

AGENDA

URAPUNGA LOCAL AUTHORITY MEETING

TUESDAY, 13 AUGUST 2019

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

- Tuesday, 13 August 2019 at
- The Council Office, Urapunga
- Commencing at 15.00 hrs

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. Garry REEVE – Resignation to be confirmed by Council**

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 Rijinul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

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CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 826500
AUTHOR Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Urapunga Local Authority confirms the previous minutes from the Urapunga Local Authority meeting held on 21 February 2019 as a true and accurate record of that meeting.**

BACKGROUND

The Urapunga Local Authority met for its inaugural meeting on Thursday 21 February 2019 at 15.00.

The previously scheduled Urapunga Local Authority meeting was set to be held on Tuesday 09 April 2019 at 15.00. However, this meeting was cancelled due to lack of quorum.

The previously scheduled Urapunga Local Authority meeting was set to be held on Tuesday 11 June 2019 at 15.00. However, this meeting was cancelled due to lack of quorum.

Attached are the recorded minutes from the meeting of 21 February 2019.

ATTACHMENTS:

- 1 Urapunga Local Authority 2019-02-21 [796328].DOCX



**MINUTES OF THE INAUGURAL URAPUNGA LOCAL AUTHORITY MEETING
HELD AT THE URAPUNGA ON THURSDAY, 21 FEBRUARY 2019 AT 1300HRS**

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

MEETING OPENED

Urapunga Meeting declared open at 13:02hrs with **Quorum**.

WELCOME TO COUNTRY

Mayor opened Meeting and led Local Authority in reciting Pledge

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 Clevon WOODS

CONFIRMATION OF PREVIOUS MINUTES

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

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.

INCOMING CORRESPONDENCE

Nil

OUTGOING CORRESPONDENCE

Nil

BUSINESS ARISING

Nil

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.

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.**

CLOSE OF MEETING

The meeting terminated at 1434hrs.

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

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 840468
AUTHOR Ashleigh Anderson, Local Authority Coordinator

**RECOMMENDATION:**

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

Date	Title	Comments	Responsible Person	Status	Update
21.02.19	Repair and Upgrade – Toilet Block	Repairs and upgrades to the Urapunga Toilet Block	AM / CSC	New	Scoped, procurement of supplies and services being sought
21.02.19	Community Development Program Room	Repairs to the Office (formally CDP Room)	AM / CSC	New	Uraunga CDP is now with myCDP Ngukurr. Council will use building as office and depot.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.1
TITLE	LA001 - Local Authority Policy
REFERENCE	826501
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (a) **That the Urapunga 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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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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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,

GENERAL BUSINESS

ITEM NUMBER	11.2
TITLE	Elected Member Report
REFERENCE	839864
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

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

BACKGROUND

The Elected Members report provides Local Authorities with a summary of the Agenda items and decisions made at 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 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.

At the Special Meeting of Council held in Katherine on Tuesday 25 June 2019 decisions include:

- That Council appoints the preferred candidate, **Mr. Phillip LUCK**, to the position of Chief Executive Officer in accordance with the *Local Government Act 2008* s100(4), and pursuant to the conditions outlined in the Contract of Employment.

At Ordinary Meeting of Council held in Katherine on Wednesday 26 June 2019 decisions include:

- That Council receives and notes the following Ward Reports:
 - South West Gulf Ward Report;
 - Never Never Ward Report;
 - **Yugul Mangi Ward Report;**
 - Nyirrangulung Ward Report;
 - Numbulwar Numbirindi Ward Report.
- That Council approves the minutes of the Ngukurr Local Authority from the minutes of 11 June 2019;
- That Council calls for nominations for the Urapunga Local Authority.

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

- That Council receives and notes acquittal of the Special Purpose Grant of \$322,500 (GST Exclusive) for the purchase of three (3) front end loaders;
- That Council acknowledge the funding received from the Northern Territory Government in respect of the project;
- That Council receives and notes the draft 2019-20 Regional Plan;
- That Council resolves to put the draft 2019-20 Regional Plan out for public consultation for 21 days as prescribed by applicable law;
- That Council sign, date and seal one copy of the contract for National Agent and Access Point Services, valued at \$741,748 (GST exclusive);
- That Council approves the Energy Efficient and Sustainability Grant of \$90,000 (GST Exclusive), provided by the Department of Local Government, Housing and Community Development, by signing and dating one copy of the agreement;

