



HUMAN | EQUALITY
RIGHTS
INDEPENDENCE
COMMUNITY | EQUITY
WORK CONFIDENCE
RESPECT

**OPEN AGENDA for the Audit
Committee
18 February 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-liw̄maram:

- limurr dhu räl-manapanmirr ganydjarrwu limurrungalaŋaw rur'maranharaw,
- ga dharay walŋaw,
- ga ŋayaŋu-ḍapmaranhamirr bukmak bala-räli'yunmirr.

Dhaŋu

Dhaŋum dhäwu EARC-ŋur bukmakku yolŋuwu warrawu nhämunha ŋalma yaka nyena ŋayambalmurru buku-liw̄yuman:

- ŋalma ŋarru räl-manapanmi ganydjarrwu ŋakanhaminyarawu ŋalmaliŋguwaywuru,
- ga dharay walŋawu,
- ga ŋayaŋu-ḍapthumanmi bukmak bala-räli'yunmi.

Gumatj

Dhuwalanydja dhäwu EARC-ŋuru bukmakku yolŋuwu mala nhämunha ŋilimurru yukurra nhina wäŋakurru buku-liw̄yunmarama:

- ŋilimurru yurru räl-manapanmirri ganydjarrwu gaŋga'thinyarawu ŋilimurrungalaŋawu,
- ga dharay walŋawu,
- ga ŋayaŋu-ḍapthunmaranhamirri bukmak bala-lili'yunmirri.

Marraŋu

Dhuwanydji dhäwu barranga'yun EARC-ŋur bukmakku yolŋuw yukurr buku-liw̄maram wäŋa mittji malanyŋha:

- Dalimurr wurruku räl-manapanmirr djäk ganydjarrwu ŋalimurrungalaŋaw
- Gaŋgathinyamaranharaw wonḍaŋarrgunharaw,
- Ga djäga walŋaw,
- Ga ŋayaŋu-ḍapmaranhamirr 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 18 February 2026 at 10:00 am.

Dale Keehne
Chief Executive Officer

Committee Members:**External Members:**

- Ross Springolo
- Ben Mooney

Elected Members:

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

Dial-in Details:**Microsoft Teams**

[Join the meeting now](#)

Meeting ID: 468 302 830 010 41

Passcode: Zo9YP7MJ

Dial in by phone

[+61 2 8318 0005](#), [937560820#](#) Australia, Sydney

[Find a local number](#)

Phone conference ID: 937 560 820#

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 - Feb 2026 [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 ALPA CDP	Current Supervisor
			Bimipilingmirrin Djagaging Mala (BDM)	Member
	Sarina Ranybum	Wife	RAES Program	Current Supervisor
			Arnhemland Yothu Motle	
			Activity for kids	
Evelyna Dhamarrandji			Miwatj Health at Aboriginal Health Practitioner (Training)	Commenced 22/01/2024
	Geoffrey Dhamarrandji	Grandfather	Galiwinku community	Traditional Owner
	Daisy Gondarra	Grandmother	Shepherdson College	Current CLO
	Ted Gondarra	Grandfather	NIAA	
	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 31 October 2025.

ATTACHMENTS:

1. Meeting of Audit Committee Open Minutes 31 Oct 2025 [1.4.1 - 5 pages]



**OPEN MINUTES for the Audit
Committee
31 October 2025**

COUNCIL MINUTES

31 OCTOBER 2025

1 Meeting Establishment

YOW NGILIMURR BUKU'LUNGTHUN DHIYAK MEETINGU GA MALA DJARRYUN ROM

Members in Attendance:

Ross Springolo

Ben Mooney

President Lapulung Dhamarradji

Cr. Jason Mirritjawuy (left the meeting at 11:30 AM)

East Arnhem Regional Council Officers:

Signe Balodis (Director – Council Services)

Merianne Bretag (GM – People and Corporate Services)

Ralph Reddy (Finance Manager)

Paul Hyde Kaduru (Governance and Compliance Manager)

Ross Springolo has opened the meeting at 10:12 AM with prayer

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 /141 **RESOLVED (Ross Springolo/Ben Mooney)****That the Committee notes the absence of Cr. Evelyn Dhamarrandji**

COUNCIL MINUTES

31 OCTOBER 2025

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 /140 **RESOLVED (Ross Springolo/Ben Mooney)**

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

MEETING ESTABLISHMENT

1.4 Previous Audit Committee Minutes

AC-O /142 **RESOLVED (Cr. Lapulung Dhamarrandji/Cr. Jason Mirritjawuy)**

That the Committee approves the minutes of the previous meeting held on 13 March 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
NGUNIYI

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

COUNCIL MINUTES

31 OCTOBER 2025

NOTING PROGRESS AND ACHIEVEMENT

3.1 Draft General Purpose Financial Statements - 2025 Financial Year

SUMMARY:

This report is tabled to the committee to provide the Draft General Purpose Financial Statements for the reporting period ended 30 June 2025.

