



AGENDA

BARUNGA LOCAL AUTHORITY MEETING

TUESDAY, 02 JULY 2019

Notice is given that the next Barunga Local Authority Meeting of the Roper Gulf Regional Council will be held on:

- Tuesday, 02 July 2019 at
- The Conference Room Council Service Delivery Centre, Barunga
- Commencing at 10:00

Your attendance at the meeting will be appreciated.

BARUNGA CURRENT MEMBERSHIP:

List Members of LA

Elected Members

- 1. Mayor Judy MacFARLANE**
- 2. Deputy Mayor Helen LEE**
- 3. Cr Selina ASHLEY**
- 4. Cr Deanna KENNEDY**

Appointed Members

- 1. Anita PAINTER**
- 2. Nell BROWN**
- 3. Vita BRINJEN**
- 4. Anne-Marie LEE**
- 5. Symeon BULUMBARA**
- 6. Denni BARMA (Youth)**
- 7. Vacant**
- 8. Vacant**

MEMBERS: 12

COUNCIL: 4

LA: 8

QUORUM: 7 (minimum requirement)

PROVISIONAL: 5

Explanatory Note:

Meetings must meet a 'quorum' of 50% + 1 of all members.

If no quorum, but a majority of appointed members (50% + 1) a 'provisional meeting' can be held.

During a 'provisional meeting', all agenda items may be discussed, and minutes must be kept.

Members at a 'provisional meeting' may by majority vote make recommendations to Council, however the recommendations shall be considered as those of a 'provisional meeting' rather than a Local Authority.

A 'provisional meeting' does not have the powers or function delegated to a Local Authority, and it cannot approve minutes of a Local Authority meeting.

Local Authority appointed members are paid for attending meetings, (not for Informal Meetings or Roper Gulf Regional Council Employees during their hours of work).

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PRESENT/STAFF/GUESTS	
2	MEETING OPENED	
3	WELCOME TO COUNTRY	
4	APOLOGIES AND LEAVE OF ABSENCE	
5	CONFIRMATION OF PREVIOUS MINUTES	
5.1	Confirmation of Previous Minutes.....	6
6	CALL FOR ITEMS OF OTHER BUSINESS	
7	DISCLOSURE OF INTEREST	
8	BUSINESS ARISING FROM PREVIOUS MINUTES	
8.1	Action List	11
9	INCOMING CORRESPONDENCE	
	<i>Nil</i>	
10	OUTGOING CORRESPONDENCE	
	<i>Nil</i>	
11	GENERAL BUSINESS	
11.1	LA001 - Local Authority Policy.....	13
11.2	Elected Member Report.....	20
11.3	Council Services Report	22
11.4	Draft Local Government Bill.....	24
11.5	Chairperson for the Local Authority	37
11.6	HomeBuild NT 2019-20 Program	38
11.7	Council Financial Report - May 2019 Expenditure Report.....	39
11.8	Governance Report - Local Authority Project Register Update	45
12	OTHER BUSINESS	
	<i>Nil</i>	
13	CLOSE OF MEETING	

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 825625
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority adopts the previous minutes from the meeting of 30 April 2019 as a true and accurate record of that meeting**

BACKGROUND

The Barunga Local Authority met on Tuesday 30 April 2019 at 10.00 at the Roper Gulf Regional Council Office in Barunga.

Attached are the recorded minutes of that meeting.

ATTACHMENTS:

- 1 Barunga Local Authority 2019-04-30 [817898].DOCX



MINUTES OF THE BARUNGA LOCAL AUTHORITY MEETING #02 OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BARUNGA ON TUESDAY, 30 APRIL 2019 AT 10.00 AM

PRESENT/STAFF/GUESTS

1.1 Elected Members

- Deputy Mayor Helen LEE (Chairperson)
- Councillor Deanna KENNEDY

1.2 Appointed Members

- Anita PAINTER
- Nell BROWN
- Denni BARMA
- Vita BRINJEN

1.3 Staff

- Sharon HILLEN – Acting Chief Executive Officer
- Ashleigh ANDERSON – Local Authority Coordinator
- Susan GILLIES – Council Service Coordinator (Barunga)

1.4 Guests

- Amanda HAIGH – Department of Local Government, Housing and Community Development
- Christine MANTELL – Department of Local Government, Housing and Community Development
- Dianna ROSS – Department of Local Government, Housing and Community Development
- Moira McCREESH – Department of Health

MEETING OPENED

The Meeting was declared opened at 10.22hrs with a **Quorum** Deputy Mayor Helen LEE welcomed members, staff and guests and the Roper Gulf Regional Council pledge was read.

WELCOME TO COUNTRY

APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

21/2019 RESOLVED (Vita BRINJEN/Deanna KENNEDY)

CARRIED

(a) That the Barunga Local Authority accepts the apologies from Mayor Judy MacFARLANE, Councillor Selina ASHLEY, Local Authority Member Symeon BULUMBARA and Local Authority Member Anne-Marie LEE.

CONFIRMATION OF PREVIOUS MINUTES

12.1 CONFIRMATION OF PREVIOUS MINUTES

22/2019 RESOLVED (Anita PAINTER/Helen LEE)

CARRIED

- (a) That the Barunga Local Authority adopts the previous minutes as a true and accurate record of the meeting held on 12 February 2019.

DISCLOSURES OF INTEREST

There were no declarations of interest at this Barunga Local Authority.

BUSINESS ARISING FROM PREVIOUS MINUTES

15.1 ACTION LIST

23/2019 RESOLVED (Deanna KENNEDY/Vita BRINJEN)

CARRIED

- (a) That the Barunga Local Authority receives and notes Action List

INCOMING CORRESPONDENCE

Nil

OUTGOING CORRESPONDENCE

Nil

BUSINESS ARISING

- Bottom Camp Road
- Toilet Block
- Internal Roads
- Cemetery Toilets and Water
- Weeds and Feral Animal Control
- Playground Upgrades

GENERAL BUSINESS

18.1 ELECTED MEMBERS REPORT

24/2019 RESOLVED (Anita PAINTER/Deanna KENNEDY)

CARRIED

- (a) That the Barunga Local Authority receives and notes the Elected Members Report.

18.2 COUNCIL SERVICES REPORT

25/2019 RESOLVED (Vita BRINJEN/Denni BARMA)

CARRIED

- (a) That the Barunga Local Authority receives and notes the Council Service Report for 30 April, 2019.

18.3 TOWN PRIORITIES 2019-20

26/2019 RESOLVED (Anita PAINTER/Deanna KENNEDY) CARRIED

- (a) That the Barunga Local Authority reviews its Town Priorities for 2019-20

18.4 ENROL TO VOTE - YOUR VOICE, YOUR COMMUNITY

27/2019 RESOLVED (Vita BRINJEN/Helen LEE) CARRIED

- (a) That the Barunga Local Authority receives and notes Enrol to vote – Your Voice, Your Community Report.

