



AGENDA

**MANYALLALUK LOCAL AUTHORITY
MEETING**

MONDAY, 09 SEPTEMBER 2019

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

- Monday, 09 September 2019 at
- The Conference Room Council Service Delivery Centre, Manyallaluk
- Commencing at 14.30 PM

Your attendance at the meeting will be appreciated.

Phillip LUCK
Chief Executive Officer

MANYALLALUK LOCAL AUTHORITY CURRENT MEMBERSHIP

Elected Members

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

Appointed Members

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

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 lisin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijnul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PRESENT/STAFF/GUESTS	
2	MEETING OPENED	
3	WELCOME TO COUNTRY	
4	APOLOGIES AND LEAVE OF ABSENCE	
5	CONFIRMATION OF PREVIOUS MINUTES	
5.1	Confirmation of Previous Minutes.....	6
6	CALL FOR ITEMS OF OTHER BUSINESS	
7	DISCLOSURE OF INTEREST	
8	BUSINESS ARISING FROM PREVIOUS MINUTES	
8.1	Action List	12
9	INCOMING CORRESPONDENCE	
	<i>Nil</i>	
10	OUTGOING CORRESPONDENCE	
	<i>Nil</i>	
11	GENERAL BUSINESS	
11.1	Elected Member Report.....	14
11.2	Local Authority Member Resignation	17
11.3	LA001 - Local Authority Policy.....	18
11.4	Local Authority Meeting Attendance.....	25
11.5	Chairperson for the Local Authority.....	28
11.6	Annual Civic Events and Festival Commitments	29
11.7	Your Voice, Your Community Campaign.....	31
11.8	Aged Care, Disability and Creche Update.....	34
11.9	Council Financial Report - June 2019 Expenditure Report.....	35
11.10	Governance Report - Local Authority Project Register Update	36
12	OTHER BUSINESS	
	<i>Nil</i>	
13	CLOSE OF MEETING	

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 828249
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority confirms the draft Minutes taken at the Manyallaluk Local Authority Meeting on 29 April 2019, to be a correct record of its decisions and proceedings.**

BACKGROUND

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

The meeting scheduled on 01 July 2019 at 14.30 in Manyallaluk was cancelled due to lack of Quorum.

Attached are the recorded minutes of that meeting held on 29 April 2019.

ATTACHMENTS:

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



MINUTES OF THE MANYALLALUK LOCAL AUTHORITY 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 828250
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION:

- (a) That the Manyallaluk Local Authority receives and notes the Action List;
 (b) That the Manyallaluk Local Authority approves the removal of all completed items from 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	Army Truck relocated to Mataranka Museum.
17.12.18	12.3 Slide at Playground	Installation of small slide at the playground.	Area Manager	Ongoing	LA members to decide on colours. CSC to order once colours have been decided 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	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	
29.04.2019	AIRSTRIP ACCESS	Unlock or remove padlock from airstrip	CSC	Completed	Completed
	SHELTER FOR AIRSTRIP	Bus Shelter for airstrip	CSC	Completed	Shelter is completed
	WELCOME SIGNS	Upgrade Welcome to Manyallaluk Signs	CSC	Completed	Signs have been polished up.

Date	Agenda Item #	Item Description	Responsible Person	Status	Updates
	SWINGS FOR PLAYGROUND	Install small swing set for playground	CSC	In Progress	Quotes obtained.
	ROADS SCOPING	Supply Formal Scoping of Sealing Manyallaluk Jump Up to Town	CEO / Projects	New	

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.1
TITLE	Elected Member Report
REFERENCE	842583
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

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

At the Special Meeting of Council held in Katherine on Tuesday 25 June 2019 decisions include:

- That Council appoints the preferred candidate, **Mr. Phillip LUCK**, to the position of Chief Executive Officer in accordance with the *Local Government Act 2008* s100(4), and pursuant to the conditions outlined in the Contract of Employment.

At Ordinary Meeting of Council held in Katherine on Wednesday 26 June 2019 decisions include:

- 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.
- That Council approves the recommendations of the Beswick Local Authority from the minutes of 29 April 2019;
- That Council approves the recommendations of the Manyallaluk Local Authority from the minutes of 29 April 2019;
- That Council approves the recommendations of the Barunga Local Authority from the minutes of 30 April 2019;
- That Council agrees to investigate options for water at the Beswick Cemetery as per item 12.4 of the Beswick Local Authority minutes;
- That Council calls for Nominations for the members for Manyallaluk Local Authority.

