



# AGENDA HODGSON DOWNS (MINYERRI) LOCAL AUTHORITY

## MONDAY, 09 DECEMBER 2024

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

Monday, 09 December 2024 at 11:00 am  
Alawa Aboriginal Corporation Office  
Or via

Microsoft Teams Meeting  
[Join the meeting now](#)

Meeting ID: 482 321 125 75  
Passcode: Sx4qPM

Or please call (audio only)  
[+61 2 8320 9269](#)

When prompted, enter Conference ID: 799 577 960#

Your attendance at the meeting will be appreciated.

A handwritten signature in black ink, appearing to read "David Hurst", is positioned above the name and title of the Chief Executive Officer.

David HURST  
CHIEF EXECUTIVE OFFICER

**HODGSON DOWNS (MINYERRI) CURRENT MEMBERSHIP:  
Appointed Members**

1. Councillor Patricia FARRELL;
2. Councillor Edna ILES;
3. Beth JOHN ;
4. Jonathon WALLA;
5. Sonia ROBERTS;
6. Naomi WILFRED; and
7. Jones BILLY.

**MEMBERS:** 7

**QUORUM:** 4 (minimum requirement)

**PROVISIONAL:** 3 (minimum requirement)

**EXPLANATORY NOTE:**

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

If no quorum is achieved, a provisional meeting can be held in one third of the total members (elected members and appointed members) are present.

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 quorum meeting of the Local Authority.

A provisional meeting does not have the power or functions delegated to a Local Authority and cannot approve minutes of a Local Authority meeting.

## 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 lisin 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.”

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
<b>1</b>	<b>PRESENT MEMBERS/STAFF/GUESTS</b>	<b>5</b>
<b>2</b>	<b>MEETING OPENED</b>	<b>5</b>
<b>3</b>	<b>WELCOME TO COUNTRY</b>	<b>5</b>
<b>4</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>5</b>
<b>5</b>	<b>QUESTIONS FROM THE PUBLIC</b>	<b>5</b>
<b>6</b>	<b>DISCLOSURE OF INTEREST</b>	<b>5</b>
<b>7</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>	<b>5</b>
	7.1 Hodgson Downs (Minyerri) Local Authority Meeting Previous Minutes	5
	7.2 Re-Election of Chairperson	9
<b>8</b>	<b>BUSINESS ARISING FROM PREVIOUS MINUTES</b>	<b>10</b>
	8.1 Action List	11
<b>9</b>	<b>CALL FOR ITEMS OF OTHER GENERAL BUSINESS</b>	<b>14</b>
<b>10</b>	<b>INCOMING CORRESPONDENCE</b>	<b>14</b>
<b>11</b>	<b>OUTGOING CORRESPONDENCE</b>	<b>14</b>
<b>12</b>	<b>OPERATIONAL REPORTS</b>	<b>14</b>
	12.1 Local Authority Member Attendance Report	14
	12.2 Hodgson Downs Local Authority Projects Update	15
	12.3 Minyerri LA October YTD Finance Report	17
	12.4 Elected Members Report	19
	12.5 Council Services Report	29
	12.6 Town Priorities	34
	12.7 Community Night Patrol Update	35
<b>14</b>	<b>GENERAL BUSINESS</b>	<b>60</b>
	14.1 Community Development Program	60
<b>15</b>	<b>CLOSE OF MEETING</b>	<b>66</b>



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## CONFIRMATION OF PREVIOUS MINUTES

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**ITEM NUMBER** 7.1  
**TITLE** Hodgson Downs (Minyerri) Local Authority Meeting Previous Minutes  
**AUTHOR** Bhumika Adhikari, Governance Engagement Coordinator

### RECOMMENDATION

That the Hodgson Downs (Minyerri) Local Authority confirms the minutes from the meeting held on Monday, 02 September 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

### KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

### BACKGROUND

The Hodgson Downs (Minyerri) Local Authority held a meeting with **QUORUM** on Monday, 02 September 2024 at 11:00am. Attached are the recorded minutes from that meeting for the Local Authority to confirm.

### ISSUES/OPTIONS/SWOT

The next Hodgson Downs (Minyerri) Local Authority Meeting is scheduled to be held on Monday, 03 March 2025 at 11:00am.

### FINANCIAL CONSIDERATIONS

Nil.

### ATTACHMENTS

1. HOD MIN 02092024 [7.1.1 - 3 pages]



MINUTES OF THE HODGSON DOWNS (MINYERRI) LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL HELD AT THE CONFERENCE ROOM, ALAWA ABORIGINAL CORPORATION OFFICE, MINYERRI ON MONDAY, 02 SEPTEMBER 2024 AT 11:00 AM

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**1 PRESENT MEMBERS/STAFF/GUESTS**

**1.1 Members**

- Councillor Patricia FARRELL;
- Councillor Edna ILES;
- Beth JOHN;
- Sonia ROBERTS;
- Jonathon WALLA;
- Naomi WILFRED; and
- Jones BILLY;

**1.2 Staff**

- David HURST, Acting Chief Executive Officer;
- Tony HOPP, Acting Council Services and Community Engagement;
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance; and
- Daniele PIGA, Governance Officer (minute secretary).

**1.3 Guests**

- Adelaide LAQERE, Regional Project Officer, Department of the Chief Minister and Cabinet.

**2 MEETING OPENED**

The Hodgson Downs (Minyerri) Local Authority Meeting opened at 11:21am with **QUORUM**. The Chairperson welcomed members, staff and guests to the meeting 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**

*HOD Q/2024-19 (LA Member Jones Billy/LA Member Beth Johns)*

**CARRIED**

That the Hodgson Downs (Minyerri) Local Authority accepts the tendered apology from Jonathon WALLA (attended the meeting at 11:24 am).

**5 QUESTIONS FROM THE PUBLIC**

Nil.

**6 DISCLOSURE OF INTEREST**

There were no declarations of interest at this Hodgson Downs (Minyerri) Local Authority Meeting.

**7 CONFIRMATION OF PREVIOUS MINUTES****7.1 Hodgson Downs (Minyerri) Local Authority Meeting Previous Minutes**

*HOD Q/2024-20 (LA Member Beth Johns/Councillor Edna Iles) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority confirms the minutes from the meeting held on Monday, 03 June 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

**8 BUSINESS ARISING FROM PREVIOUS MINUTES****8.1 Action List**

*HOD Q/2024-21 (LA Member Beth Johns/LA Member Naomi Wilfred) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Action List; and
- (b) approves the removal of completed items.

**9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS**

Nil.

**10 INCOMING CORRESPONDENCE**

Nil.

**11 OUTGOING CORRESPONDENCE**

Nil.

**12 OPERATIONAL REPORTS****12.1 Local Authority Member Attendance Report**

*HOD Q/2024-22 (Councillor Edna Iles/LA Member Beth Johns) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Local Authority Member Attendance Report.

**12.2 Elected Members Report**

*HOD Q/2024-23 (LA Member Beth Johns/Councillor Patricia Farrell) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Elected Member Report.

**12.3 Hodgson Downs (Minyerri) Local Authority Projects Update**

*HOD Q/2024-24 (LA Member Naomi Wilfred/Councillor Patricia Farrell) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) requests for Council to arrange ordering and transport for the Community signage;
- (c) revokes the \$32,000 Local Authority Project Funding (LAPF) allocation from pig eradication;
- (d) requests for five (5) additional speedbumps and signage, and allocates an additional \$10,000 from its LAPF for the same; and
- (e) requests for Council to consult with residents of Kewuli pertaining to fire breaks and to scope any Local Authority potential projects.

**12.4 Community Safety Update**

*HOD Q/2024-25 (LA Member Jones Billy/LA Member Jonathan Walla) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Community Safety Update Report; and
- (b) requests for Council to consult with Alawa Aboriginal Corporation to address Community Night Patrol (CNP) service delivery concerns within the Community.

**12.5 Community Development Program**

*HOD Q/2024-26 (LA Member Naomi Wilfred/LA Member Jonathan Walla) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Community Development Program (CDP) Report.

**12.6 Council Services Report**

*HOD Q/2024-27 (LA Member Beth Johns/LA Member Naomi Wilfred) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Services Report.

**12.7 Council Financial Report as at 31 July 2024**

*HOD Q/2024-28 (LA Member Naomi Wilfred/LA Member Jonathan Walla) CARRIED*

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Financial Report as at 31 July 2024.

**13 OTHER BUSINESS**

Nil.

**14 GENERAL BUSINESS**

Nil.

**15 CLOSE OF MEETING**

The meeting closed at 12:38 pm.

This page and the proceeding pages are the Minutes of the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 02 September 2024 and confirmed.

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Chairperson Confirmed on  
02 December 2024.



**CONFIRMATION OF PREVIOUS MINUTES**


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<b>ITEM NUMBER</b>	7.2
<b>TITLE</b>	Re-Election of Chairperson
<b>AUTHOR</b>	Bhumika Adhikari, Governance Engagement Coordinator

**RECOMMENDATION**

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Re-Election of Chairperson Report;
- (b) elects as Chairperson for a Term of.....

**KEY OUTCOME AREA**

{custom-field-key-outcome}

**BACKGROUND**

At the 03 June 2024 Local Authority Meeting, it was resolved to appoint Local Authority Member Sonia ROBERTS as the Chairperson for the period of six (6) months (Term date ends on 09 December 2024).

The Chairperson of the Hodgson Downs (Minyerri) Local Authority is a position of the Local Authority that requires dedication and a passion to support your community. The Chairperson is entitled to an increased sitting fees amount and will walk the Appointment Members and Public through the Agenda during the Local Authority Meeting.

The Chairperson can be elected for any of the following terms;

1. 3 Months
2. 6 Months
3. 12 Months
4. X Years
5. Elected at the end of every Hodgson Downs (Minyerri) Local Authority Meeting.

**ISSUES/OPTIONS/SWOT**

The Hodgson Downs (Minyerri) Local Authority are being asked to nominate a Local Authority Member to be the Chairperson of the Hodgson Downs (Minyerri) Local Authority.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil.

**BUSINESS ARISING FROM PREVIOUS MINUTES**



**ITEM NUMBER** 8.1  
**TITLE** Action List  
**AUTHOR** Bhumika Adhikari, Governance Engagement Coordinator

**RECOMMENDATION**

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

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The Action List is a summary of tasks that the Local Authority has requested be undertaken by Council staff.

The Action List is a **non-authoritative** reference document for Business Arising out of Previous Minutes. The highlighted points are the actionable item of each **resolved** matter.