- That Council acknowledge the Department of Local Government, Housing and Community Development for its support in respect of the project;
- That Council receives and notes the Local Authority Projects updates as at June 2019;
- That Council receives and notes the report on the Section 19 Lease for the Ngukurr Swimming Pool;
- That Council ensures that the Ngukurr Pool remains a standing item on the Ngukurr Local Authority Meeting Agenda;
- That Council receives and notes *Local Government Act* review presentation;
- That Council receives and notes update pertaining to By-Laws development;
- That Council holds a workshop pertaining to By-Laws development on Monday 22 July 2019 commencing at 1330hrs;
- That Council receives and notes the Mayor has been accepted as an executive of LGANT representing Regional Councils and Shires;
- That Council request from the Department of Local Government, Housing and Community Development information regarding the eligibility for homeland services to Jawa, Turkey Lagoon and Ganiyarrang (Rose Hill) and Lake Katherine;
- That Council appoints the Chief Executive Officer as the authorized person to sign the deed of funding – cyclone shelter Ngukurr and Borroloola sports courts;
- That Council approves the late nomination and appoints Michelle FARRELL to the Ngukurr Local Authority
- That Council receives and notes the report regarding Local Authority Chairperson appointment in accordance with the *Local Government Act 2008* s.61(1)(a);
- That Council requests each Local Authority nominate a chairperson for a period of twelve (12) months.

At Ordinary Meeting of Council held in Katherine on Wednesday 24 July 2019 decisions include:

- That Council receives and notes the following Ward Reports:
 - South West Gulf Ward Report;
 - Never Never Ward Report;
 - **Yugul Mangi Ward Report;**
 - Nyirranggulung Ward Report;
 - Numbulwar Numbirindi Ward Report.

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

- That Council approves Round 1 of the Community Grants Program to be conducted from 01 August 2019 to 12 September 2019;
- That Council approves Round 2 of the Community Grants Program to be conducted from 19 October 2019 to 30 November 2019;
- That Council accepts funding of \$165,000 (GST Exclusive) provided by the Department of Health for the Healthy Homes Environmental Health Project;
- That Council acknowledge additional funding provided by the Commonwealth Government in respect of the activity;
- That Council adopts the Roper Gulf Regional Council Plan 2019-2020;
- That Council, pursuant to Section 24(1) of the *Local Government Act* adopts the Roper Gulf Regional Council Regional Plan 2019-2020;
- That Council, pursuant to Section 128(1) of the *Local Government Act* adopts the 2019-2020 Budget;
- That Council, pursuant to Section 126(1) of the *Local Government Act* adopts the 2018-2021 Long Term Financial Plan;
- That Council, pursuant to Section 155(1) of the *Local Government Act* adopts and approves the 2019-2020 Declaration of Rates;
- That Council, pursuant to Section 71(2) of the *Local Government Act* adopts and approves the 2019-2020 Council Member Allowances;

- That Council acknowledges the performance of staff members who acted in higher roles and under significant pressure during the transitional period which occurred during the 2018-19 Financial Year;
- That Council, pursuant to Guideline 8 of the *Local Government Act* adopts and approves the 2019-2020 Local Authority Member Allowances;
- That Council accepts the addition of the Ngukurr subdivision road works, street lighting and storm water drainage system as part of Council's roads asset network on part of NT Portion 1646;
- That Council accepts the resignation of Stewart HALL from the Ngukurr Local Authority effective from 05 July 2019;
- That Council opens up the call for nominations for the vacant position on the Ngukurr Local Authority;
- That Council appoints Mayor, Deputy Mayor, CEO and Yugul Mangi Ward Councillors to meet with Yugul Mangi development Aboriginal Corporation to participate in the multi-agency partnership and develop relationships for transition of services if applicable;
- That Council delegates authority to award tender to Mayor, CEO and two (2) Councillors from South West Gulf Ward, to be determined at Borroloola Local Authority Meeting on 08 August 2019.

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	Chairperson for the Local Authority
REFERENCE	826093
AUTHOR	Ashleigh Anderson, Local Authority Coordinator

RECOMMENDATION

- (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 a Chairperson for a period of 12 Month(s).**

BACKGROUND

At present, each Local Authority has a rotating Chairperson, that is, it is decided on the day on who will chair the meeting.

This is problematic for the following reasons:

- I. Guideline 8, clause 12.2 states “*That agenda **must** be prepared in consultation with the Chair of the Local Authority...*” At present this is not happening in consultation with the Chair, but with the Directors and Chief Executive Officer;
- II. *Local Government Act 2008 s.63(2) “The CEO may, at the request of the Chair of a Local Authority, Local Board or Council Committee, convene a meeting of the Local Authority, Local Board or Committee”* Meaning that the CEO cannot actually call for a meeting, only the Chairperson of that Local Authority can request the CEO to call a meeting.

The difficulty commonly faced at the moment with Local Authority meetings being cancelled is that oftentimes a new date is not rescheduled, this is somewhat due to the above point (II.) being that only a Chairperson can convene a meeting. Without a dedicated Chairperson, the meeting cannot be called.

The recommendation is that the Local Authority appoint an appointed member to be Chairperson for a period of 12 month(s).

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.4
TITLE	Your Voice, Your Community Campaign
REFERENCE	833806
AUTHOR	Department of Local Government, Housing and Community Development

RECOMMENDATION

- (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.**

BACKGROUND

Prior to the Election, the Department of Local Government, Housing and Community Development ran the Your Voice, Your Community campaign to increase electoral enrolments in Community and advise Community members of the benefits of ensuring that their Medicare details are up-to-date.

