



AGENDA

**MANYALLALUK LOCAL AUTHORITY
MEETING**

MONDAY, 01 JULY 2019

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

- Monday, 01 July 2019 at
- The Conference Room Council Service Delivery Centre, Manyallaluk
- Commencing at 14.30

Your attendance at the meeting will be appreciated.

MANYALLALUK LOCAL AUTHORITY CURRENT MEMBERSHIP

Elected Members

1. Mayor Judy MacFARLANE,
2. Deputy Mayor Helen LEE,
3. Cr Selina ASHLEY,

Appointed Members

1. Eileen LAWRENCE,
2. Shaunette MUMBIN,
3. Ben KLEING,
4. Rachael KENDINO,
5. Mikala ASHLEY (Youth Member)
6. Vacant

MEMBERS: 9

COUNCIL: 3

LA: 6

QUORUM: 5 (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 lisin 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 820475
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority adopts the previous minutes from the meeting of 29 April 2019 as a true and accurate record of the meeting.**

BACKGROUND

The Manyallaluk Local Authority met on Monday 29 April 2019 at 14.00 at the Roper Gulf Regional Council Office in Eva Valley.

Attached are the recorded minutes of that meeting.

ATTACHMENTS:

- 1 Manyallaluk Local Authority 2019-04-29 [817897].DOCX



MINUTES OF THE MANYALLALUK LOCAL AUTHORITY MEETING #02 OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, MANYALLALUK ON MONDAY, 29 APRIL 2019 AT 14.30HRS

PRESENT/STAFF/GUESTS

1.1 Elected Members

- Mayor Judy MacFARLANE
- Deputy Mayor Helen LEE
- Councillor Deanna KENNEDY

1.2 Appointed Members

- Ben KLEINIG (Chairperson)
- Rachel KENDINO
- Eileen LAWRENCE
- Shaunette MUMBIN

1.3 Staff

- Sharon HILLEN – Acting Chief Executive Officer
- Ashleigh ANDERSON – Local Authority Coordinator (minute taker)
- Thea GRIFFIN – EA to the Director of Council and Community Services
- Susan GILLIES – Council Service Coordinator (Barunga)
- David FORDER – Council Service Coordinator (Manyallaluk)

1.4 Guests

- Steven KUBASIEWICZ – Department of Local Government, Housing and Community Development
- Marianne BRAUN – Aboriginal Interpreters Service

MEETING OPENED

The Manyallaluk Local Authority Meeting was declared opened at 14.50hrs with **Quorum**. The Chairperson Ben KLEINIG welcomed members, staff and guests to the meeting and the pledge was read.

WELCOME TO COUNTRY

APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

93/2019 RESOLVED (Eileen LAWRENCE/Shاونette MUMBIN)

CARRIED

(a) That the Manyallaluk Local Authority accepts the apologies for Local Authority Member Mikayla ASHLEY.

CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS MINUTES****94/2019 RESOLVED (Ben KLEING/Eileen LAWRENCE)****CARRIED**

- (a) That the Manyallaluk Local Authority adopts the minutes from the previous meeting held on 11 February 2019 as a true and accurate record of that meeting and its decisions, amending the name Selina ASHLEY to Mikayla ASHLEY throughout the minutes.

DISCLOSURES OF INTEREST

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

BUSINESS ARISING FROM PREVIOUS MINUTES**11.1 ACTION LIST****95/2019 RESOLVED (Rachael KENDINO/Eileen LAWRENCE)****CARRIED**

- (a) That the Manyallaluk Local Authority receives and notes the Action List;
(b) That the Manyallaluk Local Authority proceed with the purchase of the slide as per item 12.3 in the Action List.

INCOMING CORRESPONDENCE*Nil***OUTGOING CORRESPONDENCE***Nil***BUSINESS ARISING****12.1 Guideline 8****12.2 CDP Update****12.3 Manyallaluk Shop****12.4 Housing****12.5 Airstrip Access****GENERAL BUSINESS****11.2 ELECTED MEMBERS REPORT****96/2019 RESOLVED (Judy MacFARLANE/Deanna KENNEDY)****CARRIED**

- (a) That the Manyallaluk Local Authority receives and notes the Elected Members Report.
(b) That the Manyallaluk Local Authority requests that the Roads Committee investigates sealing the Manyallaluk Jump Up to Town and employ local area traffic management within that area.

