

# SPECIAL COUNCIL MEETING September 2025



## NOTICE OF MEETING

The Special Meeting of the Belyuen Community Government Council will be held in the Council Offices, Belyuen community commencing at 10am.

Dave Ferguson CEO

# AGENDA

## SPECIAL COUNCIL MEETING

### September 2025

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## 1 OPEN MEETING

The Mayor of Belyuen Council: Cr. Leikeisha Woodie will declare the meeting open at 10:00am.

The Mayor welcomes the Councillors, visitors and staff to the Special Council Meeting of September 2025.

Councillors agree that all matters presented at this meeting will be administered on the principle of fair and equitable treatment. Councillors acknowledges that we each bring our own views to the table and on all matters unresolved, Councillors right to agree and disagree is respected.

Councillors are reminded to fulfil their administrative requirements and sign the attendance sheet associated with this meeting.

Acknowledgement is made to members not present and respect is paid to the Traditional Owners of the land on which we meet, to the elders past and present and to the Councillors and employees present for the meeting.

## 2 NOTICE OF MEETING



### MEETING NOTICE

Date Posted: 04/09/2025  
**Councillor Reminder**

*You are respectfully advised that a Special Meeting has been scheduled as follows:*

**Date:** Tuesday 9<sup>th</sup> September 2025  
**Time:** Beginning at 10.00am  
**Location:** BCGC Meeting Chamber

*Councillors are reminded of their responsibility to contact the Mayor or CEO should you have any information to add to the meeting agenda, this must be supplied two days before the notice is issued.*

*The Meeting will be chaired by Cr. Leikeisha Woodie, Mayor Belyuen Community Government Council.*

*Meeting refreshments, morning tea and lunch will be provided.*

*Dave Ferguson*  
CEO

## 3 ATTENDANCE AT MEETINGS

**Report Number** 3.1.09.25  
**Author** Dave Ferguson – CEO  
**Attachments** Nil

### Summary

BELYUEN COMMUNITY GOVERNMENT COUNCIL

This report is to table, for Council’s record only, any apologies, and requests for leave of absence received from Elected Members for this or future Ordinary General Meetings.

Council can choose to accept the apologies or requests for leave of absence as presented or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as ***absence without notice***.

As per the Local Government Act 2019 s.47 a person ceases to hold office as a member of a Council if the person is absent, without permission of the Council in accordance with the regulations, from 2 consecutive ordinary meetings of the Council.

**Recommendation:**

That Council note the information provided regarding meeting attendance

**Moved:**

**Seconded:**

## 4 DECLARATION OF INTEREST

<b>Report Number</b>	<b>4.1.09.25</b>
<b>Author</b>	<b>Dave Ferguson – Chief Executive Officer</b>
<b>Attachments</b>	<b>Nil</b>

**Summary**

Elected members and staff are required to declare any conflicts of interest arising from the matters contained in this agenda. The Mayor reminds everyone about their roles and responsibilities as an elected official and particularly of their obligations to declare their interest (material or personal) on matters presented today – that may have a perceived or real conflict of interest.

**Background**

**Elected Members** are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer’s report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegated authority in relation to the matter. Upon disclosure the Staff

Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

**Comment**

NIL

**Statutory Environment**

- *Local Government Act 2019* Section 114 (Elected Members)
- *Local Government Act 2019* Section 179 (Staff Members)

**Policy Implications**

Conflict of Interest – CEO and Staff Code of Conduct.

**Financial Implications**

Nil.

**Recommendation**

Elected members receive the declarations of interest as tabled for the Special Council Meeting held 9<sup>th</sup> September 2025

**Moved:**

**Seconded:**

## 5 DEPUTATIONS AND PRESENTATIONS

<b>Report Number</b>	<b>5.1.09.25</b>
<b>Author</b>	<b>Dave Ferguson – Chief Executive Officer</b>
<b>Attachments</b>	<b>Nil</b>

**Presentation**

Karen Hocking: Manager Strategic Projects and Development - Local Government and Community Development, Department of Housing, Local Government and Community Development

Delivery of 2 training courses:

1. Understanding Local Government
2. Roles and Responsibilities of Elected Members

### **Statutory Environment**

- *Local Government Act 2019* (Elected Members)
- *Local Government Act 2019* (Staff Members)

### **Policy Implications**

Nil

### **Financial Implications**

Nil.

