



WEST ARNHEM REGIONAL COUNCIL AGENDA

**SPECIAL COUNCIL MEETING
MONDAY, 11 AUGUST 2025**

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WEST ARNHEM REGIONAL COUNCIL

Notice is hereby given that a Special Meeting of the West Arnhem Regional Council will be held in Council Chambers Jabiru on Monday 11 August 2025 at 2:00 pm.

Katharine Clare Murray
Chief Executive Officer

Code of Conduct: The Local Government Act 2019

As stipulated in Schedule 1 of the Act, the Code of Conduct for Members is as follows:

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:* 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.
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:* A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.
If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.
8. *Respect for confidences:* A member must respect the confidentiality of information obtained in confidence in the member's official capacity.
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:* Members 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.
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:* A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
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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Acknowledgement of Country

West Arnhem Regional Council acknowledges the First Nations Custodians, and the many Language and Family groups who are Managers and Caretakers to each of their Traditional homelands and Waters across the West Arnhem Region Wards.

West Arnhem Regional Council pays its respects and acknowledges Elders, past, present and rising.

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 AUGUST 2025

Agenda Reference:	3.1
Title:	Apologies, Leave of Absence and Absent Without Notice
Author:	Debbie Branson, Governance Advisor

SUMMARY

This report is to table, for Council's record, any apologies, and requests for leave of absence received by Council's Chief Executive Officer from Elected Members, as well as record any absence without notice for the Special Council meeting held on 11 August 2025.

RECOMMENDATION

THAT COUNCIL

1. Notes the absence of ...
2. Notes the apology received from Cr Blyth.
3. Determines Cr Blyth are absent with permission of the Council; and
4. Determines ... are absent without permission of the Council.

COMMENT

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 absent without notice.

LEGISLATION AND POLICY

Section 47(o) of the *Local Government Act 2019*.

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 AUGUST 2025

Agenda Reference:	4.1
Title:	Acceptance of Agenda
Author:	Debbie Branson, Governance Advisor

SUMMARY

Agenda papers are presented for acceptance at the Special Council meeting held on 11 August 2025.

RECOMMENDATION

THAT COUNCIL accept the agenda papers as circulated for the Special Council meeting held on 11 August 2025.

LEGISLATION AND POLICY

Section 92(1) *Local Government Act 2019*.

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation

Goal 6.5 Planning and Reporting

Robust planning and reporting that supports Council's decision-making processes

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 AUGUST 2025

Agenda Reference:	5.1
Title:	Disclosure of Interest of Members or Staff
Author:	Debbie Branson, Governance Advisor

SUMMARY

Elected Members are required to disclose an interest in a matter under consideration at an Special Council Meeting:

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

Under disclosure, the Member must abide by the decision of the Council on whether they shall remain in the Chambers and/or take part in the vote on the issue. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting them to leave the Chambers.

Staff Members of the Council are required to disclose an interest in a matter at any time on which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure, the staff member is not to act or exercise their delegated authority unless Council expressly directs them to do so.

RECOMMENDATION

THAT COUNCIL receive the declarations of interest as listed for the Special Council meeting held on 11 August 2025.

LEGISLATION AND POLICY/STATUTORY ENVIRONMENT

Section 114 (Elected Members) *Local Government Act 2019*

Section 179 (staff members) *Local Government Act 2019*

Council's Scheduling and Conduct of Meetings (Elected, Local Authority and Council Committee Members) Policy.

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals in the *Regional Plan and Budget*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

Integrity is at the heart of everything we do. We are leaders of best practice and excellence in governance, advocacy, consultation and administration. Our processes, procedures and policies are ethical and transparent.

Goal 6.4 Risk Management

The monitoring and minimisation of risks associated with the operations of Council.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 AUGUST 2025

Agenda Reference:	6.1
Title:	Local Authority Appointments - Call for Nominations
Author:	Debbie Branson, Governance Advisor

SUMMARY

The purpose of this report is to request Council to appoint Council Members to each of the Local Authorities in the West Arnhem region, and to seek Council's approval to commence the nomination process for vacant Local Authority positions.

RECOMMENDATION

THAT COUNCIL:

1. Receive and note the report titled *Local Authority Appointments - Call for Nominations*;
2. Approves the commencement of the nomination process for appointed (community) Local Authority member vacancies; and
3. Following Council's *Local Authority Appointments, Resignations and Termination Policy*, to review the nominations and make recommendations to Council, approve the four Local Authority Selection Committee memberships to include two community members and, where there are more than two Elected Members residing in the relevant Local Authority area, the two Elected Members to be:

For the Maningrida Local Authority Selection Committee

1. (community member)
2. (community member)
3. (Elected Member)
4. (Elected Member)

For the Warruwi Local Authority Selection Committee

1. (community member)
2. (community member)

For the Gunbalanya Local Authority Selection Committee

1. (community member)
2. (community member)
3. (Elected Member)
4. (Elected Member)

For the Minijilang Local Authority Selection Committee

1. (community member)
2. (community member)

Approve an additional Elected Member for the Warruwi and Minijilang Local Authority Selection Committee to be:

3. (Elected Member) for the Warruwi committee
4. (Elected Member) for the Minijilang committee.