Action: Formal scope of works including costing for repairing and upgrading the roads in Manyallaluk

11.3 TOWN PRIORITIES 2019-20**97/2019 RESOLVED (Helen LEE/Eileen LAWRENCE)***CARRIED*

- (a) That the Manyallaluk Local Authority reviews its Town Priorities for 2019-20 noting the following amendments:
- Amending Road Upgrades to include sealing the Jump Up to Council Office and resheeting of Eva Valley Roads;
 - Amending Traffic Management such as speed bumps and pedestrian crossings between the School, Clinic and Basketball Courts;
 - Adding Development of a Cemetery Management Plan;
 - Adding Installing Town Water to the Park in upgrades.

11.4 COUNCIL SERVICES REPORT**98/2019 RESOLVED (Judy MacFARLANE/Deanna KENNEDY)***CARRIED*

- (a) That the Manyallaluk Local Authority receives and notes the Council Services Report for the 15 April, 2019 meeting.

11.5 COMMUNITY LAND USE PLAN**99/2019 RESOLVED (Eileen LAWRENCE/Shاونette MUMBIN)**
CARRIED

- (a) That the Manyallaluk Local Authority receives and notes Community Land Use Plan Report.

11.6 ENROL TO VOTE - YOUR VOICE, YOUR COMMUNITY**100/2019 RESOLVED (Eileen Lawrence/Rachael KENDINO)***CARRIED*

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

11.7 COUNCIL FINANCIAL REPORT - SECOND QUARTER EXPENDITURE REPORT**101/2019 RESOLVED (Deanna KENNEDY/Rachael KENDINO)***CARRIED*

- (a) That the Manyallaluk Local Authority defers its decision.

11.8 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT REGISTER UPDATE**102/2019 RESOLVED (Judy MacFARLANE/Rachael KENDINO)***CARRIED*

- (a) That the Manyallaluk Local Authority receives and notes the updated report on Local Authority Project Funding as at 31 March 2019.

BUSINESS ARISING**12.1 Guideline 8****12.2 CDP Update****12.3 Manyallaluk Shop****12.4 Housing****12.5 Airstrip Access****12.1 GUIDELINE 8**

103/2019 RESOLVED (Judy MacFARLANE/Eileen LAWRENCE)

CARRIED

- (a) That the Manyallaluk Local Authority receives and notes information regarding Guideline 8.

12.2 CDP UPDATE

104/2019 RESOLVED (Judy MacFARLANE/Eileen LAWRENCE)

CARRIED

- (a) That the Manyallaluk Local Authority receives and notes information relating to the Community Development Program (CDP)

12.3 MANYALLALUK SHOP

105/2019 RESOLVED (Judy MacFARLANE/Eileen LAWRENCE)

CARRIED

- (a) That the Manyallaluk Local Authority receives and notes that the Urapunga Aboriginal Corporation have a Section 19 on the Manyallaluk Shop.

12.4 HOUSING

106/2019 RESOLVED (Rachael KENDINO/Eileen LAWRENCE)

CARRIED

- (a) That the Manyallaluk Local Authority receives and notes information regarding the Housing Reference Group (HRG)

12.5 AIRSTRIP ACCESS

107/2019 RESOLVED (Judy MacFARLANE/Deanna KENNEDY)

CARRIED

- (a) That the Manyallaluk Local Authority receives and notes concerns about the airstrip access.

Action: CSC to unlock/remove padlock blocking access to the airstrip

OTHER BUSINESS

Nil

CLOSE OF MEETING

The meeting terminated at 16.50hrs

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Manyallaluk Local Authority Meeting HELD ON Monday, 29 April 2019 AND CONFIRMED Monday, 01 July 2019.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	8.1
TITLE	Action List
REFERENCE	825080
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION:

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Updates
17.12.18	12.3 Army Truck	Army Truck to relocate from Eva valley to Mataranka Museum	Mayor	Completed	14/06/2019 - Army Truck relocated to Mataranka Museum.
17.12.18	12.3 Slide at Playground	Installation of small slide at the playground.	Area Manager	Ongoing	29/04/2019 – LA members to decide on colours. CSC to order once colours have been decided 14/06/2019 – Ordered and on its way
11.02.19	9.1 AAI SIGNS FOR COMMUNITY	CSC to find artist to design artwork for the sign	Council Service Coordinator	Ongoing	14/06/2019 – still seeking artist in community.
29.04.19	11.2 SCOPING FOR MANYALLALUK ROADS	Scope of works and costing to reform / seal roads	CEO/Roads	NEW	
29.04.201	AIRSTRIP ACCESS	Unlock or remove padlock from airstrip	CSC	Completed	14/06/2019 - Completed
	SHELTER FOR AIRSTRIP	Bus Shelter for airstrip	CSC	Commenced	14/06/2019 – Shelter is under construction.
	WELCOME SIGNS	Upgrade Welcome to Manyallaluk Signs	CSC	Completed	14/06/2019 – Signs have been polished up.