The Department would like feedback on the Campaign from the Local Authority.

Attached is an executive summary of the campaign as well as a report.

ATTACHMENTS:

- 1** Your Voice Your Community Executive Summary - Attachment C2 - Dashboard
_.pdf
- 2** Your Voice. Your Community Campaign Report - Urapunga.docx

Your Voice Your Community - Remote campaign dashboard



Your Voice. Your Community Campaign Report

- The Your Voice Your Community campaign was very successful.
- The aim of this project was
 - To let people know the importance of voting, because it gives people a voice in who represents them in government
 - To increase the number of people on the NT electoral roll and
 - To encourage people to update their Medicare details
- Why were we keen to undertake this project?
- Because we earn funding from the Commonwealth Government in Canberra based on how many people register on the electoral roll and update their Medicare details.
- We involved 79 communities, and visited 63 communities** across the Territory between 6 March to 18 April 2019
- Across the Territory we spoke to over **3,658** people
- 267** were enrolled for the first time
- This means that the possible increase in funds for us is around **Three** Million Dollars from this project.
- We had lots of help from your Council – both councillors and Council staff like the CSC's, community leaders, non-government organisations in your community. They all encouraged people to enrol and collected forms so we could get people on the roll.
- We visited your community on the 10 April 2019 and unfortunately were unable to touch base with anyone but left information at the shop.
- The work isn't over yet.
- Moving forward, it is important that we encourage our friends and family to enrol with us and update their Medicare details at the clinic or at Centrelink.
- If the NT Government gets more funding from the Canberra mob – it means more services in community – like roads, repairs to homes, community projects like your local authority does.
- Also important that we encourage people to vote – this is your community, voting means you have a voice in choosing who speaks for you in government.

GENERAL BUSINESS

ITEM NUMBER	11.5
TITLE	Animal Management Report
REFERENCE	839267
AUTHOR	Rebecca BURRIE, Veterinarian

RECOMMENDATION

- (a) That the Urapunga Local Authority receives and notes the animal management report from May 2019.

BACKGROUND

There have been 3 visits in the 2018/2019 financial year so far.

18/19 Vet visits:

2018: Nov. 21

2019: Feb. 12-13

June 4– 6

Statistics:Urapunga- Treatments

Visit date	Dogs worm & tick medicine	Seen by vet	Animals desexed	Other surgeries	Animals put down	Covinan
November 21-23	29	0	2	0	0	0
February 12-13	31	0	0	0	0	0
June 4-6	25	1	4	0	0	0

Urapunga- Animals

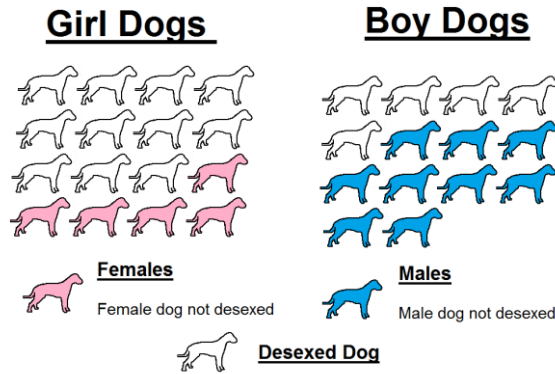
Total Cats	Dogs		Female dogs		Male dogs	
	Total number	% desexed	Total number	% desexed	Total number	% desexed
3	30	53%	16	69%	14	36%

Number of Dogs that Have Had a Desexing Operation

During the June visit, 53% of all dogs in Urapunga were desexed. When we look at girl dogs and boy dogs separately, we see that:

69% of girl dogs are desexed. This is a big improvement from last visit. 36% of boy dogs are desexed.

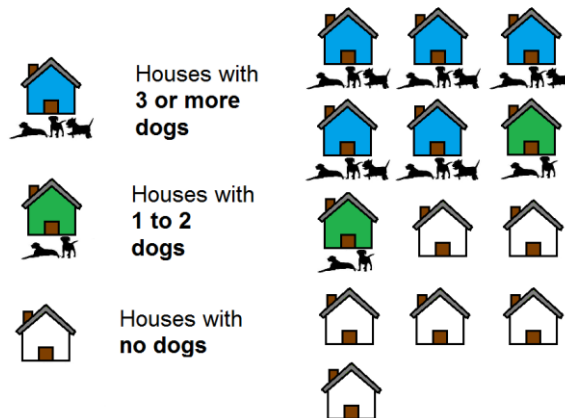
Number of Dogs Desexed in Urapunga



Dogs Per House:

There are 13 houses in Urapunga. During the June visit, 5 houses had 3 or more dogs. 2 houses had 1-2 dogs. 6 houses had no dogs.

