



AGENDA

MATARANKA LOCAL AUTHORITY MEETING TUESDAY, 4 JUNE 2019

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

- Tuesday, 4 June 2019 at
- The The Mataranka Community Hall, Mataranka
- Commencing at 05.30 pm

Your attendance at the meeting will be appreciated.

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 821075
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

The Mataranka Local Authority met on Tuesday 02 April 2019 at 17.00hrs at the Mataranka Community Hall and achieved quorum on that day.

Attached are the recorded minutes of that meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 [↓](#) Mataranka Local Authority 2019-04-02 [814790].DOCX



MINUTES OF THE MATARANKA LOCAL AUTHORITY MEETING #2 OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, MATARANKA ON TUESDAY, 02 APRIL 2019 AT

PRESENT/STAFF/GUESTS

1.1 Elected Members

- Mayor Judy MacFARLANE

1.2 Appointed Members

- Jillian EMERSON-SMITH
- Diane ANGEL
- Margaret MINNETT
- Sue EDWARDS
- Michael SOMERS

1.3 Staff

- Sharon HILLEN – Acting Chief Executive Officer
- Virginya BOON – Acting Director Council and Community Services
- Antony LYNCH – Council Services Coordinator
- Ashleigh ANDERSON – Local Authority Coordinator (minute taker)

MEETING OPENED

Mataranka Local Authority Meeting opened at 1754hrs with **Quorum**.

WELCOME TO COUNTRY

Mayor Judy MacFARLANE welcomed members and staff and the Roper Gulf Regional Council pledge was read.

APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

224/2019 RESOLVED (Sue EDWARDS/Jillian EMERSON-SMITH)

CARRIED

(a) That the Mataranka Local Authority accepts the apologies of Councillor Annabelle DAYLIGHT, Councillor Ossie DAYLIGHT, Local Authority Member Alan CHAPMAN and Local Authority Member Antonella MARTIN.

CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS MINUTES REPORT FOR MATARANKA LOCAL AUTHORITY**

225/2019 RESOLVED (Diane ANGEL/Michael SOMERS)

CARRIED

- (a) That the Mataranka Local Authority approves the minutes as a true and accurate record of the Mataranka Local Authority's meeting held on Tuesday 5 February 2019 with amendments as follows:

- Art Trial amended to Art Trail;
- Old Trial Sliding to Old Train Siding;
- \$1,100,000 to \$1,000,000 (GST Exclusive)

DISCLOSURES OF INTEREST

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

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

226/2019 RESOLVED (Margaret MINNETT/Sue EDWARDS)

CARRIED

- (a) That Mataranka Local Authority receives and notes the Action List with amendments as follows:

- Old Trail Sliding to Old Train Siding;
- Re-adding Playground at Mulgan Camp.

Date	Item	Title	Comments	Responsible Person	Status	Update
01.08.2017		TOWN PRIORITIES Replacement of toilets at Sport & Rec grounds		DCS	Ongoing	In process of applying for a Special Purpose Grant (SPG) for new toilet blocks. Updates in May 2019 on progress.
01.08.2017	11.8	Mataranka Master Plan	NTG Local Strategic Infrastructure Fund	DCCS/DCG	In progress	Verbal Report 02/04/2019: Focusing on Lot 120, awarded \$500,000 from Health Care Grant for Resource Centre. In discussions over Lot 88 for Aged and Disability Respite Centre with consultations with community going to happen. Report will be written for the April OMC.

04.12.2018	11.5	Old Train Siding	Fencing has been completed. Sign is still ongoing	Area Manager	Ongoing	Currently sourcing Historical Information on the Mataranka Railway for signage for fence.
04.12.2018	11.7	Campdraft announcer stand	Project currently on hold	AM/Projects	Ongoing	Finance Committee approved to make-safe the announcer stand and contributed towards costs. Mataranka Local Authority contributed \$1,900 from their LAPF towards stand.
04.12.2018	11.12	Mataranka Cemetery Master Plan	Mataranka Cemetery Master Plan	LA Members	In progress	Quotes Received. Engineer to consult with Community in regards to plans
		Playground at Mulgan Camp	Project Update	CEO/DCCS	In Progress	Quote has been awarded for project and includes fencing.
02.04.2019	11.9	Mataranka Airstrip Lighting	CSC to investigate costing of installation of Solar Lighting at the Mataranka Airstrip	CSC/Projects	NEW	
02.04.2019	12.2	Never Never Festival	Council to become members of Top End Tourism and NT Tourism to extend promotion of Festivals	CEO/Council	NEW	Being scoped on request of Council at 17 April 2019 OMC

