



AGENDA

NGUKURR LOCAL AUTHORITY MEETING

TUESDAY, 11 JUNE 2019

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

- Tuesday, 11 June 2019 at
- The Conference Room Council Service Delivery Centre, Ngukurr
- Commencing at 10.30 am

Your attendance at the meeting will be appreciated.

Sharon HILLEN
Acting Chief Executive Officer

NGUKURR LOCAL AUTHORITY CURRENT MEMBERSHIP:

Elected Members

- 1. Mayor Judy MacFARLANE**
- 2. Cr Eric ROBERTS**
- 3. Cr Owen TURNER**

Appointed Members

- 1. Robin ROGERS**
- 2. Ian GUMBULA**
- 3. Stewart HALL**
- 4. Tanya JOSHUA**
- 5. Marcia ROBERTS**
- 6. Vacant**

MEMBERS: 8

COUNCIL: 3

LA: 5

QUORUM: 5 (minimum requirement)

PROVISIONAL: 4

Explanatory Note:

Meetings must meet a 'quorum' of 50% + 1 of all members.

If no quorum, but a majority of appointed members (50% + 1) a 'provisional meeting' can be held.

During a 'provisional meeting', all agenda items may be discussed, and minutes must be kept.

Members at a 'provisional meeting' may by majority vote make recommendations to Council, however the recommendations shall be considered as those of a 'provisional meeting' rather than a Local Authority.

A 'provisional meeting' does not have the powers or function delegated to a Local Authority, and it cannot approve minutes of a Local Authority meeting.

Local Authority appointed members are paid for attending meetings, (not for Informal Meetings or Roper Gulf Regional Council Employees during their hours of work).

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en 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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	<i>Nil</i>	
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CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	5.1
TITLE	Confirmation of previous meeting minutes
REFERENCE	821450
AUTHOR	Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) That the Ngukurr Local Authority receives and notes confirmation of previous meeting minutes.

BACKGROUND

The Ngukurr Local Authority's previous meetings were scheduled on 19 February 2019, 10 October and 15 August 2018 which were cancelled due to lack of Quorum and the Ngukurr Local Authority which was scheduled on 12 December 2018 cancelled because of Sorry Business.

The Ngukurr Local Authority's previous meeting was held on Wednesday 13 June 2018.

Attached are the minutes of these meetings.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 [↓](#) Ngukurr Local Authority 2018-06-13 [751041].DOCX



MINUTES OF THE NGUKURR LOCAL AUTHORITY MEETING # 0 OF THE
ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE
ROOM COUNCIL SERVICE DELIVERY CENTRE, NGUKURR ON WEDNESDAY,
13 JUNE 2018 AT 10:30AM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Judy MacFarlane (Chairperson)
Councillor Eric Roberts
Councillor Owen Turner

1.2 Local Authority Members

Daphne Daniels
Bobby Nungumajbarr
Robin Rogers
Jerry Ashley
Colin Hall

1.3 Staff

Patchouli Cross – Senior Administration Officer (Minute Taker)
Sharon Hillen – Director of Council & Community Services
Christopher Reilly – Council Services Coordinator
Tessa Carnegie – Local Authority Support Coordinator
Jayden Brown-Harris – Community Development Program Builder Trainer

1.4 Guests

Rodney Hoffman – Department of Housing and Community Development

2. MEETING OPENED

Meeting opened at 10:31 AM

3. WELCOME TO COUNTRY

Mayor Judy MacFarlane welcomed all members, staff and guests to the meeting and the Roper Gulf Regional Council pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

Apology Received from Surinder Crichton the Principal Alcohol Action Officer and Local Authority Member Ian Gumbula

128/2018 RESOLVED (Eric Roberts/Owen Turner)

- (a) **That the Ngukurr Local Authority accept the apology of Surinder Crichton and Local Authority Member Ian Gumbula**

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

129/2018 RESOLVED (Bobby Nungumajbarr/Robin Rogers)

- (a) **That the Ngukurr Local Authority approve the minutes as a true and accurate record of the Ngukurr Local Authority's Meeting held on 30 April 2018.**

6. CALL FOR OTHER ITEMS OF BUSINESS

1. Incoming Correspondence – Letter from Taylors Carnival
2. Council Services Coordinator Report
3. Community Safety Report
4. Community Development Program Report
5. Announcement NTG Housing Urapunga
6. Urapunga Local Authority Update
7. New Housing – Cr Eric Roberts
8. Sharon Discussed Items of Other Business from Previous Minutes