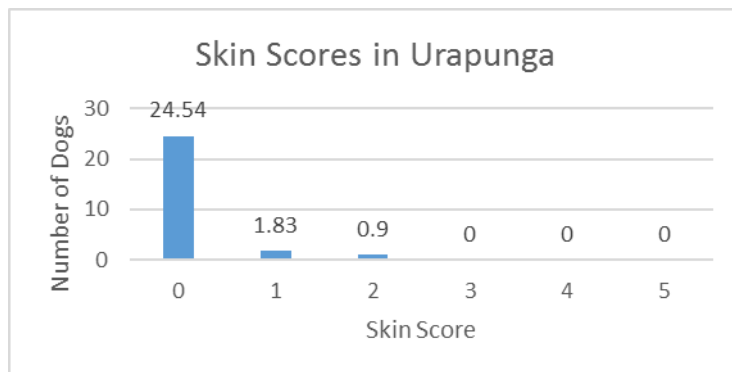
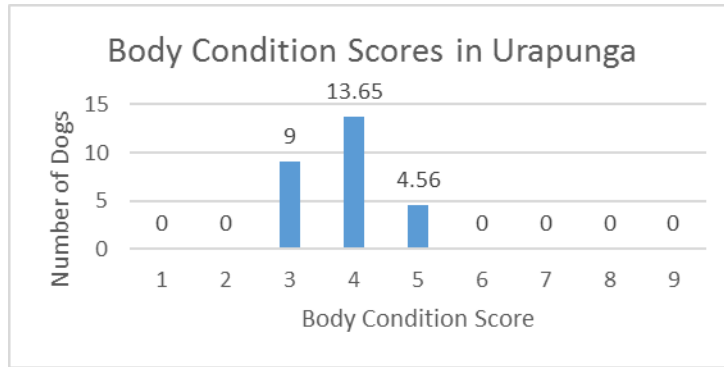
Number of Dogs in Each House in Urapunga



Dog Health

There are skinny dogs in Urapunga. After cyclone Trevor a lot of people left community and some dogs were left behind. People have said that the foal in community was taken down and eaten by a pack of hungry dogs. This is a very sad example of why bush animals should not be kept in community.

The vets are helping people who left community by bringing their dogs back to them from Urapunga. If members of the LA could tell people to contact the vets about their dogs left behind, we can organise to bring them back.



Most of the dogs in Ngukurr have good skin. Some dogs have lots of fleas, making half their body itchy and hairless. The medicine the vets give on bread only treats for worms, ticks and scabies, but not fleas. Flea medicine can be bought from the shop. The best one to buy is called Nexgard- it can be bought at the shop in Ngukurr.



ISSUES/OPTIONS/SWOT

Things for LA to consider:

- **Desexing rate:**
It would be good to have more male and female dogs desexed in Ngukurr. If the LA members could take this message to the community it would be good.

If dogs are desexed there are:

- Less dog fights in community
 - Less dangerous and cheeky dogs in community
 - Less worm eggs building up in the soil, roundworm eggs can make children sick too. Puppies and pregnant dogs always have a lot of worms. They spread these worms in their guna.
 - Less Parvo virus spreading through community
 - Less chance of feral animals hurting the bush
 - Happier and healthier dogs
- **Nexgard:** Nexgard is a tablet that kills ticks and fleas. It is sold at the Outback store in Ngukurr. It is for dogs only. It is behind the counter where they sell cigarettes.

One tablet costs \$15- you cannot buy it that cheap in a store anywhere else.

You can also buy it online. These websites have good deals on pet products:

- www.vetsupply.com.au
- www.budgetpetproducts.com.au

It is the best way that you can treat your dog for ticks. It lasts 4-6 weeks.

Stop Fleas, Ticks and Scabies



Ask at the shop for this medicine for your dog.
Give it every month.



Big Dogs



Medium Dogs



Small Dogs

- **Bush animal brought into the community:**

There are problems with people that bring horses, pigs and cattle into the community. Pigs become a problem when they grow up and get cheeky.

Other baby animals are a problem because people often don't feed them properly and they slowly starve. This breaks animal welfare law.

Most foals and calves that are brought into community end up dying- either because they are not fed properly or because dogs chase them and kill them.

Bringing baby bush animals into community ends up in misery for the animal.

Bringing bush animals into community also break Territory Housing Law. Territory housing has a law that says no cattle, pigs, or horses are to be kept in a territory housing property.

- **Transporting dogs from Urapunga:**

The vets are helping people who left community by bringing their dogs back to them from Urapunga.

If members of the LA could tell people to contact the vets about their dogs left behind, we can organise to bring them back.

We just need to know the name of the dog and what they look like.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.6
TITLE	Annual Civic Events and Festival Committments
REFERENCE	829745
AUTHOR	Prue LANE, Communications Coordinator

RECOMMENDATION

- (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**
 - **Borrooloola and District Show**
 - **Great Northern Clean Up**
 - **Never Never Festival**
 - **Walaman Festival**
 - **Citizenship Ceremonies**
 - **Numbulwar Numbirindi Festival**

BACKGROUND

At the Ordinary Meeting of Council on 14 September 2017 Council confirmed its annual commitment to civic events and festivals within the Roper Region.