18.5 COUNCIL FINANCIAL REPORT - SECOND QUARTER EXPENDITURE REPORT RECOMMENDATION

- (a) That the Barunga Local Authority defers this report.

18.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT REGISTER UPDATE

28/2019 RESOLVED (Denni BARMA /Deanna KENNEDY) CARRIED

- (a) That the Barunga Local Authority receive and note the updated report on Local Authority Project Funding as at 31 March 2019;
- (b) That the Barunga Local Authority reallocates the \$1,500.00 from Fuel for sporting trips- Softball and Basketball back into its Local Authority Project Fund;
- (c) That the Barunga Local Authority allocates \$10,000 of its Local Authority Project Funding towards the Barunga Knowledge Garden;
- (d) That the Barunga Local Authority allocates \$10,000 of its Local Authority Project Funding towards the Barunga Walking Track.

19.0 BUSINESS ARISING

29/2019 RESOLVED (Deanna KENNEDY/Anita PAINTER) CARRIED

- (a) That the Barunga Local Authority receives and notes the information for the following:

- Bottom Camp Road;
- Toilet Block/s;
- Internal Roads;
- Cemetery Toilets and Water;
- Weeds and Feral Animal Control;
- Playground Upgrade;

Action: CSC to map internal roads

Action: Cemetery toilets and water to be included in Town Priorities for 2019/20

Action: Notices regarding weed control to be developed and displayed

Action: CSC to investigate and seek quotes for upgrades to playground near council building including repairing fencing, replacing shade sails and costing for new playground equipment.

OTHER BUSINESS

Nil

CLOSE OF MEETING

The meeting terminated at 13.20hrs.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Barunga Local Authority Meeting HELD ON Tuesday, 30 April 2019 AND CONFIRMED Tuesday, 18 June 2019.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 825626
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION:

(a) That the Barunga Local Authority receives and notes the Action List.

Date	Agenda Item #	Item Description	Responsible Person	Status	Update
24.04.18	8.1 ACTION LIST	Install 5 new Solar Lights	Area Manager/ CSC	Commenced	14/06/2019 – Lights have been ordered, awaiting delivery and installation.
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install new Tap at Norforce Park	Area Manager/ CSC	In Progress	14/06/2019 – Awaiting service approval from PowerWater corporation
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install more Speed bumps and Install a Pedestrian crossing at Lot 243.	Area Manager/ CSC	Completed	14/06/2019 - Speedbumps and pedestrian crossings installed
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install Fence around the Football oval	Area Manager/ CSC	Ongoing	14/06/2019 – Seating, fencing and shade waiting to be received. On its way. Quote for AFL Oval underway.

Date	Agenda Item #	Item Description	Responsible Person	Status	Update
21/08/18	12.1 KNOWLEDGE GARDEN	Knowledge/ memorial Garden	LA members	Ongoing	30/04/2019 – LA members allocate 10,000 of funding.
21/08/18	12.2 MEMORIAL PARK	Memorial Park	LA Members / CSC / CDP / CEO	Ongoing	30/04/2019 – Designs drafted.
12.02.19	FAMILY PLAQUE ON MEMORIAL GARDEN	Family Plaque	CSC/SASO	Ongoing	14/06/2019 – Still waiting for consultation meeting with community members
12.02.19	HEALTHY COMMUNITY WALKING TRAIL	Walking Trail	Chief Executive Officer/Council Service Coordinator	In Progress	30/04/2019 – Quote obtained, consultation with Jawoyn Association. CSC to assist mapping of trail Consultation with CEO about funding
30.04.19	19.5 WEEDS	Information Posters / Flyers to be created and displayed about weed control	CSC/SASO	Ongoing	14/06/2019 – Seeking information to put on posters.
30.04.19	19.6 PLAYGROUND UPGRADE (Near Council Office)	CSC to seek quotes for playground upgrade including fencing repairs, shade sails and new equipment	CSC/SASO	Ongoing	14/06/2019 – Still seeking quotes

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.1
TITLE	LA001 - Local Authority Policy
REFERENCE	825627
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the updated Local Authority Policy.**

BACKGROUND

On Wednesday 17 April 2019, the Elected Members met in Barunga for their second Ordinary Meeting of Council in 2019. Resolution 87/2019 was carried by Councillor Donald GARNER and Councillor Deanna KENNEDY and included the adoption of the revised LA001 Local Authority Policy.

This policy was revised in accordance with the *Local Government Act* and Guideline 8 and applies to all of Roper Gulf Regional Council's Local Authorities.

Important changes to note:

- Council can terminate a member(s) who have failed to attend two (2) consecutive meetings without an apology being accepted by the Local Authority members or Council;
- Council can terminate a member(s) who they believe are not performing their duties as a Local Authority Member;
- Council can terminate a member(s) for breaches of policy or inappropriate conduct.

Attached is the full revised policy adopted by Council. This policy, and all other policies can also be found on the Roper Gulf Regional Council website at:

www.ropergulf.nt.gov.au/reports-publications/policies/

ATTACHMENTS:

- 1 LA001 - Local Authority Policy_amended.pdf

Roper Gulf Regional Council



LA001– Local Authority Policy

1. POLICY CERTIFICATION

Policy title:	Local Authority Policy
Policy number:	LA001
Category:	Policy
Classification:	Local Authority
Status:	Approved

2. PURPOSE

Local Authorities are formed to achieve integration and involvement of local communities in the system of Local Government. This policy has been developed to ensure that Local Authorities are run in accordance to the provisions of the *Local Government Act* (the Act) and that the community has a strong voice and is actively engaged in their local community affairs.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council's Local Authorities.

4. POLICY STATEMENT

The purpose of this policy is to support and facilitate local community engagement and to ensure Local Authorities are empowered to make decisions for their communities through effective governance structures.

