



AGENDA

NUMBULWAR LOCAL AUTHORITY MEETING WEDNESDAY, 12 JUNE 2019

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

- Wednesday, 12 June 2019 at
- The Conference Room Council Service Delivery Centre, Numbulwar
- Commencing at 10:30 am

Your attendance at the meeting will be appreciated.

Sharon HILLEN
Acting Chief Executive Officer

NUMBULWAR CURRENT MEMBERSHIP:

List Members of LA

Elected Members

1. Mayor Judy MacFARLANE
2. Councillor Edwin NUNGGUMAJBARR
3. Councillor David MURRUNGUN

Appointed Members

1. **VACANT**
2. Felicity Kym RAMI
3. Douglas WUNUNGMURRA
4. Roland NUNDHIRRIBALA
5. Virginia NUNDHIRRIBALA
6. Kaheb NGALMI
7. Tanya WILFRED

MEMBERS: 10

COUNCIL: 3

LA: 7

QUORUM: 6 (minimum requirement)

PROVISIONAL: 5

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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CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	12.1
TITLE	Confirmation of Previous Minutes
REFERENCE	820357
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Numbulwar Local Authority adopts the previous minutes from the meeting of 10 April 2019 as a true and accurate record of that meeting.**

BACKGROUND

The Numbulwar Local Authority met on Wednesday 10 April 2019 at 10.00 at the Roper Gulf Regional Council Office in Numbulwar.

Attached are the recorded minutes of that meeting.

ATTACHMENTS:

- 1 [↓](#) Numbulwar Local Authority 2019-04-10 [815657].DOCX



MINUTES OF THE NUMBULWAR LOCAL AUTHORITY MEETING # 2 OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, NUMBULWAR ON WEDNESDAY, 10 APRIL 2019 AT 10.30 AM

PRESENT/STAFF/GUESTS

1.1 Elected Members

- Councillor Edwin NUNGGUMAJBARR

1.2 Appointed Members

- Felicity RAMI
- Douglas WUNUNGMURRA – Chairperson
- Ronald NUNDHIRRIBALA
- Virginia NUNDHIRRIBALA

1.3 Staff

- Virginia BOON – Acting Director of Council and Community Services
- Ashleigh ANDERSON – Local Authority Coordinator
- Janelle MURRUNGUN – Senior Administrative Support Officer
- John TREPO – Community Service Coordinator
- Amanda NGALMI – Youth Coordinator
- Phillip GEUER – Projects Administration Coordinator

1.4 Guests

- Kathy-Anne NUMAMURIDIDI – Department of Prime Minister and Cabinet

MEETING OPENED

The Chairperson declared the meeting opened at 1115 as a **provisional** meeting and the Roper Gulf Regional Council pledge was read.

WELCOME TO COUNTRY

APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

151/2019 RESOLVED (Roland NUNDHIRRIBALA/Virginia NUNDHIRRIBALA) CARRIED

- That the Numbulwar Local Authority accepts the apologies of Mayor Judy MacFARLANE and Councillor David MURRUNGUN.**
- That the Numbulwar Local Authority did not receive apologies from Kahleb NGALMI and TANYA WILFRED.**

CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS NUMBULWAR LOCAL AUTHORITY MEETING MINUTES**

152/2019 RESOLVED (Felicity Kym RAMI/Edwin NUNGGUMAJBARR) *CARRIED*

- (a) That the Numbulwar Local Authority receives and notes Confirmation of previous Meeting Minutes held on 20 February 2019.