(a) That Council endorse providing support to the following Civic Events and Festivals.

- Australia Day
- Clean Australia Day
- ANZAC Day
- NAIDOC Week
- Barunga Festival
- Yugul Mangi Festival
- Borrooloola and District Show
- Great Northern Clean Up
- Never Never Festival
- Walaman Festival
- Citizenship Ceremonies

ISSUES/OPTIONS/SWOT

Council provides facilities and resources to support these events and needs to ensure there is adequate funding and resources available. Council would like the Local Authorities to provide their thoughts on how relevant the 2019 Events were to their community, as to run them more smoothly and what the communities would actually like to do with these events.

ATTACHMENTS:

- 1 2020 Events calendar - DRAFT.pdf

GENERAL BUSINESS



ITEM NUMBER 11.7
TITLE Governance Report - Local Authority
Project Register Update
REFERENCE 836413
AUTHOR Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

- (a) **That the Urapunga Local Authority receives and notes the updated report on Local Authority Project Funding as at 21 July 2019.**

BACKGROUND

Since formation in 2018-19 financial year, the Urapunga Local Authority has received \$20,000 in Local Authority Project Funding from the Department of Housing and Community Development.

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 21.07.2019.pdf

Urapunga Local Authority Project Funding - As at 21.07.2019

Funds received from Department	\$	20,000.00
Funds allocated to projects by Local Authority Members	\$	-
Surplus/(Deficit) from completed projects	\$	-
Remaining Unallocated funds	\$	20,000.00

Project ID	Projects	Prict Budget	Actual Expenditure	Project Status
	Total for current projects in progress			
	Total for completed projects			
	Grand Total	\$ -	\$ -	

GENERAL BUSINESS

ITEM NUMBER	11.8
TITLE	Council Financial Report - June 2019 Expenditure Report
REFERENCE	840440
AUTHOR	Lokesh ANAND, Chief Financial Officer

RECOMMENDATION

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

BACKGROUND

As per the *Local Government Act* and Guideline 8, the Council is to submit a current financial report of actuals against the latest approved budget for the Local Authority area.

ISSUES/OPTIONS/SWOT

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

Directorate of Corporate Governance:

The total of underspends under this directorate is \$75,070. The major activity contributed to this underspend is Activity 115 – Mobile Fleet and Equipment (\$75,696). The Capital purchases for vehicle and plant equipment coded under location Katherine.

Directorate of Commercial Services:

The total of underspends under this directorate is \$34,112. The major activity contributing to this underspend is Activity 314 Service fee – CDP \$34,167. The reason for underspend in this activity is vacant positions resulting in less expense incurred for staff wages and other operating expenses.

Directorate of Council & Community Services:

The total underspends under this directorate is \$43,780. There are few activities where the actual expense incurred is less than budget for due to vacant positions:

- Municipal Services \$22,383
- Night Patrol \$26,700

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 Urapunga Local Authority - Expenditure Report 30.06.2019.pdf

