



AGENDA

**HODGSON DOWNS LOCAL AUTHORITY
MEETING**

MONDAY, 3 JUNE 2019

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

- Monday, 3 June 2019 at
- The The Alawa Board Room, Minyerri
- Commencing at 11.00 am

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

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19 OTHER BUSINESS

Nil

20 CLOSE OF MEETING

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	12.1
TITLE	Confirmation of Previous Minutes
REFERENCE	819310
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Hodgson Downs Local Authority adopts the previous minutes from the meeting held on Monday 08 April 2019 as a true and accurate record of that meeting.**

BACKGROUND

The Hodgson Downs Local Authority met on Monday 08 April 2019 at 11.00hrs at the Alawa Board Room in Minyerri and achieved Quorum on that day.

Attached are the minutes from that meeting.

ATTACHMENTS:

- 1 [↓](#) Hodgson Downs Previous Minutes 08/04/2019



MINUTES OF THE HODGSON DOWNS LOCAL AUTHORITY MEETING # 2 OF THE
ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE ALAWA BOARD ROOM,
MINYERRI ON MONDAY, 08 APRIL 2019 AT 11:00 AM

PRESENT/STAFF/GUESTS

1.1 Elected Members

- Mayor Judy MacFARLANE
- Councillor Ossie DAYLIGHT

1.2 Appointed Members

- Samuel SWANSON – Chairperson
- Johnathon WALLA
- James NUGGETT
- Ken MUGGERIDGE

1.3 Staff

- Sharon HILLEN – Acting Chief Executive Officer
- Ashleigh ANDERSON – Local Authority Coordinator

1.4 Guests

- Steven KUBASIEWICZ – Department of Local Government, Housing and Community Development
- Amanda HAIGH – Department of Local Government, Housing and Community Development
- Ken WALLA – Aboriginal Interpreter Service
- Joanna HOLDEN – Prime Minister and Cabinet
- Deanna KENNEDY – Prime Minister and Cabinet

MEETING OPENED

The Chairperson welcomed members, staff and guests and declared the meeting opened at 1107hrs with **quorum** and the Roper Gulf Regional pledge was read.

WELCOME TO COUNTRY

APOLOGIES AND LEAVE OF ABSENCE

Nil

CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS HODGSON DOWN MEETING MINUTES

85/2019 RESOLVED (Ken MUGGERIDGE/James NUGGETT)

CARRIED

(a) That the Hodgson Downs Local Authority receives and notes Confirmation of

previous meeting minutes with amendments being as follows:

- Alawa Aboriginal Corporation amended to ABA.

DISCLOSURES OF INTEREST

There were no declarations of interest at this Hodgson Downs Local Authority.

BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

86/2019 RESOLVED (Ossie DAYLIGHT/Jonathon WALLA) *CARRIED*

(a) That the Hodgson Downs Local Authority receives and notes the Action List with amendments being as follows:

- Alawa Aboriginal Corporation amended to ABA.

INCOMING CORRESPONDENCE

Nil

OUTGOING CORRESPONDENCE

Nil

BUSINESS ARISING

Nil

GENERAL BUSINESS

11.1 ENROL TO VOTE - YOUR VOICE, YOUR COMMUNITY

87/2019 RESOLVED (Judy MacFARLANE/Jonathon WALLA) *CARRIED*

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

11.2 COMMUNITY LAND USE PLAN

88/2019 RESOLVED (Ossie DAYLIGHT/Jonathon WALLA) *CARRIED*

(a) That the Hodgson Downs Local Authority receives and notes Community Land Use plan report.

11.3 ELECTED MEMBERS REPORT

89/2019 RESOLVED (Ossie DAYLIGHT/James NUGGET) *CARRIED*

(a) That the Hodgson Downs Local Authority receives and notes the Elected Members Report.

