



## **AGENDA**

# **BORROLOOLA LOCAL AUTHORITY MEETING THURSDAY, 06 JUNE 2019**

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

- Thursday, 06 June 2019 at
- The Conference Room Council Service Delivery Centre, Borroloola
- Commencing at 1000hrs

Your attendance at the meeting will be appreciated.

## **BORROLOOLA CURRENT MEMBERSHIP:**

### **Elected Members**

- 1. Mayor Judy MacFarlane**
- 2. Cr Don Garner**
- 3. Cr Samuel Evans**
- 4. Cr Marlene Karkadoo**

### **Appointed Members**

- 1. Lizzie Hogan**
- 2. Trish Elmy**
- 3. Mike Longton**
- 4. Maria Pyro**
- 5. Marleen Karkadoo**
- 6. Raymond Anderson**
- 7. Rebecca Gentle**
- 8. Stan Allen**
- 9. Jonathon Sauer**

**MEMBERS: 13**

**COUNCIL: 4**

**LA: 9**

**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”



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## **CONFIRMATION OF PREVIOUS MINUTES**

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**ITEM NUMBER** 5.1  
**TITLE** Confirmation of Previous Minutes  
**REFERENCE** 819348  
**AUTHOR** Ashleigh Anderson, Local Authority Coordinator

### **RECOMMENDATION**

- (a) That the Borroloola Local Authority adopts the previous minutes from the meeting held on Thursday 02 May 2019 as a true and accurate record of that meeting.

### **BACKGROUND**

The Borroloola Local Authority met on Thursday 02 May 2019 at 10.00hrs at the Roper Gulf Regional Council Service Delivery Centre in Borroloola and achieved Quorum on that day.

Attached are the minutes from that meeting.

### **ATTACHMENTS:**

- 1 [↓](#) Borroloola Local Authority 2019-05-02 [817899].DOCX



MINUTES OF THE BORROLOOLA LOCAL AUTHORITY MEETING # 0 OF THE  
ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE  
ROOM COUNCIL SERVICE DELIVERY CENTRE, BORROLOOLA ON THURSDAY,  
2 MAY 2019 AT 10:00 AM

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## **PRESENT/STAFF/GUESTS**

### **1.1 Elected Members**

- Mayor Judy MacFARLANE
- Councillor Donald GARNER
- Councillor Samuel EVANS

### **1.2 Appointed Members**

- Trish ELMY
- Mike LONGTON
- Rebecca GENTLE
- Stan ALLEN
- Jonathon SAUER

### **1.3 Staff**

- Sharon HILLEN – Acting Chief Executive Officer

## **MEETING OPENED**

The Borrooloola Local Authority Meeting was declared opened at 10.00hrs with **Quorum** the Chairperson welcomed members and staff and the Roper Gulf Regional Council pledge was read.

## **WELCOME TO COUNTRY**

Councillor Samuel Evans

## **APOLOGIES AND LEAVE OF ABSENCE**

### **4.1 APOLOGIES AND LEAVE OF ABSENCE**

104/2019 RESOLVED (Judy MacFARLANE/Stan ALLEN)

CARRIED

(a) That the Borrooloola Local Authority accepts the apologies from Councillor Marlene KARKADOO.

**CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS BORROLOOLA LOCAL AUTHORITY MEETING MINUTES**

105/2019 RESOLVED (Trish ELMY/Mike LONGTON) CARRIED

- (a) That the Borrooloola Local Authority receives and notes Confirmation of Previous Meeting Minutes held on 07 February 2019.

**DISCLOSURES OF INTEREST**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES****8.1 ACTION LIST**

106/2019 RESOLVED (Jonathon SAUER/Rebecca GENTLE) CARRIED

- (a) That the Borrooloola Local Authority receives and notes Action List;  
(b) That the Borrooloola Local Authority requests that the town be cadastre surveyed again to determine property boundaries.

**INCOMING CORRESPONDENCE****9.1 INCOMING CORRESPONDANCE FROM OPTUS**

107/2019 RESOLVED (Judy MacFARLANE/Rebecca GENTLE) CARRIED

- (a) That the Local Authority accepts the incoming correspondence from Optus.

**OUTGOING CORRESPONDENCE**

*Nil*

**BUSINESS ARISING****12.1 Recycling of Demolition Materials****GENERAL BUSINESS****11.1 COMMUNITY LAND USE PLAN - TERRITORY GOVERNMENT**

108/2019 RESOLVED (Judy MacFARLANE/Mike LONGTON) CARRIED

- (a) That the Borrooloola Local Authority rescinds the report on the Community Land Use Plan.

