



HUMAN RIGHTS | EQUALITY

INDEPENDENCE

COMMUNITY | EQUITY
WORK CONFIDENCE

R E S P E C T

**OPEN AGENDA for the Audit
Committee
13 May 2026**

Dedicated to promoting the power of people, protection of community and respect for cultural diversity.**Djambarrpuyŋu**

Dhuwandja dhäwu dhipuŋur EARC-ŋur bukmakku yolŋuw mala nhämunha limurr ga nhina wäŋakurr malaŋuwurr buku-ŋiw maram:

- limurr dhu rä l-manapanmirr ganydjarrwu limurrŋgalaŋaw rur'maranharaw,
- ga dharray walŋaw,
- ga ŋayaŋu-ŋapmaranhamirr bukmak bala-räli'yunmirr.

Dhaŋu

Dhaŋum dhäwu EARC-ŋur bukmakku yolŋuwu warrawu nhämunha ŋalma yaka nyena ŋayambalmurru buku-ŋiw'yuman:

- ŋalma ŋarru rä l-manapanmi ganydjarrwu ŋakanhaminyarawu ŋalmaliŋuwaywuru,
- ga dharray walŋawu,
- ga ŋayaŋu-ŋapthumanmi bukmak bala-räli'yunmi.

Gumatj

Dhuwalanydja dhäwu EARC-ŋuru bukmakku yolŋuwu mala nhämunha ŋilimurru yukurra nhina wäŋakurru buku-ŋiw'yunmarama:

- ŋilimurru yuru rä l-manapanmirri ganydjarrwu gaŋga'thinyarawu ŋilimurrŋgalaŋawu,
- ga dharray walŋawu,
- ga ŋayaŋu-ŋapthunmaranhamirri bukmak bala-lili'yunmirri.

Marraŋu

Dhuwanydji dhäwu barranga'yun EARC-ŋur bukmakku yolŋuw yukurr buku-ŋiw'maram wäŋa mittji malanyha:

- Dalimurr wurruku rä l-manapanmirr djäk ganydjarrwu ŋalimurrŋgalaŋaw
- Gaŋgathinyamaranharaw wonŋaŋarrgunharaw,
- Ga djäga walŋaw,
- Ga ŋayaŋu-ŋapmaranhamirr ŋalimurr wurruku bukmak bala-räli'yunmirr.

Under closing the gap priority reforms, socio economic outcome 16 – Aboriginal and Torres Strait Islander languages are strong, supported and flourishing and it is standard practice for reports to be considered, discussed and debated in the traditional dialects of the East Arnhem region, Yolngu Matha.

EAST ARNHEM REGIONAL COUNCIL

Notice is hereby given that a meeting of the Audit Committee of the East Arnhem Regional Council will be held at the Darwin offices on Wednesday 13 May 2026 at 10:00 am.

Dale Keehne
Chief Executive Officer

Committee Members:**External Members:**

- Ross Springolo
- Ben Mooney

Elected Members:

- President Lapulung Dhamarrandji
- Cr. President Jason Mirritjawuy
- Cr. Evelynna Dhamarrandji

Dial-in Details:**Microsoft Teams**

[Join the meeting now](#)

Meeting ID: 445 900 007 565 57

Passcode: pS2eP73q

Dial in by phone

[+61 2 8318 0005,304281643#](#) Australia, Sydney

[Find a local number](#)

Phone conference ID: 304 281 643#

Schedule 1 Code of conduct**1 Honesty and integrity**

A member must act honestly and with integrity in performing official functions.

2 Care and diligence

A member must act with reasonable care and diligence in performing official functions.

3 Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

4 Prohibition on bullying

A member must not bully another person in the course of performing official functions.

5 Conduct towards council staff

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

6 Respect for cultural diversity and culture

6.1 A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7 Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8 Respect for confidences

8.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

8.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9 Gifts

9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10 Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11 Interests of municipality, region or shire to be paramount

11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

12 Training

A member must undertake relevant training in good faith.

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1 Meeting Establishment

YOW NGILIMURR BUKU'LUNGTHUN DHIYAK MEETINGU GA MALA DJARRYUN ROM

The Chair may wish to open the meeting with a prayer.

MEETING ESTABLISHMENT

1.2 Attendance

RECOMMENDATION:

That the Committee notes the absence of <>.

SUMMARY:

This report is to table, for the Committee's record, any absences, apologies and requests for leave of absence received from the members.

ATTACHMENTS:

Nil

MEETING ESTABLISHMENT

1.3 Declarations of Interest

RECOMMENDATION:

That the Committee notes the Conflict of Interest and Related Parties Register.

SUMMARY:

Committee members are required to disclose and interest in a matter under consideration by Council at a meeting of the Council.

GENERAL:

Sections 114 and 115 of the Local Government Act.

REGISTER:

The Declaration of Interest is attached within this report.