DISCLOSURES OF INTEREST

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

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

153/2019 RESOLVED (Virginia NUNDHIRRIBALA/Roland NUNDHIRRIBALA) *CARRIED*

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

INCOMING CORRESPONDENCE

Nil

OUTGOING CORRESPONDENCE

Nil

BUSINESS ARISING**GENERAL BUSINESS****11.1 ELECTED MEMBERS REPORT**

154/2019 RESOLVED (Roland NUNDHIRRIBALA/Felicity Kym RAMI) *CARRIED*

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

11.2 ENROL TO VOTE - YOUR VOICE, YOUR COMMUNITY

155/2019 RESOLVED (Virginia NUNDHIRRIBALA/Roland NUNDHIRRIBALA) *CARRIED*

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

11.3 COMMUNITY DEVELOPMENT PROGRAMME

156/2019 RESOLVED (Felicity Kym RAMI/Douglas WUNUNG MURRA) *CARRIED*

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

11.4 COUNCIL SERVICES REPORT

157/2019 RESOLVED (Roland NUNDHIRRIBALA/Douglas WUNUNG MURRA) CARRIED

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

11.5 COMMUNITY SAFETY REPORT

158/2019 RESOLVED (Felicity Kym RAMI/Douglas WUNUNG MURRA) CARRIED

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

11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT REGISTER UPDATE

159/2019 RESOLVED (Douglas WUNUNG MURRA/Roland NUNDHIRRIBALA) CARRIED

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

11.7 COUNCIL FINANCIAL REPORT - SECOND QUARTER EXPENDITURE REPORT

160/2019 RESOLVED (Felicity Kym RAMI/Virginia NUNDHIRRIBALA) CARRIED

- (a) That the Numbulwar Local Authority receives and notes the Financial (Expenditure) Report for the second Quarter of 2018-19 financial year.

11.8 TOWN PRIORITIES 2019-20

161/2019 RESOLVED (Felicity Kym RAMI/Roland NUNDHIRRIBALA) CARRIED

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

Meeting adjourned for lunch 1233 – 1300hrs

11.9 EMERGENCY PLANNING - Councillor Edwin NUNGGUMAJBARR

162/2019 RESOLVED (Felicity Kym RAMI/Virginia NUNDHIRRIBALA) CARRIED

- (a) That the Numbulwar Local Authority receives and notes the verbal report on Emergency Planning post Tropical Cyclone Trevor and raised the following issues:
- Stores closed early, and were only providing cash out transactions, not the purchase of food or supplies;
 - People were not supplied food in transit to Katherine and were only given one (1) sausage in bread upon arrival to the emergency evacuation centre;
 - Insufficient amount of tents provided;
 - Not enough fuel in town to drive to safety;

- Nothing organised adequately upon arrival in Katherine;
- Arrival in Katherine at 0030 with no rest stops on bus journey;
- No clear process or structure to evacuation, which caused panic among the community;
- Elderly and disabled people in tents placed far away from toilets and showers;
- Medications not provided to those who needed it.

11.10 DOG REGISTER - Councillor Virginia Nundhirribala

163/2019 RESOLVED (Douglas WUNUNGMURRA/Roland NUNDHIRRIBALA) CARRIED

- (a) That the Numbulwar Local Authority raises concerns regarding dogs in the community including:
- Uncertain of how many dogs are in community;
 - No register to keep track of dogs and which house they belong to;
 - Issues relating to visitors/contractors feeding community dogs;
 - No policy on how many dogs per house.

11.11 BURIAL SERVICES – John TEREPO

164/2019 RESOLVED (Douglas WUNUNGMURRA/Felicity Kym RAMI) CARRIED

- (a) That the Numbulwar Local Authority receives and notes the verbal report on Burial Services in Numbulwar.

11.12 FUEL - Councillor Douglas Wunungmurra

165/2019 RESOLVED (Douglas WUNUNGMURRA/Felicity Kym RAMI) CARRIED

- (a) That the Numbulwar Local Authority receives and notes the verbal report regarding the fuel bowser.

11.13 HOUSING REFERENCE GROUP – Virginia BOON

166/2019 RESOLVED (Douglas WUNUNGMURRA/Roland NUNDHIRRIBALA) CARRIED

- (a) That the Numbulwar Local Authority receives and notes the information pertaining to the Housing Reference Group.

11.13 COMMUNITY SAFETY - Councillor Edwin NUNGGUMAJBARR

167/2019 RESOLVED (Virginia NUNDHIRRIBALA/Felicity Kym RAMI) CARRIED

- (a) That the Numbulwar Local Authority note the following concerns:
- Flights with weapons in community;
 - Concerns over workers safety;

Action: Roper Gulf Regional Council staff to investigate speaking to various organisations within the community including the school and clinic, about holding a presentation regarding weapons.

Action: Prime Minister and Cabinet to hold a community meeting to talk about community safety issues.

OTHER BUSINESS

Nil

CLOSE OF MEETING

13.1 CLOSE OF MEETING

168/2019 RESOLVED (Douglas WUNUNGMURRA/Felicity Kym RAMI) CARRIED

The meeting terminated at 1416hrs

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Numbulwar Local Authority Meeting HELD ON Wednesday, 10 April 2019 AND CONFIRMED Wednesday, 05 June 2019.

Chairperson

GENERAL BUSINESS

ITEM NUMBER	18.1
TITLE	Elected Member Report
REFERENCE	820359
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Numbulwar 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.