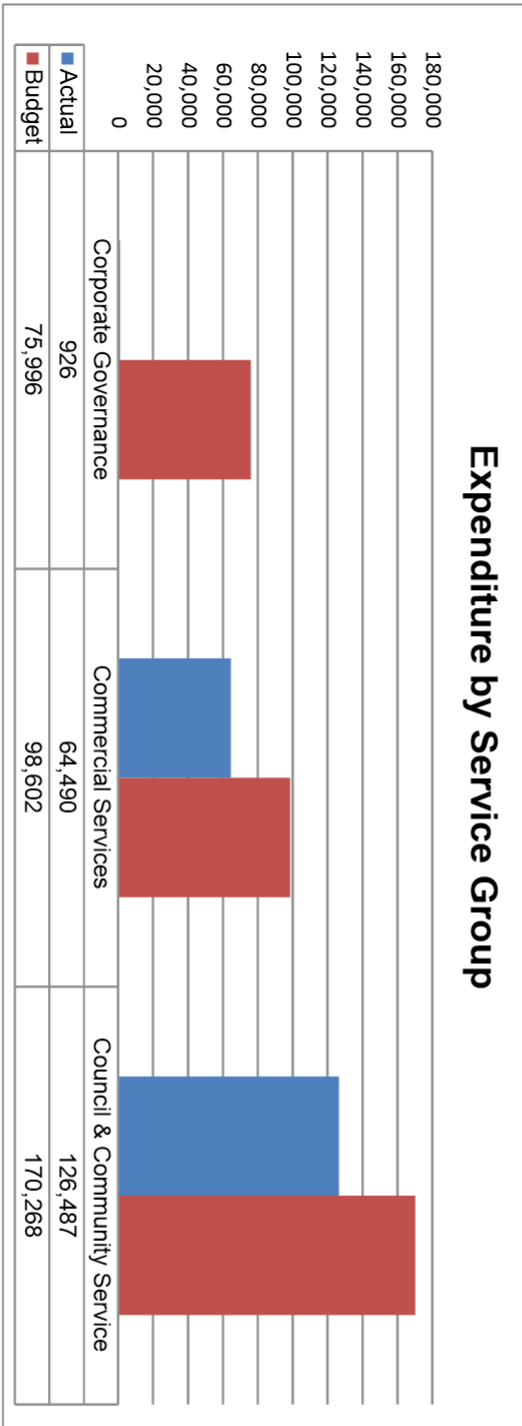


Roper Gulf Regional Council Urapunga Expenditure Report as at 30th June 2019

Expenditure by Service
 Corporate Governance
 Commercial Services
 Council & Community Service
Total Expenditure

	June 2019 Actual	June 2019 Budget	June 2019 Variance	Annual Budget	Percentage of Budget Spent
Corporate Governance	926	75,996	75,070	75,996	1%
Commercial Services	64,490	98,602	34,112	98,602	65%
Council & Community Service	126,487	170,268	43,780	170,268	74%
Total Expenditure	191,903	344,866	152,962	344,866	56%

Expenditure by Service Group

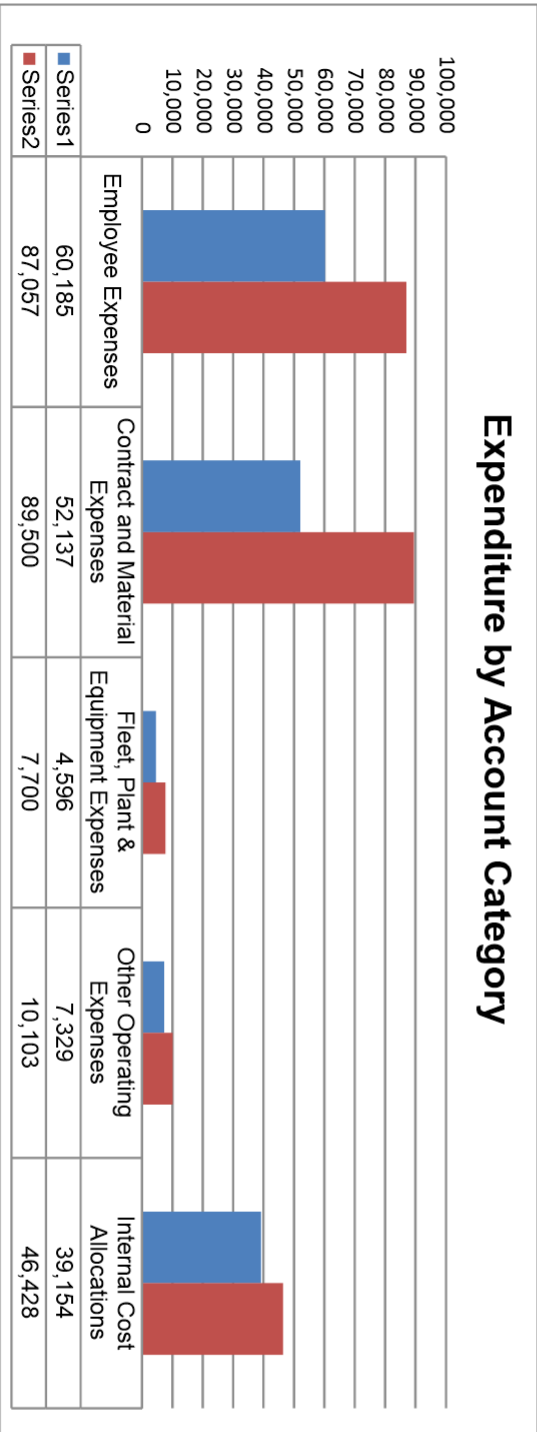


Roper Gulf Regional Council Urapunga Expenditure Report as at 30th June 2019



Expenditure by Account Category	June 2019	June 2019	June 2019	Annual Budget	Percentage of Budget Spent
	Actual	Budget	Variance		
Employee Expenses	60,185	87,057	26,872	87,057	69%
Contract and Material Expenses	52,137	89,500	37,363	89,500	58%
Fleet, Plant & Equipment Expenses	4,596	7,700	3,104	7,700	60%
Other Operating Expenses	7,329	10,103	2,774	10,103	73%
Internal Cost Allocations	39,154	46,428	7,273	46,428	84%
Capital Expenditure	28,502	104,078	75,576	104,078	27%
Total Expenditure	191,903	344,866	152,962	344,866	56%

Expenditure by Account Category



Roper Gulf Regional Council Urapunga Expenditure Report as at 30th June 2019



Activity Listing	June 2019 Actual	June 2019 Budget	June 2019 Variance	Annual Budget	Explanation
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Corporate Governance