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

- That Council receives and notes acquittal of the Special Purpose Grant of \$322,500 (GST Exclusive) for the purchase of three (3) front end loaders;
- That Council acknowledge the funding received from the Northern Territory Government in respect of the project;
- That Council receives and notes the draft 2019-20 Regional Plan;
- That Council resolves to put the draft 2019-20 Regional Plan out for public consultation for 21 days as prescribed by applicable law;

- That Council sign, date and seal one copy of the contract for National Agent and Access Point Services, valued at \$741,748 (GST exclusive);
- That Council approves the Energy Efficient and Sustainability Grant of \$90,000 (GST Exclusive), provided by the Department of Local Government, Housing and Community Development, by signing and dating one copy of the agreement;
- That Council acknowledge the Department of Local Government, Housing and Community Development for its support in respect of the project;
- That Council receives and notes the report on the Barunga Festival from the Barunga Council Services Coordinator and Acting Director of Council and Community Services;
- That Council approves the request for procurement exemption regarding tender requirements to the Department of Local Government, Housing and Community Development for the Weemol Internal Road upgrades project;
- That Council delegate authority to the Chief Executive Officer to approve the most desirable quotation for the project should exemption be approved by the Department;
-
- That Council receives and notes the Local Authority Projects updates as at June 2019;
- That Council receives and notes *Local Government Act* review presentation;
- That Council receives and notes update pertaining to By-Laws development;
- That Council holds a workshop pertaining to By-Laws development on Monday 22 July 2019 commencing at 1330hrs;
- That Council changes the Borroloola OMC to Beswick on 30 October 2019;
- That Council receives and notes the Mayor has been accepted as an executive of LGANT representing Regional Councils and Shires;
- That Council receives and notes the report regarding Local Authority Chairperson appointment in accordance with the *Local Government Act 2008* s.61(1)(a);
- That Council requests each Local Authority nominate a chairperson for a period of twelve (12) months;
- That Council accepts the resignation of Robert WILLIRI from the Manyallaluk Local Authority;
- That Council accepts the resignation of Symeon BULUMBARA and Denni BARMA (Barunga);

At Ordinary Meeting of Council held in Katherine on Wednesday 24 July 2019 decisions include:

- 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.
- That Council approves the recommendations of the Beswick Local Authority from the minutes of 01 July 2019;
- That Council approves the rescheduling the Barunga Local Authority from Tuesday 20 August 2019 to Tuesday 27 August 2019.

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

- That Council approves Round 1 of the Community Grants Program to be conducted from 01 August 2019 to 12 September 2019;
- That Council approves Round 2 of the Community Grants Program to be conducted from 19 October 2019 to 30 November 2019;
- That Council accepts funding of \$165,000 (GST Exclusive) provided by the Department of Health for the Healthy Homes Environmental Health Project;

- That Council approves the request for exemption to Tenders for the Weemol Internal Roads Resealing program and the Minyerri Roads Project;
- That Council acknowledge additional funding provided by the Commonwealth Government in respect of the activity;
- That Council adopts the Roper Gulf Regional Council Plan 2019-2020;
- That Council, pursuant to Section 24(1) of the *Local Government Act* adopts the Roper Gulf Regional Council Regional Plan 2019-2020;
- That Council, pursuant to Section 128(1) of the *Local Government Act* adopts the 2019-2020 Budget;
- That Council, pursuant to Section 126(1) of the *Local Government Act* adopts the 2018-2021 Long Term Financial Plan;
- That Council, pursuant to Section 155(1) of the *Local Government Act* adopts and approves the 2019-2020 Declaration of Rates;
- That Council, pursuant to Section 71(2) of the *Local Government Act* adopts and approves the 2019-2020 Council Member Allowances;
- That Council acknowledges the performance of staff members who acted in higher roles and under significant pressure during the transitional period which occurred during the 2018-19 Financial Year;
- That Council, pursuant to Guideline 8 of the *Local Government Act* adopts and approves the 2019-2020 Local Authority Member Allowances;
- That Council accepts the Community Childcare Fund Deed of Variation, which provides additional crèche funding of \$198,278 (GST Exclusive);
- That Council acknowledges additional funding provided by the Commonwealth Government in respect of the activity;
- That Council approves medical leave for Cr Selina ASHLEY effective 25 July 2019 to 17 December 2019;
- That Council appoints the following persons as Local Authority Members as follows:
 - Manyallaluk – Cynthia WILLIRI
 - Barunga – Freddy SCRUBBY, Joyce BULUMBARA, Mavis JUMBIRI, Jeffrey McDONALD