<b>8.1 ACTION LIST</b>	<b>Meeting Date</b>	<b>Report Included?</b>
<b>12.2 COMMUNITY DEVELOPMENT PROGRAMME</b>		

<p><i>HOD Q-6/2024</i>      <b>(Jonathon WALLA/Beth JOHN)</b>      <b>CARRIED</b></p> <p>That the Hodgson Downs (Minyerri) Local Authority receives and notes the</p> <p>(a) Community Development Program (CDP) Report; and</p> <p>(b) requests for Council’s CDP management work with Alawa Aboriginal Corporation (AAC) CDP advise process for CDP activities counting as community service hours.</p>	<b>03 June 2024</b>	Completed
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**12.3 MINYERRI LOCAL AUTHORITY PROJECTS UPDATE**

<p><i>HOD Q-7/2024</i>      <b>(Beth JOHN/Naomi WILFRED)</b>      <b>CARRIED</b></p> <p>That the Hodgson Downs (Minyerri) Local Authority</p> <p>(a) receives and notes the Local Authority Projects Update Report;</p> <p>(b) requests for speed bumps to be scoped for the community, and allocates \$15,000 for the same;</p> <p>(c) allocates \$32,000 for pigs removal;</p> <p>(d) allocates \$4,000 for steel for bin holders;</p>	<b>03 June 2024</b>	Yes, Local Authority Project Update Report Item Number 12.6
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- (e) requests two (2) traffic signs (slow down for children) to be placed outside of school, and allocates \$5,000 for same;
- (f) allocates \$5,000 for sports equipment for Alawa Aboriginal Corporation (AAC) to purchase; and
- (g) requests for playground for Hodgson Downs (Minyerri) to be scoped.

**14.1 WATER ALLOCATION PLAN**

*HOD Q-17/2024* (Naomi WILFRED/Jonathon WALLA) **CARRIED** **03 June 2024** Completed.  
 That the Hodgson Downs (Minyerri) Local Authority requests for it to be formally, and appropriately consulted with during the formal local Water Allocation Planning process (across government), noting, with displeasure, that it has not been formally or appropriately consulted with to date.

**14.2 WATER PARK**

*HOD Q-18/2024* (Jonathon WALLA/Patricia FARRELL) **CARRIED** **03 June 2024** Yes, Local Authority Project Update Report Item Number 12.6  
 That the Hodgson Downs (Minyerri) Local Authority requests for Council to engage with Alawa Aboriginal Corporation (AAC) regarding status of water park and for repairs to be scoped.

**12.3 Hodgson Downs (Minyerri) Local Authority Projects Update**

*HOD Q/2024-5* **RESOLVED (LA Member Naomi Wilfred/Councillor Patricia Farrell)****CARRIED** **02 September 2024** Yes, Local Authority Project Update Report Item Number 12.6  
 That the Hodgson Downs (Minyerri) Local Authority:  
 (a) receives and notes the Local Authority Projects Update Report;  
 (b) requests for Council to arrange ordering and transport for the Community signage;  
 (c) revokes the \$32,000 Local Authority Project Funding (LAPF) allocation from pig eradication;  
 (d) requests for five (5) additional speedbumps and signage, and allocates an additional \$10,000 from its LAPF for the same; and  
 (e) requests for Council to consult with residents of Kewuli pertaining to fire breaks and to scope any Local Authority potential projects

**12.4 Community Safety Update**

**HOD Q/2024-6 RESOLVED (LA Member Jones Billy/LA Member Jonathan Walla)CARRIED**

**02 September 2024**

Yes, Community  
Night Patrol Update  
report Item Number  
12.8

That the Hodgson Downs (Minyerri) Local Authority:

(a) receives and notes the Community Safety Update Report; and

(b) requests for Council to consult with Alawa Aboriginal Corporation to address Community Night Patrol (CNP) service delivery concerns within the Community.

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil

**OPERATIONAL REPORTS**

**ITEM NUMBER** 12.1  
**TITLE** Local Authority Member Attendance Report  
**AUTHOR** Bhumika Adhikari, Governance Engagement Coordinator

**RECOMMENDATION**

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Local Authority Member Attendance Report.

**KEY OUTCOME AREA**

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

The *Local Government Act 2019*, deals with Local Authority Administration Members may be removed from a Local Authority if they are absent from two (2) consecutive meetings without authorisation.

**Hodgson Downs (Minyerri) Local Authority Member Meetings Attendance**

Local Authority Meeting Members	06 December 2023	03 March 2024	18 March 2024	03 June 2024	02 September 2024
		Postponed	Cancelled		
Councillor Patricia FARRELL	P	-	-	P	P
Councillor Edna ILES	-	-	-	P	P
Beth JOHN	P	-	-	P	P
Jonathan WALLA	P	-	-	P	P
Jones BILLY	AP	-	-	AP	P
Sonia ROBERTS	P	-	-	P	P
Naomi WILFRED	AP	-	-	P	P

## Key

P Present at LA

AP Apology given and accepted by LA

NO AP Did not attend LA and did not tender any apologies

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil



## OPERATIONAL REPORTS

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**ITEM NUMBER** 12.2  
**TITLE** Hodgson Downs Local Authority Projects Update  
**AUTHOR** Puspa Karki, Executive Support Coordinator

### RECOMMENDATION

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Local Authority Projects Update Report.

### KEY OUTCOME AREA

Environment: Protect and care for the physical environment, including developing and maintenance of clean and environmentally focused communities.

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

### BACKGROUND

Since 2014, the Hodgson Downs (Minyerri) Local Authority has received \$722,340 from the Northern Territory Government for the Local Authority Project Fund. Annual allocations provided by the Department of Local Government are based on a formula related to population. To date the Minyerri Local Authority has allocated \$625,140, accounting for surplus funds from the completed projects.

### ISSUES/OPTIONS/SWOT

Please refer to the attached LA funding report as at 31st October 2024.

### FINANCIAL CONSIDERATIONS

#### Unallocated Funds

The Hodgson Downs (Minyerri) Local Authority currently has \$164,440 to allocate to new projects.

### ATTACHMENTS

1. Hodgson Downs LA projects attachment 31.10.2024 [**12.2.1** - 1 page]

<b>Hodgson Downs Local Authority Project Funding</b>		<b>31 October 2024</b>
Funds received from Department		\$ 722,340.00
Funds allocated to projects by Local Authority Members		\$ 625,140.00
Surplus/(Deficit) from completed projects		\$ 67,240.00
<b>Remaining unallocated funds</b>		<b>\$ 164,440.00</b>

Project ID	Projects	Project Budget	Actual Expenditure	Project Status
3/06/2024	Steel for bin holders	\$ 4,000.00		<i>LA allocated 4k towards steel for bin holders</i> <b>Complete on receiving invoice.</b>
3/06/2024	Sports Equipments	\$ 5,000.00		<i>LA allocated 5k towards sports equipments for Alawa Corporation</i>
2/09/2024	Speed Bumps and Signage	\$ 30,000.00		<i>slow down for children signs and allocated 15k towards speed bumps. On 02/09/2024 LA allocated additional 10K towards purchasing of 5X additional speedbumps and signage.</i> <b>Awaiting Bulk Order.</b>
	Total projects in Progress	\$ 39,000.00	\$ -	
	Total completed projects	\$ 586,140.00	\$ 518,900.04	
	<b>Grand Total</b>	<b>\$ 625,140.00</b>	<b>\$ 518,900.04</b>	

**OPERATIONAL REPORTS**

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<b>ITEM NUMBER</b>	12.3
<b>TITLE</b>	Minyerri LA October YTD Finance Report
<b>AUTHOR</b>	James Sanders, Finance Manager

**RECOMMENDATION**

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Financial Report for the period 1 July 2024 to 31 October 2024.

**KEY OUTCOME AREA**

Economic Development: Foster strengthening and growing jobs, industries, and investment attraction.

**BACKGROUND**

As per the *Local Government Act 2019* and its' statutory instruments, 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 some variances in few activities as outlined in the attached expenditure report. The brief explanation for these differences for each division is as follows:

**Operating Income:**

Operating Income of \$771,319 has been received October YTD to date against a budget of \$795,572 resulting in a variance of \$24,253. Variances between Contract and Grant Income are offsetting and require investigation regarding classification and or contract details.

**Operating Expenditure:** Total Operating Expenditure for the year of \$771,319 against a budget of \$795,572 resulting in a total variance in operating expenditure of \$24,253. As above offsetting variances, currently reviewing internal charges for appropriate allocation and contracts for any timing issues.

Capital Expenditure: Nil

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS**

1. Minyerri Oct YTD LA Finance P& L Report [**12.3.1** - 1 page]



<b>Roper Gulf Regional Council</b>					
<b>Financial Report as at</b>					
<b>31-October-2024</b>					
<b>Minyerri</b>					
	<b>Year to Date Actual (\$)</b>	<b>Year to Date Budget (\$)</b>	<b>Variance (\$)</b>	<b>Full Year Budget (\$)</b>	<b>Explanation</b>
<b>Income</b>					
RGRC Contribution	47,930	0	47,930	0	RGRC Contribution
User Charges and Fees	0	0	0	0	
Grant Income	43,446	567,209	-523,762	1,701,626	Night Patrol Contract / LA Projects
Contract Fee Income	679,943	228,364	451,579	685,091	CDP Revenue
Income Other	0	0	0	0	
<b>Total Operating Income</b>	<b>771,319</b>	<b>795,572</b>	<b>-24,253</b>	<b>2,386,717</b>	
<b>Operating Expenditure</b>					
Employment	352	0	352	0	
Contract & Materials	729,188	598,757	130,431	1,796,271	NP Services 17.6/mth , Alawa Ops Grant 177K
Asset Related	0.00	359	-359	1,076	
Other Expenses	16,962	15,238	1,724	45,715	
Banking & Finance	0	0	0	0	
Internal Charges	0	170,833	-170,833	512,500	Review allocations for missing expenses
Councillor Allowance Exp	23,167	8,029	15,137	24,088	
Local Authority Meeting Allowance	1,650	2,356	-706	7,067	
<b>Total Expenditure</b>	<b>771,319</b>	<b>795,572</b>	<b>-24,253</b>	<b>2,386,717</b>	
<b>Operating Surplus/Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Funding</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Expenditure</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Operating Position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## OPERATIONAL REPORTS



<b>ITEM NUMBER</b>	12.4
<b>TITLE</b>	Elected Members Report
<b>AUTHOR</b>	Bhumika Adhikari, Governance Engagement Coordinator

### RECOMMENDATION

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Elected Member Report.

### KEY OUTCOME AREA

Governance: Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

### 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 at all the Roper Gulf Regional Council offices.

#### ORDINARY MEETING OF COUNCIL – 28 August 2024

At this meeting, Council approved the recommendations from the following meetings:

- recommendations from the Jilkminggan Local Authority Meeting held on 01 August 2024;
- recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on 03 June 2024;

Council rescinded the membership of Timothy BAKER and Morgan COCKYELL from the Jilkminggan Local Authority. Council accepted the nomination received from Jeffrey JOE, Ossie DAYLIGHT and Alesha SANDY for the Jilkminggan Local Authority and appoints them as members on the same. Council also requested to write a letter of concern to the Mataranka Local Authority pertaining to lack of attendance, and, in accordance with s96(2) of the Local Government Act 2019 directs to meet on 05 November 2024 and perform its lawful functions.

Council approved the reallocation of funds \$20,000 from Jilkminggan unallocated funds to a new Project called Jilkminggan-S19 Sports Centre. Additionally, Council also approved the sum of \$170,000.00 for disposal of legacy waste tyres at the Mataranka Waste Management Facility.

#### ORDINARY MEETING OF COUNCIL – 23 October 2024

At this meeting Council approved the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 02 September 2024.