**11.2 COUNCIL SERVICES REPORT**

109/2019 RESOLVED (Rebecca GENTLE/Mike LONGTON) CARRIED

- (a) That the Borrooloola Local Authority receives and notes the Council Services report.



**11.3 ANIMAL MANAGEMENT REPORT**

110/2019 RESOLVED (Judy MacFARLANE/Samuel EVANS) *CARRIED*

- (a) That the Borrooloola Local Authority receives and notes the attached MRM Report for the Animal Welfare Program.

**11.4 ENROL TO VOTE - YOUR VOICE, YOUR COMMUNITY**

111/2019 RESOLVED (Mike LONGTON/Jonathon SAUER) *CARRIED*

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

**11.5 COMMUNITY DEVELOPMENT PROGRAMME**

112/2019 RESOLVED (Trish ELMY/Mike LONGTON) *CARRIED*

- (a) That the Borrooloola Local Authority receive and note the CDP Report.

**11.6 ELECTED MEMBERS REPORT**

113/2019 RESOLVED (Jonathon SAUER/Rebecca GENTLE) *CARRIED*

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

**11.7 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT REGISTER UPDATE**

114/2019 RESOLVED (Samuel EVANS/Jonathon SAUER) *CARRIED*

- (a) That the Borrooloola Local Authority receives and notes the updated report on Local Authority Project Funding as at 22 March 2019.

**11.8 COUNCIL FINANCIAL REPORT - 2ND QUARTER EXPENDITURE REPORT**

115/2019 RESOLVED (Judy MacFARLANE/Rebecca GENTLE) *CARRIED*

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

**11.9 BORROLOOLA TOWN MAP**

116/2019 RESOLVED (Mike LONGTON/Jonathon SAUER) *CARRIED*

- (a) That the Borrooloola Local Authority receives and notes production expenses for the publication of the Borrooloola Town Map.

**BUSINESS ARISING**

**12.1 RECYCLING OF DEMOTITION MATERIALS**

117/2019 RESOLVED (Stan ALLEN/Rebecca GENTLE)

CARRIED

(a) That the Borrooloola Local Authority request Council speak to the Territory regarding reuse and recycling of building materials prior to demolition.

**OTHER BUSINESS**

*Nil*

**CLOSE OF MEETING**

The meeting terminated at 12.06

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Borrooloola Local Authority Meeting HELD ON Thursday, 02 May 2019 AND CONFIRMED Thursday, 06 June 2019.

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Chairperson

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**ITEM NUMBER** 8.1  
**TITLE** Action List  
**REFERENCE** 821035  
**AUTHOR** Ashleigh Anderson, Local Authority Coordinator

**RECOMMENDATION:**

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

Date	Item	Title	Comments	Responsible Person	Status	Update
09.06.2016	6.2	Tamarind Park Lease	Application for Long Term Lease	CEO/DCG/AM	Ongoing	<b>02/05/2019 – Existing Land Use agreement is 12 months. Currently in development.</b>
08.03.2017	11.1	Release of Land – Borroloola sub-division		LAC	In progress	<b>High Court Decision has been made. Considerations pending</b>
18.09.2017	11.6	Local Authority Project	Maps sent out to LA for Comments	DCCS	Ongoing	<b>LA Members to provide feedback and edits to maps – Cindy Morgan to provide updates</b>
09.11.2017	12.5	Roads in Town Camps		DCG	Ongoing	<b>Council has allocated \$300,000 and is seeking co-contributions to get balance of funds</b>
08.02.2018	11.5	Tamarind Park Signage	Design of 6 signs for Park	DCCS	In progress	<b>22/05/2019 - Design and layout completed, awaiting production and installation.</b>
08.02.2018	11.6	Roads Upgrades: Jose & Garawa		DCG	Ongoing	<b>RCM Agenda Item</b>
05.04.2018	8.1	Sports Courts Development	Upgrades of Courts including roof, lights drainage and sewage	DCCS	Ongoing	<b>Tenders have closed, Sports Courts will now be a Level 3 building which can be used for Cyclone Recovery. Tenders assessment should be completed by 31 May 2019.</b>

04.10.2018	12.7	Rocky Creek Bridge	Project Update	DCCS	Ongoing	<b>Report in Agenda</b>
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**ATTACHMENTS:**

There are no attachments for this report.

