



**AGENDA**

**URAPUNGA LOCAL AUTHORITY MEETING**

**TUESDAY, 10 DECEMBER 2019**

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

- Tuesday, 10 December 2019
- The Council Office, Urapunga
- Commencing at 3:00pm

Your attendance at the meeting will be appreciated.

Phillip LUCK  
**Chief Executive Officer**

## **URAPANGA CURRENT MEMBERSHIP:**

### **List Members of LA**

#### **Elected Members**

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

#### **Appointed Members**

- 1. Clifford DUNCAN**
- 2. Antonella PASCOE**
- 3. Paul JEFFS**
- 4. Edna NELSON**
- 5. Elaine DUNCAN**
- 6. Amanda JEFFS**

**MEMBERS: 9**

**COUNCIL: 3**

**LA: 6**

**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.***

***N.B. 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 Rijnul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”



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## **CONFIRMATION OF PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	5.1
<b>TITLE</b>	Confirmation of Previous Minutes
<b>REFERENCE</b>	876301
<b>AUTHOR</b>	Ashleigh Anderson, Local Authority Coordinator

### **RECOMMENDATION**

**That the Urapunga Local Authority:**

- (a) **Confirms the minutes from the meeting held on 21 February 2019 as a correct record of that meeting and its decisions; and**
- (b) **Confirms the minutes taken at the Urapunga Local Authority Meeting held on 13 August 2019 to be a correct record of that meetings decisions and proceedings.**

### **BACKGROUND**

The Urapunga Local Authority met on Tuesday 13 August 2019 at 3:00pm and held a **provisional** meeting on that day. Due to lack of quorum, the minutes from the previous meeting held on 21 February 2019 were not confirmed.

Attached are the recorded minutes from those meetings.

The next scheduled Urapunga Local Authority meeting is on Tuesday 18 February 2020 at 3:00pm.

### **ISSUES/OPTIONS/SWOT**

*Nil*

### **FINANCIAL CONSIDERATIONS**

*Nil*

### **ATTACHMENTS:**

- 1 Urapunga Local Authority 2019-02-21 [796328].DOCX
- 2 Urapunga Local Authority 2019-08-13 [843822].DOCX



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MINUTES OF THE URAPUNGA LOCAL AUTHORITY MEETING #1 OF THE  
ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE URAPUNGA ON  
THURSDAY, 21 FEBRUARY 2019 AT 1300HRS

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Mayor Judy MacFARLANE

**1.2 Local Authority Members**

Annie DANIELS

Antonella PASCOE

Clifford DUNCAN

Elaine DUNCAN

Richard COLLINS

**1.3 Staff**

Sharon HILLEN, Acting Chief Executive Officer;  
Cristian COMAN, Manager – Governance and Corporate Planning;  
Ashleigh ANDERSON, Governance Officer;  
Kristen MUNCKTON, Area Manager – Area Manager, Roper Region  
Trevor MUNCKTON, Acting Council Services Coordinator, Urapunga

**1.4 Guests**

Amanda HAIGH, Regional Manager, Department of Local Government, Housing  
and Community Development;  
Rodney HOFFMAN – Community Development Officer, Department of Local  
Government, Housing and Community Development;  
Keegan WILLIAMS – Community Development Officer, Department of Local  
Government, Housing and Community Development;  
17 residents of URAPUNGA Community

**2. MEETING OPENED**

Urapunga Local Authority Meeting declared open at 1:02pm with **Quorum**.

**3. WELCOME TO COUNTRY**

Mayor opened Meeting and led Local Authority in reciting Pledge

**4. APOLOGIES AND LEAVE OF ABSENCE****4.1 APOLOGIES AND LEAVE OF ABSENCE**

1/2019 RESOLVED (Clifford DUNCAN/Annie DANIELS) Carried

- (a) That the Urapunga Local Authority accepts the apologies of Councillor Owen TURNER and Councillor Eric ROBERTS.

**4.2 APOLOGIES**

2/2019 RESOLVED (Elaine DUNCAN/Clifford DUNCAN) Carried

- (a) That the Urapunga Local Authority does not accept the apologies of Cleven WOODS

**5. CONFIRMATION OF PREVIOUS MINUTES**

Nil – this meeting was the inaugural meeting of the Urapunga Local Authority

**6. CALL FOR ITEMS OF OTHER BUSINESS****7. DISCLOSURES OF INTEREST**

*There were no declarations of interest at this Urapunga Local Authority*

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

- (a) That the Urapunga Local Authority resolved to include item No. 12.1 and 12.2 in Action List.