7. DISCLOSURES OF INTEREST

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

8. BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

130/2018 RESOLVED (Bobby Nungumajbarr/Owen Turner)

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
14.02.18	9.1 Ngukurr Local Authority Project Funding	<p>(Links to 11.5 above)To bring back information regarding these project to next LA Meeting:</p> <p>1) Outdoor Stage (Certified plans completed so far) * Stage needs to be ready for Festival by June/July*</p> <p>2) Church Building and toilets - public toilets do not work and are needed if the area is to be used for camping for the festival</p> <p>4) Replacement pumping and life guard stations at the pool – quote/scope to be presented</p> <p>6) Fencing both cemeteries – scope and costings to be presented</p> <p>4) Multipurpose Centre (feasibility study update required)</p>	<p>DCG/Greg DCCS/Sharon</p> <p>-Yungal Mangi</p>	Ongoing	<p>20.03.18 Contractors have investigated the plumbing and \$200K</p> <p>30.04.18 1) Certified plans for stage ready waiting on approval -TO's Section 19 Then presented to LA in Sept and put out to tender</p> <p>2) LA Support demolition of the old toilets and stage after completion of new stage</p> <p>3) To go on Town Priority list. 6) Waiting on NLC confirmation of new site Corner of Roper Hwy & Numbulwar Road – Traditional Owner's Section 19 needed; and there is \$10K in new budget and LA could contribute \$10K to CDP to fence cemeteries.</p> <p>4) Multi Purpose Centre Handed to Yugul Mangi, feasibility study has previously been undertaken. \$66k was allocated in LA Budget for feasibility study, but got a grant. This amount to be allocated towards the oval stage.</p>
14.02.18	9.4 Telstra Tower needs fencing	<p>Telstra Tower needs a fence around it to stop people climbing it.</p> <p>Council to write letter or telephone Telstra and Yugul Mangi</p>	CEO	Ongoing	<p>30.04.18 Letter to be sent to Telstra & Yugul Mangi ASAP</p> <p>13.06.2018 Sharon Hillen to follow up</p>

Jerry Ashley left the meeting, the time being 12:08 PM
Jerry Ashley returned to the meeting, the time being 12:15 PM
Collin Hall left the meeting, the time being 12:15 PM

9. INCOMING CORRESPONDENCE

9.1 LATE INCOMING CORRESPONDANCE

Letter from Taylors Festival Fun Fair proposing visit to Ngukurr in August 2018 from 20th-27th August 2018

131/2018 RESOLVED (Bobby Nungumajbarr/Owen Turner)

- (a) That the Ngukurr Local Authority receive and note the Incoming Correspondence and Approve proposed visit to Ngukurr in august

ACTION: SASO to ask for Donation of 100 free Tickets for Carnival Rides.

Collin Hall returned to the meeting, the time being 12:21 PM

10. OUTGOING CORRESPONDENCE

Nil

11. GENERAL BUSINESS

11.1 2018 NATIONAL NAIDOC WEEK

132/2018 RESOLVED (Eric Roberts/Robin Rogers)

- (a) That the Ngukurr Local Authority provides feedback on activities for 2018 National NAIDOC Week.

Meeting Lunch Break 12:33 PM

Meeting Resumes 1:17 PM

11.2 ELECTED MEMBER REPORT

133/2018 RESOLVED (Daphne Daniels/Bobby Nungumajbarr)

- (a) That the Ngukurr Local Authority receive and note the Elected Member Report

11.3 GOVERNANCE REPORT - UPDATE OF PROGRESS OF CURRENT AND FUTURE ALCOHOL ACTION INITIATIVES (AAI) FOR NGUKURR

134/2018 RESOLVED (Eric Roberts/Owen Turner)

- (a) That the Ngukurr Local Authority receive and note update of progress of current and future Alcohol Action Initiatives (AAI) for Ngukurr.

ACTION: Governance to send invite to Surinder Crichton for the next Ngukurr Local Authority meeting 15th August 2018

11.4 COMPLAINTS REGISTER

- No Open Complaints

135/2018 RESOLVED (Bobby Nungumajbarr/Robin Rogers)

- (a) That the Ngukurr Local Authority receives and notes the Complaints Register for Ngukurr.

