



AGENDA

BULMAN LOCAL AUTHORITY MEETING

THURSDAY, 04 JULY 2019

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

- Thursday, 04 July 2019 at
- The Conference Room Council Service Delivery Centre, Bulman
- Commencing at 10.00 am

Your attendance at the meeting will be appreciated.

Phillip LUCK
Chief Executive Officer

BULMAN CURRENT MEMBERSHIP:

Elected Members

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

Appointed Members

- 1. Darilyn MARTIN,**
- 2. Annunciata BRADSHAW,**
- 3. John DALYWATER,**
- 4. Jill CURTIS,**
- 5. Peter Apaak Jupurrula MILLER,**
- 6. Annette MILLER.**

MEMBERS: 10

COUNCIL: 4

LA: 6

QUORUM: 6 (minimum requirement)

PROVISIONAL: 4

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



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 820476
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Bulman Local Authority adopts the previous minutes from the meeting of 14 February 2019 as a true and accurate record of that meeting.**

BACKGROUND

The Bulman Local Authority met on Thursday 14 February 2019 at 11.00am at the Roper Gulf Regional Council Office in Bulman.

The next scheduled date of the Bulman Local Authority was on Thursday 18 April 2019 at 11.00. However, that meeting was cancelled due to lack of quorum.

Attached are the recorded minutes of the meeting held on 14 February 2019.

ATTACHMENTS:

- 1 Bulman Local Authority 2019-02-14 [796360].pdf



MINUTES OF THE BULMAN LOCAL AUTHORITY MEETING # 0 OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BULMAN ON THURSDAY, 14 FEBRUARY 2019 AT 10.00 AM

PRESENT/STAFF/GUESTS

1.1 Elected Members

Deputy Mayor Helen LEE
Cr. Selina ASHLEY
Cr. Deanna KENNEDY

1.2 LA Members

Annette MILLER
Jill CURTIS
Darilyn MARTIN
Peter Apaak Jupurrula MILLER (Chairperson)
John DALYWATER

1.3 Staff

Virginia BOON - Director of Council Community Services
Peter LEE – Community Safety Coordinator
Justin PEDERSON – Council Service Coordinator
Perna RAMAWAT – Acting Local Authority Coordinator

1.4 Guests

Keegan WILLIAMS – Department of Local Government Housing and Community Development

MEETING OPENED

Bulman Local Authority Meeting declared open at 10:38am with a **Quorum**.

WELCOME TO COUNTRY

Local Authority Member Peter Apaak Jupurrula MILLER welcomed members, staff and guests to the meeting and Roper Gulf Regional Council pledge was read.

APOLOGIES AND LEAVE OF ABSENCE
4.1 APOLOGIES AND LEAVE OF ABSENCE

87/2019 **RESOLVED** (Selina ASHLEY/Darilyn MARTIN)

- (a) That Local Authority Members accept apology of Mayor Judy MacFARLANE and Local Authority Member Annunciata BRADSHAW

CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MEETINGS

88/2019 **RESOLVED** (Darilyn MARTIN/Jill CURTIS)

- (a) That the Bulman Local Authority approves the minutes as a true and accurate record of the Bulman Local Authority’s Meeting held on Wednesday 5 December 2018.

DISCLOSURES OF INTEREST

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

BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

89/2019 **RESOLVED** (John DALYWAYTER/Deanna KENNEDY)

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments – Completion Date
05.12.2018	8.1 New Action	Light on hill and mobile transmitter on hill	Area Manager	Ongoing	Include Care flight, Sunrise health and RGRC all advocating light on hill and mobile transmitter on hill. Area Manager and CSC still working on this. 14.02.19 Further investigation required