**9. INCOMING CORRESPONDENCE**

Nil

**10. OUTGOING CORRESPONDENCE**

Nil

**11. GENERAL BUSINESS****11.1 LOCAL AUTHORITY INFORMATION BOOKLET**

3/2019 RESOLVED (Annie DANIELS/Elaine DUNCAN) Carried

- (a) That the Urapunga Local Authority receives and notes Local Authority Information Booklet

**11.2 NEW LOCAL AUTHORITY MEMBERS TRAINING - DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.**

4/2019 RESOLVED (Clifford DUNCAN/Antonella PASCOE) Carried

- (a) That the Urapunga Local Authority receives and notes New Local Authority Members Training.



**11.3 THE DRAFT BURIAL AND CREMATION BILL 2018 REPORT - DHCD**

5/2019 RESOLVED (Elaine DUNCAN/Antonella PASCOE) Carried

- (a) That the Urapunga Local Authority receives and notes The Draft Burial and Cremation Bill 2018 report.

**11.4 CREATING JOBS IN URAPANGA: NEW FACILITIES FOR RECREATIONAL FISHERS**

6/2019 RESOLVED (Annie DANIELS/Clifford DUNCAN) Carried

- (a) That the Urapunga Local Authority receives and notes report.

**11.5 ELECTED MEMBERS REPORT**

7/2019 RESOLVED (Antonella PASCOE/Annie DANIELS) Carried

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

**11.6 COUNCIL SERVICES REPORT**

8/2019 RESOLVED (Clifford DUNCAN/Elaine DUNCAN) Carried

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

**11.7 COMMUNITY SAFETY REPORT**

9/2019 RESOLVED (Richard COLLINS/Annie DANIELS) Carried

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

**11.8 MOBILE BLACK SPOT COVERAGE AT URAPANGA**

10/2019 RESOLVED (Clifford DUNCAN/Annie DANIELS) Carried

- (a) The Urapunga Local Authority notes the proposal is ineligible for Local Authority Grants Funding and therefore rejects it.

**11.9 GUIDELINE 8**

11/2019 RESOLVED (Annie DANIELS/Clifford DUNCAN) Carried

- (a) That the Urapunga Local Authority receives and notes the revised Ministerial Guideline 8 pertaining to Local Authorities.

**11.10 PROJECT FUNDING GUIDELINES**

12/2019 RESOLVED (Elaine DUNCAN/Antonella PASCOE) Carried

- (a) That the Urapunga Local Authority receives and notes Local Authority Project Funding Guidelines.

**11.11 URAPUNGA LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE**

13/2019 RESOLVED (Elaine DUNCAN/Clifford DUNCAN) Carried

- (a) That the Urapunga Local Authority receives and notes Financial (Expenditure) Report for the second Quarter of 2018-19 financial year;
- (b) That the Urapunga Local Authority receives and notes Local Authority Project Register Update Report as at 31 January 2019.

**12. OTHER BUSINESS****12.1 Toilet Block**

14/2019 RESOLVED (Antonella PASCOE/Annie DANIELS) Carried

- (a) That the repairs and upgrades to the Urapunga Toilet Block be included in the Action List

**12.2 CDP ROOM**

15/2019 RESOLVED (Elaine DUNCAN/Annie DANIELS) Carried

- (a) That the repairs and upgrades to the Community Development Programme Room to be included in the Action List.

**12.3 SPECIAL PURPOSE GRANT (ESTABLISHMENT)**

16/2019 RESOLVED (Antonella PASCOE/Clifford DUNCAN) Carried

- (a) That the Urapunga Local Authority receives and notes the purpose of the Special Purpose (Establishment) Grant, and the matters on which it may be used – Waste Management Facility, fencing, trees for shading, roads upgrades, town planning, and solar lighting.

**12.4 STREET LIGHTS**

17/2019 RESOLVED (Annie DANIELS/Antonella PASCOE) Carried

- (a) That the Urapunga Local Authority receives and notes update from the Acting Chief Executive Officer pertaining to the street lighting in Urapunga.

**12.5 URAPUNGA DEVELOPMENT PLAN**

18/2019 RESOLVED (Antonella PASCOE/Richard COLLINS) Carried

- (a) That the Urapunga Local Authority receives and notes the Urapunga Community Development Plan.

