

AGENDA

ORDINARY MEETING OF COUNCIL

Wednesday 28 August 2024

Notice is given that the next Ordinary Meeting the Roper Gulf Regional Council will be held on:

Wednesday 28 August 2024 at 08:30 am
The Council Chambers Roper, Gulf Regional Council Support Centre
2 Crawford Street, Katherine, NT

Your attendance at the meeting will be appreciated.

Or via
Microsoft Teams meeting
(Join on your computer, mobile app or room device)
[Join the meeting now](#)
Meeting ID: 412 501 345 068
Passcode: eRxiaj

Or please call (audio only)
[+61 2 8320 9269](#)
When prompted, enter Conference ID: 710 308 057#



David HURST
ACTING CHIEF EXECUTIVE OFFICER

PLEDGE

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

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

PRAMIS BLA WI

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

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis, dum wek brabli gudbalawei, en im laibliwan.”

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CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER	6.1
TITLE	Confirmation of Previous Minutes
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council confirms the minutes from its Ordinary Meeting held on 26 June 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 Council held its Ordinary Meeting in Katherine on Wednesday, 26 June 2024.

ISSUES/OPTIONS/SWOT

Attached are the recorded minutes of that meeting for Council's review and confirmation.

The next Ordinary Meeting is scheduled to be held on Wednesday, 23 October 2024 at 8:30am in Katherine.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Ordinary Meeting of Council 2024 06 26 2500 Minutes [6.1.1 - 9 pages]



MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL COUNCIL, COUNCIL HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE
2 CRAWFORD STREET, KATHERINE, NT
ON WEDNESDAY, 26 JUNE 2024 AT 8:30 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK;
- Deputy Mayor Helen LEE;
- Councillor Samuel EVANS;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Edna ILES;
- Councillor Patricia FARREL;
- Councillor Gadrian HOOSAN; and
- Councillor Kathy-Anne NUMAMURDIRDI (via audio/video conference).

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Clare CUPITT, Acting General Manager Community Services and Engagement;
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Bhumika ADHIKARI, Governance Engagement Coordinator; and
- Daniele PIGA, Governance Officer (minute secretary).

1.3 Guests

- Adelaide LAQERE; Regional Project Officer, Department of the Chief Minister and Cabinet; and
- Maree DE LACEY, Executive Director, Local government, Department of the Chief minister and Cabinet.

2 MEETING OPENED

The Ordinary Meeting of Council Meeting opened at 8:42am. 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****72/2024 RESOLVED (Helen LEE/Samuel EVANS)****CARRIED**

That Council:

- (a) accepts the tendered apologies from Councillor Selina ASHLEY, Councillor Owen TURNER, Councillor Annabelle DAYLIGHT, and Councillor John DALYWATER; and
- (b) does not accept the tendered apology from Councillor Jana DANIELS.

5 QUESTIONS FROM THE PUBLIC**6 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES****73/2024 RESOLVED (Edwin NUNGGUMAJBARR/Gadrian HOOSAN)****CARRIED**

That Council confirms the minutes from its Ordinary Meeting held on 24 April 2024, and Special Meeting held on 30 May 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****74/2024 RESOLVED (Samuel EVANS/Edna ILES)****CARRIED**

That Council:

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

Councillor Kathy-Anne NUMAMURDIRDI joined the Meeting at 8:56am.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS**9 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Ordinary Meeting of Council.

10 PREVIOUS COMMITTEE MEETING MINUTES**10.1 PREVIOUS COMMITTEE MEETING MINUTES****75/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Edwin NUNGGUMAJBARR)**
CARRIED

That Council:

- (a) receives and notes the Minutes of the Finance and Infrastructure Committee Meeting;
- (b) ratifies the Decisions made by the Finance and Infrastructure Committee as tabled in the same; and
- (c) reschedules, in accordance with Section 96 (1) (b) of the *Local Government Act 2019*, the next Meeting of the Finance and Infrastructure Committee to Monday 22 July 2024.

11 INCOMING CORRESPONDENCE**11.1 INCOMING CORRESPONDENCE****76/2024 RESOLVED (Helen LEE/Kathy-Anne NUMAMURDIRDI)****CARRIED**

That Council accepts the incoming correspondence.

12 OUTGOING CORRESPONDENCE**12.1 OUTGOING CORRESPONDENCE****77/2024 RESOLVED (Samuel EVANS/Edwin NUNGGUMAJBARR) CARRIED**

That Council notes the outgoing correspondence.

13 WARD REPORTS**13.1 NEVER NEVER WARD REPORT****78/2024 RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRDI) CARRIED**

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 07 May 2024;
- (c) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 07 May 2024;
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Jilkminggan Local Authority; and
- (e) Requests a review into the efficacy of the Mataranka Local Authority, and for that report to be tabled to it at its next Ordinary Meeting.

13.2 NYIRANGGULUNG WARD REPORT**79/2024 RESOLVED (Helen LEE/Edwin NUNGGUMAJBARR) CARRIED**

That Council:

- (a) receives and notes the Nyiranggulung Ward Report;
- (b) notes the resignation tendered by Anne Marie RYAN from the Wugularr (Beswick) Local Authority;
- (c) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Wugularr (Beswick) Local Authority; and
- (d) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Barunga Local Authority;
- (e) reschedules the Wugularr (Beswick) and Manyallaluk Local Authority from 01 July 2024 to 08 July 2024, Barunga Local Authority from 02 July 2024 to 09 July 2024 and Bulman Local Authority from 04 July 2024 to 11 July 2024.

13.3 SOUTH WEST GULF WARD REPORT**80/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the recommendations from the Robinson River Local Authority Meeting held on Thursday, 09 May 2024; and
- (c) requests to review the Borroloola Local Authority Membership.
- (d) requests a review into the efficacy of the Borroloola Local Authority, and for that report to be tabled to it at its next Ordinary Meeting.

13.4 NUMBULWAR NUMBURINDI WARD REPORT**81/2024 RESOLVED (Edwin NUNGGUMAJBARR/Edna ILES) CARRIED**

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward report;
- (b) approves the recommendations from the Numbulwar Local Authority Meeting held on Wednesday, 05 June 2024;
- (c) increases the size of Numbulwar Local Authority membership from eight (8) to ten (10) Members; and

- (d) requests the Chief Executive Officer to open a '21 days nomination period' to fill the two (2) vacancies on the Numbulwar Local Authority.

13.5 YUGUL MANGI WARD REPORT

82/2024 RESOLVED (Helen LEE/Edwin NUNGGUMAJBARR) **CARRIED**

That Council receives and notes the Yugul Mangi Ward Report.

14 EXECUTIVE REPORTS

14.1 MAYOR'S REPORT

83/2024 RESOLVED (Samuel EVANS/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That Council receives and notes the Mayoral Report.

Meeting adjourned at 10:12am and reconvened at 10:42am.

14.2 CHIEF EXECUTIVE OFFICER'S REPORT

84/2024 RESOLVED (Samuel EVANS/Edwin NUNGGUMAJBARR) **CARRIED**

That Council receives and notes the (Acting) Chief Executive Officer's Report.

14.3 COUNCIL MEETING ATTENDANCE REPORT

85/2024 RESOLVED (Helen LEE/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That Council:

- (a) receives and notes the Council Meeting Attendance Report; and
- (b) requests Acting Chief Executive Officer to write a letter of concern to Councillor Jana DANIELS in relation to her attendance.

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

15.1 REGIONAL PLAN 2024-25

86/2024 RESOLVED (Edwin NUNGGUMAJBARR/Patricia FARRELL) **CARRIED**

That Council adopts the 2024-25 Regional Plan and all contents therein in accordance with Section 35 (1) of the *Local Government Act 2019* (the Act) and its statutory instruments, including:

- (a) Elected Member Allowances in accordance with 106 of the Act;
- (b) Declared Rates in accordance with Sections 237 and 238 of the Act, having been certified by the Acting Chief Executive Officer in accordance with Regulation 29 of the *Local Government (General) Regulations 2021*;
- (c) Budget for Financial Year 2024-25 in accordance with Section 203 of the Act; and

And authorises the Acting Chief Executive Officer to submit the finalised, adopted version of the Regional Plan 2024-25 to the Minister for Local Government.

Cr Edwin NUNGGUMAJBARR left the meeting, the time being 11:29 am

Cr Edwin NUNGGUMAJBARR returned to the meeting, the time being 11:32 am

15.2 POLICY REVIEW

87/2024 RESOLVED (Edwin NUNGGUMAJBARR/Samuel EVANS) **CARRIED**

That Council resolves to:

- (a) rescind the:
 - (i) FIN006 Accounting and Policy Manual;

- (ii) FIN012 Revenue Growth and Sustainability Policy;
 - (iii) FIN013 Petty Cash Policy;
 - (iv) FIN015 Use of External Auditors and Non-Audit Services Policy;
 - (v) FIN019 Public Benefit Concessions Policy for Commercial Ratepayers Policy;
 - (vi) HR027 Staff Criminal Offences Policy;
 - (vii) ADM006 Computer, Telephones, Internet and Email Policy;
 - (viii) ADM010 Media Policy;
 - (ix) ADM013 Social Media Policy; and
- (b) adopt the revised:
- (i) FIN007 Fraud Protection Policy;
 - (ii) FIN005 Corporate Credit Card Policy
 - (iii) FIN010 Borrowing Policy;
 - (iv) FIN020 Accountable Forms Policy; and
 - (v) ASS002 Asset Management Policy.

Cr Edna ILES left the meeting, the time being 12:20 pm

Cr Edna ILES returned to the meeting, the time being 12:24 pm

15.3 LOCAL AUTHORITY PROJECTS UPDATE

88/2024 RESOLVED (Helen LEE/Edna ILES) CARRIED

That Council receives and notes the Local Authority Projects Update Report;

Meeting adjourned at 12:30pm and reconvened at 1:16pm.

15.4 LEASES

89/2024 RESOLVED (Helen LEE/Edwin NUNGGUMAJBARR) CARRIED

That Council renews the following Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) Lease Agreements, and authorises the use of its Common Seal for this purpose:

- (1) Licence to Maintain – Lot 191 Beswick – Basketball Court;
- (2) Unsurveyed Land Barunga – River Pump;
- (3) Licence to Maintain – part Lot 208 Beswick – Playground; and
- (4) Licence to Maintain – Lot 57 Beswick – Ablution Block

Cr Patricia FARRELL left the meeting, the time being 01:25 pm

Cr Patricia FARRELL returned to the meeting, the time being 01:27 pm

15.5 COUNCIL'S FINANCIAL REPORT AS AT 31 MAY 2024

90/2024 RESOLVED (Patricia FARRELL/Edwin NUNGGUMAJBARR) CARRIED

That Council receives and notes the Council's Financial Report as at 31 May 2024.

15.6 DEED OF VARIATION IN RELATION TO AGED CARE SERVICES

91/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) CARRIED

That Council:

- (a) receives and notes the Deed of Variation: Agreement ID: 4-7SCH212, Program Schedule ID: 4-7ST90R8;
- (b) approves the Acting Chief Executive Officer to sign the Deed of Variation for \$1,099,491.27 GST exclusive; and
- (c) approves the use of the Common Seal on the Deed of Variation.

16 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT**16.1 PROGRAMS UPDATE****92/2024 RESOLVED (Edwin NUNGGUMAJBARR/Helen LEE) CARRIED**

That Council:

- (a) receives and notes this Programs Update Report; and
- (b) requests Night Patrol Report at the next Robinson River Local Authority Meeting.

16.2 AGED CARE COUNCIL REPORT**93/2024 RESOLVED (Edna ILES/Edwin NUNGGUMAJBARR) CARRIED**

That Council receives and notes this Aged Care and Disability Services Report.

16.3 COMMUNITY SAFETY COORDINATOR FOR BULMAN AND WEEMOL**94/2024 RESOLVED (Edwin NUNGGUMAJBARR/Kathy-Anne NUMAMURDIRDI) CARRIED**

That Council:

- (a) receives and notes this report pertaining to a Community Safety Coordinator to be based in Bulman; and
- (b) approves the financial allocation of \$81,761.36 plus super and entitlements from grant funding in order to accommodate this position.

16.4 MIKEY'S CUP CRICKET CHALLENGE - FEE WAIVER REQUEST**95/2024 RESOLVED (Edwin NUNGGUMAJBARR/Gadrian HOOSAN) CARRIED**

That Council:

- (a) receives and notes the Mikey's Cup Cricket Challenge – Fee waiver request Report; and
- (b) waives the fee of Mataranka Sports and Recreation Cricket Oval for the Mikey's Cup Cricket Challenge event scheduled to be held from 03 August 2024 to 05 August 2024.

16.5 COUNCIL SERVICES UPDATE**96/2024 RESOLVED (Samuel EVANS/Edwin NUNGGUMAJBARR) CARRIED**

That Council receives and notes the Council Services Update Report.

16.6 NUMBURINDI DEVELOPMENT ABORIGINAL CORPORATION - LOCAL DECISION MAKING SIGNING CEREMONY, FEE WAIVER REQUEST**97/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) CARRIED**

That Council:

- (a) receives and notes the Numburindi Development Aboriginal Corporation - Local Decision Making Signing Ceremony, Fee Waiver Request Report; and
- (b) waives the fee for Numburindi Development Aboriginal Corporation for the use of equipment and Board room hire cost on 05 July 2025.

17 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT**17.1 MAJOR PROJECTS REPORT****98/2024 RESOLVED (Edna ILES/Patricia FARRELL) CARRIED**

That Council:

- (a) receives and notes the Major Projects report; and
- (b) authorises the Acting Chief Executive Officer to engage Turner and Townsend to Project Manage the Bulman staff housing project, total procurement value of

\$674,778.00.

17.2 DRAFT WASTE MANAGEMENT STRATEGY

99/2024 RESOLVED (Samuel EVANS/Helen LEE)

CARRIED

That Council:

- (a) receives and notes this Draft Waste Management Strategy report; and
- (b) approves for the Draft Waste Management Strategy to be released for public consultation.

18 DEPUTATIONS AND PETITIONS

Nil.

19 GENERAL BUSINESS

19.1 COMMUNITY FUEL PRICES

100/2024 RESOLVED (Samuel EVANS/Edwin NUNGGUMAJBARR)

CARRIED

That Council receives Councillor NUMAMURDIRDI's concerns in relation to the rising fuel prices in Numbulwar Community, and having deliberated on the matter; and further notes that Council's fuel prices have not increased for the past twelve months, and that Council supplies fuel to the Numbulwar Community at a (financial) loss, especially during the wet season.

20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS MINUTES CONFIDENTIAL SESSION

101/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Edna ILES)

CARRIED

That Council:

- (a) confirms the minutes from Confidential Session of the meeting held on Wednesday, 24 April 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings;
- (b) rescinds resolution 20.18 item (c);
- (d) makes public the resolution from this report, with the exception of item (c) in the open minutes of this Council meeting; and
- (e) confirms the Minutes from the Special Meeting of Council held in Confidential Session on 14 May 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

20.3 PREVIOUS COMMITTEE MINUTES CONFIDENTIAL SESSION

102/2024 RESOLVED (Helen LEE/Edna ILES)

CARRIED

That Council:

- (a) receives and notes the Previous Committee Confidential Session Meeting minutes report;
- (b) ratifies the Decisions made by the Finance and Infrastructure Committee as tabled in the same; and
- (c) makes public the resolution from this report in the open minutes of this Council meeting.

DECISION TO MOVE TO CLOSED SESSION

103/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Helen LEE)

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** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), 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 Action List** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.
- 20.3 Previous Committee Minutes Confidential Session** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d) (e), information subject to an obligation of confidentiality at law, or in equity; AND 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.
- 20.4 Compliance Review Report** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.5 Numbulwar Gravel Pit** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d), information subject to an obligation of confidentiality at law, or in equity.
- 20.6 Printer Provider Tender Submission and Recommendations** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.
- 20.7 iAge Health Consultancy Agreement** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iv), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.8 Recruitment of Chief Executive Officer** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (e), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND 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.

The meeting moved to the Confidential Session at 2:37pm.

RETURN TO OPEN

104/2024 RESOLVED (Helen LEE/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 re-opened to the public at 4:26 pm.

21 CLOSE OF MEETING

The meeting closed at 4:26 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Wednesday, 26 June 2024 and will be confirmed at the next meeting.

Mayor Tony JACK
Confirmed on Wednesday, 28 August 2024.

Unconfirmed

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	7.1
TITLE	Action List
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:

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

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 Council 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.

18.8 Human Resources and Training**108/2023 RESOLVED (Edwin NUNGGUMAJBARR/Gadrian HOOSAN) CARRIED**

That Council:

- (a) receives and notes the Human Resources and Training report; and
- (b) requests that training is organised for Councilors for Strategic Planning and Community Engagement.

YES
CEO Report, item
number 14.3

14.2 SUBDIVISINAL GUIDELINES AND Town Camp Roads - Mayor Tony JACK**161/2023 RESOLVED (Helen LEE/Owen TURNER) CARRIED**

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK and Chief Executive Officer Marc GARDNER in regards to Subdivisional Guidelines and Town Camp Roads, noting responsibilities and functions of Council and other parties;
- (b) requests the Chief Executive Officer to follow up with Chief Executive Officer of Mabunji Aboriginal Resource Indigenous Corporation regarding Town Camp Roads prior to wet season; and
- (c) requests the Chief Executive Officer to follow up with Territory Housing to ascertain driveway maintenance and upkeep responsibilities in communities throughout the region, and especially Ngukurr.

YES
CEO Report, item
number 14.3

14.3 Community Housing - Councillor John DALYWATER**162/2023 RESOLVED (John DALYWATER/Selina ASHLEY) CARRIED**

That Council:

- (a) receives and notes the verbal update on issue regarding Community Housing; and
- (b) requests the Chief Executive Officer to follow up with Department of Territory Housing in regards to the consultation process with Housing Reference Group.

YES
CEO Report, item 14.3

19.5 Thank you Letter to Chris HEMSWORTH - Mayor Tony JACK**66/2024 RESOLVED (John DALYWATER/Helen LEE) CARRIED**

That Council writes to Actor Chris HEMSWORTH for his recent visit to the Council area including Wugularr (Beswick), Nitmiluk, Bulman and Weemol.

YES
(Outgoing Corro) item
number 12.1

13.1 Never Never Ward Report

78/2024 RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRDI) CARRIED

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 07 May 2024;
- (c) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 07 May 2024;
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Jilkminggan Local Authority; and
- (e) requests a review into the efficacy of the Mataranka Local Authority, and for that report to be tabled to it at its next Ordinary Meeting.

d) Completed
 e) Never Never Ward
 Report Item Number
 13.2

13.2 Nyiranggulung Ward Report**79/2024 RESOLVED (Helen LEE/Edwin NUNGGUMAJBARR) CARRIED**

That Council:

- (a) receives and notes the Nyiranggulung Ward Report;
- (b) notes the resignation tendered by Anne Marie RYAN from the Wugularr (Beswick) Local Authority;
- (c) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Wugularr (Beswick) Local Authority;
- (d) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Barunga Local Authority; and
- (e) reschedules the Wugularr (Beswick) and Manyallaluk Local Authority from 01 July 2024 to 08 July 2024, Barunga Local Authority from 02 July 2024 to 09 July 2024 and Bulman Local Authority from 04 July 2024 to 11 July 2024.

Nyirunggulung Ward
 Report Item Number
 13.1

13.3 South West Gulf Ward Report**80/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the recommendations from the Robinson River Local Authority Meeting held on Thursday, 09 May 2024; and
- (c) requests to review the Borroloola Local Authority Membership;
- (d) requests a review into the efficacy of the Borroloola Local Authority, and for that report to be tabled to it at its next Ordinary Meeting.

South West Gulf Ward
 Report Item Number
 13.3

14.3 Council Meeting Attendance Report

85/2024 RESOLVED (Helen LEE/Kathy-Anne NUMAMURDIRDI) CARRIED

That Council:

- (a) receives and notes the Council Meeting Attendance Report; and requests Acting Chief Executive Officer to write a letter of concern to Councillor Jana DANIELS in relation to her attendance.

Yes, Outgoing Corro, Item Number 12.1

(b) 16.1 Programs Update

92/2024 RESOLVED (Edwin NUNGGUMAJBARR/Helen LEE) CARRIED

That Council:

- (a) receives and notes this Programs Update Report; and
- (b) requests Night Patrol Report at the next Robinson River Local Authority Meeting.

Yes, South West Gulf Ward Item Number Item Number 13.3, Minutes attached

ATTACHMENTS

Nil.

PREVIOUS COMMITTEE MEETING MINUTES

ITEM NUMBER	8.1
TITLE	Previous Committee Meeting Minutes
AUTHOR	Daniele Piga, Governance Officer

RECOMMENDATION

That Council receives and notes the Minutes of the Finance and Infrastructure Committee Meeting.

KEY OUTCOME AREA

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

BACKGROUND

The Finance and Infrastructure Committee met on Monday, 22 July 2024 at 9:00am having attained a Quorum.