- 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.
 - Numbulwar – seven (7) appointed members.
- That Council reviews draft Roper Gulf By-Laws;
- That Council resolves that its concerns pertaining to the draft By-Laws are put to the Territory as formal correspondence;
- That Council approves the 2019 Community Satisfaction Survey to be carried out;
- That Council receives and notes the report on Council's potential involvement in the Northern Territory Government's Houses for Health Program;

- That Council make a submission to the Exposure Draft of the Liquor Bill 2019, based on compilation of previous correspondence to the Territory pertaining to alcohol and its impact on Council operations;
- That Council informs the Territory that it wants 20km exclusion zone around all Communities prohibiting on-shore gas exploration or production activities;
- That Council receives and notes Elected Members' concerns and discussions pertaining to Tropical Cyclone Trevor;

Decisions from the Finance Committee on 27 March 2019 include:

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

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	18.2
TITLE	NAIDOC Week
REFERENCE	820360
AUTHOR	Prue LANE, Communications Coordinator

RECOMMENDATION

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

Numbulwar 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 18.3
TITLE Animal Management Report
REFERENCE 820683
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) That the Numbulwar Local Authority receives and notes Animal Management Report.

BACKGROUND

There have been three (3) visits in the 2018/2019 financial year so far. An education program was run in the school holiday program in July 2018.

The April 2019 vet visit was cut short by one (1) day due to a high flood risk for one of the river crossings. Because of the time constraint, several surgeries needed to be postponed to the next vet visit, and approximately 20 houses were not visited for census and worming.

The next vet visit is from the 29 July 2019 until the 03 August 2019, in the next financial year.

18/19 Vet visits:

2018: 02-03 July 2018 education
10-14 September 2018
03-06 December 2018

2019: 01-04 April 2019

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	18.4
TITLE	LA001 - Local Authority Policy
REFERENCE	821773
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Numbulwar 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.

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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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LA001– Local Authority Policy

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

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

6.3.2 Deputations

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

6.3.3 Provisional Meeting where quorum not present:

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

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

6.4 Administrative support and secretariat

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

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

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

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

6.5 Special Meetings

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

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

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

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

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LA001– Local Authority Policy

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

6.6 Community Meetings

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

6.7 Local Authority member allowances

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

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

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

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

7. REFERENCES

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

8. DOCUMENT CONTROL

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

Roper Gulf Regional Council
LA001– Local Authority Policy



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

9. CONTACT PERSON

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

GENERAL BUSINESS

ITEM NUMBER	18.5
TITLE	Council Financial Report - April 2019 Expenditure Report
REFERENCE	821920
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Numbulwar 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 Government 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 \$386,299. 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 \$467,813. 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 \$1,950,200. There are few activities where the actual expense incurred is less than budget for:

- Local Roads Maintenance program \$1,513,333 – The budget kept for community roads upgrade is yet to be expensed.
- Ngukurr and Numbulwar Freight Hub \$198,778 – The project is in progress stage.
- Aged Care Services \$101,250 – Underspend is mainly driven by vacant positions and staff absences.
- Night Patrol \$60,534 – Underspend is due to vacant positions and staff absences.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