Council also allocated \$100,000 of Mataranka Local Authority Projects Funding towards Mulggan Camp Community Beautification and Amenity in accordance to Section 79 (2) of the *Local Government Act 2019*, noting the persistent lack of Quorum at the Mataranka Local Authority Meetings. Furthermore, Council approved a budget amendment of \$15,000 to increase the total budget for the Mataranka Aged Care Kitchen upgrades.

Following Major Projects were discussed at this meeting:

#### **Mataranka Aged Care Kitchen**

Tender assessment currently underway. The current allocated budget of \$150,000 is below the tendered prices. Material prices have risen since the original scope and quote was completed. Requested a budget amendment for an additional \$15,000.

#### **Mataranka Septic – Council Office**

TTs Build, the contractor, completed the work on Stage 1 in December 2023. Stage 2 tender closed on 12 September 2024. Tender has been awarded to TTS Build 14/10/24

**Mataranka Septic – Showgrounds**

AWS Consultants have provided the engineering documentation for the new waste water treatment facility with septic tanks and soak and our team has provided their comments. The documents are currently being finalised for incorporation into tender documents and for costing for the purpose of funding exercises. The tender will be publicly advertised as soon as possible.

**FINANCE AND INFRASTRUCTURE COMMITTEE – 27 November 2024**

The Finance and Infrastructure Committee Meeting consists of:

- Independent Member Mr Awais UR REHMAN;
- Mayor Tony JACK;
- Deputy Mayor Helen LEE;
- Councillor Annabelle DAYLIGHT;
- Councillor Kathy-Anne NUMAMURDIRDI;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor John DALYWATER and
- Councillor Owen TURNER.

There were no direct subjects pertaining to the Never Never Ward discussed at the Finance and Infrastructure Committee Meeting.

**AUDIT AND RISK COMMITTEE – 13 November 2024**

The Audit and Risk Committee consists of the following members:

- Ian SWAN (Independent Member);
- Carolyn EAGLE (Independent Member);
- Claudia GOLSMITH (Independent Member);
- Councillor Patricia FARRELL; and
- Councillor John DALYWATER.

At this Meeting Committee Members were presented with Annual Report.

**UPCOMING COUNCIL MEETINGS**

22 January 2025 at 9:00am	<b>Finance and Infrastructure Committee Meeting</b>	RGRC Support Centre Katherine
19 February 2025 at 10:00am	<b>Audit and Risk Committee Meeting</b>	RGRC Support Centre Katherine
26 February 2025 at 8:30am	<b>Ordinary Meeting of Council</b>	RGRC Support Centre Katherine

**ISSUES/OPTIONS/SWOT**

Nil.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

1. OMC 23102024 MIN [12.4.1 - 8 pages]



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE  
2 CRAWFORD STREET, KATHERINE, NT ON WEDNESDAY 23 OCTOBER 2024 AT 8:30 AM

### 1 PRESENT MEMBERS/STAFF/GUESTS

#### Elected Members

Mayor Tony JACK (Chairperson);  
Deputy Mayor Helen LEE;  
Councillor Annabelle DAYLIGHT;  
Councillor John DALYWATER;  
Councillor Kathy-Anne NUMAMURDIRDI;  
Councillor Gadrian HOOSAN;  
Councillor Edna ILES; and  
Councillor Patricia FARRELL (via audio/visual conference).

#### Staff Members

David HURST, Acting Chief Executive Officer;  
Cindy HADDOW, General Manager Corporate Services and Sustainability;  
Tony HOPP, Acting General Manager Community Services and Engagement;  
Luke HADDOW, Acting General Manager Infrastructure Services and Planning;  
Cristian COMAN, Manager Corporate Compliance;  
Sarah PEACHMENT; Executive Assistant to the Chief Executive Officer;  
Bhumika ADHIKARI, Governance Engagement Coordinator; and  
Daniele PIGA, Governance Officer (minute secretary).

#### Guests

Karen HOCKING; Project Manager, Department of the Chief Minister and Cabinet;  
Lord Mayor, the Honourable Kon VATSKALIS, Board President, Local Government  
Association of the Northern Territory (LGANT), City of Darwin Council; and  
Mary WATSON, Chief Executive Officer, Local Government Association of the Northern  
Territory (LGANT).

### 2 MEETING OPENED

The Ordinary Meeting of Council opened at 8:38 am. The Mayor 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

2024/142 RESOLVED (Deputy Mayor Helen Lee/Councillor Kathy-Anne  
Numamurdirdi)

**CARRIED**

That Council:

- (a) accepts the tendered apologies from Councillor Owen TURNER, Councillor Edwin NUNGUMAJBARR, Councillor Samuel EVANS and Councillor Selina ASHLEY; and
- (b) does not accept the tendered apology from Councillor Jana DANIELS.

### 5 QUESTIONS FROM THE PUBLIC

Nil.

ORDINARY MEETING OF COUNCIL MINUTES

23 OCTOBER 2024

**6 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

**2024/143 RESOLVED (Councillor Kathy-Anne Numamurdiridi/Councillor Edna Iles) CARRIED**

That Council confirms the minutes from its Ordinary Meeting held on Wednesday, 28 August 2024, and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

**7 BUSINESS ARISING FROM PREVIOUS MINUTES****7.1 ACTION LIST**

**2024/144 RESOLVED (Councillor Annabelle Daylight/Councillor Gadrian Hoosan) CARRIED**

That Council:

- (a) receives and notes the Action List; and
- (b) approves the removal of completed items.

**8 PREVIOUS COMMITTEE MEETING MINUTES****8.1 PREVIOUS COMMITTEE MEETING MINUTES**

**2024/145 RESOLVED (Councillor Kathy-Anne Numamurdiridi/Councillor John Dalywater) CARRIED**

That Council:

- (a) receives and notes the previous Committee Meeting Minutes Report; and
- (b) ratifies the decisions made by the Committee as tabled in the same.

**9 CALL FOR ITEMS OF OTHER GENERAL BUSINESS**

Nil.

**10 DISCLOSURE OF INTEREST****11 INCOMING CORRESPONDENCE****11.1 INCOMING CORRESPONDENCE**

**2024/146 RESOLVED (Deputy Mayor Helen Lee/Councillor Edna Iles) CARRIED**

That Council:

- (a) accepts the Incoming Correspondence;
- (b) receives and notes the request from Barunga School Council for the supply of four (4) flag poles and the concrete to stabilise them; and
- (c) agrees to supply the Barunga School Council with the items as listed at point (b).

**12 OUTGOING CORRESPONDENCE****12.1 OUTGOING CORRESPONDENCE**

**2024/147 RESOLVED (Councillor Kathy-Anne Numamurdiridi/Councillor John Dalywater) CARRIED**

That Council notes the Outgoing Correspondence Report.

**13 WARD REPORTS****13.1 NYIRANGGULUNG WARD REPORT**

**2024/148 RESOLVED (Deputy Mayor Helen Lee/Councillor John Dalywater) CARRIED**

That Council:

- (a) receives and notes the Nyirranggulung Ward Report;
- (b) approves the recommendations from the Wugularr (Beswick) Local Authority Meeting held on Monday, 07 October 2024;

ORDINARY MEETING OF COUNCIL MINUTES

23 OCTOBER 2024

- (c) approves the Provisional recommendations from the Manyallaluk Local Authority Provisional Meeting held on Monday, 07 October 2024;
- (d) approves the recommendations from the Barunga Local Authority Meeting held on Tuesday, 08 October 2024;
- (e) approves the recommendations from the Bulman Local Authority Meeting held on Thursday, 10 October 2024;
- (f) rescinds the membership of Lloyd BROWN from the Manyallaluk Local Authority; and
- (g) accepts the nominations received from Alison ANDREWS and Richard MILLER for the Manyallaluk Local Authority and appoints them as members on the same.

**13.2 NEVER NEVER WARD REPORT****2024/149 RESOLVED (Councillor Edna Iles/Councillor Annabelle Daylight) CARRIED**

That Council:

- (a) receives and notes the Never Never Ward Report; and
- (b) approves the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 02 September 2024.

**13.3 SOUTH WEST GULF WARD REPORT****2024/150 RESOLVED (Councillor Gadrian Hoosan/Councillor John Dalywater) CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Borroloola Local Authority.

**13.4 NUMBULWAR NUMBURINDI WARD REPORT****2024/151 RESOLVED (Councillor John Dalywater/Councillor Kathy-Anne Numamurdirdi) CARRIED**

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward Report;
- (b) approves the recommendation from the Numbulwar Local Authority Meeting held on Wednesday, 04 September 2024;
- (c) requests the Chief Executive Officer open a '21 days nomination period' to fill the two (2) vacancies in the Numbulwar Local Authority;
- (d) receives Councillor NUNGGUMAJBARR's request of updates on the dump reassessment; and
- (e) requests for fuel pricing breakdown information to be supplied to the Numbulwar Local Authority, and to the Numbulwar Community in general.

**13.5 YUGUL MANGI WARD REPORT****2024/152 RESOLVED (Councillor Edna Iles/Councillor John Dalywater) CARRIED**

That Council receives and notes the Yugul Mangi Report.

**14 EXECUTIVE REPORTS****14.1 COUNCIL MEETING ATTENDANCE REPORT****2024/153 RESOLVED (Councillor Gadrian Hoosan/Councillor Edna Iles) CARRIED**

That Council:

- (a) receives and notes the Council Meeting Attendance Report;
- (b) resolves that Councillor Jana DANIELS is absent without the permission of Council in accordance with Section 47(1) (o) of the *Local Government Act 2019* and thus is disqualified from office as Member of Roper Gulf Regional Council noting that this was Cr. DANIELS' second consecutive absence from the Ordinary Meetings of Council without its permission, thus Ms Jana DANIELS is not longer a Councillor of the Roper Gulf Regional Council;

ORDINARY MEETING OF COUNCIL MINUTES

23 OCTOBER 2024

- (c) resolves in accordance with Section 54(2) (a) of the *Local Government Act 2019* to call for Nominations from the Constituents of Yugul Mangi Ward to fill the vacant position of Councillor for the Yugul Mangi Ward;
- (d) rescinds the membership of Councillor Samuel EVANS from the Finance and Infrastructure Committee;
- (e) appoints Councillor Kathy-Anne NUMAMURDIRDI as a Member of the Finance and Infrastructure Committee;
- (f) removes Cr. Samuel EVANS from Council's delegation attending the Local Government Association of the Northern Territory (LGANT) November Conference (including Annual General Meeting and General Meeting) in Alice Springs in November 2024; and
- (g) resolves for its delegation to attend the LGANT November Conference (including Annual General Meeting and General Meeting) in Alice Springs in November 2024 to consist of Mayor Tony JACK, Deputy Mayor Helen LEE, Councillor Patricia FARRELL, Councillor Annabelle DAYLIGHT and Councillor Gadrian HOOSAN.

**14.2 MAYOR'S REPORT****2024/154 RESOLVED (Councillor Kathy-Anne Numamurdirdi/Councillor Annabelle Daylight)****CARRIED**

That Council receives and notes the Mayor's Report.