5. DEFINITIONS

Councillor	An elected member of Roper Gulf Regional Council
G&CP	Governance, Corporate Planning & Compliance business unit
LA	Local Authority
Mayor	The principal member of Roper Gulf Regional Council
RGRC	Roper Gulf Regional Council
CSC	Council Services Coordinator
Ward Councillor	The Elected Member representing the Ward
Appointed Member	means a Local Authority member who has been appointed pursuant to Section 53C(1)(b) of the Act. [Clause 4, Guideline 8] – Local Authority Member
Member	includes appointed members and non-appointed members. [Clause 4, Guideline 8] – all members of the Local Authority
Non-Appointed Member	Elected Member for the Ward in which the Local Authority is situated in.
Provisional Meeting	means, at the time and place set for a Local Authority meeting when a quorum has not been established, but a majority of appointed members. [Clause 4, Guideline 8] <i>N.B. A provisional meeting is able to make recommendations to council pursuant to Clause 13 (Provisional meeting where quorum not present) but not approve the minutes of the previous meetings. There must be more than half of the appointed members present. [Clause 4, Guideline 8]</i>

Roper Gulf Regional Council



LA001– Local Authority Policy

6. Principles

6.1 Roles and Functions of a Local Authority

The Local Authority shall be a voluntary group that provides advice and recommendation to RGRC on their communities' issues. Recommendations made at Local Authority meetings are not 'final' decisions as Council needs to decide on all issues or requests from all communities.

The functions of a Local Authority include:

- to involve local communities more closely in issues related to local government;
- to ensure that local communities are given an opportunity to express their opinions on questions affecting local government;
- to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region;
- to take the views of local communities back to council and act as advocates on their behalf;
- to take Council information and decisions back to the community;
- to contribute to the development of the relevant regional management plan and the council strategic and regional (business) plan;
- to provide a representative of the Local Authority for employment selection advisory panels in relation to managerial positions in the Local Authority area.

6.2 Membership

6.2.1 Membership size

The size of the Local Authority should reflect the community size and structure representing key groups in the community. The membership of Local Authority will include community members, Ward Councillors and Mayor of the RGRC. The number of community members that a Local Authority should have is a minimum of six (6) appointed members and up to a maximum of fourteen (14) overall members.

6.2.2 Period of Membership

Local Authority members will be appointed for the term of Council, (4 years). Once the new Council is elected, Council will call for new nominations or approve the current membership. The previous members will be eligible to apply for new Local Authority membership.

6.2.3 Eligibility for Membership

Community residents over 18 years who live in the Ward, for the majority of the time, can nominate or be nominated for Local Authority member except that two (2) members of a Local Authority maybe under the age of 18 years. To become a Local Authority member the candidate needs to fill in a Local Authority nomination form. The completed nomination form can be handed directly to Council Services Office, emailed to the Local Authority Coordinator roper.governance@ropergulf.nt.gov.au or tended at the next Local Authority meeting. The Governance, Corporate Planning and Compliance business unit will submit the nomination form to Council to deliberate on at the Ordinary Meeting of the Council.

Council will have the final say on Local Authority membership.

Nomination and Appointment

6.2.4 Membership appointment;

Local Authorities consist of appointed members and the elected members for their ward.

In the event of a vacancy existing on a Local Authority, the CEO shall, as soon as practicable, call for nominations from members of the Authority's community who are interested in becoming appointed to the Local Authority. The nomination period shall comprise of a minimum of 21 business days.

Roper Gulf Regional Council



LA001– Local Authority Policy

The call for nominations shall be promulgated electronically on Council's website and social media, as well as physically by means of notices and posters in the community itself.

Nominations shall be assessed by Council itself at its first meeting after the nomination period closes.

Upon assessment of nominations, Council shall appoint the most suitable candidate to the vacancy via resolution.

The assessment and appointment process shall be a separate agenda item at the Council Meeting.

6.2.5 Membership termination

Local Authority members shall have the same character and integrity requirements as elected members. Local Authority members stop being members if any of the s37(1) *Local Government Act* prescribed criteria becomes applicable to them with the exception of s37(1)(d).

Local Authority members may have their membership terminated by Council under the following circumstances:

- 1) If they fail to attend two (2) consecutive meetings without their apology being accepted by the Local Authority, or by Council.
- 2) If Council believes that the member is not performing their duties to an acceptable standard, or, if it loses confidence in the member's ability, commitment, or performance.
- 3) for breaching Council policy, or for conduct which brings the Local Authority or Council into disrepute, or any other conduct which is inconsistent with the public interest.

The final decision to appoint persons to a Local Authority as appointed members rests with Council, which may rescind its decision and appointment if it believes it is in the public interest to do so.

6.2.6 No Proxies

A member of a Local Authority may not be represented by a proxy (substitute) during a meeting or provisional meeting. [Clause 12.0, Guideline 8]

6.3 Local Authority meetings:

The following points cover the running of Local Authority meetings. A Local Authority:

- shall hold a minimum of four (4) meetings per year;
- shall elect a permanent chair at the first meeting of the Local Authority;
- the quorum for a Local Authority meeting will be of half plus one (1) of the members;
- a provisional meeting will consist of half plus one of Local Authority members;
- supported by the RGRC staff who will provide the Local Authority's secretariat and act as advisor to the chair and members but will not run the meeting;
- are advertised through meeting notices with draft agendas at least three (3) days before the meeting;
- follow and adopt the draft agenda suggested by Council.

6.3.1 When reporting to and from the Local Authority:

- Local Authority members will advise on strategic, not operational matters (operational matters are the responsibility of Council Officers);
- the Council discusses both the Local Authority reports and the management responses and decides on actions;
- the Mayor and Ward Councillors will report to Local Authorities on Council decisions and take the views of Local Authority to Council;

Roper Gulf Regional Council



LA001– Local Authority Policy

- Local Authority report to their community about their advice to Council and take community views to Council;

Each new Local Authority Member will receive training at the first meeting on roles and responsibilities, meeting procedures, Council responsibilities and separation of powers.

6.3.2 Deputations

Anyone wishing to make a deputation to a Local Authority must seek permission from the Local Authority's Chairperson in writing at least 14 days prior to the meeting. The procedures for deputations and request to attend a Local Authority meeting can be found on the Council website.

6.3.3 Provisional Meeting where quorum not present:

In the event that a quorum is not present for a meeting, but the majority (half plus one) of appointed members are present, the members that are in attendance may hold a provisional meeting.

- During a provisional meeting, all agenda items may be discussed and minutes must be kept.
- Members at the provisional meeting may, by majority vote, make recommendations to the council, including Local Authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than the Local Authority.
- A provisional meeting may not approve the minutes of a Local Authority meeting but a Local Authority may approve the minutes of a provisional meeting.
- A provisional meeting does not have the powers or functions which a Council may have delegated to a Local Authority.

6.4 Administrative support and secretariat

Local Authority meetings are convened by the CEO and implemented by the Governance, Corporate Planning and Compliance Unit who is responsible for coordination of Local Authority meetings.

Dates for Local Authority meetings shall be set at the beginning of the calendar year by Council. If there are any changes to the scheduled meeting time, members of the Local Authority must be given at least seven days notice about the rescheduled date, time and venue for the meeting.

Relevant Senior Administration Support Officer (SASO) and Governance staff will provide administration support as required for creating and distributing agenda, recording minutes and organising meeting venue.

