive asset must be completed as soon as practicable.
- 5.5.4. ***Purchases of property, plant and equipment are recognized initially at cost in the balance sheet, except for purchases costing less than \$10,000 which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).***



**Procurement Procedure****8.7 Acquisition of Assets (new paragraph)**

- 8.7.1** *Purchases of property, plant and equipment are recognized initially at cost in the balance sheet, except for purchases costing less than \$10,000 which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).*

**Accounting Manual****7.3 Supply of Goods and Services (revised paragraph)**

**7.3.4 Asset Controls**  
*Acquisitions*

Considerable detail regarding the management of MRC's assets is contained in the Asset Management Policy. The purchase of a fixed asset must follow the procedures to be followed for normal expenditure as described in the relevant section of this manual.

- a) Only assets costing above **\$10,000** may be considered to be fixed assets.

These changes will result in a consistent approach across all associated documents.

**ISSUES/OPTIONS/CONSEQUENCES**

Nil. An update to these documents will formalise current practices.

**FINANCIAL IMPACT AND TIMING**

Nil.

**CONSULTATION**

Executive Leadership Team

**ATTACHMENTS:**

There are no attachments for this report.

**15 OFFICERS' REPORTS**

**ITEM NUMBER** 15.6  
**TITLE** Finance and Risk Committee Minutes  
**AUTHOR** Sheree Sherry, Chief Financial and Information Officer

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

In accordance with Local Government (General) Regulations 2021 Section 19 if a Council does not schedule an ordinary meeting at least once in each month, the Council must delegate to a Council Committee the necessary powers to carry out, on behalf of the Council, financial functions of the council in the months the council does not schedule an ordinary meeting.

**RECOMMENDATION**

**That Council notes and accepts the minutes of the Finance and Risk Committee meeting of 29 April 2025.**

**BACKGROUND/DISCUSSION**

Council is required to have a Finance and Risk Committee under the Local Government Act 2019, its function being to review the finance reports and performance in months where there is no Council meeting, monitor financial and others risks of Council and reporting to Council.

There were no recommendations made for Council's action which arose from this meeting.

**ISSUES/OPTIONS/CONSEQUENCES**

Nil.

**FINANCIAL IMPACT AND TIMING**

Nil.

**CONSULTATION**

Executive Leadership Team

**ATTACHMENTS:**

- 1 DRAFT FINANCE AND RISK COMMITTEE MINUTES 29.4.2025



MINUTES OF THE FINANCE AND RISK COMMITTEE HELD IN THE COUNCIL  
OFFICE, ALICE SPRINGS ON TUESDAY 29 APRIL 2025 AT 10:00 AM

**1 MEETING OPENED at 10.00am**

**2 ATTENDANCE AND APOLOGIES**

**Councillors:**

Member Lisa Sharman, Member Andrew Davis and Chairperson Roxanne Kenny.

**Staff:**

Belinda Urquhart, CEO, and Sheree Sherry, Chief Financial and Information Officer.

**Apologies:**

Deputy President Dalton McDonald.

**3 CONFIRMATION OF MINUTES**

ITEM NUMBER:	3.1
TITLE:	Confirmation of Minutes

**FRC2025-004 RESOLVED (Lisa Sharman/Andrew Davis)**

That the Committee confirms the unconfirmed minutes of the previous Finance and Risk Committee meetings held on 11 December 2024 and 28 March 2025.

**4 CONFLICT OF INTEREST**

*Nil.*

**5 ACTIONS ARISING FROM PREVIOUS MINUTES**

*Nil.*

This is page 1 of 3 of the Minutes of the Finance And Risk Committee held on Tuesday, 29 April 2025

**6 OFFICERS' REPORTS**

ITEM NUMBER:	6.1
TITLE:	Finance Report as at 31 March 2025
AUTHOR:	Osman Kassem, Finance Manager

**EXECUTIVE SUMMARY:**

This report is tabled to provide Council with the Finance Report for the period ended 31 March 2025.

**FRC2025-005 RESOLVED (Lisa Sharman/Andrew Davis)**

That Finance and Risk Committee notes and accepts the Finance Report as at 31 March 2025.

**7 RISK MANAGEMENT**

*Nil*

**8 CLOSURE TO THE PUBLIC FOR THE DISCUSSION OF CONFIDENTIAL ITEMS**

ITEM NUMBER:	8.1
TITLE:	Closure to the Public for the Discussion of Confidential Items
AUTHOR:	Barbara Newland, Manager Governance and Strategy

**EXECUTIVE SUMMARY:**

Pursuant to section 99(2) of the *Local Government Act 2019* and regulations 51 and 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

**FRC2025-006 RESOLVED (Lisa Sharman/Andrew Davis)**

That the Committee approves the closure of the meeting to the public as confidential items are about to be discussed.