	SWINGS FOR PLAYGROUND	Install small swing set for playground	CSC	In Progress	14/06/2019 – Quotes obtained.
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ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	11.1
TITLE	Elected Member Report
REFERENCE	825239
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk 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	Council Services Report
REFERENCE	825997
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the Council Services Report as at June 2019.**

1. Army Truck removed and taken to Mataranka museum
2. Slide organised and order on its way
3. AAI sign for community have got art work and will present at next meeting for approval
4. Container deposit up and running
5. Bus shelter at air strip in progress of building
6. Update welcome to Manyallaluk signs getting quote and will provide information at next meeting
7. Shade area over BBQ in park area has been investigated with different designs and prizes to be presented at next meeting
8. Removal of dangers trees in parks around community mostly dead trees utilised for fire wood at Barunga festival
9. Fire break created around community with advise from community members
10. Helping with setting up house 51 with cleaning of garden, removal of rubbish, cleaning house out for builders, removal of furniture and working with assists giving feedback on progress when builders had finished
11. Mowing and wiper sniping of parks and gardens
12. Fencing completed at top cemetery mowed and cleaned
13. Bottom cemetery cleaned and fire break created
14. Dump pushed up and cleaned
15. Large holes on road going to bottom cemetery filled in creating better asses
16. Patched area with ash felt on corner near crèche
17. Green waste pushed up and burnt
18. Assisted Barunga with work for festival fixed two shade shelters, fire wood, wiper snip and mowing
19. Watering park monitoring and moving sprinklers got pump going

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER 11.3
TITLE Local Authority Member Resignation
REFERENCE 820156
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority accepts the resignation of Robert WILLIRI from the Manyallaluk Local Authority.**

BACKGROUND

On the 02 May 2019, Appointed Member Robert Williri submitted a letter resigning from the Manyallaluk Local Authority.

To the Manyallaluk Local Authority
I Robert Williri would like to hand in my resignation as a
appointed member of the Manyallaluk Local Authority.

Sign *RWilliri*
Date *02/05/19*

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.4
TITLE	LA001 - Local Authority Policy
REFERENCE	817912
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

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

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

Important changes to note:

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

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

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

ATTACHMENTS:

- 1 LA001 - Local Authority Policy_amended.pdf

Roper Gulf Regional Council



LA001– Local Authority Policy

1. POLICY CERTIFICATION

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

2. PURPOSE

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

3. ORGANISATIONAL SCOPE

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

4. POLICY STATEMENT

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

5. DEFINITIONS

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

Roper Gulf Regional Council



LA001– Local Authority Policy

6. Principles

6.1 Roles and Functions of a Local Authority

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

The functions of a Local Authority include:

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

6.2 Membership

6.2.1 Membership size

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

6.2.2 Period of Membership

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

6.2.3 Eligibility for Membership

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

Council will have the final say on Local Authority membership.

Nomination and Appointment

6.2.4 Membership appointment;

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

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

Roper Gulf Regional Council



LA001– Local Authority Policy

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

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

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

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

6.2.5 Membership termination

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

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

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

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

6.2.6 No Proxies

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

6.3 Local Authority meetings:

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

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

6.3.1 When reporting to and from the Local Authority:

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

Roper Gulf Regional Council



LA001– Local Authority Policy

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

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

6.3.2 Deputations

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

6.3.3 Provisional Meeting where quorum not present:

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

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

6.4 Administrative support and secretariat

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

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

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

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

6.5 Special Meetings

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

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

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

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

Roper Gulf Regional Council



LA001– Local Authority Policy

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

6.6 Community Meetings

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

6.7 Local Authority member allowances

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

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

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

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

7. REFERENCES

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

8. DOCUMENT CONTROL

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

Roper Gulf Regional Council



LA001– Local Authority Policy

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

9. CONTACT PERSON

Contact person

Manager, Governance and Corporate Planning

Contact number

08 8972 9005

GENERAL BUSINESS



ITEM NUMBER	11.5
TITLE	Chairperson for the Local Authority
REFERENCE	826084
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