**14.3 CHIEF EXECUTIVE OFFICER'S REPORT****2024/155 RESOLVED (Councillor John Dalywater/Councillor Annabelle Daylight) CARRIED**

That Council:

- (a) receives and notes the Acting Chief Executive Officer's Report; and
- (b) supports the proposed name change of Edith Falls to Leliyn as requested by the Jawoyn Aboriginal Association, and authorises the Acting Chief Executive Officer to compile a Letter of Support to that affect, and supply it to the Jawoyn Aboriginal Association and to the Northern Territory Government.

**14.4 2025 MEETING SCHEDULE - COUNCIL, COMMITTEE AND LOCAL AUTHORITY MEETINGS****2024/156 RESOLVED (Councillor Kathy-Anne Numamurdirdi/Councillor Gadrian Hoosan) CARRIED**

That Council:

- (a) approves the 2025 Meeting Schedule – Council, Committee and Local Authority Meetings;
- (b) reschedules the April 2025 Briefing Day and Ordinary Meeting of Council to be held in Numbulwar on 15, 16 April 2025 respectively;
- (c) reschedules the December 2025 Briefing Day and Ordinary Meeting of Council to be held in Katherine on 9, 10 December 2025 respectively;
- (d) reschedules the April 2025 Audit and Risk Committee Meeting to be held in Katherine on 23 April 2025;
- (e) reschedules the October 2025 Audit and Risk Committee Meeting to be held in Katherine on 20 October 2025;
- (f) reschedules the December 2024 Briefing Day and Ordinary Meeting of Council to be held in Katherine on 03 and 04 December 2024 respectively;
- (g) reschedules the Minyerri Local Authority Meeting to 9 December 2024;
- (h) reschedules the Ngukurr and Urupanga Local Authority Meetings to 10 December 2024; and
- (i) reschedules the Numbulwar Local Authority Meeting to 11 December 2024.

**15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT****15.1 ANNUAL REPORT 2023-24**

ORDINARY MEETING OF COUNCIL MINUTES

23 OCTOBER 2024

**2024/157 RESOLVED (Councillor Edna Iles/Councillor Kathy-Anne Numamurdirdi) CARRIED**

That Council:

- (a) resolves to hold a Special Meeting of Council on 13 November 2024 at 11:00 am to deliberate and adopt its Annual Report (including Audited Financial Statements);
- (b) defers this matter to be dealt with at the Special Meeting of Council on 13 November 2024; and
- (c) directs the Audit and Risk Committee to meet on 13 November 2024 at 08:30 am.

**15.2 RECONCILIATION ACTION PLAN (RAP) SUMMARY REPORT**

**2024/158 RESOLVED (Deputy Mayor Helen Lee/Councillor Kathy-Anne Numamurdirdi) CARRIED**

That the Council receives and notes the Reconciliation Action Plan (RAP) Summary Report.

**15.3 COUNCIL FINANCIAL REPORT AS AT 30.09.2024**

**2024/159 RESOLVED (Councillor John Dalywater/Councillor Gadrian Hoosan) CARRIED**

That Council receives and notes the Council's Financial Report as at 30 September 2024.

**16 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT**

**16.1 LOCAL AUTHORITY PROJECTS UPDATE**

**2024/160 RESOLVED (Deputy Mayor Helen Lee/Councillor Kathy-Anne Numamurdirdi) CARRIED**

That the Council:

- (a) receives and notes the Local Authority Projects Update Report; and
- (b) allocates \$100,000 of Mataranka Local Authority Projects Funding towards Mulggan Camp Community Beautification and Amenity in accordance to Section 79 (2) of the *Local Government Act 2019*, noting the persistent lack of Quorum at the Mataranka Local Authority Meetings.

Councillor John Dalywater left the meeting at 10:15 am.

Councillor John Dalywater returned to the meeting at 10:17 am.

**16.2 PROGRAMS UPDATE**

**2024/161 RESOLVED (Councillor John Dalywater/Councillor Patricia Farrell) CARRIED**

That the Council:

- (a) receives and notes the Programs Update Report; and
- (b) requests feasibility scoping for the provision of the Childcare Services in Numbulwar.

Meeting adjourned at 10:41 am and reconvened at 11:04 am.

**16.3 AGED CARE AND DISABILITY SERVICES REPORT**

**2024/162 RESOLVED (Deputy Mayor Helen Lee/Councillor Edna Iles) CARRIED**

That the Council receives and notes the Aged Care & Disability Services Report.

**17 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT**

**17.1 Major Projects Report**

**2024/163 RESOLVED (Councillor John Dalywater/Deputy Mayor Helen Lee) CARRIED**

That Council:

- (a) receives and notes the Major Projects Report; and
- (b) approves a budget amendment of \$15,000 to increase the total budget for the Mataranka Aged Care Kitchen upgrades.



ORDINARY MEETING OF COUNCIL MINUTES

23 OCTOBER 2024

## 18 GENERAL BUSINESS

### 19 DEPUTATIONS AND PETITIONS

Council received deputations from:

- 1) the Local Government Association of the Northern Territory (LGANT) (in person); and
- 2) MyCDP Ngukurr (in writing).

*N.B. these deputations were received whilst in Confidential Session.*

### 20 CLOSED SESSION

#### DECISION TO MOVE TO CLOSED SESSION

2024/164 RESOLVED (Councillor Kathy-Anne Numamurdiridi/Councillor John Dalywater) **CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda :-

#### 20.1 Confirmation of Previous Minutes Confidential Session

*Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

#### 20.2 Previous Committee Minutes Confidential session

*Regulation 51(1)(d) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

*Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept*

#### 20.3 Action List

*Regulation 51(1)(c)(iii) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(d) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

#### 20.4 Chief Executive Officer Recruitment

*Regulation 51(1)(a) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

**20.5 Chief Executive Officer Leave**

*Regulation 51(1)(a) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

**20.6 Community Development Program Report**

*Regulation 51(1)(c)(i) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(i). It contains information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.*

*Regulation 51(1)(c)(iii) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

*Regulation 51(1)(f) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(f). It contains information in relation to a complaint of a contravention of the code of conduct.*

**20.7 Compliance Review Action Report**

*Regulation 51(1)(c)(iii) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(c)(iii). It contains information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.*

*Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

**20.8 Workshop Budget Amendment**

*Regulation 51(1)(a) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

*Regulation 51(1)(e) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(e). It contains information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.*

**20.9 Annual Return of Interests – Senior Council Staff**

ORDINARY MEETING OF COUNCIL MINUTES

23 OCTOBER 2024

*Regulation 51(1)(a) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(a). It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*

*Regulation 51(1)(d) - The Report will be dealt with under Section 293(1) of the Local Government Act 2019 and General Regulation 2021 Part (3) Administration - Division 2 Section 51(1)(d). It contains information subject to an obligation of confidentiality at law, or in equity.*

#### **20.1.1 Return to Open Meeting**

**2024/174 RESOLVED (Councillor John Dalywater/Councillor Patricia Farrell) CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re opened to the public.

The meeting reopened to the public at 1:59 pm.

#### **21 CLOSE OF MEETING**

The meeting closed at 1:59 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on 23 October 2024 and will be confirmed at the next meeting.

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Mayor Tony JACK  
Confirmed on 3 December 2024.

## OPERATIONAL REPORTS

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**ITEM NUMBER** 12.5  
**TITLE** Council Services Report  
**AUTHOR** Bhumika Adhikari, Governance Engagement Coordinator

### RECOMMENDATION

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Services Manager Report.

### KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

### BACKGROUND

Council contract delivery to the Alawa Aboriginal Corporation (AAC).

### ISSUES/OPTIONS/SWOT

The attached Council Services Report has been prepared by Alawa Aboriginal Corporation (AAC).

### FINANCIAL CONSIDERATIONS

Nil.

### ATTACHMENTS

1. CSM Report Alawa [12.5.1 - 4 pages]

Hodgson Downs (Minyerri) Local Authority

**GENERAL BUSINESS****ITEM NUMBER****TITLE** Council Services Report**REFERENCE****AUTHOR** Dale Campbell, CEO Alawa Aboriginal Corporation (AAC)**RECOMMENDATION**

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Services Report

**KEY OUTCOME AREA**

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

***Men's Shed activities have recommenced with regular presentations delivered by external collaborative support organization's including Sunrise health and Australian Legal Aide. These will continue as monthly activities ramp up and we broaden the scope of the program. Most recently we have engaged with ADANT regarding collaboration and sharing of resources for AOD education and intervention workshops and making referral pathways easier for those who wish to make use of them. Copies of activity reports are forwarded to the CDP Team. We have applied for an AOD Grant related to AOD and road safety to help fund activities related to Women's Centre and Men's Shed.***

***The Board have approved a budget amendment for the Women's Centre coordinator position which will be advertised shortly however limited activities for local women have been re commenced via Op Shop and visits by Australian Legal Aid. In the meantime, AAC has developed a proposal to NIAA that enables the participation of women in the workforce as a cohort of our MUNS Team.***

***A request has been submitted to DIPL to provide maintenance to houses and fences with AAC Offering to provide labor through CDP activities and for DIPL to provide materials as a collaborative effort.***

***NT Housing has visited the community and construction of Room to Breathe Dwellings and an additional five dwellings with the commencement of earthworks and foundations phase in late September.***

***I have been informally advised that there are plans to build and staff a new Police Station at Minyerri.***

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

***A proposal has been forwarded for the building of a new chiller and freezer for the Aged Care Complex and to address electrical issue associated with the service delivery components. A new Water Park is also under consideration as a part of this process. We are currently on the development phase of a NIAA Grant Submission for operational funding for the aged care respite Centre and the Arts and Cultural center as well as***

Hodgson Downs (Minyerri) Local Authority

**infrastructure R and M and other community related activities and asset repairs and management.**

**We are currently awaiting some significant rain so that we can commence a greening of the community program by planting shade and fruit trees, bush tucker and the like so that the plants get a good start. It is very dry here at the moment. We will also be erecting shade structures with accompanying furniture (concrete seats and table) as a part of the project with older jobseeker's working with the younger generation to maintain get water and upkeep of the newly planted trees. We intend to utilise purged water to water these trees and plants.**

**The Road has been graded albeit in a pretty rough manner, and further work is expected to be conducted around the culvert close to the community and some additional raising of the road level to allow better wet season access.**

**AAAC Is currently developing a business case and plan to resume road maintenance to the main community access road from the Roper Highway and including station fence lines and other areas as a part of our strategic goals and employment strategy for local people.**

**AAC has been awarded the three-year Airport reporting and maintenance contract and to also provide fire breaks around the Airstrip, Airstrip Inspections, and maintenance.**

**We have successfully re-negotiated the GEC, and Police Station and have a new MOU with Sunrise to conduct cyclical grounds maintenance to their housing assets and the Clinic. and the like.**

**The new Dialysis unit was successfully opened by then Minister Uibo and is in use as we speak. I submitted a request for funding for a temporary Mortuary facility for Minyerri, however I am yet to be in receipt of any return correspondence other than the former Minister supporting her proposal in principle.**