The next Finance and Infrastructure Committee Meeting scheduled to be held on Wednesday, 25 September 2024.

The Audit and Risk Committee met on Wednesday, 12 June 2024 at 10:00am having attained a Quorum.

The next Audit and Risk Committee Meeting will be held on Monday, 26 August 2024 and Monday, 21 October 2024 at 10:00am.

ISSUES/OPTIONS/SWOT

The Audit and Risk Committee attained a Quorum and proceeded with the meeting on Wednesday, 12 June 2024. Attached are the recorded minutes of that meeting.

The Audit and Risk Committee attained a Quorum and proceeded with the meeting on Monday, 26 August 2024. Minutes from this Meeting were not ready at the time of Agenda compilation.

The Finance and Infrastructure Committee attained a Quorum and proceeded with the meeting on Wednesday, 22 July 2024. Attached are the recorded minutes of that meeting.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Finance Infrastructure Committee Meeting 2024 07 22 2513 Minutes [8.1.1 - 4 pages]
2. AUD 12062024 MIN [8.1.2 - 3 pages]



MINUTES OF THE FINANCE AND INFRASTRUCTURE COMMITTEE MEETING
OF THE ROPER GULF REGIONAL COUNCIL, HELD AT THE COUNCIL
CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE
2 CRAWFORD STREET, KATHERINE, NT
ON MONDAY, 22 JULY 2024 AT 9:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK (Chairperson);
- Deputy Mayor Helen LEE;
- Councillor Annabelle DAYLIGHT (via audio/ video conference);
- Councillor Edwin NUNGGUMAJBARR;
- Councillor John DALYWATER; and
- Independent Member Awais UR REHMAN.

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Cristian COMAN, Manager Corporate Compliance;
- Bhumika ADHIKARI, Governance Engagement Coordinator; and
- Daniele PIGA, Governance Officer (minute secretary).

1.3 Guests

Nil.

2 MEETING OPENED

The Finance Committee Meeting opened at 09:15am. The Mayor welcomed members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

27/2024 **RESOLVED** (Helen LEE/Edwin NUNGGUMAJBARR)

CARRIED

That the Finance and Infrastructure Committee:

- (a) accepts the tendered apologies from Councillor Owen TURNER; and
- (b) does not accept the tendered apology from Councillor Samuel EVANS.

4 DISCLOSURES OF INTEREST

There were no declarations of interest at this Finance Committee Meeting.

5 CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF FINANCE AND INFRASTRUCTURE COMMITTEE PREVIOUS MINUTES**

28/2024 RESOLVED (Helen LEE/Awais Ur REHMAN) CARRIED

That the Finance and Infrastructure Committee confirms the minutes from the meeting held on 22 May 2024 and affirms them to be true and accurate record of that meeting's decisions and proceedings.

6 BUSINESS ARISING FROM PREVIOUS MINUTES**6.1 ACTION LIST - FICM**

29/2024 RESOLVED (Edwin NUNGGUMAJBARR/Awais Ur REHMAN) CARRIED

That the Finance and Infrastructure Committee:

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

7 CALL FOR ITEMS OF GENERAL BUSINESS**8 INCOMING CORRESPONDENCE****9 OUTGOING CORRESPONDENCE****10 EXECUTIVE REPORTS****10.1 FINANCE AND INFRASTRUCTURE COMMITTEE MEMBER ATTENDANCE REPORT**

30/2024 RESOLVED (Helen LEE/Awais Ur REHMAN) CARRIED

That the Finance and Infrastructure Committee:

- (a) receives and notes the Finance and Infrastructure Committee Member Attendance Report; and
- (b) requests Committee if the review of Finance and Infrastructure Committee membership and Councillor representation is still a standing item.

11 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT**11.1 LOCAL AUTHORITY PROJECTS UPDATE**

31/2024 RESOLVED (John DALYWATER/Awais Ur REHMAN) CARRIED

That the Finance and Infrastructure Committee receives and notes the Local Authority Projects Update Report.

11.2 COUNCIL'S FINANCIAL REPORT AS AT 30 JUNE 2024

32/2024 RESOLVED (Annabelle DAYLIGHT/Awais Ur REHMAN) CARRIED

That the Finance and Infrastructure Committee receives and notes the Council's Financial Report as at 30 June 2024.

Councillor Annabelle DAYLIGHT joined the meeting at 10:11am.

12 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT**13 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT****13.1 MAJOR PROJECTS REPORT**

33/2024 RESOLVED (John DALYWATER/Awais Ur REHMAN) CARRIED

That the Finance and Infrastructure Committee receives and notes the Major Projects Report.

Cr Edwin NUNGGUMAJBARR left the meeting, the time being 10:33 AM

Cr Edwin NUNGGUMAJBARR returned to the meeting, the time being 10:35 AM

Meeting adjourned at 10:49am and reconvened at 11:22am.

14 CONFIDENTIAL ITEMS**MOVE TO CONFIDENTIAL**

34/2024 RESOLVED (Awais Ur REHMAN/Edwin NUNGGUMAJBARR) 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.

14.1 Confirmation of Finance and Infrastructure Committee Previous Confidential Minutes - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), 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.*

14.2 Action List - FICM - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(ii) (d) (e), information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information subject to an obligation of confidentiality at law, or in equity; AND 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.*

The meeting moved to the Confidential Session at 11:23am.

RETURN TO OPEN

35/2024 RESOLVED (Helen LEE/Edwin NUNGGUMAJBARR) 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 re-opened to the public at 11:29am.

15 CLOSE OF MEETING

The meeting closed at 11:30am.

This page and the proceeding pages are the Minutes of the Finance and Infrastructure Committee Meeting held on Monday, 22 July 2024 and will be confirmed on .

Mayor Tony JACK
Confirmed on .

Unconfirmed



MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING OF THE ROPER GULF REGIONAL COUNCIL, HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE, 2 CRAWFORD STREET, KATHERINE, NT ON WEDNESDAY, 12 JUNE 2024 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Independent Member Ian SWAN (Chairperson) (via audio/video teleconference);
- Independent Member Carolyn EAGLE (via audio/video teleconference);
- Independent Member Claudia GOLDSMITH (via audio/video teleconference);
- Councillor John DALYWATER; and
- Councillor Patricia FARRELL.

1.2 Staff

- David HURST, Chief Executive Officer (Acting);
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Claire CUPITT, General Manager Community Services and Engagement (Acting);
- Cristian COMAN, Manager Corporate Compliance (minute secretary); and
- James SANDERS, Finance Manager.

1.3 Guests

Nil.

2 MEETING OPENED

The Audit Committee Meeting opened at 1003hrs

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

Nil.

5 QUESTIONS FROM THE PUBLIC

6 CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF AUDIT AND RISK COMMITTEE PREVIOUS MINUTES**

182/2024 RESOLVED (John DALYWATER/Patricia FARRELL) CARRIED

That the Audit and Risk Committee confirms the draft minutes of the Audit and Risk Committee Meeting held on 19 February 2024 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

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

183/2024 RESOLVED (Patricia FARRELL/John DALYWATER) CARRIED

That the Audit and Risk Committee:

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

8 CALL FOR ITEMS OF GENERAL BUSINESS

Nil

9 DISCLOSURES OF INTEREST

There were no declarations of interest at this Audit Committee Meeting.

10 INCOMING CORRESPONDENCE

Nil

11 OUTGOING CORRESPONDENCE

Nil

12 EXECUTIVE REPORTS**12.1 AUDIT AND RISK COMMITTEE MEMBER ATTENDANCE REPORT**

184/2024 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE) CARRIED

That the Audit and Risk Committee receives and notes the Audit and Risk Committee Member Attendance Report.

13 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT**13.1 COUNCIL'S FINANCIAL REPORT AS AT 30 APRIL 2024**

185/2024 RESOLVED (Carolyn EAGLE/Claudia GOLDSMITH) CARRIED

That the Audit and Risk Committee:

- (a) receives and notes the Council's Financial Report as at 30 April 2024; and
- (b) recommends for Council to scope, consider and develop cash flow forecasting for Financial Year (FY) 24-25;

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil

15 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

Nil

16 GENERAL BUSINESS

16.1 MOVE INTO CONFIDENTIAL SESSION

186/2024 RESOLVED (Claudia GOLDSMITH/Patricia FARRELL)

CARRIED

That the Audit and Risk Committee moves into Confidential Session.

16.2 CONTRACTOR OUTSOURCING

NOT CONSIDERED

17 ITEMS FOR NEXT MEETING

Nil

18 CLOSE OF MEETING

The meeting closed at 12:47pm.

This page and the preceding pages are the minutes of the Audit and Risk Committee Meeting held on Wednesday, 12 June 2024 and will be confirmed Monday, 26 August 2024.

Chairperson Ian SWAN
Confirmed on 26 August 2024

INCOMING CORRESPONDENCE

ITEM NUMBER 11.1
TITLE Incoming Correspondence
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council accepts the Incoming Correspondence Report.

KEY OUTCOME AREA

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

Item No.	Date Received	Sender	Sent To	Correspondence Details	InfoXpert Number
01	20/06/2024	Dorelle ANDERSON, Deputy Chief Executive Officer, Central Australia and Territory Regional Growth	David HURST, Acting Chief Executive Officer	Signed RGRC Letter of Offer LAPF 2023-24	1407460
02	21/06/2024	Selena UIBO, Minister for Health	David HURST, Acting Chief Executive Officer	Congratulations letter for the 2024 NT Health Healthy Lifestyle Grants program	1407902
03	7/08/2023	Dr Cuan PETHERAM, Dr Ian WATSON, CSIRO	Mayor Tony JACK	Roper River Water Resources Assessment	1408298

ATTACHMENTS

Nil.

OUTGOING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Outgoing Correspondence
AUTHOR Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council notes the Outgoing Correspondence Report.

KEY OUTCOME AREA

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

Item No.	Date Received	Sender	Sent To	Correspondence Details	InfoXpert Number
01	27/06/2024	David HURST, Acting Chief Executive Officer	Hon Chanston PAECH, Minister for Local Government	Roper Gulf Regional Council Regional Plan 2024-25	1407955
02	22/07/2024	Mayor Tony JACK	Councillor Jana DANIELS	Attendance at Council Meetings	1408325
03	20/08/2024	David HURST, Acting Chief Executive Officer	Chris HEMSWORTH	Letter to Chris HEMSWORTH	1408326

ATTACHMENTS

Nil.

WARD REPORTS

ITEM NUMBER	13.1
TITLE	Nyiranggulung Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Nyiranggulung Ward Report;
- (b) approves the recommendation from the Wugularr (Beswick) Local Authority Meeting held on Monday, 08 July 2024;
- (c) approves the Provisional recommendation from the Manyallaluk Local Authority Provisional Meeting held on Monday, 08 July 2024;
- (d) approves the recommendation from the Barunga Local Authority Meeting held on Tuesday, 09 July 2024;
- (e) increases the size of Manyallaluk Local Authority from six (6) to seven (7) as requested by Manyallaluk Local Authority;
- (f) accepts or declines the nomination received from Samuel Junior BUSH for the Wugularr (Beswick) Local Authority;
- (g) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Wugularr (Beswick) Local Authority;
- (h) accepts or declines the nomination received from Damien BULUMBARA for the Barunga Local Authority; and
- (i) requests the Chief Executive Officer calls for a 21 day nomination period to fill the one (1) vacancy on the Barunga Local Authority.

KEY OUTCOME AREA

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

BACKGROUND

The Nyiranggulung Ward is comprised of the Barunga Local Authority, Wugularr (Beswick) Local Authority, Bulman Local Authority and Manyallaluk Local Authority.

The Wugularr (Beswick) Local Authority met and held a meeting on Monday, 08 July 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Manyallaluk Local Authority met and held a meeting on Monday, 08 July 2024 as a **Provisional** meeting. Attached are the recorded Minutes from that meeting for Council to review.

The Barunga Local Authority met and held a meeting on Tuesday, 09 July 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Bulman Local Authority scheduled to be held on Thursday, 11 July 2024 was **Cancelled** due to Funeral.

UPCOMING MEETINGS

DATE	MEETING
07 October 2024 at 10:00am	Wugularr (Beswick) Local Authority Meeting
07 October 2024 at 2:30pm	Manyallaluk Local Authority Meeting
08 October 2024 at 10:00am	Barunga Local Authority Meeting
10 October 2024 at 10:00am	Bulman Local Authority Meeting

ISSUES/OPTIONS/SWOT

Nil.

LOCAL AUTHORITY	NUMBER OF VACANCIES
Wugularr (Beswick) Local Authority	1
Barunga Local Authority	1
Manyallaluk Local Authority	0
Bulman Local Authority	0

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Samuel Junior Bush [13.1.1 - 1 page]
2. Damien Bulumbara - LA Nomincation Barunga [13.1.2 - 2 pages]
3. Wugularr Beswick Local Authority 2024 07 08 2507 Minutes [13.1.3 - 4 pages]
4. Manyallaluk Local Authority 2024 07 08 2508 Minutes [13.1.4 - 4 pages]
5. Barunga Local Authority 2024 07 09 2509 Minutes [13.1.5 - 4 pages]



Local Authority Nomination Form

Location: Beswick Date:

Name of Nominee: Samuel Junior Bush

Key Areas of Interest: (please indicate)

- | | | |
|---------------------------------|-------------------|-----------------------------|
| <i>Waste Management</i> | <i>Aged Care</i> | <i>Administration</i> |
| <i>Animal Management</i> | <i>Child Care</i> | <i>Sport and Recreation</i> |
| <i>Roads and Infrastructure</i> | <i>Youth</i> | <i>Parks and Gardens</i> |

Any other information relevant to my nomination to the Local Authority:

.....

.....

.....

.....

Signature of nominee:



Local Authority Nomination Form

What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.



For more information, please contact your local office or the Governance Engagement Coordinator, Bhumika ADHIKARI.



Email: bhumika.Adhikari@ropergulf.nt.gov.au
Phone: (08) 8972 9008 | **Fax:** (08) 8944 7020

Location: Barunga Date: 12/7/24

Name of Nominee: Damien Bulumbara

Email address: _____

Key Areas of Interest: (please indicate)

- | | | |
|--------------------------|------------|-----------------------------|
| Waste Management | Aged Care | Administration |
| Animal Management | Child Care | <u>Sport and Recreation</u> |
| Roads and Infrastructure | Youth | <u>Parks and Gardens</u> |



Any other information relevant to my nomination to the Local Authority:

Signature of nominee:

Damien Bukim bara



MINUTES OF THE WUGULARR (BESWICK) LOCAL AUTHORITY MEETING OF
THE ROPER GULF REGIONAL COUNCIL, HELD AT THE CONFERENCE ROOM
COUNCIL SERVICE DELIVERY CENTRE, WUGULARR (BESWICK)
ON MONDAY, 8 JULY 2024 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Selina ASHLEY (Chairperson);
- Brett CAMERON;
- Raelene BULUMBARA;
- Eddie KENNEDY; and
- Trepina BUSH.

1.2 Staff

- David HURST, Acting Chief Executive Officer (via audioconference);
- Clare CUPITT, Acting General Manager Community Services and Engagement;
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Paul BERTHON, Council Service Manager;
- Samantha WRIGHT, Relief Council Services Manager;
- Deanna KENNEDY, Aboriginal Community Liaison Officer;
- Bhumika ADHIKARI, Governance Engagement Coordinator; and
- Daniele PIGA, Governance Officer (Minute Secretary).

1.3 Guests

- William BRIDGEMAN, Senior Regional Project Officer, Department of the Chief Minister and Cabinet;
- Alec BIDWEE, Senior Regional Project Officer, Department of the Chief Minister and Cabinet; and
- Anna EGERTON, Senior Project Officer, Northern Territory Electoral Commission (via audioconference).

2 MEETING OPENED

The Wugularr (Beswick) Local Authority Meeting opened at 10:21am with **QUORUM**. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

The Acting Chief Executive Officer delegated the convening of the Local Authority Meeting to the Manager Corporate Compliance due to connectivity issues.

3 WELCOME TO COUNTRY**4 APOLOGIES AND LEAVE OF ABSENCE****4.1 APOLOGIES AND LEAVE OF ABSENCE**

WUG Q-23/2024 (Selina ASHLEY/Raelene BULUMBARA) **CARRIED**

That the Wugularr (Beswick) Local Authority accepts the tendered apology from Anne-Marie THOMPSON-KENNY.

5 QUESTIONS FROM THE PUBLIC**6 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Wugularr (Beswick) Local Authority Meeting.

7 CONFIRMATION OF PREVIOUS MINUTES**7.1 WUGULARR (BESWICK) LOCAL AUTHORITY MEETING PREVIOUS MINUTES**

WUG Q-24/2024 (Trepina BUSH/Selina ASHLEY) **CARRIED**

That the Wugularr (Beswick) Local Authority confirms the minutes from the meetings held on Tuesday, 02 April 2024 and affirms them to be a true and accurate record of the meetings decisions and proceedings.

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

WUG Q-25/2024 (Trepina BUSH/Raelene BULUMBARA) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Action List.

9 CALL FOR ITEMS OF OTHER BUSINESS

- Alcohol Management Plan – Cr. Selina ASHLEY; and
- Cemetery – Cr. Selina ASHLEY.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 WUGULARR (BESWICK) LOCAL AUTHORITY PROJECTS UPDATE**

WUG Q-26/2024 (Brett CAMERON/Eddie KENNEDY) **CARRIED**

That the Wugularr (Beswick) Local Authority:

- (a) receives and notes the Local Authority Projects Update Report; and
- (b) requests for lighting options (internal) to be scoped for the ablution block (Lot 57).

12.2 COMMUNITY SAFETY UPDATE

WUG Q-27/2024 (Raelene BULUMBARA/Brett CAMERON) **CARRIED**

That the Wugularr Local Authority receives and notes the Community Safety Update report.

13 GENERAL BUSINESS**13.1 COUNCIL SERVICES REPORT**

WUG Q-28/2024 (Selina ASHLEY/Eddie KENNEDY) **CARRIED**

That the Wugularr (Beswick) Local Authority:

- (a) receives and notes the Council Services Report; and
- (b) requests for fencing options for workshop to be scoped.

13.2 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

WUG Q-29/2024 (Trepina BUSH/Selina ASHLEY) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Local Authority Member Attendance.

13.3 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.05.2024

WUG Q-30/2024 (Trepina BUSH/Eddie KENNEDY) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Council Financial Report for the period 01 July 2023 to 31 May 2024.

13.4 LA PROJECT FUNDING CERTIFICATION

WUG Q-31/2024 (Selina ASHLEY/Brett CAMERON) **CARRIED**

That the Wugularr (Beswick) Local Authority approves the Certification of Local Authority Reports for the 2022-23 financial year.

13.5 ELECTED MEMBER REPORT

WUG Q-32/2024 (Brett CAMERON/Trepina BUSH) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Elected Member Report.

13.6 CONFLICT OF INTEREST

WUG Q-33/2024 (Raelene BULUMBARA/Selina ASHLEY) **CARRIED**

That the Wugularr (Beswick) receives and notes the Conflict of Interest Report.

13.7 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

WUG Q-34/2024 (Trepina BUSH/Selina ASHLEY) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

14 OTHER BUSINESS**14.1 ALCOHOL MANAGEMENT PLAN**

WUG Q 35/2024 (Selina ASHLEY/Raelene BULUMBARA) **CARRIED**

That the Wugularr (Beswick) Local Authority invites Northern Territory Government and Department of Health to the next Local Authority Meeting and Community Safety Meetings to

consult with Local Authority Members and community Members in the development of an Alcohol Management Plan.

14.2 CEMETERY

WUG Q 36/2024 (Selina ASHLEY/Raelene BULUMBARA) **CARRIED**

That the Wugularr (Beswick) Local Authority requests for a tap and for solar lightning (free standing) to be installed at the Cemetery and for a solar lightning to be scoped and installed at the adjacent playground.

The Local Authority received a deputation from Anna EGERTON, NT Electoral Commission, in relation to 2024 Territory Election.

15 CLOSE OF MEETING

The meeting closed at 11:57 am.

This page and the proceeding pages are the Minutes of the Wugularr (Beswick) Local Authority Meeting held on Monday, 8 July 2024 and confirmed .

Chairperson
Confirmed on 07 October 2024



MINUTES OF THE MANYALLALUK LOCAL AUTHORITY MEETING OF THE
ROPER GULF REGIONAL COUNCIL, HELD AT THE CONFERENCE ROOM
COUNCIL SERVICE DELIVERY CENTRE, MANYALLALUK
ON MONDAY, 8 JULY 2024 AT 2:30 PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Deputy Mayor Helen LEE (via audio/video conference);
- Elena LAWRENCE (Chairperson); and
- Eileen AVELUM;

1.2 Staff

- Clare CUPITT, Acting General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance;
- Cameron INGHAM, Council Services Manager;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary).; and
- Daniele PIGA, Governance Officer.