115 - Asset Management - Mobile Fleet & Equipment	0	75,696	75,696	75,696	The capital purchases for vehicle and plant equipment coded under location Katherine.
132 - Local Authority	926	300	626	300	The overspend on local authority food meeting allowance.
Sub Total	926	75,996	75,070	75,996	

Commercial Services

241 - Airstrip maintenance Contracts	16,093	16,157	65	16,157	Immaterial variance
314 - Service Fee - CDP	19,896	54,063	34,167	54,063	The underspend is mainly due to vacant positions resulting in less expense incurred for staff wages and other operating expenses.
431 - SPG - Vitalisation of Ritirangu Td	28,502	28,382	120	28,382	Immaterial variance
Sub Total	64,490	98,602	34,112	98,602	

Council & Community Services

Roper Gulf Regional Council Urapunga Expenditure Report as at 30th June 2019



Activity Listing	June 2019 Actual	June 2019 Budget	June 2019 Variance	Annual Budget	Explanation
111 - Council Services General	80,160	66,214	13,946	66,214	The overspend is due to internal cost journal not yet done.
160 - Municipal Services	2,378	24,762	22,383	24,762	The underspend is due to Municipal Officer's position being vacant during year.
164 - Local Emergency Management	2,447	1,050	1,397	1,050	The expenditure is incurred on trailer and vehicle repairs and maintenance.
200 - Local roads maintenance	39,300	66,000	26,700	66,000	The underspend on road work due to work in progress.
201 - Street lighting	1,719	5,500	3,781	5,500	Less expenses on street light repairs
401 - Night Patrol	483	6,143	5,660	6,143	Budget for vehicle running cost and repair maintenance, yet not fully spent.
416 - Youth Vibe Grant	0	600	600	600	Budgeted for food and cleaning, yet not spent.
Sub Total	126,487	170,268	43,780	170,268	
Total Expenditure	191,903	344,866	152,962	344,866	

GENERAL BUSINESS



ITEM NUMBER 11.9
TITLE Draft Local Government Bill
REFERENCE 842374
AUTHOR Department of Local Government, Housing and Community Development

RECOMMENDATION

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

BACKGROUND

The Department of Local Government, Housing and Community Development wishes to advise the Local Authorities in the Roper Gulf Region about the *Local Government Bill 2019*.

Presentation by Rodney HOFFMAN, Community Development Officer, Department of Local Government, Housing and Community Development.

ATTACHMENTS:

- 1 Local Authorities - New Local Government Legislation.pdf

New Local Government legislation

Legislation and Policy Branch

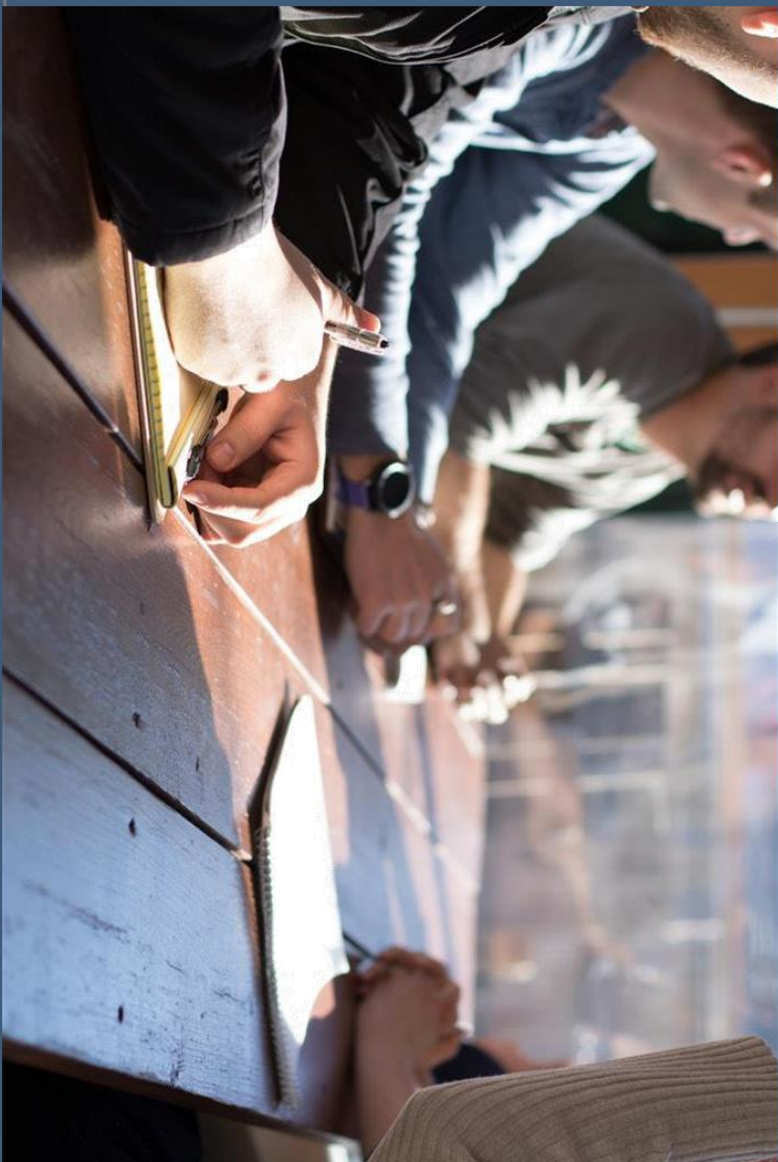
DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