11.5 COUNCIL FINANCIAL REPORT - 3RD QUARTER EXPENDITURE REPORT

136/2018 RESOLVED (Owen Turner/Robin Rogers)

- (a) That the Ngukurr Local Authority receive and note the Financial (Expenditure) Report for the third Quarter of 2017-18
- (b) That the Ngukurr Local Authority receive and note the LA Project Expenditure Report as at 31st March 2018

11.6 DRAFT REGIONAL PLAN

137/2018 RESOLVED (Collin Hall/Bobby Nunggumajbarr)

- (a) That the Ngukurr Local Authority receives and notes the updated Draft Town Priorities that are to be included in the 2018-19 Regional Plan for Ngukurr.

11.7 COUNCIL SERVICES REPORT

138/2018 RESOLVED (Daphne Daniels/Eric Roberts)

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

12. OTHER BUSINESS

12.1 DISCUSSED OTHER ITEMS OF BUSINESS FROM PREVIOUS MINUTES

- Prickle Problem on Oval –Next steps
- Speed bumps – Some new locations discussed, trucks entering town to fast and 3 new speed bumps to be installed on Rainbow Street
- Night Patrol Spotlighting, still happening
- AFL Cr Owen Turner spoke on the AFL Competition in Barunga, Ngukurr won Barunga final. General discussion regarding activities for young people in the Community.
- AAI Alcohol Action Initiative
- Ngukurr Local Authority seek Partnership with Stronger Communities for Children to support continuing success of the AFL Program
- Community Safety Night Patrol Survey, handed out at last Local Authority Meeting

139/2018 RESOLVED (Eric Roberts/Bobby Nunggumajbarr)

Recommendation

- (a) That the Ngukurr Local Authority approve the new locations for Speed Bumps
- (b) Ngukurr Local Authority seek partnership with Stronger Communities for Children to Support continuing success of AFL

ACTION: Install New Speed Bumps ASAP

ACTION: Speak with Night Patrol Staff regarding Spotlighting

12.2 COMMUNITY SAFETY REPORT

- Currently redesigning/remodelling program
- Overspend in current budget
- Restructures in staff
- Times and days of patrols

12.3 COMMUNITY DEVELOPMENT PROGRAM DISCUSSION

- Need for more Music, Media Radio Program and Art Centre Activities instead of Construction Activities
- CDP Women's Centre - Sewing/Textile, Crafts and Painting Activities
- Women's attendance numbers have recently increased
- However there are problems as highlighted by Cr Owen Turner
- Solutions – Activities for Women, CDP Reports on activities, Mentoring and Various Training/Education for Multiple roles in Community

12.4 ROPER GULF REGIONAL COUNCIL DEPARTMENT REPORTS

- Night Patrol Report
- Community Development Program Report
- Aged Care Report
- Sport and Recreation Report
- Roper Gulf Regional Council to be invited to attend Stakeholder and Yugul Voice meetings
- Department Managers to attend Local Authority meetings

140/2018 RESOLVED (Daphne Daniels/Robin Rogers)

- (a) That the Ngukurr Local Authority move the Motion for Roper Gulf Regional Council Department Reports will be presented at Local Authority Meetings

12.5 NGUKURR FREIGHT HUB

- Freight Hub Meeting to be held in Ngukurr with Northern Lands Council on 19th June
- Sharon Hillen discussed Freight Hub Project

Jerry Ashley left the meeting, the time being 2:07 PM

12.6 OFFICE OF LOCAL GOVERNMENT

Rodney Hoffman – Community Development Officer,
Local Government and Community Development

- Remote Program Delivery Office Team
- 4th July 2018 Urapunga
- Local Authority Guidelines changes, effective 1st July 2018 for Local Authority Projects

and Funding

Jerry Ashley returned to the meeting, the time being 2:11 PM

Bobby Nungumajbarr left the meeting, the time being 2:14 PM

Bobby Nungumajbarr returned to the meeting, the time being 2:17 PM

CLOSE OF MEETING

The meeting terminated at 2:24pm.