INCOMING CORRESPONDENCE*Nil***OUTGOING CORRESPONDENCE***Nil***BUSINESS ARISING****12.1 Mandatory Reporting****12.2 Never Never Festival****GENERAL BUSINESS****11.1 COUNCIL SERVICES REPORT****227/2019 RESOLVED (Jillian EMERSON-SMITH/Diane ANGEL)****CARRIED**

- (a) That the Mataranka Local Authority receives and notes the Council Services Report for the 02 April 2019 Meeting.

11.2 COMMUNITY SAFETY SERVICES REPORT

228/2019 RESOLVED (Michael SOMERS/Sue EDWARDS) CARRIED

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

11.3 MATARANKA DRY SEASON MARKETS

229/2019 RESOLVED (Diane ANGEL/Jillian EMERSON-SMITH) CARRIED

- (a) That the Mataranka Local Authority receives and notes the report requesting moving the Mataranka Dry Season Markets.

11.4 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT REGISTER UPDATE

230/2019 RESOLVED (Margaret MINNETT/Diane ANGEL) CARRIED

- (a) That the Mataranka Local Authority receives and notes the updated report on Local Authority Project Funding as at 18 March 2019;
- (b) That the Mataranka Local Authority contributes \$1,900 of its Local Authority Project Funding towards the Mataranka Announcer Stand;
- (c) That the Mataranka Local Authority allocates \$10,000 of its Local Authority Project Funding towards purchasing statues, and leaves \$1,258.89 unallocated as contingency.

11.5 ENROL TO VOTE - YOUR VOICE, YOUR COMMUNITY

231/2019 RESOLVED (Sue EDWARDS/Jillian EMERSON-SMITH) CARRIED

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

11.6 COMMUNITY DEVELOPMENT PROGRAMME

232/2019 RESOLVED (Diane ANGEL/Jillian EMERSON-SMITH) CARRIED

- (a) That the Mataranka Local Authority receives and notes the CDP Report

11.7 COUNCIL FINANCIAL REPORT - 2ND QUARTER EXPENDITURE REPORT

233/2019 RESOLVED (Jillian EMERSON-SMITH/Diane ANGEL) CARRIED

- (a) That the Mataranka Local Authority receive and note the Financial (Expenditure) Report for the second Quarter of 2018-19 financial year.

11.8 ELECTED MEMBERS REPORT

234/2019 RESOLVED (Sue EDWARDS/Michael SOMERS) CARRIED

- (a) That the Mataranka Local Authority receives and notes the Elected Members

Report.

11.9 TOWN PRIORITIES 2019-20

235/2019 RESOLVED (Margaret MINNETT/Michael SOMERS)

CARRIED

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

Action: That the CSC investigate costings for solar lights to be installed at the Mataranka Airstrip.

OTHER BUSINESS

12.1 MANDATORY REPORTING – Mayor Judy MacFARLANE

Information surrounding Mandatory Reporting, any person must make a report upon reasonable suspicion that a child has been harmed or exploited as per the Care and Protection of Children Act, and Mandatory Reporting of any and all Family and Domestic Violence as per the Domestic and Family Violence Act. Failure to report can carry a maximum fine of \$20,000.

12.2 NEVER NEVER FESTIVAL - Mayor Judy MacFARLANE

236/2019 RESOLVED (Diane ANGEL/Jillian EMERSON-SMITH) CARRIED

(a) That the Mataranka Local Authority requests that Council join Top End Tourism and NT Tourism in order to extend promotion and marketing for Festivals in the Roper Gulf Region.