27.09.17	12.2 ISSUES IN THE COMMUNITY <i>Road Management</i>	Advocate to NTG for the Central Arnhem Highway to reduce the dust issues and to seal and upgrade from the bridge to WEEMOL turnoff – including WEEMOL Road and to the Airstrip.	CEO/Area Manager/Mar c	In Progress	26.10.18: Currently with DIPL. Work will commence in dry season 2019. 14.02.19 Survey undertaken. Scope & Costing has been referred to DIPL. Further discussion at Roads Committee Meeting in March.
22.02.18	9.1 BULMAN LOCAL AUTHORITY PROJECT FUNDING. <i>Solar Light WEEMOL</i>	BULMAN Local Authority requests a solar light at the entry site in WEEMOL.	CEO/ DCCS	Ongoing	7.03.2018: CSC to confirm the actual location with an aerial map. Solar lights are purchased every year. This will be added to the location requests. Incorporated into DIPL Roads Programme. 14.02.19 No further update
05.12.2018	11.5 Community Safety – Dry Toilet	Public Toilet to be built near RGRC Office	Area Manager	Ongoing	Local Authority allocated \$72000 from LA Project Funding for building Dry Toilet near office 14.02.19 Local Authority decided on connection of a Public Toilet to services rather than a Dry Toilet.
14.02.19	11.2 COUNCIL SERVICE REPORT	Weed spraying practices	Council Service Coordinator		14.02.19 CSC will review processes for Weed Spraying.
14.02.19	11.3 COMMUNITY SAFETY REPORT	Police residence in Community	Roper Gulf Regional Council		14.02.19 Local Authority requested Council to write a letter to MLA Member for Arnhem to have a permanent Police

					presence in community.
14.02.19	12.2 WEEMOL SEWAGE	Information on Weemol Sewage Project	Roper Gulf Regional Council		14.02.19 Local Authority members requested Council provide an update on the Weemol Sewage project.
14.02.19	12.3 FAST DRIVING BY WEEMOL RANGERS	Local Authority Members raised concerns on fast driving by rangers.	Council Service Coordinator/Community Safety		14.02.19 CSC, COMSAF staff member and LA Member John DALYWATER to speak to Weemol Rangers about the dangers of their staff driving in community.
14.02.19	12.4 MOUNT CATT OUTSTATION	Road conditions on access road to Mount Catt Outstation	Acting DCCS		14.02.19 ACTING DCCS to inform DCS of concerns regarding the Mount Catt access road.

INCOMING CORRESPONDENCE

NIL

OUTGOING CORRESPONDENCE

NIL

BUSINESS ARISING**GENERAL BUSINESS****11.1 ELECTED MEMBERS REPORT**

90/2019 RESOLVED (Darilyn MARTIN/John DALYWATER)

- (a) That the Bulman Local Authority receives and notes the Elected Member Report.

11.2 COUNCIL SERVICES REPORT

91/2019 RESOLVED (Jill CURTIS/Deanna KENNEDY)

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

ACTION : CSC WILL REVIEW PROCESSES FOR WEED SPRAYS**11.3 COMMUNITY SAFETY REPORT**

92/2019 RESOLVED (John DALYWATER/Annette MILLER)

- (a) That the Bulman Local Authority receives and notes the Community Safety Report.

ACTION : LOCAL AUTHORITY REQUESTED COUNCIL TO WRITE A LETTER TO MLA MEMBER FOR ARNHEM TO HAVE A PERMANENT POLICE PRESENCE IN COMMUNITY.

*Councillor Selina AAHLEY left room at 11:30 am
Local Authority Member Jill CURTIS left room at 11:40 am
Local Authority Member Jill CURTIS returned at 11:45 am*

11.4 THE DRAFT BURIAL AND CREMATION BILL 2018 REPORT - DHCD

93/2019 RESOLVED (Selina ASHLEY/Darilyn MARTIN)

- (a) That the Bulman Local Authority receives and notes The Draft Burial and Cremation Bill 2018 Report.

*Councillor Selina ASHLEY returned at 11:53 am
Local Authority Member John DALWATER left meeting at 11:58 am
Local Authority Member John DALYWATER returned at 11:59 am*

11.5 LAPF ACQUITTALS

94/2019 RESOLVED (Selina ASHLEY/John DALYWATER)

- (a) That the Bulman Local Authority deferred the 2017-18 LAPF Certification Form, signed by the CEO on 12 December 2018 to the next Local Authority Meeting.