**Minute note:** The open section of the meeting was closed at 10.20am.

**9 CONFIDENTIAL REPORTS**

## **10 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**

### **EXECUTIVE SUMMARY:**

Pursuant to section 99(2) of the *Local Government Act 2019* and regulations 51 and 52 of the *Local Government (General) Regulations 2021*, the meeting is to be opened to the public following the consideration of confidential matters. Resolutions will be transferred to the open meeting upon the determination of the Committee.

### **FRC2025-008 RESOLVED (Andrew Davis/Lisa Sharman)**

That the Committee discloses motions from the confidential section of this meeting in the open section of the meeting and opens the meeting to the public. The motions to be disclosed are as follows:

### **FRC2025-007 RESOLVED (Andrew Davis/Lisa Sharman)**

That the Committee confirms the unconfirmed minutes of the previous Confidential Finance and Risk Committee meeting held on 11 December 2024.

## **11 GENERAL BUSINESS**

*Nil*

## **12 MEETING CLOSE**

The meeting terminated at 10.35am.

## **13 DATE OF NEXT MEETING**

Next meeting - 25 July 2025 - 10:00 AM

This page and the preceding 2 pages are the unconfirmed minutes of the Finance And Risk Committee meeting held on Tuesday 29 April 2025 and are UNCONFIRMED.

\_\_\_\_\_  
President

**15 OFFICERS' REPORTS**

**ITEM NUMBER** 15.7  
**TITLE** Rates in Arrears  
**AUTHOR** Sheree Sherry, Chief Financial and Information Officer

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

The purpose of this report is to present Council with an update regarding the outstanding rates payments which are in arrears.

**RECOMMENDATION**

**That Council notes and accepts the Rates in Arrears Report.**

**BACKGROUND/DISCUSSION**

Regulation 20 of the Local Government (General) Regulations 2021 requires that:

The CEO must, at least once in a financial year, give the council a report setting out:

- (a) the number of allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears; and
- (b) the number of conditionally rateable allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears; and
- (c) the actions taken to recover the rates in arrears.

The information to be provided is as follows:

TYPE OF RATES	NUMBER OF ALLOTMENTS	AMOUNT OWING > 2YRS
GENERAL RATES	81	\$962,715.00
CONDITIONALLY RATED LOTS		
• PASTORAL	2	\$38,343.00
• MINING	4	\$82,792.00

Efforts to recover these rates in arrears are taken in accordance with Council's Debtor Management Policy.

**ISSUES/OPTIONS/CONSEQUENCES**

Legislated action can be taken to recover the outstanding rates balances. Council undertakes all efforts to collect outstanding rates in accordance with the Debtor Management Policy.



**FINANCIAL IMPACT AND TIMING**

Rates are a small percentage of Council's income but contribute to Council's ability to provide services to its communities.

**CONSULTATION**

Executive Leadership Team

**ATTACHMENTS:**

There are no attachments for this report.

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**17 CLOSURE TO THE PUBLIC FOR THE DISCUSSION OF  
CONFIDENTIAL ITEMS**

**ITEM NUMBER** 17.1  
**TITLE** Closure to the public for the discussion of  
Confidential items  
**AUTHOR** Barbara Newland, Manager Governance & Strategy

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

Pursuant to section 99(2) of the *Local Government Act 2019* and regulations 51 and 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

**RECOMMENDATION**

**That Council approves the closure of the meeting to the public as confidential items are about to be discussed.**

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**19 DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND  
RE-ADMITTANCE OF THE PUBLIC**

**ITEM NUMBER** 19.1  
**TITLE** Disclosure of Confidential Resolutions and re-admittance of the public  
**AUTHOR** Barbara Newland, Manager Governance & Strategy

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

Pursuant to section 99(2) of the *Local Government Act 2019* and regulations 51 and 52 of the *Local Government (General) Regulations 2021*, the meeting is to be opened to the public following the consideration of confidential matters. Resolutions will be transferred to the open meeting upon the determination of Council.

**RECOMMENDATION**

**That Council discloses motions from the confidential section of this meeting in the open section of the meeting and opens the meeting to the public.**

**22 MEETING CLOSED**

**23 DATE OF NEXT MEETING**