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.1
<b>TITLE</b>	LA001 - Local Authority Policy
<b>REFERENCE</b>	821771
<b>AUTHOR</b>	Ashleigh Anderson, Local Authority Coordinator

**RECOMMENDATION**

- (a) **That the Borroloola 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 and;
- Special Meetings cannot be called in same manner as Special Council Meetings. Extra Meetings *may* be called by the Chair or by Council, however these must be convened as standard Local Authority Meetings.

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/](http://www.ropergulf.nt.gov.au/reports-publications/policies/)

**ATTACHMENTS:**

1↓ LA001 - Local Authority Policy.pdf

## 1. POLICY CERTIFICATION

<b>Policy title:</b>	<b>Local Authority Policy</b>
<b>Policy number:</b>	<b>LA001</b>
<b>Category:</b>	<b>Policy</b>
<b>Classification:</b>	<b>Local Authority</b>
<b>Status:</b>	<b>Approved</b>

## 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

<b>Councillor</b>	An elected member of Roper Gulf Regional Council
<b>G&amp;CP</b>	Governance, Corporate Planning & Compliance business unit
<b>LA</b>	Local Authority
<b>Mayor</b>	The principal member of Roper Gulf Regional Council
<b>RGRC</b>	Roper Gulf Regional Council
<b>CSC</b>	Council Services Coordinator
<b>Ward Councillor</b>	The elected member representing the Ward
<b>Appointed Member</b>	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
<b>Member</b>	includes appointed members and non-appointed members. [Clause 4, Guideline 8] – all members of the Local Authority
<b>Non-Appointed Member</b>	Elected Member for the Ward in which the Local Authority is situated in.
<b>Provisional Meeting</b>	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</i>

half of the appointed members present. [Clause 4, Guideline 8]
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## 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](mailto: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.

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;
- 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 the Governance, Corporate Planning and Compliance Unit will be responsible for coordinating the 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.

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	<b>LA001</b>
Policy Owner	<b>Governance</b>
Endorsed by	<b>SLT</b>
Date approved	<b>29 January 2014</b>
Revisions	<b>30 March 2016, 23 August 2017, 17 April 2019</b>
Amendments	<b>Replaces LB001 Local Board Policy prior 29 January 2014, 23 August 2017, 29 August 2018 FCM, 17 April 2019 OCM</b>
Next revision due	<b>June 2021</b>

**9. CONTACT PERSON**

Contact person

**Manager, Governance and Corporate Planning**

Contact number

**08 8972 9005**

**GENERAL BUSINESS**

<b>ITEM NUMBER</b>	11.2
<b>TITLE</b>	Elected Member Report
<b>REFERENCE</b>	819297
<b>AUTHOR</b>	Ashleigh Anderson, Local Authority Coordinator

**RECOMMENDATION**

- (a) **That the Borroloola 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](http://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.
- That council approves the recommendations following from the South West Gulf Ward:
  - That Council receives and notes the South West Gulf Ward report with amendments to the Action List cemeteries matter: Councillor EVANS to consult on matter.

***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.
  - Borroloola – eight (8) 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 does not enter into a license agreement with the Northern Land Council for Cemeteries Management at Robinson River;
- That Council receives and notes the report on Council's potential involvement in the Northern Territory Government's Houses for Health Program;
- That Council write to the Minister for Local Government, Housing and Community Development, requesting the gazettal for a Local Authority at Robinson River and associated Local Authority Grant;
- 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 receives and notes Elected Members' concerns and discussions pertaining to Tropical Cyclone Trevor;

**Decisions from the Finance Committee on 27 March 2019 include:**

- The Finance Committee approves the disposal of the following assets via auction:
  - Toyota LandCruiser Wagon
  - John Deere 5403 Tractor
  - John Deere 997 Zero Turn Mower
  - John Deere 850D Rough Terrain Vehicle x 2
  - Kubota B26 Tractor

**On 28 May 2019 a Special Council Meeting is scheduled in Katherine, due to the timing of the meeting resolutions will be unavailable for this report.**

**On 29 May 2019 a Roads Committee Meeting is scheduled at 08.30 and a Finance Committee meeting is scheduled at 10.30 in Katherine, due to the timing of the meeting resolutions will be unavailable for this report.**

***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/](http://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**

<b>ITEM NUMBER</b>	11.3
<b>TITLE</b>	Council Services Report
<b>REFERENCE</b>	<b>821184</b>
<b>AUTHOR</b>	Cindy Morgan, Senior Administration Support Officer; Fred Graham, Council Services Coordinator

**RECOMMENDATION**

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

**Borroloola:****Core Services***111 – Council Services General*

- Office area is operating well.
- Office spring clean completed, waiting for direction from Projects regarding upcoming relocation.
- The network still has issues coming back up following power failure.