THIS PAGE AND THE PRECEEDING 6 PAGES ARE THE MINUTES OF THE Ngukurr Local Authority Meeting HELD ON Wednesday, 13 June 2018 AND CONFIRMED Wednesday, 15 August 2018.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 822751
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION:

(a) That Ngukurr Local Authority receives and notes Action List.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
14.02.18	9.1 Ngukurr Local Authority Project Funding	Outdoor Stage (Certified plans completed so far) * Stage needs to be ready for Festival by June/July*	DCG/ DCCS/Yugul Mangi	Ongoing	Certified plans for stage ready waiting on approval TO's Section 19. Then presented to LA in Sept and put out to tender. LA Support demolition of the old toilets and stage after completion of new stage.
14.02.18	9.4 Telstra Tower needs fencing	ACTION: Council to write a letter to Telstra and Yugul Mangi regarding this matter.	CEO	Completed	Refer to Outgoing Correspondence
14.02.18	9.1 Ngukurr Local Authority Project Funding	Proposed multipurpose court	DCG/ DCCS/Yugul Mangi	Ongoing	Multi purpose court – Design and costing to be built on current outdoor court at Lot 439.
14.02.18	9.1 Ngukurr Local Authority Project Funding	Fencing both cemeteries – scope and costings to be presented	DCG/ DCCS/Yugul Mangi	Ongoing	Waiting on NLC confirmation of new site Corner of Roper Hwy & Numbulwar Road – Traditional Owner's Section 19 needed; and there is \$10K in new budget and LA could contribute \$10K to CDP to fence cemeteries.

N.B. the Ngukurr Local Authority has not had an official Meeting for the 2018-19 Financial Year,

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.1
TITLE	NAIDOC Week
REFERENCE	821448
AUTHOR	Prue LANE, Communications Coordinator

RECOMMENDATION

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

Ngukurr 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	11.2
TITLE	Elected Member Report
REFERENCE	821451
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Ngukurr 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.

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 approves in principle the allocation of the funds \$79,068 (GST Exclusive) to the Ngukurr Playground and Soft fall Project;
- That Council source the funding from the Ngukurr Local Authority;
- That Council rescinds the Membership of the Appointed Members of the Ngukurr Local Authority;
- That Council calls for nominations for six (6) Appointed Members for the Ngukurr Local Authority;
- That Council receives and notes unallocated project funds for Ngukurr;

- 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.
 - Ngukurr – 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 approves the budget of \$66,000 from the \$2M allocated for the Roads Committee to carry out the road works required in Urapunga;
- That Council approves the quote from Yugul Mangi to carry out works required to both the access road and internal roads of Urapunga;
- That Council receives and notes the report on Council's potential involvement in the Northern Territory Government's Houses for Health Program;
- That Council allocates another \$30,000 towards the design, scoping and costing for Jilkminggan, Mataranka and Urapunga projects;
- That Council receives a breakdown of funding allocated to design, scoping, and costing for Jilkminggan, Mataranka and Urapunga projects at its next Ordinary Meeting;
- 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 receives and notes Elected Members concerns and discussions pertaining to Tropical Cyclone Trevor;
- That Council awards the contract for the Ngukurr Playground project to Allstyle Sheetmetal P/L for the amount of \$158,706.00 (GST Exclusive)

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:

GENERAL BUSINESS



ITEM NUMBER	11.3
TITLE	LA001 - Local Authority Policy
REFERENCE	821772
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Ngukurr 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

Roper Gulf Regional Council



LA001– Local Authority Policy

1. POLICY CERTIFICATION

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

2. PURPOSE

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

3. ORGANISATIONAL SCOPE

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

4. POLICY STATEMENT

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

5. DEFINITIONS

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

Roper Gulf Regional Council

LA001– Local Authority Policy



6. Principles

6.1 Roles and Functions of a Local Authority

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

The functions of a Local Authority include:

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

6.2 Membership

6.2.1 Membership size

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

6.2.2 Period of Membership

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

6.2.3 Eligibility for Membership

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

Council will have the final say on Local Authority membership.

Nomination and Appointment

6.2.4 Membership appointment;

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

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

Roper Gulf Regional Council



LA001– Local Authority Policy

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

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

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

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

6.2.5 Membership termination

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

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

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

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

6.2.6 No Proxies

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

6.3 Local Authority meetings:

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

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

6.3.1 When reporting to and from the Local Authority:

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

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

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

6.3.2 Deputations

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

6.3.3 Provisional Meeting where quorum not present:

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

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

6.4 Administrative support and secretariat

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

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

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

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

6.5 Special Meetings

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

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

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

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

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

6.6 Community Meetings

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

6.7 Local Authority member allowances

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

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

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

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

7. REFERENCES

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

8. DOCUMENT CONTROL

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

Roper Gulf Regional Council
LA001– Local Authority Policy



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

9. CONTACT PERSON

Contact person	Manager, Governance and Corporate Planning
Contact number	08 8972 9005

GENERAL BUSINESS

ITEM NUMBER	11.4
TITLE	Council Financial Report - April 2019 Expenditure Report
REFERENCE	821923
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Ngukurr Local Authority receive and note the Financial (Expenditure) Report for the month of April 2018/2019 financial year.**

BACKGROUND

As per the Guideline 8 of the Local Govt Act, the council is to submit a current financial report of actuals against the latest approved budget for the local authority area.