### **Recommendation**

Elected members receive the local government training as delivered for the Special Council Meeting held 9<sup>th</sup> September 2025

**Moved:**

**Seconded:**

## **6 CONFIRMATION OF PREVIOUS MINUTES**

<b>Report Number</b>	<b>6.1.09.25</b>
<b>Author</b>	<b>Dave Ferguson – Chief Executive Officer</b>
<b>Attachments</b>	<b>UNCONFIRMED MEETING MINUTES AUGUST 2025</b>

### **Summary**

Unconfirmed minutes of the Ordinary General Meeting from the meeting of the 26<sup>th</sup> August 2025 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

### **Statutory Environment**

The Agendas and Minutes as submitted must comply with part Chapter 6 of the Local Government Act 2019.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

# MINUTES OF THE ORDINARY MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL MEETING HELD: August 26<sup>th</sup> 2025

## 1 OPEN MEETING

*MEETING OPENED: The Ordinary Council Meeting opened at 11.05am*

*PRESENT AT MEETING:*

***Elected Members:***

- *Cr. Angelina Lewis*
- *Cr. Daphne Yarrowin*
- *Cr. Rex Sing*
- *Cr. Linda Yarrowin*
- *Cr. Leikeisha Woodie*

***Staff:***

- *Dave Ferguson – Chief Executive Officer*

***Visitors:***

- *Karen Hocking: Manager Strategic Projects and Development, Department of Housing, Local Government and Community Development*

## 2 APPOINTMENT OF PRINCIPAL MEMBER

***Recommendation:***

**<2.1.08.26> *That Council:***

1. *elects to take the vote for Principal Member by secret ballot;*
2. *appoints Cr. Woodie to be the Principal Member for the duration of the elected term of Council 2025 – 2029;*

3. *instruct that the Principal Member is to have the title of Mayor;*
4. *appoints Cr. Sing as the Deputy Mayor for the period of the first 12 months to be followed in turn by Cr. D. Yarrowin, Cr. L. Yarrowin and Cr. A. Lewis each for a 12 month period.*

**Moved:** Cr. Sing  
**Seconded:** Cr. L Yarrowin

**Carried**

### **3 SCHEDULE OF ORDINARY MEETINGS**

**Recommendation:**

**<3.1.08.26>** *That Council nominate the last Tuesday of each calendar month to conduct ordinary meetings for the duration of the elected term of council 2025 – 2029.*

**Moved:** Cr. D. Yarrowin  
**Seconded:** Cr. R. Sing

**Carried**

### **4 ATTENDANCE AT MEETINGS**

**Recommendation:**

**<4.1.08.26>** *That Council note the information provided regarding meeting attendance.*

**Moved:** Cr. Sing  
**Seconded:** Cr. Woodie

**Carried**

### **5 CHAIR TO EXERCISE A CASTING VOTE**

**Recommendation:**

**<5.1.08.26>** *That council instruct the CEO to draft a policy to allow the chair to exercise a casting vote.*

**Moved:** Cr. Lewis  
**Seconded:** Cr. L. Yarrowin

**Carried**

### **6 COUNCIL COMMITTEES**

**Recommendation:**

**<6.1.08.26>** *That council instruct the CEO to:*

1. *Appoint the following Council members to the Audit Risk Management committee:  
**Cr. A. Lewis**  
**Cr. L. Yarrowin***
2. *Provide Council with ARMC meeting dates at the next ordinary meeting, and*
3. *Advertise for the position of ARMC Independent Chair through a public expression of Interest*

**Moved:** **Cr. D. Yarrowin**

**Seconded:** **Cr. Woodie**

**Carried**

## **7 COUNCILLOR ALLOWANCES**

**Recommendation:**

**<7.1.08.26>** *That council acknowledge the Elected Member Allowances for the 2025-26 financial year.*

**Moved:** **Cr. R Sing**

**Seconded:** **Cr. D. Yarrowin**

**Carried**

## **8 DECLARATION OF INTEREST**

**Recommendation:**

**<8.1.08.26>** *Elected members note the report Declaration of interest as tabled*

**Moved:** **Cr. A. Lewis**

**Seconded:** **Cr. L. Yarrowin**

**Carried**

## **9 THE CODE OF CONDUCT**

**Recommendation:**

**<9.1.08.26>** *That Council note the information tabled in the CEO report: Code of Conduct*

**Moved:** **Cr. L. Woodie**

**Seconded:** **Cr. D. Yarrowin**

**Carried**

## 10 MAYORS REPORT

**Recommendation:**

<10.1.08.26> That Council receives and notes the Mayors Report for future meetings.

**Moved:** Cr. L. Yarrowin

**Seconded:** Cr. A. Lewis

**Carried**

## 11 CEO REPORT

**Recommendation:**

<11.1.08.26> That Council endorse the Store Managers report for August 2025

**Moved:** Cr. D Yarrowin

**Seconded:** Cr. A Lewis

**Carried**

**Recommendation:**

<11.2.08.26> That Council:

1. endorse the Acquittal of the Waste and Resource Management Grant 2024-25, and;
2. instructs the CEO to write to the Northern Territory Government Department of the Chief Minister and Cabinet to seek to retain the unspent funds and obtain an extension outlining Belyuen Councils proposal to utilise the WaRM funding surplus to invest in a waste management strategy for Belyuen including the purchase of capital assets to assist with waste disposal.