ATTACHMENTS:

1. Declaration of Interest Register [1.3.1 - 2 pages]



Declaration of Interest Register – Audit Committee

Member Name	Families Names	Relationships	Entity Name	Connection to Entity
Lapulung Dhamarrandji			Rulku Milingimbi Hostel	Current Committee Member
			Gattjirk Yolngu Corporation	Current Director
			ALPA Milingimbi Store Committee	Current Member
			Manapan Furniture	Current Board Member
Jason Mirritjawuy			Ramingining RAES program	Current Supervisor
			Bimipilingmirrin Djagaging Mala (BDM)	Member
			ALPA (East Arnhemland Youth Model)	Support Worker
	Sarina Ranybum	Wife	RAES Program	Current Supervisor
			ALPA (East Arnhemland Youth Model)	Support Worker
			Activity for kids	
Evelyna Dhamarrandji			Miwatj Health at Aboriginal Health Practitioner (Training)	Renal Supporter
	Geoffrey Dhamarrandji	Grandfather	Galiwinku community	Traditional Owner
	Daisy Gondarra	Grandmother	Shepherdson College	Current CLO
	Stephen Dhamarrandji	Uncle	Councillor	
	Zelda Dhamrrandji	Sister	Police Station Galiwinku	Aboriginal Liaison Officer
			Galiwinku Women Space	Board Director



Ross Springolo			Northern Australia Infrastructure Facility	Company Secretary
			Professional Standards Councils	Board Member
			Department of Industry, Tourism and Trade	Independent Chair, Risk and Audit Committee
			Katherine Town Council	Independent Chair, Risk and Audit Committee
			Darwin Symphony Orchestra	Board Member
			Melaleuca Australia	Board Chair
			Top End Early Learning Centre	Chairperson
Ben Mooney			CPA NT	President

MEETING ESTABLISHMENT

1.4 Previous Audit Committee Minutes

RECOMMENDATION

That the Committee approves the minutes of the previous meeting held on 18 February 2026.

ATTACHMENTS:

1. Meeting of Audit Committee Open 18 Feb 2026 [1.4.1 - 4 pages]



OPEN MINUTES for the Audit Committee
18 February 2026

COUNCIL MINUTES

18 FEBRUARY 2026

1 Meeting Establishment

YOW NGILIMURR BUKU'LUNGTHUN DHIYAK MEETINGU GA MALA DJARRYUN ROM

The Chair opened the meeting with a prayer at 10:05 AM.

Members in Attendance:

Ross Springolo (Chair)
Ben Mooney
President Lapulung Dhamarrandji
Cr. Jason Mirritjawuy

East Arnhem Regional Council Staff:

Signe Balodis (Director – Council Services)
Divyan Ahimaz (Director – Community Services)
Merianne Bretag (GM – People and Corporate Services)
Ralph Reddy (Finance Manager)
Innoc Ndhlovu (HR & IR Manager)
Paul Hyde Kaduru (Governance and Compliance Manager)

MEETING ESTABLISHMENT

1.2 Attendance

SUMMARY:

This report is to table, for the Committee's record, any absences, apologies and requests for leave of absence received from the members.

AC-O /153 **RESOLVED (Ross Springolo/Ben Mooney)**

That the Committee notes the absence of Evelyn Dhamarrandji.

MEETING ESTABLISHMENT

1.3 Declarations of Interest

SUMMARY:

Committee members are required to disclose and interest in a matter under consideration by Council at a meeting of the Council.

AC-O /154 **RESOLVED (Ross Springolo/Ben Mooney)**

That the Committee notes the Conflict of Interest and Related Parties Register.

COUNCIL MINUTES

18 FEBRUARY 2026

MEETING ESTABLISHMENT

1.4 Previous Audit Committee Minutes

AC-O /155 **RESOLVED (Ross Springolo/Cr. Lapulung Dhamarrandji)****That the Committee approves the minutes of the previous meeting held on 31 October 2025.****2 Looking Forward - Discussions and Decisions**GO NGILIMURR MALA DJARRYUN GA YURAM GA YAKAYUN GA BALWAK NGUPAN
DHUWAL DHARUK**3 Noting Progress and Achievement**YOW GALKI MEETING DJA DHAWARYUNA YURRU NGILIMURR RONGIYI GA NHAMA
NGUNIYINANYTJAK NGU DHARUK MALAN GA YURUM GA BUKU WEKAM DHIYAKU MEETING
GU**NOTING PROGRESS AND ACHIEVEMENT**

3.1 2025-2026 Training Plan

SUMMARY:

The 2025-2026 Annual Training Plan has been developed to ensure Council staff and relevant stakeholders maintain the skills, knowledge and capability required to meet legislative, governance, risk management and operational responsibilities. The plan aligns with Council's strategic objectives, workforce priorities and compliance obligations, and supports a culture of continuous improvement, professionalism and accountability.

AC-O /156 **RESOLVED (Ross Springolo/Ben Mooney)****That the Committee note the 2025-2026 Annual Training Plan for the Council subject to the inclusion of elected council members into the plan.****NOTING PROGRESS AND ACHIEVEMENT**

3.2 Policy Register

SUMMARY:

This report presents the Policy Register.