*160 – Municipal Services.*

- Mowing and slashing are underway, trying to keep ahead of fires
- Cemetery is neat and tidy, new grave area (LA approved location) is almost complete
- Rubbish pick up is going well.
- Waste facility is working well, we have had a site meeting with Veolia regarding a Council wide waste solution. Dump signage has been ordered.

**Agency Services***348 – Libraries*

- Library is working well.

**Community Safety***401 – Community Safety Patrol (Night Patrol)*

- Our team is operating. Staff recruitment underway.
- Our team is working with our Community Safety staff

*404 & 407 - Indigenous Sport and Recreation (PMC) & Remote Sport and Recreation (NTG)*

- Assisted other Community Safety staff during AOD Diversion evenings.
- Staff recruitment is ongoing

*415 – Indigenous Youth Reconnect*

- Staff recruitment is ongoing we are struggling to fill all the available positions in the team.

*550 – Swimming Pool*

- Swimming pool will be closed for maintenance this dry season
- Currently recruiting new staff.

**ATTACHMENTS:**

There are no attachments for this report.

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.4
<b>TITLE</b>	NAIDOC Week
<b>REFERENCE</b>	819947
<b>AUTHOR</b>	Prue LANE, Communications Coordinator

**RECOMMENDATION**

- (a) **That the Borroloola Local Authority receives and notes the report relating to NAIDOC week;**
- (b) **That the Borroloola Local Authority informs Council of its plans and festivities for that week.**

**BACKGROUND**

NAIDOC Week celebrations are held across Australia each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but by Australians from all walks of life. The week is a great opportunity to participate in a range of activities and to support your local Aboriginal and Torres Strait Islander community.

Council selects the Civic Events it wishes to participate in at the start of each Financial Year. Each community is expected to fulfill its obligation to put on an event to honour Councils choices. NAIDOC week occurs between 07 – 14 of July 2019. This year's theme is Voice, Treaty, Truth.

**ISSUES/OPTIONS/SWOT**

Borroloola Local Authority will need to report their plans for NAIDOC week no later than the 24 of June 2019.

**FINANCIAL CONSIDERATIONS**

Council will discuss financial support based on the activities decided on.

**ATTACHMENTS:**

**GENERAL BUSINESS**

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**ITEM NUMBER** 11.5  
**TITLE** Rocky Creek Bridge Update  
**REFERENCE** 821036  
**AUTHOR** Sharon HILLEN, Acting Chief Executive Officer

**RECOMMENDATION**

- (a) **That the Borroloola Local Authority receives and notes the update on the Rocky Creek Bridge.**

**BACKGROUND**

The Rocky Creek Bridge project design phase is currently underway, a 50% design review was completed on 08 April 2019 after consultations with Roper Gulf Regional Council and the Department of Infrastructure, Planning and Logistics. These comments were addressed and two risk assessments were provided.

Design drawings are estimated to be finalized and submitted to Power Water Corporation (PWC) for revision and approval by 13 May 2019, which will take approximately two (2) weeks.

It is currently estimated that the designs will be 90% completed by 31 May 2019, which the Department of Infrastructure, Planning and Logistics can then release the project for tender.

Designs at 100% completion estimated at 28 June 2019.

Attached is the full project notes.

**ATTACHMENTS:**

1 [↓](#) IW178400-ZM-PRT-006 Revised .pdf





## Project Notes

Level 2, 25 Parap Road  
 Parap NT 0820  
 PO Box 2145  
 Parap NT 0804  
 Australia  
 T +61 8 8982 4800  
 F +61 8 8982 4840

<b>Subject</b>	<b>Project Brief Minutes</b>		
<b>Client</b>	Roper Gulf Regional Council	<b>Date</b>	9 May 2019
<b>Project</b>	Rocky Creek Crossing		
<b>Project No.</b>	IW197800	<b>File</b>	Project Progress Internal Jacobs
<b>Prepared by</b>	Pablo Elizondo	<b>Phone No.</b>	08 8982 4802
<b>Participants</b>	<b>Sharon Hillen (SH), Rashmi Sharma (RS), Pablo Elizondo (PE), Robert Grimston (RG)</b>		
<b>Copies to</b>	<Name>		