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

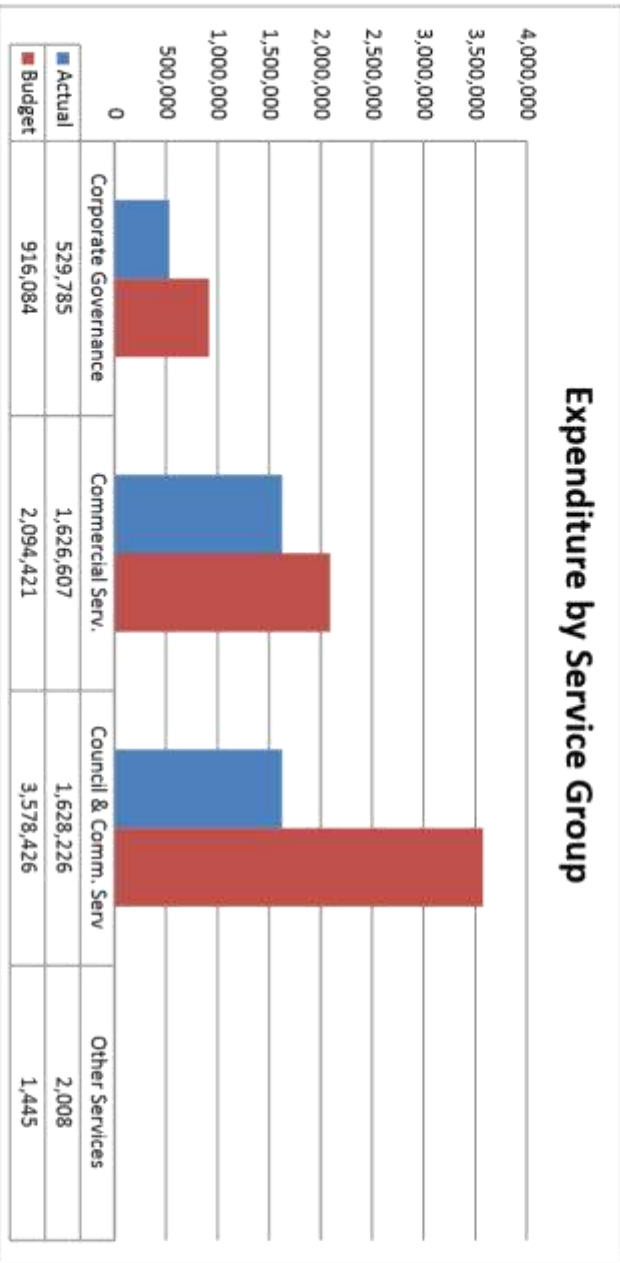
Roper Gulf Regional Council
Numbulwar
Expenditure Report as at 30th April 2019



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
Corporate Governance	529,785	916,084	386,299	1,099,301	58%
Commercial Serv.	1,626,607	2,094,421	467,813	2,513,304	78%
Council & Comm. Serv	1,628,226	3,578,426	1,950,200	4,294,111	46%
Other Services	2,008	1,445	563	1,734	139%
Total Expenditure	3,786,626	6,590,375	2,803,749	7,908,450	57%