The Governance, Corporate Planning and Compliance Unit will be a central depository and will be responsible for keeping records of Local Authority Member's details, agenda, minutes and attendance.

6.5 Special Meetings

The Part 6.1 provisions of the *Local Government Act* pertaining to Special Meetings of Council **do not** apply to Local Authorities.

Local Authority Meetings are convened by the Chief Executive Officer in accordance with a decision of Council (via resolution), or upon request of the Local Authority Chairperson.

External parties *may* request a Local Authority Meeting to be held for special purposes, however such a meeting shall be convened as an *additional* meeting of the Local Authority rather than a Special Meeting as per the Part 6.1 provisions applicable to Council.

Any additional meeting of a Local Authority is subject to the ordinary Part 6.2 *Local Government Act* requirements, including agenda items / contents, minutes, and deadlines.

Roper Gulf Regional Council



LA001– Local Authority Policy

External bodies requesting an additional meeting for special purposes may be required to reimburse costs of arranging and conducting that meeting.

6.6 Community Meetings

Community meetings can be called at any time. Community meetings are different from Local Authority meetings and these types of meeting will determine their own procedures. Decisions made at these meetings may be used to advise the Local Authority.

6.7 Local Authority member allowances

Local Authority member allowance is a sum of money provided to the Local Authority member when a member attends a Local Authority meeting.

Roper Gulf Regional Council will provide Local Authority member allowance to the member in a manner that adheres to the *Local Government Act*, *Local Government Regulations* and Local Government Guideline 8.

Local Authority member allowances are processed as soon as practicable after the meeting occurs.

RGRC staff attending a Local Authority meeting, as a Local Authority member within that staff members normal hours of work, will not be paid a Local Authority member allowance. If a meeting is held outside the staff members' normal hours of work, that staff member, who is a Local Authority member will be entitled to the Local Authority member allowance.

7. REFERENCES

Acknowledgements (author/source documents)	(original)	
Related Policies		CL001 Members Code of Conduct CL002 Members' Disciplinary Policy LA002 Local Authority Meeting Procedures Policy
Related Publications		<i>Local Government Act</i> <i>Local Government Guideline 8: Regional Councils and Local Authorities</i>
Relevant Forms		<i>Local Authority Member Nomination Form</i> <i>New Member Details Form</i>
Ministerial Guideline 8, Made		Guideline 8 (Regional Councils and Local Authorities), Department of Local Government and Community Services, Northern Territory]

8. DOCUMENT CONTROL

Policy number	LA001
Policy Owner	Governance
Endorsed by	SLT
Date approved	29 January 2014
Revisions	30 March 2016, 23 August 2017, 17 April 2019, 29 May 2019
Amendments	Replaces LB001 Local Board Policy prior 29 January 2014, 23 August 2017,

Roper Gulf Regional Council
LA001– Local Authority Policy



	29 August 2018 FCM, 17 April 2019 OCM, 29 May 2019 FCM
Next revision due	June 2021

9. CONTACT PERSON

Contact person	Manager, Governance and Corporate Planning
Contact number	08 8972 9005

GENERAL BUSINESS

ITEM NUMBER	11.2
TITLE	Elected Member Report
REFERENCE	825628
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Elected Members Report.**

BACKGROUND

The Elected Members report provides Local Authorities with a summary of the Agenda items and decisions made at the Ordinary Meeting of Council since the previous Local Authority Meeting, with the aim to convey the information from those meetings to the community members.

Complete details of all Council, Committee and Local Authority agenda's and minutes, are available on the Roper Gulf Regional Council website (www.ropergulf.nt.gov.au) and can be provided upon request at all the Council offices.

ISSUES/OPTIONS/SWOT

At Ordinary Meeting of Council held in Barunga on Wednesday 17 April 2019, the full details are in the Ordinary Meeting of Council's Minutes on the website.

Decisions include:

Ward Reports:

- That Council receives and notes the following Ward Reports:
 - South West Gulf Ward Report;
 - Never Never Ward Report;
 - Yugul Mangi Ward Report;
 - **Nyirrangulung Ward Report;**
 - Numbulwar Numbirindi Ward Report.

All approved recommendations from all wards are publicly available on the Roper Gulf Regional Council website.

- That Council notes its obligations under the Council's Code of Conduct and that the Elected Members affirm their commitment to the Members' Code of Conduct (CL001);
- That Council resolves to nominate Mayor Judy MacFARLANE for membership on the LGANT executive board;
- That Council resolves to keep to keep charging rates in line with adopted rating policy;
- That Council adopts the revised LA001 Local Authority Policy;
- That Council prescribes for each Local Authority the number of Appointed Members.
 - Barunga – eight (8) appointed members;
 - Beswick – six (6) appointed members;
 - Bulman – six (6) appointed members;
 - Manyallaluk – six (6) appointed members
- That Council reviews draft Roper Gulf By-Laws;
- That Council resolves that its concerns pertaining to the draft By-Laws are put to the Territory as formal correspondence;
- That Council approves the 2019 Community Satisfaction Survey to be carried out;

- That Council formally enters into licence agreements with the Northern Land Council for Cemeteries Management at Beswick, Barunga, Bulman and Weemol, by affixing its Common Seal to the documents;
- That Council receives and notes the report on Eva Valley Access Road Maintenance;
- That Council receives and notes the report on Council's potential involvement in the Northern Territory Government's Houses for Health Program;
- That Council allocates \$120,000 towards the Weemol resealing project and \$45,000 towards the Bulman Road and Stormwater design project;
- That Council make a submission to the Exposure Draft of the Liquor Bill 2019, based on compilation of previous correspondence to the Territory pertaining to alcohol and its impact on Council operations;
- That Council informs the Territory that it wants 20km exclusion zone around all Communities prohibiting on-shore gas exploration or production activities;
- That Council rescinds the membership of Margaret LINDSAY from the Bulman Local Authority due to lack of attendance.

Decisions from the Roads Committee Meeting on 29 May 2019 include:

- That the Roads Committee receives and notes the 2019-20 Draft Five Year Roads Plan and approves in principle allocations for inclusion in the 2019/2020 Regional Plan and Budget details with amendments for presentation to Council;
- That the Roads Committee notes the reconciliation of the \$2M allocated roads funding.