Notes	Action
<p>1 Rocky Creek 50% Design review comments received from DIPL on 8<sup>th</sup> April 2019.</p> <p>Comments have been addressed with DIPL PM and two different risk assessments have been provided.</p> <p>Awaiting on SH to acknowledge suggestions from DIPL. PE has spoken with SH about waiting on decision with footpath/bridge interaction to progress to 90% design.</p> <p><u>Deliverable required: 90% Design Drawings</u></p>	<p>SH</p> <p>Friday 31<sup>st</sup> May, 2019</p>
<p>2 Design Report would need to be updated as the work progresses.</p> <p><u>Deliverable required: 90% Design Report</u></p>	<p>PE</p> <p>Friday 31<sup>st</sup> May, 2019</p>
<p>3 Services Relocation, design drawings would be finalised this week and submitted to PWC for revision and approval Monday 13<sup>th</sup> May. Typical waiting time for approvals could be around 2 weeks from submission.</p> <p>SH to deal with PWC directly to provide them cash in lieu for the costs to reimburse PWC. PWC to engage one of its preferred contractors and tender the works.</p>	<p>PE, SH</p>
<p>4 Safety in Design Report Deliverable</p> <p><u>Deliverable required: 90% SID Risk Register</u></p>	<p>PE</p> <p>Friday 31<sup>st</sup> May, 2019</p>
<p>5 Construction Specification.</p> <p>T19-1412 RFT construction specification</p> <p><u>Deliverable required: Construction Specification Final Mark-up</u></p>	<p>SS, CC</p> <p>Friday 31<sup>st</sup> May, 2019</p>



## Project Notes

Project Brief Minutes  
9 May 2019

Notes	Action
6 Prepare Schedule of Rates, SOR. <u>Deliverable required: 90% Schedule of Rates</u>	PE Friday 31 <sup>st</sup> May, 2019
7 RSA – RSA has been carried out by Jacobs Cairns office based on 50% Design Drawings. Provide RSA Document	PE Friday 31 <sup>st</sup> May, 2019
8 Detours for bridge construction works. PE to deal directly with RGRC and DIPL for expectations from detours, currently not forming part of the contract. Sharon what approach do you and DIPL want to take on detours design drawings?	SH
9 AAPA Clearances have been obtained by DIPL, Jacobs requires the digital files for the restricted zones to be shown on construction drawings. Have requested the files from DIPL PM (Rashmi Sharma).	RS
10 DIPL requires to finalised obtaining Native Titles before the bridge works can be released for construction tender. DIPL PM expect this to happen mid to end of June.	RS
11 Beam Planks quotes have been received by DIPL and DIPL currently reviewing tenderers with procurement.	RS
12 <u>Deliverables pending:</u> <ol style="list-style-type: none"> <li>1. 90% Detailed Design Drawings.</li> <li>2. 90% Preliminary Cost Estimate.</li> <li>3. 90% Design Report</li> <li>4. 90% Construction Specification.</li> <li>5. 90% SiD Risk Register.</li> </ol> <ol style="list-style-type: none"> <li>6. 100% Detailed Design to follow up from 90% review and comments from DIPL and RGRC.</li> </ol>	<p><b><u>90% deliverables target date</u></b> <b><u>Friday 31<sup>st</sup> May 2019</u></b></p> <p>Sufficient at 90% for DIPL to release for tender.</p> <p><b><u>100% deliverables target date</u></b> <b><u>Friday 28<sup>th</sup> June 2019</u></b></p>

Any further questions please let me know

Pablo Elizondo  
Senior Civil Engineer  
08 8982 4802  
pablo.elizondo@jacobs.com

**GENERAL BUSINESS**

<b>ITEM NUMBER</b>	11.6
<b>TITLE</b>	Governance Report - Local Authority Project Register Update
<b>REFERENCE</b>	<b>820826</b>
<b>AUTHOR</b>	Lokesh ANAND, Chief Financial Officer

**RECOMMENDATION**

- (a) **That the Borroloola Local Authority receives and notes the updated report on Local Authority Project Funding as at 20 May 2019.**

**BACKGROUND**

Since 2014, the Borroloola Local Authority has received a total of \$655,228 in Local Authority Project Funding from the Department of Housing and Community Development. To date, \$640,648 has been allocated to various local authority projects. \$7,758 was overspend on completed projects. There are \$6,822 funds still available for allocation to new or existing local authority projects.

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

**ISSUES/OPTIONS/SWOT**

NIL

**FINANCIAL CONSIDERATIONS**

As per the local authority project funding guidelines, the funding need to be spend on local authority projects within two years from the date of its receipt. Out of the total funding \$655,228 received to date -

- \$404,862.64 has been spend on various local authority projects.
- \$119,785.36 needs to be spend by 22 November 2019.
- \$130,580.00 needs to be spend by 19 December 2020.