## **BACKGROUND**

### **CORE SERVICES**

111 – Councils Services General

**Services are being provided as per Contract.**

160 – Municipal Services

**The MUNS Crew working in collaboration with the CDP Trial are providing excellent services to the community as is the Night Patrol and reports are being submitted daily with weekly management meetings with both teams being held.**

**Streetlights have been repaired and correspondence forwarded with respect to payment. At a recent meeting with RGRC MUNS staff in Katherine, internal road maintenance, installation of speed bumps and appropriate signage around the school and playgroup sites has been discussed and it was agreed that RGRC would take ownership of the installations. The landfill site was also discussed including the use of RGRC equipment to dig a new site and removal of car bodies and scrap metal. More to follow on these issues.**

Hodgson Downs (Minyerri) Local Authority

***After being offline for some time due to mechanical related issues, the Rubbish Truck is back in action and waste removal activities are ongoing. For Xmas closure period, staff have agreed to maintain these services three days per week.***

#### **AGENCY SERVICES**

314 – Community Development Program (CDP)

- Update

***The Corporation continues to provide CDP services to the community and there has been a marked improvement in the look and tidiness of the community. Community public areas are maintained by CDP staff and whilst the rubbish truck requires repair's, daily services are still provided night.***

***After a Drive Safe, BDM and Centrelink visit to the community in mid-May where many occasions of service were delivered to the community including drivers' licenses, ID TFN and Basic Card renewal, we have been advised that neither Drive Safe not BDM will be able to visit again this year due to staff shortages by resignation. They will be out sometime in the new year to be advised.***

***CDP staff are recruiting a cleaner and additional Centrelink staff from our CDP Cohort. CDP staff are also actively referring jobseekers to local service providers who have contacted CDP Manager and advised of job vacancies that they require to be filled.***

348 – Library

***N/A***

350 – Centrelink

***The Centrelink office is staffed and in fact one of the staff recently received a certificate of commendation from the Centrelink Remote Services Manager as recognition of the high standard of service delivery to the community.***

404 – Indigenous Sports and Recreation

***It is envisaged that the position will be filled within the new year once recruitment has been completed. Funding for the position has been subject to a support letter from AAC for funding of a local and regional sport and rec plan. I understand that there has been some progress and AAC will soon be contacted to discuss further.***

***The Incumbent will collaborate closely with the School PE Teacher, After School and Aged Care Coordinators and the Night Patrol to provide sport and rec activities to the entire population as a strategy to divert youth from antisocial activities and to promote healthy lifestyles and general wellbeing.***

#### **OTHER / MISCELLANEOUS ISSUES**

***In the last report, a risk management strategy relating to the requirement for an additional fire cart at Minyerri in order to conduct safe preventative burning and if in the case of other fires, (IE a Vehicle Fire Aircraft Fire) I advise that a second trailer was provided by the LA and it was indeed used to extinguish a fire that endangered four houses.***

Hodgson Downs (Minyerri) Local Authority

***The Night Patrol recently underwent Inservice training, and we are happy to advise that we once more have female staff. The reports are submitted daily and are of an improved standard since the in-service course. The Night Patrol meets with the CEO daily to discuss issues and community related disharmony. The workers are committed and do their best for the community under exceedingly difficult circumstances.***

**ATTACHMENTS**

There are no attachments for this report.



**OPERATIONAL REPORTS**

---

<b>ITEM NUMBER</b>	12.6
<b>TITLE</b>	Town Priorities
<b>AUTHOR</b>	Cristian Coman, Manager Corporate Compliance

**RECOMMENDATION**

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Town Priorities Report.

**KEY OUTCOME AREA**

Environment: Protect and care for the physical environment, including developing and maintenance of clean and environmentally focused communities.

Infrastructure: Support building and maintaining community infrastructure which positively contributes to resident needs and aspirations.

**BACKGROUND**

The prescribed functions of a Local Authority are tabled at Chapter 5 of the *Local Government Act 2019*, and include participation in the development of Council's Regional Plan for each Financial Year.

**ISSUES/OPTIONS/SWOT**

Council develops a Regional Plan annually to be adopted by no later than 30 June, that outlines its priorities and goals for the coming financial year, and is inclusive of an allocated (and adopted) budget for the implementation of the same.

As part of the development of the Regional Plan (2024-25), the Hodgson Downs (Minyerri) Local Authority is requested to nominate priority projects for the Community, for Council to consider and assess as part of its goals for the Financial Year 2024-25.

The nominated town priorities will be assessed and ranked by Council as part of the Regional Plan development process, and will be put back to the Local Authority for review and comment as part of the draft Regional Plan consultation process.

*N.b. Town priority projects are not dependent on Local Authority Project Funding.*

**FINANCIAL CONSIDERATIONS**

Not Applicable (for nomination)

**ATTACHMENTS**

Nil

**OPERATIONAL REPORTS**

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<b>ITEM NUMBER</b>	12.7
<b>TITLE</b>	Community Night Patrol Update
<b>AUTHOR</b>	Cristie Geer, Acting Programs Manager

**RECOMMENDATION**

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Community Night Patrol Update.

**KEY OUTCOME AREA**

**Wellbeing:** Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

**Governance:** Increase the effectiveness and efficiency of the organisation, including in engagement with staff members, residents and external stakeholders.

**BACKGROUND**

Council receives funding from the National Indigenous Australian's Agency (NIAA) to deliver the Community Night Patrol program across the region. This program is contracted to Alawa Aboriginal Corporation to deliver in Minyerri community. As requested at the 02 September 2024 Local Authority meeting, Roper Gulf Regional Council Community Safety staff consulted with the Minyerri Community Night Patrol in Minyerri on the 10<sup>th</sup> September 2024.

**ISSUES/OPTIONS/SWOT**

Through the consultation process, the Minyerri Night Patrol team expressed the desire for further training and development. Roper Gulf Regional Council Community Night Patrol teams undergo mandatory First Aid, 4WD training and De-escalation Training. Many Night Patrollers have also completed a Certificate III in Community Services.

Further discussions were had regarding vehicle maintenance and daily reporting. To support the Minyerri Night Patroller's operations, Roper Gulf Community Safety staff provided access to the Crana Plus Night Patrol Handbook which outlines the structure and best practices for Community Night Patrollers as well as the contact details for North Australian Aboriginal Justice Agency (NAAJA) to assist with further legal guidance as to what is considered a Night Patroller's responsibility and what is not.

**FINANCIAL CONSIDERATIONS**

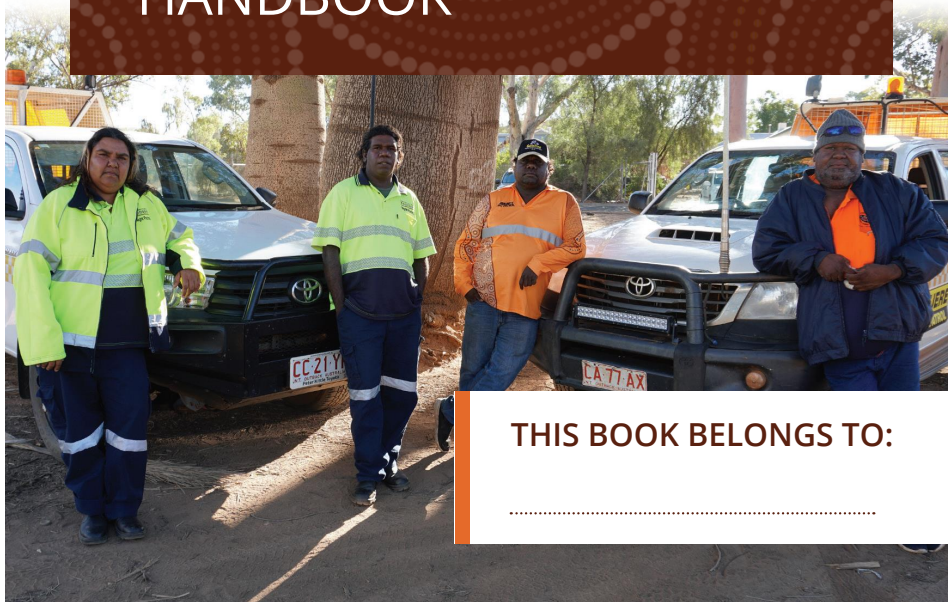
Nil

**ATTACHMENTS**

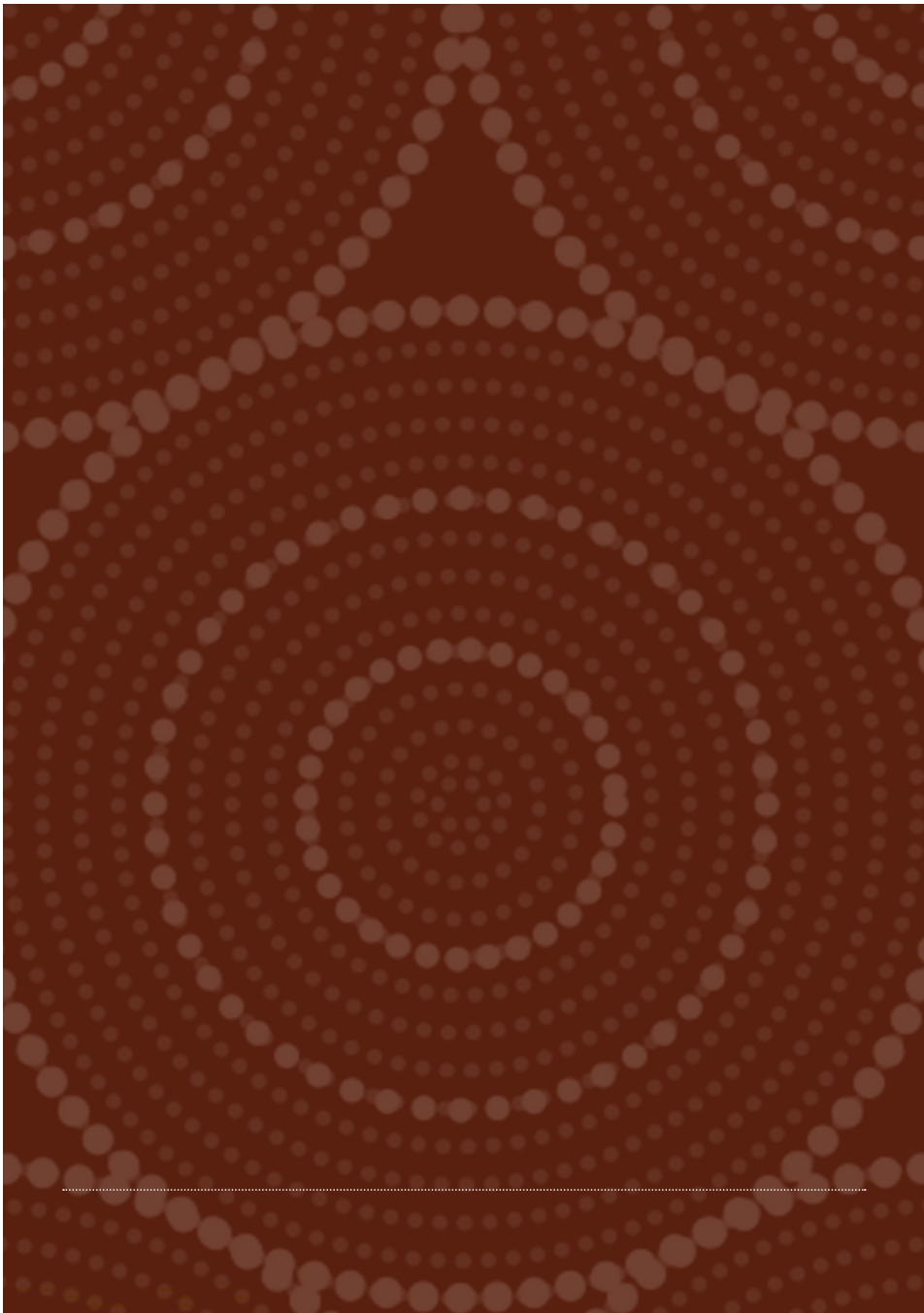


# Working Safely in Community Night Patrol

## HANDBOOK



THIS BOOK BELONGS TO:



# TABLE OF CONTENTS



01	COPYRIGHT	PAGE 02
	DISCLAIMER	PAGE 02
	ACKNOWLEDGEMENTS	PAGE 02
02	INTRODUCTION	PAGE 03
03	ORIENTATION: HELPING YOU STAY SAFE!	PAGE 04
04	POLICE	PAGE 06
	WHEN TO DIAL 000	PAGE 06
05	WORK, HEALTH AND SAFETY	PAGE 08
	SAFETY SAM - WORK, HEALTH AND SAFETY STEPS	PAGE 08
06	SAFETY PRINCIPLES	PAGE 10
	EMERGENCY PLANS	PAGE 12
	VEHICLES	PAGE 12
	INCIDENT FORMS	PAGE 12
07	CONFLICT	PAGE 13
	FAMILY VIOLENCE	PAGE 13
	MANDATORY REPORTING	PAGE 14
	BEING ASKED TO DO SOMETHING THAT'S NOT PART OF YOUR JOB?	PAGE 15
08	CARING FOR MYSELF - KEEPING STRONG, STAYING WELL	PAGE 16
	DEBRIEF AND SUPPORT CONTACTS	PAGE 16

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**DISCLAIMER**

The *Working Safely in Community Night Patrol Handbook* ('Handbook') is a quick reference tool that has been published for the use of Community Night Patrollers.

The Handbook has been carefully prepared to ensure that it is as accurate as possible and follows current acceptable professional standards. Every effort has been made to render the material free from omission or error in order to support Community Night Patrollers. Aboriginal and Torres Strait Islander readers are warned this document may contain images of deceased persons which may cause sadness or distress.

The information provided in the Handbook is current at the time of publication.

The information contained in the Handbook is a guide only and does not replace organisational policies and/or guidelines or professional advice. It is not a replacement or substitute for the services of trained professionals in any field, including, but not limited to, financial, legal (including but not limited to workplace health and safety), medical, and psychological. It is essential that in each situation, relevant legislation and local policies/procedures are considered and applied as appropriate and, where necessary, the advice of a trained professional is sought and obtained.

CRANaplus holds no responsibility for the actions of Community Night Patrollers or individuals based upon their interpretation of the materials contained in the Handbook. CRANaplus does not guarantee and accepts no legal liability whatsoever arising from or in connection with the accuracy, reliability, currency of or completeness of any material contained within the Handbook, including any advice given by any person affiliated with CRANaplus in connection with the Handbook. Users of the Handbook should seek and obtain appropriate legal or other professional (including but not limited to financial, medical or psychological) advice prior to relying on, or entering into any commitment based on material published in the Handbook, which material is only published for educational purposes.

**ACKNOWLEDGEMENTS**

*CRANaplus would like to acknowledge the Traditional Owners upon whose land, consultation was conducted. We would also like to acknowledge the time, stories and cultural knowledge Patrollers, Team Leaders, Coordinators and Managers gave so generously in pursuit of improving the safety of their workforce and the communities.*

The Project Team are also grateful to the training organisations (Charles Darwin University and Eagle Training), NAAJA, NT Police and the Department of the Prime Minister and Cabinet (DPMC) Regional Network staff, DPMC Advisory Group, National Office and the Regional Network, who gave their time, resources and the expertise of the Community Night Patrol workforce to help develop this package.

We would like to thank WorkSafe Western Australia for the use of the Safety SAM concept. 'Safety SAM is reproduced courtesy of WorkSafe, Department of Mines, Industry Regulation and Safety, Western Australia'.

These Guidelines were developed by CRANaplus. Original author Judy Hoskins, with revisions from Kristy Hill, Tarneen Callope and Djunagur Callope.

## INTRODUCTION

The Working Safely in Community Night Patrol Package was developed following significant consultation with the Community Night Patrol (CNP) workforce. Refer to the Community Night Patrol Workforce Safety Report for further information.

The Working Safely in Community Night Patrol-Handbook highlights key points and principles from the information you would have learnt during the Working Safely in Community Night Patrol eLearning Course. It is designed as a quick reference tool that can be kept in patrol vehicles and offices.

The information in this Handbook is generic. Every community has different ways of working, so it's important to check your local policies and procedures and discuss this information with your manager. This Handbook has reference to some key situations encountered by Community Night Patrollers'. Such as; When to Call Police, Work Health & Safety - Safety SAM steps and the Overall Safety Principles. Once again it is important to refer to the eLearning course for more detailed information and other situations.

So, let's get started with Safe Patrolling!



## ORIENTATION: HELPING YOU STAY SAFE!

Remember your orientation? Asking these questions can help you learn your job and stay safe. (More questions are in the eLearning course).



### JOB DESCRIPTION

- Where do I find my job description?
- What do I do if I am asked to do something that is not in my job description?



### WORK, HEALTH & SAFETY

- Where are the policies & procedures?
- How do I report an issue?
- Who is my teams WHS representative?



### EMERGENCY PLANS, FOR THE WORKPLACE & COMMUNITY

- Where are these?
- What is my role in an emergency?
- Who can help me?



### COMMUNITY SAFETY PLANS & MEETINGS

- Are there Community Safety Meetings?
- Who from Community Night Patrol attends these meetings?



### COMMUNICATION EQUIPMENT

- What type of equipment do we use?
- Where is it stored, how do I check the equipment?
- How do I report a problem with equipment?



### UNIFORM AND PPE

- What is my uniform?
- What equipment do I need?
- How do I order CNP uniforms and PPE?



### FIRST AID

- Do I need to enrol in FIRST AID training?
- Where is the FIRST AID box checklist?
- How do I order new first aid stock?



CRANAplus Working Safely in Community Night Patrol: Handbook



**KNOWING YOUR COMMUNITY**

- Such as: Police, Clinic, Safe Houses, Elders, Family and Kinship leaders
- How do I contact these people or services (after hours)?
- Who can support me in my job?



**VEHICLE CHECKLISTS**

- Where is the vehicle checklist?
- Who is responsible for completing the vehicle checklist?
- Where do I find the vehicle Standard Operating Procedure (SOP)?



**TOOLBOX MEETINGS**

- When & where are these meetings held?
- Where can I find the meeting notes and action list?



**REPORTS**

- When & What do I report?
- How do I report?



**SPECIAL REPORTS, MANDATORY REPORTING, DOMESTIC VIOLENCE**

- When & What do I report?
- How do I report?



**RISK ASSESSMENT**

- Where do I find Incident forms?
- Where do I find Policies & Procedures?
- What do I need to do?



**WORKPLACE SECURITY - ASK ABOUT**

- Office Security – locks, lights, keys
- Out of office sign in and out procedure?
- Who to contact if there is a security problem?
- How to contact someone after business hours?
- Where to find Emergency Procedure manual?
- When is the Emergency Response Training held?
- How to sign up for this training?



**ON THE JOB TRAINING**

- Who is my mentor?
- How do I access on the job training?
- Who do I go to with patrol questions?



**TRAINING**

- What training is available?
- How do I sign up for training?
- Who do I talk to if I feel unsafe and/or feel I need more training?
- What training have other patrollers found useful?

## THE POLICE: WHEN TO PHONE 000

The Police and Patrollers often work together to keep everyone safe. It's important to develop partnerships with your local police to understand each other's role and responsibilities and how you can best work together.

### When should I call '000'?

You should call 000 in an emergency or life-threatening situation, otherwise you should call 131 444

#### What happens when you call '000'?

1. Your call is first answered by **Telstra**, who will ask: "Emergency. Which service do you require - Fire, Police or Ambulance?"
2. Tell the operator if you need Police, Fire or Ambulance, they will ask where you are, including state/territory.
3. Your call will then be connected to the emergency service you need, who will take **details of the situation**.
4. Stay on the line, speak **clearly** and **answer** the operator's questions.
5. Give them the details of your name, where you are, including street number, name, nearest cross street, and locality. In rural areas it is important to give the full address and distances from landmarks and roads, not just the name of the community.
6. If possible write down as much about the situation as you can, including the PROMIS number.
7. **Don't** hang up until the operator has told you it is ok to hang up now.
8. If possible, wait in an area agreed on with the emergency operator.
9. If you make a triple zero call whilst on a major road or remote road. Know the direction you are travelling, the last road you crossed or community/suburb you passed through. Give this information to the emergency operator.

## CULTURAL SAFETY

**Cultural safety at work is very important. For Aboriginal people, everything comes from culture and your cultural beliefs and values are a part of you and your community. This means that having strong culture in the workplace and having your own cultural beliefs and values respected is a part of your personal and cultural safety.**

If you feel your cultural beliefs and values are not being respected, or have not been included in your job role, then you can feel culturally unsafe in the workplace.

Culturally safe work practices within Community Night Patrol services should include Aboriginal cultural practices and ensure that lore and customs are respected and incorporated into best practice models of service delivery. If you are asked to perform a duty while on patrol that you believe is culturally unacceptable or culturally unsafe it is important to speak to your team leader and/or your manager to tell them your concerns. Talking with Elders, family and kinship leaders or other community leaders will also help to provide guidance and support.






## WORK, HEALTH AND SAFETY

You will remember from the eLearning course and other training, that Work, Health and Safety (WHS) is the responsibility of everyone in the workplace. Your manager has the responsibility to help provide a safe workplace, policies and procedures and offer you enough safety training to help keep you safe.

You and other workers have responsibility to make sure you follow your employer’s policies, procedures and standard operating procedures. You also need to take every action reasonable to keep yourself and others safe at work.

Part of this is following the Safety SAM steps in your work each day. Below are the Safety SAMs steps and some examples of how to manage some situations.