11.4 ANIMAL MANAGEMENT REPORT

90/2019 RESOLVED (Ken MUGGERIDGE/Ossie DAYLIGHT)

CARRIED

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

11.5 TOWN PRIORITIES 2019-20

91/2019 RESOLVED (Judy MacFARLANE/Ossie DAYLIGHT)

CARRIED

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

11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT REGISTER UPDATE

92/2019 RESOLVED (Judy MacFARLANE/Ken MUGGERIDGE)

CARRIED

- (a) That the Hodgson Downs Local Authority receive and note the updated report on Local Authority Project Funding as at 31 March 2019.

Action: Ken Muggerridge to commence scope of works for roads in Minyerri Community.

11.7 COUNCIL FINANCIAL REPORT - SECOND QUARTER EXPENDITURE REPORT

93/2019 RESOLVED (Ossie DAYLIGHT/Jonathon WALLA)

CARRIED

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

OTHER BUSINESS

Nil

CLOSE OF MEETING

13 CLOSE OF MEETING

94/2019 RESOLVED (Judy MacFARLANE/Ken MUGGERIDGE)

CARRIED

The meeting terminated at 1243 pm.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Hodgson Downs Local Authority Meeting HELD ON Monday, 08 April 2019 AND CONFIRMED Monday, 24 June 2019.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 15.1
TITLE Action List
REFERENCE 819621
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION:

(a) That the Hodgson Downs Local Authority receives and notes the Action List.

Agenda Item #	Item Description	Responsible Person/ Team	Status	Comments
ALAWA Business Plan	CEO Ken Muggeridge to follow-up to provide an ALAWA Aboriginal Corporation Business Plan and amend MOU with Council.	DCS/ Ken Muggeridge	Ongoing	08/04/2019 – Application unsuccessful, Ken to write to IBA.
Hodgson Downs Rubbish Collection Rates and Fees	DCS (Marc) to follow-up with RGRC's Finance Department regarding the collection of rubbish as part of the RGRC's rates notices and advise Ken Muggeridge (AAC) of amount collected and passing on income to AAC.	DCS/ Ken Muggeridge	Ongoing	08/04/2019 – Ken to Audit all Bins in Community and update.

Agenda Item #	Item Description	Responsible Person/ Team	Status	Comments
Sport and Recreation	DCCS and RGRC Grants Coordinator to consider incorporating Minyerri Sport and Recreation needs as part of any Regional Sport and Recreation funding applications.	DCCS/ DCS/ Grants Coordinator	Ongoing	08/04/2019 – Not yet notified on funding. Ken to write application for IAS funding.
11.4 COMMUNITY LAND USE PLAN	Alawa and the Northern Territory Government to hold a Community Meeting to discuss the Community Land Use Plan in March in regards to potential locations of essential buildings, such as the clinic, morgue etc.	ALAWA Corporation/ NTG	Ongoing	08/04/2019 - Community meeting not yet held. Discussions undertaken with Sunrise Health.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	18.1
TITLE	Elected Member Report
REFERENCE	818738
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Hodgson Downs 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:

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.
 - Hodgson Downs – six (6) appointed members.
- That Council reviews draft Roper Gulf By-Laws;
- That Council resolves that its concerns pertaining to the draft By-Laws are put to the Territory as formal correspondence;

- That Council approves the 2019 Community Satisfaction Survey to be carried out;
- That Council 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;

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	18.2
TITLE	LA001 - Local Authority Policy
REFERENCE	821748
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Hodgson Downs 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

GENERAL BUSINESS



ITEM NUMBER	18.3
TITLE	NAIDOC Week
REFERENCE	819035
AUTHOR	Prue LANE, Communications Coordinator

RECOMMENDATION

- (a) **That the Hodgson Downs Local Authority receives and notes the report relating to NAIDOC week;**
- (b) **That the Hodgson Downs 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

Hodgson Downs 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:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	18.4
TITLE	Governance Report - Local Authority Project Register Update
REFERENCE	820749
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

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

BACKGROUND

Since 2014, the Hodgson Downs Local Authority has received a total of \$377,400 in Local Authority Project Funding from the Department of Housing and Community Development. All received project funding is allocated for the upgrade of local roads.