**ATTACHMENTS:**

1 [↓](#) Borroloola Local Authority Project Register 20.05.2019.pdf

Borroloola Local Authority Project Funding - as at 20.05.2019			
Funding received from Department	Income	Funds Allocated	Remaining Unallocated Funds
2014-15	\$ 131,356.00	\$ 131,356.00	
2015-16	\$ 131,356.00	\$ 131,356.00	
2016-17	\$ 131,356.00	\$ 131,356.00	
2017-18	\$ 130,580.00	\$ 116,000.00	\$ 9,727.90
2018-19	\$ 130,580.00	\$ 130,580.00	-\$ 2,905.98
<b>Total funding received</b>	<b>\$ 655,228.00</b>	<b>\$ 640,648.00</b>	<b>\$ 6,821.92</b>

Project ID	Projects funding has been allocated to:	Prjct Budget	Actual Expenditu	Project Status
1313802	Plaques for the stone in Tamarind Park	\$ 4,000.00	\$ -	In progress
1313805	Tamarind Park Story Boards	\$ 20,000.00	\$ 5,357.56	Design and layout completed,awaiting production and instalation.
1313816	Urban Place Design engaged to undertake the Borroloola Walking Track	\$ 5,000.00		In progress
1313817	Water Supply at Cemetery	\$ 25,000.00		In progress
1313818	Toilet at Cemetery	\$ 25,000.00		Need \$87,000
1313819	Removable Solar Lights (1 x Rocky Creek Boat Ramp, 2 x McArthur River	\$ 50,000.00	\$ 11,679.00	Solar lights purchased awaiting the bases
1313821	Borroloola Men's Group/Men's shed program	\$ 1,000.00		In progress
1313822	Replace Toilet Block at Airport with 2018-19 Funding	\$ 130,580.00		Funded allocated \$130,580 on 06.12.2018
	Total for current projects in progress	\$ 260,580.00	\$ 17,036.56	
	Total for Completed projects	\$ 380,068.00	\$ 387,826.08	
	<b>Grand Total</b>	<b>\$ 640,648.00</b>	<b>\$ 404,862.64</b>	

**GENERAL BUSINESS**

<b>ITEM NUMBER</b>	11.7
<b>TITLE</b>	Council Financial Report - Month April 2019 Expenditure Report
<b>REFERENCE</b>	<b>820833</b>
<b>AUTHOR</b>	Lokesh ANAND, Chief Financial Officer

**RECOMMENDATION**

- (a) **That the Borroloola Local Authority receive and note the Financial (Expenditure) Report for the month of April 2018-19 financial year.**

**BACKGROUND**

As per the Guideline 8 of the *Local Government Act*, 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 explanation for these underspends/overspends for each directorate is as follow:

**Directorate of Corporate Governance:**

The total of underspends under this directorate is \$313,477. The major activity contributing to this underspend is Local Authority Project funding There are a few LA projects currently in progress. On completion of these projects, the actual expenses incurred will be in line with budgeted figures.

**Directorate of Commercial Services:**

The total of underspends under this directorate is \$58,459. There major activity contributing for this underspend is Service Fee CDP. The reason for underspend under this activity is vacant positions & staff absences. Also, the rental expenses paid are less than budgeted amount. Once the rental invoices are received, underspend will be expensed out.

**Directorate of Council & Community Services:**

The total underspends under this directorate is \$936,819. There are few activities where the actual expense incurred is less than budget for:

- CBF – Borroloola Multi-Purpose Court \$506,343 – The budget is for multipurpose court and project is still in progress stage.
- Waste Management Program \$103,096 – Underspend is due to less contractor expenses incurred for dump maintenance as compared to budgeted amount.
- Swimming Pool \$99,333 – There are underspend in few line items under this activity. Part of underspend is due to staff absences & vacant positions. Some part is contributed to less expenses incurred on repairs & maintenance, consulting fee and utility bills.