1.3 Guests

- William BRIDGEMAN, Senior Regional Project Officer, Department of the Chief Minister and Cabinet;
- Alec BIDWEE, Senior Regional Project Officer, Department of the Chief Minister and Cabinet;
- Alison ANDREWS, Community Member;
- Dereck FARRELL, Northern Territory Electoral Commission (via audioconference); and
- Christine HART, Northern Territory Electoral Commission (via audioconference).

2 MEETING OPENED

The Manyallaluk Local Authority Meeting opened at 2:47 pm as a **PROVISIONAL** meeting. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

The Acting Chief Executive Officer delegated the convening of the Local Authority Meeting to the Manager Corporate Compliance due to connectivity issues.

3 WELCOME TO COUNTRY

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

MAN P-11/2024 (Elena LAWRENCE/Eileen AVELUM) **CARRIED**

That the Provisional Manyallaluk Local Authority:

- (a) accepts Lloyd BROWN; and
- (b) does not accept the apologies of Benjamin ULAMARI and Sherese DOOLEY noting that they were never tendered.

5 QUESTIONS FROM THE PUBLIC**6 DISCLOSURES OF INTEREST**

There were no declarations of interest at this Manyallaluk Local Authority Meeting.

7 CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF MANYALLALUK LOCAL AUTHORITY MEETING PREVIOUS MINUTES**

MAN P-12/2024 (Eileen AVELUM/Elena LAWRENCE) **CARRIED**

That the Provisional Manyallaluk Local Authority confirms the minutes from the meetings held on Monday, 15 January 2024 and affirms them to be a true and accurate record of the meetings' decisions and proceedings.

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

MAN P-13/2024 (Helen LEE/Elena LAWRENCE) **CARRIED**

That the Provisional Manyallaluk Local Authority:

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

9 CALL FOR ITEMS OF OTHER BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 RE-ELECTION OF CHAIRPERSON**

MAN P-14/2024 (Elena LAWRENCE/Helen LEE) **CARRIED**

That the Provisional Manyallaluk Local Authority;

- (a) receives and notes the Re-Election of Chairperson Report; and
- (b) elects Eileen AVELUM as Chairperson for a term of twelve (12) months.

12.2 MANYALLALUK LOCAL AUTHORITY PROJECTS UPDATE

MAN P-15/2024 (Helen LEE/Elena LAWRENCE) CARRIED

That the Provisional Manyallaluk Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) reallocates unallocated Local Authority Project Funding (LAPF) to the Top Cemetery project;
- (c) requests Council to allocate funding shortfall of approximately \$6300 to cover outstanding; and
- (d) allocates outstanding project costs and retains allocated project funding towards budget of Fencing at Top Cemetery to a new project and retains.

12.3 COMMUNITY SAFETY UPDATE

MAN P-16/2024 (Eileen AVELUM/Elena LAWRENCE) CARRIED

That the Provisional Manyallaluk Local Authority receives and notes the Community Safety Update Report.

13 GENERAL BUSINESS**13.1 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.05.2024**

MAN P-17/2024 (Elena LAWRENCE/Eileen AVELUM) CARRIED

That the Provisional Manyallaluk Local Authority receives and notes the Council Financial Report for the period July 2023 to May 31 2024.

13.2 LA PROJECT FUNDING CERTIFICATION

MAN P-18/2024 (Helen LEE/Elena LAWRENCE) CARRIED

That the Provisional Manyallaluk Local Authority approves the Certification of Local Authority Reports for 2022-23.

13.3 COUNCIL SERVICES REPORT

MAN P-19/2024 (Eileen AVELUM/Elena LAWRENCE) CARRIED

That the Provisional Manyallaluk Local Authority:

- (a) receives and notes the Council Services Report; and
- (b) requests a Quote for the dredging of the Swimming Hole (Pool).

13.4 ELECTED MEMBER REPORT

MAN P-20/2024 (Eileen AVELUM/Elena LAWRENCE) CARRIED

That the Provisional Manyallaluk Local Authority receives and notes the Elected Member Report.

13.5 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

MAN P-21/2024 (Elena LAWRENCE/Helen LEE) CARRIED

That the Provisional Manyallaluk Local Authority:

- (a) receives and notes the Local Authority Member Attendance; and
- (b) requests Council to increase the size of Manyallaluk Local Authority from six (6) to seven (7).

13.6 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

MAN P-22/2024 (Eileen AVELUM/Elena LAWRENCE) **CARRIED**

DEFERS

That the Provisional Manyallaluk Local Authority defers the Information Sheet – Personal Use of Social Media Report to its next Meeting.

13.7 CONFLICT OF INTEREST

MAN P-23/2024 (Helen LEE/Eileen AVELUM) **CARRIED**

DEFERS

That the Provisional Manyallaluk Local Authority defers the Conflict of Interest information Report to its next Meeting.

14 OTHER BUSINESS

The Provisional Manyallaluk Local Authority received deputation from the Northern Territory Electoral Commission pertaining to the 2024 Northern Territory Government Election.

15 CLOSE OF MEETING

The meeting closed at 4:09 pm.

This page and the proceeding pages are the Minutes of the Manyallaluk Local Authority Meeting held on Monday, 8 July 2024 and confirmed .

Chairperson
Confirmed on 07 October 2024.



MINUTES OF THE BARUNGA LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL, HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BARUNGA ON TUESDAY, 9 JULY 2024 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Deputy Mayor Helen LEE;
- Anne-Marie LEE (Chairperson);
- Charlane BULUMBARA; and
- Ambrose BULUMBARA.

1.2 Staff

- David HURST, Acting Chief Executive Officer (via audio/video conference);
- Cindy HADDOW, General Manager Corporate Services and Sustainability (via audio/video conference);
- Clare CUPITT, Acting General Manager Community Services and Sustainability;
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Cameron INGHAM, Community Services Manager;
- Samantha WRIGHT, Relief Council Services Manager;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary); and
- Daniele PIGA, Governance Officer;

1.3 Guests

- William BRIDGEMAN, Senior Regional Project Officer, Department of the Chief Minister and Cabinet;
- Anna EGERTON, Senior Project Officer, NT Electoral Commission (via audio/video conference);

2 MEETING OPENED

The Barunga Local Authority Meeting opened at 10:29 am 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

BAR Q-23/2024 (Charlane BULUMBARA/Helen LEE) **CARRIED**

That the Barunga Local Authority:

- (a) accepts the tendered apology from Danielle BUSH;

- (b) does not accept the apologies of Nell Brown noting that they were never tendered; and
- (c) requests Council to rescind the Nell BROWN from the Barunga Local Authority on public interest grounds.

5 QUESTIONS FROM THE PUBLIC

Anna EGERTON from Northern Territory Electoral Commission made deputation to the Barunga Local Authority in relation to upcoming Territory Election.

6 DISCLOSURES OF INTEREST

There were no declarations of interest at this Barunga Local Authority Meeting.

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 BARUNGA LOCAL AUTHORITY MEETING PREVIOUS MINUTES

BAR Q-24/2024 (Ambrose BULUMBARA/Charlane BULUMBARA) CARRIED

That the Barunga Local Authority confirms the minutes from the meeting held on Wednesday, 03 April 2024 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

BAR Q-25/2024 (Anne-Marie LEE/Charlane BULUMBARA) CARRIED

That the Barunga Local Authority:

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

9 CALL FOR ITEMS OF OTHER BUSINESS

- Central Arnhem Road – Deputy Mayor Helen LEE.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

12.1 BARUNGA LOCAL AUTHORITY PROJECTS UPDATE

BAR Q-26/2024 (Charlane BULUMBARA/Ambrose BULUMBARA) CARRIED

That the Barunga Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) requests scope of spectator mound for oval using dirt and turf from Katherine;
- (c) allocates \$1,000 to put Trees at the Football Oval;
- (d) requests a Quote for solar lights near Cemetery Arch;
- (e) requests to rescope for portable Toilet near Cemetery, to have toilet door facing opposite direction from male to female; and
- (f) allocates \$2,000 to get new additional sign for Oval and raise existing sign.

Meeting adjourned at 11:37 am and reconvened at 11: 55 am.

12.2 COMMUNITY SAFETY UPDATE

BAR Q-27/2024 (Ambrose BULUMBARA/Charlane BULUMBARA) **CARRIED**

That the Barunga Local Authority:

- (a) receives and notes the Community Safety Update report; and
- (b) requests Programs Team contact Australian Football League (AFL) Northern Territory (NT) to get scope of work to get Barunga Oval up to Competition standard.

13 GENERAL BUSINESS

13.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

BAR Q-28/2024 (Anne-Marie LEE/Charlane BULUMBARA) **CARRIED**

That the Barunga Local Authority receives and notes the Local Authority Member Attendance Report.

13.2 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

BAR Q-29/2024 (Anne-Marie LEE/Helen LEE) **CARRIED**

That the Barunga Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

13.3 CONFLICT OF INTEREST

BAR Q-30/2024 (Charlane BULUMBARA/Helen LEE) **CARRIED**

That the Barunga Local Authority receives and notes the Conflict of Interest Report.

13.4 ELECTED MEMBER REPORT

BAR Q-31/2024 (Charlane BULUMBARA/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority receives and notes the Elected Member Report.

13.5 COUNCIL SERVICES REPORT

BAR Q-32/2024 (Anne-Marie LEE/Helen LEE) **CARRIED**

That the Barunga Local Authority receives and notes the Council Services Report.

13.6 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.05.2024

BAR Q-33/2024 (Charlane BULUMBARA/ Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority receives and notes the Council Financial Report for 31 May 2024.

13.7 LA PROJECT FUNDING CERTIFICATION

BAR Q-34/2024 (Helen LEE/Anne-Marie LEE) **CARRIED**

That the Barunga Local Authority approves the Certification of Local Authority Reports for 2022-23.

14 OTHER BUSINESS**14.1 CENTRAL ARNHEM ROAD**

BAR Q-35/2024 (Charlane BULUMBARA/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority:

- (a) requests Council write to Department of Infrastructure Planning Logistics (DIPL) to install turning lanes into Barunga of the Central Arnhem Road; and
- (b) requests Council to write to Department of Infrastructure Planning Logistics (DIPL) to install signs on approaches (jump ups) for truck to slow down/use low gear.

15 CLOSE OF MEETING

The meeting closed at 1:00 pm.

This page and the proceeding pages are the Minutes of the Barunga Local Authority Meeting held on Tuesday, 9 July 2024 and confirmed .

Chairperson

Confirmed on 08 October 2024

WARD REPORTS

ITEM NUMBER	13.2
TITLE	Never Never Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 03 June 2024;
- (c) approves the recommendations from the Jilkminggan Local Authority Meeting held on Thursday, 01 August 2024;
- (d) approves the recommendations from the Mataranka Local Authority Meeting held on Thursday, 01 August 2024;
- (e) accepts or declines the nomination received from Jeffrey JOE, Ossie DAYLIGHT and or Alesha SANDY for the Jilkminggan Local Authority; and
- (f) requests to rescinds Timothy BAKER and Morgan COCKYELL from the Jilkminggan Local Authority Members
- (g) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Jilkminggan Local Authority.

KEY OUTCOME AREA

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

BACKGROUND

The Never Never Ward is comprised of the Mataranka Local Authority, Jilkminggan Local Authority, Hodgson Downs (Minyerri) Local Authority and the townships of Larrimah and Daly Waters.

The Hodgson Downs (Minyerri) Local Authority met and held a meeting on Monday, 03 June 2024. Attached are the Minutes from that meeting for Council to review.

The Jilkminggan Local Authority met and held a meeting on Thursday, 01 August 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Mataranka Local Authority scheduled to be held on Thursday, 01 August 2024 was **Cancelled** due to lack of Member attendance.

At the Ordinary Meeting of Council held on 26 June 2024, Council resolved as below.

78/2024 RESOLVED (Edna ILES/Kathy-Anne NUMAMURDIRI) CARRIED

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the recommendations from the Jilkminggan Local Authority Meeting held on Tuesday, 07 May 2024;
- (c) approves the recommendations from the Mataranka Local Authority Meeting held on Tuesday, 07 May 2024;
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Jilkminggan Local Authority; and
- (e) requests a review into the efficacy of the Mataranka Local Authority, and for that report to be tabled to it at its next Ordinary Meeting.

As requested by Council at its last Ordinary Meeting, an overview of the Mataranka Local Authority's efficacy is outlined below, and of note is that the Mataranka Local Authority has failed to hold a formal meeting (with a Quorum) since 07 May 2024, and its previous formal meeting (with a Quorum) was on 02 May 2023.

The Mataranka Local Authority has in effect been meeting on an annual basis, rather than the prescribed minimum of four (4) times per financial year.

Mataranka Local Authority Meeting:

Meeting Date	Meeting attendance
02 May 2023	Quorum
01 August 2023	Provisional
30 November 2023	Cancelled
06 February 2024	Cancelled
07 May 2024	Quorum
01 August 2024	Cancelled

UPCOMING MEETINGS

DATE

02 September 2024 at 11:00am
 05 November 2024 at 10:00am
 05 November 2024 at 1:00pm
 06 November 2024 at 10:30am
 06 November 2024 at 1:30pm

MEETING

Hodgson Downs (Minyerri) Local Authority Meeting
 Jilkminggan Local Authority Meeting
 Mataranka Local Authority Meeting
 Larrimah Community Consultative Meeting
 Daly Waters Community Consultative Meeting

ISSUES/OPTIONS/SWOT

Council opened 21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority. Three nominations have been received and it is attached below.

LOCAL AUTHORITY	NUMBER OF VACANCIES
Mataranka Local Authority	0
Jilkminggan Local Authority	1
Hodgson Downs (Minyerri) local authority	0

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Jeffrey JOE [13.2.1 - 2 pages]
2. Alesha SANDY [13.2.2 - 2 pages]
3. Ossie DAYLIGHT [13.2.3 - 2 pages]
4. JIL 01082024 MIN [13.2.4 - 5 pages]
5. Hodgson Downs Minyerri Local Authority 2024 06 03 2491 Minutes [13.2.5 - 4 pages]




Local Authority Nomination Form

What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.

 For more information, please contact your local office or the Governance Officer,
@ Bhumika ADHIKARI.

 **Email:** bhumika.Adhikari@ropergulf.nt.gov.au
Phone: (08) 8972 9008 | **Fax:** (08) 8944 7020

Location: Jilkminggan Date: 1/7/24

Name of Nominee: Jeffrey Joe

Key Areas of Interest: (please indicate)

- | | | |
|---------------------------------|------------|--------------------------|
| <u>Waste Management</u> | Aged Care | Administration |
| <u>Animal Management</u> | Child Care | Sport and Recreation |
| <u>Roads and Infrastructure</u> | Youth | <u>Parks and Gardens</u> |



Any other information relevant to my nomination to the Local Authority:

Signature of nominee:

JEFFREY JOG




Local Authority Nomination Form

What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.

 For more information, please contact your local office or the Governance Officer,
@ Bhumika ADHIKARI.

 **Email:** bhumika.Adhikari@ropergulf.nt.gov.au
Phone: (08) 8972 9008 | **Fax:** (08) 8944 7020

Location: Jilkminggan Date: 25/07/2024

Name of Nominee: Alesha Sandy

Key Areas of Interest: (please indicate)

Waste Management

Aged Care

Administration

Animal Management

Child Care

Sport and Recreation

Roads and Infrastructure

Youth

Parks and Gardens



Any other information relevant to my nomination to the Local Authority:

I was born here and I care for my
Community

Signature of nominee:

Alesha Sandy



Local Authority Nomination Form

What is a Local Authority Member?

A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.

Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.



For more information, please contact your local office or the Governance Engagement Coordinator, Bhumika ADHIKARI.



Email: bhumika.Adhikari@ropergulf.nt.gov.au

Phone: (08) 8972 9008 | Fax: (08) 8944 7020

Location: Jilkminggas Date: 7/8/24

Name of Nominee: Ossie Daylight

Email address: ossiedaylight909@gmail.com

Key Areas of Interest: (please indicate)

Waste Management

Aged Care

Administration

Animal Management

Child Care

Sport and Recreation

Roads and Infrastructure

Youth

Parks and Gardens



Any other information relevant to my nomination to the Local Authority:

I use to be a councillor for the Newer Newer Ward.

Signature of nominee:

Ossie Daylight



MINUTES OF THE JILKMINGGAN LOCAL AUTHORITY OF THE ROPER GULF
REGIONAL COUNCIL, MEETING HELD AT THE CONFERENCE ROOM COUNCIL
SERVICE DELIVERY CENTRE, JILKMINGGAN
ON THURSDAY, 1 AUGUST 2024 AT 10:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Annabelle DAYLIGHT(Chairperson);
- Cecilia LAKE;
- Shirley ROBERTS; and
- Lisa MCDONALD.

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Clare CUPITT, Acting General Manager Community Services and Sustainability;
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Bhumika ADHIKARI, Governance Engagement Coordinator;
- Daniele PIGA; Governance Officer (minute secretary);
- Karyn KALAMARAS, Council Services Manager (Mataranka);
- Tracey WALLACE, Community Development Programme (CDP) Employment Coordinator; and
- Rachel WALTERS, Senior Administration Support Officer.

1.3 Guests

- Mayor Tony JACK;
- Adelaide LAQERE; Regional Project Officer, Department of the Chief Minister and Cabinet;
- Matthew AhMAT; Principal Alcohol Action Officer, Mental Health, Alcohol and Other Drugs, NT Health (via videoconference);
- Karen HOCKING, Projects Manager, Department of the Chief Minister and CABINET;
- Jacob LEONARD, Senior Projects Officer and Development Local Government, Department of the Chief Minister and Cabinet;
- Phillipa HUNTER, Director Water Management, Water Resources Division Department of Environment, Parks and Water Security Northern Territory Government;
- Dale COBBAN, Manager, Water Resource Modelling, Water Resources Division Department of Environment, Parks and Water Security Northern Territory Government;
- Heather STEWART, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference);

- Ian WATSON, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference); and
- Kristina FISHER, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference).

2 MEETING OPENED

The Jilkmिंगgan Local Authority Meeting opened at 10:12am as a **PROVISIONAL** meeting. 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

JILK P-23/2024 (Lisa McDONALD/Shirley ROBERTS) **CARRIED**

That the Jilkmिंगgan Local Authority:

- accepts the tendered apologies from Anne-Marie WOODS; and
- does not accept the not tendered apologies from Timothy BAKER and Morgan COCKYELL.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 DISCLOSURES OF INTEREST

There were no declarations of interest at this Jilkmिंगgan Local Authority Meeting.

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 JILKMINGGAN LOCAL AUTHORITY MEETING PREVIOUS MINUTES

JILK P-24/2024 (Cecilia LAKE/Shirley ROBERTS) **CARRIED**

That the Jilkmिंगgan Local Authority confirms the minutes from the meeting held on Monday, 07 May 2024 and affirms them to be a true and accurate record of the meetings decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

JILK P-25/2024 (Lisa McDONALD/Annabelle DAYLIGHT) **CARRIED**

That the Jilkmिंगgan Local Authority receives and notes the Action List.

9 CALL FOR ITEMS OF OTHER BUSINESS

- Hall Safety Concerns - Cr. Annabelle DAYLIGHT; and
- Cemetery – Cecilia LAKE.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 JILKMINGGAN LOCAL AUTHORITY PROJECTS UPDATE**

JILK P-26/2024 (Cecilia LAKE/Lisa McDONALD) **CARRIED**

That the Jilkmिंगgan Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) requests Council to include a report for lighting implementation on Oval Evacuation Light Helicopter;
- (c) requests implementation of solar lights around Community to be scoped; and
- (d) requests Council to write to Jilkmिंगgan Community Aboriginal Corporation (JCAC) for fencing around Community to be scoped and implemented.

12.2 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 30.06.2024

JILK P-27/2024 (Lisa McDONALD/Shirley ROBERTS) **CARRIED**

That the Jilkmिंगgan Local Authority receives and notes the Financial (Expenditure) Report for the period 1 July 2023 to 30 June 2024.

13 GENERAL BUSINESS**14.1 LOCAL AUTHORITY MEMBER ATTENDANCE**

JILK P-28/2024 (Annabelle DAYLIGHT/Lisa McDONALD) **CARRIED**

That the Jilkmिंगgan Local Authority

- (a) receives and notes the Local Authority Member Attendance Report; and
- (b) requests Council to rescind the membership of Timothy BAKER and Morgan COCKYELL from the Jilkmिंगgan Local Authority.

14.2 JILKMINGGAN COUNCIL SERVICE MANAGERS REPORT

JILK P-29/2024 (Annabelle DAYLIGHT/Shirley ROBERTS) **CARRIED**

That the Jilkmिंगgan Local Authority receives and notes the Council Services Managers Report.

14.3 ELECTED MEMBER REPORT

JILK P-30/2024 (Cecilia LAKE/Annabelle DAYLIGHT) **CARRIED**

That the Jilkmिंगgan Local Authority receives and notes the Elected Member Report.