CLOSE OF MEETING

13.1 CLOSE OF MEETING

237/2019 RESOLVED (Michael SOMERS/Jillian EMERSON-SMITH) CARRIED

The meeting terminated at 1947hrs.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Mataranka Local Authority Meeting HELD ON Tuesday, 02 April 2019 AND CONFIRMED Tuesday, 04 June 2019.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 819759
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION:

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

Date	Item	Title	Comments	Responsible Person	Status	Update
01.08.2017		TOWN PRIORITIES Replacement of toilets at Sport & Rec grounds		DCS	Ongoing	In process of applying for a Special Purpose Grant (SPG) for new toilet blocks. Updates in May 2019 on progress.
01.08.2017	11.8	Mataranka Master Plan	NTG Local Strategic Infrastructure Fund	DCCS/DCG	In progress	Verbal Report 02/04/2019: Focusing on Lot 120, awarded \$500,000 from Health Care Grant for Resource Centre. In discussions over Lot 88 for Aged and Disability Respite Centre with consultations with community going to happen. Report will be written for the April OMC.
04.12.2018	11.5	Old Train Siding	Fencing has been completed. Sign is still ongoing	Area Manager	Ongoing	Currently sourcing Historical Information on the Mataranka Railway for signage for fence.
04.12.2018	11.7	Campdraft announcer stand	Project currently on hold	AM/Projects	In Progress	Finance Committee approved to make-safe the announcer stand and contributed towards costs. Mataranka Local Authority contributed \$1,900 from their LAPF towards stand.
04.12.2018	11.12	Mataranka Cemetery Master Plan	Mataranka Cemetery Master Plan	LA Members	In progress	Quotes Received. Engineer to consult with Community in regards to plans

		Playground at Mulgan Camp	Project Update	CEO/DCCS	In Progress	Quote has been awarded for project and includes fencing.
02.04.2019	11.9	Mataranka Airstrip Lighting	CSC to investigate costing of installation of Solar Lighting at the Mataranka Airstrip	CSC/Projects	NEW	
02.04.2019	12.2	Never Never Festival	Council to become members of Top End Tourism and NT Tourism to extend promotion of Festivals	CEO/Council	Ongoing	17/04/2019 – Council deferred its decision to the Finance Committee.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	11.1
TITLE	Elected Member Report
REFERENCE	818764
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

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

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

ISSUES/OPTIONS/SWOT

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

Decisions include:

Ward Reports:

- That Council receives and notes the following Ward Reports:
 - South West Gulf Ward Report;
 - **Never Never Ward Report;**
 - Yugul Mangi Ward Report;
 - Nyirrangulung Ward Report;
 - Numbulwar Numbirindi Ward Report.
- That council approves the recommendations from the Never Never Ward Report:
 - That Council approves the recommendations of the Mataranka Local Authority from the minutes of 02 April 2019;

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

- Mayor Judy MacFARLANE formally swore in Marlene KARKADOO into her position as Councillor on Roper Gulf Regional Council representing the South West Gulf Ward;
- 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.
 - Mataranka – seven (7) 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 informs the Northern Territory Government that the Council is no longer interested in the old lights from the Katherine Sports and Recreation Club;
- That Council requests that a report is presented to the Finance Committee and the Mataranka Local Authority that includes the previous consultation on the Mataranka Sports Grounds including the minutes and maps created at the Mataranka Sports Grounds consultations, with costing estimates for priorities so as to inform the budget development;
- That Council receives a comprehensive breakdown of the 2017-18 Budget allocation for the Mataranka Sports Ground at the next meeting of the Finance Committee and the Mataranka Local Authority;
- That Council allocates another \$30,000 towards the design, scoping and costing for Jilkminggan, Mataranka and Urapunga projects;
- That Council receives a breakdown of funding allocated to the design, scoping and costing for Jilkminggan, Mataranka and Urapunga projects at its next Ordinary Meeting;
- That Council receives and notes the report on Council's potential involvement in the Northern Territory Government's Houses for Health Program;
- 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 defers the decision for Council to become a member of NT Tourism or Top End Tourism as requested by the Mataranka Local Authority to the Finance Committee;

Decisions from the Finance Committee on 27 March 2019 include:

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

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

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

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

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

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

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.2
TITLE	Council Services Report
REFERENCE	817830
AUTHOR	Antony Lynch, Council Service Coordinator

RECOMMENDATION

- (a) That the Mataranka Local Authority receives and notes the Council Services Report for the 04 June 2019 Meeting.

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

- RAAF from Tindal attended our Anzac Day Service, approximately 160 people were at the dawn service and breakfast.
- The Never Never Festival was a huge success, bringing large number of visitors to town over both weekends.
- The Senior Administrative Support Officer attended an Administration Forum in Katherine in May.