2019

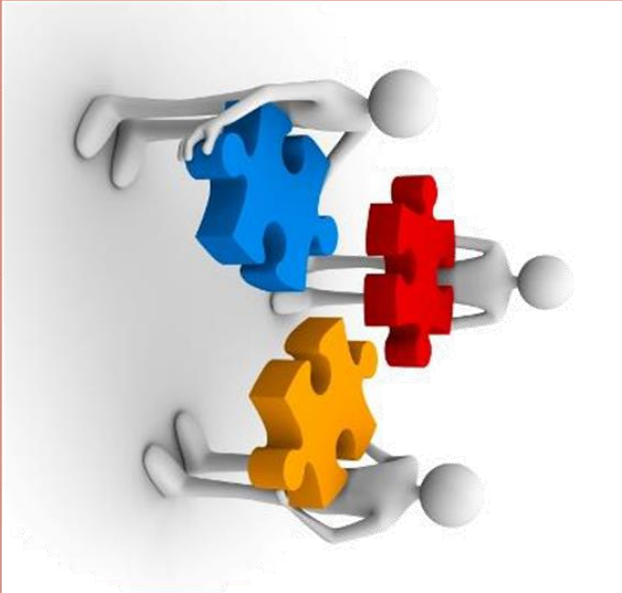


Strengthening local decision making

Local councils to
seek advice and
recommendations from
Local Authorities



Council delegations to Local Authorities



Councils can
delegate to
Local Authorities



Elected member appointments to Local Authorities



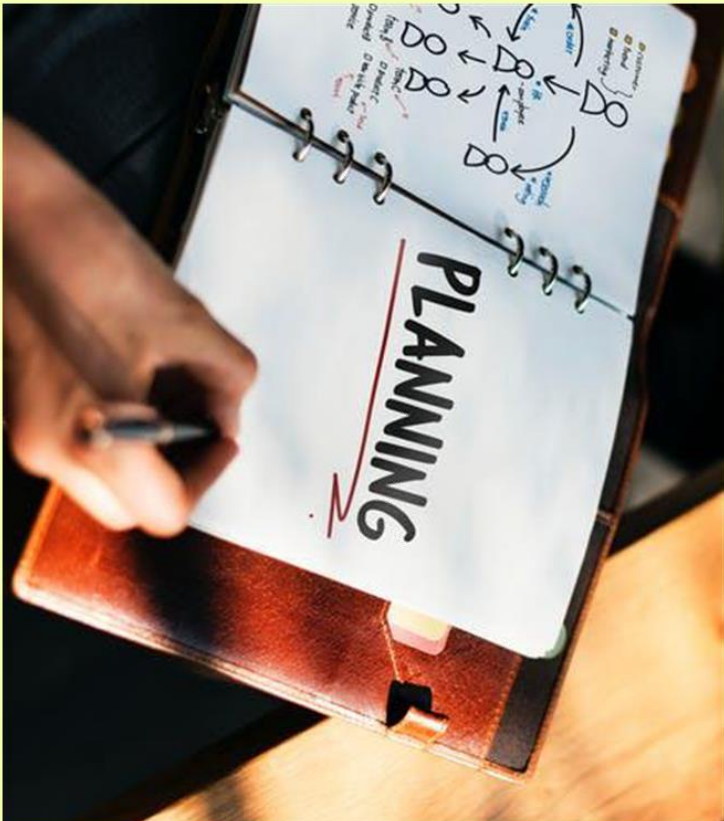
No longer automatic
Minimum of one and
maximum of two elected
members



New independent representation review panel



Annual plan and annual report



Plan must be adopted
by 30 June each year
(no longer 31 July)

All delegations made
to Local Authorities
must appear in
annual report



Conflict of interest definition clarification



Offence for misleading information

Expanding the range of
people affected



Some other changes to the Local Government Act



New CEO eligibility requirements

New council member eligibility requirements



To view all the changes to the Local Government Act

Please visit our website:

<http://dlghcd.nt.gov.au/our-services/local-government2/local-government-bill-consultation>



Downloadable copies of the consultation draft and information sheet are available



Questions??



HAVE YOUR SAY / ASK A QUESTION / REQUEST THE BILL / INFO SHEET

Email

LGLaw.DLGHCD@nt.gov.au

ASK QUESTIONS

Hugh 8995 5118
Michaela 8996 8831



CONSULTATION IS
OPEN AND CLOSES 18
JULY 2019



WE ARE HAPPY TO
COME AND GIVE MORE
PRESENTATIONS