AC-O /151 **RESOLVED (Ross Springolo/Ben Mooney)****That Committee notes the policy register and the work that is being done in this area.**

COUNCIL MINUTES

18 FEBRUARY 2026

4 Confidential Reports

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 99 of the Local Government Act, 2019 as the items lists come within the following provisions:-

5 GENERAL BUSINESS

5.1 Request for WHS Report at Next Committee Meeting

AC-O /152 **RESOLVED (Ross Springolo/Cr. Lapulung Dhamarrandji)**

That the committee requests the Workplace Health and Safety report presented to Council be provided at the committee's next meeting.

DATE OF NEXT MEETING:

13 May 2026.

6 Meeting Close

The meeting concluded at 11:50 AM.

This page and the preceding pages are the minutes of Audit Committee Meeting held on 18 February 2026, and are to be confirmed.

2 Noting Progress and Achievement

YOW GALKI MEETING DJA DHAWARYUNA YURRU NGILIMURR RONGIYI GA NHAMA NGUNIYI

NANYTJAK NGU DHARUK MALAN GA YURUM GA BUKU WEKAM DHIYAKU MEETING GU

NOTING PROGRESS AND ACHIEVEMENT

2.1 Monthly Work Health Safety Report

AUTHOR Innoc Ndhlovu (HR Manager)

RECOMMENDATION

That the Committee acknowledges the monthly Work Health and Safety report presented to Council and notes any recommendations aimed at improving reporting.

SUMMARY:

As requested by the Committee – Attached is an extract of the Work Health Safety report presented in the Ordinary Council Meeting held 23 April 2026.

ATTACHMENTS:

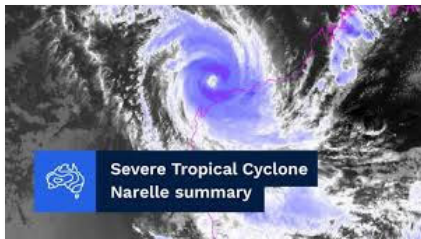
1. WHS Report - Extract from Agenda for Council Meeting 23 April 2026 [2.1.1 - 4 pages]

ORDINARY COUNCIL

23 APRIL 2026

REVIEW OF WHS PERFORMANCE

Cyclone Preparedness and Team Excellence



During this quarter, East Arnhem experienced Cyclone Narelle. At the time, East Arnhem Regional Council was in the stage of approving an updated *Emergency Management Plan*, replacing the former *Cyclone, Flood and Fire Management Plan*.

Despite this transition, the Council demonstrated exceptional professionalism and preparedness. All EARC teams and departments worked collaboratively to ensure strong cyclone readiness and the safety of our entire workforce, reflecting a high level of commitment, coordination, and resilience.

Special recognition is extended to the *Municipal Services Teams* and *Waste Management*, who worked closely together throughout the pre-season. Their proactive efforts included promoting *Community Clean-Up Weeks* and the removal of hard rubbish, significantly supporting community safety and preparedness ahead of the cyclone season.

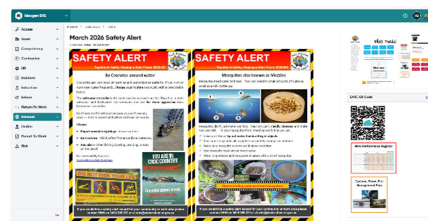
These efforts highlight the strength of teamwork across Council and our shared commitment to protecting staff, residents, and communities.

Ideagen Implementation

Current Use of Digital WHS Systems

Teams are actively utilising online forms to support day-to-day WHS activities. These include:

- Toolbox Talks
- WHS Inspections
- Emergency Drill Observations
- Community Preparation activities
- Daily Pre-Start checks for fleet vehicles
- Excursion Risk Assessment Checks



The consistent use of these digital tools has improved accessibility, record-keeping, and compliance monitoring across teams.

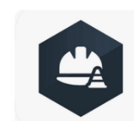
WHS Inductions – Ideagen Training Update

Ideagen training has now been incorporated into the WHS induction process. As a result, induction sessions will require additional time to ensure all mandatory training components are completed effectively. This change will be factored into induction planning to maintain compliance while supporting workforce readiness.

Ideagen App

The Lucidity App has been remodelled to Ideagen and no longer Lucidity. Notification emails are still being sent as Lucidity. This causes confusion.

The app is now being widely used amongst the staff with little concerns or reported issues.



WHS Performance: Engagement in Scheduled Activities

Ideagen App Update

The Lucidity App has been rebranded and remodelled as the Ideagen App and is no longer referred to as Lucidity within the system. However, automated notification emails continue to be issued under the Lucidity name. This inconsistency has led to some staff confusion and should be addressed to ensure clarity and confidence in the system.

Overall, the Ideagen App is now being widely adopted across teams, with minimal concerns or issues reported. Staff engagement with the platform has been positive, indicating successful transition and usability.

ORDINARY COUNCIL

23 APRIL 2026

WHS Performance: Engagement in Scheduled Activities

There has been a significant improvement in engagement with scheduled WHS activities during the current year.

Key Observations

- Participation rates in scheduled WHS activities have increased noticeably compared to previous years.
- WHS Inductions now include training on the Digital WHS System (Ideagen), supporting stronger system awareness and compliance.
- Regional Managers are playing a more active role in promoting WHS awareness and implementation across teams.