160 – *Municipal Services*

- Multiple loads of recycling have been taken to Darwin
- Clean up of the town for the Never Never Festival and preparing the Sports grounds for the Rodeo and Camp Draft.
- New announcer stand installed at Camp Draft arena
- Installed new gables at the air strip

Agency Services314 – *Community Development Program (CDP)*

- CDP has been very creative with their works of art.

348 – *Library*

- The Library is now opened 9am – 16.30pm Monday to Friday the same hours as the office.
- The Museum entrance and all tourism enquires are now through the Library.

350 – *Centrelink*

- The Centrelink Office has been opened each working day.

404 – *Indigenous Sports and Recreation*

- Sports and Recreation Officer position is currently being advertised.

407 – *Remote Sports and Recreation*

- Nil to report.

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.3
TITLE	NAIDOC Week
REFERENCE	819946
AUTHOR	Prue LANE, Communications Coordinator

RECOMMENDATION

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

BACKGROUND

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

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

ISSUES/OPTIONS/SWOT

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

FINANCIAL CONSIDERATIONS

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

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.4
TITLE	Library Closure for Lunch Breaks
REFERENCE	820965
AUTHOR	Mandy Devereux, Senior Administration Support Officer

RECOMMENDATION

- (a) That the Mataranka Local Authority receives and notes the report requesting closing the Library daily for a lunch break.
- (b) That the Mataranka Local Authority recommended that Council approve the closure of the Mataranka Library from 12.30pm to 13.30pm, Monday to Friday.

BACKGROUND

The Library is now open on a daily basis from 09.00am to 16.30pm, Monday to Friday. The current staff member employed is in need of an hour lunch break each day.

Currently, when staff are available lunch breaks are staggered between Council Staff and the Library/Museum employee. However, when the Council office is not operating at full staff or one staff member is away, the staggered lunch break is not possible. Therefore, the Library employee is unable to take a full hour lunch break.

It is proposed that Council close the Library on a daily basis between 12.30pm to 13.30pm. This close time will allow the staff member to have a lunch break, having a regular close time will save the library from being closed inconsistently and/or at random intervals.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.5
TITLE	Governance Report - Local Authority Project Register Update
REFERENCE	820922
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

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

BACKGROUND

Since 2014, the Mataranka Local Authority has received a total of \$209,853 in Local Authority Project Funding from the Department of Local Government, Housing and Community Development. To date, \$214,052.20 has been allocated to various local authority projects including an underspent of \$5,394.45 from past completed projects.

There are \$1,195 funds available for contingency funds for new or existing local authority projects. Actual expenditure are \$124,945.65 and \$89,106.80 is available to spend on existing Local Authority Projects.

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

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

[1](#) Mataranka Local Authority Project Register 20.05.19.pdf

Mataranka Local Authority Project Funding - as at 20.05.2019

Funding received from Department	Income	Funds Allocated	Remaining Unallocated Funds	Comments
2014-15	\$ 34,811.00	\$ 34,811.00		
2015-16	\$ 34,811.00	\$ 34,811.00		
2016-17	\$ 34,811.00	\$ 34,811.00		
2017-18	\$ 52,710.00	\$ 55,839.20	\$ 2,595.46	Funds Carry-forward to 2018-19 FY
2018-19	\$ 52,710.00	\$ 53,780.00	-\$ 1,400.21	
Total	\$ 209,853.00	\$ 214,052.20	\$ 1,195.25	Contingency Funds

Project ID	Projects funding has been allocated to:	Prject Budget	Actual Expenditure	Project Status
1813806	Museum upgrade of painting, electrical & display manikins	\$ 10,000.00	\$ 9,403.80	In progress
1813810	New Statues project	\$ 70,000.00	\$ -	In progress,30K allocated 03.04.2018, 30K allocated 08.10.18 additional 10K allocated 02.04.2019
1813812	Mulgagan Camp Playground project	\$ 6,000.00		Funding allocated 08.10.18 incorporated into project
1813813	Materials for Silhouette Project	\$ 1,000.00	\$ 664.10	Funding allocated 05.02.2019
1813814	Refurnish announcer stand at Campdraft arena	\$ 3,000.00		Funding allocated 05.02.2019, PO for container transport from Katherine to Mataranka raised 19.02.2019
1813815	Printing of Mataranka Town Map	\$ 1,880.00		Funding allocated 05.02.2019, PO raised 01.04.2019 & 08.04.2019
1813816	Announcer Stand	\$ 1,900.00		Funding allocated 02.04.2019
	Total for current projects In progress	\$ 91,880.00	\$ 10,067.90	
	Total for completed projects	\$ 120,272.20	\$ 114,877.75	
	Grand Total	\$ 214,052.20	\$ 124,945.65	