11.6 BULMAN LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE

95/2019 RESOLVED (John DALYWATER/Selina ASHLEY)

- (a) That the Bulman Local Authority receives and notes Financial (Expenditure) Report for the second Quarter of 2018-19 Financial Year;
- (b) That the Bulman Local Authority did not accept the Local Authority Project Register update Report as at 31 January 2019.
- (c) That the Bulman Local Authority re-direct \$10,000 funding from Bollard Project to Public Dry Toilet for Weemol.
- (d) That the Bulman Local Authority re-direct the \$15,000 allocated to Top Dress the Oval to purchase an Aerator for the Oval (J. Dalywater / J. Curtis).
- (d) That the Bulman Local Authority request Council to assist with funding Public Toilet Projects for Weemol and Bulman should additional funds be required.

11.6 PROJECT REGISTER UPDATE

96/2019 RESOLVED (Darilyn MARTIN/Helen LEE)

- (a) That the Bulman Local Authority accept the tabled (updated copy) of the Local Authority Project Funding Register.

11.7 GUIDELINE 8

97/2019 RESOLVED (John DALYWATER/Selina ASHLEY)

- (a) That the Bulman Local Authority receives and notes the revised Ministerial Guideline 8 : Regional Councils and Local Authorities.

11.8 PROJECT FUNDING GUIDELINES

98/2019 RESOLVED (Hellen LEE/John DALYWATER)

- (a) That the Bulman Local Authority receives and notes LA Project Funding Guidelines.

12 OTHER BUSINESS

Councillor Deanna Kennedy left meeting at 13:36 stating Conflict of Interest in CDP

12.1 CDP

99/2019 RESOLVED (Selina ASHLEY/John DALYWATER)

- (a) That the Bulman Local Authority receives and notes the verbal CDP update provided by Virginia BOON.

12.2 WEEMOL SEWAGE

100/2019 RESOLVED (John DALYWATER/Selina ASHLEY)

- (a) That the Bulman Local Authority receives and notes the verbal request for an update on the Weemol Sewage project.

ACTION : LOCAL AUTHORITY MEMBERS REQUESTED COUNCIL PROVIDE AN UPDATE ON THE WEEMOL SEWAGE PROJECT.

12.3 FAST DRIVING BY WEEMOL RANGERS

101/2019 RESOLVED (John DALYWATER/Darilyn MARTIN)

- (a) That the Bulman Local Authority raised concerns regarding the driving behaviour of Mimil Ranger staff.

ACTION : CSC, COMSAF STAFF MEMBER AND LA MEMBER JOHN DALYWATER TO SPEAK TO MIMIL RANGERS ABOUT THE DANGERS OF THEIR STAFF DRIVING IN COMMUNITY.

12.4 MOUNT CATT OUTSTATION

102/2019 RESOLVED (Selina ASHLEY/Jill CURTIS)

- (a) That the Bulman local Authority discussed the road conditions along the Mount Catt Outstation access road.

ACTION : ACTING DCCS TO INFORM DCS OF CONCERNS REGARDING THE MOUNT CATT ACCESS ROAD

CLOSE OF MEETING

The meeting closed at 13:52 pm.

THESE PAGES FORM THE MINUTES OF THE Bulman Local Authority Meeting HELD ON Thursday, 14 February 2019.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 825034
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION:

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

Date	Item	Title	Comments	Responsible Person	Status	Update
05.12.2018	8.1	New Action	Light on hill and mobile transmitter on hill	Area Manager	Ongoing	14/02/2019 – Further investigation required.
27.09.2017	12.2	Road Management	Advocate for Central Arnhem Highway to reduce dust issues. Upgrade and seal from bridge to Weemol	CEO / Area Manager / NTG	In Progress	14/06/2019 - Designs and estimates given to DIPL. Still ongoing.
22.02.2018	9.1	Solar Light at Weemol	Solar Light at entry to Weemol	DCS / Projects	Ongoing	Included with Solar Light package.
05.12.2018	11.5	Toilet Block	Public Toilet near Roper Gulf Office	Area Manager / CEO / DCS	In progress	14/02/2019 – Local Authority decided on connection of public toilet rather than dry toilet.
14.02.2019	11.2	Weed spraying practices	Review Weed Spraying Processes	CSC	Completed	CSC has reviewed and updated weed spraying processes.