**FINANCIAL CONSIDERATIONS**

NIL

**ATTACHMENTS:**

[1](#) Borroloola Local Authority - Expenditure Report 30.04.2019.pdf

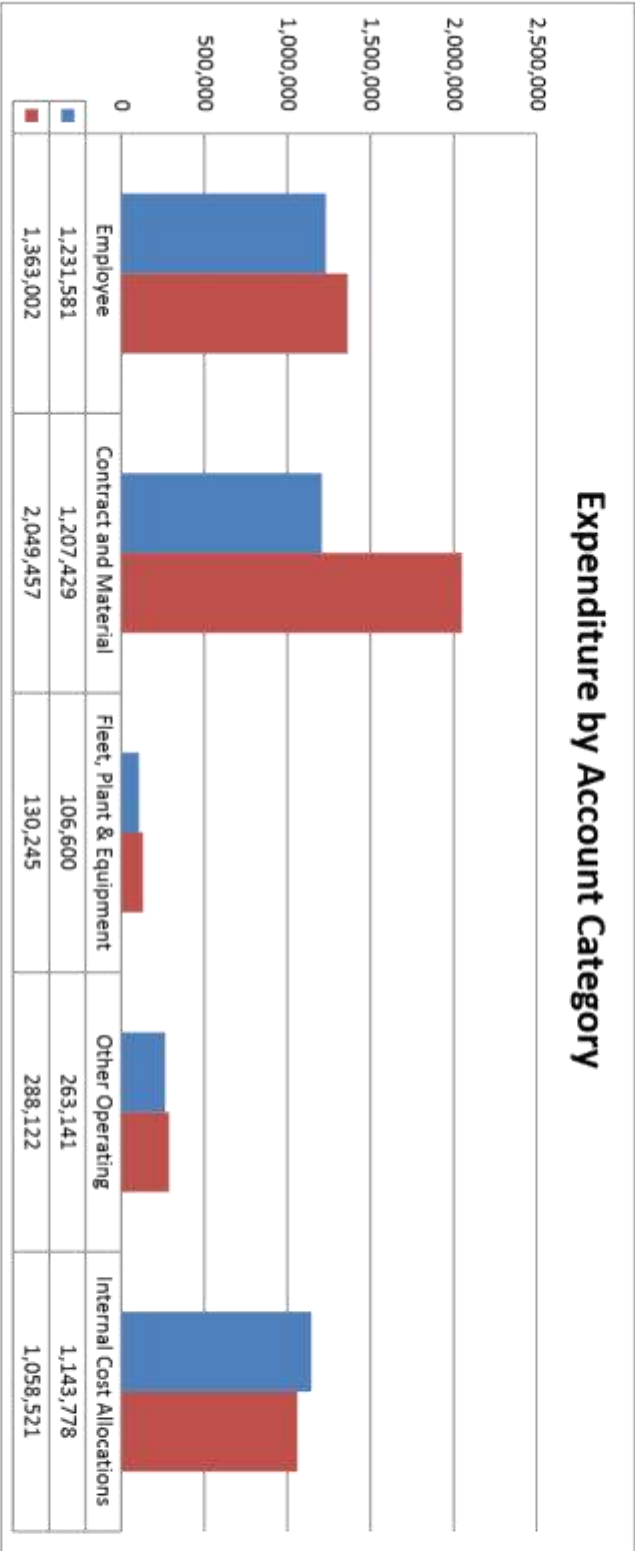
**Roper Gulf Regional Council  
Borroloola**



**Expenditure Report as at 30th April 2019**

Expenditure by Account Category	Current Month		Year to Date - As of Period 11		Apr-19 Variance	Annual Budget	Proportion of Budget Spent
	Apr-19 Actual	Apr-19 Budget	YTD Actual	YTD Budget			
Employee	1,231,581	1,363,002	1,273,027	1,499,302	131,421	1,635,603	90%
Contract and Material	1,207,429	2,049,457	493,779	2,254,403	842,028	2,459,349	59%
Fleet, Plant & Equipment	106,600	130,245	115,252	143,270	23,646	156,294	82%
Other Operating	263,141	288,122	269,930	316,935	24,981	345,747	91%
Internal Cost Allocations	1,143,778	1,058,521	1,143,969	1,164,373	85,257	1,270,225	108%
<b>Total Expenditure</b>	<b>3,952,529</b>	<b>4,889,348</b>	<b>3,295,957</b>	<b>5,378,283</b>	<b>936,819</b>	<b>5,867,218</b>	<b>81%</b>