GENERAL BUSINESS

ITEM NUMBER	11.6
TITLE	Council Financial Report - Month April 2019 Expenditure Report
REFERENCE	820925
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Mataranka Local Authority receive and note the Financial (Expenditure) Report for the month of April 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 explanation for these underspends/overspends for each directorate is as follow:

Directorate of Corporate Governance:

The total of underspends under this directorate is \$76,045. The major activity contributing to this underspend is Local Authority Project funding. There are a few LA projects currently in progress. On completion of these projects, the actual expenses incurred will be in line with budgeted figures.

Directorate of Commercial Services:

The total of underspends under this directorate is \$159,604. There are two activities majorly contributing for this underspend – Service Fee CDP & Outcome payment CDP. There is underspend in Service Fee activity due to vacant positions & staff absences. Also, there is less materials and tools purchased under this program. Council has received less income than budgeted for outcome payment program, resulting in less admin fee and project management fee expenses incurred.

Directorate of Council & Community Services:

The total overspends under this directorate is \$15,571. The major reason being consulting fee paid for business hub proposal. Also there were some unexpected plumbing works at Lot 922 abolition block.

Other services:

There is overspend of \$28,802 in other combined services. Mataranka library project is completed and whole year's funding is expensed. Similarly, Larrimah & Daly waters Waste Management project is fully completed and whole year's funding expensed. The overspends is shown only due to timing issue of the actual expenditure and won't have any impact on annual budgeted amounts for these projects.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

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

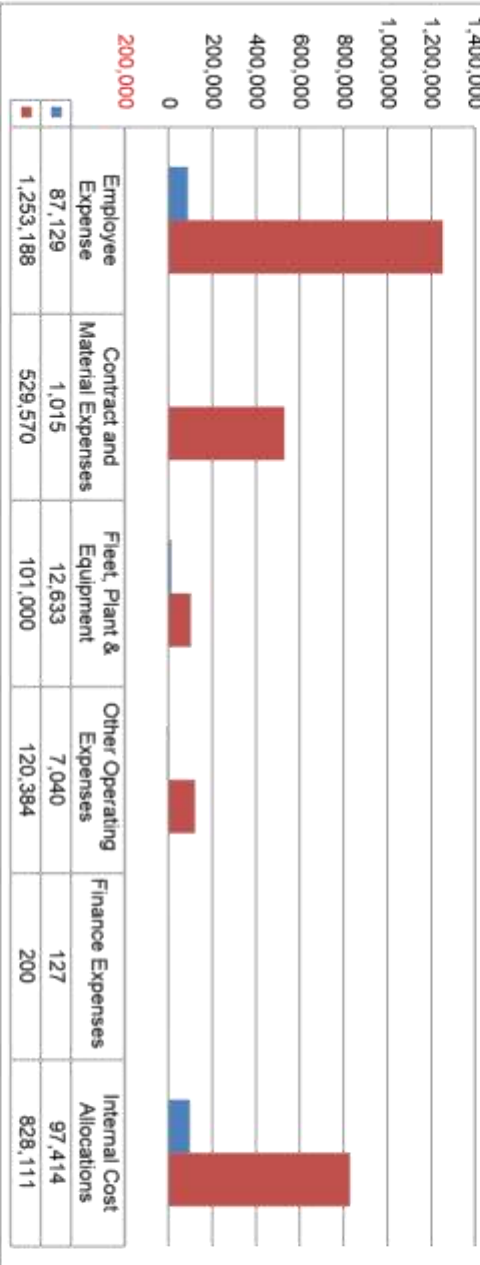
Roper Gulf Regional Council
Mataranka



Expenditure Report as at 30th April 2019

	Current Period			Annual Budget	Proportion of Budget Spent
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
Employee Expense	957,194	1,044,323	87,129	1,253,188	92%
Contract and Material Expenses	440,293	441,308	1,015	529,570	100%
Fleet, Plant & Equipment	71,534	84,167	12,633	101,000	85%
Other Operating Expenses	107,361	100,320	7,040	120,384	107%
Finance Expenses	40	167	127	200	24%
Internal Cost Allocations	592,678	690,092	97,414	828,111	86%
Total Expenditure	2,169,100	2,360,377	191,277	2,832,453	92%