**13. CLOSE OF MEETING**

The meeting terminated at 1434hrs.

THIS PAGE AND THE PRECEEDING 5 PAGES ARE THE MINUTES OF THE Urapunga Local Authority Meeting HELD ON Thursday, 21 February 2019 and on Tuesday, 09 April 2019 CONFIRMED .

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Chairperson



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MINUTES OF THE URAPUNGA LOCAL AUTHORITY MEETING HELD AT THE  
COUNCIL OFFICE, URAPUNGA ON TUESDAY, 13 AUGUST 2019 AT 3:00PM

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

- Mayor Judy MacFARLANE

**1.2 Appointed Members**

- Antonella PASCOE
- Clifford DUNCAN – **Chairperson**
- Paul JEFFS

**1.3 Staff**

- Phillip LUCK – Chief Executive Officer
- Chris KASSMAN – Council Services Coordinator (Ngukurr)
- Paul WILSON – Council Services Coordinator (Urapunga)
- Rebecca BURRIE – Veterinarian
- Ashleigh ANDERSON – Local Authority Coordinator

**1.4 Guests**

- Hannah DUNCAN
- Heston TYSON
- Katrina ROY
- Bessie MOORE
- Lansen PADDY
- Nigel MOORE
- Erica NELSON
- Rodney HOFFAN - Department of Local Government, Housing and Community Development

**2. MEETING OPENED**

The Urapunga Local Authority Meeting opened at 15.08pm as a **PROVISIONAL** meeting. The Chairperson welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

**3. WELCOME TO COUNTRY**

**4. APOLOGIES AND LEAVE OF ABSENCE****4.1 APOLOGIES AND LEAVE OF ABSENCE**

- (a) That the Urapunga Local Authority accepts the apologies of Local Authority member Edna NELSON, noting that Councillor Eric ROBERTS, Councillor Owen TURNER and Local Authority Member Elaine DUNCAN did not tender an apology.

**5. CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES****RECOMMENDATION**

- (a) That the Urapunga Local Authority recommends that the previous minutes from the meeting of 21 February 2019 be confirmed as a true and accurate record at the next Urapunga Local Authority Meeting.

**6. CALL FOR ITEMS OF OTHER BUSINESS****7. DISCLOSURES OF INTEREST**

*There were no declarations of interest at this Urapunga Local Authority.*

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

19/2019 RESOLVED (Paul JEFFS/Judy MacFARLANE)

*CARRIED*

- (a) That the Urapunga Local Authority receives and notes the Action List;  
(b) That the Urapunga Local Authority recommends that the following items be added to the Action List:
- The Urapunga Playground
  - Bollards for the Cemetery
  - Urapunga Roads
  - Community Space

**9. INCOMING CORRESPONDENCE**

*Nil*

**10. OUTGOING CORRESPONDENCE**

*Nil*

**11. GENERAL BUSINESS****11.1 LA001 - LOCAL AUTHORITY POLICY**

20/2019 RESOLVED (Paul JEFFS/Clifford DUNCAN)

*CARRIED*

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

**11.2 ELECTED MEMBER REPORT**

21/2019 RESOLVED (Judy MacFARLANE/Paul JEFFS) *CARRIED*

- (a) That the Urapunga Local Authority receives and notes the Elected Member Report;
- (b) That the Urapunga Local Authority recommends that Buddawaka Station be include in the Homeland Services Investigation request to the Department of Local Government, Housing and Community Development.

**11.3 CHAIRPERSON FOR THE LOCAL AUTHORITY**

22/2019 RESOLVED (Judy MacFARLANE/Clifford DUNCAN) *CARRIED*

- (a) That the Urapunga Local Authority receives and notes the information regarding the appointment of a Chairperson of the Urapunga Local Authority;
- (b) That the Urapunga Local Authority appoints Clifford DUNCAN as Chairperson for a period of 12 Month(s).

**11.4 YOUR VOICE, YOUR COMMUNITY CAMPAIGN**

23/2019 RESOLVED (Paul JEFFS/Clifford DUNCAN) *CARRIED*

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

**11.5 ANIMAL MANAGEMENT REPORT**

24/2019 RESOLVED (Judy MacFARLANE/Antonella PASCOE) *CARRIED*

- (a) That the Urapunga Local Authority receives and notes the animal management report from May 2019;
- (b) That the Urapunga Local Authority receives and notes the information regarding Animal Mangement Bi-Laws.