Decisions from the Finance Committee Meeting on 29 May 2019 include:

- That the Finance Committee authorizes 12 month extensions to the following contracts for Territory Housing: i. Provision of Housing maintenance coordination services in specified communities; ii. Provision of Tenancy Management Services in specified remote communities contracts;
- That the Finance Committee agrees in principle to the receipt of a bus from Jawoyn Association, and incurs maintenance and operational costs for purposes of supporting competitive sport and recreation activities within Nyirranggulung Ward;
- That the Finance Committee requests that Community Night Patrol position levels in high risk areas are reviews on case by case basis;
- That the Finance Committee adopts the Final Amended Budget for the 18-19 Financial Year;
- That the Finance Committee approves the disposal of the following assets via auction:
 - 995258 Toyota Troopcarrier GXL
 - CL06LS Toyota Troopcarrier
 - 955210 John Deere Gator
 - 912568 Kubota B26 Backhoe/Tractor
 - CB70EO John Deere Tractor
 - CA68LT John Deere Ride on Lawnmower
 - 919465 Toyota Hilux single cab 4wd
 - CA48WA Case Scout All-Terrain Vehicle
 - 955301 John Deere Gator

Full Agendas and Minutes from Council and Committee meetings are publically available on the Roper Gulf Regional Council website at:

www.ropergulf.nt.gov/reports-publications/council-meetings-agendas-and-minutes/

A printed copy can be requested at any Roper Gulf Council Office.

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.3
TITLE	Council Services Report
REFERENCE	826405
AUTHOR	Susan Gillies, Council Service Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Council Services Report.**

Barunga:**Core Services***111 – Councils Services General*

- Larisa Lee, Senior Administrative Support Officer. Her position also supports Manyallaluk and she currently spends one day per fortnight in Manyallaluk
- Dorcas Barney, Office Cleaner continues to be an asset to the office keeping the council service delivery center and surrounds neat, clean and tidy.

160 – Municipal Services.

- Replace seating was cleaned and chained around the trees in both Culture Park and around the tree in front of the hall. This has stopped the random relocations that were occurring.
- Water pump pressure is struggling to meet the watering demands between us and the school; the intake hose was burnt during the burning off period and has been tapped up at this stage – What is the historical arrangement with this pump and watering system?
- Drains have been cut throughout the community and are functioning well
- Cemetery generator has been replaced and a register of usage is in place
- A culvert has been installed near lot 233 to improve drainage and works done to improve the access to lots 233 and 234
- New bins have been allocated where required and replacements are on hand
- Softball oval, Noreforce Park, Culture Park and Heritage Park were all in good condition and well maintained for Barunga Festival.
- AFL oval was fair considering the trenching around the oval for the lights and our inability to water in the lead up to festival
- AFL Oval lights are now fully functional and there was a light up event on Friday 7th of June 2019
- New AFL goal posts are on site but are awaiting surveying for correct placement with both the ground orientation and the new lights - recommend using the same surveyor as the lights – MD Surveying
- Barunga Waste facility has experience several occasions of illegal dumping, including wet concrete.
- 4 new grandstand shades have arrived and two have been constructed and installed at the softball oval. The 2 for AFL oval are awaiting construction and placement after the fencing has occurred.
- The old team shelters on AFL oval received some safety improvements with the low ends removed and an additional roof support installed as well as replaced several pieces of roofing iron.
- Ongoing mowing and whipper snipping.

- Paid Lawn mowing services not in high demand as CDP have done many community lawns.
- Easy street has been ordered for patching of potholes around the community.
- Bradley Anderson has joined the MUNs team as a part time staff member.
- Clifford McDonald accepted the full time MUNs position. He has since become medically unfit for duty and I need a casual to fill in during his expected 3 month absence.
- Work Health and Safety monthly focus sessions are occurring as part of the staff meeting.
- CDP is disjointed and confusing for most as we struggle to see how things will transition after the 30th of June take over.
- Lost the palm at the entrance to the community in high winds – needs replacing
- Barunga Arnhem Crows football and softball teams are doing well in local competitions.
- Arnhem Crows Sporting Association is now incorporated.
- Hard waste continues to be collected regularly
- Housing contractors have all but completed the new builds in Barunga.
- The LA funded lights are currently underway with the holes dug for the poles 20/6/19

Agency Services*346 – Indigenous Broadcasting*

- Delma McCartney is performing the role of Media Officer, Broadcasting most days. She is undertaking a cert 1 or 2 in Business Admin through Bachelor

348 – Libraries

- The Library position has been filled by Dominique Martin – I am awaiting instruction on a way forward with the Library as the physical building is now within the fenced and locked school grounds. The principal is not supportive of our use and we no longer hold a key to the facility. Library officer is currently assisting with in the office.

350 – Centrelink

- Daphne Talbot has been appointed as the Centrelink agent she has successfully completed Human Service Agent Training.

404 - Indigenous Sport and Recreation

- Currently no staff working in the sport and Rec Space.

401 – Community Safety

- All night Patrol positions are full and the team are performing regular patrols.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER 11.4
TITLE Draft Local Government Bill
REFERENCE 826476
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Draft Local Government Bill presentation from the Department of Local Government, Housing and Community Development.**

BACKGROUND

The draft Local Government Bill is now out for consultation and the Department of Local Government, Housing and Community Development would like speak to the Local Authorities in the Roper Gulf Region.

Presentation by Cristine Mantell.

ATTACHMENTS:

- 1 Local Authorities - New Local Government Legislation.pdf

New Local Government legislation

Legislation and Policy Branch

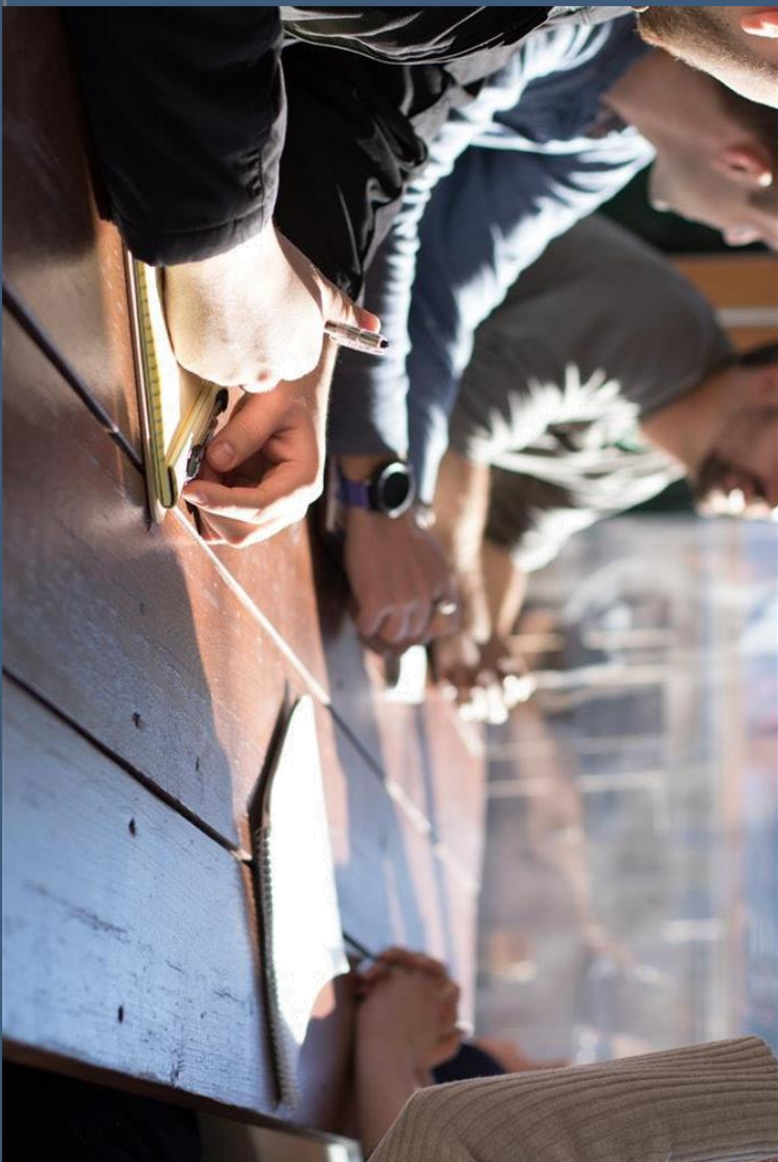
DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