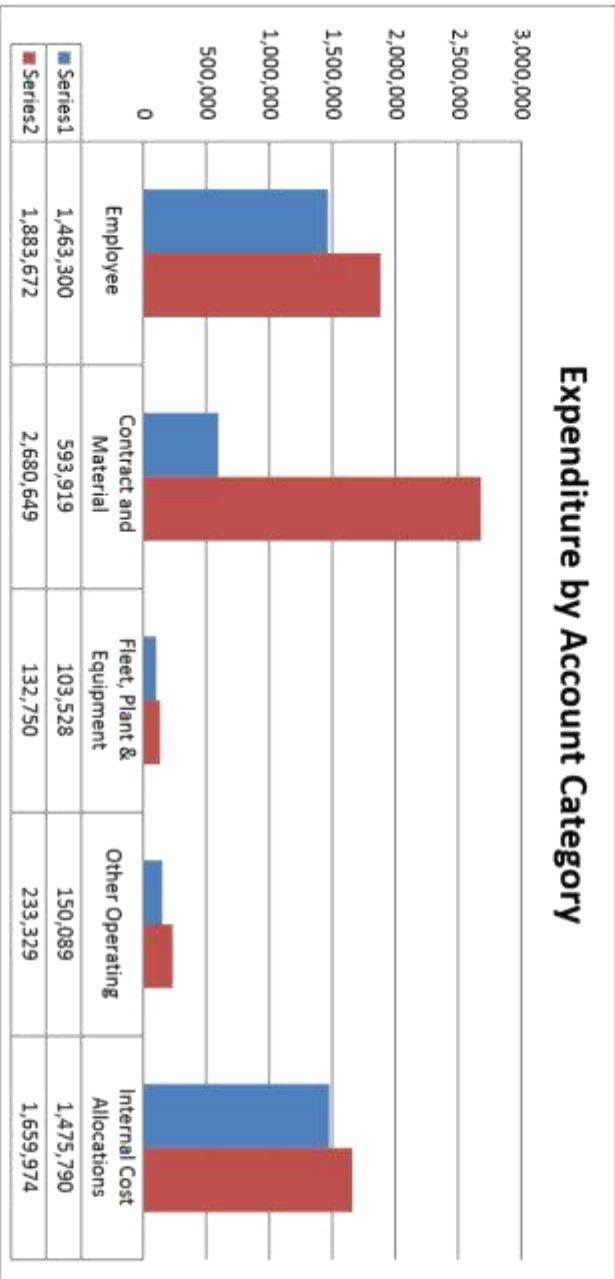
Expenditure by Service Group



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



Expenditure by Account Category	Apr-19	Apr-19	Apr-19	Annual	Proportion
	Actual	Budget	Variance	Budget	of Budget Spent
Employee	1,463,300	1,883,672	420,372	2,260,406	78%
Contract and Material	593,919	2,680,649	2,086,730	3,216,779	22%
Fleet, Plant & Equipment	103,528	132,750	29,222	159,300	78%
Other Operating	150,089	233,329	83,241	279,995	64%
Internal Cost Allocations	1,475,790	1,659,974	184,184	1,991,969	89%
Total Expenditure	3,786,626	6,590,375	2,803,749	7,908,450	57%



Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
Corporate Governance					
110 - Assets Management - Fixed Assets	2,700	46,848	44,148	56,218	The budget is for rent expenses for NLC leases and will be expensed on payment of the invoice.
113 - Project Management	6,728	2,083	4,645	2,500	Overspends on 80 Bolards purchased for numbuwar by project team.
115 - Asset Management - Mobile Fleet & Equipment	45	0	45	0	Immaterial Variance
131 - Council and Elected Members	1,682	0	1,682	0	Spent on airfare & travel expenses, the amount is budgeted under HQ location for elected members travel allowance.
132 - Local Authority	8,534	25,453	16,919	30,544	The budget is for local authority members travel, meeting allowance and meeting catering. Due to LA meetings cancelled in this year, the expense incurred is less than budgeted for.
138 - Local Authority Project	387	291,921	291,534	350,305	Please see attached project register for details.
172 - Numbulwar Fuel	344,324	350,000	5,676	420,000	Not much variance
202 - Staff Housing	18,393	45,707	27,314	54,848	Underspend is due to less expenses incurred on repairs and maintenance \$9,342, less materials purchased \$8,430.57 & less power and water bills paid 5,169.70.
245 - Visitor Accommodation and External Facility Use	146,991	154,072	7,081	184,886	Immaterial Variance
Sub Total	529,785	916,084	386,299	1,099,301	
Commercial Serv.					
220 - Territory Housing Repairs and Maintenance Contract	75,923	92,637	16,714	111,164	Underspend is due to vacant position/staff absences.
221 - Territory Housing Tenancy Management Contract	40,533	53,701	13,167	64,441	Underspend is due to vacant position/staff absences.
241 - Airstrip maintenance Contracts	120,776	125,000	4,224	150,000	Immaterial Variance
246 - Commercial Australia Post	6,114	6,140	26	7,368	Immaterial Variance
275 - Mechanical Workshop	131,099	146,462	15,362	175,754	Underspend is due to incorrect coding of Mechanical Activity Supervisor wages to Activity 160.

Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
314 - Service Fee - CDP	1,169,287	1,507,982	338,695	1,809,579	Underspend is mainly due to vacant positions/staff absences.
318 - Outcome Payments - CDP	82,876	162,500	79,624	195,000	Underspend is due to less income received from this activity than budgeted for, resulting in less expense incurred for administration charges and project management.
Sub Total	1,626,607	2,094,421	467,813	2,513,304	
Council & Comm. Serv					
111 - Council Services General	312,127	326,504	14,377	391,805	Underspend is due to staff absences and vacant positions.
160 - Municipal Services	355,782	342,322	13,459	410,787	Overspend is due to Mechanical Activity Supervisor's wages incorrectly coded to this activity. A correction journal will be prepared to fix this.
161 - Waste management	96,071	116,372	20,301	139,647	Underspend is due to very less or no expenses incurred on repairs, materials and vehicle operating expenses.
162 - Cemeteries Management	964	8,333	7,369	10,000	The budgeted contractor expenses are not yet expensed.
164 - Local Emergency Management	1,633	2,013	379	2,415	Immaterial Variance
169 - Civic Events	0	6,667	6,667	8,000	
171 - Naidoc Week	0	417	417	500	
200 - Local roads maintenance	0	1,513,333	1,513,333	1,816,000	
201 - Street lighting	10,776	15,875	5,099	19,050	Underspend is due to less repairs and maintenance expenses incurred on street lights.
341 - Commonwealth Aged Care Package	73,374	101,858	28,483	122,229	Underspend is due to staff absences and vacant positions.
342 - Indigenous Aged Care Employment	91,656	154,223	62,567	185,067	Underspend is due to staff absences and vacant positions.
344 - Commonwealth Home Support Program	109,862	120,061	10,199	144,073	Underspend is due to staff absences and vacant positions.
346 - Indigenous Broadcasting	14,269	30,932	16,663	37,118	Underspend is due to vacant position for almost six months of the reporting period.
350 - Centrelink	79,599	87,834	8,235	105,401	Not much variance