14.4 COMMUNITY DEVELOPMENT PROGRAMME

JILK P-31/2024 (Cecilia LAKE/Lisa McDONALD) **CARRIED**

That the Jilkmिंगgan Local Authority receives and notes the Community Development Program (CDP) Report.

14.5 COMMUNITY SAFETY UPDATE

JILK P-32/2024 (Lisa McDONALD/Annabelle DAYLIGHT) CARRIED

That the Jilkminggan Local Authority receive and note the Community Safety Update Report.

14.6 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

JILK P-33/2024 (Annabelle DAYLIGHT/Shirley ROBERTS) CARRIED

That the Jilkminggan Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

14.7 CONFLICT OF INTEREST

JILK P-34/2024 (Cecilia LAKE/Lisa McDONALD) CARRIED

That the Jilkminggan Local Authority receives and notes the Conflict of Interest Report.

14 OTHER BUSINESS

14.8 HALL SAFETY CONCERNS – CR. ANNABELLE DAYLIGHT

JILK P-35/2024 (Annabelle DAYLIGHT/Cecilia LAKE) CARRIED

That the Jilkminggan Local Authority requests Council to write to Jilkminggan Community Aboriginal Corporation (JCAC) and formally request to scope five (5) Years terms lease to implement the Hall.

14.9 CEMETERY – CECILIA LAKE

JILK P-36/2024 (Shirley ROBERTS/Lisa McDONALD) CARRIED

That the Jilkminggan Local Authority requests Council to write to Jilkminggan Community Aboriginal Corporation (JCAC) in relation to Cemetery, fencing around the Oval and Housing.

- received Deputation (Water Licences Allocation) from Water Resources Division; Department of Environment, Parks and Water Security Northern Territory Government;
- received Deputation (Local Authority Review) from Department of the Chief Minister and Cabinet; and
- received Deputation (Water Allocation) from Beetaloo Information and Communication Project, Commonwealth Scientific and Industrial Research Organisation (CSIRO).

15 CLOSE OF MEETING

The meeting closed at 12:40 pm.

This page and the proceeding pages are the Minutes of the Jilkminggan Local Authority Meeting held on Thursday, 1 August 2024 and confirmed .

Chairperson
Confirmed on 05 November 2024

Unconfirmed



MINUTES OF THE HODGSON DOWNS (MINYERRI) LOCAL AUTHORITY
MEETING OF THE ROPER GULF REGIONAL COUNCIL HELD AT THE
CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, MINYERRI
ON MONDAY, 3 JUNE 2024 AT 11:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Councillor Patricia FARRELL;
- Councillor Edna ILES;
- Beth JOHN;
- Jonathon WALLA;
- Sonia ROBERTS (Chairperson); and
- Naomi WILFRED.

1.2 Staff

- David HURST, Acting Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Clare CUPITT, Acting General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance; and
- Daniele PIGA, Governance Officer.

1.3 Guests

- Mayor Tony JACK ; and
- 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-1/2024 (Patricia FARRELL/Sonia ROBERTS) **CARRIED**

That the Hodgson Downs (Minyerri) Local Authority accepts the tendered apology from Jones BILLY.

5 QUESTIONS FROM THE PUBLIC

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF THE HODGSON DOWNS (MINYERRI) LOCAL AUTHORITY MEETING PREVIOUS MINUTES**

HOD Q-2/2024 (Beth JOHN/Jonathon WALLA) **CARRIED**

That the Hodgson Downs (Minyerri) Local Authority confirms the minutes from the meeting held on Wednesday, 06 December 2023 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

7.2 RE-ELECTION OF CHAIRPERSON

HOD Q-3/2024 (Naomi WILFRED/Edna ILLES) **CARRIED**

That the Hodgson Downs (Minyerri) Local Authority elects Sonia ROBERTS as Chairperson for a term of 6 months.

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

HOD Q-4/2024 (Patricia FARRELL/Jonathon WALLA) **CARRIED**

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

9 CALL FOR ITEMS OF OTHER BUSINESS

- Water Allocation Plan Meeting.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 NIGHT PATROL UPDATE**

HOD Q-5/2024 (Naomi WILFRED/Beth JOHN) **CARRIED**

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

12.2 COMMUNITY DEVELOPMENT PROGRAMME

HOD Q-6/2024 (Jonathon WALLA/Beth JOHN) **CARRIED**

That the Hodgson Downs (Minyerri) Local Authority:

- receives and notes the Community Development Program (CDP) Report; and
- requests for Council's CDP management work with Alawa Aboriginal Corporation (AAC) CDP advise process for CDP activities counting as community service hours.

12.3 MINYERRI LOCAL AUTHORITY PROJECTS UPDATE

HOD Q-7/2024 (Beth JOHN/Naomi WILFRED) CARRIED

That the Hodgson Downs (Minyerri) Local Authority:

- (a) receives and notes the Local Authority Projects Update Report;
- (b) requests for speed bumps to be scoped for the community, and allocates \$15,000 for the same;
- (c) allocates \$32,000 for pigs removal;
- (d) allocates \$4,000 for steel for bin holders;
- (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.

12.4 QUOTE FOR PIG REMOVAL

HOD Q-8/2024 (Naomi WILFRED/Patricia FARRELL) CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Quote for Pig removal Report.

13 GENERAL BUSINESS

13.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

HOD Q-9/2024 (Patricia FARRELL/Jonathon WALLA) CARRIED

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

13.2 REGIONAL PLAN 2024-2025

HOD Q-10/2024 (Edna ILLES/Beth JOHN) CARRIED

That the Hodgson Downs (Minyerri) Local Authority in accordance with Section 81 of the *Local Government Act 2019* receives and notes the draft 2024-25 Regional Plan, and proposed budget for the same.

Nb: *The draft Regional Plan 24-25 is publicly available on Council's website.*
<https://www.ropergulf.nt.gov.au/our-business/news/2024/draft-regional-plan-2024-2025>

13.3 COUNCIL'S FINANCIAL REPORT FOR THE PERIOD 30.04.2024

HOD Q-11/2024 (Jonathon WALLA/Patricia FARRELL) CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Council Financial Report for the period 1 July 2023 to 30 April 2024.

13.4 ELECTED MEMBER REPORT

HOD Q-12/2024 (Naomi WILFRED/Beth JOHN) CARRIED

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

13.5 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

HOD Q-13/2024 (Edna ILLES/Patricia FARRELL) CARRIED

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

13.6 CONFLICT OF INTEREST

HOD Q-14/2024 **(Jonathon WALLA/Beth JOHN)** **CARRIED**

That the Hodgson Downs (Minyerri) Local Authority receives and notes the Conflict of Interest report.

S.1 LA PROJECT FUNDING CERTIFICATION 2022-2023

HOD Q-15/2024 **(Patricia FARRELL/Edna ILLES)** **CARRIED**

That the Hodgson Downs (Minyerri) Local Authority approves the Certification of Local Authority Report for the 2022-2023 financial year.

S.2 COUNCIL SERVICES REPORT

HOD Q-16/2024 **(Jonathon WALLA/Patricia FARRELL)** **CARRIED**

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

14 OTHER BUSINESS

14.1 WATER ALLOCATION PLAN

HOD Q-17/2024 **(Naomi WILFRED/Jonathon WALLA)** **CARRIED**

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**

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.

15 CLOSE OF MEETING

The meeting closed at 1:14 pm.

This page and the proceeding pages are the Minutes of the Hodgson Downs (Minyerri) Local Authority Meeting held on Monday, 3 June 2024 and confirmed.

Chairperson
Confirmed on 02 September 2024.

WARD REPORTS

ITEM NUMBER	13.3
TITLE	South West Gulf Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the Provisional recommendations from the Robinson River Local Authority Meeting held on Wednesday, 07 August 2024;
- (c) approves the Provisional recommendations from the Borroloola Local Authority Meeting held on Wednesday, 07 August 2024; and
- (d) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Borroloola Local Authority created for Casey HUCKS.

KEY OUTCOME AREA

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

BACKGROUND

The South West Gulf Ward is comprised of the Borroloola Local Authority and Robinson River Local Authority.

The Robinson River Local Authority met as a **Provisional** meeting on Wednesday, 07 August 2024. Attached are the recorded Minutes from that meeting for Council to review.

The Borroloola Local Authority met as a **Provisional** meeting on Wednesday, 07 August 2024. Attached are the recorded Minutes from that meeting for Council to review.

UPCOMING MEETINGS

DATE	MEETING
07 November 2024 at 9:00am	Robinson River Local Authority
07 November 2024 at 3:30pm	Borroloola Local Authority Meeting

ISSUES/OPTIONS/SWOT

As requested by Council at its last Ordinary Meeting, an overview of the Borroloola Local Authority's efficacy is outlined below, and of note is that the Borroloola Local Authority has failed to hold a formal meeting (with a Quorum) since 18 May 2023.

Whilst the Local Authority has met on three (3) occasions since August 2023, these were only provisional meetings, and as such, the delegated authority and functions of a Local Authority were unable to be exercised by that Local Authority.

Borroloola Local Authority:

Meeting Date	Meeting attendance
09 February 2023	Quorum
08 May 2023	Postponed
18 May 2023	Quorum
03 August 2023	Provisional
21 November 2023	Cancelled
08 February 2024	Provisional
09 May 2024	Cancelled
01 August 2024	Provisional

LOCAL AUTHORITY	NUMBER OF VACANCIES
Borrooloola Local Authority	<i>1</i>
Robinson River Local Authority	<i>0</i>

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Robinson River Local Authority 07082024 Minutes [**13.3.1** - 4 pages]
2. BOR 07082024 MIN [**13.3.2** - 4 pages]



MINUTES OF THE, ROBINSON RIVER LOCAL AUTHORITY MEETING OF THE
ROPER GULF REGIONAL COUNCIL HELD AT THE MUNGOORBADA OFFICE,
ROBINSON RIVER
ON WEDNESDAY, 7 AUGUST 2024 AT 9:00 AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Tony JACK (appointed Chairperson for this meeting);
- Melissa NOBLE;
- Shandel DICK; and
- Freddy JACKSON.

1.2 Staff

- David HURST, Acting Chief Executive Officer; (via teleconference)
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Clare CUPITT, Acting general Manager Council Services and Community Engagement (via audio/video conference);
- Cristian COMAN, Manager Corporate Compliance;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary) (via audio/video conference); and
- Daniele PIGA, Governance Officer (via audio/video conference).

1.3 Guests

- Karen HOCKING, Project Manager, Department of the Chief Minister and Cabinet (via audio/video conference);
- Ruth STORER, Project Manager, Department of the Chief Minister and Cabinet (via audio/video conference);
- Heather STEWART, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference);
- Ian WATSON, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference); and
- Kristina FISHER, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference).

2 MEETING OPENED

The Robinson River Local Authority Meeting opened at 10:23 am as a **PROVISIONAL** meeting. 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**

ROB P-7/2024 (Shandel DICK/Freddy JACKSON) **CARRIED**

That the Provisional Robinson River Local Authority accepts the tendered apologies from Councillor Samuel EVANS, Councillor Gadrian HOOSAN, Timothy SIMON, Susan GEORGE and Patsy-Anne GEORGE.

5 QUESTIONS FROM THE PUBLIC**6 DISCLOSURES OF INTEREST**

Mayor JACK declared an interest as being a representative of Northern Land Council for Robinson River.

7 CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF THE ROBINSON RIVER LOCAL AUTHORITY MEETING PREVIOUS MINUTES**

ROB P-8/2024 (Melissa NOBLE/Freddy JACKSON) **CARRIED**

That the Provisional Robinson River Local Authority receives and noted the minutes from the meeting held on 09 May 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**

ROB P-9/2024 (Freddy JACKSON /Melissa NOBLE) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Action List.

9 CALL FOR ITEMS OF OTHER BUSINESS

Nil.

10 INCOMING CORRESPONDENCE**10.1 INCOMING CORRESPONDENCE**

ROB P-10/2024 (Melissa NOBLE/Freddy JACKSON) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Incoming Correspondence.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 ROBINSON RIVER LOCAL AUTHORITY PROJECTS UPDATE**

ROB P-11/2024 (Shandel DICK/Melissa NOBLE) **CARRIED**

That the Provisional Robinson River Local Authority:

- (a) receives and notes the Local Authority Projects Update Report; and
- (b) requests an update an allocation breakdown from Mungoorbada Aboriginal Corporation on Local Authority Projects and Local Authority Project Funding.

12.2 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 30.06.2024

ROB P-12/2024 (Melissa NOBLE/Freddy JACKSON) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Financial (Expenditure) Report for the period 01 July 2023 to 30 June 2024.

13 GENERAL BUSINESS

13.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

ROB P-13/2024 (Shandel DICK/Melissa NOBLE) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Local Authority Member Attendance Report.

13.2 ELECTED MEMBER REPORT

ROB P-14/2024 (Freddy JACKSON /Melissa NOBLE) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Elected Member Report.

13.3 STOLEN GENERATION REDRESS SCHEME

ROB P-15/2024 (Melissa NOBLE/Freddy JACKSON) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Stolen Generation Redress Scheme Report.

13.4 INFORMATION SHEET - SCHOOL STUDENT BROADBAND INITIATIVE FOR FREE INTERNET

ROB P-16/2024 (Shandel DICK/Melissa NOBLE) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Information Sheet – School Student Broadband Initiative.

13.5 COMMUNITY SAFETY UPDATE

ROB P-17/2024 (Shandel DICK/Freddy JACKSON) **CARRIED**

That the Provisional Robinson River Local Authority receives and notes the Community Safety Update Report.

13.6 COUNCIL SERVICES REPORT

ROB P 18/2024 (Freddy JACKSON/Melissa NOBLE) **CARRIED**

That the Provisional Robinson River receives and notes the Council Services Report.

14 OTHER BUSINESS

Received a deputation from Commonwealth Scientific and Industrial Research Organisation at 11:38 am and finished at 11:49 am

15 CLOSE OF MEETING

The meeting closed at 11:49 am.

This page and the proceeding pages are the Minutes of the Robinson River Local Authority Meeting held on Wednesday, 7 August 2024 and confirmed .

Chairperson
Confirmed on 07 November 2024

Unconfirmed



MINUTES OF THE BORROLOOLA LOCAL AUTHORITY MEETING OF THE
ROPER GULF REGIONAL COUNCIL, HELD AT THE CONFERENCE ROOM
COUNCIL SERVICE DELIVERY CENTRE, BORROLOOLA
ON WEDNESDAY, 7 AUGUST 2024 AT 3:30 PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Tony JACK;
- Donald GARNER (Chairperson)
- Jonathon SAUER; and
- Mike LONGTON.

1.2 Staff

- Clare CUPITT, Acting General Manager Council Services and Community Engagement (via audio/video conference);
- Luke HADDOW, Acting General Manager Infrastructure Services and Planning;
- Cristian COMAN, Manager Corporate Compliance;
- Casey HUCKS, Acting Council Services Manager; and
- Bhumika ADHIKARI, Governance Engagement Coordinator (via audio/video conference) (minute secretary).

1.3 Guests

- Korry LANE, Police Commissioner Borroloola;
- Ruth STORER, Projects Manager, Department of the Chief Minister and the Cabinet;
- Heather STEWART, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference);
- Ian WATSON, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference); and
- Kristina FISHER, Commonwealth Scientific and Industrial Research Organisation (via audio/video conference).

2 MEETING OPENED

The Borroloola Local Authority Meeting opened at 3:39 pm as a **PROVISIONAL** meeting. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

Manager Corporate Compliance convened the meeting at request of Acting Chief Executive Officer.

3 WELCOME TO COUNTRY

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

BOR P-18/2024 (Jonathon SAUER/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority:

- (a) accepts the tendered apologies from Maria PYRO, Councillor Samuel EVANS and Trish ELMY.
- (b) does not accept the no tendered apologies from Councillor Gadrian HOOSAN, Andrew FIRELY and Jack GREEN.

5 QUESTIONS FROM THE PUBLIC**6 DISCLOSURES OF INTEREST**

Mayor Tony JACK, declared an interest as being a representative of Northern Land Council.

7 CONFIRMATION OF PREVIOUS MINUTES**7.1 CONFIRMATION OF THE BORROLOOLA LOCAL AUTHORITY MEETING PREVIOUS MINUTES**

BOR P-19/2024 (Jonathon SAUER/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and noted the minutes from the meeting held on 08 February 2024, and affirms them to be a true and accurate record of the meetings decisions and proceedings.

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

BOR P-20/2024 (Tony JACK/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Action List.

9 CALL FOR ITEMS OF OTHER BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 COMMUNITY SAFETY UPDATE**

BOR P-21/2024 (Mike LONGTON/Tony JACK) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Community Safety Update Report.

12.2 BORROLOOLA LOCAL AUTHORITY PROJECTS UPDATE

BOR P-22/2024 (Mike LONGTON/Jonathon SAUER) **CARRIED**

That the Provisional Borroloola Local Authority:

- (a) receives and notes the Local Authority Projects Update Report; and
- (b) requests an update including construction and design documentation on following projects:
 - Portable Toilet block project;
 - Power at Tamarind Park; and
 - Zebra crossings.

12.3 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 30.06.2024

BOR P-23/2024 (Jonathon SAUER/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Financial (Expenditure) Report for the period 01 July 2023 to 30 June 2024.

13 GENERAL BUSINESS**ILA PROJECT FUNDING CERTIFICATION**

BOR P-24/2024 (Jonathon SAUER/Tony JACK) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Certification of Local Authority Reports for the 2022-23 financial year.

14.1 LOCAL AUTHORITY MEMBER ATTENDANCE

BOR P-25/2024 (Tony JACK/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Local Authority Member Attendance Report.

14.2 ELECTED MEMBER REPORT

BOR P-26/2024 (Tony JACK/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority:

- (a) receives and notes the Elected Member report; and
- (b) requests a community meeting to be held on Disaster Planning and Recovery in the region with Northern Territory Emergency Services (NTES) and a Senior member of the Police Force to attend, and to include Senator McCARTHY and Local Member.

14.3 COMMUNITY DEVELOPMENT PROGRAMME

BOR P-27/2024 (Tony JACK/Jonathon SAUER) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Community Development Program (CDP) Report.

14.4 STOLEN GENERATION REDRESS SCHEME

BOR P-28/2024 (Jonathon SAUER/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Stolen Generation Redress Scheme Report.

14.5 CONFLICT OF INTEREST

BOR P-29/2024 (Jonathon SAUER/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Conflict of Interest Report.

14.6 INFORMATION SHEET - PERSONAL USE OF SOCIAL MEDIA

BOR P-30/2024 (Jonathon SAUER/Mike LONGTON) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Information Sheet – Personal Use of Social Media Report.

14.7 INFORMATION SHEET - SCHOOL STUDENT BROADBAND INITIATIVE FOR FREE INTERNET

BOR P-31/2024 (Jonathon SAUER/Tony JACK) **CARRIED**

That the Provisional Borroloola Local Authority receives and notes the Information Sheet – School Student Broadband Initiative.

14 OTHER BUSINESS

Received a deputation from Commonwealth Scientific and Industrial Research Organisation (CSIRO) at 5:01 pm and finished at 5:08 pm.

15 CLOSE OF MEETING

The meeting closed at 5:10 pm.

This page and the proceeding pages are the Minutes of the Borroloola Local Authority Meeting held on Wednesday, 7 August 2024 and confirmed.

Chairperson
Confirmed on 07 November 2024

WARD REPORTS

ITEM NUMBER	13.4
TITLE	Numbulwar Numburindi Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council receives and notes the Numbulwar Numburindi Ward 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 Numbulwar Numburindi Ward includes one Local Authority, the Numbulwar Local Authority.

There was no Numbulwar Local Authority Meeting scheduled during this period.

UPCOMING MEETINGS

DATE	MEETING
04 September 2024 at 10:30am	Numbulwar Local Authority

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

WARD REPORTS

ITEM NUMBER	13.5
TITLE	Yugul Mangi Ward Report
AUTHOR	Bhumika Adhikari, Governance Engagement Coordinator

RECOMMENDATION

That Council receives and notes the Yugul Mangi Ward 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 Yugul Mangi Ward includes the Ngukurr Local Authority and Urapunga Local Authority.

There were no Ngukurr and Urapunga Local Authority Meeting scheduled during this period.

UPCOMING MEETINGS

DATE	MEETING
<i>03 September 2024 at 11:00am</i>	<i>Ngukurr Local Authority</i>
<i>03 September 2024 at 3:00pm</i>	<i>Urapunga Local Authority</i>

ISSUES/OPTIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
NGUKURR LOCAL AUTHORITY	<i>0</i>
URAPUNGA LOCAL AUTHORITY	<i>0</i>

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

EXECUTIVE REPORTS

ITEM NUMBER	14.1
TITLE	Council Meeting Attendance Report
AUTHOR	Daniele Piga, Governance Officer

RECOMMENDATION

That Council receives and notes the Council Meeting 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* states that the members will be disqualified as a member of a Council if the person is absent, without permission or the approved apologies of the Council in accordance with the regulations, from two (2) consecutive Council meetings.