ISSUES/OPTIONS/SWOT

There are underspends/overspends in few activities as outlined in the attached expenditure report. The brief explanation for these underspends/overspends for each directorate is as follow:

Directorate of Corporate Governance:

The total of underspend under this directorate is \$651,288. The major activity contributing to this underspend is Local Authority Project funding. There are a few LA projects currently in progress. Also, there is underspend in Asset Management program due to NLC lease for buildings not expensed yet. On completion of these projects and payment of invoices, the actual expenses incurred will be in line with budgeted figures

Directorate of Commercial Services:

The total of underspend under this directorate is \$371,435. There are two major activities contributing to this underspend – Service Fee CDP and Employer Outcome Payment CDP. The reason for underspend under Service Fee CDP activity is vacant positions & staff absences. There is underspend in other operating expenses due to the same reason. Under Employer outcome payment program, the income received is lesser than the estimated income, resulting in less expenditure for administration and project management fee.

Directorate of Council & Community Services:

The total underspend under this directorate is \$259,458. There are few activities where the actual expense incurred is less than budget for:

- Ngukurr and Numbulwar Freight Hub \$123,631 – The project is in progress stage.
- Aged Care Services \$57,489 – Underspend is mainly driven by vacant positions and staff absences.
- Swimming Pool \$33,599 – Underspend is due to vacant positions and staff absences.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

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

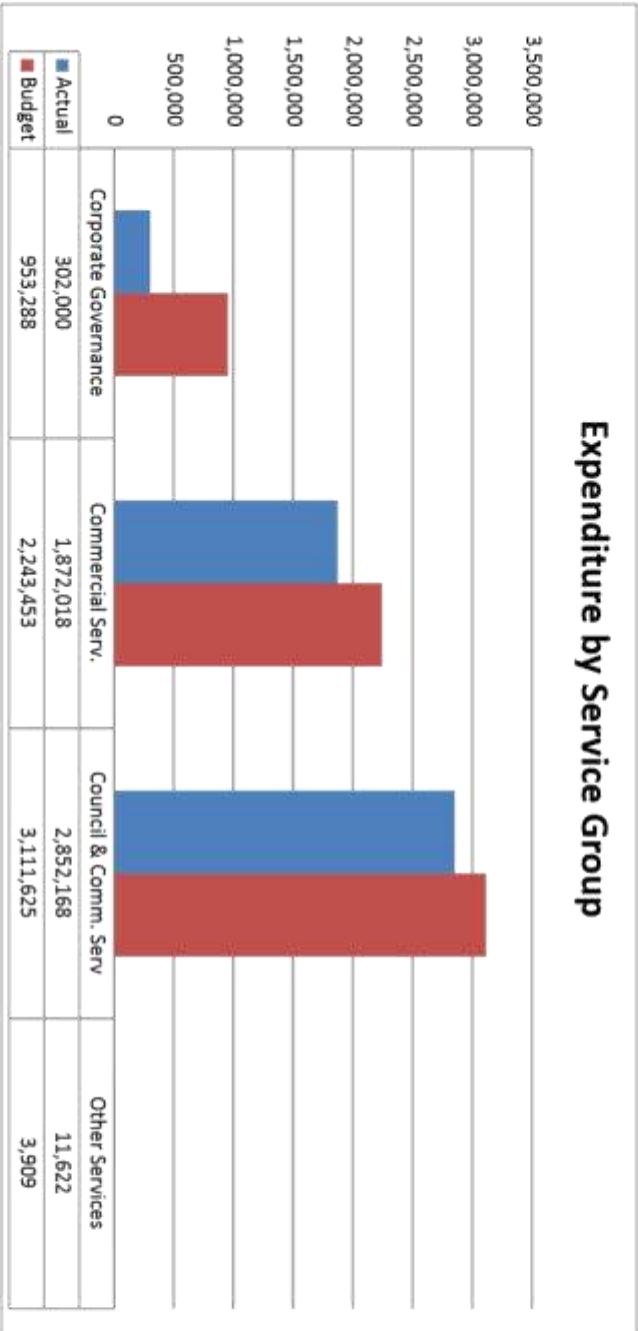
Roper Gulf Regional Council
Ngukurr
Expenditure Report as at 30th April 2019