2019

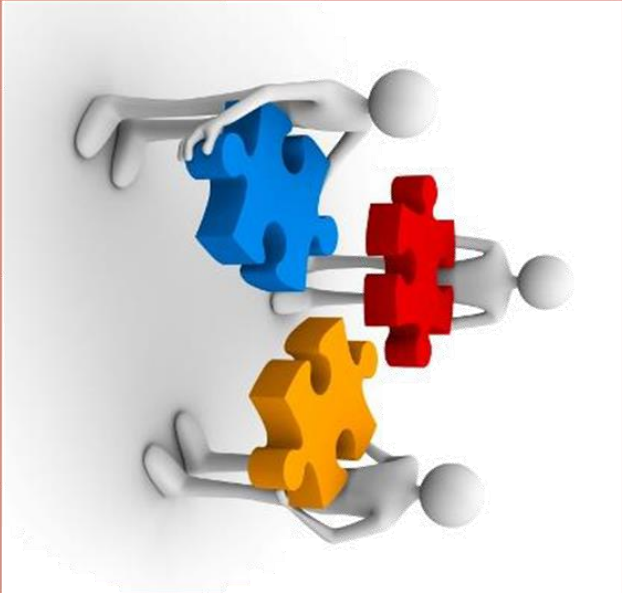


Strengthening local decision making

Local councils to
seek advice and
recommendations from
Local Authorities



Council delegations to Local Authorities



Councils can
delegate to
Local Authorities



Elected member appointments to Local Authorities



No longer automatic
Minimum of one and
maximum of two elected
members



New independent representation review panel



Annual plan and annual report



Plan must be adopted
by 30 June each year
(no longer 31 July)

All delegations made
to Local Authorities
must appear in
annual report



Conflict of interest definition clarification



Offence for misleading information

Expanding the range of
people affected



Some other changes to the Local Government Act



New CEO eligibility requirements

New council member eligibility requirements



To view all the changes to the Local Government Act

Please visit our website:

<http://dlghcd.nt.gov.au/our-services/local-government2/local-government-bill-consultation>



Downloadable copies of the consultation draft and information sheet are available



Questions??



HAVE YOUR SAY / ASK A QUESTION / REQUEST THE BILL / INFO SHEET

Email

LGLaw.DLGHCD@nt.gov.au

ASK QUESTIONS

Hugh 8995 5118
Michaela 8996 8831



CONSULTATION IS
OPEN AND CLOSES 18
JULY 2019



WE ARE HAPPY TO
COME AND GIVE MORE
PRESENTATIONS



GENERAL BUSINESS

ITEM NUMBER	11.5
TITLE	Chairperson for the Local Authority
REFERENCE	826085
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the information regarding the appointment of a Chairperson of the Beswick Local Authority;**
- (b) **That the Barunga Local Authority appoints a Chairperson for a period of 12 Month(s).**

BACKGROUND

At present, each Local Authority has a rotating Chairperson, that is, it is decided on the day on who will chair the meeting.

This is problematic for the following reasons:

- I. Guideline 8, s.12.2 states "*That agenda **must** be prepared in consultation with the Chair of the Local Authority...*" At present this is not happening in consultation with the Chair, but with the Directors and Acting Chief Executive Officer;
- II. *Local Government Act 2008 s.63(2) "The CEO may, at the request of the Chair of a Local Authority, Local Board or Council Committee, convene a meeting of the Local Authority, Local Board or Committee"* Meaning that the CEO cannot actually call for a meeting, only the Chairperson of that Local Authority can request the CEO to call a meeting.

The difficulty we commonly face at the moment with Local Authority meetings being cancelled is that oftentimes a new date is not rescheduled, this is somewhat due to the above point (II.) being that only a Chairperson can convene a meeting. Without a dedicated Chairperson, the meeting cannot be called.

The recommendation is that the Local Authority appoint an appointed member to be Chairperson for a period of 12 month(s).

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.6
TITLE	HomeBuild NT 2019-20 Program
REFERENCE	825629
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the presentation regarding the HomeBuild NT 2019-20 program by the Remote Program Delivery Office;**
- (b) **That the Barunga Local Authority recommend the following four (4) Lots for the new dwellings to be located.**

BACKGROUND

Representatives of the Remote Program Delivery Office (RPDO) will be coming to Barunga to discuss the HomeBuild NT 2019-20 program. There are 4 new houses programmed for construction this program.

HomeBuild NT will be seeking input from the community members as to the location of lots to deliver the four (4) new houses. Tenure has been sought over vacant lots within the community. Community input is required to select the most desirable lots and mix of housing preferred for construction.

Representative of the RPDO from Land Servicing team will also attend to consult on the 20 new infill lots for the 2019-20 program.

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.7
TITLE	Council Financial Report - May 2019 Expenditure Report
REFERENCE	826597
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Financial (Expenditure) Report for the month of May 2018-19 financial year.**

BACKGROUND

As per the *Local Government Act* and Guideline 8, the Council is to submit a current financial report of actuals against the latest approved budget for the Local Authority area.

ISSUES/OPTIONS/SWOT

There are underspends/overspends in few activities as outlined in the attached expenditure report. The brief explanation for these underspends/overspends for each directorate is as follow:

Directorate of Corporate Governance:

The total of underspend under this directorate is \$51,432. The major activity contributing to this underspend is Activity 110- Assets management-Fixed \$65,894 due to delay in capital work and Activity 115- Assets Management-Mobile has overspend of \$13,846.