Opportunities for Continued Improvement

To further strengthen WHS performance and engagement, the following actions are recommended:

- Ensure WHS is a standing agenda item at all staff meetings to regularly discuss performance outcomes and address any gaps in compliance.
- Actively discuss WHS performance, including areas of non-compliance, to reinforce accountability and continuous improvement.
- Invite the WHS Manager and/or WHS Team to staff meetings to:
 - Provide updates
 - Answer questions
 - Listen to and address safety concerns raised by staff

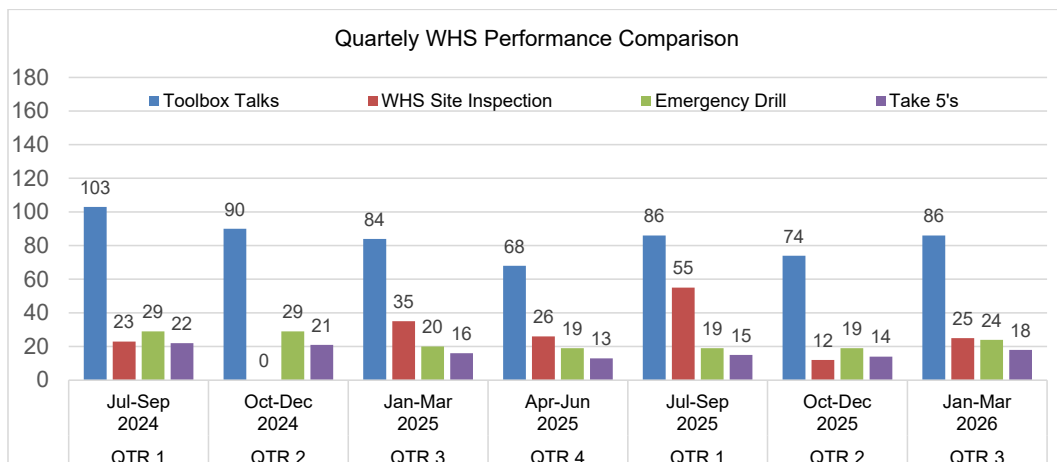
WHS Engagement Trends

The graph below illustrates WHS engagement levels across previous years compared with 2026.

Overall engagement numbers show a decrease in comparison to prior years. This reduction is attributable to a structural change in operations, specifically the closure or removal of three communities from the reporting period, which has impacted total activity volumes.

It should also be noted that instances where a zero (0) value appears do not indicate a lack of engagement. Rather, these reflect quarters in which specific WHS activities were not scheduled.

When considered in context, the data continues to provide a reliable comparison of engagement trends and supports informed assessment of WHS participation across the organisation.



ORDINARY COUNCIL

23 APRIL 2026

EARC WHS Toolbox Talks Discussions 2026

Safety alerts;

The following Safety Alerts were issued between January and March. These Safety Alerts are discussed at the monthly Toolbox Talk meetings, together with hazards identified and incidents reported during each month.

- 2026-001 Situational Awareness
- 2026-002 Dealing Aggressive or Angry Person
- 2026-003 Mould in the Office
- 2026-004 Water in Vehicle Door
- 2026-005 Be Crocwise Around Water
- 2026-006 Mosquitos also known as Mozzies
- 2026-007 Stovetop and Oven Fires



Incident Reports Q3

ACYS–Active Communities and Youth Services, ACDS–Aged Care & Disability, MS–Municipal Services, CSM–Council Services Management, CNP–Community Night Patrol, NWR–Not Work Related

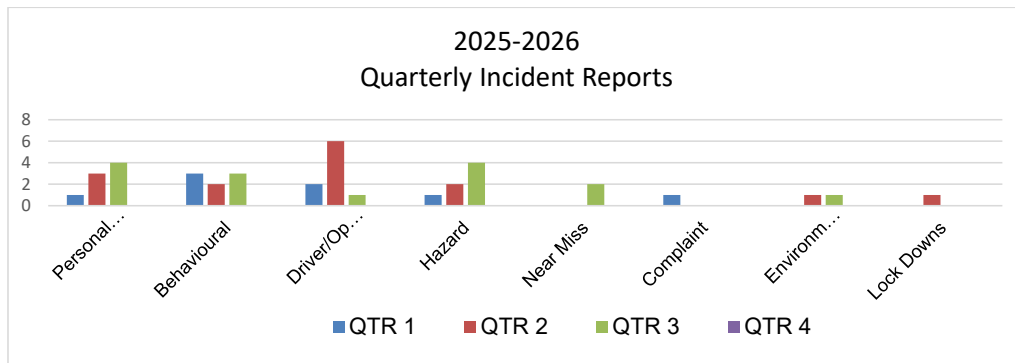
Total	Inc. Type	Brief Incident Summary
4	Personal Injury	Staff member slipped and lost her footing
		Two staff collided while one was holding container with hot water in it and burnt the other staff member by accident
		Dog Bite when staff was playing with youth at work
		Dog Bite when staff member was on tea break that required staff member to be flown to Gove hospital – <i>Not Work Related (NWR)</i>
3	Behavioural	Staff member was threatened by youth with machete and knife after being caught trying to break in
		Staff member was flashed by a male client to during work hours
		Staff member was driving a work car recklessly and damaged two vehicles with vandalism
1	Driver/Operator Error	Staff miss judged the swing to enter the property and hit the gate and scraped the lefthand side if the bus
4	Hazard	Mouldy Office in Darwin
		Buffalo at the Landfill
		Possibility of Community unrest after traumatic incident in the community
		Sharp door frame fixture has potential to cause injury
1	Near Miss	Staff member almost slipped at the Moonta House Building Entrance due to wet weather