### SAFETY SAM - WORK, HEALTH AND SAFETY STEPS

	<p><b>Spot the Hazard, Risk or Danger</b></p>	<ul style="list-style-type: none"> <li>• Look around; Is there trouble or possible trouble</li> <li>• Listen For fighting, anger, screaming</li> <li>• Smell For strange smells -Gunja, fire</li> <li>• <i>Could you or someone else be hurt?</i></li> <li>• Talk to your team about safety</li> </ul>
	<p><b>Assess the Risk or Danger. Is it safe?</b></p>	<ul style="list-style-type: none"> <li>• Check out the scene, is there danger?</li> <li>• Could you or someone else be hurt?</li> <li>• Could you or someone else die?</li> </ul>
	<p><b>Make the Changes to be safer</b></p>	<ul style="list-style-type: none"> <li>• Fix it early- think how to keep everyone safe</li> <li>• Make it less dangerous.</li> <li>• Try to be calm</li> <li>• Remove yourself &amp; others from danger</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Never work alone, keep eye contact with partner</li> <li>• Get help &amp; Report it</li> <li>• Emergency Dial 000</li> <li>• Non-Emergency 131 444</li> <li>• Talk to your manager &amp; fill in the forms</li> </ul>

\*Safety SAM is reproduced courtesy of WorkSafe, Department of Mines, Industry Regulation and Safety, Western Australia\*.

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09

## SAFETY PRINCIPLES

- Never patrol alone, stay together and keep eye contact with each other
- Always have 2 radios or phones
- Remember your emergency plan and training
- Always speak calmly and respectfully; do NOT raise your voice; and never argue with another person
- Listen to the person, show non-threatening body language, avoid constant eye contact; allow the person to break their gaze and look away
- Try to help them with their problem- focus on the future
- Stay a safe distance away (at least 4 times your usual distance) and never turn your back on an angry person
- Always plan a safe escape route e.g. in a room have your back to the door
- Stay back if there is a weapon



- Move to a safe area, if possible
- Get help from other patrollers
- If children are in danger: If it is safe - remove the children from the danger.  
**Do not** force the children to go with you or into vehicles.
- Call police if help needed and/or if you feel unsafe or in danger
- Report to your team leader and manager
- Write down as much as you can about the incident
- Complete an Incident Report, Shift Report &/or any other organisational forms
- Dependent on the situation, talk to Elders or Kinship Leaders for advice
- Debrief and/or talk to qualified counsellors



## EMERGENCY PLANS

**Part of keeping yourself and your community safe is being prepared to respond to an emergency.**

Locate the emergency plans for your job and your community, these should be in the Emergency Procedure folder or similar in your workplace. Talk to your team leader and/or manager if you need more information. Learn what your responsibilities are in an emergency. This will help you respond in the best way to help you, your team and community.

## VEHICLES

**Refer to your organisations Policies, Procedures and Standard Operating Procedures (SOP) regarding vehicle use, vehicle checklists and transportation of community members.**

*Never force anyone into a Community Night Patrol vehicle.*

## INCIDENT FORMS

Here are *some* examples of *when you should fill in an Incident Form*:

- ✓ Property (including vehicle) is damaged
- ✓ If you or any worker has an accident or is injured at work
- ✓ A near miss or a hazard
- ✓ There is an accident
- ✓ If you or someone else is unsafe or in danger
- ✓ Traumatic events
- ✓ If you go to a suicide or attempted suicide
- ✓ If you go to a road accident
- ✓ If you get someone's bodily fluids on you like blood, spit, vomit
- ✓ If something has upset you or caused lots of worry
- ✓ If you have been asked to do something that is not part of your job



## CONFLICT

Managing conflict on patrol is difficult and confronting. Follow the Safety Principles in this Handbook on pages 10 & 11

### REMEMBER YOUR SAFETY COMES FIRST!

#### IF THERE IS CONFLICT WITH A TEAM MEMBER:

- ✓ Talk to the person in a calm manner and try to sort the problem
- ✓ Do not argue
- ✓ If you cannot sort the problem, talk to your team leader

#### IF THERE IS CONFLICT WITH SOMEONE IN THE COMMUNITY:

- ✓ Your Safety Comes First
- ✓ Talk to your team leader or manager for advice
- ✓ Talk to Elders or Kinship Leaders for advice
- ✓ Talk to qualified and confidential counsellors

## FAMILY VIOLENCE

In the Northern Territory it is the law and in other states it is best practice to tell the police if you are worried about anyone getting hurt from family violence or if you have witnessed family violence.

What to do if you witness Family Violence: Follow the Safety Principles in this Handbook on pages 10 & 11

### REMEMBER YOUR SAFETY COMES FIRST!

- |   |  |
|---|--|
| ✓ Talk calmly and respectfully  | ✓ Ask the victim if they want to go somewhere safe. E.g. a safe house or family      |
| ✓ Listen to both sides of the story   | ✓ If someone is injured ask if they want to go to the clinic                         |
| ✓ Do NOT argue  | ✓ Call police, give Police as much information as possible & ask for a PROMIS number |
| ✓ If safe, one patroller to move away and get help and/or help move others away | ✓ Notify your manager  |
| ✓ If safe, move the victim away   | ✓ Complete a Shift Report and Incident Form after everything is calm and safe        |

## MANDATORY REPORTING

Family and culture is at the centre.....Children and young people have the right to feel safe. To help ensure this, the government has made laws to protect children. In the Northern Territory and South Australia, you are legally required to report ALL suspected cases of child abuse as a part of your Community Night Patrol role and as an adult.

### *These Laws Help Keep Children Safe!*

**What to do when you see these situations?**

**Follow the Safety Principles in this Handbook on pages 10 & 11**

- ✓ Move the children away if you can and if it is safe to do so
- ✓ Always show respect and talk to the family about taking the children to another family home or to a safe place
- ✓ NEVER force children to go with you
- ✓ NEVER force children into a vehicle
- ✓ If there is danger, but not an emergency call 131 444
  - If a child is in danger and its an emergency call 000
  - Give Police the details and get a PROMIS number
- ✓ If the child has been hurt, you must take the child to the clinic and tell the police. It is the law!
- ✓ Complete an Incident Form and Shift Report. Write as much information as you can
- ✓ Report the incident to your manager



## BEING ASKED TO DO SOMETHING THAT'S NOT PART OF YOUR JOB?

**It is OK to say NO if you are being asked to do something that is going to make you or someone else unsafe. When doing this, make sure you remain calm and speak respectfully.**

If someone from another organisation such as police or the clinic are asking you to do something that you don't believe is a part of your role as a patroller, or you believe it could make you unsafe or put you in danger, even if it is urgent, you should;

- ✓ Politely tell the person you don't feel comfortable to do this.
- ✓ Call your manager (on the after-hours number if needed).
- ✓ Ask your manager to talk to the other organisation. Give them as much information as you can.
- ✓ Fill in an Incident Report and Shift Report.

### *If the person will not accept you saying no;*

- ✓ Ask them to contact your manager.
- ✓ Explain that you have been told only to do the work that is in your job description, role and responsibilities, as a Community Night Patroller and you must stay safe.
- ✓ If police, ask for the PROMIS number and record this on the Incident Report and/or your Shift Report.
- ✓ *Debrief.* Talk it through with your manager, your team, or if appropriate elders, family or kinship leaders, clinic nurse or a qualified counsellor.



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## CARING FOR MYSELF - KEEPING STRONG, STAYING WELL

Looking after yourself is very important. The role of a patroller can be really stressful and you may at times witness lots of trauma like car accidents, suicide or family violence. This can take its toll on you, so it's important to develop ways to cope with this. The eLearning course shares examples of how other patrollers keep themselves strong and well.

**Remember you need to look after yourself, so you can care for your family, team and community!**

## DEBRIEF AND SUPPORT CONTACTS

**It's important to talk through your worries. This may be with your team, your manager, qualified counsellor or for some worries your family or Elder/Kinship leaders.**

Contacts and support details for counselling, legal advisory groups, training services and other relevant services can be found in the Working Safely in Community Night Patrol eLearning Course, searched via the web or ask your manager or team leader how to contact these services.



**NOTES**

This page is for writing phone numbers you might need while on the job or other important safety information.

Dotted lines for writing notes.

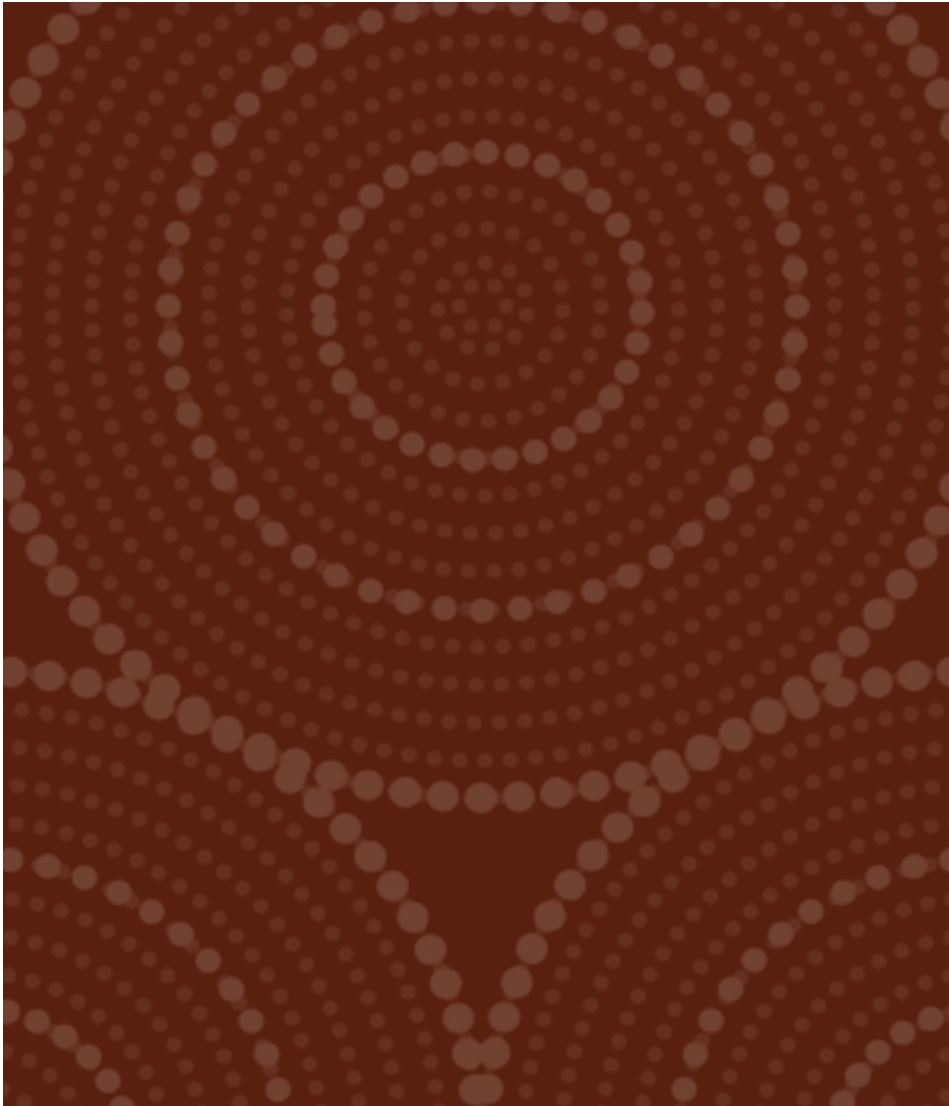




*I need to keep myself  
safe, so I can care for  
my community*







## GENERAL BUSINESS

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<b>ITEM NUMBER</b>	14.1
<b>TITLE</b>	Community Development Program
<b>AUTHOR</b>	Michaela Naare, CDP Regional Manager

### RECOMMENDATION

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Community Development Program (CDP) Report.