Directorate of Commercial Services:

The total of overspend under this directorate is \$13,852. There major activities contributing to this overspend are Activity 314 Service Fee-Community Development Program (CDP) \$5,361 and 318-Outcome Payments- CDP \$9,292. The reason for overspend under this activity is the payment for additional employee claimed.

Directorate of Council & Community Services:

The total underspend under this directorate is \$70,046. The major Activity 401 Night Patrol \$16,681 is contributing to this underspends. The major reason for this underspend is the vacant positions and staff absences under few programs. Also, some of the invoices from suppliers have been received late, resulting in activities have underspends for the reporting period.

Other services:

The total underspend is \$139,788 under other services. The major underspend is in Activity 464- Northern Territory Government Special Purpose Grants \$143,788. It was due to work in progress and invoices were in process at reporting date.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Barunga LA Expenditure Report 31.05.2019.pdf

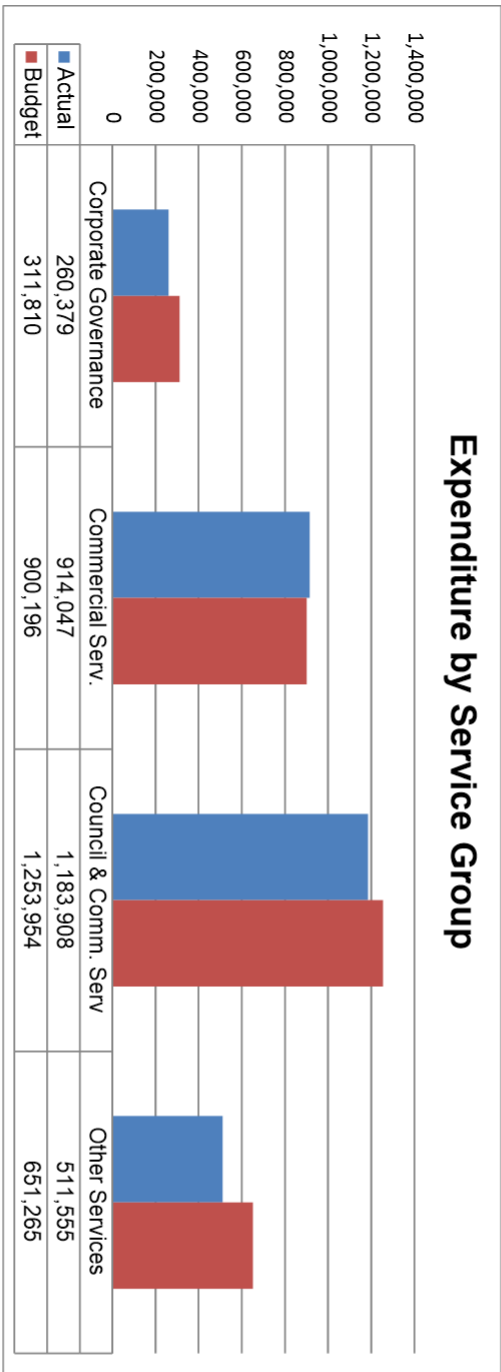
Roper Gulf Regional Council Barunga Expenditure Report as at 31st May 2019



Expenditure by Service
 Corporate Governance
 Commercial Serv.
 Council & Comm. Serv
 Other Services
Total Expenditure

	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Proportion of Budget Spent
Corporate Governance	260,379	311,810	51,432	340,156	84%
Commercial Serv.	914,047	900,196	13,852	982,032	102%
Council & Comm. Serv	1,183,908	1,253,954	70,046	1,367,949	94%
Other Services	511,555	651,265	139,710	710,471	79%
Total Expenditure	2,869,889	3,117,225	247,336	3,400,609	92%

Expenditure by Service Group

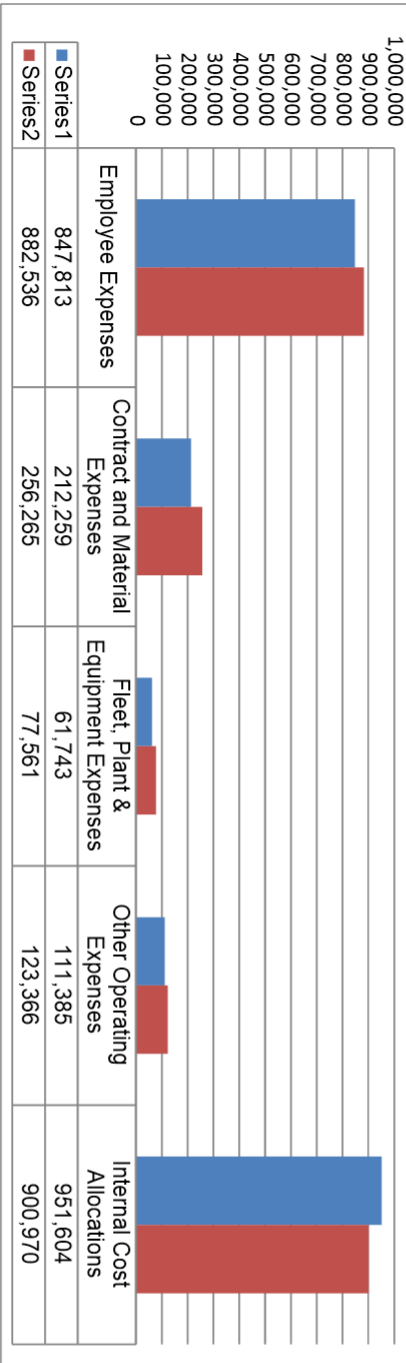


Roper Gulf Regional Council Barunga Expenditure Report as at 31st May 2019



Expenditure by Account Category	May 2019	May 2019	May 2019	Proportion of Budget Spent	
	Actual	Budget	Variance	Budget	Spent
Employee Expenses	847,813	882,536	34,722	962,766	96%
Contract and Material Expenses	212,259	256,265	44,006	279,561	83%
Fleet, Plant & Equipment Expenses	61,743	77,561	15,818	84,612	80%
Other Operating Expenses	111,385	123,366	11,981	134,581	90%
Internal Cost Allocations	951,604	900,970	50,634	982,876	106%
Capital Expenditure	685,086	876,528	191,442	956,212	78%
Total Expenditure	2,859,889	3,117,225	247,336	3,400,609	92%