14.02.2019	11.3	Police in Bulman	Roper Gulf to Advocate for Police Station in Bulman	CEO	Ongoing	14/02/2019 – Letter to be written to MLA Member for Arnhem to have a police station in Bulman. Bulman currently serviced by Police in Manyallaluk.
14.02.19	12.2	Weemol Sewage	Information on Weemol Sewage Project	Roper Gulf / CEO	Ongoing	
14.02.19	12.3	Fast Driving by Rangers	John Dalywater to speak to staff about driving	CSC	Completed	14/06/2019 – Rangers spoken about speed limits and dangers of driving too fast in community.
14.02.19	12.4	Mount Catt Outstation	Roads Conditions on Access Road	DCCS / DCS	Ongoing	14/06/2019 – Virginya to speak to Marc about concerns regarding the Mount Catt access Road.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	11.1
TITLE	Elected Member Report
REFERENCE	825243
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Bulman 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;
 - **Nyirranggulung 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	11.2
TITLE	LA001 - Local Authority Policy
REFERENCE	817914
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Bulman 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.

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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	11.3
TITLE	Chairperson for the Local Authority
REFERENCE	826086
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Bulman Local Authority receives and notes the information regarding the appointment of a Chairperson of the Beswick Local Authority;**
- (b) **That the Bulman 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 11.4
TITLE Draft Local Government Bill
REFERENCE 826477
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Bulman 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

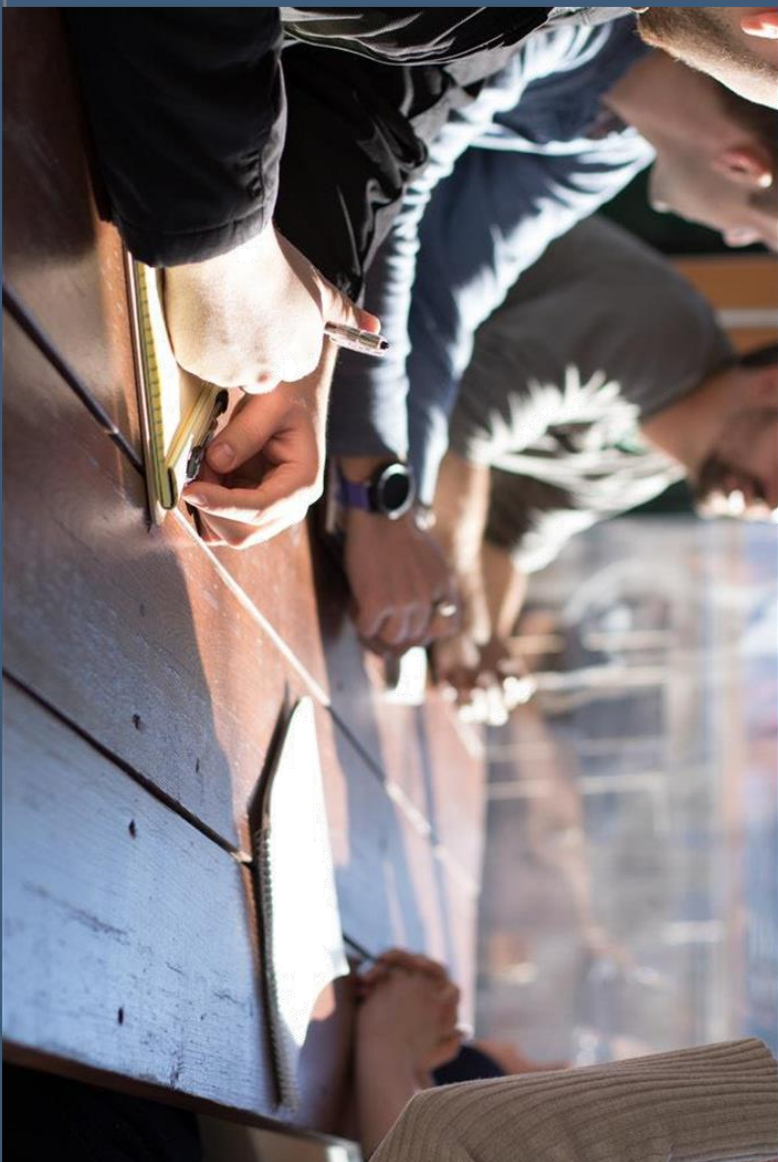
DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