Expenditure by Account Category



Activity Listing	Current Month			Annual Budget	Explanation
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
Corporate Governance					
131 - Council and Elected Members					Accommodation and catering expenses are incorrectly charged to Head Quarter. Correction journal will be prepared for adjustment.
132 - Local Authority	0	7,883	7,883	9,460	The underspend on travel allowance and catering expenses due to members absences.
134 - Community Grants	3,695	6,290	2,595	7,548	The expense is for Mataranka Rodeo Sponsorship. The budget will be amended to provide budget for this expense.
138 - Local Authority Project	3,000	0	3,000	0	Please find attached project register for details.
202 - Staff Housing	2,765	70,777	73,542	84,932	Expenses incurred on Building repairs and maintenance are more than budget for. The budget will be amended at second revision.
245 - Visitor Accommodation and External Facility Use	4,545	16,580	21,125	19,896	Budgeted office allocation expenses not yet allocated.
420		16,570	16,150	19,884	
Sub Total	8,995	84,940	76,045	101,928	
Commercial Serv.					
220 - Territory Housing Repairs ar	0	417	417	500	
241 - Airstrip maintenance Contra	1,264	1,500	237	1,800	
242 - Litter Collection and Slashing	29,892	30,000	108	36,000	
246 - Commercial Australia Post	6,188	6,214	25	7,456	

Activity Listing	Current Month			Annual Budget	Explanation
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
314 - Service Fee - CDP					
	295,909	398,352	102,442	478,022	The underspend is due to staff absences/vacant positions \$32,253 & less expenses incurred on materials and tools \$11,347.
318 - Outcome Payments - CDP					
	31,125	87,500	56,375	105,000	The underspend is due to less income received than anticipated for.
Sub Total	364,378	523,982	159,604	628,778	
Council & Comm. Serv					
111 - Council Services General					
	411,259	397,750	13,509	477,300	The overspend is due to consulting fee for business hub \$18,380, will adjusted in next budget revision.
160 - Municipal Services					
	660,053	627,781	32,272	753,337	The overspend on other contractors, plumbing and labour expenses, expenses will be adjusted in next budget revision.
161 - Waste management					
	40,992	23,487	17,504	28,185	The overspend on Plant and motor vehicle waste collection.
162 - Cemeteries Management					
	2,631	10,000	7,369	12,000	The underspend is due to less expenses incurred on materials.
164 - Local Emergency Managem					
165 - Recycling Station					
	5,789	8,958	3,169	10,750	The underspend is due to less expenses incurred on materials and contractors.
166 - Rural Transaction Centre					
	16,229	21,167	4,938	25,400	The overspend is due to less materials expenses incurred than budgeted for.
169 - Civic Events					
	489	8,333	7,845	10,000	

Activity Listing	Current Month			Annual Budget	Explanation
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
170 - Australia Day	820	0	820	0	The overspend on food and materials, will fixed in next budget revision.
171 - Naidoc Week	0	250	250	300	
200 - Local roads maintenance	19,841	12,917	6,924	15,500	The overspend on supply and instalation water supply at dump point.
201 - Street lighting	2,487	5,417	2,930	6,500	The budget amount is not spent street lights repair and maintenance.
341 - Commonwealth Aged Care Package	115,721	138,888	23,168	166,666	The underspend is due to incorrect coding to Act 342, 344. Correction journals will be posted.
342 - Indigenous Aged Care Employment	23,615	20,640	2,975	24,768	The overspend will be adjusted against Act 341.
344 - Commonwealth Home Support Program	58,549	66,839	8,290	80,206	The underspend on staff allocation cost, will be fixed in next budget revision.
348 - Library	36,607	31,474	5,133	37,769	The overspend is incurred on additional staff wages paid than budgeted for.
350 - Centrelink	37,509	39,007	1,497	46,808	
355 - National Disability Insurance	4	0	4	0	
356 - NDIS - Information, Linkage	191	1,333	1,142	1,600	
381 - Animal Control	2,322	875	1,447	1,050	The expense is for lease charges for dog pound, not budgeted for. The budget will be revised.
401 - Night Patrol	201,564	195,756	5,809	234,907	
404 - Indigenous Sports and Rec Program	3,055	16,046	12,992	19,256	The underspend is due to vacant position resulting in less expenditure incurred than budgeted for.