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

This is problematic for the following reasons:

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

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

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

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER 11.6
TITLE Draft Local Government Bill
REFERENCE **826475**
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk 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

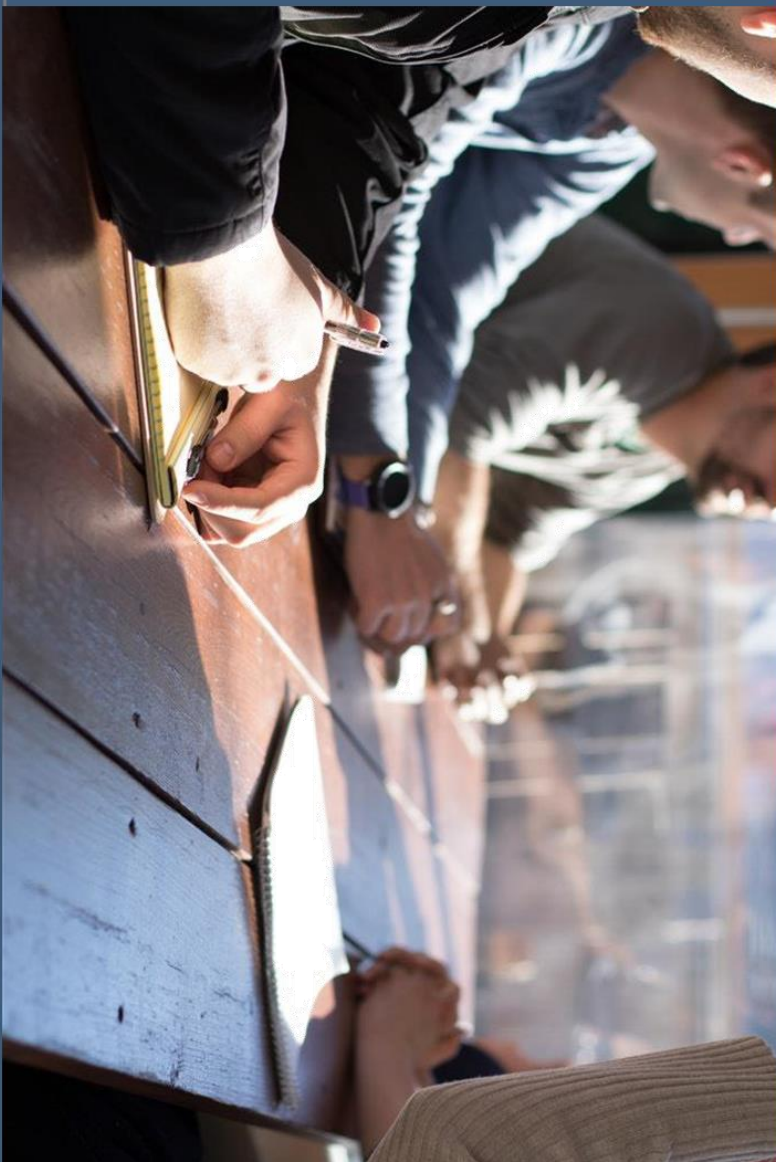
DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

2019

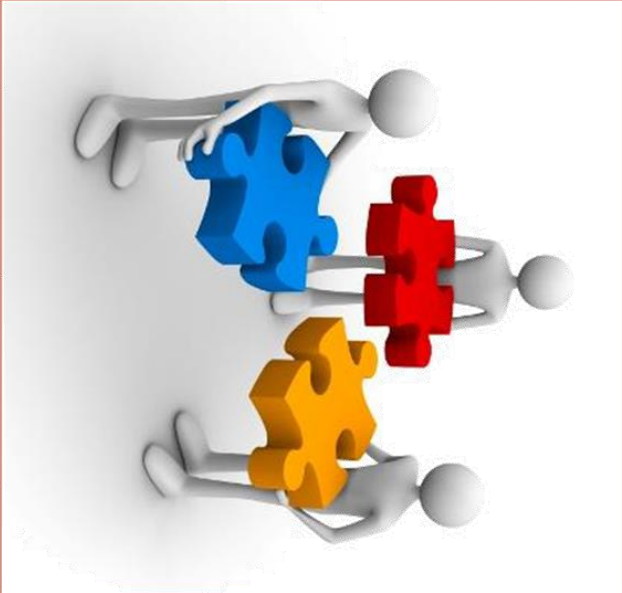


Strengthening local decision making

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	11.7
TITLE	Council Financial Report - May 2019 Expenditure Report
REFERENCE	826496
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Manyallaluk 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 \$78,898. The major activity contributing to this underspend was Activity 115 - Assets management (\$74,822) that was already purchased under location headquarter. There are a few Local Authority projects currently in progress. 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 \$3,193 that is immaterial variance.