**11.6 ANNUAL CIVIC EVENTS AND FESTIVAL COMMITMENTS**

25/2019 RESOLVED (Paul JEFFS/Clifford DUNCAN) *CARRIED*

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

**11.7 GOVERNANCE REPORT - LOCAL AUTHORITY  
PROJECT REGISTER UPDATE****26/2019 RESOLVED (Paul JEFFS/Clifford DUNCAN)***CARRIED*

- (a) That the Urapunga Local Authority receives and notes the updated report on Local Authority Project Funding as at 21 July 2019;
- (b) That the Urapunga Local Authority approves in principle that the \$45,000 of Local Authority Project Funding received from Ngukurr Local Authority be allocated towards the repairs, maintenance and upgrades of the Public Toilet Block.

**11.8 COUNCIL FINANCIAL REPORT - JUNE 2019  
EXPENDITURE REPORT****27/2019 RESOLVED (Judy MacFARLANE/Clifford DUNCAN)***CARRIED*

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

**11.9 DRAFT LOCAL GOVERNMENT BILL****28/2019 RESOLVED (Paul JEFFS/Judy MacFARLANE)***CARRIED*

- (a) That the Urapunga Local Authority receives and notes the Local Government Bill presentation from the Department of Local Government, Housing and Community Development.

**12. OTHER BUSINESS****12.1 VENUE FOR THE LOCAL AUTHORITY MEETINGS****29/2019 RESOLVED (Antonella PASCOE/Clifford DUNCAN)***CARRIED*

- (a) That the Urapunga Local Authority requests that a letter be written to Sunrise Health Clinic about the possibility of booking a conference room to conduct the Urapunga Local Authority meetings during the wet season.

**13. CLOSE OF MEETING**

The meeting terminated at 5:03pm.

This page and the preceding pages are the minutes of the Urapunga Local Authority meeting held on tuesday, 13 August 2019 and confirmed Tuesday, 22 October 2019.

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Chairperson Clifford DUNCAN

**BUSINESS ARISING FROM PREVIOUS MINUTES**

<b>ITEM NUMBER</b>	15.1
<b>TITLE</b>	Action List
<b>REFERENCE</b>	876532
<b>AUTHOR</b>	Ashleigh Anderson, Local Authority Coordinator

**RECOMMENDATION:**

That the Urapunga Local Authority:

- (a) **Receives and notes the Action List;**
- (b) **Approves the removal of all completed Action List items.**

**Current Actions**

Date	Item No	Agenda Item	Action Required	Responsible Person	Status	Update
21.02.19	12.1	Toilet Block	Repair/Upgrade Urapunga Toilet Block	GM IS&S, GM CS&E	In Progress	99% completed. Requires hand wash basin and external garden tap which have been sourced and funded.
21.02.19	12.2	Office	Repairs to Office Depot	GM IS&S, GM CS&E	In Progress	Council staff have purchased some equipment and made office and depot functional. Any further upgrade needs to consider the future use of areas and undertake further Community consultation.
13.08.19	8.1	Urapunga Playground	Installation of Playground in Urapunga	GM IS&S	In Progress	Installation underway 50% complete
13.08.19	8.1	Bollards for Cemetery	Installation of Bollards for Urapunga Cemetery	GM IS&S	In Progress	Consultation with TOs undertaken with agreement to proceed as soon as Section 19 approved.
13.08.19	8.1	Roads	Repairs and Upgrades	GM IS&S	Ongoing	Awaiting surveyors and for builders to complete houses before commencement.
13.08.19	12.1	LA Meeting Venue	Letter to be written to sunrise regarding use of facilities for LA Meetings	CEO	Completed	Arrangement for use successfully negotiated with Sunrise Health



**Long Term and Advocacy**

Date	Item No	Agenda Item	Action Required	Responsible Person	Status	Update
13.08.19	12.2	Community Hall	Funding to be sought for Community Hall	CEO, GM IS&P	Ongoing	Stakeholder consultation required to develop concept prior to regulatory approvals and funding being sought

**ATTACHMENTS:**

There are no attachments for this report.