ORDINARY COUNCIL

23 APRIL 2026

0	Complaint	No complaints have been reported
1	Environmental	Cyclone Narelle
0	Lock Down	No lockdowns have been necessary
1	Property Damage	Oven Fire while cooking meals required building evacuation of Aged Care Facility.
17	NWR Property Damage to buildings or Fleet	17 x Break & entry, theft or vandalism caused by public

Quarterly Incident Comparison



Statistical Summary

DESCRIPTION	QTR 1 2025/2026	QTR 2 2025/2026	QTR 3 2025/2026
Personal Injury	1	3	4
Behavioural	3	2	3
Near Miss	2	1	1
Complaint	1	0	0
Hazards Identified	1	2	4
Driver / Operator Property Damage	2	6	1
Operator/driver errors requiring asset insurance	2	6	1
Number Of Open Incidents	3	2	0
Number of serious injury's requiring hospitalisation	0	0	1 NWR
Toolbox Talks	91%	78%	91%
Workplace Inspections	83%	36%	80%
Emergency Drills	61%	61%	77%
Stop and Take 5's Risk Assessments	83%	72%	100%
Community Preparation Checklists	50%	83%	100%
Safety Alerts	6	7	7

NOTING PROGRESS AND ACHIEVEMENT

2.2 Policy Register

AUTHOR Paul Hyde Kaduru (Governance and Compliance Manager)**RECOMMENDATION****That Committee notes the policy register and the work that is being done in this area.****SUMMARY:**

This report presents the Policy Register.

GENERAL:

Attached is a consolidated list of all the policies that are listed on the website currently. The list provides information on the policy number, approval date, progress and review date. Review of this list is still ongoing.

ATTACHMENTS:

1. Policy Register 2026 [2.2.1 - 4 pages]

EARC Policy Register



Now High	Next MED	Later Low
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Department	Policy name	Policy number	Approval date	CEO/Council	Next review date	Responsibility	Review Priority	Progress
1 FINANCE	Credit Card (Council Member & CEO)	FIN/001	16-Dec-21	Council	15-Dec-25	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
2 FINANCE	Credit Card (Council Staff)	FIN/002	1-Jul-22	CEO	30-Jun-26	General Manager People & Corporate Services	LOW	Up to Date
3 FINANCE	Fraud & Corruption control policy protection plan	FIN/003	22-Jun-22	CEO	1-Jul-26	General Manager People & Corporate Services	LOW	Up to Date
4 FINANCE	Sufficient interest in the assessment record	FIN/004	25-Feb-21	Council	30-Jun-25	General Manager People & Corporate Services	HIGH	Needs to be reviewed
5 FINANCE	Investment	FIN/005	30-Jun-21	Council	30-Jun-25	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
6 FINANCE	Accountable forms (Members & CEO)	FIN/006	24-Feb-22	Council	23-Feb-26	General Manager People & Corporate Services	LOW	Up to Date
7 FINANCE	Accountable forms (Council Staff)	FIN/007	1-Jul-22	CEO	30-Jun-26	General Manager People & Corporate Services	LOW	Up to Date
8 FINANCE	Rates Concession	FIN/008	30-Jun-21	Council	30-Jun-25	General Manager People & Corporate Services	HIGH	Needs to be reviewed
6 FINANCE	Allowances and other benefit policy (CEO)	GOV/019	24-Feb-22	Council	Change of CEO/Review or renewal of contract	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
7 FINANCE	Allowances and other benefits policies (Staff)		22-Jun-22	CEO	1-Jul-26	General Manager People & Corporate Services	LOW	Up to Date
8 FINANCE	Budget Policy	87/ 01/ 2025/ CO	18-Sep-25	CEO	1-Jun-27	General Manager People & Corporate Services	LOW	Up to Date
9 FINANCE	Community Grants Policy	OPS/00	29-Jun-23	Council	1-Jan-27	General Manager People & Corporate Services	LOW	Up to Date
10 FINANCE	Council Borrowing Policy	16/ 04/ 2025/ CO	18-Sep-25	Council	1-Jun-29	General Manager People & Corporate Services	LOW	Up to Date
11 FINANCE	Expense Claims Policy	31/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
12 FINANCE	Financial Reserves Policy	69/ 03/ 2025/ CO	18-Sep-25	Council	1-Jun-29	General Manager People & Corporate Services	LOW	Up to Date
13 FINANCE	Fraud Protection Plan	82/01/2025/CO	18-Sep-25	Council	1-Jun-29	General Manager People & Corporate Services	LOW	Up to Date
14 FINANCE	Surplus Funds (Allocation) Policy	71/ 03/ 2025/CO	18-Sep-25	Council	1-Jun-29	General Manager People & Corporate Services	LOW	Up to Date
2 FINANCE	Confidential information and business policy	GOV/009	22-Sep-21	Council	21-Sep-25	General Manager People & Corporate Services	HIGH	Needs to be reviewed
1 ELECTED MEMBERS	Extra meeting allowance	GOV/007	22-Sep-21	Council	21-Sep-25	Governance & Compliance Manager	MEDIUM	Needs to be reviewed
7 ELECTED MEMBERS	Caretaker period during elections	GOV/002	25-Feb-21	Council	30-Jun-25	Governance & Compliance Manager	MEDIUM	Needs to be reviewed
8 ELECTED MEMBERS	Attendance at meetings via audio or audio-visual conferencing system	GOV/003	25-Feb-21	Council	30-Jun-25	Governance & Compliance Manager	MEDIUM	Needs to be reviewed
9 ELECTED MEMBERS	Filling casual vacancies	GOV/004	25-Feb-21	Council	30-Jun-25	Governance & Compliance Manager	MEDIUM	Needs to be reviewed
11 ELECTED MEMBERS	Breach of Code of Conduct - Council Members	GOV/005	30-Jun-21	Council	30-Jun-25	Governance & Compliance Manager	HIGH	Needs to be reviewed
12 ELECTED MEMBERS	Professional development allowance	GOV/006	24-Feb-22	Council	23-Feb-26	Governance & Compliance Manager	LOW	Up to Date
13 ELECTED MEMBERS	Gifts & benefits policy (council members)	GOV/008	25-Feb-21	Council	30-Jun-25	Governance & Compliance Manager	MEDIUM	Needs to be reviewed
14 ELECTED MEMBERS	Reasonable expenses for travel and accommodation (Council members)	GOV/010	30-Jun-22	Council	30-Jun-26	Governance & Compliance Manager	LOW	Up to Date
15 ELECTED MEMBERS	Other reasonable expenses and non-monetary benefits policy (council members)	GOV/011	22-Sep-21	Council	21-Sep-26	Governance & Compliance Manager	LOW	Up to Date
1 ELECTED MEMBERS	Elected Members Records Management Policy	90/00/2020/HR	26-Feb-20	Council	26-Feb-24	Governance & Compliance Manager	MEDIUM	Needs to be reviewed
1 GOVERNANCE	Shared Services	GOV/012	21-Apr-22	Council	20-Apr-26	General Manager People & Corporate Services	LOW	Up to Date