**Expenditure by Account Category**





Activity Listing	Actual	Current Month		Apr-19	Annual Budget	Explanation
		Apr-19	Budget			
<b>Corporate Governance</b>						
110 - Assets Management - Fixed Assets	2,700	2,500	200	3,000		
131 - Council and Elected Members	300	0	300	0		
132 - Local Authority	10,831	31,920	21,089	38,304		The expense incurred on local authority members allowance and travel expenses is less than budgeted amount.
138 - Local Authority Project	8,460	267,898	259,439	321,478		Please find attached project register for details.
202 - Staff Housing	48,641	16,243	32,397	19,492		The additional income \$11,707 is earned under this activity from CDP HQ staff using accommodation for extended period of time. Also, there was no materials purchased and building repairs & maintenance expenses are less than budgeted for.
245 - Visitor Accommodation and Exte	32,342	53,807	21,465	64,568		There are less expenditure incurred on repairs & maintenance \$12,582. Building utility bills from power & water haven't received yet \$3,333 and no material purchased \$5,416.
425 - SPG - Borroloola Rocky Creek UpI	3,215	0	3,215	0		The expense is for Public Liability Insurance and will be fixed at second budget revision.
491 - BBRF - Borroloola Government B	50,949	33,333	17,615	40,000		The budget will be revised to allocate additional funds for consulting fee from capital expenditure budget.
492 - Borroloola Community Equipmer	0	417	417	500		
Sub Total	60,155	373,632	313,477	448,358		
<b>Commercial Serv.</b>						
241 - Airstrip maintenance Contracts	91,254	92,297	1,042	110,756		
314 - Service Fee - CDP	1,101,586	1,264,961	163,375	1,517,953		The underspend is due to staff absences/vacant positions \$53,778 and less operating expenses incurred by \$61,000.
318 - Outcome Payments - CDP	122,625	16,667	105,958	20,000		The budget is for Employer outcome payments. The actual expenditure is over and will fixed in next budget revision.
Sub Total	1,315,465	1,373,925	58,459	1,648,709		

Activity Listing	Current Month			Annual Budget	Explanation
	Actual	Apr-19 Budget	Apr-19 Variance		
<b>Council &amp; Comm. Serv</b>					
111 - Council Services General	337,100	322,790	14,310	387,348	The overspend is due to additional expenses incurred on Network Communication \$56,533, Protective Clothings \$8,309 & staff wages under spent by \$27,355.
160 - Municipal Services	406,339	400,264	6,075	480,316	
161 - Waste management	139,756	242,852	103,096	291,422	The underspend is on other contractors expenses by \$105,583, Works at dump still need to be progressed.
162 - Cemeteries Management	7,842	8,333	492	10,000	
169 - Civic Events	0	4,167	4,167	5,000	
170 - Australia Day	934	0	934	0	
171 - Naidoc Week	0	500	500	600	
200 - Local roads maintenance	39,449	13,333	26,115	16,000	The overspend is due to more expenditure incurred on material expenses.
201 - Street lighting	18,163	23,333	5,170	28,000	The expenses incurred on electricity are less than budgeted.
348 - Library	43,112	40,407	2,706	48,488	
356 - NDIS - Information, Linkages and	0	833	833	1,000	
381 - Animal Control	891	2,083	1,192	2,500	The underspend on staff accommodation will be expensed in coming few weeks.
401 - Night Patrol	213,118	204,420	8,698	245,304	
404 - Indigenous Sports and Rec Progr	61,017	62,217	1,200	74,660	
407 - Remote Sports and Recreation	6,105	20,833	14,728	25,000	The underspend is on vehicle leases and running costs.
415 - Indigenous Youth Reconnect	170,930	183,245	12,315	219,894	The expenses on staff wages and salaries are less incurred by \$8,746 and other operating expenses \$4,423
416 - Youth Vibe Grant	1,161	1,417	256	1,700	
418 - SPG - Borroloola Nutritious Cooki	4,107	7,057	2,949	8,468	
423 - SPG - Diversion Evenings	5,284	4,583	701	5,500	Full year's budget is almost expensed. There won't be much expenditure in coming few weeks.
462 - 2014-19 Roads to Recovery	737,880	614,900	122,980	737,880	Rocky creek project is currently in progress. The budget is fully expensed in March 2019.



Activity Listing	Current Month			Annual Budget	Explanation
	Actual	Budget	Variance		
480 - CBF - Borroloola Multi-Purpose C	75,144	581,487	506,343	697,784	Multi-purpose court project is currently in progress and the underspend
550 - Swimming Pool	303,405	402,738	99,333	483,286	The underspend is due to less expenses incurred on repairs and maintenance \$31,790, less tools purchased \$26,325, underspend in wages due to staff absences/vacant position/s \$23,791 and less consulting fee expenses incurred \$12,500.
Sub Total	2,615,290	3,185,347	613,613	3,770,150	
<b>Other Services</b>					
326 - NDRRA (Natural Disaster Relief &	5,174	0	5,174	0	The overpend is incurred on evacuation and relief work during cyclone Trevor, expenses will be budgeted in next budget revision.
Sub Total	5,174	0	5,174	0	
	3,996,085	4,932,904	980,375	5,867,218	