2019

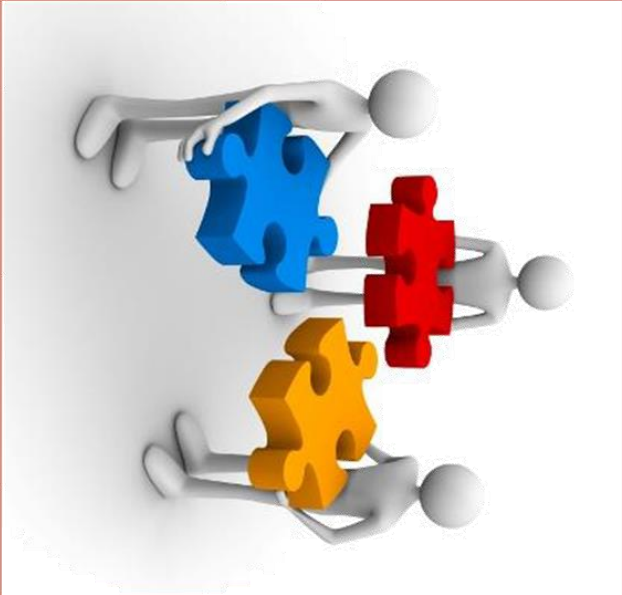


Strengthening local decision making

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	Bulman Gravity Reticulation
REFERENCE	826638
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Bulman Local Authority receives and notes the information regarding the proposed Bulman/Weemol Gravity Reticulation system from Power and Water Corporation.**

BACKGROUND

Power and Water is undertaking a design for a wastewater collection and disposal system at Weemol which will include full gravity sewer, sewage pumping station and rising main to be connected to the Bulman sewage treatment pond.

Status:

An application to Aboriginal Areas Protection Authority for sacred site clearance has been submitted and initial advice is that custodians do not support the current alignment wish for it to be moved ~50 to 100m. The Aboriginal Areas Protection Authority has requested we issue the land tenure application to the Northern Land Council with new proposed alignment and that both the Aboriginal Areas Protection Authority and the Northern Land Council will coordinate their consultations with community.

The Power and Water team with the help of the designers, is currently realigning the design and submitting the relevant paperwork (including maps and scopes of work) to both the Aboriginal Areas Protection Authority and the Northern Land Council.

Chantal Bramley, the Stakeholder Engagement Project Manager, Remote Water Services from Power and Water Corporation is presenting.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	11.6
TITLE	Council Financial Report - May 2019 Expenditure Report
REFERENCE	826646
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Bulman 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 \$374,779. The major activity contributing to this underspend is Activity 110-Assets Management Fixed (\$216,590) and Activity-115 Assets Management – Mobile (\$157,192). The reason for these underspent is due to delay in capital works planned for these activities. Management is looking to complete this works at the earliest. The invoices from certain suppliers have been received late, resulting in underspend in the activity for the reporting period. On completion of these projects and payment of invoices, the actual expenses incurred will be in line with budgeted figures.

Directorate of Commercial Services:

The total of underspend under this directorate is \$56,868. The major contributing to this activities are 314- Service fee CDP (\$26,675) and 318-Outcome payments CDP (13,042). The main reason for this underspend is staff absences and vacant positions. Income of May is received in June and therefore, the project management and administration expenses for May month has not be yet posted.