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.1
<b>TITLE</b>	Elected Member Report
<b>REFERENCE</b>	875594
<b>AUTHOR</b>	Ashleigh Anderson, Local Authority Coordinator

**RECOMMENDATION**

**That the Urapunga Local Authority receives and notes the Elected Member Report.**

**BACKGROUND**

The Elected Member Report provides Local Authorities with a summary of the decisions made at Ordinary Meetings of Council and Committee meetings since the previous Local Authority Meeting. The aim of this report is to convey the information from those meetings to the Local Authority members, and then from the Local Authority to the wider community.

Complete details of all Council, Committee and Local Authority agendas and minutes, are publicly available at [www.ropergulf.nt.gov.au](http://www.ropergulf.nt.gov.au) and can be provided upon request and all the Roper Gulf Regional Council offices.

**The Ordinary Meeting of Council was held in Beswick on Wednesday 30 October 2019 decisions includes that Council:**

- Receives and notes the Yugul Mangi Ward Report;
- Receives and notes the planned building upgrades to the Ngukurr Police complex;
- Draws the winner of the 2019 Community Satisfaction Survey – Daphne MAWSON was named as the winner;
- Receives and notes the Local Authority Project updates;
- Receives and notes the incoming correspondence pertaining to opening of the Oval lights on 7 December 2019;
- Receives and notes the request from Ms. Colleen HAMPTON pertaining to the Memorial Plaque and Ngukurr Church;
- That footpaths in communities be added as an Action List item.

**The Roads Committee Meeting and Finance Committee meeting were held in Katherine on Wednesday 27 November 2019, the resolutions from those meetings were unavailable at the time the Agenda was created and will be publicly available on the Roper Gulf Regional Council website within 10 days post meeting, and be presented at the next Local Authority meeting in 2020.**

**ATTACHMENTS:**

**GENERAL BUSINESS**

<b>ITEM NUMBER</b>	11.2
<b>TITLE</b>	Council Services Report
<b>REFERENCE</b>	876541
<b>AUTHOR</b>	Gaven Young, Council Services Coordinator

**RECOMMENDATION**

**That the Urapunga Local Authority receives and notes the Council Services Report.**

**Core Services***111 – Councils Services General*

- With the appointment of the Council Services Coordinator, Service delivery will continue to be developed and implemented while monitoring and reviewing Activity budgets as required;
- The Council Service Coordinator is seeking information from the Community about the cemetery areas to identify grave sites and prepare for new Cemetery Management legislation. This will assist with the plotting of existing burial boundaries. A Surveyor will be engaged to ensure proposed fence does not encroach other land;
- The Vet and Animal Management worker have visited Urapunga to provide services; and
- The Housing Officer from Ngukurr has also visited to carry out inspections and completed documentation as required by Territory Housing.

*160 – Municipal Services*

- Waste Management Facility is being continually monitored, capping is taking place as required and all builders waste is under control;
- A contractor is due to commence the burying of all the old cars that have been stacked at the facility. This is set for completion mid December 2019;
- A new Municipal Officer, Barry Mawson, has been appointed to assist the CSC in the day to day operations;
- The Community has an excellent process with the household bins which are emptied Monday, Wednesday and Friday. The alternate days are serviced by the picking up of all sundry litter; and
- Staff will be trialing a new spring which holds the bin lid shut regardless of which way the bin is directed. These are intended to prevent spillage and animals raiding the bins.
- Weed management and spraying 'yellow flower prickles' will be a priority in the coming weeks.

*164 – Local Emergency Management*

- The Council Services Coordinator is currently working on an updated Emergency Plan with local Authorities and stakeholders.

**Agency Services***Community Development Program (CDP)*

- This has commenced with a new provider, MYCDP. Council and MYCDP have signed a Host Agreement so that both parties can liaise for Community projects and activities where possible.

*348 – Library*

- Council operates a Library in Ngukurr. The Urapunga residents are welcome to visit or discuss how they might be able to access this service with relevant staff.

*350 – Centrelink*

- These services are available at the Council Office Complex in Ngukurr.

401- *Night patrol*

- The Ngukurr Night Patrol has travelled over to Urapunga to fulfill their duties.

404 – *Indigenous Sports and Recreation*

- Ngukurr Sport and Recreation staff have visited Urapunga to do engage with the children. Further consultation will occur over the coming months to investigate how they might be able to take advantage of the Pool and Sports activities; and
- The Council Services Coordinator has spoken with the Urapunga shop who are willing to take the children over to Ngukurr to utilise the Pool facilities.