BACKGROUND

In July 2025, Council resolved to dissolve the Local Authorities in line with the NT Local Government 2025 General Election.

The four Local Authorities were formed prior to July 2025 as follows:

Local Authority	Council Member	Appointed (Community) Member
Maningrida	3	6
Warruwi	1	8
Gunbalanya	3	8
Minjilang	1	7

As per Council's Local Authority Appointments, Resignations and Terminations Policy:

Local Authority Membership

Council's Local Authorities are to operate within the framework of the Local Government Act, Local Government Regulations, Ministerial Guidelines, and Council policy.

The Membership of a Local Authority is to consist of:

- The Elected Members of Council who represent a ward within which the Local Authority's area is situated; and
- Such other members of the community or communities within the Local Authority's area as the Council appoints as members of the Local Authority.

A Member must reside within the community in which the Local Authority is situated.

The Mayor is a member ex officio of all Local Authorities within Council's boundaries and may (but is not obliged to) participate in its meetings.

The number of members that a Local Authority should have is a minimum of at least six (6) appointed members and a maximum of 14 members (including Elected Members), unless the Minister approves a different maximum number of members for a particular Local Authority.

Nomination and Appointment

Council will seek nominations from within each community where a Local Authority has been established. The call for nominations will be advertised and promoted in a manner that ensures that residents of the relevant area are aware of the nomination period and how to apply.

The nomination period will be a minimum of 28 days.

Community members who are permanent residents and live in the community for the majority of the time, can nominate for Local Authority Membership. Candidates need to fill in and submit a Local Authority Nomination Form, by the closing date.

Forms are available through Council.

Following closure of the nomination period, Council will convene a selection committee to determine which nominations to put forward to Council for approval.

- The selection committee will include two Elected Members who reside within the Local Authority area, and two community members.
- The Council Services Manager in the community will support the committee, including by acting as Chairperson. Council will then consider the nominations put forward by the selection committee, at the next Ordinary Meeting of Council.

Council will have the final say on appointing Local Authority Members.

Timeline

It is proposed that nominations open Tuesday, 12 August 2025 and close Tuesday, 9 September 2025. The Selection Committee will meet and recommendations will be tabled at the Ordinary Council Meeting scheduled for Tuesday, 23 September 2025.

The first round of Local Authority meetings are currently scheduled for week commencing Monday, 13 October 2025 as follows:

Monday, 13 October 2025	Maningrida Local Authority
Tuesday, 14 October 2025	Warruwi Local Authority
Wednesday, 15 October 2025	Gunbalanya Local Authority
Thursday, 16 October 2025	Minjilang Local Authority
Friday, 17 October 2025	Kakadu Ward Advisory Committee

LEGISLATION AND POLICY

Local Authority Appointments, Resignations and Terminations Policy

Local Government Guideline No. 1

Local Government Regulations

Local Government Act

FINANCIAL IMPLICATIONS

Allowances as determined by the NT Remuneration Tribunal:

The Chair of a Local Authority will be paid each meeting:

Up to 2 hours	\$300
2 to 4 hours	\$450
More than 4 hours	\$600

A Member of a Local Authority will be paid as follows:

Up to 2 hours	\$200
2 to 4 hours	\$300
More than 4 hours	\$400

STRATEGIC IMPLICATIONS

This report is aligned to the following pillars and goals of the *Regional Plan and Budget*:

PILLAR 6 FOUNDATIONS OF GOVERNANCE

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Goal 6.3 Council and Local Authorities

Excellence in governance, consultation administration and representation.

ATTACHMENTS

Nil

WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING 11 AUGUST 2025

Agenda Reference:	7.1
Title:	Closure to the Public for the Discussion of Confidential Items
Author:	{author-name}, {position}

SUMMARY

Pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and regulation 52 of the *Local Government (General) Regulations 2021*, the meeting is to be closed to the public to consider confidential matters.

LEGISLATION AND POLICY

Section 99(2) of the *Local Government Act 2019*

Regulations 51 and 52 of the *Local Government (Administration) Regulations 2021*

RECOMMENDATION

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 52 of the Local Government (General) Regulations 2021 the meeting be closed to the public at {time} to consider the Confidential items of the Agenda.

ATTACHMENTS

Nil

Agenda Reference:	8.1
Title:	Workplace Incident Maningrida
Author:	Katharine Murray, Chief Executive Officer

The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

9 **DISCLOSURE OF CONFIDENTIAL RESOLUTIONS AND RE-ADMITTANCE OF THE PUBLIC**
WEST ARNHEM REGIONAL COUNCIL

FOR THE MEETING MONDAY 11 AUGUST 2025

RE-ADMITTANCE OF THE PUBLIC

Agenda Reference:	9.2
Title:	Disclosure of Confidential Resolutions and Re-admittance of the Public
Author:	Debbie Branson, Governance Advisor

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

10 MEETING DECLARED CLOSED