Council Member Attendance

Elected Members	13 December 2023	28 February 2024	24 April 2024	26 June 2024
Mayor Tony JACK	P	P	P	P
Deputy Mayor Helen LEE	P	AP	P	P
Councillor Samuel EVANS	AP	P	AP	P
Councillor Owen TURNER	P	P	P	AP
Councillor Edna ILES	P	P	P	P
Councillor Edwin NUNGGUMAJBARR	P	P	AP	P
Councillor Kathy-Anne NUMAMURDIRDI	P	P	P	P
Councillor John DALYWATER	P	P	P	AP
Councillor Annabelle DAYLIGHT	P	P	P	AP
Councillor Selina ASHLEY	AP	AP	AP	AP
Councillor Patricia FARRELL	AP	P	P	P
Councillor Jana DANIELS	No AP	P	No AP	NO AP
Councillor Gadrian HOOSAN	P	P	AP	P

** Table Key

P Present

AP Apologies given and accepted

NO AP No apologies given and not present at meeting

ISSUES/OPTIONS/SWOT

According to clause 6.7 Individual Responsibility of Elected Members of CL006, Elected Member Administration Policy, Elected Members failure to attend a prescribed activity without a lawful, and reasonable excuse, including travel costs, activity costs, and accommodation costs. Such costs are generally recovered by way of deduction from an Elected Members monthly allowance, however Council may undertake other steps to ensure its costs are recovered in full.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

EXECUTIVE REPORTS

ITEM NUMBER	14.2
TITLE	Mayor's Report
AUTHOR	Daniele Piga, Governance Officer

RECOMMENDATION

That Council receives and notes the Mayoral 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 Mayor undertakes range of official duties on behalf of Council. This report outlines the Mayor's activities and undertaking since Council's last Ordinary Meeting on 26 June 2024.

ISSUES/OPTIONS/SWOT

A summary of the Mayor's undertakings is as follows:

- Finance and Infrastructure Committee Meeting – 22 July 2024;
- Jilkminggan Local Authority Meeting – 01 August 2024;
- Robinson River Local Authority Meeting – 07 August 2024; and
- Borroloola Local Authority Meeting – 07 August 2024.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

EXECUTIVE REPORTS



ITEM NUMBER	14.3
TITLE	Chief Executive Officer's Report
AUTHOR	David Hurst, Acting Chief Executive Officer

RECOMMENDATION

That Council:

- (a) receives and notes the Acting Chief Executive's Report; and
- (b) supports the Mimal Land Management Aboriginal Corporation's application for Commonwealth Grant for the Skills for Education and Employment (SEE) First Nations, and authorises the Acting Chief Executive Officer to write a Letter of Support pertaining to the same.

KEY OUTCOME AREA

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

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

18.8 HUMAN RESOURCES AND TRAINING

14.2 SUBDIVISINAL GUIDELINES AND TOWN CAMP ROADS - *Mayor Tony JACK*

The Senior Leadership Group met with DIPL to discuss the scoping exercise for the town camp roads. We are still awaiting the final report. At which time we will reconvene the town camp steering committee. DIPL has \$1.2 million to repair the damaged road in Garrawa 1 between the two floodways. They have estimated the cost for all town camp roads to be in the region of \$20 million and have categorically stated that NTG will not allocate any further funds at this time.

Advice from Territory Housing is that Council is responsible for driveway maintenance. NTG responsibility ends at the property boundary.

14.3 COMMUNITY HOUSING - *Councillor John DALYWATER*

Please refer to attached policy advice from the NTG Department of Territory Families, Housing and Communities (TFHC) which contains information about Housing Reference Groups. In addition, direct concerns were raised with DCMC representatives regarding the composition of the Housing Reference Group in Jilkminggan and recent changes that were made to the group.

19.5 THANK YOU LETTER TO CHRIS HEMSWORTH - *Mayor Tony JACK*

Included in outgoing correspondence

14.3 COUNCIL MEETING ATTENDANCE REPORT -

Included in outgoing correspondence

ISSUES/OPTIONS/SWOT

Key Activities and undertakings since last OMC

- **Community Benefits Trust.** The executive team went to Borrooloola on Monday 19th August to meet with the CBT Board. Amongst the items discussed were the cyclone shelter and acquitting the funding that CBT committed to the project for a Basketball Court, a tour of the cyclone shelter and an update on the progress of the Borrooloola town camp roads.

- **Ministerial advocacy**
Mayor Jack, Acting CEO, A/g GM-CSE and GM-CSS met with the then Assistant Minister for Indigenous Australians, Malandirri McCarthy in Borroloola. Items discussed included Aged care needs across the region, road infrastructure investment needs, local employment and skills development and the need for a community debrief in Borroloola after the emergency response for Cyclone Megan.
- **ALGA**
Councillor Daylight and Council Farrell, along with A/g CEO, GM-CSS, and the Governance team attended the ALGA conference in Canberra. Whilst there, the team took the opportunity to meet with Government Ministers and participate in a Ministerial roundtable with all NT Councils and six Government Ministers. Items discussed included need for investment in roads, the NT and Commonwealth Government's Aboriginal Procurement policies, emergency management, the new Remote Jobs and Economic Development program (RJED) that will replace the Community Development Program.
There was strong collective advocacy for the need to recognise the important role that Local Government plays in community development, local jobs and development of the local economy.
- **LGANT advocacy**
LGANT has been extremely active in advocating the issues raised by members about the proposed Northern Territory Government's Aboriginal Procurement Policy and the unintended consequences this may have on communities in relation to excluding Local Government from eligibility.
- **GARMA**
Acting CEO attended the GARMA festival on behalf of Council. This was a great networking opportunity as it was attended by Indigenous Leader and politicians, including the Prime Minister.
- **Mataranka Water allocation advocacy**
Staff have been supporting elected members and Local Authorities to advocate the need for robust consultation and genuine input into the Mataranka Water allocation plan.
- **Changes to Senior Leadership Group**
Tony Hopp has commenced acting in the General Manager – Council Services and Engagement Division
Luke Haddow is acting in the General Manager – Infrastructure Services and Planning Division.

A key focus for the Executive is to progress Council's determination for transparency, positive community relationships and collaboration both internally and externally. As well as continued focus on compliance.
- **Cultural Competence Framework**
We have commenced discussions with Cross Cultural Consultants on working across the Council with all stakeholders to develop a Cultural Competence Framework which will act as guidance for all staff on the initiatives and activities that they can take to continually improve cultural competence and their continual learning.
- **Mimal Land Management Aboriginal Corporation application to the Skills for Education and Employment (SEE) First Nations – Delivery Grant, Commonwealth of Australia**
The Acting Chief Executive Officer was contacted by Mimal Land Management Aboriginal Corporation requesting a Letter of Support for its application for a Commonwealth Grant. This matter is put before Council for its consideration.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.1
TITLE	Local Authority Projects Update
AUTHOR	Puspa Karki, Executive Support Coordinator

RECOMMENDATION

That Council:

- (a) receives and notes the Local Authority Projects Update Report; and
- (b) approves the reallocation of funds as per the following:
 - i. \$59,023.86 from the Ngukurr Sports Court Draining Project to a new Project called Ngukurr Solar Lights replacement.
 - ii. \$85,088.18 from the Numbulwar New/Upgrades at Toilets at the Airport to a new Project called Numbulwar-existing cemetery works.
 - iii. \$337,234.09 from the Numbulwar Sports Precinct Upgrade to a new Project called Numbulwar-existing cemetery works.
 - iv. \$20,000 from Jilkminggan unallocated funds to a new Project called Jilkminggan-S19 Sports Centre.
 - v. \$28,264.70 from Manyallaluk Fencing at Top Cemetery to support the AAPA clearance process for the same project.
 - vi. \$13,128.88 from unallocated Manyallaluk funds to the Manyallaluk Cemetery Fencing Project.
 - vii. \$169,200 from the Ngukurr refurbishment of Sports and Recreation Hall to the purchase/installation of playground equipment in the public park near the Gulamon Centre.
 - viii. \$20,000 from the Borroloola unallocated funding to pool leak investigation and tile rectification.
- (c) Approve a budget amendment of \$37,000 of Council Funds to support the delivery of the Manyallaluk Cemetery Fencing project.

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.

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

BACKGROUND

There are a number of Local Authority Projects that have not progressed due to land tenure, AAPA clearance issues or scoping issues.

As a result, there are some projects that have funds due to expire in December 2024.

Consultations have occurred in each of the communities with Local Authority members and it is proposed that Council approves the reallocation of funds to alternative projects that are known community priorities.

The projects affected are:

Ngukurr Sports Court Drainage: The project is complete and came in under budget by \$59,023.86. It is recommended to reallocate the \$59,023.86 to the replacement of the existing solar lights in the community.

Ngukurr sport and recreational hall refurbishment: This project was on hold due to the drainage issues causing regular inundation in the hall. Ngukurr is now on the cyclone shelter pipeline, so it is recommended that the funds be redirected to procure a new playground to replace the decommissioned one in the public park area. There is \$169,200 of unspent funds allocated to this project.

Numbulwar, New upgrades at the Airport: This project's identified location is on an AAPA restricted site and cannot proceed at present. It is recommended to allocate the remaining funds of \$85,088.18 to a new project – Numbulwar – existing cemetery works.

Numbulwar, Sports Precinct Upgrade: This project has been identified as stalled due to the Cyclone Shelter pipeline. It is recommended that the remaining funds of \$337,234.09 are allocated to a new project – Numbulwar – existing cemetery works.

Manyallaluk Cemetery Fencing: This project has not progressed as the \$28,264.70 funds available are considerably less than the quoted works of approximately \$40,000 (estimated to be closer to \$50,00 when re quoted). It is recommended that the project proceed with AAPA approval being secured. Current year funds unallocated amount to \$13,128.88. It is recommended to allocate these funds to the project and to support the remainder through Council funds. Should this occur, this project can be delivered as a high priority.

The new projects are ready for progression as soon as funds are available.

In addition, the Jilkminggan community has requested of Council to investigate the land tenure on the community sports hall. If land tenure available, the LA indicated their interest in progressing with upgrades and maintenance work on the site. Our ISP team have identified that the site is ALRA and it is proposed that \$20,000 of Local Authority funds is approved to be allocated to securing the S19 lease on this site.

The Borroloola pool has an identified leak. The tile rectification works will ensure that the pool remains operational throughout the upcoming build up and wet season. These works have been recommended as urgent by YNT, who manages our pools.

The purpose of Local Authority Project Funding is to encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

Objectives

The objectives of the program are to:

- Assist in building stronger communities and assist community priority projects as recommended by local authorities;
- Assist local governing bodies and the constituent communities they represent to become stronger and self-sustaining;
- Assist in the provision of quality community infrastructure that facilitates community activity and integration; and
- Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.

Local Authority Project Approvals

Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

At each local authority meeting, a report is to be submitted detailing the total amount of funding available and spent on local authority projects under this program in each financial year.

The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.

ISSUES/OPTIONS/SWOT

- Please refer to the attached LA funding report as at 31 July 2024.
- Local Authority Project funding (LAPF) for 2023-2024 received for following Local Authorities;

Barunga	\$53,700
Beswick/Wugularr	\$75,500
Borroloola	\$129,800
Bulman	\$41,400
Jilkmिंगgan	\$45,100
Manyallaluk	\$12,900
Mataranka	\$52,400
Minyerri/Hodgson Downs	\$86,100
Ngukurr	\$169,200
Numbulwar	\$158,800
Urapunga	\$18,800
Robinson River	\$32,500
Total	\$876,200

These funds are to be fully expended by 30 June 2026.

FINANCIAL CONSIDERATIONS

As per attachment.

ATTACHMENTS

1. LA Projects Update 31.07.2024 [15.1.1 - 14 pages]
2. LAPF Funding 2023-24 [15.1.2 - 1 page]

**Summary Local Authority Projects
31 July 2024**

	Funds Received from Department & Council	Funds Allocated by Local Authorities	Surplus/(Deficit) from completed projects	Remaining Unallocated funds
Barunga	\$ 473,539.00	\$ 460,145.99	\$ 37,215.44	\$ 50,608.45
Beswick	\$ 679,821.00	\$ 524,793.10	\$ (78,124.25)	\$ 76,903.65
Borrooloola	\$ 1,175,208.00	\$ 1,070,063.49	\$ 22,695.49	\$ 127,840.00
Bulman	\$ 372,840.00	\$ 394,370.49	\$ 68,365.89	\$ 46,835.40
Hodgson Downs	\$ 722,340.00	\$ 647,140.00	\$ 67,240.00	\$ 142,440.00
Jilkminggan	\$ 436,231.00	\$ 382,770.00	\$ 26,222.58	\$ 79,683.58
Manyallaluk	\$ 121,878.00	\$ 122,880.36	\$ 14,131.24	\$ 13,128.88
Mataranka	\$ 472,163.00	\$ 374,913.20	\$ 53,756.76	\$ 151,006.56
Ngukurr	\$ 1,360,291.00	\$ 1,300,882.61	\$ 6,656.37	\$ 66,064.76
Numbalwar	\$ 1,227,356.00	\$ 1,265,670.91	\$ 36,823.09	\$ (1,491.82)
Urapunga	\$ 96,400.00	\$ 48,800.00	\$ (4,838.60)	\$ 42,761.40
Robinson River	\$ 130,000.00	\$ 97,500.00	\$ 5,459	\$ 37,959.09
	\$ 7,138,067.00	\$ 6,592,430.15	\$ 250,144.01	\$ 795,780.86

Project Expenditure		Funds Received from Department		Funds Expended		Unexpended
Barunga	\$	473,539.00	\$	398,136.88	\$	75,402.12
Beswick	\$	679,821.00	\$	553,164.68	\$	126,656.32
Borrooloola	\$	1,103,731.00	\$	689,947.24	\$	413,783.76
Bulman	\$	340,259.00	\$	283,020.01	\$	57,238.99
Hodgson Downs	\$	722,340.00	\$	518,900.04	\$	203,439.96
Jilkminggan	\$	436,231.00	\$	323,547.42	\$	112,683.58
Manyallaluk	\$	121,878.00	\$	80,484.42	\$	41,393.58
Mataranka	\$	472,163.00	\$	321,156.44	\$	151,006.56
Ngukurr	\$	1,360,291.00	\$	895,845.77	\$	464,445.23
Numbalwar	\$	1,227,356.00	\$	710,911.25	\$	516,444.75
Urapunga	\$	96,400.00	\$	34,949.51	\$	61,450.49
Robinson River	\$	130,000.00	\$	32,264.55	\$	97,735.45
	\$	7,034,009.00	\$	4,842,328.21	\$	2,321,680.79

Barunga Local Authority Project Funding				31 July 2024
Funding received from Department			Funds Allocated	
Funding Received from Department			\$	473,539.00
Funds Allocated by Local Authorities			\$	460,145.99
Surplus/(Deficit) from completed projects			\$	37,215.44
Remaining Unallocated funds			\$	50,608.45
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
3/04/2024	Purchase of Portable toilet	\$ 21,793.67		On 03/04/2024 LA decided to allocate remaining \$21,793.67 towards purchase of portable toilet with trailer. Quotation request ongoing. PO raised. Order received, awaiting delivery to community.
9/07/2024	Trees at the football Oval	\$ 1,000.00		On 09/07/2024 LA allocated 1K to put trees at football oval.
9/07/2024	New additional sign and raise existing sign	\$ 2,000.00		On 09/07/2024 LA allocated 2K to get new additional sign and raise existing sign.
	Total for current projects in progress	\$ 24,793.67	\$	-
	Total for Completed Projects	\$ 435,352.32	\$	398,136.88
	Grand Total	\$ 460,145.99	\$	398,136.88

Beswick Local Authority Project Funding		31 July 2024
	Funds Allocated	Remaining Unallocated funds
Funding received from Department		
Funding Received from Department		\$ 679,821.00
Funds Allocated by Local Authority Members		\$ 524,793.10
Surplus/(Deficit) from completed projects		\$ (78,124.25)
Remaining Unallocated Funds		\$ 76,903.65

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
9/08/2021 1213821	Catering for community events	\$ 3,000.00	\$ 1,328.83	<i>CSM notified.</i>
27/11/2023	Ablution block-Upgrade	\$ 28,081.50		<i>Allocated towards upgrade of ablution block.</i>
24/11/2023	Speed bumps	\$ 20,000.00		<i>Allocated towards purchase and installation of 5X speed bumps. Quotation request ongoing.</i>
	Total for Current projects	\$ 56,081.50	\$ 4,924.83	
	Total for Completed projects	\$ 468,711.60	\$ 548,239.85	
	Grand Total	\$ 524,793.10	\$ 553,164.68	

Borroloola Local Authority Project Funding		31 July 2024	
Funding received from Department	Funds Allocated	Remaining Unallocated Funds	
Funds Received from Department		\$ 1,103,731.00	
Funds allocated from Council		\$ 71,477.00	
		\$ 1,175,208.00	
Funds Allocated to projects by Local Authority Members		\$ 1,070,063.49	
Surplus/(Deficit) from completed projects		\$ 22,695.49	
Remaining Unallocated funds		\$ 127,840.00	

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
6/2/2020 1313822 PR9	Replace Toilet Block at Airport	\$ 428,464.49	\$ 117,561.38	Commenced - Funded allocated \$ 130,580 on 6.12.18. A further \$ 140,000 on 6.2.2020. \$ 17746.45 allocated 8.10.2020 . Construction contract signed. Works have begun . Underground plumbing complete. Request for tender paperwork in progress. Undergoing consult with AWS for hydraulics. Tender documentation is currently underway, AWS to undertake project management. Tender documentation released through Tenderlink & Local Buy on 14/08/2024.
9/02/2023 PR38	Tamarind Park Power supply	\$ 129,831.00	\$ 83,313.35	On 9/02/2023 LA allocated \$129,831 to install power supply at the Tamarind Park. Investigating Solar Lights as an option for power supply to BBQ area. Suggest putting solar lights at the memorial and a few trough the park as well. Purchased Solar lightning system and cement premix. All materials are now onsite awaiting installation.
	Total for current projects in progres	\$ 558,295.49	\$ 200,874.73	
	Total for Completed projects	\$ 511,768.00	\$ 489,072.51	
	Grand Total	\$ 1,070,063.49	\$ 689,947.24	

Bulman Local Authority Project Funding			31 July 2024	
Funding received from Department		Funds Allocated	Remaining Unallocated Funds	
Funds Received from Department			\$	340,259.00
Allocated by Council			\$	32,581.00
Funds allocated to projects by Local Authority Members			\$	394,370.49
Surplus/(Deficit) from completed projects			\$	68,365.89
Remaining unallocated funds			\$	46,835.40
Date Approved	Projects	Project Budget	Actual Expenditure	Project Status
Project ID				
5/12/2018 1413806 PR6	Toilet near council office/ Community Ablution Block	\$ 144,361.59	\$ 101,377.00	<p>\$72,000 was LA allocated on 05/12/2018 and addition allocation of \$25,000 on 22/08/2019 LA meeting. The project is under planning stage. S19 License approved. PWC to be contacted for services response by 31/3/2021. Currently in Design phase to provide a final costing. 12/6/2021 Unallocated funds (\$ 47,361.59) allocated to toilet block. In procurement phase. Site visit scheduled for Feb 2nd. Project now with RGRC Assets Team. Purchased Ablution block. Projects team soon to start tender documents. AWS preparing services designs.</p> <p>S19 approved. Awaiting AAPA clearance. AAPA certified. Now this project will need to go for public quotation for installation after completion of hydraulic plans. AWS undertaking tender documentation and projects management. Tender documentation complete and with RGRC for review. Awaiting SSP's prior to tender readiness 31/08/24, Tender documents should be through by mid August.</p>
	Total for current projects in progress	\$ 144,361.59	\$ 101,377.00	
	Total for completed projects	\$ 250,008.90	\$ 181,643.01	
	Grand total	\$ 394,370.49	\$ 283,020.01	

Hodgson Downs Local Authority Project Funding		31 July 2024
Funds received from Department	\$	722,340.00
Funds allocated to projects by Local Authority Members	\$	647,140.00
Surplus/(Deficit) from completed projects	\$	67,240.00
Remaining unallocated funds	\$	142,440.00

Project ID	Projects	Project Budget	Actual Expenditure	Project Status
3/06/2024	Speed Bumps	\$ 15,000.00		<i>LA allocated 15k towards speed bumps</i>
3/06/2024	Pigs Removal	\$ 32,000.00		<i>LA allocated 32k towards pigs removal</i>
3/06/2024	Steel for bin holders	\$ 4,000.00		<i>LA allocated 4k towards steel for bin holders</i>
3/06/2024	2X Traffic signs	\$ 5,000.00		<i>LA allocated 5k towards 2 Xslow down for children signs</i>
3/06/2024	Sports Equipments	\$ 5,000.00		<i>LA allocated 5k towards sports equipments for Alawa Corporation</i>
	Total projects in Progress	\$ 61,000.00	\$ -	
	Total completed projects	\$ 586,140.00	\$ 518,900.04	
	Grand Total	\$ 647,140.00	\$ 518,900.04	