**Other / Miscellaneous**

*Projects*

- The Urapunga public toilet refurbishment is 99% completed; and
- The Playground cover and soft fall has commenced and is 50% completed.

**ATTACHMENTS:**

There are no attachments for this report.

**GENERAL BUSINESS**

**ITEM NUMBER** 11.3  
**TITLE** Council Financial Report - October 2019  
Expenditure Report

**REFERENCE** 871583

**AUTHOR** Lokesh ANAND, Chief Financial Officer

**RECOMMENDATION**

**That the Urapunga Local Authority receives and note the Financial (Expenditure) Report for the month of October 2019.**

**BACKGROUND**

As per the Guideline 8 of the *Local Government Act 2008*, the council is to submit a current financial report of actual expenditure against the latest approved budget for the local authority area

**ISSUES/OPTIONS/SWOT**

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

**Directorate of Corporate Governance:**

The total of underspends under this directorate is \$21,538. The major activity contributed to this underspend is Activity 115 – Mobile Fleet and Equipment (\$6,667). The expense for buying rubbish trailer has not been incurred yet. Activity 138 – Local Authority Projects (\$40,000) has not yet been allocated and spent.

**Directorate of Commercial Services:**

The total of underspends under this directorate is \$65,250. The major activity contributing to this underspend is Activity 431 SPG – Vitalisation of Rittarangu Town (\$66,667). Project is in progress and suppliers invoices not received and paid yet.

**Directorate of Council and Community Services:**

The total overspends under this directorate is \$5,746. The major activity contributing to this overspend is Activity 200 – Local Roads Maintenance (\$20,000). The budgeted expense is on Location 10 and will be adjusted in amended budget. There are few activities where the actual expense incurred is less than budget:

- Municipal Services \$6,325 due to vacant position
- Night Patrol \$2,848 due to no request for repair received yet.