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

Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Proportion of Budget Spent
302,000	953,288	651,288	1,143,945	32%
1,872,018	2,243,453	371,435	2,692,143	83%
2,852,168	3,111,625	259,458	3,733,951	92%
11,622	3,909	7,713	4,691	297%
5,037,808	6,312,275	1,274,467	7,574,731	80%

Expenditure by Service Group

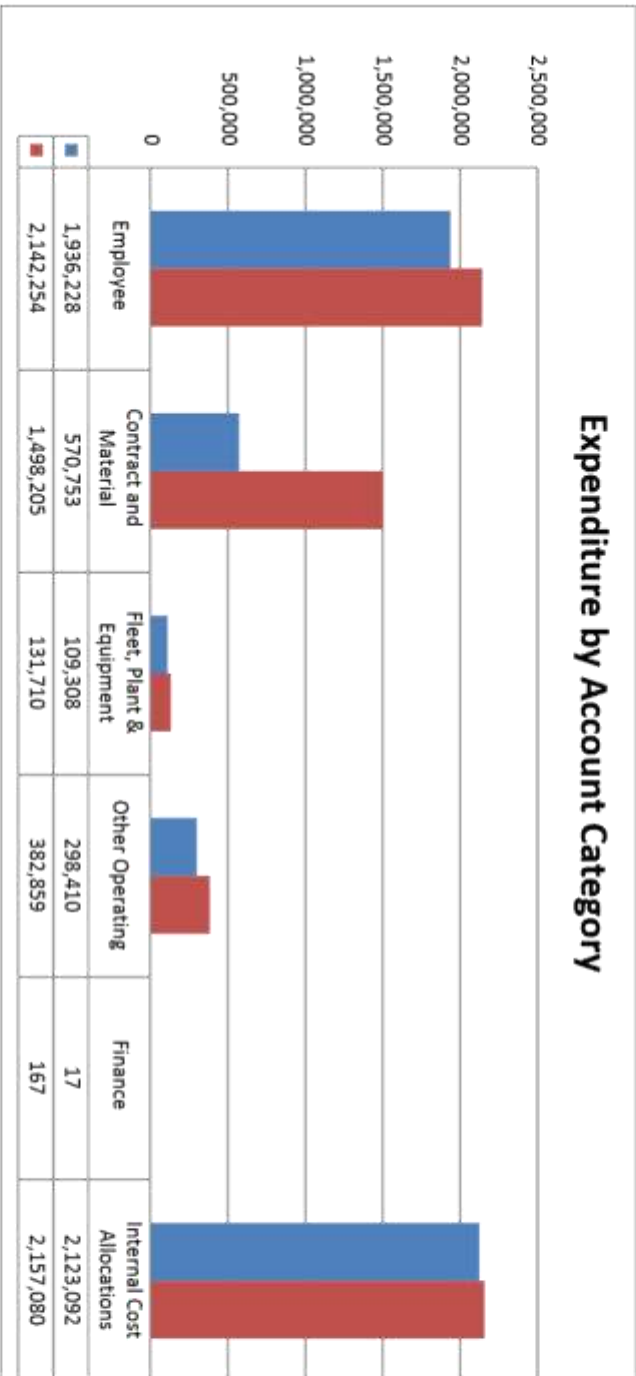


Roper Gulf Regional Council
Ngukurr
Expenditure Report as at 30th April 2019



Expenditure by Account Category	Apr-19	Apr-19	Apr-19	Annual Budget	Proportion of Budget Spent
	Actual	Budget	Variance		
Employee	1,936,228	2,142,254	206,027	2,570,705	90%
Contract and Material	570,753	1,498,205	927,452	1,797,846	38%
Fleet, Plant & Equipment	109,308	131,710	22,402	158,052	83%
Other Operating	298,410	382,859	84,448	459,431	78%
Finance	17	167	150	200	10%
Internal Cost Allocations	2,123,092	2,157,080	33,988	2,588,496	98%
Total Expenditure	5,037,808	6,312,275	1,274,467	7,574,731	80%