Directorate of Council & Community Services:

The total underspend under this directorate is \$77,778. The major reason for this underspend is the vacant positions and staff absences under few programs. Also, some of the invoices from suppliers are in process, resulting in activities have underspends for the reporting period.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Manyallaluk LA Expenditure Report 31.05.2019.pdf

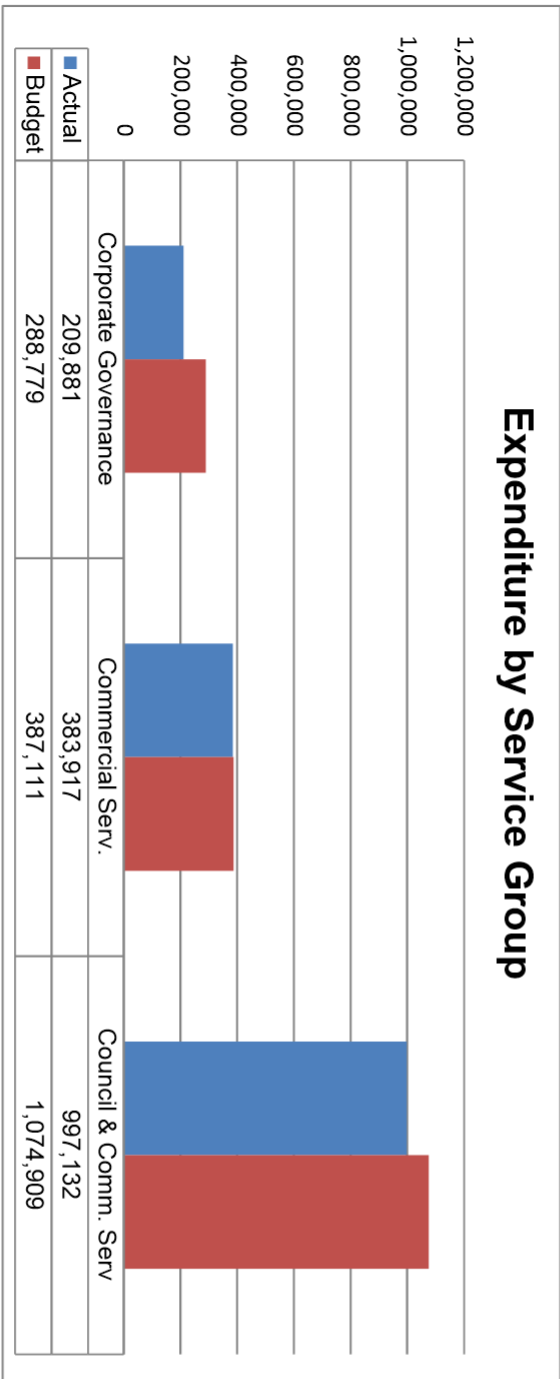


Roper Gulf Regional Council Manyallaluk Expenditure Report as at 31st May 2019

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	209,881	288,779	78,898	315,031	73%
Commercial Serv.	383,917	387,111	3,193	422,302	99%
Council & Comm. Serv	997,132	1,074,909	77,778	1,172,628	93%
Total Expenditure	1,590,930	1,750,799	159,869	1,909,962	91%