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 Local Authority Member Resignation
REFERENCE 828252
AUTHOR Ashleigh Anderson, Local Authority Coordinator

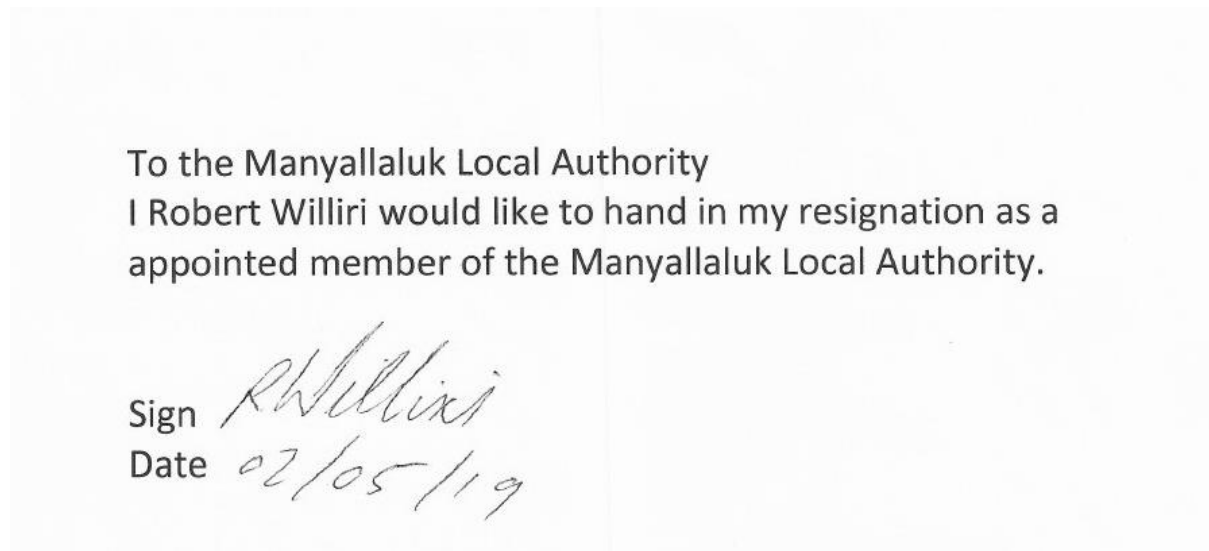
RECOMMENDATION

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

On 26 June 2019, the Council met for their Ordinary Meeting in Katherine and accepted the resignation of Robert Williri from the Manyallaluk Local Authority via resolution.



ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.3
TITLE	LA001 - Local Authority Policy
REFERENCE	828253
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	11.4
TITLE	Local Authority Meeting Attendance
REFERENCE	829544
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the attendance records for the members of the Manyallaluk Local Authority between 06 November 2017 to 29 April 2019.**

BACKGROUND

The below information reflects who was present at each meeting, starting from 06 November 2017 until 12 June 2019.

<u>Date: 06 November 2017</u>	<u>Present</u>	<u>Absent</u>
	Mayor Judy MacFarlane	Deputy Mayor Helen Lee
	Ben Kleing	Councillor Selina Ashley
	Eileen Lawrence	Shaunette Mumbin
	Rachel Kendino	

<u>Date: 21 February 2018</u>	<u>Present</u>	<u>Absent</u>
	Rachel Kendino	Mayor Judy MacFarlane
	Eileen Lawrence	Deputy Mayor Helen Lee
	Shaunette Mumbin	Councillor Selina Ashley
	Ben Kleing	

<u>Date: 22 October 2018</u>	<u>Present</u>	<u>Absent</u>
	Mayor Judy MacFarlane	Councillor Selina Ashley
	Deputy Mayor Helen Lee	Shaunette Mumbin
	Rachel Kendino	
	Eileen Lawrence	
	Ben Kleing	

<u>Date: 17 December 2018</u>	<u>Present</u>	<u>Absent</u>
	Mayor Judy MacFarlane	Deputy Mayor Helen Lee
	Rachel Kendino	Councillor Selina Ashley
	Eileen Lawrence	Councillor Deanna Kennedy
	Mikala Ashley	Shaunette Mumbin
		Ben Kleing