Expenditure by Account Category



Roper Gulf Regional Council Barunga Expenditure Report as at 31st May 2019



Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
Corporate Governance					
110 - Assets Management - Fixed Assets	34,276	100,170	65,894	109,276	The Capital budgeted expenditure for security cameras and key alike system.
115 - Asset Management - Mobile Fleet	166,152	152,306	13,846	166,152	Overspend on vehicle, equipment and machinery purchases.
132 - Local Authority	2,989	3,256	267	3,552	Immaterial variance
138 - Local Authority Project	32,405	30,701	1,704	33,492	Please find attached project register for details.
202 - Staff Housing	24,556	25,378	821	27,685	Immaterial variance
Sub Total	260,379	311,810	51,432	340,156	
Commercial Serv.					
220 - Territory Housing Repairs and Ma	247	458	212	500	Immaterial variance
221 - Territory Housing Tenancy Manag	123,873	124,206	334	135,498	Immaterial variance
241 - Airstrip maintenance Contracts	13,698	13,719	22	14,967	Immaterial variance
242 - Litter Collection and Slashing Ext	25,499	25,686	187	28,021	Immaterial variance
246 - Commercial Australia Post	10,383	10,430	47	11,379	Immaterial variance
314 - Service Fee - CDP	685,223	679,862	5,361	741,668	Immaterial variance
318 - Outcome Payments - CDP	55,125	45,833	9,292	50,000	Outcome payment for additional employee claimed.
Sub Total	914,047	900,196	13,852	982,032	
Council & Comm. Serv					
111 - Council Services General	288,578	301,218	12,639	328,601	The underspend is due to less repairs, maintenance and materials expenses incurred \$5,649 and less power water bills paid \$4,356.
160 - Municipal Services	445,990	446,426	436	487,010	Immaterial variance

Roper Gulf Regional Council

Barunga

Expenditure Report as at 31st May 2019



Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
161 - Waste management	59,299	67,229	7,930	73,340	The budgetd expenses \$9,166 for other contractor, not yet spent.
162 - Cemeteries Management	964	1,801	836	1,964	Immaterial variance
164 - Local Emergency Management	2,117	2,089	28	2,279	Immaterial variance
169 - Civic Events	2,217	2,819	602	3,075	Immaterial variance
170 - Australia Day	1,088	998	91	1,088	Immaterial variance
200 - Local roads maintenance	19,822	21,019	1,196	22,929	Immaterial variance
201 - Street lighting	25,319	24,750	569	27,000	Immaterial variance
341 - Commonwealth Aged Care Packa	10,166	10,853	687	11,840	Immaterial variance
344 - Commonwealth Home Support Pr	3,287	4,226	939	4,610	Immaterial variance
346 - Indigenous Broadcasting	36,605	41,576	4,971	45,355	Underspend on staff wages due to absence.
348 - Library	33,205	38,538	5,333	42,041	Underspend on staff wages due to absence.
350 - Centrelink	52,770	63,268	10,499	69,020	Underspend on staff wages due to absence.
356 - NDIS – Information, Linkages and	0	92	92	100	
381 - Animal Control	64	92	28	100	Immaterial variance
401 - Night Patrol	146,496	163,177	16,681	178,011	Underspend on staff wages due to absence.
404 - Indigenous Sports and Rec Progr	44,180	53,903	9,723	58,803	Underspend on staff wages due to absence.
407 - Remote Sports and Recreation	950	1,375	425	1,500	Immaterial variance
410 - National Youth Week	600	367	233	400	Immaterial variance
416 - Youth Vibe Grant	0	550	550	600	
421 - SPG - Fit For Life	8,164	4,658	3,505	5,082	The project has been completed, the overspend is incurred on setting up machines and maintenance.
423 - SPG - Diversion Evenings	2,028	2,933	905	3,200	Underspend due to less expense on food, cleaning and materials.
Sub Total	1,183,908	1,253,954	70,046	1,367,949	

Roper Gulf Regional Council Barunga Expenditure Report as at 31st May 2019



Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
Other Services					
464 - NT Govt Special Purpose Grants	462,624	606,412	143,788	661,540	The Barunga oval lights upgrade project invoices are in process for payments.
472 - REIF Barunga Heavy Vehicle Ro	48,931	44,853	4,078	48,931	Immaterial variance
Sub Total	511,555	651,265	139,710	710,471	
Total Expenditure	2,869,889	3,117,225	247,336	3,400,609	

GENERAL BUSINESS



ITEM NUMBER	11.8
TITLE	Governance Report - Local Authority Project Register Update
REFERENCE	826616
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the updated report on Local Authority Project Funding as at 19 June 2019.**

BACKGROUND

Since 2014, the Barunga Local Authority has received a total of \$238,879 in Local Authority Project Funding from the Department of Housing and Community Development. Till date, \$227,222.32 of the received funding have been allocated towards various local authority projects. There is an underspent of \$2,161.18 from the completed projects and this surplus is added back to the remaining unallocated funds balance. As a result, there is still \$13,817.86 remaining unallocated.

Please find the attached summary and status of the current projects that the Local Authority has allocated funds for.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 Barunga Local Authority Project Register 19.06.19.pdf

Barunga Local Authority Project Funding - as at 19.06.19

Funding received from Department	Income	Funds Allocated	Remaining Unallocated Funds	
2014-15	\$ 43,653.00	\$ 43,653.00	\$ -	
2015-16	\$ 43,653.00	\$ 43,653.00	\$ -	
2016-17	\$ 43,653.00	\$ 43,653.00	\$ -	
2017-18	\$ 53,960.00	\$ 49,932.32	\$ 5,045.85	Funds carry forward to 2018-19 FY for allocation
2018-19	\$ 53,960.00	\$ 46,331.00	\$ 8,772.01	
Total funding received	\$ 238,879.00	\$ 227,222.32	\$ 13,817.86	

Project ID	Projects funding has been allocated to:	Prjct Budget	Actual Expendit	Project Status
1113808	Shade over the 2 grandstands at the football oval and seating in Cultural Park	\$ 24,000.00	\$ 4,660.27	Seating has been completed. Four grandstand arrived, two has been constructed in place and two waiting for slabe to constructed.
1113811	Intall 5 X Solar Lights	\$ 40,000.00	\$ 7,070.80	Lights has been ordered and waiting for delivery and installation.
1113813	Barunga Walking Trail Project	\$ 20,000.00	\$ -	10K Allocated on 16.10.18, Additional 10K allocated 30.04.2019; Quotes has been received, consultation with Jawoyn association. CSC to assist with mapping of trail.
1113814	Barunga Knowledge Garden	\$ 10,000.00	\$ -	10K Allocated on 30.04.2019; In progress- Update will be made in next LA meeting.
	Total for current projects in progress	\$ 94,000.00	\$ 11,731.07	
	Total for Completed Projects	\$ 133,222.32	\$ 131,061.14	
	Grand Total	\$ 227,222.32	\$ 142,792.21	