Expenditure by Service Group

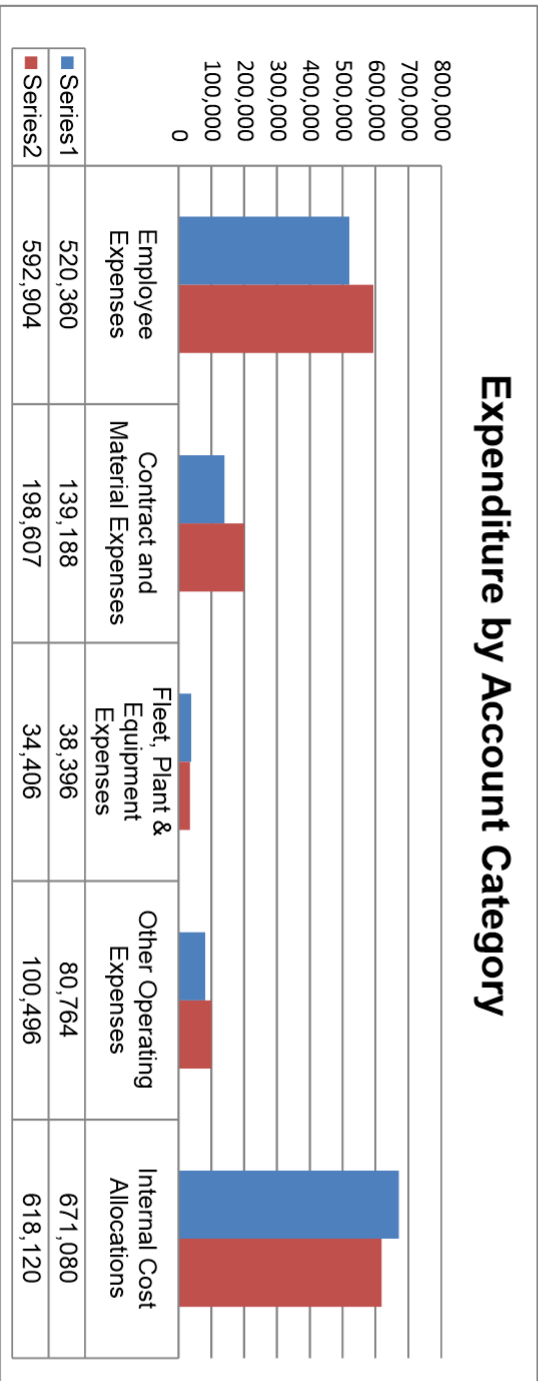




Roper Gulf Regional Council Manyallaluk Expenditure Report as at 31st May 2019

Expenditure by Account Category	May 2019	May 2019	May 2019	Annual Budget	Proportion of Budget Spent
	Actual	Budget	Variance		
Employee Expenses	520,360	592,904	72,543	646,804	88%
Contract and Material Expenses	139,188	198,607	59,419	216,662	70%
Fleet, Plant & Equipment Expense	38,396	34,406	3,990	37,534	112%
Other Operating Expenses	80,764	100,496	19,732	109,632	80%
Internal Cost Allocations	671,080	618,120	52,961	674,312	109%
Capital Expenditure	141,141	206,266	65,124	225,017	68%
Total Expenditure	1,590,930	1,750,799	159,869	1,909,962	91%

Expenditure by Account Category





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

Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
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Corporate Governance

110 - Assets Management - Fixed A	110,165	101,260	8,905	110,466	Lot 51 Renovation completed and whole year budget consumed.
115 - Asset Management - Mobile	57,652	132,474	74,822	144,517	The capital expenditure coded to location 10 headquarter
132 - Local Authority	1,528	3,163	1,635	3,450	The underspend in local authority members allowance is due to members absences.
133 - Local Elections	50	92	42	100	Immaterial variance
138 - Local Authority Project	6,713	14,097	7,384	15,378	Please find attached project register for details.
202 - Staff Housing	11,369	12,111	741	13,212	Immaterial variance
245 - Visitor Accommodation and F	22,404	25,583	3,179	27,909	Underspend on assets repair and maintenance.
Sub Total	209,881	288,779	78,898	315,031	

Commercial Serv.

241 - Airstrip maintenance Contract	17,747	17,776	29	19,392	Immaterial variance
244 - Power Water contract	90,516	91,676	1,161	100,011	Immaterial variance
246 - Commercial Australia Post	7,265	7,299	33	7,962	Immaterial variance
314 - Service Fee - CDP	234,639	242,859	8,221	264,937	Immaterial variance



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

Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
318 - Outcome Payments - CDP	33,750	27,500	6,250	30,000	Outcome payment for additional employee claimed.
Sub Total	383,917	387,111	3,193	422,302	