Directorate of Council & Community Services:

The total underspend under this directorate is \$163,180. 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 having underspends for the reporting period.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 Bulman LA Expenditure Report 31.05.2019.pdf

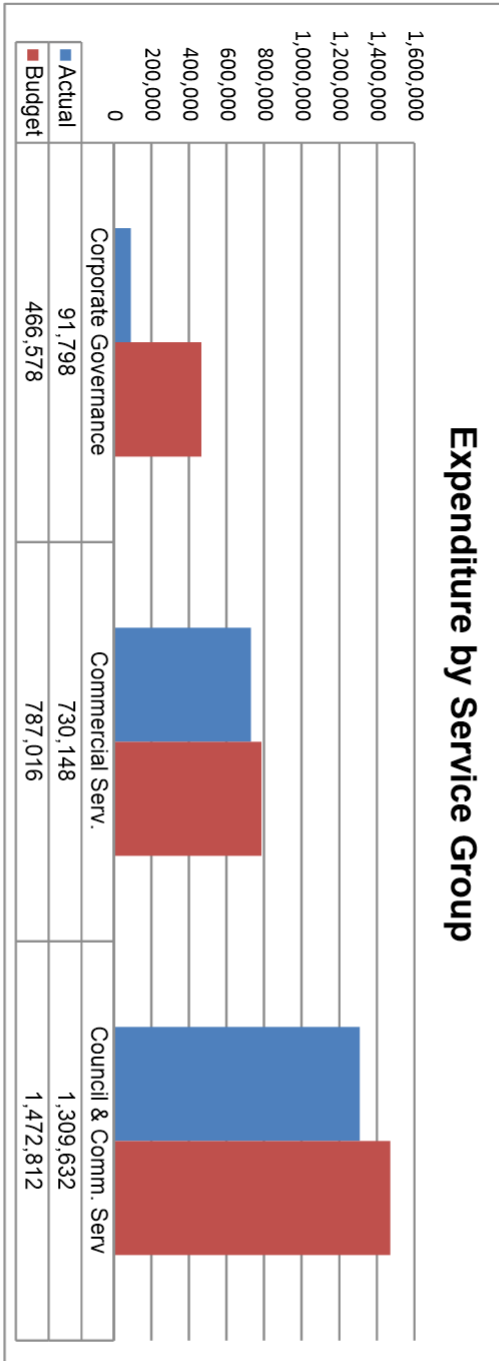
Roper Gulf Regional Council
Bulman
Expenditure Report as at 31st May 2019



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

	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Proportion of Budget Spent
Corporate Governance	91,798	466,578	374,779	508,994	20%
Commercial Serv.	730,148	787,016	56,868	858,563	93%
Council & Comm. Serv	1,309,632	1,472,812	163,180	1,606,703	89%
Total Expenditure	2,131,578	2,726,405	594,827	2,974,260	78%