**Moved:** Cr. D Yarrowin

**Seconded:** Cr. A Lewis

**Carried**

## 12 FINANCIAL REPORT

**Recommendation:**

<12.1.08.26> That Council defer the August finance report for a special meeting scheduled for 9<sup>th</sup> September 2025

**Moved:** Cr. D Yarrowin

**Seconded:** Cr. A Lewis

**Carried**

## 13 QUESTIONS BY MEMBERS

*Nil*

## 14 GENERAL BUSINESS

*Nil*

## 15 NEXT COUNCIL MEETING

*10am 9<sup>th</sup> September 2025*

*Meeting closed at 13.07pm*

### **Recommendation**

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 26 August 2025 be confirmed by Council as a true and correct record of the meeting.

**Moved:**

**Seconded:**

## 7 MAYORS REPORT

<b>Report Number</b>	<b>7.1.09.25</b>
<b>Author</b>	<b>Mayor Leikeisha Woodie</b>
<b>Attachments</b>	<b>Nil</b>

### **Summary**

The Mayor reports to Council on her activities and any items of importance that have arisen since the last Council Meeting.

### **Comment**

The Mayor gives a verbal report of activities since the last council meeting.

### **Financial Implications**

Nil

### **Recommendation**

That Council receives and notes the Mayors Report for the Special Council meeting September 2025.

**Moved:**

**Seconded:**

## 8 CEO REPORT

### 8.1 Report from the CEO – Christmas Dates & Closure

<b>Report Number</b>	<b>8.1.09.25</b>
<b>Author</b>	<b>Dave Ferguson – Chief Executive Officer</b>
<b>Attachments</b>	<b>Nil</b>

#### **Comment**

Each year, Belyuen Council collaborate with the Belyuen School and other community stakeholders to provide Christmas celebrations to community residents

A date for this years Christmas celebrations will be advised in consultation with the Belyuen School Principal, suggested dates are 5<sup>th</sup> or 12<sup>th</sup> December.

Each year, Belyuen Council close the office during Christmas & new year period to allow staff some well earned time off during the festive season to rest and spend time with family.

This year, as in previous years, there are 3 public holidays during the Christmas/ new year period:

Christmas Day;  
Boxing day; and,  
New years day.

For staff to take advantage of the Christmas/ New year closure, they will be required to use annual leave or take leave without pay, (LWOP).

#### **Recommendation**

That Council resolve to endorse the CEO's recommendation to close Council programs and services from Monday 22<sup>nd</sup> December to Friday 2<sup>nd</sup> January. Council will re-open for business on Monday 5<sup>th</sup> January 2026

**Moved:**

**Seconded:**

## 8.2 Report from the CEO – Kafe Kenbi

<b>Report Number</b>	<b>8.2.09.25</b>
<b>Author</b>	<b>Dave Ferguson - CEO</b>
<b>Attachments</b>	<b>Nil</b>

### Summary

Belyuen Community Government Council have invested in a commercial business operating as a Café from the new Mandorah Marina facility.

The café will initially operate on weekdays to coincide with the ferry times from Mandorah to Cullen Bay, with the possibility of increasing its operating hours to include afternoons and weekends dependent on turnover.

### Comment

The café is situated in a prime location at the front of the Mandorah ferry terminal with a good opportunity to facilitate commuters utilizing the marina facility and surrounding infrastructure. BCGC's priority is to train and employ local people to oversee the café operations.

Accredited Barista training is being provided in September by Charles Darwin University. Once the training is completed, staff will be appointed to run the café on a trial period.

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

The café must operate cost neutral in order for it to be sustainable.

### Recommendation

That Council receives and notes the report entitled Kafe Kenbi;

**Moved:**

**Seconded:**

### **8.3 Report from the CEO – Belyuen Festival**

<b>Report Number</b>	<b>8.3.09.25</b>
<b>Author</b>	<b>Dave Ferguson - CEO</b>
<b>Attachments</b>	<b>Nil</b>

#### **Summary**

Belyuen have an opportunity to run a small sports & culture festival prior to the start of the AFL season in Darwin.

#### **Comment**

The festival will be a modest affair that will take place in the last weekend of September

Activities will include:

- Indigenous music
- AFL
- Food
- Cultural dance
- Information stalls
- Jumping castle
- Competitions & giveaways

There has been significant interest from external stakeholders offering support with various activities.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Recommendation**

That Council receives and notes the report entitled Belyuen Festival;

**Moved:**

**Seconded:**

## 9 FINANCIAL REPORT

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### 9.1 Monthly Financial Report

<b>Report Number</b>	<b>9.1.09.25</b>
<b>Author</b>	<b>Jasmine Brar – CSM</b>
<b>Attachments</b>	<b>Finance report</b>

The Corporate Services Manager tables the unaudited financial report for July 2024 – June 2025

#### **Recommendation**

That Council resolve to endorse the 2024-2025 finance report as tabled.

**Moved:**

**Seconded:**

## 10 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

## 11 GENERAL BUSINESS

Call for any other general business.

### **Discussion**

## 12 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on September 30<sup>th</sup> at the Belyuen Council Offices, Belyuen commencing at 10:00am.