Council & Comm. Serv

111 - Council Services General	164,459	195,072	30,613	212,806	Underspend is due to positions vacant and staff absences.
160 - Municipal Services	218,088	208,729	9,359	227,704	Immaterial variance
161 - Waste management	39,107	49,261	10,154	53,739	Underspend on materials and other contractors expenses.
162 - Cemeteries Management	964	1,801	836	1,964	Immaterial variance
164 - Local Emergency Management	1,950	1,588	362	1,733	Immaterial variance
169 - Civic Events	0	1,833	1,833	2,000	
200 - Local roads maintenance	30,525	38,683	8,158	42,200	Budgeted for material general expenses, Not yet spent.
201 - Street lighting	9,484	11,917	2,432	13,000	Underspend on assets repair and maintenance.
341 - Commonwealth Aged Care F	22,512	17,119	5,393	18,675	Overspend on staff wages and salaries.
344 - Commonwealth Home Supp	16,591	12,812	3,779	13,977	Overspend on staff wages and salaries.
347 - Creche	223,598	237,786	14,187	259,402	Underspend on staff wages due to staff absence.
349 - School Nutrition Program	95,595	99,711	4,116	108,776	Immaterial variance

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



Activity Listing	May 2019 Actual	May 2019 Budget	May 2019 Variance	Annual Budget	Explanation
353 - Budget Based Funding	15,568	14,271	1,297	15,568	Project completed and whole funds consumed.
355 - National Disability Insurance	37	92	55	100	Immaterial variance
401 - Night Patrol	146,071	163,057	16,987	177,881	Underspend on assets repair and maintenance.
404 - Indigenous Sports and Rec F	2,694	9,300	6,606	10,146	Underspend is due to positions vacant and staff absences.
409 - Sport and Rec Facilities	8,211	8,211	0	8,958	
410 - National Youth Week	0	367	367	400	
414 - Drug and Volatile Substance	0	275	275	300	
416 - Youth Vibe Grant	0	550	550	600	
423 - SPG - Diversion Evenings	1,677	2,475	798	2,700	Underspend due to less expense on food and cleaning.
Sub Total	997,132	1,074,909	77,778	1,172,628	
Total Expenditure	1,590,930	1,750,799	159,869	1,909,962	

GENERAL BUSINESS



ITEM NUMBER	11.8
TITLE	Governance Report - Local Authority Project Register Update
REFERENCE	826576
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

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

BACKGROUND

Since 2014, the Manyallaluk Local Authority has received a total of \$70,238 in Local Authority Project Funding from the Department of Housing and Community Development. Till date, \$59,942 of the received funding have been allocated towards various local authority projects. There is an overspent of \$ 10.85 from the completed projects and this surplus is added back to the remaining unallocated funds balance. As a result, there is still \$10,285.15 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 Manyallaluk Local Authority Project Register 20.06.19.pdf

Manlyallaluk Local Authority Project Funding - as at 20.06.19

Funding received from Department	Income	Funds Allocated	Remaining Unallocated Funds
2014-15	\$ 14,786.00	\$ 14,786.00	
2015-16	\$ 14,786.00	\$ 14,786.00	
2016-17	\$ 14,786.00	\$ 12,500.00	\$ 3,165.15
2017-18	\$ 12,940.00	\$ -	\$ 12,940.00
2018-19	\$ 12,940.00	\$ 17,870.00	-\$ 5,820.00
Total	\$ 70,238.00	\$ 59,942.00	\$ 10,285.15

Project ID	Projects funding has been allocated to:	Prject Budget	Tot Prject Cost	Project Status
1513808	Basketball courts - paving between court & stage and seating installation	\$ 11,439.00	\$ 1,606.36	In Progress and CSC will provide update at next meeting
1513804	Manlyallaluk entry sign touch-up/ beautification	\$ 1,500.00		looking into quotes and CSC will update information in next LA meeting.
1513805	Shade shelter for park barbecue area	\$ 3,000.00		looking into quotes and CSC will update information in next LA meeting.
1513806	Swing set for park barbecue area	\$ 2,000.00		looking into quotes and CSC will update information in next LA meeting.
1513807	Small slide for little children for park barbecue area	\$ 5,000.00		Materials have been ordered and is on its way
1513810	Goal Posts for Oval	\$ 4,870.00	\$ 2,822.50	Received goal posts but not post bases and stands. CSC will find out if ordered or not.
1513811	Bus Shelter at airstrip	\$ 10,000.00		Project has been started with material available in community. CSC will purchase required materials for this project.
Total for current projects in progress		\$ 37,809.00	\$ 4,428.86	
Total for completed projects		\$ 22,133.00	\$ 22,143.85	
Grand Total		\$ 59,942.00	\$ 26,572.71	