Jilkmिंगgan Local Authority Project Funding				31 July 2024	
Funds received from Department			\$	436,231.00	
Funds allocated to projects by Local Authority Members			\$	382,770.00	
Surplus/(Deficit) from completed projects			\$	26,222.58	
Unallocated remaining funds			\$	79,683.58	
Date	Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
30/11/2023		Trees for Community	\$ 33,000.00		On 30/11/2023 LA allocated 33K towards trees for whole community.
		Total for current projects in progress	\$ 33,000.00	\$ -	
		Total for completed projects	\$ 349,770.00	\$ 323,547.42	
		Grand Total	\$ 382,770.00	\$ 323,547.42	

Manyallaluk Local Authority Project Funding		31 July 2024
Funds Received from Department	\$	121,878.00
Funds allocated to projects by Local Authority Members	\$	122,880.36
Surplus/(Deficit) from completed projects	\$	14,131.24
Remaining Unallocated funds	\$	13,128.88

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
3/04/2023 PR057	Fencing at Top Cemetery	\$ 28,264.70		<p>On 03/04/2023, LA provisionally allocated remaining funding(\$28,264.70) towards purchasing and installing mesh fence at the bottom cemetery. Officially allocated on OMC 27/04/2023. Quotation requests ongoing. Quotations sort are over budget. 15/01/24 LA reallocated from bottom cemetery to Top cemetery. Quotes obtained are higher than allocation .</p> <p>Recommendation included in OMC report for resolution.</p>
	Total for current projects in progress	\$ 28,264.70	\$ -	
	projects	\$ 94,615.66	\$ 80,484.42	
	Grand Total	\$ 122,880.36	\$ 80,484.42	

Mataranka Local Authority Project Funding		31 July 2024
Funding received from Department	\$	472,163.00
Funds allocated to projects by Local Authority Members	\$	374,913.20
Surplus/(Deficit) from completed projects	\$	53,756.76
Remaining Unallocated Funds	\$	151,006.56

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
	Total for current projects in progress			
	Total for completed projects	\$ 374,913.20	\$ 321,156.44	
	Grand Total	\$ 374,913.20	\$ 321,156.44	

Ngukurr Local Authority Project Funding				31 July 2024
Funds received from Department		\$	1,360,291.00	
Funds allocated to projects by Local Authority Members		\$	1,300,882.61	
Surplus/(Deficit) from completed projects		\$	6,656.37	
Remaining Unallocated funds		\$	66,064.76	
Date	Projects	Project Budget	Actual Expenditure	Project Status
29/06/2020 PR41	Sports Court Drainage	\$ 160,000.00	\$ 100,976.14	<p>\$ 170k allocated June 20 - \$ 150k from RGRC. Council approved in Budget 2020/21. Design for storm water drainage received and under reviewed. SCP doing peer review and are putting together a fee to redesign.</p> <p>SCP engaged to do designs. Works have been completed by TTs Build and a review of the performance has been positive. Completed awaiting final invoice. LA reallocated 10K towards new year and christmas celebrations.</p> <p>Recommendation included in OMC report for resolution.</p>
24/06/2021 PR43	Town Beautification Project	\$ 165,156.61		<p>Initial scoping has identified the need for a S19 lease on the proposed site of the new park .</p> <p>Section 19 submitted. Block spots established awaiting street light report from CSM to proceed</p>
20/09/2022 PR42	Refurbishment of Sport and Recreation Hall.	\$ 169,200.00		<p>Need scope from LA & Community, Ideas for indoor activity center been sort for proposal.</p> <p>Recommendation included in OMC report for resolution.</p>
4/12/2023	Christmas celebration event	\$ 5,000.00		<p>LA reallocated 5k from sports Court project towards christmas celebrations. Event postponed.</p>
Total for current projects in progress		\$ 499,356.61	\$ 100,976.14	
Total for completed projects		\$ 801,526.00	\$ 794,869.63	
Grand Total		\$ 1,300,882.61	\$ 895,845.77	

Numbulwar Local Authority Project Funding				31 July 2024
Funds received from Department		\$	1,227,356.00	
Funds allocated to projects by Local Authority Members		\$	1,265,670.91	
Surplus/(Deficit) from completed projects		\$	36,823.09	
Remaining Unallocated funds		\$	(1,491.82)	
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
12/6/2018 2113805 PR47	New/Upgrade Toilets at the Airport	\$ 97,000.00	\$ 11,911.82	\$87,000 allocated on 12/06/2018 \$10,000 allocated on 09/10/2018; Design commenced; Expression of interest with NLC has been lodged. Awaiting response. Location to be discussed with TO's. S19 license approved. Preparing design docs and research for options. Site inspections done. Quotes received. Tender documents for the construction being prepared. AAPA clearance required. Change in Scope to portable toilets. Projects Team to soon start Tender process. Recommendation included in OMC report for resolution.
9/10/2017 PR46	Sports Precinct Upgrade	\$ 349,145.91	\$ 11,911.82	Lot - 97 Sports and Rec Hall: \$ 40,000 Allocated on 09/10/2018 \$66,305.04 Allocated on 20/02/2019; Finalising Design. Extra funding needed. Proposed to allocate \$ 159,589.97 (no quorum at LA to decide) Approved to go to tender. Site inspections done. Fencing Purchased. Awaiting Mobilization. Fencing Commenced. Fencing Completed. Recommendation included in OMC report for resolution.
15/09/2023	Portable ablution for festival	\$ 10,000.00	\$ 5,000.00	LA allocated \$10K towards portable ablution for festival. Completed.
15/09/2023 PR62	Shade structure and seatingX6	\$ 60,000.00	\$ 35,239.34	LA allocated \$60K towards 6X shade structure and seating at various parks. PO raised.
15/09/2023 PR63	Solar LightsX4-Park areas	\$ 40,000.00	\$ 15,535.00	LA allocated 40k towards one solar light in each park. PO raised.
15/09/2023 PR64	Large solar light-Top of boat ramp	\$ 15,000.00	\$ 7,050.00	LA allocated large luminous solar light at the top of boat ramp. PO raised.
15/09/2023 PR65	Solar light-old workshop at Newtown	\$ 10,000.00	\$ 5,126.36	LA allocated 10K for installing solar light at seating area of old workshop. PO raised.
15/09/2023 PR66	Seating-Old workshop at Newtown	\$ 10,000.00		LA allocated 10K for seating at old workshop.
15/09/2023 PR67	Large solar lightsX3- Newtown to mission area.	\$ 40,000.00	\$ 16,435.00	LA allocated 40K for installing 3 large solar lights along dirt road from newtown to mission area. PO raised.
Total for current projects in progress		\$	621,145.91	\$ 103,209.34
Total for completed projects		\$	644,525.00	\$ 607,701.91
Grand Total		\$	1,265,670.91	\$ 710,911.25

Robinson River Local Authority Project Funding		31 July 2024
Funds received from Department	\$	130,000.00
Funds allocated to projects by Local Authority Members	\$	97,500.00
Surplus/(Deficit) from completed projects	\$	5,459.09
Remaining Unallocated funds	\$	37,959.09

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
25/10/2023 PR68	Speed Humps	\$ 5,000.00		<i>Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10</i>
PR70	Soft ball gear	\$ 1,000.00		<i>Official allocation OMC 25.10</i>
PR71	Robinson River fishing competition	\$ 2,000.00		<i>Official allocation OMC 25.10</i>
25/10/2023 PR72	Solar lights Installation X4	\$ 40,000.00	\$ 16,223.64	<i>Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10 PO raised.</i>
PR73	Signage-Road Safety	\$ 5,000.00		<i>Official allocation OMC 25.10</i>
PR74	Bollards for the Park	\$ 10,000.00		<i>Official allocation OMC 25.10</i>
PR75	Basketball Equipment	\$ 500.00		<i>Official allocation OMC 25.10</i>
PR76	AFL Post Installation	\$ 10,000.00		<i>Official allocation OMC 25.10</i>
PR77	Portable BBQ	\$ 2,000.00		<i>Official allocation OMC 25.10</i>
PR78	Food for Community BBQ	\$ 500.00		<i>Official allocation OMC 25.10</i>
	Total for current projects in progress	\$ 76,000.00	\$ 16,223.64	
	Total for completed projects	\$ 21,500.00	\$ 16,040.91	
	Grand Total	\$ 97,500.00	\$ 32,264.55	

Urapunga Local Authority Project Funding		31 July 2024
Funds received from Department	\$	96,400.00
Funds allocated to projects by Local Authority Members	\$	48,800.00
Surplus/(Deficit) from completed projects	\$	(4,838.60)
Remaining Unallocated funds	\$	42,761.40

Date Approved	Project ID	Projects	Project Budget	Actual Expenditure	Project Status
18/8/2020	PR59	Welcome Sign	\$ 10,000.00	\$ 1,310.91	Design approved. PO raised. Sign ready for delivery. Delivered sign found to be of poor quality. New sign to be ordered.
		Total for current projects in progress	\$ 20,000.00	\$ 1,310.91	
		Total for completed projects	\$ 28,800.00	\$ 33,638.60	
		Grand Total	\$ 48,800.00	\$ 34,949.51	



Department of THE CHIEF MINISTER AND CABINET

Roper Gulf Regional Council

Manager Grants Program
Local Government
Department of the Chief Minister and Cabinet
GPO Box 4396
DARWIN NT 0801

Dear Manager

RE: ACCEPTANCE OF LOCAL AUTHORITY PROJECT FUNDING (LAPF) FOR 2023-24

On behalf of the Roper Gulf Regional Council (Council) the offer of LAPF totalling \$876 200 is accepted under the following terms and conditions.

A. The Council agrees to:

- 1. Comply with all the conditions of the LAPF funding guidelines.
2. Manage and expend the LAPF in accordance with the Local Government Act 2019, and the Local Government (General) Regulations 2021.
3. Purchase goods/services funded under this agreement on the requirements of the Northern Territory Government's Buy Local policy, unless it can be proven, through a competitive process that there is no suitable Territory enterprise able to supply the service.
4. Place the LAPF in a trust account, according to details in GrantsNT until such time it is to be expended.
5. Allocate and spend the LAPF funds detailed below on behalf of each Local Authority;

Table with 4 columns: Amount, Local Authority Name, Amount, Local Authority Name. Rows include Barunga, Beswick/ Wugularr, Borrooloola, Bulman, Jilkminggan, Manyallaluk, Mataranka, Minyerri/ Hodgson Downs, Ngukurr, Numbulwar, Urapunga, and Robinson River.

- 6. Only expend the funds allocated to each local authority on project/s recommended by the local authority.
7. Submit all requests for pooling up to four years of funds for major projects to the Department of the Chief Minister and Cabinet.
8. Absorb any costs above \$876 200 and fully expend these funds by 30 June 2026.
9. Submit LAPF acquittals for each local authority through GrantsNT for the year ending 30 June by 31 August of that same year
10. Lay the acquittal before a council meeting and provide a copy of the council minutes.

B. The Council acknowledges the Department of the Chief Minister and Cabinet reserves the right to withhold any future payments of LAPF funding or request for unspent funding to be repaid if any of the terms and conditions of this funding are not met.

SIGNED [Signature]
CHIEF EXECUTIVE OFFICER
DATE: 21/6/24

SIGNED [Signature]
WITNESS
DATE: 01 JUNE 2024

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.2
TITLE	Policy Review
AUTHOR	Cristian Coman, Manager Corporate Compliance

RECOMMENDATION

That Council resolves to adopt the revised:

- (a) COR001 Policy Framework;
- (b) COR002 Rating Policy; and
- (c) COR005 Corporate Processes Policy

KEY OUTCOME AREA

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

BACKGROUND

Council has legislative obligations arising out of the *Local Government Act 2019* (and its statutory instruments) to make policy pertaining to corporate processes and governance, including rating.

ISSUES/OPTIONS/SWOT

As part of Council's ongoing policy review, the following policies have had administrative amendments made that are outlined as follows:

- (a) GOV001 Policy Framework – administrative amendments in reference to the *Local Government Act 2019* and statutory instruments;
- (b) COR002 Rating Policy – administrative amendments in reference to the *Local Government Act 2019* and statutory instruments;
- (c) COR005 Corporate Processes Policy – significant clarification pertaining to the complaints management processes including strict provision for the hearing rule to be applied, and for respondents to be supplied with a formal outcome as to whether or not the allegations against them were justified or not justified. Addresses previous shortcomings and gaps in the policy that were exploited by former staff members at significant risk to Council. Defaults any deviation from Natural Justice (including the Hearing Rule) to be considered malfeasance unless proven (*beyond reasonable doubt*) to be otherwise.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

1. GO V 001 - Policy Framework [**15.2.1** - 9 pages]
2. COR002 Rating Policy [**15.2.2** - 8 pages]
3. COR005 Corporate Processes Policy [**15.2.3** - 8 pages]

Roper Gulf Regional Council
GOV001 – Policy Framework



1. POLICY CERTIFICATION

Policy title:	Policy Framework
Policy number:	GOV001
Category:	Council Policy
Classification:	GOVERNANCE
Status:	Approved

2. PURPOSE

This Policy Framework outlines the development, classification, and categorisation of all policy and related corporate documents for Roper Gulf Regional Council. It sets levels of policy and related corporate documents, and associated authority and responsibility for each level.

This document is the authoritative framework setting consistency, control, clarity, and quality in the development, approval and review processes associated with policy, and prevails over all other corporate documents of Council to the extent of the conflict or inconsistency.

3. ORGANISATIONAL SCOPE

The Policy Framework applies to the Policy and associated corporate document development and adoption process. It prevails over all other Policy and corporate documents of Council.

4. POLICY STATEMENT

Policy statements (policies) are Council’s formal position on a particular subject matter, and are strategic in nature rather than operational. As such, Policy is made (adopted) by Council.

Organisational Directives carry the same weight of policy, however they are standing instructuins to the Organisation and made by the Chief Executive Officer. They are more prescriptive and operational in nature than policies.

Council policy prevails over all directives and corporate documents on event of inconsistency, to the extent of the inconsistency.

Divisional Directives are a smaller, divisional versions of their Organisational counterparts, and are made by General Managers for application to their own divisions.

In the Roper Gulf Regional Council Policy Framework, there are two (2) types of corporate document with the weight and authority of policy:

- Council Policies; and
- Organisational Directives

Policies and Directives have subordinate corporate documentation, which support their implementation and compliance.

The Policy Framework aims to support the development of policy statements which:

- Comply with, and are reflective applicable law;
- Are capable of withstanding close judicial and ministerial scrutiny;
- Is well written, clear, concise and fit for purpose manner;
- Has clearly defined objectives, legislative requirements, and compliance mechanisms;
- Has a standardised layout;
- Conforms to applicable standards and guidelines;

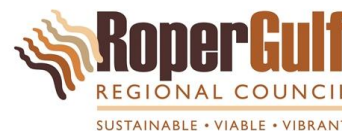
Roper Gulf Regional Council
GOV001 – Policy Framework



5. DEFINITIONS

Approval levels	A policy document will be endorsed and approved by different people within the organisation. See the diagram at the end of this document for clarification of who has authority to endorse and approve different types of policy documents.
Categorisation	Selection of the appropriate category of policy, according to its level, content and purpose. The category allocated by the Policy Coordination Officer will be either Council Policy, Organisational Directive or Supporting Document.
CEO	Chief Executive Officer
Classification	Allocation of the appropriate classification of the policy, according to the content and limitations of the policy: (1) Office of the Chief Executive Officer (OCEO); (2) Corporate (COR); (3) Services (SERV); (4) Infrastructure (INF).
Consultation	Consultation is the compulsory process of meeting with identified, relevant stakeholders to seek information, advice and feedback. It must take place prior to, and during development of any policy document and supporting documents.
Council Policy	A formal statement of Council outlining strategic directions and/or adherence to statutory or other corporate requirements.
Corporate Document	Official and authoritative documents of Council which prescribe strategic goals and their execution, being of an operational, implementation or compliance nature. Examples include Standard Operating Procedures, Manuals, Method Statements, Templates and Pro Formae.
Endorsement	Formal support for the applicable corporate document from relevant stakeholders. Endorsement should be seen as an essential step on the way to formal approval.
Formal approval	The authoritative process by way of which corporate documents attain official status.
Organisational Directive	A specific, Organisation-wide Order made by the Chief Executive Officer, which carries the authoritative weight of Policy but is Operational rather than Strategic in nature. It is an executive counterpart to Policy.
Policy Coordination Officer	The Policy Coordination Officer is a staff member appointed by the Chief Executive Officer to ensure Policy and Corporate Documents are compliant with applicable authorisation and review requirements.
Policy Development and Review Cycle	The stages of the policy development cycle are: <ul style="list-style-type: none"> • Identification of a policy need; • Development of the draft policy document and supporting documents; • Consideration and endorsement; • Consideration and approval; • Implementation; and • Ongoing monitoring and review of the policy.
Policy Drafter	The author of the draft policy document.
Policy Owner	The staff member responsible for the implementation and integrity of the applicable policy.
SLT	Strategic Leadership Team
Standard Operating Procedures(SOP)	A specific, prescriptive document which outlines the execution of a specific task and/or implementation of a prescribed goal.

Roper Gulf Regional Council
GOV001 – Policy Framework



WHS	Work, Health and Safety
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6. PRINCIPLES

6.1 Compliance

Policies must comply with, and be reflective of all applicable law including Acts, their statutory instruments, and case law.

6.2 Consistency

Terminology used in the policy should reflect used in any applicable legislation, standard, guideline, or Council’s Strategic and Regional Plans.

6.3 Clarity

There are two (2) aspects of clarity are important in the development of policy documents and supporting documents. They are: purpose and scope.

- Policy needs to have a specific purpose and goal;
- Policy needs to have a specific, outlined scope.

6.3.1 Clarity of approval: All policy and corporate documents are to clearly state the date of authorisation, the authoriser, the date(s) of any amendment(s), and the date policy is due for review.

6.3.2 Clarity of writing: All policy and corporate documents are to be written in a clear and concise manner, capable of withstanding close judicial and ministerial scrutiny. Applicable law is to be cited concisely in the policy statement, and in full in the reference section of the policy document.

6.4 Stages of Policy Development

The five (5) stages of policy document development are:

6.4.1 Identification of policy need: The policy must have a specific purpose. It is based on an identified and scoped strategic need rather than an idle wondering into whether or not a proposition is required.

6.4.2 Draft of policy document development: This stage includes scoping and mapping applicable law, relevant stakeholders, commencing the consultation process, gathering background information, writing the policy document and supporting documents and incorporating feedback into later drafts.

The draft policy must identify applicable law and address any arising compliance requirements.

A draft policy must not conflict with a law, or an existing policy of Council.

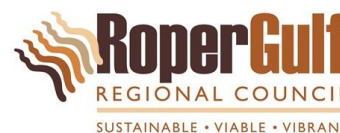
Draft policies which lack legal referencing and citation may not pass beyond this stage.

The Draft documents must go to **the Manager Corporate Compliance** for final checks against template, formatting and compliance requirements before progressing to the next phase.

6.4.3 Policy consideration and endorsement: This stage involves presenting the policy document to the appropriate endorser as per the diagram at the end of this document for evaluation and endorsement:

- Council Policies - Strategic Leadership Team (SLT),
- Organisational Directive - Strategic Leadership Team (SLT),
- Supporting documents such as SOPs - Consideration by Manager, and endorsed by General Manager.

Roper Gulf Regional Council GOV001 – Policy Framework



Consultation and endorsement are a desirable part of the policy and the corporate document development process, and must be undertaken save in exigent circumstances.

Organisational Directives are made by the Chief Executive Officer and do not require SLT agreement for authorisation.

Council adopts policies, and as such, it may adopt policies which are not endorsed by SLT, however it must provide compelling reasons for doing so, as part of the adoption resolution.

6.4.4 Policy authorisation (adoption): This stage involves presenting the policy document to the Council or CEO for formal approval.

Policies are Council's formal position on a particular subject matter and strategic in nature. As such Policies require the approval of Council by way of specific adoption via formal resolution. This is also applicable to substantive amendments to existing policies which do not fall within the realm of minor administrative change.

All new policies and reviewed/updated policies with significant changes must be presented to the Council for approval.

A report must be written to introduce the policy document and must be included in the Council meeting agenda, which outlines the reasons for introducing the policy, and outlines applicable law.

Council must not adopt a policy which lacks legal referencing or citation.

Organisational Directives are authoritative documents and carry the weight of Council policy, however they are operational rather than strategic in nature and as such they are made by the Chief Executive Officer.

Subordinate and supporting documentation such as Procedures, Divisional Directives, Method Statements etc. are made by General Managers and Managers as outlined in the Corporate Documents Instructional Hierarchy.