Expenditure by Account Category



Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
Corporate Governance					
110 - Assets Management - Fixed Assets	2,700	74,537	71,837	89,444	NLC leases, rent invoice paid in May 2019
131 - Council and Elected Members	0	8,500	8,500	10,200	Budgeted for council meeting to be held in Ngukurr
132 - Local Authority	995	23,870	22,875	28,644	No LA meeting for this financial year yet.
138 - Local Authority Project	42,421	556,046	513,625	667,255	LA Project Register for more information.
202 - Staff Housing	77,985	92,300	14,315	110,760	Budgeted power, water and sewerage invoices not yet paid.
245 - Visitor Accommodation and External Facility Use	177,899	198,035	20,136	237,642	Not yet spend on assets repair and maintenance as budgeted.
Sub Total	302,000	953,288	651,288	1,143,945	
Commercial Serv.					
220 - Territory Housing Repairs and Maintenance Contract	135,961	155,737	19,776	186,884	Underspend on staff wages due to absence.
221 - Territory Housing Tenancy Management Contract	96,728	97,921	1,193	117,505	Immaterial variance
241 - Airstrip maintenance Contracts	81,103	90,000	8,898	108,000	The underspend on staff training upto April 2019.
246 - Commercial Australia Post	6,450	6,478	28	7,773	Immaterial variance
314 - Service Fee - CDP	1,402,231	1,618,317	216,086	1,941,980	Underspend is mainly due to vacant positions/staff absences.
318 - Outcome Payments - CDP	139,875	275,000	135,125	330,000	Underspend is due to less income received from this activity than budgeted for, resulting in less expense incurred for administration charges and project management.
323 - Outstations municipal services	9,670	0	9,670	0	Wrong coding, will code to activity 160 Muns services.

Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
Sub Total	1,872,018	2,243,453	371,435	2,692,143	
Council & Comm. Serv					
111 - Council Services General	498,049	543,466	45,417	652,158	Less expenditures on fuel, materials and contracts.
160 - Municipal Services	547,636	493,461	54,175	592,153	The overspend on materials, electricity and motor vehicle expenses.
161 - Waste management	186,182	277,153	90,971	332,583	Abolition block at dump site to be constructed.
162 - Cemeteries Management	1,929	8,333	6,405	10,000	
164 - Local Emergency Management	4,484	3,150	1,334	3,780	Overspent on trailers repair and maintenance.
169 - Civic Events	99	6,667	6,568	8,000	Budgeted for civic events.
170 - Australia Day	806	0	806	0	The Amount spent on Australian day celebrations, will fixed in next budget revision.
171 - Naidoc Week	0	417	417	500	Budgeted for Naidoc week.
200 - Local roads maintenance	64,259	19,027	45,233	22,832	Wrong coding, will fix after posting JNL.
201 - Street lighting	3,600	10,000	6,400	12,000	Underspend is due to less repairs and maintenance
340 - Community Services	1,156	2,083	927	2,500	Underspend on travel allowance expenses.
341 - Commonwealth Aged	107,202	174,400	67,197	209,280	Underspend is due to staff absences and vacant positions.
342 - Indigenous Aged Care	148,478	142,727	5,751	171,273	Immaterial variance
344 - Commonwealth Home	113,469	109,512	3,957	131,414	Immaterial variance
346 - Indigenous Broadcasting	30,645	41,824	11,179	50,189	Underspend is due to staff absences and vacant positions.
348 - Library	10,024	16,024	6,000	19,229	Underspend on staff wages and salaries.
350 - Centrelink	127,965	135,086	7,121	162,104	Immaterial variance
355 - National Disability Insurance Scheme	33,900	51,687	17,787	62,024	Underspend \$29,970.80 on materials and contract expenses. It will sorted in next budget revision.
356 - NDIS - Information, Linkages and Capacity	11,627	1,333	10,294	1,600	New Project- overspend on travel and accommodation expenses. It will sorted in next budget revision.

Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
381 - Animal Control	1,015	2,875	1,860	3,450	Underspend on HQ staff accommodation for animal management.
401 - Night Patrol	325,662	322,230	3,432	386,675	Immaterial variance
403 - Outside School Hours Care	11,443	1,394	10,050	1,672	Overspend on staff allocation cost, it will fix in next budget revision.
404 - Indigenous Sports and Rec Program	82,489	55,373	27,116	66,447	Unbudgeted expenses on Netball NT Ngukurr Holiday program \$14,063 and electrical labour expenses \$8,375.
405 - Sports & Rec - AFL	1,500	1,250	250	1,500	Immaterial variance
407 - Remote Sports and Recreation	7,985	446	7,539	535	Overspent is on travel allowance expenses and staff visitor accommodation.
409 - Sport and Rec Facilities	80,677	80,745	68	96,894	Immaterial variance
414 - Drug and Volatile Substances	180	1,167	986	1,400	
415 - Indigenous Youth	141,264	146,549	5,284	175,859	Immaterial variance
416 - Youth Vibe Grant	1,700	1,417	283	1,700	Immaterial variance
423 - SPG - Diversion	8,893	6,875	2,018	8,250	Overspend on food and travel allowances.
469 - SPG - Remote Australia	651	528	122	634	Immaterial variance
485 - Ngukurr and Numbulwar Fight Hub	66,667	190,298	123,631	228,357	Budgeted for Ngukurr freight hub, project under progress.
550 - Swimming Pool	230,532	264,132	33,599	316,958	Under spend due to electricity, water and sewerage invoices not yet paid.
Sub Total	2,852,168	3,111,625	259,458	3,733,951	
Other Services					
326 - NDRRA (Natural)	1,683	0	1,683	0	The amount was spent during cyclone Trevor evacuation.
461 - Sporting Equipment -	0	76	76	91	Immaterial variance
464 - NT Govt Special Purpose Grants	161	0	161	0	
470 - SPG Ngukurr Pool	807	0	807	0	Immaterial variance
478 - CBF - Ngukurr Playground Upgrade	8,191	3,833	4,358	4,600	Expenses on Ngukurr poolground structural design, budget as capital work. Wrong cost code will fix.
487 - Improving Strategic Local	780	0	780	0	Charged for Staff visitor accommodation.

Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
Sub Total	11,622	3,909	7,713	4,691	
Grand Total	5,037,808	6,312,275	1,274,467	7,574,731	

GENERAL BUSINESS



ITEM NUMBER	11.5
TITLE	Governance Report - Ngukurr Local Authority Project Register Update
REFERENCE	821926
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Ngukurr Local Authority receives and notes the report on the Local Authority Project funding.**
- (b) **That the Ngukurr Local Authority allocates unallocated project funding.**

BACKGROUND

Since 2014, the Ngukurr Local Authority has received a total of \$ 784,355 in Local Authority Project Funding from the Department of Housing and community Development.

The handouts of the most updated project register will be provided at the meeting. The report will include information of the status of the projects that the Ngukurr Local Authority have allocated funds to and the amount of funds that is yet to be allocated to projects.

It is recommended that the Ngukurr Local Authority allocate the remaining Local Authority Project Funding towards the Sports Courts.

ISSUES/OPTIONS/SWOT

Local Authority Project Funding must be allocated to projects within two (2) years of receipt.

FINANCIAL CONSIDERATIONS

Attached

ATTACHMENTS:

- 1 [↓](#) Ngukurr Local Authority Project Register 27.05.2019.pdf

Ngukurr Local Authority Project Funding - as at 27.05.2019

Funding received from Department	Income	Funds Allocated	Remaining Unallocated Funds	
2014-15	\$ 148,005.00	\$ 148,005.00		
2015-16	\$ 148,005.00	\$ 148,005.00		
2016-17	\$ 148,005.00	\$ 148,005.00		
2017-18	\$ 170,170.00	\$ 177,870.00	\$ 3,471.90	Carrying forward to 2018-19 FY
2018-19	\$ 170,170.00	\$ 45,000.00	\$ 125,170.00	Unallocated 2018-19
Total	\$ 784,355.00	\$ 666,885.00	\$ 128,641.90	

Project ID	Projects funding has been allocated to:	Prject Budget	Tot Prject Cost	Project Status
2013802	Outdoor Stage Area and communal mural/ball wall at Oval & Community Graffiti board	\$ 166,000.00	4,227.27	Certified Plans Completed, in progress
2013803	Playground Equipment	\$ 18,000.00	13,352.50	Commenced- Project awarded
2013804	Community information board	\$ 2,500.00	1,569.40	Waiting on final invoice for payment
2013807	Pool Equipment	\$ 47,000.00		Expenses wrongly coded to activity 550, will fix after posting correction JNL
2013808	Upgrade outdoor Basket Ball Court	\$ 15,000.00		Byrnes consulting- site survey
2013809	New Basket Ball Court & Roof	\$ 150,000.00	\$ 42,420.80	Combined project 2013808 and 2013809
2013811	Toilet Block & new sand for playground area at Urapanga	\$ 45,000.00		Combined with SPG- Establishment grant.
	Total for current projects in progress	\$ 443,500.00	\$ 61,569.97	
	Total for completed projects	\$ 223,385.00	\$ 212,213.10	
	Grand Total	\$ 666,885.00	\$ 273,783.07	