**FINANCIAL CONSIDERATIONS**

*Nil*

**ATTACHMENTS:**

- 1 Urapunga Local Authority - Expenditure Report 31.10.2019.pdf

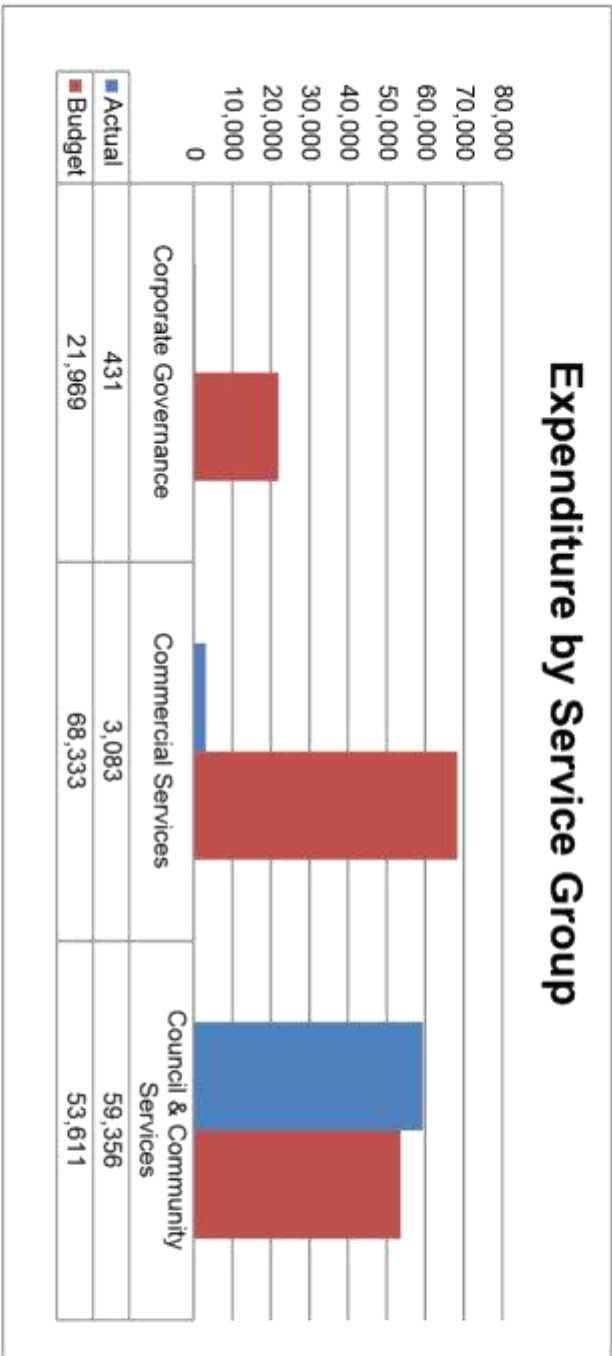
# Roper Gulf Regional Council Urapunga

## Expenditure Report as at 31 October 2019

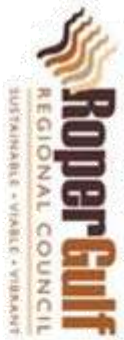


Expenditure by Service	Oct 2019 Actual	Oct 2019 Budget	Oct 2019 Variance	Annual Budget	Percentage of Budget Spent
Corporate Governance	431	21,969	21,538	65,908	2%
Commercial Services	3,083	68,333	65,250	205,000	5%
Council & Community Services	59,356	53,611	5,746	160,832	111%
<b>Total Expenditure</b>	<b>62,871</b>	<b>143,913</b>	<b>81,043</b>	<b>431,740</b>	<b>44%</b>

### Expenditure by Service Group



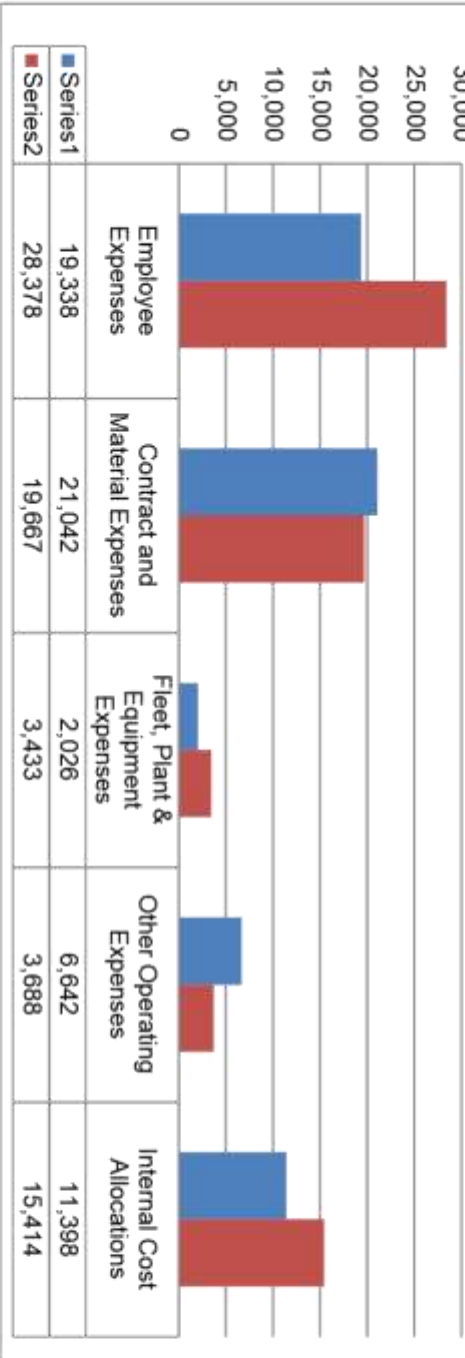
# Roper Gulf Regional Council Urapunga



## Expenditure Report as at 31 October 2019

Expenditure by Account Category	Oct 2019 Actual	Oct 2019 Budget	Oct 2019 Variance	Annual Budget	Percentage of Budget Spent
Employee Expenses	19,338	28,378	9,040	85,134	68%
Contract and Material Expenses	21,042	19,667	1,375	59,000	107%
Fleet, Plant & Equipment Expenses	2,026	3,433	1,407	10,300	59%
Other Operating Expenses	6,642	3,688	2,954	11,063	180%
Internal Cost Allocations	11,398	15,414	4,017	46,243	74%
Capital Expenditure	2,425	73,333	70,908	220,000	3%
<b>Total Expenditure</b>	<b>62,871</b>	<b>143,913</b>	<b>81,043</b>	<b>431,740</b>	<b>44%</b>

### Expenditure by Account Category



## Roper Gulf Regional Council Urapunga Expenditure Report as at 31 October 2019



Activity Listing	Oct 2019 Actual	Oct 2019 Budget	Oct 2019 Variance	Annual Budget	Explanation
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### Corporate Governance