6.4.5 Policy implementation: Once Council adopts a new or amended policy, it will be formally registered by the Office of the Chief Executive Officer, recorded in the Corporate Information System, and promulgated by way of being made publicly available on Council's website, and a formal email with explanatory notes being sent out to Council, all staff, and applicable stakeholders.

6.4.6 Policy review: The default validity period for policies is for the Term of Council, however they may be reviewed earlier if necessary for whatever reason including legislative, organisational, or operational changes.

The Policy Owner is responsible for the ongoing monitoring, review and updating of policy.

A reviewed policy document which requires administrative, formatting or other insignificant changes which are not substantive may be amended as required with Chief Executive Officer authorisation.

6.5 Classification

When formulating corporate documents at policy level, the appropriate classification needs to be ascertained.

Classifications are used to group similar policy documents and to broadly describe the content. Classifications are subject to review.

Roper Gulf Regional Council GOV001 – Policy Framework



There are four (4) classifications of Council policy documents:

- (5) Office of the Chief Executive Officer (OCEO);
- (6) Corporate (COR);
- (7) Services (SERV);
- (8) Infrastructure (INF).

Classifications are to be discussed with the Policy Coordination Officer and must be ascertained as part of the initial scoping process.

Supporting documents will use the same grouping classifications as policy documents.

6.6 Policy Owner

A Policy Owner will be designated for each policy document and supporting document. The Policy Owner will bear responsibility for regular monitoring and review of the policy and for incorporating necessary changes.

The Policy Owner is also responsible to assess the revised policy document and decide whether any significant changes have been made. If it is, formal endorsement and approval needs to be gained again.

The Policy Owner is also responsible to coordinate a process to notify the necessary staff and stakeholders after a policy document has been revised.

All reviews of the documents must go to the Policy Coordination Officer for final review against compliance requirements.

6.7 Policy access

Council Policies are public documents and as such are published on Council's website.

Council's Policies are stored and managed within the Corporate Information System in a manner ensures integrity and authenticity.

All Directives and subsequent corporate documents are managed in the Corporate Information System and promulgated as required by operational considerations.

6.8 Relationship/impact on other policies

The Policy development process must identify and assess any potential overlap with current policies, and in the event of inconsistency, a clear hierarchy relationship must be developed.

6.9 Policy currency

The current version of any policy document will be considered to be the electronic version which is publicly available on Council's website.

6.10 Policy numbering

Policy document numbering will reflect the category and classification of the policy. The Policy Coordination Officer will allocate numbers during the checks done prior to presentation for formal approval.

6.11 Policy review

Policies are reviewed at least once during a Term of Council, and may be done so as necessity arises.

6.12 Rescindment of Policies

Roper Gulf Regional Council
GOV001 – Policy Framework



Policies may be rescinded if no longer current, or if they become unnecessary. The rescindment process is the same as the adoption process, and must be put to Council with an explanatory report stating the reason for rescindment.

The actual rescindment of a policy must be done by way of a formal Council resolution. Organisational Directives may be rescinded by the Chief Executive Officer as required.

7. POLICY CONTENT

The content of the body of the *Council Policy*, or the *Organisational Directive*, will be organised under the following headings:

1. Policy/Directive Title;
2. Purpose;
3. Scope;
4. Policy/Directive Statement;
5. Definitions;
6. Principles;
7. Applicable Law; (including Case Law);
8. Document Control.

8. APPLICABLE LAW

Acknowledgements (original author/source documents)	
Related Policies	All RGRC policies
Related Publications	<ul style="list-style-type: none"> • <i>Interpretation Act 1978</i> • <i>Local Government Act 2019</i> • <i>Information Act 2002</i>

9. DOCUMENT CONTROL

Policy number	GOV001
Policy Owner	Manager Governance & Corporate Planning
Endorsed by	Council
Date approved	21 October 2009
Revisions	October 2010 May 2017 July 2017 August 2017 July 2020 August 2024
Amendments	May 2017 July 2017 August 2017 July 2020 August 2024
Next revision due	August 2028



Corporate Documents Instructional Hierarchy

<p>Level 1</p>	<p>Policy – Council</p> <ul style="list-style-type: none"> • Overarching, Organisation-wide principles; • Based on applicable law; • Strategic. 	<p>Organisational Directive – CEO</p> <ul style="list-style-type: none"> • Standing Orders for the Organisation; • Strategic in nature; • Sets parameters / boundaries
<p>Level 2</p>	<p>Procedures – GM</p> <ul style="list-style-type: none"> • Operational; • Goal / task – based and specific; • Implementation instructions; • Sets parameters and boundaries for specific tasking; <p>Division / Unit Plans (GM / Manager)</p> <ul style="list-style-type: none"> • Objectives; • Operational; • Parameters; <p>Contracts - GM</p> <ul style="list-style-type: none"> • Specific; • Goals and deliverables; • Taskings and responsibilities 	<p>Divisional / Managerial / Unit Directive – GM (Division), Manager (unit)</p> <ul style="list-style-type: none"> • Standing Orders for Division / Business Unit; • Can be strategic or operational; • Procedural
<p>Level 3</p>	<p>Method Statements – GM / Manager</p> <ul style="list-style-type: none"> • Task-specific implementation guides • Operational <p>Pro Formae</p> <ul style="list-style-type: none"> • Operational; • Pre-determined parameters in accordance with L1 or L2 requirements; <p>Templates</p> <ul style="list-style-type: none"> • Operational; 	<p>Specific Directives – GM / Manager</p> <ul style="list-style-type: none"> • Specific Orders / Taskings for Unit or Individual; • Task based

Roper Gulf Regional Council
GOV001 – Policy Framework



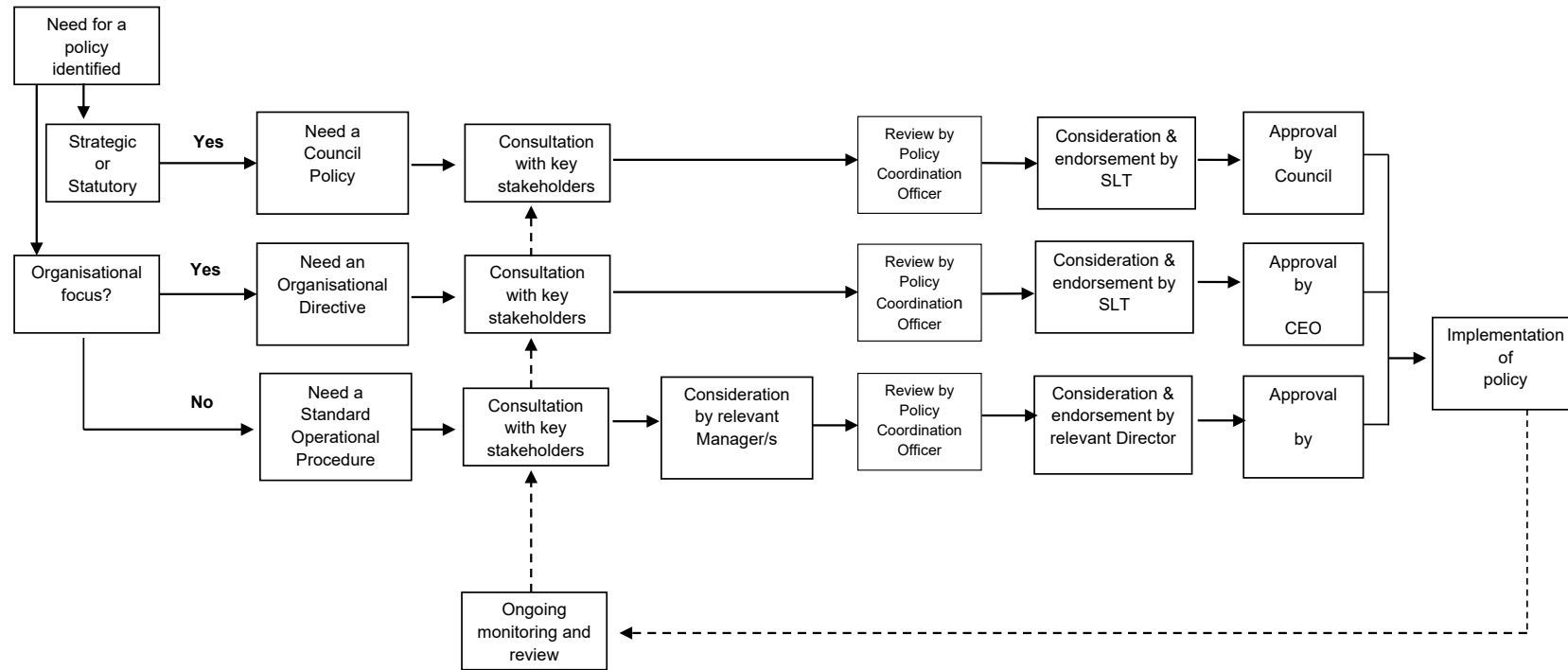
	<ul style="list-style-type: none">• Pre-determined parameters in accordance with L1 or L2 requirements;	
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Roper Gulf Regional Council Policy Framework



Policy Development and Review Cycle





COR002 Rating Policy

1. POLICY CERTIFICATION

Policy title:	Rating Policy
Policy number:	COR002
Category:	Policy
Classification:	Finance
Status:	Approved

2. Purpose

To establish a policy for the determination and recovery of rates and charges levied which seeks to the greatest extent practicable to achieve fair and consistent treatment of all ratepayers.

The policy outlines Council's formal position on Rates in accordance with the *Local Government Act 2019* (the Act) and its statutory instruments. This policy has been developed to detail, clarify and support the rating provisions in the legislation. If in the event the policy contradicts any part of the legislation, it is the legislative requirements that will prevail.

3. ORGANISATIONAL SCOPE

This policy applies to all ratepayers, unless otherwise specified, who have their properties located within Roper Gulf Regional Council boundaries.

4. POLICY STATEMENT

The Council intends to raise, for general purposes by way of rates which will be raised by the application of:

- Differential valuation-based charges (“differential rates”);
- Differential rates with differential minimum amounts being payable in application of each of those differential rates;
- A fixed charge (“flat rates”); and/or
- Flat rates for different classes of allotments within the Council area.

Roper Gulf Regional Council (Council) applies a combination of flat rates and differential rating pursuant to Chapter 11 of the Act. The application of the rating method is primarily applied as determined by the type of property, the land-use and the location within the Council area. Rates for each allotment within the Council area are set using the methodology set out in the rates declaration. The Council will approve an annual Rates Declaration.

The Council will determine the property type and the applicable rating category and may change this category based on the information supplied to the Council at the time of issue of Rates Notice. The information may be supplied via a variety of sources including observation of use. The new property type will be reflected on the Rates Notice and no further notification regarding the change of property type will be given to the ratepayer. The ratepayer can submit an application to change the property type and rating category in accordance with Clause 6.4 of this policy. The rate payer also has the right to appeal Council's decision to change a property type and rating category.



5. DETERMINATION AND DEFINITIONS

COR002 Rating Policy

Categorisation of land	The land in a local government area is divided into three (3) basic categories (Part 11.1 of the Act): (a) rateable land (s218); and (b) conditionally rateable land (s219); and (c) land (exempt land) that is exempt from rates (s222).
“commercial and industrial activity”	Means those activities that are carried out by individuals, partnerships, associations and corporations for the purposes of generating revenue for profit. These can be carried at home or at a proposed business address. Revenue is not the medium to determine the classification but it is the land use that will determine if property is residential or commercial. In the case of partial usage of land i.e. for both residential and commercial, the greater rates for the category would be applicable.
Conditionally rateable land	Is defined in s219 of <i>Local Government Act 2019</i> as: (a) land held under a pastoral lease; (b) land occupied under a mining tenement; (c) other land that is classified under the regulation as conditionally rateable.
“government activity”	Means those activities that are carried out by employees of the Commonwealth or Northern Territory Governments for the purpose of providing support to the residents of the townships and communities within the Council area as identified at Paragraph 5 above.
“garbage collection service”	The “garbage collection service” comprises a collection service of one garbage collection visit per week with a maximum of one 240 litre mobile bin per garbage collection visit. The total garbage collection service charge for an allotment is the: Total Garbage Service Charge = garbage collection service charge x #bins assigned x #assigned collection services The number of assigned collection services and the standard number of bins assigned are dependent upon the community.
Land use	The purpose for which the land is being used. The categorical use of the land for which the property type is defined.
LGA	<i>Local Government Act 2019</i>
Property type	Is defined by the properties land use being Residential, Commercial, Horticultural / agricultural / rural living, Vacant Land.
Property location	The physical location of the property and the community/town boundaries in which the property exists.
“residential dwelling”	Means a dwelling house, flat or other substantially self contained residential unit or building on residential land and includes a unit within the meaning of the <i>Unit Titles Act 1975</i> .



COR002 Rating Policy

“residential land”	Means land used or capable of being used for residential purposes (includes land on which there is no residential dwelling).
Vacant Land	Residential land that does not contain a residential dwelling.

6. PRINCIPLES

6.1 Method of Valuation

Pursuant to Section 227 of the Act, the Council adopts the Unimproved Capital Value (UCV) method as the basis of the assessed value of allotments within the Roper Gulf Region used for pastoral and commercial purposes.

The UCV of each property in the Roper Gulf Regional Council for the purposes of rates is defined as the UCV as determined by the Australian Valuation Office (AVO) at a particular time. The Council will use the most up-to-date UCV determined by the Australian Valuation Office in its Rates Declaration. The Rates Declaration is approved by Council with the specific amounts each year and it is those amounts in the approved Rates Declaration that will be used for appropriate year, irrespective of the release of new UCV values.

6.2 Categorisation of Land

Land is categorised in s217 of the Act to be (a) rateable land; (b) conditionally rateable; (c) exempt land. The parameters for conditional rated land and exempt land are very explicit and set out at ss 219 - 223 of Act.

If the conditionally rateable land does not have an approved rating proposal in force applicable to the land then that particular land will not be rateable.

6.3 Property Type

The property type is defined by the land use of that land or property.

1. Conditionally rated properties are s219:
 - Land held under a pastoral lease (Pastoral Properties);
 - Land occupied under a mining lease;
 - Other land that is classified under the regulations as conditionally rateable.
2. Urban Farm Land classification criteria s221:
 - Its area is more than 0.8 of a hectare; and
 - It is used by the occupier for carrying on a prescribed business or industry; and
 - The occupier derives a substantial part of the occupier's livelihood from carrying on that business or industry.
3. Exempt Land:
 - Section 222 of the Act defines the land which is exempt from being a rateable property;
 - If an instance occurs in which the land use is for If land is used for two (2) or more different purposes, and 1 or more but not all the purposes are exempt, the land is
 - not exempt from rates unless the non-exempt purpose is merely incidental to the



COR002 Rating Policy
 exempt purpose;
 4. Residential Properties;

- 5. Commercial Properties;
- 6. Rural Properties.

Summary of the relationship between Land Category and Rate Classification:

Category of Land	Land Use	Rate Classification	Property Types included
Conditionally Rateable	Pastoral	Conditional Rate 1 – Pastoral Lease	Pastoral Lease
	Mining and/ Extraction	Conditional Rate 2 – Mining and Extraction Lease	Mining and/ Extraction Lease
Rateable	Residential	Residential 1 Residential 2 Residential 3	Residential Living Residential Living Vacant Land
	Commercial Operation	Commercial 1 Commercial 2	Any business operating on the allotment; industrial operations; Government operations not exempt
	Rural, Agricultural, Horticulture	Rural Rate 1 Rural Rate 2	Rural Land <200ha Rural Land >200ha
	Other	Other Rate	Urban Farm Land
Exempt	Non-commercial	Exempt	Various as defined in s144

6.4 Process for the Change of Property Details

A request to make a change to the Property Type **must be made by the ratepayer** to the Council by way of submission of the applicable (**Application for Change of Property Details**) or equivalent notification which contains the following information:

- I. Lot Number of the property
- II. Address of Property
- III. Community/Town
- IV. Name of Ratepayer
- V. Proof of Land Use

If a request to change the use of land in respect to a rateable property is received by Council, the rates officer will, within seven (7) days, prepare a report for the consideration of the General Manager of Corporate Services and Sustainability. The General Manager of Corporate Services and Sustainability will review the report and within seven (7) days make a determination in respect to the classification of the use of the land. The determination will be communicated to the ratepayer if the change has been requested by the ratepayer.

The Council will determine the property type and the applicable rating category and may change this category based on the information supplied to the Council at the time of issue of Rates Notice. The information may be supplied via a variety of sources including observation of use. The new property type will be reflected on the Rates Notice and no further notification regarding the change of property type will be given to the ratepayer. The ratepayer can apply to change the property type and rating category as per

section 6.4 of this policy. The rate payer also has the right to appeal Council's decision to change a property type and rating category according to Clause 6.16 of this policy and Chapter 18 of the Act.



6.5 Payment by Installment (s244 LGA)

Council levies rates once a year and allows payment of rates to be made in (2) two installments. The first installment is to be paid on or before 30 September of each year and second installment is to be paid within four months of the due date issued on the rates notice.

6.6 Overpayment of Rates

The Council is obligated to refund balances that are in credit as a result of an overpayment of rates.

6.7 Change of Information and Details (s233 LGA)

It is a ratepayers responsibility to notify the Council of any changes to the assessment records. Changes include change of postal address of the ratepayer/owner, change of ownership, and change of other contact details. Notice must be given in writing within 28 days of the change.

6.8 Sale of Land for Non-Payment of Rates (s173 LGA)

The Local Government Act provides that a Council may sell any property where the rates are in arrears. Section 173 states that "If rates have been in arrears for at least three (3) years, an overriding statutory charge securing liability for the rates has been registered for at least the last six (6) months; the council may sell the land."

6.9 Late Payment of Rates (s245 LGA)

If rates are not paid by the due date, interest accrues on the amount of the unpaid rates at the rate of 18%. *(As published in the Rates Declaration).*

Interest is calculated on a daily basis on the amount in default (exclusive of interest) from the due date until the date of payment.

6.10 Concession due to Hardship (s248 LGA)

A council may grant a rate concession to alleviate financial hardship. A rate concession may be granted on application by a person who establishes to the council's satisfaction that the person will suffer financial hardship if the concession is not granted.

6.11 Rates Declaration (ss 237, 238 LGA)

A rates declaration for the rating year must be declared by the Council prior to 30 June in the rating year. The declaration may incorporate the approved Conditional Rates and must state the General Rates for the particular rating year.

The declaration must state:

- (a) The amount to be raised for general purpose and, if an amount is to be raised for a special purpose, the amount to be raise for the special purpose;
- (b) The basis or bases of the rates; and
- (c) If the rates are payable in instalments – the number of instalments and when they will be payable.



COR002 Rating Policy

6.12 Waste Management Charges

For all town or community properties, or those receiving waste management services from or on behalf of Council, a flat charge per bin per annum per property in respect of the garbage collection service provided, multiplied by the number of standard rubbish bins at the property and by the number of services per week. Please refer to Waste Collection Policy on the website for further information.

All other service charges and fees are scheduled in the Roper Gulf Regional Council Fees and Charges Schedule.

The service charges are not a rate but rather a fee for service provided. Hence they are not waived even if a ratepayers rates are waived for a particular year in accordance with Part 11.8 of the Act.

6.13 Special Rates

Animal Health Management: With respect to every allotment of rateable land within the localities of Barunga, Beswick, Bulman, Jilkminggan, Eva Valley, Ngukurr, Numbulwar, and Weemol that is used for residential purposes in the council assessment record, and for which the rural classification is not applicable, Council declared a Special rate "Animal Health Management" to assist with the implementation of animal management in the area.

6.14 Provisions

In order to ensure all ratepayers meet their obligations to pay the rates and charges levied, Council will apply the following procedures to recover any overdue rate:

6.14.1 Commencement of debt collection

The (First) reminder notice will be issued to all ratepayers with an overdue account after 45 days on non payment of the instalment. The (First) reminder notice will advise the ratepayer of the amount overdue, details of interest accumulating on the amount and a prompt payment within 14 days or to contact Council to enter into an arrangement. All matters which are referred to Council meetings will continue to accrue interest unless specified by Council.

Where no response is received within 14 days of first letter, a second final notice will be issued to those ratepayers who still have an overdue rate. The notice is to advise ratepayers of the amount overdue,

details of interest accumulating on the amount and that if payment is not received in full or an arrangement made with Council within 14 days, the Council has the option to refer the default ratepayer to the collection agent.

Where no response has been received, outstanding debt will be forwarded to Council's debt collection agent on advice from the CEO.

6.14.2 Intention to Sell

As outlined at Part 11.9 of the Act, Council, in accordance with Section 260 of the Act, may sell the land on which the rate was levied. However, Council may not sell the land if the liability of the owner of the land to pay the overdue rate is the subject of a proceeding pending in a court. A decision to sell the land may only be made by resolution.