Expenditure by Service Group



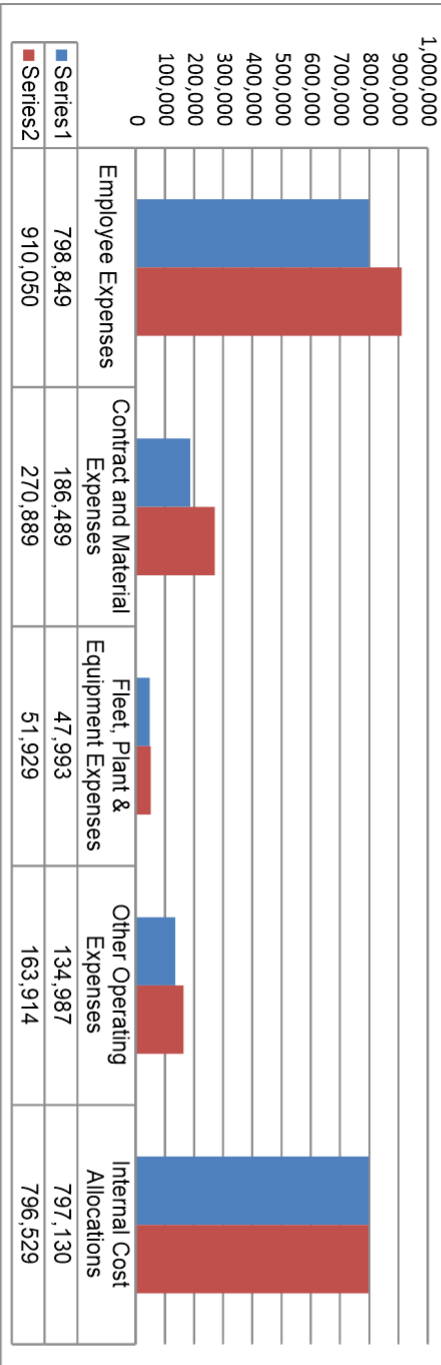


Roper Gulf Regional Council Bulman Expenditure Report as at 31st May 2019

Expenditure by Account Category
 Employee Expenses
 Contract and Material Expenses
 Fleet, Plant & Equipment Expenses
 Other Operating Expenses
 Internal Cost Allocations
 Capital Expenditure
Total Expenditure

	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual of Budget Budget	Proportion of Budget Spent
Employee Expenses	798,849	910,050	111,201	992,782	88%
Contract and Material Expenses	186,489	270,889	84,400	295,516	69%
Fleet, Plant & Equipment Expenses	47,993	51,929	3,936	56,650	92%
Other Operating Expenses	134,987	163,914	28,927	178,815	82%
Internal Cost Allocations	797,130	796,529	601	868,941	100%
Capital Expenditure	166,130	533,094	366,964	581,556	31%
Total Expenditure	2,131,578	2,726,405	594,827	2,974,260	78%

Expenditure by Account Category



Roper Gulf Regional Council Bulman 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	60,158	276,748	216,590	301,907	The budgeted capital work in progress.
115 - Asset Management - Mobile Fleet	0	157,192	157,192	171,482	The purchase of vehicles is in progress, purchase orders issued.
131 - Council and Elected Members	725	917	191	1,000	Immaterial variance
132 - Local Authority	10,880	12,786	1,906	13,948	Underspend due cancelled LA meeting.
138 - Local Authority Project	585	4,623	4,038	5,043	Please see attached project register for details.
202 - Staff Housing	4,782	4,090	692	4,462	Immaterial variance
245 - Visitor Accommodation and Extern	14,668	10,222	4,446	11,152	Less income received than budgeted from staff using visitor accommodation facilities.
Sub Total	91,798	466,578	374,779	508,994	
Commercial Serv.					
220 - Territory Housing Repairs and Ma	36,445	39,163	2,718	42,723	Immaterial variance
221 - Territory Housing Tenancy Manag	54,705	58,208	3,503	63,500	Immaterial variance
241 - Airstrip maintenance Contracts	17,926	17,969	44	19,603	Immaterial variance
244 - Power Water contract	213,251	224,127	10,877	244,502	underspend due to less staff absences.
246 - Commercial Australia Post	3,185	3,195	10	3,486	Immaterial variance
314 - Service Fee - CDP	381,010	407,686	26,675	444,748	Underspend due to staff vacancies, absences and less other operating expenses incurred.
318 - Outcome Payments - CDP	23,625	36,667	13,042	40,000	
Sub Total	730,148	787,016	56,868	858,563	