AC-O /143 **RESOLVED** (Cr. Lapulung Dhamarrandji/Ben Mooney)

That the Audit Committee notes the Draft General Purpose Financial Statements for the reporting period ended 30 June 2025, noting that the Financial Statement are still under review by the auditors.

NOTING PROGRESS AND ACHIEVEMENT

3.2 Tracking Register

SUMMARY:

An update on outstanding matters.

AC-O /144 **RESOLVED** (Ross Springolo/Ben Mooney)

That the Audit Committee notes the update on the Audit tracking register and requests an update to the register with status and projected completion dates. Additional findings from June 2025 external Audit report to be added.

NOTING PROGRESS AND ACHIEVEMENT

3.3 Policy Register

SUMMARY:

This report presents the Policy Register.

AC-O /145 **RESOLVED** (Ross Springolo/Cr. Lapulung Dhamarrandji)

That Committee notes the policy register and the work that is being done in this area. To add an extra column regarding the work in progress and to review the entire list and add a priority rating to each policy.

COUNCIL MINUTES

31 OCTOBER 2025

4 Confidential Reports

The report will be dealt with under Section 99 of the Local Government Act and Section 51(1)(c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

RECOMMENDATION: Move to closed section

RESOLVED Ross Springolo/Ben Mooney

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:-

RESUMPTION OF MEETING 11:50 AM

AC-O /150 **RESOLVED (Ben Mooney/Cr. Lapulung Dhamarrandji)**

That the decisions of Closed Session be noted as follows:- As noted in Confidential minutes.

5 Date of Next Meeting

Date of next meeting: 18 February 2026.

6 Meeting Close

The meeting concluded at 11:50 AM.

The page and the preceding pages are the minutes of the Audit Committee Meeting held on 31 October 2025, and are to be confirmed.

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 NGUNIYI

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

NOTING PROGRESS AND ACHIEVEMENT

3.1 2025-2026 Training Plan

AUTHOR Merianne Bretag (General Manager People and Corporate Services)

RECOMMENDATION

That the Committee note the 2025-2026 Annual Training Plan for the Council.

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.

BACKGROUND:

The 2025-2026 Annual Training Plan outlines the key training and development activities proposed for the year split out by key service area, with a focus on mandatory compliance training, governance and risk capability, financial management, leadership development and role-specific skills. The plan is designed to address identified risks, emerging organisational needs and audit findings, while supporting workforce capability and retention.

The Goals for 2026 and beyond focuses on strengthening workforce capability and managing organisational risk through improved training governance. Key actions include implementing a Learning Management System, delivering culturally appropriate cross-cultural training, and professionalising internal training programs. The plan also introduces structured training evaluation and updated skills matrices to ensure training is targeted, effective and aligned with identified risks and compliance requirements.

ATTACHMENTS:

1. Training Plan 2025-2026 [3.1.1 - 8 pages]



TRAINING PLAN 2025-2026

and beyond



TRAINING NEEDS 2025-2026

Council wide



Mandatory



- First Aid & CPR
- Firewarden
- Cross cultural training
- 4WD
- Asbestos Awareness

Required



- Refresher internal training
- Procurement
 - Finance
 - Timesheets & Payroll
 - Recruitment

Wishlist









- Softskill training
- Effective communication
 - Stakeholder management
 - Manage people effectively
 - Feedback
 - Dealing with conflict
 - Timemanagement
 - Personal leadership