115 - Asset Management - Mobile Fleet & Equipment	0	6,667	6,667	20,000	Procurement currently in process for new rubbish trailer
132 - Local Authority	431	1,969	1,538	5,908	The budget is for LA members' allowance and catering expense for Local Authority meetings. The underspend is due to members' absence from meetings.
138 - Local Authority Project	0	13,333	13,333	40,000	Please see attached Project Register for further details
<b>Corporate Governance Total</b>	<b>431</b>	<b>21,969</b>	<b>21,538</b>	<b>65,908</b>	

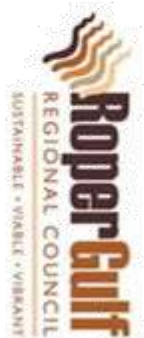
### Commercial Serv.

241 - Airstrip maintenance Contracts	1,648	1,667	18	5,000	Immaterial Variance
314 - Service Fee - CDP	1,435	0	1,435	0	The CDP program was finished on 30.06.2019. Some of the invoices for the period prior to 30 June were received late for payment. The budget will be adjusted at first revision.
431 - SPG - Vitalisation of Ritirangu Town	0	66,667	66,667	200,000	The project is in progress. The suppliers invoices are not yet received for payment.
<b>Commercial Serv. Total</b>	<b>3,083</b>	<b>68,333</b>	<b>65,250</b>	<b>205,000</b>	



# Roper Gulf Regional Council Urapunga

## Expenditure Report as at 31 October 2019



Activity Listing	Oct 2019 Actual	Oct 2019 Budget	Oct 2019 Variance	Annual Budget	Explanation
<b>Council &amp; Comm. Serv</b>					
111 - Council Services General	28,530	29,116	585	87,347	Immaterial variance
160 - Municipal Services	9,580	15,905	6,325	47,715	The underspend is on salaries and wages due to vacant CSC's position for first few months.
161 - Waste management	667	1,559	892	4,677	Immaterial variance
164 - Local Emergency Management	122	350	228	1,050	
200 - Local roads maintenance	20,000	0	20,000	0	The expenditure is incurred on sealed road shoulder repairs. The budget will be adjusted at first revision.
201 - Street lighting	432	3,000	2,568	9,000	
401 - Night Patrol	0	2,848	2,848	8,543	The budget is kept for lights repairs & maintenance and power bills. Only one electricity bill has been received for this activity for this period.
416 - Youth Vibe Grant	26	833	808	2,500	The budget is for vehicles' repair and maintenance. No cost has been incurred for any vehicle for this period.
					The funds will be spent in the upcoming school holidays.
<b>Council &amp; Comm. Serv Total</b>	<b>59,356</b>	<b>53,611</b>	<b>5,746</b>	<b>160,832</b>	
<b>Total Expenditure</b>	<b>62,871</b>	<b>143,913</b>	<b>81,043</b>	<b>431,740</b>	

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11s.4
<b>TITLE</b>	Governance Report - Local Authority Project Register Update
<b>REFERENCE</b>	871685
<b>AUTHOR</b>	Lokesh ANAND, Chief Financial Officer

**RECOMMENDATION**

**That the Urapunga Local Authority receives and notes the report on the Local Authority Project funding.**

**BACKGROUND**

Since formation in 2018-2019 financial year, the Urapunga Local Authority has received \$20,000 in Local Authority Project Funding from the Department of Local Government, Housing and Community Development.

The grant funding of \$20,000 for Financial Year 2019-2020 hasn't been received yet.

The total unallocated funds as at 25 November 2019 as per the attached report are \$20,000. Local Authority members need to consider town priorities and allocate these funds for any such project/s.

**ISSUES/OPTIONS/SWOT**

*Nil*

**FINANCIAL CONSIDERATIONS**

*Nil*

**ATTACHMENTS:**

- 1 Urapunga Local Authority Project Register 25.11.2019.pdf

**Urapunga Local Authority Project Funding - As at 25.11.2019**

Funds received from Department	\$	20,000.00
Funds allocated to projects by Local Authority Members	\$	-
Surplus/(Deficit) from completed projects	\$	-
<b>Remaining Unallocated funds</b>	<b>\$</b>	<b>20,000.00</b>
Funding 2019-20 (Not yet received)	\$	20,000.00

Project ID	Projects	Prjct Budget	Actual Expenditure	Project Status
	Total for current projects in progress			
	Total for completed projects			
	<b>Grand Total</b>	\$ -	\$ -	