Activity Listing	Current Month			Annual Budget	Explanation
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
405 - Sports & Rec - AFL Mens Competition 2018					
414 - Drug and Volatile Substances	1,760	1,458	302	1,750	The overspend is on additional materials expenses incurred for the program and will be journalled to Act 404.
416 - Youth Vibe Grant	1,565	5,021	3,455	6,025	Less expense incurred on materials & equipment yet.
432 - Mataranka Show Ground Upgrade - Capex 200K	0	1,417	1,417	1,700	The overspend is due to hire charges of temporary ablation block.
	28,238	20,915	7,323	25,098	
Sub Total	1,672,857	1,657,286	15,571	1,988,744	
Other Services					
466 - SPG - Mataranka Public Library Upgrade	109,746	83,333	26,412	100,000	The project is completed and total funds are expensed.
488 - NTEPA Environment Grant	13,003	10,836	2,167	13,004	The project is completed and whole year's funds are expensed.
489 - Museum Signage for Mataraka	222	0	222	0	
Sub Total	122,971	94,170	28,802	113,004	
Grand Total	2,169,100	2,360,377	191,277	2,832,453	

GENERAL BUSINESS



ITEM NUMBER	11.7
TITLE	LA001 - Local Authority Policy
REFERENCE	821743
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

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

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

Important changes to note:

- Council can terminate a member(s) who have failed to attend two (2) consecutive meetings without an apology being accepted by the Local Authority members or Council;
- Council can terminate a member(s) who they believe are not performing their duties as a Local Authority Member;
- Council can terminate a member(s) for breaches of policy or inappropriate conduct and;
- Special Meetings cannot be called in same manner as Special Council Meetings. Extra Meetings *may* be called by the Chair or by Council, however these must be convened as standard Local Authority Meetings.

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

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

ATTACHMENTS:

1  LA001 - Local Authority Policy.pdf

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</i>

half of the appointed members present. [Clause 4, Guideline 8]
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6. Principles

6.1 Roles and Functions of a Local Authority

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

The functions of a Local Authority include:

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

6.2 Membership

6.2.1 Membership size

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

6.2.2 Period of Membership

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

6.2.3 Eligibility for Membership

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

Council will have the final say on Local Authority membership.

Nomination and Appointment

6.2.4 Membership appointment;

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

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

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

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

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

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

6.2.5 Membership termination

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

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

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

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

6.2.6 No Proxies

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

6.3 Local Authority meetings:

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

- shall hold a minimum of four (4) meetings per year;
- shall elect a permanent chair at the first meeting of the Local Authority;
- the quorum for a Local Authority meeting will be of half plus one (1) of the members;
- a provisional meeting will consist of half plus one of Local Authority members;

- supported by the RGRC staff who will provide the Local Authority's secretariat and act as advisor to the chair and members but will not run the meeting;
- are advertised through meeting notices with draft agendas at least three (3) days before the meeting;
- follow and adopt the draft agenda suggested by Council.

6.3.1 When reporting to and from the Local Authority:

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

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

6.3.2 Deputations

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

6.3.3 Provisional Meeting where quorum not present:

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

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

6.4 Administrative support and secretariat

Local Authority meetings are convened by the CEO and the Governance, Corporate Planning and Compliance Unit will be responsible for coordinating the Local Authority meetings.

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

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

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

6.5 Special Meetings

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

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

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

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

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

6.6 Community Meetings

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

6.7 Local Authority member allowances

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

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

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

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

7. REFERENCES

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

8. DOCUMENT CONTROL

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

9. CONTACT PERSON

Contact person

Manager, Governance and Corporate Planning

Contact number

08 8972 9005