TRAINING NEEDS 2025-2026

Community Services



	Mandatory		Required		Wishlist	
						
Department <i>across multiple teams</i>	<ul style="list-style-type: none"> Cultural Competency ~175 Child Safety NAPCAN ~175 					
Child Care	<ul style="list-style-type: none"> Food Handling ~20 First Aid - Children ~20 Manual Handling ~20 Food Safety Supervisor 2 Safe Sleep Training ~20 		<ul style="list-style-type: none"> Cert III or Diploma - Early Childhood Education and Care ~20 		<ul style="list-style-type: none"> CCCFR workshop 4 	
Nhulunbuy Library Services						
Active Communities and Youth Services	<ul style="list-style-type: none"> Cert IV - Child, Youth and Family Interventions ~5 Food handling ~40 4WD 10 Restorative Practice 5 		<ul style="list-style-type: none"> Trauma Informed care ~40 AYMHFA ~40 Safe and Together CORE ~40 ASIST ~40 Conflict management ~40 Foetal Alcohol Spectrum Disorder ~40 			
Aged Care	<ul style="list-style-type: none"> Food handling ~50 Food Safety Supervisor 5 Manual Handling ~50 Cert III - Individual Support ~50 Medication Assist ~50 		<ul style="list-style-type: none"> Infection control ~50 Wheelchair operations ~30 		<ul style="list-style-type: none"> Dementia Awareness ~50 Elder Abuse Awareness ~50 	
Disability Services	<ul style="list-style-type: none"> Food handling ~30 NDIS Orientation ~30 Manual Handling 3 Cert III - Individual Support ~30 Medication Assist ~30 		<ul style="list-style-type: none"> Epilepsy, Diabetes and other disability specific training As needed Wheelchair operations ~30 		<ul style="list-style-type: none"> NDIS Workshop 3 	

TRAINING NEEDS 2025-2026

Council Services



	Mandatory		Required		Wishlist	
						
Department <i>across multiple teams</i>			<ul style="list-style-type: none"> • Fire Warden 6 • Emergency Response Warden 6 • Time management 10 			
Council services			<ul style="list-style-type: none"> • Cert II Workplace Skills 6 		<ul style="list-style-type: none"> • Report writing 10 • Effective communication 10 • Stakeholder Management 10 • Manage People effectively 10 	
Municipal Services	<ul style="list-style-type: none"> • HR Licencing 15 max • MR Licencing 15 max • Loader ticket 15 max • Skid Steer 20-30 • Apply chemicals & Treat weeds 20-30 		<ul style="list-style-type: none"> • White Card 20-30 • Operate & Maintain Chainsaws 3 • Traffic management 20-30 			
Waste & Environment			<ul style="list-style-type: none"> • Drone RePL 1 			
CNP & SUS	<ul style="list-style-type: none"> • Domestic Violence 38 		<ul style="list-style-type: none"> • De-escalation & self-defence 38 			
Animal Management	<ul style="list-style-type: none"> • Vet Prof. Dev. points 1 • Vet nurse Prof. Dev. points 2 		<ul style="list-style-type: none"> • NT Vet conference 3 • Biosecurity DAFF 3 • Emergency disease DAFF 3 • 4WD - defensive driving 3 • De-escalation & self-defence 3 		<ul style="list-style-type: none"> • NATSIEH conference 3 • AIAM conference 3 • ASAVA conference 1 	

TRAINING NEEDS 2025-2026

Technical & Infrastructure



Mandatory



Department

across multiple teams

- Drone training
- PCBU training
- White Card
- Asbestos Class B removal

3
8
8
6

Building & Public Infrastructure

- Stormwater Management Foundations
- AutoCAD Fundamentals
- Writing winning technical documents

1
1
2

Tenancy & Leasing

Transport Infrastructure

- Traffic Controller 1 & Traffic Management Implementer 1 (combo)
- Traffic Management Designer 1

1
1

Fleet



TRAINING NEEDS 2025-2026

People & Corporate Services






Department

across multiple teams

Finance

ICT

HR/IR / WHS / T&D

Mandatory		Required		Wishlist	
					
<ul style="list-style-type: none"> • Taxation and Payroll 2 • Rates 2 • Accounting standards 3 		<ul style="list-style-type: none"> • Taxation and Payroll 5 • Excel Intermediate 7 • BAS & GST 7 • Communication / Stakeholder engagement 10 • TechOne 10 • FBT 5 		<ul style="list-style-type: none"> • Taxation and Payroll 2 • CPA Australia 4 • Construction Contract Management 1 • Superintendents Integral 1 	
		<ul style="list-style-type: none"> • Leadership 1 • Cisco Certified Network Associate 1 • Cert III - Information Technology 1 		<ul style="list-style-type: none"> • Prince2 Agile 3 • Certified Information Systems Security Professional 1 	
		<ul style="list-style-type: none"> • Procurement 1 • Cert IV - Training and Assessment 1 • AHRI Conference 6 		<ul style="list-style-type: none"> • Diploma HR Management 1 • Reporting data and analysis 1 • Cert IV WHS 1 • Employment Law Essentials 1 	