Date: 11 February 2019PresentAbsent

	<u>Present</u>	<u>Absent</u>
	Deputy Mayor Helen Lee	Mayor Judy MacFarlane
	Ben Kleing	Councillor Selina Ashley
	Mikala Ashley	Councillor Deanna Kennedy
	Shaunette Mumbin	Rachel Kendino
	Eileen Lawrence	

Date: 29 April 2019PresentAbsent

	<u>Present</u>	<u>Absent</u>
	Mayor Judy MacFarlane	Councillor Selina Ashley
	Deputy Mayor Helen Lee	Mikala Ashley
	Councillor Deanna Kennedy	
	Ben Kleing	
	Rachel Kendino	
	Eileen Lawrence	
	Shaunette Mumbin	

Attached is a breakdown of each current member and the percentage of meetings they have attended from the above data.

ATTACHMENTS:

1 Attendance.pdf

Numbulwar Local Authority Meetings	Mayor MacFarlane	Deputy Mayor Helen Lee	Cr Sellina Ashley	Cr Daanna Kennedy	Ben Kleing	Rachel Kendino	Eileen Lawrence	Shaunette Mumbin	Mikala Ashley	Total
6-Nov-17	1	0	0		1	1	1	0		4
21-Feb-18	0	0	0		1	1	1	1		4
22-Oct-18	1	1	0		1	1	1	0		5
17-Dec-18	1	0	0	0	0	1	1	0	1	4
11-Feb-19	0	1	0	0	1	1	1	1	1	6
29-Apr-19	1	1	0	1	1	1	1	1	0	7
Total Meetings Attended	4	3	0	1	5	6	6	3	2	30
Total Absent	2	3	6	2	1	0	0	3	1	18
Total Meetings whilst Elected Member	6	6	6	3	6	6	6	6	3	48
Rate of Attendance	67%	50%	0%	33%	83%	100%	100%	50%	67%	63%

GENERAL BUSINESS



ITEM NUMBER	11.5
TITLE	Chairperson for the Local Authority
REFERENCE	828254
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 Manyallaluk 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, clause.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 General Managers and 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 commonly faced 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 a member to be Chairperson for a period of 12 month(s).

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.6
TITLE	Annual Civic Events and Festival Commitments
REFERENCE	829751
AUTHOR	Prue LANE, Communications Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority reviews the relevant Council confirmed list of annual Civic Events and Festivals:**
- **Australia Day**
 - **Clean Australia Day**
 - **ANZAC Day**
 - **NAIDOC Week**
 - **Barunga Festival**
 - **Yugul Mangi Festival**
 - **Borrooloola and District Show**
 - **Great Northern Clean Up**
 - **Never Never Festival**
 - **Walaman Festival**
 - **Citizenship Ceremonies**
 - **Numbulwar Numbirindi Festival**

BACKGROUND

At the Ordinary Meeting of Council on 14 September 2017 Council confirmed its annual commitment to civic events and festivals within the Roper Region.

(a) That Council endorse providing support to the following Civic Events and Festivals.

- Australia Day
- Clean Australia Day
- ANZAC Day
- NAIDOC Week
- Barunga Festival
- Yugul Mangi Festival
- Borrooloola and District Show
- Great Northern Clean Up
- Never Never Festival
- Walaman Festival
- Citizenship Ceremonies

ISSUES/OPTIONS/SWOT

Council provides facilities and resources to support these events and needs to ensure there is adequate funding and resources available. Council would like the Local Authorities to provide their thoughts on how relevant the 2019 Events was to their community, as to run them more smoothly and what the communities would actually like to do with these events.

ATTACHMENTS:

- 1 2020 Events calendar - DRAFT.pdf

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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GENERAL BUSINESS



ITEM NUMBER	11.7
TITLE	Your Voice, Your Community Campaign
REFERENCE	833810
AUTHOR	Department of Local Government, Housing and Community Development

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the feedback from the Your Voice, Your Community Campaign by the Department of Local Government, Housing and Community Development.**

BACKGROUND

Prior to the Election, the Department of Local Government, Housing and Community Development ran the Your Voice, Your Community campaign to increase electoral enrolments in Community and advise Community members of the benefits of ensuring that their Medicare details are up-to-date.