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

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 [↓](#) Hodgson Downs Project Register 20.05.19.pdf

Hodgson Downs Local Authority Project Funding - as at 20.05.19

Funding received	Income	Funds Allocated	Unallocated remaining funds	
2014-15	\$ 68,040.00	\$ 68,040.00		
2015-16	\$ 68,040.00	\$ 68,040.00		
2016-17	\$ 68,040.00	\$ 68,040.00		
2017-18	\$ 86,640.00	\$ -	\$ 86,640.00	Carry-forward to 2018-19 FY
2018-19	\$ 86,640.00	\$ 173,280.00	\$ -	Allocated 2017-18 and 2018-19
Total	\$ 377,400.00	\$ 377,400.00	\$ -	

Project ID	Projects funding has been allocated to:	Prjct Budget	Actual Expenditu	Project Status
1913801	Local Roads Upgrade	\$ 377,400.00	\$ 176,093.68	In Progress, additional \$173,280 is allocated on 11.10.18
	Total project budgets	\$ 377,400.00	\$ 176,093.68	

GENERAL BUSINESS



ITEM NUMBER	18.5
TITLE	Council Financial Report - Month April 2019 Expenditure Report
REFERENCE	820766
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Hodgson Downs Local Authority receives and notes 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 and overspends in few activities as outlined in the attached expenditure report. The explanation for these underspends and overspends for each directorate is as follows:

Directorate of Corporate Governance

The total underspends under this directorate is \$200,858. There are two major activities contributing to this underspend – General Council Operations payment and Local Authority Project funding.

The invoice for \$30,471 will be paid in June as a quarterly payment.

The upgrading of local roads project is still in progress, resulting in underspend of \$167,755. On completion of this projects, the actual expenses incurred will be in line with budgeted figures.

Directorate of Commercial Services

The total of underspends under this directorate is \$436,573. The major activity contributing to this underspend is Service Fee – Community Development Program (CDP).

The invoices for CDP services provided by Alawa Aboriginal Corporation for the months of March and April 2019 is not yet received, resulting in underspend for the reporting period.

Directorate of Council and Community Services

The total underspends under this directorate is \$59,194. The invoices for night patrol service provided by Alawa Aboriginal Corporations for the period February to April 2019 were received late, resulting in underspend for the reporting period.

ATTACHMENTS:

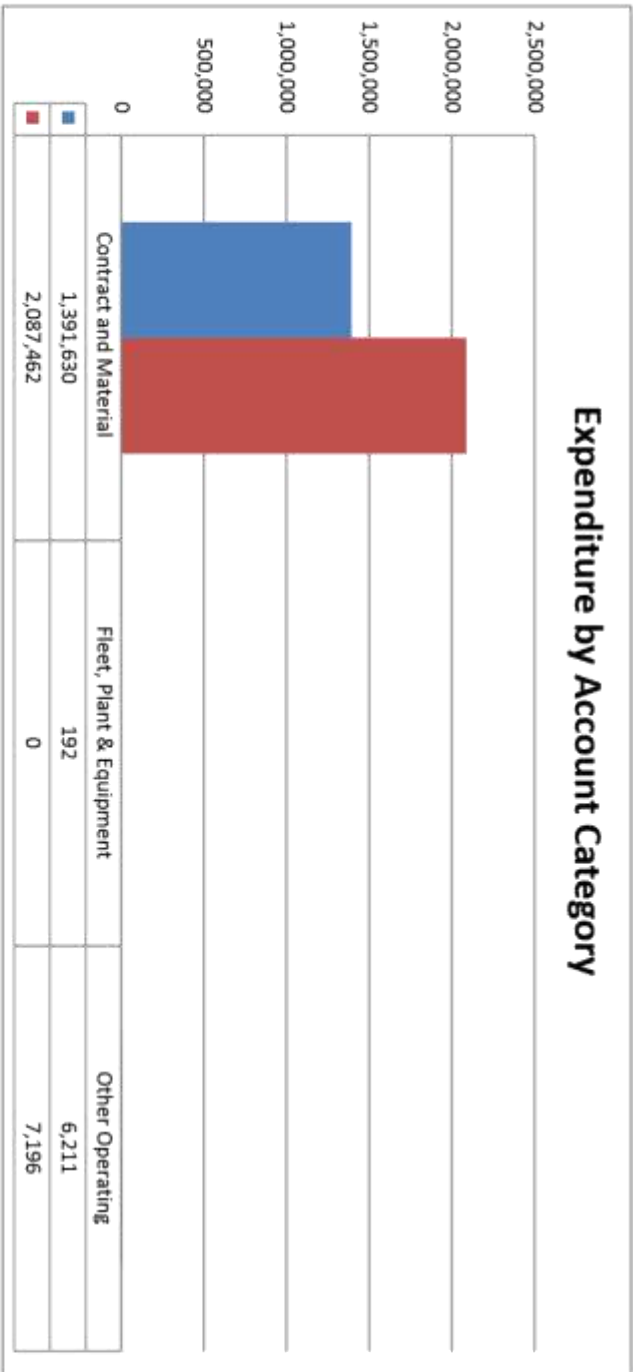
- 1 [↓](#) Hodgson Downs Local Authority - Expenditure Report 30.04.2019.pdf

**Roper Gulf Regional Council
Minyerrri**



Expenditure Report as at 30th April 2019

Expenditure by Account Category	Current Month		Year to Date - As of Period 11		Apr-19		Annual Budget	Proportion of Budget Spent
	Apr-19 Actual	Apr-19 Budget	YTD Actual	YTD Budget	Variance	Budget		
Contract and Material	1,391,630	2,087,462	1,739,715	2,296,208	695,832	2,504,954	67%	
Fleet, Plant & Equipment	192	0	192	0	192	0	0%	
Other Operating	6,211	7,196	6,242	7,915	985	8,635	86%	
Total Expenditure	1,398,032	2,094,657	1,746,149	2,304,123	696,625	2,513,589	67%	



Activity Listing	Current Month			Annual Budget	Activity Explanation
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
Corporate Governance					
106 - General Council Oper	274,236	304,707	30,471	365,648	The budget is for paying Alawa Aboriginal Corporations for providing services in the community. The invoice for the period April to June 2019 is not yet received. Once the invoice is paid, the underspend will be expensed off.
131 - Council and Elected M	99	0	99	0	
132 - Local Authority	2,092	4,823	2,731	5,788	Underspend is due to LA members absences from attending the meetings.
138 - Local Authority Proje	0	167,755	167,755	201,306	Please find attached project register for details.
Sub Total	276,427	477,285	200,858	572,742	
Commercial Serv.					
221 - Territory Housing Ter	1,440	2,122	682	2,547	
314 - Service Fee - CDP	1,014,109	1,450,000	435,891	1,740,000	Invoice from Alawa Aboriginal Corporation for March to April 2019 period is not yet received and paid.
Sub Total	1,015,550	1,452,122	436,573	1,742,547	

Activity Listing	Current Month			Annual Budget	Activity Explanation
	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance		
Council & Comm. Serv					
355 - National Disability In:	5	0	5	0	
401 - Night Patrol	106,051	165,250	59,199	198,300	Invoice from Alawa Aboriginal Corporation for February to April 2019 period is not yet received and paid off.
Sub Total	106,056	165,250	59,194	198,300	
	1,398,032	2,094,657	696,625	2,513,589	

GENERAL BUSINESS



ITEM NUMBER	18.6
TITLE	LA001 - Local Authority Policy
REFERENCE	821749
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Hodgson Downs 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