TRAINING PLAN 2025-2026

Training

Organise training

Voiced in training needs analysis. Urgency: Mandatory → Required → Wishlist, unless communicated otherwise by Director/GM.

Cross cultural training

Support & coordinate development

Development and implementation of a Cross cultural training specific to EARC communities, work together with external provider.

Training evaluation

End-to-end coordination

Develop and implement way of evaluating training. Follow up on evaluation results by implementing/using feedback points in organisation of new training.

Learning Management System

Implement Learning Management System (LMS)

Acquire, set up, customise and implement LMS system with hosting partner.

Internal EARC training

Professionalise internal (induction) training

Professionalise internal EARC training according to adult learning principles. Likely convert to eLearning and host on new LMS.

Skills matrix

Update skills matrix

Renew skills matrix, include soft skills. Work with HR & management to keep skills matrix up-to-date.

Skills Audit

Check and update skills

Update everyone's skills/certificates/qualifications in HR systems according to renewed skills matrix.





2026-2030: BECOMING A LEARNING ORGANISATION

Upskilling

Organise learning focused on upskilling

Once we've caught up on legislative/mandatory training we can think about upskilling. Think training and other learning activities that are currently on people's wishlist and softskill training.

Development plans

Individual development plans

Every person is different. Not everyone wants to and can become a supervisor/manager. Each individual should have a tailored development plan, that is actually followed up on/actioned.

Coaching

Invest in (internal) coaching

Invest in both internal and external coaching. We should train eligible staff to become a coach for colleagues, but also set budget aside for external coaching for complex/sensitive cases.

Leadership program

Leadership program for ALL managers

Leadership program for managers on all levels, including exec team. Program should cover elements like exploring what kind of manager you currently are, what values you have as a manager, what kind of manager you want to be and how to get there.

Other learning activities

Promote learning activities other than training

A learning organisation means more than just organising training for your staff. We should invest in other modes of formal/organised learning as well as in informal learning like learning on the job and coaching (see above).

Culture

Psychological safety, DEI, Teambuilding, etc.

Investing in EARC's culture by developing clear values on topics like psychological safety and Diversity, Equity and Inclusion, create awareness around these values within the organisation and invest in putting them to practice.

Traineeships

Traineeships

Set up traineeship program. This could help attract new employees and is a way to give back to community/invest in professional development of indigenous people.



NOTING PROGRESS AND ACHIEVEMENT

3.2 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 1 [3.2.1 - 4 pages]

EARC Policy Register



						Now	Next	Later		
						High	MED	Low		
	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	
1	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	HR currently WIP aim for 26 Feb Council Meeting
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	LOW	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	LOW	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	INFRASTRUCTURE AND ENVIRONMENT	Asset Management	OPS/001	30-Jun-22	CEO	30-Jun-26	Director 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 Technical & Infrastructure Services	HIGH	Needs to be reviewed
1	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	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	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	INFRASTRUCTURE AND ENVIRONMENT	Motor Plant & Vehicle	OPS/002		CEO		General Manager Technical & Infrastructure Services	HIGH	Draft
2	INFRASTRUCTURE AND ENVIRONMENT	Fleet Asset Acquisition & Disposal	OPS/003		CEO		General Manager Technical & Infrastructure Services	HIGH	Draft
3	INFRASTRUCTURE AND ENVIRONMENT	Council Controlled Housing Policy					General Manager Technical & Infrastructure Services	HIGH	Needs to be reviewed
4	SERVICES	Animal Management Policy	OPS/004	30-Jun-22	Council	30-Jun-25	General Manager Technical & Infrastructure 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

4 Confidential Reports

The report will be dealt with under Section 99 of the Local Government Act and Section 51(1)(c)(i) of the Local Government (General) Regulations. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

5 Date of Next Meeting

6 Meeting Close