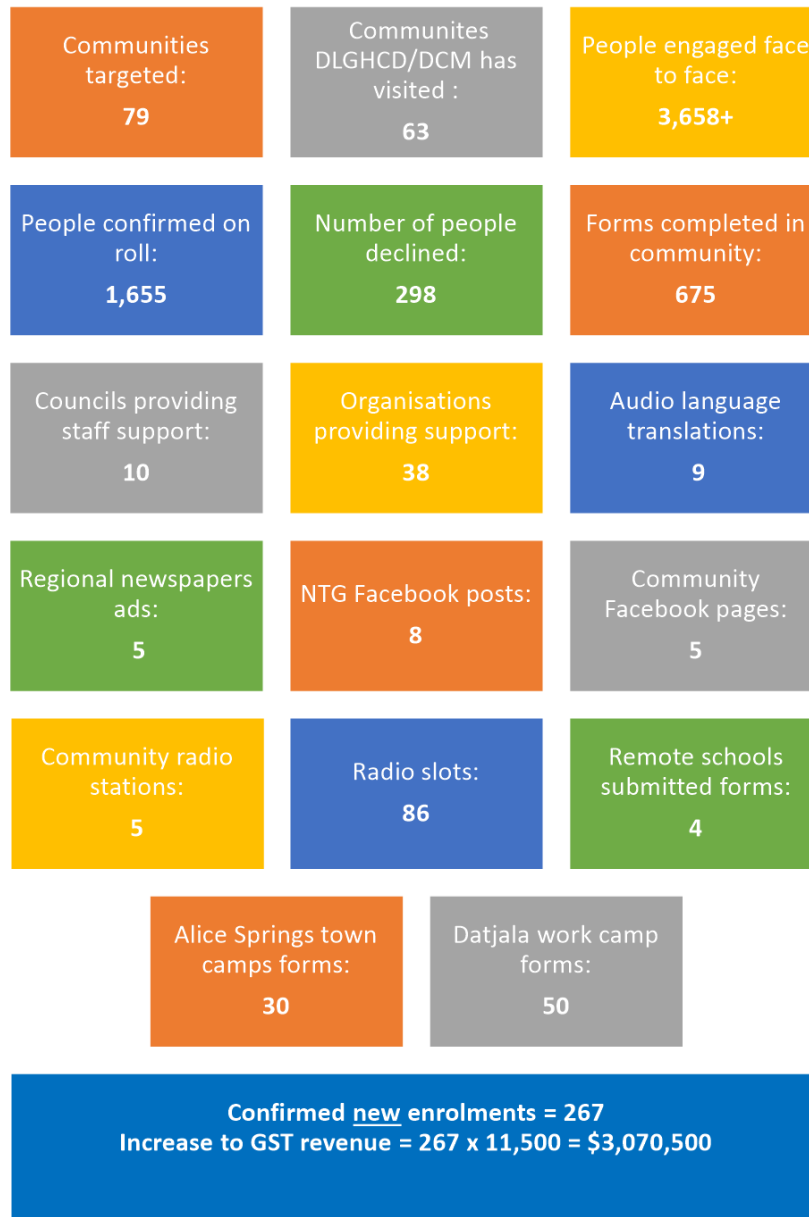
The Department would like feedback on the Campaign from the Local Authority.

Attached is an executive summary of the campaign as well as a report.

ATTACHMENTS:

- 1 Your Voice Your Community Executive Summary - Attachment C2 - Dashboard
_.pdf
- 2 Your Voice. Your Community Campaign Report - Manyallaluk.docx

Your Voice Your Community - Remote campaign dashboard



Your Voice. Your Community Campaign Report

- The Your Voice Your Community campaign was very successful.
- The aim of this project was
 - o To let people know the importance of voting, because it gives people a voice in who represents them in government
 - o To increase the number of people on the NT electoral roll and
 - o To encourage people to update their Medicare details
- Why were we keen to undertake this project?
- Because we earn funding from the Commonwealth Government in Canberra based on how many people register on the electoral roll and update their Medicare details.
- We involved 79 communities, and visited 63 communities** across the Territory between 6 March to 18 April 2019
- Across the Territory we spoke to over **3,658** people
- 267** were enrolled for the first time
- This means that the possible increase in funds for us is around **Three** Million Dollars from this project.
- We had lots of help from your Council – both councillors and Council staff like the CSM's, community leaders, non-government organisations in your community. They all encouraged people to enrol and collected forms so we could get people on the roll.
- The work isn't over yet.
- Moving forward, it is important that we encourage our friends and family to enrol with us and update their Medicare details at the clinic or at Centrelink.
- If the NT Government gets more funding from Canberra – it means more services in community – like roads, repairs to homes, community projects like your local authority does.
- Also important that we encourage people to vote – this is your community, voting means you have a voice in choosing who speaks for you in government.