Activity Listing	Apr-19 Actual	Apr-19 Budget	Apr-19 Variance	Annual Budget	Activity Explanation
355 - National Disability Insurance Scheme	1,503	0	1,503	0	Spent on vehicles repair and maintenance, will fix in next budget revision.
356 - NDIS – Information, Linkages and Capacity Building	0	1,333	1,333	1,600	
381 - Animal Control	3,093	2,167	926	2,600	The budget is for head quarter staff accommodation while visiting community. Overspend will be fixed in next budget revision.
401 - Night Patrol	204,469	265,003	60,534	318,004	Underspend is due to staff absences and vacant positions.
404 - Indigenous Sports and Rec Program	26,897	36,833	9,936	44,199	Underspend is due to staff absences and vacant positions.
405 - Sports & Rec - AFL Mens Competition 2018	91	81	10	97	The project is completed and whole year budget is expensed.
407 - Remote Sports and Recreation	2,082	833	1,249	1,000	Overspend is on staff visitor accommodation(VOQ). The budget will be adjusted at second revision.
415 - Indigenous Youth Reconnect	191,156	202,578	11,422	243,094	Underspend is mainly due to vacant positions/staff absences.
416 - Youth Vibe Grant	1,631	1,417	214	1,700	The project is completed and whole year budget is expensed.
469 - SPG - Remote Australia Strategy	51,192	42,660	8,532	51,192	The project is completed and whole year budget is expensed.
485 - Ngukurr and Numbulwar Fight Hub	0	198,778	198,778	238,534	
Sub Total	1,628,226	3,578,426	1,950,200	4,294,111	
Other Services					
326 - NDRRA (Natural Disaster Relief & Recovery Arrangements)	2,008	0	2,008	0	The amount was spent during cyclone Trevor evacuation.
490 - Numbulwar Waste Management Facility	0	1,445	1,445	1,734	
Sub Total	2,008	1,445	563	1,734	
Grand Total	3,786,626	6,590,375	2,803,749	7,908,450	

GENERAL BUSINESS



ITEM NUMBER	18.6
TITLE	Goverance Report - Numbulwar Local Authority Project Register Update
REFERENCE	821924
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Numbulwar Local Authority receive and note the report on the Local Authority Project funding.**

BACKGROUND

Since 2014, the Numbulwar Local Authority has received a total of \$ 750,046 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 Numbulwar Local Authority have allocated funds to and the amount of funds that is yet to be allocated to projects.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

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

Numbulwar Local Authority Project Funding - as at 27.05.2019

Funding received from Department	Income	Funds allocated	Remaining Unallocated Funds	
2014-15	\$ 143,542.00	\$ 143,542.00		
2015-16	\$ 143,542.00	\$ 143,542.00		
2016-17	\$ 143,542.00	\$ 143,542.00		
2017-18	\$ 159,710.00	\$ 175,899.00	\$ 11,595.04	Carry-forward to 2018-19 FY
2018-19	\$ 159,710.00	\$ 171,305.04	-\$ 10,508.33	
Total	\$ 750,046.00	\$ 777,830.04	\$ 1,086.71	

Project ID	Projects funding has been allocated to:	Prject Budget	Actual Cost	Project Status
2113802	Basketball Courts (Seating and Fencing)	\$ 27,000.00		\$27000 allocated on 12/06/2018
2113803	Design and Costing Planning for Oval upgrade	\$ 15,000.00		\$15000 allocated on 12/06/2018; Incorporate into road up grade
2113805	New/Upgrade Toilets at the Airport	\$ 97,000.00		\$87000 allocated on 12/06/2018 \$10,000 allocated on 09/10/2018; EOI submitted to NLC. Waiting for design.
2113806	Playground equipment.	\$ 106,305.04		\$ 40,000 Allocated on 09/10/2018 \$66,305.04 Allocated on 20/02/2019. waiting for quotes from suppliers.
	Total for current projects in progress	\$ 245,305.04	\$ -	
	Total for completed projects	\$ 532,525.00	\$ 503,654.25	
	Grand Total	\$ 777,830.04	\$ 503,654.25	