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



Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
Council & Comm. Serv					
111 - Council Services General	250,945	291,175	40,231	317,645	Underspend due to staff absences and less
160 - Municipal Services	264,356	266,534	2,178	290,764	material and other expenses on assets.
161 - Waste management	46,517	52,047	5,530	56,779	Immaterial variance
162 - Cemeteries Management	964	1,801	836	1,964	Immaterial variance
169 - Civic Events	0	1,833	1,833	2,000	Immaterial variance
170 - Australia Day	280	256	23	280	Immaterial variance
200 - Local roads maintenance	130	43,083	42,953	47,000	The budget is for Bulman road and stromwater
201 - Street lighting	9,290	9,167	123	10,000	Immaterial variance
341 - Commonwealth Aged Care Packa	6,736	7,929	1,194	8,650	Immaterial variance
342 - Indigenous Aged Care Employme	72,239	105,209	32,970	114,773	Underspend due to staff wages coded wrongly.
344 - Commonwealth Home Support Pr	30,490	31,915	1,425	34,817	Immaterial variance
346 - Indigenous Broadcasting	34,315	38,919	4,604	42,458	Immaterial variance
349 - School Nutrition Program	139,574	143,550	3,976	156,600	Immaterial variance
350 - Centrelink	75,969	78,356	2,387	85,479	Immaterial variance
355 - National Disability Insurance Sche	1,805	1,632	173	1,780	Immaterial variance
381 - Animal Control	1,804	2,017	213	2,200	Immaterial variance
401 - Night Patrol	171,562	194,544	22,982	212,230	Underspend due to less staff wages and less
404 - Indigenous Sports and Rec Progr	79,424	88,193	8,768	96,210	Immaterial variance
407 - Remote Sports and Recreation	1,103	1,833	730	2,000	Immaterial variance
410 - National Youth Week	0	367	367	400	
414 - Drug and Volatile Substances	0	275	275	300	
416 - Youth Vibe Grant	0	550	550	600	
474 - CBF - Bulman Youth Rec	122,129	111,626	10,503	121,774	The project was completed and whole budgeted
Sub Total	1,309,632	1,472,812	163,180	1,606,703	
Total Expenditure	2,131,578	2,726,405	594,827	2,974,260	

GENERAL BUSINESS



ITEM NUMBER	11.7
TITLE	Governance Report - Local Authority Project Register Update
REFERENCE	826620
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

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

BACKGROUND

Since 2014, the Bulman Local Authority has received a total of \$207,020 in Local Authority Project Funding from the Department of Housing and Community Development. Till date, \$238,520 have been allocated towards various local authority projects. This allocated amount also includes a surplus of \$56,958.90 from the completed projects. As a result, there is still \$25,458.90 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 Bulman Local Authority Project Register 20.06.19.pdf

Bulman Local Authority Project Funding - as at 20.06.19

Funding received from Department	Income	Funds Allocated	Remaining Unallocated Funds
2014-15	\$ 41,260.00	\$ 41,260.00	
2015-16	\$ 41,260.00	\$ 41,260.00	
2016-17	\$ 41,260.00	\$ 41,260.00	\$ 14,803.90
2017-18	\$ 41,620.00	\$ 15,740.00	\$ 41,620.00
2018-19	\$ 41,620.00	\$ 99,000.00	-\$ 30,965.00
Total	\$ 207,020.00	\$ 238,520.00	\$ 25,458.90

Project ID	Projects funding has been allocated to:	Prjct Budget	Tot Prjct Cost	Project Status
1413803	Dry Toilet Weemol	\$ 35,000.00		Project Approved in April - 2017 ; \$10,000 was allocated on 14/02/2019. CSC did investigation for this project and estimated total cost will be \$90,000 to completed it. Detailed information will be provided by CSC in next LA meeting.
1413805	Solar light for cudesac	\$ 7,000.00		\$72,000 was LA allocated on 05/12/2018; CSC advised that due to estimated cost \$90,000, project is not going to be completed. LA needs to allocate more funds or combined dry toilet project with this project. CSC will provide detailed information in next LA meeting.
1413806	Toilet near council office	\$ 72,000.00		\$15,000 was allocated on 14/02/2019; Project in progress; Quotes received and purchase ordered issued. Awaiting for delivery.
1413808	Purchase Aerator for the Oval	\$ 15,000.00		
	Total for current projects in progress	\$ 129,000.00	\$ -	
	Total for completed projects	\$ 109,520.00	\$ 52,561.10	
	Grand total	\$ 238,520.00	\$ 52,561.10	