GENERAL BUSINESS

ITEM NUMBER	11.8
TITLE	Aged Care, Disability and Creche Update
REFERENCE	836461
AUTHOR	Sharon HILLEN, General Manager – Infrastructure Services and Planning

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the update on Aged Care, Disability (NDIS) and Crèche in Manyallaluk Community.**

Home Care Package Clients (HCP)

Home Care Packages are designed for those who have more complex care needs that go beyond what the Commonwealth Home Support Programme can provide. There are four (4) levels of care with level one (1) being basic care needs to level four (4) which cater to high care needs.

Services which can be (but are not always) included in this package:

Personal care; Nursing; Allied Health and Therapy Services; Specialised Support; Meal Preparation and Diet; Domestic Assistance; Home Maintenance; Home modification; Goods, equipment and assistive technology; Transport and Social Support.

HCP Clients in Manyallaluk - 1**Commonwealth Home Support Program Clients (CHSP)**

The Commonwealth Home Support Program helps seniors access basic support services and assists them in living safely and independently in their own homes.

Services which can be (but not always) included in this package:

Meals and Other Food Services; Respite Care; Equipment; Transport and Social Support.

CHSP Clients in Manyallaluk - 2**National Disability Insurance Scheme Clients (NDIS)**

The National Disability Insurance Scheme entitles people who a permanent and significant disability under the age of 65 to funding for reasonable and necessary support in relation to their disability.

Services which can be included:

Personal Care Assistance; Social Support; Community Participation; Transport; Capacity Building Support; Assistive Technology and Home or Vehicle Modifications.

NDIS Clients in Manyallaluk - 0**Manyallaluk Crèche**

The Manyallaluk Crèche is open from 08:00am to 01:00pm every Monday to Friday to provide children in the community with fun activities and programs, as well as allowing children to socialise with others within their age groups.

Current Enrolled Children - 2**ATTACHMENTS:**

GENERAL BUSINESS



ITEM NUMBER	11.9
TITLE	Council Financial Report - June 2019 Expenditure Report
REFERENCE	840984
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the Financial (Expenditure) Report for the month of June 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 overspend under this directorate is \$10,404. Purchases for different location due to coding error was recorded under location Manyallaluk. After correction journal posting coding error will be fixed.

Directorate of Commercial Services:

The total of overspend under this directorate is \$4,846 that is immaterial variance.

Directorate of Council & Community Services:

The total underspend under this directorate is \$84,423. 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:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER 11.10
TITLE Governance Report - Local Authority
Project Register Update
REFERENCE 841235
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 21 July 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.

To 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 21.07.19.pdf

Manlyallaluk Local Authority Project Funding - As at 21.07.19

Funds Received from Department	\$	70,238.00
Funds allocated to projects by Local Authority Members	\$	59,942.00
Surplus/(Deficit) from completed projects	-\$	10.85
Remaining Unallocated funds	\$	10,285.15

Project ID	Projects	Pjict Budget	Actual Expenditure	Project Status
1513808	Basketball courts - paving between court & stage and seating installation	\$ 11,439.00	\$ 1,606.36	Project is In progress and CSC will provide update at next meeting
1513804	Manlyallaluk entry sign touch-up/ beautification	\$ 1,500.00	\$ 162.75	CSC is chasing up the quotes and will provide updates in next LA meeting.
1513805	Shade shelter for park barbecue area	\$ 3,000.00		CSC is chasing up the quotes and will provide updates in next LA meeting.
1513806	Swing set for park barbecue area	\$ 2,000.00		CSC is chasing up the quotes and will provide updates in next LA meeting.
1513807	Small slide for little children for park barbecue area	\$ 5,000.00		Materials have been ordered, awaiting delivery.
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	\$ 4,591.61	
Total for completed projects		\$ 22,133.00	\$ 22,143.85	
Grand Total		\$ 59,942.00	\$ 26,735.46	