	Department	Policy name	Policy number	Approval date	CEO/Council	Next review date	Responsibility	Review Priority	Progress
2	GOVERNANCE	Casting Vote	GOV/013	22-Sep-21	Council	18-Sep-25	Governance & Compliance Manager	HIGH	Needs to be reviewed
3	GOVERNANCE	Privacy	GOV/015	30-Jun-21	Council	30-Jun-25	General Manager People & Corporate Services	HIGH	Needs to be reviewed
4	GOVERNANCE	Delegation Manual	GOV/015	22-Feb-24	Council	On or before 30 June 2026 - in draft	Governance & Compliance Manager	LOW	Up to Date
5	GOVERNANCE	Gifts & benefits policy (CEO)	GOV/017	24-Feb-22	Council	23-Feb-26	Governance & Compliance Manager	LOW	Up to Date
6	GOVERNANCE	Local Authority Policy	GOV/020	21-Apr-22	Council	20-Apr-26	Governance & Compliance Manager	LOW	Up to Date
7	GOVERNANCE	Procurement Policy	GOV/023	26-Jun-25	Council	1-Jul-27	General Manager People & Corporate Services	LOW	Up to Date
8	GOVERNANCE	Records Management Policy	55/02/2022 HR	30-Jun-22	Council	1-Jul-26	General Manager People & Corporate Services	LOW	Up to Date
9	GOVERNANCE	CEO Code of Conduct	HR/002	25-Feb-21	Council	30-Jun-25	Governance & Compliance Manager	HIGH	Needs to be reviewed
1	HUMAN RESOURCES	Human resource management	HR/001	16-Dec-21	Council	15-Dec-25	General Manager People & Corporate Services	HIGH	Needs to be reviewed
2	HUMAN RESOURCES	Conflict of Interest - Elected Members and Staff	65/ 01/ 2016/ CO	23-Mar-16	Council	23-Mar-17	General Manager People & Corporate Services	HIGH	Needs to be reviewed
3	HUMAN RESOURCES	Council Staff Code of Conduct	HR/005	20-Apr-22	CEO	20-Apr-26	General Manager People & Corporate Services	HIGH	Up to Date
4	HUMAN RESOURCES	Performance Development Policy		29-Jun-22	CEO	29-Jun-26	General Manager People & Corporate Services	LOW	Up to Date
5	HUMAN RESOURCES	Anti-Discrimination And EEO Policy	24/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	HIGH	Needs to be reviewed
6	HUMAN RESOURCES	Appointment of Acting CEO Policy	88 / 00 / 2018/ CO	28-Nov-18	Council	12 Months from appointment of new council.	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
7	HUMAN RESOURCES	Attendance And Absenteeism Policy	25/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	HIGH	Needs to be reviewed
8	HUMAN RESOURCES	Australian Defence Force Reserves Leave Policy	26/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
9	HUMAN RESOURCES	Discrimination, Bullying & Harassment Policy	86/ 01/ 2026/ CS	27-Nov-25	CEO	27-Nov-26	General Manager People & Corporate Services	LOW	Up to Date
10	HUMAN RESOURCES	Educational Assistance Policy	30/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	HIGH	Needs to be reviewed
11	HUMAN RESOURCES	Family & Domestic Violence Leave Policy	92/00/2020/HR	21-Aug-20	CEO	21-Aug-24	General Manager People & Corporate Services	HIGH	Needs to be reviewed
12	HUMAN RESOURCES	Higher Duties Policy	33/ 00/ 2012/ HR		Council	XXX	General Manager People & Corporate Services	HIGH	Needs to be reviewed
13	HUMAN RESOURCES	Induction Policy	34/ 00/ 2012/ HR		Council	XXX	General Manager People & Corporate Services	HIGH	Needs to be reviewed
14	HUMAN RESOURCES	Leave Policy	35/ 00/ 2012/ HR		Council	XXX	General Manager People & Corporate Services	HIGH	Needs to be reviewed
15	HUMAN RESOURCES	Leave Without Pay Policy	36/ 00/ 2012/ HR		Council	XXX	General Manager People & Corporate Services	HIGH	Needs to be reviewed
16	HUMAN RESOURCES	Parental Leave Policy	38/ 00/ 2012/ HR		Council	XXX	General Manager People & Corporate Services	HIGH	Needs to be reviewed
17	HUMAN RESOURCES	Performance And Misconduct Policy	39/ 00/ 2012/ HR		Council	XXX	General Manager People & Corporate Services	HIGH	Needs to be reviewed
18	HUMAN RESOURCES	Performance Development Policy		29-Jun-22	CEO	28-Jun-26	General Manager People & Corporate Services	LOW	Up to Date
19	HUMAN RESOURCES	Personal Grievance Policy		29-Jun-22	CEO	28-Jun-26	General Manager People & Corporate Services	LOW	Up to Date
20	HUMAN RESOURCES	Probation Policy	HR/022	19-Feb-25	CEO	28-Feb-27	General Manager People & Corporate Services	LOW	Up to Date
21	HUMAN RESOURCES	Recruitment and Selection Policy		28-Jun-22	CEO	27-Jun-26	General Manager People & Corporate Services	LOW	Up to Date
22	HUMAN RESOURCES	Redundancy Policy	45/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	HIGH	Needs to be reviewed
23	HUMAN RESOURCES	Relocation And Repatriation Policy	46/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	HIGH	Needs to be reviewed
24	HUMAN RESOURCES	Return to Work Policy	84/00/2017/CO	19-Jul-17	Council	18-Jul-18	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
25	HUMAN RESOURCES	Salary Sacrifice Policy	47/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed

	Department	Policy name	Policy number	Approval date	CEO/Council	Next review date	Responsibility	Review Priority	Progress
26	HUMAN RESOURCES	Shift Work	48/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
27	HUMAN RESOURCES	Uniform Policy	HR/002	28-Feb-25	Council	28-Feb-27	General Manager People & Corporate Services	LOW	Up to Date
28	HUMAN RESOURCES	Volunteers Policy	51/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
29	HUMAN RESOURCES	Workers' Compensation Return-To-Work Program Policy	52/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
30	HUMAN RESOURCES	Working With Children Clearance Policy	53/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
31	HUMAN RESOURCES	Working From Home Policy	HR/010	3-Oct-24	CEO	31-Oct-26		LOW	Up to Date
32	HUMAN RESOURCES	Travel Request Claim and Acquittal Policy	GOV/021	31-Oct-22	CEO	31-Oct-26	General Manager People & Corporate Services	HIGH	Up to Date
1	WORK HEALTH AND SAFETY	Closed Circuit Television CCTV Policy	89/00/2020/CO	26-Feb-20	Council	26-Feb-24	General Manager People & Corporate Services	HIGH	ICT/ Tech Services
2	WORK HEALTH AND SAFETY	Criminal History Check Policy	27/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
3	WORK HEALTH AND SAFETY	Drug And Alcohol Policy	14/ 01/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
4	WORK HEALTH AND SAFETY	Flexibility Policy	32/ 00/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	HIGH	Needs to be reviewed
5	WORK HEALTH AND SAFETY	Smoke Free Workplace Policy	13/ 01/ 2012/ HR	26-Sep-12	Council	26-Sep-14	General Manager People & Corporate Services	MEDIUM	Needs to be reviewed
5	WORK HEALTH AND SAFETY	Workplace Health & Safety Policy	12/01/2026/CS	27-Nov-25	Council	27-Nov-29	General Manager People & Corporate Services	LOW	Up to Date
6	WORK HEALTH AND SAFETY	Psychosocial Safety and Risk Management Policy	100/00/2026/CS	27-Nov-25	Council	27-Nov-28	General Manager People & Corporate Services	LOW	Up to Date
1	TECHNICAL AND INFRASTRUCTURE	Asset Management	OPS/001	30-Jun-22	CEO	30-Jun-26	General Manager Technical & Infrastructure Services	LOW	Up to Date
2	COUNCIL SERVICES	Waste Management Policy	58/ 02/ 2020/ CO	26-Feb-20	Council	26-Feb-24	Director Council Services	HIGH	Needs to be reviewed
1	COUNCIL SERVICES	Funeral Services and Cemetery Management Policy	72/ 01/ 2020/ CO	8-May-20	Council	8-May-24	Director Council Services	MEDIUM	Needs to be reviewed
2	COMMUNITY SERVICES	Aged Care and Disability Care Policy	20/ 01/ 2020 CO	26-Feb-20	Council	26-Feb-22	Director Community Services	HIGH	Needs to be reviewed
3	COMMUNITY SERVICES	Children Services Fee Policy	15/ 00/ 2010/ CO	27-Jan-10	Council	27-Jan-12	Director Community Services	HIGH	Needs to be reviewed
1	COMMUNICATION	Branding Policy	22/ 01/ 2025/ CO	17-Dec-25	Council	17-Dec-26	CEO	LOW	Up to Date
2	COMMUNICATION	Media Policy	21/ 02/ 2025/ CO	17-Dec-25	Council	17-Dec-29	CEO	LOW	Up to Date
3	COMMUNICATION	Social Media Policy	23/ 01/ 2012/ CO	26-Sep-12	Council	26-Sep-14	CEO	MEDIUM	Needs to be reviewed
1	TECHNICAL AND INFRASTRUCTURE	Motor Plant & Vehicle	OPS/002		CEO		General Manager Technical & Infrastructure Services	HIGH	Draft
2	TECHNICAL AND INFRASTRUCTURE	Fleet Asset Acquisition & Disposal	OPS/003		CEO		General Manager Technical & Infrastructure Services	HIGH	Draft
3	TECHNICAL AND INFRASTRUCTURE	Council Controlled Housing Policy					General Manager Technical & Infrastructure Services	HIGH	Needs to be reviewed
4	COUNCIL SERVICES	Animal Management Policy	OPS/004	30-Jun-22	Council	30-Jun-25	Director Council Services	HIGH	Needs to be reviewed
5	FINANCE	Waiver of Fees and Charges	FIN/009				General Manager People & Corporate Services	HIGH	Draft
6	GOVERNANCE	Customer Complaint/Feedback	GOV/001				Governance & Compliance Manager	HIGH	Draft
7	GOVERNANCE	Risk Management	GOV/014				Governance & Compliance Manager	HIGH	Draft

	Department	Policy name	Policy number	Approval date	CEO/Council	Next review date	Responsibility	Review Priority	Progress
8	GOVERNANCE	Donation and Sponsorship Policy	GOV/022		Council		Governance & Compliance Manager	HIGH	Draft
9		Change Management Policy	OPS/007		CEO		General Manager Technical & Infrastructure Services	HIGH	Draft
10	ICT	Software Usage Policy	OPS/005		CEO		General Manager People & Corporate Services	HIGH	Draft
11	ICT	Internet and Email Usage Policy	OPS/006		CEO		General Manager People & Corporate Services	HIGH	Needs to be reviewed
12	ICT	Cyber Security Policy	99/00/2026/CS	27-Nov-25	CEO	27-Nov-27	General Manager People & Corporate Services	LOW	Up to Date
13	ICT	ICT Control and Security Policy	OPS/005		CEO		General Manager People & Corporate Services	HIGH	Draft
14	ICT	Artificial Intelligence Policy	101/00/2026/CS	26-Feb-26	Council	26-Feb-27	General Manager People & Corporate Services	LOW	Up to Date
1	SERVICES	Nhulunbuy Library_East Arnhem Collection Acquisitions Policy	102/00/2026/CMS	1-Apr-26	CEO	1-Apr-28	Director Community Services	LOW	Up to Date
2	SERVICES	Support Coordination_Psychosocial Recovery Coach Policy	103/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
3	SERVICES	Support Coordination_Conflict of Interest Policy	104/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
4	SERVICES	Support Coordination_Management of Supports Policy	105/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
5	SERVICES	Support Coordination_Specialised Support Coordination Policy	106/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
6	SERVICES	Disability Services_Staff Supervision and Support Policy	107/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
7	SERVICES	Disability Services_Continuity of Support Policy	108/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
8	SERVICES	Disability Services_Incident Management Policy	109/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date
9	SERVICES	Disability Services_Intake and Onboarding Policy	110/00/2026/CMS	1-Apr-26	CEO	1-Apr-27	Director Community Services	LOW	Up to Date

3 Confidential Reports

4 Date of Next Meeting

5 Meeting Close