### KEY OUTCOME AREA

**Wellbeing:** Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

**Economic Development:** Foster strengthening and growing jobs, industries, and investment attraction.

### BACKGROUND

The Community Development Program (CDP) is a remote employment and community development service being delivered by Council on behalf of the Australian Government. Council is required to deliver a quality service, fulfilling all obligations, and adhering to CDP contractual compliance under the Head Agreement.

Currently, the subcontractor agreement between AAC and Council has lapsed, as the new Head Agreement is under review by our legal team. In the interim, AAC will continue to deliver CDP services in Minyerri Community on behalf of Council. AAC is required to provide a high-quality service, meet all contractual obligations, and adhere to compliance standards, while reporting all CDP matters directly to Council.

The Minyerri CDP currently has a caseload of 291 active job seekers. Between August 2024 and October 2024, the program successfully supported two job seekers in securing employment. These placements reflect our ongoing efforts to connect participants with meaningful job opportunities, providing pathways for skill development and economic participation. This progress highlights the dedication of both the CDP team and participants to achieving employment goals within the community.

The Australian Government is committed to replacing CDP with a new program with real jobs, proper wages, and decent conditions - developed in partnership with First Nations people. The new program will give communities more control to determine local projects and potentially increase economic opportunities and jobs in remote areas.

## Introducing Remote Jobs and Economic Development program (RJED)

### What is the RJED Program?

The Remote Jobs and Economic Development (RJED) program is coming for people living in remote areas of Australia. It will start in the second half of 2024 and create 3000 jobs over three years.

The RJED program will:

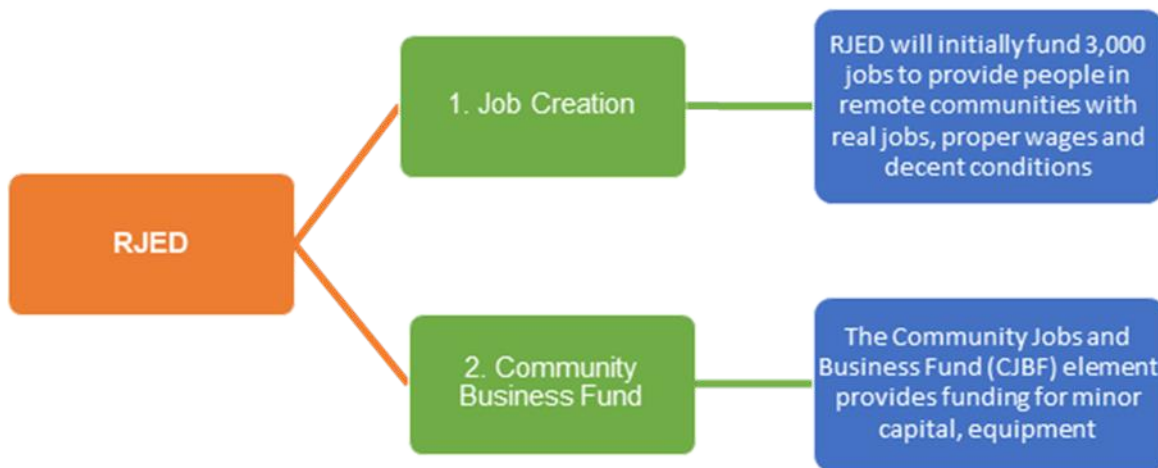
- create local, paid jobs with good conditions
- let communities decide what jobs are created
- be developed in partnership with First Nations peoples. Transitioning from CDP to Real Jobs, through Community Projects

**How will the RJED program work?**

Communities will identify the jobs they want and need. The Government will pay for these jobs to be created so community organisations and local government can hire local people. There will also be a fund for businesses to apply for money for minor equipment and capital. This will help create jobs by giving money to projects the community wants and needs. Given that each community is different, the RJED program may be different in each place.

People will still have support from the Community Development Program (CDP) if they need it until 30 June 2025, before a new remote employment service begins.

**RJED Grant is comprised of 2 elements:**



**The breakdown of Job Creation**

Eligible expenditure items under this element are:

- 1) Wages and salary expenses at the relevant Award rate for entry level positions (if applicable) or National Minimum Wage rate:
  - Determining the appropriate rates of pay will be the applicant’s responsibility and, as an employer, you must ensure your employees receive the correct payments for the hours worked, along with other entitlements.
  - Funding includes penalty rates, overtime and other allowances as prescribed by the relevant Award or National Employment Standards, including casual loading and leave entitlements, if applicable.

**2) Superannuation**

Applicants must determine the appropriate superannuation payments to meet relevant requirements paying employees their superannuation entitlements, as set out in legislation and by the Australian Taxation Office.

**3) Leave entitlements**

Applicants are required to understand and comply with any leave entitlements prescribed by the relevant Award or National Employment standards.

### The breakdown of Community Jobs and Business Fund (CJBF)

This element will provide funding for minor capital, equipment, and capacity building. Funding requested under the CJBF must clearly and directly support and complement the job/s being created under the Jobs Creation. Additional funding or an increase to funds may be available over the period of the grant agreement, subject to approval by the NIAA. Eligible expenditure items include but are not limited to those outlined in the table below (As extracted from pages 14 to 16 of (DRAFT) the Remote Jobs and Economic Development Program Grant Opportunity Guidelines):

Expenditure item	Maximum expenditure amount	Example items
Minor refurbishment or modification to existing facilities for the benefit of RJED employees	Up to \$100,000 GST exclusive per application	Transportable buildings for office space Provision of safe workspaces and amenities for RJED employees Fixed furniture WHS modifications/adjustments Sheds for equipment storage or work areas
Lease or purchase of equipment and materials needed by RJED employees to do their jobs	Up to \$100,000 GST exclusive	Tools and small machinery Purchase or leased vehicle for employee to complete their duties Uniforms and protective equipment WHS modifications/ adjustments ICT equipment, including satellite phones and mobile devices Technical and specialist equipment, such as screen printing, earth moving machinery Vehicles and vessels, such as all-terrain vehicles and fishing vessels Lease or purchase of a bus for employee transport
Materials and consumables to support RJED employees entering and staying in employment	maximum expenditure to be considered on a case-by-case basis	Engagement of mentoring or other employee support services Development of bespoke employment, training, and induction resources for RJED employees Cultural competency training Wages for supervisory staff for RJED-funded employees (maximum 12 months)
Capacity and capability building for organisations to support RJED employees	Up to \$50,000 (GST exclusive)	One-off purchase of payroll processing software or HR software Business planning in relation to employees or employment, e.g. workforce planning, succession planning or career planning Support for development of employee-related policy and processes, e.g. legal advice Time limited payment of supervisor or trainer wages, e.g. six months to train RJED employees to replace fly in / fly out or drive in / drive out services Development of secure remote IT systems to enable RJED employees to work away from the office Training, support, and advice related to: <input type="checkbox"/> Human Resource Management

		<ul style="list-style-type: none"> <li>☐ Workplace Health and Safety</li> <li>☐ Workplace Relations</li> </ul> <p>Leadership and management training specific to the supervision, leading and management of employees                      Consultancy and advice on developing programs, policies, and processes to recruit, develop and retain employees</p>
On costs and overheads	One-off funding up to 15% of the total job creation costs to cover on-costs	<p>Workers compensation/ insurance                      Human resources support, such as HR/pay roll costs or upgrading to One-Touch Payroll                      Property operating expenses                      Desktop ICT equipment and costs (for example – computer, attributed IT costs such as internet or IT support                      Training costs</p>

**Transitioning from CDP to Real Jobs, through Community Projects**

As we progress towards a new program, services will continue through an extension of CDP provider arrangements to April 2024 (extended post October 2024). This will not be business as usual and extensions are dependent on providers’ ability and willingness to build on the current trials, capture learnings and further strengthen community led approaches. This will allow for the generation of further ideas to inform a new jobs program, while consultations on the new program are underway.

Similar to the Trialling Pathways to Real Jobs initiative, Council will work with community to deliver the approved Community Project, ‘Building on from the Job Shadow Trial’ for both Regions 29 and 30. As the name states, Council is utilising this timeframe to further build on from the Job Shadow Trial to transition towards aspiration for our job seekers to receive:

- Real jobs
- Proper wages
- With decent conditions

**How do you take part in this innovative opportunity as an Employer?**



**The Process:**

- Newly created job descriptions must be submitted to CDP for review and negotiation.
- An Employer Agreement will need to be negotiated and signed by both the employer and the Council's CDP department.
- Once a Job Shadowing Placement is created, an initial payment of \$5,000 will be automatically provided to the employer.
- A further \$10,000 will be paid to the employer after 13 weeks of successful placement for the CDP participant(s).
- Once the job seeker is placed in employment, rather than receiving a top-up, the position will be fully subsidised through Community Project funds. This applies only to part-time and casual employment positions.
- The fully subsidised job seeker will be employed through a reimbursement process from the employer to the Council. This arrangement will continue until the end of April 2025.

The aim of this phased payment approach is to encourage employers within our Regions to create genuine, potentially essential employment opportunities within their business or organisation. Employers are encouraged to think creatively, using this period to trial and refine their recruitment model to maximise its potential. This approach is designed as an invested opportunity for Community/Township growth and development.

**ISSUES/OPTIONS/SWOT****Minyerri September visit - Training and site support**

During the week of 9 September 2024, two of Council's Compliance Officers travelled to Minyerri to provide training and on-site support to our AAC team.

**Day 1: Quality Appointments Training**

The first day focused on improving the quality of appointments. The session began with an in-depth review of each appointment type, examining strategies to build rapport with job seekers. Emphasis was placed on how effective rapport-building can improve job seekers' attendance, experiences, and outcomes. IMT barriers and structured Job Plan goals were also discussed, demonstrating their effectiveness in enhancing engagement and service delivery.

The training included an introduction to Artificial Intelligence (AI) tools first presented during the CDP Training session held by Rise Ventures in Brisbane last May, attended by three of our CDP Compliance Officers. These tools were highlighted as valuable resources to further enhance comment quality and optimising our Regions PPR results. Staff engaged enthusiastically, exploring practical ways to incorporate these tools into their workflows, which significantly boosted team confidence.

**Day 2: Employment Training**

The second day centered on the employment component of our services. We reviewed the job seeker employment pathway and the critical steps for entering employment information into ECSN, highlighting the importance of accurate, timely data entry to ensure compliance and positive outcomes.

The session also covered PPR, particularly Measures 5 and 6, and examined the role of high-quality Post Placement Support (PPS) and Employer Post Placement Support (EPPS) in influencing both job seekers' employment outcomes and overall performance. Using our Remote Employment Target (RET), the session demonstrated how timely PPS reporting and precise employment entries can impact performance scores and job seekers success. This visual approach was especially helpful for the AAC Team in understanding the significance of accurate data.

**FINANCIAL CONSIDERATIONS**

Nil.

**ATTACHMENTS**

Nil