A



COR002 Rating Policy
 report on properties listed in the 'Intention to sell land for rates arrears' category, must be referred to a Council meeting for a decision. Once Council has resolved to sell land for arrears of rates, Council must give

notice to the owner of the land, each encumbrance, lessee or trustee which has given written notice to the Council of the person's interest in the land.

The Council, as soon as practicable after deciding to sell land under Section 259 of the Act, must provide the notice of intention to sell the land and the provisions by writing to the owner of the land, each encumbrance, lessee or trustee who which has given written notice to the Council of the person's interest in the land.

The Council must start the procedures for selling land within the required period after the notice of intention to sell, unless the amount of all overdue rates on the land has been paid upon. Council's required period is two (2) **months** from the date of the notice.

The Council may only end, and must end, procedures for selling the land if the amount of all overdue rates levied on the land, and all expenses incurred by it for the intended sale, are paid upon.

Once the required period of two (2) **months** has lapsed, a further report is to go to a Council meeting for consent to the time and place of the proposed auction and the recommendation on who shall hold the auction and the reserve prices.

The Council must prepare a notice containing the time and place of the proposed auction and a full description of the land which must be sent to the land owner and each encumbrance, lessee and trustee who has given written notice to the local government of the person's interest in the land.

At least seven (7) days but not more than **14** days before the day of the proposed auction, the Council must –

- advertise the notice in the local newspaper;
- attach a copy of the notice to a conspicuous part of the land;
- provide a copy to the owner of the land and each encumbrance, lessee or trustee who has given written notice to the local government of the person's interest in the land;
- provide a copy in a conspicuous place at its public office; this notice may be kept on display until the day of the auction.

6.15 Writing off debts

Regulation 32 of the *Local Government (General) Regulations 2021* states that Council may write off unpaid rates by way of Council resolution. Regulation 22(2) states that “a resolution is not to be passed by a council unless the CEO certifies in writing:

- (a) if the debt is for rates – that there is some doubt whether the rates were properly imposed, or are recoverable at law, or it would be impracticable or uneconomical to recover the rates”

6.16 Appeal

Rating matters are reviewable decisions and as such, may be appealed internally, directly to Council, or externally.

If a dispute is not resolved between the Council and ratepayer directly, the ratepayer has the right to appeal externally to the Northern Territory Civil and Administrative Tribunal (NTCAT).

7. Applicable law

Related Policies	Rates Declaration
Related Publications	Local Government Act 219



8. DOCUMENT CONTROL
COR002 Rating Policy

Policy number	COR002
Policy Owner	Finance Manager
Authorised by	Ordinary Meeting of Council
Date approved	May 2013
Revisions	September 2016, July 2002
Amendments	August 2016, July 2020, August 2024
Next revision due	July 2028

9. CONTACT PERSON

Position: Finance Manager
Contact number: 8972 9000

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

1. POLICY CERTIFICATION

Policy Title:	Corporate Processes
Policy Number:	COR005
Category:	Corporate Services and Sustainability
Classification:	Policy
Status:	Approved, In Force.

2. PURPOSE

This Policy outlines the principles pertaining to, and key requirements of Council's corporate processes.

3. ORGANISATIONAL SCOPE

This Policy is corporate and applicable across all Council Divisions and staff members who hold executive and decision-making functions and utilise or otherwise engage with the prescribed corporate processes.

4. POLICY STATEMENT

As a local government body, Roper Gulf Regional Council (Council) has legislative obligations, as prescribed in the *Local Government Act 2019*, other applicable Acts of the Territory and the Commonwealth and their statutory instruments.

Council also undertakes a range of fee-for-service activities on behalf of the Territory and the Commonwealth, which have additional legislative and contractual obligations beyond that ordinarily applicable to local government.

All Council members and staff have an inherent obligation to uphold the public interest and thus discharge their duties without fear or favour, affection or ill will. Council has corporate processes in place to ensure compliance with its obligations.

Council's corporate processes are summarised to consist of the following categories:

1. Organisational Compliance;
2. Execution of Function and Contract;
3. Regulatory Compliance;
4. Administrative Decisions;
5. Complaints;
6. Administrative Review.

The Chief Executive Officer (CEO) and senior Council staff comprising of the General Managers and line managers who have delegated executive and decision-making functions as outlined in Council's Delegations Manual must ensure that they comply with the principles and requirements of this policy whenever applying Council's corporate processes.

5. DEFINITIONS

Ad litteram	To the letter. Strict compliance with a prescribed requirement.
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Roper Gulf Regional Council



COR005 – Corporate Processes Policy

Administrative Decision	<p>Any decision taken in relation to administration of an Act (or statutory instrument) by a government body, authority or organ that affects another party.</p> <p>A decision made by Council or a Council staff member who holds delegated executive and decision making functions, pertaining to the discretionary exercise of a function or an act, or omission, that form within the scope and purpose of their managerial and operational duties that affects another party.</p> <p>An administrative decision includes the decision to act, or refuse to act, or refuse to make a decision or otherwise deal with a matter.</p>
Administrative Review	<p>The formal internal review of an Administrative Decision and its <i>ratio decidendi</i> against applicable law, contractual provisions, precedents and/or Council policy, by an unbiased or disinterested decision-maker of equal or greater qualification and delegated function than the original decision maker.</p> <p>The outcome of an Administrative Review can affirm, overturn, or amend the original Administrative Decision.</p> <p>Administrative Decisions may be reviewed internally as described above, or externally by a Civil and Administrative Tribunal.</p> <p>Council or its Committees may review specific Decisions that are prescribed by applicable law as reviewable.</p>
Authorised Officer	<p>A staff member appointed under an Act to administer specific functions of that Act (e.g. Part 9.7 <i>Local Government Act 2019</i>), generally of a compliance and enforcement nature.</p>
Complaint	<p>For the purposes of this Policy, a complaint is a formal allegation that Council, or one or more of its Elected or Appointed Members, or its staff members have breached one or more specific legislative, contractual, or policy provisions through an act, or an omission to act when there was a formal obligation to, or some other misconduct.</p> <p>A Complaint does not fall within the scope of this Policy if it does not allege a breach of legal, contractual, or policy obligation e.g. disagreement with a formal Administrative Decision or operational disposition.</p>
Corporate	<p>An organisation or group (e.g. Council) formed as a singular entity. Applicable to an organisation as a whole rather than in part.</p>
Evidential Burden	<p>The duty or obligation of a person or party to adduce evidence in support of a proposition, decision, or allegation.</p>
Modus Operandi	<p>The manner in which a thing or person works; a characteristic method of operation.</p>

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

Natural Justice	<p>The right to a fair hearing and the opportunity to present one’s case. The right to have a decision made by an unbiased or disinterested decision maker and for that decision to be made on logically probative evidence.</p> <ul style="list-style-type: none"> • <i>Salemi v Mackellar (No 2) (1977) 137 CLR 396; 14 ALR 1.</i> • <i>Lahose v Arthur (No 3) (2009) FCA 1118</i> • <i>Kioa v West (1985) 159 CLR 550</i> <p>Denial of natural justice is a ground for review of an administrative decision where that decision might affect a person’s rights, interests, or legitimate expectations.</p>
Organisational Compliance	<p>An organisation (e.g. Council) complying with the legislative or contractual obligations applicable to it.</p>
Prima Facie	<p>At first glance. A concept pertaining to evidential burden that assesses whether the available evidence is sufficient in both quantity and quality to support a specific proposition, argument, or allegation.</p>
Primus Inter Pares	<p>First among equals. Having precedence over but no greater authority than.</p>
Probative Value	<p>The extent to which evidence, if adduced, could rationally affect the assessment of the probability of the existence of a fact in issue.</p> <p>The weight and bearing of an evidential item used in support of a proposition, argument or allegation.</p>
Public Interest	<p>A concern common to the public at large, or a significant portion of the public, rather than a specific concern of a particular party, whether public or private.</p> <p>The concern of the public rather than those of the private, personal, parochial, or partisan.</p> <p>A concept aggregating any number of interests that may bear upon a disputed question that is of general – as opposed to merely private – concern.</p> <p>The objective of or the approach to be adopted, in decision-making rather than a specific and immutable outcome to be achieved.</p> <p>The test which determines whether a matter is in the public interest or not has two (2) components:</p> <ol style="list-style-type: none"> (1) Objectives and Outcomes – that the objectives and outcomes of the decision-making process are in the public interest, and, (2) Process and Procedure – that the process adopted and procedures followed by decision-makers in exercising their discretionary powers are in the public interest.

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

Ratio Decidendi	The reason on which a decision is based.
Regulatory Compliance	<p>The implementation and application of legislation and statutory instruments by an appointed regulatory body.</p> <p>As applicable to Council: Council implementing and applying the regulatory provisions of the <i>Local Government Act 2019</i> and its statutory instruments e.g. applicable By-Laws, and any other Act of the Territory or the Commonwealth which Council may be appointed to apply either in part or in full.</p>
Stare Decisis	The decision stands. Doctrine of precedence operating to secure certainty in decision-making.

6. PRINCIPLES

The following principles strictly apply to Council's corporate processes:

(1) Organisational Compliance

All staff members who hold executive and managerial functions must be aware of Council's legislative, contractual, and policy obligations as applicable to their scope and function, and ensure that their respective operational plans and *modus operandi* prioritises compliance.

Compliance considerations prevail over operational expedience or convenience.

(2) Execution of Function and Contracts

Council undertakes a range of operations arising from both legislated and contractual obligations. Legislated obligations include providing core services prescribed by the *Local Government Act 2019*. Council also provides other (agency) services on behalf of the Territory or the Commonwealth on a fee for service basis, which are subject to their own contractual terms and conditions, as well as additional situational legislative obligations.

All staff members who hold delegated executive and managerial roles must ensure that these obligations are met as close to *ad literam* as practicable. If strict compliance is not practicable substantial compliance as circumstances of the particular matter allow suffices provided that it is captured within the Corporate Information System as a deviation or variation.

A deviation or variation from a prescribed obligation or criterion must be documented and relevant authorisations are to be obtained. When proposing a deviation or variation, the evidential burden in support of the proposition rests with staff member responsible for the execution of a contract.

This process including supporting evidence and *ratio decidendi* must be formally captured in the Corporate Information System.

(3) Regulatory Compliance

Council has a limited regulatory compliance function pertaining to the application and enforcement of the *Local Government Act 2019*, its statutory instruments including By-Laws, and any other Act which it may be appointed to administer in part or in full.

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

Council believes that voluntary compliance is preferable to enforced compliance and endeavours to achieve this through proactive education and engagement of its constituents and other stakeholders.

Council does recognise that at times voluntary compliance may be insufficient, and enforcement action may be required. When determining if, and to what extent enforcement actions are applied, Council and authorised staff members (including authorised officers) must weigh up the nature of the alleged offence or non-compliance matter against the interests of Council, its constituents, and the general public.

Regulatory compliance decisions are examples of Administrative Decisions and are bound by the same requirements.

(4) Administrative Decisions

Council has a legislated obligation to uphold the interest of its constituents and the public interest in general. To this end, it must operate in a fair, consistent, rational and transparent manner. Staff members who make Administrative Decisions must ensure that these principles are applied to the decision making process and are required to demonstrate the following:

- (a) **Compliance:** the Decision *must* comply with applicable law and other obligations;
- (b) **Fairness:** the Decision *must* be based on applicable law and balance the interest of the applicant or third party against operational capability and impact, and the interest the public generally;
- (c) **Reason:** the Decision *must* be rational, based on logically probative evidence. The *ratio decidendi* and pertinent information must be captured when the decision is made, and formally recorded with the Decision within Council's Corporate Information System;

The *ratio decidendi* must be of sufficient detail so as to be able to withstand close judicial and ministerial scrutiny;

The *ratio decidendi* must be provided whenever a Notice of Decision is made;

- (d) **Consistency:** the Decision *must* be consistent with other Decisions on similar matters under similar circumstances. In other words, the concept of *stare decisis* applies and must be adhered to within the limits of practicality so that fairness and transparency are upheld;

Stare decisis applies to the extent of consistency rather than creating authoritative or binding precedent, with reference to individual decisions being regarded as *primus inter pares*;

- (e) **Review Provisions:** Administrative Decisions are reviewable and as such, the review rights must be provided to the applicant. Furthermore, the *ratio decidendi* or summary thereof must be provided to the applicant or interested party along with or as part of any Notice of Decision;
- (f) **Capture:** Administrative Decisions must be formally captured within Council's Corporate Information System.

(5) Complaints

Council affirms its commitment to meeting its prescribed obligations with due diligence. Council accepts formal complaints from the public, or from its Elected and Appointed Members, its staff, or any other party.

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

All complaints are coordinated and recorded by the Corporate Services and Sustainability Division before being forwarded to the relevant General Manager based on their nature. All complaints against staff members are by default assigned to the General Manager Corporate Services and Sustainability.

The General Manager appoints an investigator to formally investigate the complaint, who must conduct a thorough and fair investigation and report if the available evidence supports the allegation. Complaints are categorised as *justified* or *not justified*.

Complaints when received are by default considered as *not justified* and may be formally investigated if they meet the minimum requirements outlined below.

The reasons a complaint shall not be investigated may include but are not limited to:

- The subject matter of the complaint does not relate to the conduct of a Council or staff member, while they were working or representing Council;
- The complaint does not allege misconduct, or offences, or involvement by Council staff or members;
- The allegations raised in the complaint are not the responsibility of Council;
- The complaint is trivial, frivolous, vexatious or otherwise not made in good faith;
- The time elapsed since the alleged incident and the lodging of the complaint;
- The complaint has been referred on for investigation by another body, such as Police;

If a complaint is investigated, the investigation officer must make a recommendation as to whether or not the matter is *justified* or *not justified*, and formally present an investigation report with these recommendations and gathered evidence, to the General Manager who then makes a decision on how to deal with the complaint.

Any decision pertaining to a complaint is an Administrative Decision which is subject to the aforementioned requirements. Furthermore, the following principles apply to the complaints process:

- (a) **Substance:** a complaint must be specific and must allege a breach of applicable law, obligation, or some other form of misconduct carried out by a Member or staff member. A complaint which is based on dissatisfaction or disagreement with an outcome or operation will not be considered as a formal complaint;
- (b) **Scope:** a complaint will only be considered if it falls within the scope of Council's responsibility. Council will not consider complaints which lack substance, or do not involve Council's Members or staff;
- (c) **Responsibility:** complaints are assigned to the relevant General Manager based on the nature of the allegation. All complaints against staff members are by default assigned to the General Manager Corporate Services and Sustainability. Complaints against General Managers are assigned to the Chief Executive Officer, while complaints against the Chief Executive Officer are assigned to Council. Complaints against Members are dealt with in accordance with the OCEO0003 Breach of Code of Conduct (Members) Policy.
- (d) **Natural Justice:** the concept of natural justice must be strictly adhered to during the complaints process, with the accused having the opportunity to know the allegations against them, and to have the opportunity to present their case. **The respondent must be supplied**

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

with all material that is adverse, credible, and relevant to the allegation(s) against them, that is to be relied upon by any decision maker, so as to enable them to provide a fair and meaningful response to the same (*Lohase v Arthur (No 3) (2009)*, *Kioa v West (1985)*).

Strict compliance with this requirement is mandatory, and a failure to meet this requirement shall by default be considered to be malfeasance unless it is proven (beyond reasonable doubt) to be otherwise.

Any decision pertaining a complaint is an Administrative Decision, and must meet all prescribed requirements pertaining to *ratio decidendi* and evidential burden;

- (e) **Integrity:** Council endeavours to have complaints investigated in a timely manner, however the integrity and fairness of an investigation must not be compromised for the purposes of expedience or convenience. Furthermore, a matter must be deemed to be *not justified* unless a *prima facie* case has been established to demonstrate otherwise;
- (f) **Presumption of Innocence:** the accused is entitled to the presumption of innocence, with the evidential burden resting on the complainant and / or investigatory party;
- (g) **Standard of Proof:** Complaints are administrative matters and as such, any decision pertaining to the outcome of a complaint is an Administrative Decision.

Complaints will be determined to be justified if proved on the *balance of probabilities*, however if the matter alleges a specific offence against an act, or the matter is a regulatory compliance matter, it will have to be proved *beyond reasonable doubt*;

- (h) **Outcome:** the outcome of a *justified* complaint is dependent on the nature of the matter and may include formal disciplinary action or dismissal. The complainant is to be informed of the outcome of a complaint if practicable. The respondent *must be formally informed of the outcome, and supplied with the ratio decidendi if an adverse finding/outcome is made.*

(6) Administrative Review

Administrative Decisions are reviewable and may be subject to an Administrative Review on request of an applicant or affected party. This Policy applies to the internal Administrative Review process. An Administrative Review is a review of the original Decision to ascertain whether or not it was made according to applicable law, and the principles outlined in this Policy.

An Administrative Review is concerned whether or not the original Decision was made in a lawful and proper manner rather than whether or not the applicant agrees with the outcome of the decision.

In other words, the satisfaction or agreement of the applicant or affected party is not the subject of the Review.

An Administrative Review is itself an Administrative Decision, and must follow the same principles. The outcomes of a review are:

- (a) **Affirmation of the original Decision:** the Decision stands as made;
- (b) **Overturing of the original Decision:** the Decision is overturned and undone, and subject to a new decision-making process;

Roper Gulf Regional Council



COR005 – Corporate Processes Policy

- (c) **Amendment of the original Decision:** some elements of the original Decision remain, while others are overturned.

An Administrative Review is carried out by a disinterested decision maker of equal or higher qualification and delegation than the original decision maker.

Some matters may be reviewed by Council and/or its Committees as prescribed by applicable law.

An Administrative Review may also be carried out by an external party such as the Northern Territory Civil and Administrative Tribunal, depending on the nature of the Decision.

7. APPLICABLE LAW

Cited Acts	<ul style="list-style-type: none"> • <i>Local Government Act 2019</i>
Applicable Acts (not exhaustive)	<ul style="list-style-type: none"> • <i>Information Act 2002</i>; • <i>Interpretations Act 1978</i>; • <i>Northern Territory Civil and Administrative Tribunal Act 2014</i>; • <i>Evidence (National Uniform Legislation) Act 2011</i>; • <i>Fair Work Act 2009</i> (Cth).
Cited Case Law	<ul style="list-style-type: none"> • <i>Salemi v Mackellar (No 2)</i> (1977) 137 CLR 396; 14 ALR 1 • <i>Lahose v Arthur (No 3)</i> (2009) FCA 1118 • <i>Kioa v West</i> (1985) 159 CLR 550
Other Reference Material	<ul style="list-style-type: none"> • Butt, P. (2004). Concise Australian Legal Dictionary (Third Edition). LexisNexis Butterworths; • Blackstone, W. (1783). Commentaries on the Laws of England (D. Lemmings & W. Prest, Eds.; 1st ed., Vol. 1). Oxford University Press.

8. DOCUMENT CONTROL

Policy Number	COR005
Policy Owner	Corporate Services and Sustainability
Endorsed by	Council
Date approved	28 October 2020, 28 August 2024
Revisions	24 May 2021 (Administrative), 28 August 2024
Amendments	Nil
Next revision due	August 2028

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

ITEM NUMBER	15.3
TITLE	Council Financial Report as at 31 July 2024
AUTHOR	James Sanders, Finance Manager

RECOMMENDATION

That Council receives and notes the Council's Financial Report as at 31 July 2024.

KEY OUTCOME AREA

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

BACKGROUND

Attached are the Council's financial reports as at 31 May 2024, including:

- Balance Sheet;
- Income and expenditure report by account category with explanation on variances;
- Financial Ratio Analysis;
- Cash-at-bank Statement and 12-month graph on cash balances;
- Investment Report;
- Capital Expenditure Report;
- Accounts Receivable Age Analysis report and a summary of outstanding rates;
- Accounts Payable Age Analysis report and list of top ten payments made to suppliers.

The balance sheet has been prepared as per prevailing accounting standards, practice and in compliance with the applicable Local Government Act 2019.

The Income and Expenditure Report as at the end of July shows that the net operating position is at a profit of \$1.06M inclusive of depreciation and amortisation costs. This figure represents a variance from budget of \$1.69M. Strong revenue associated with FAA receipts is the major contributor to this.

The bank balance as at 31 May is \$37.1M. Of this total bank balance, \$27M is invested in various interest earning term deposits. The total balance of untied cash after liabilities and commitments towards major projects is \$7.2M.

As per the *Local Government Act 2019*, the monthly financial reports has to be certified by the Chief Executive Officer.

Acting Chief Executive Officer's Declaration

To the Council,

I, David HURST, Acting Chief Executive Officer of the Council, certify that to the best of my knowledge, information and belief:

- (i) the internal controls implemented by the council are appropriate: and
- (ii) the council's financial report best reflects the financial affairs of the Council

David HURST,
Acting Chief Executive Officer
19 August 2024

ISSUES/OPTIONS/SWOT

Provision for Landfill Rehabilitation

As per recent environmental regulations, Council's waste management operations give rise to obligations to rehabilitate certain sites. As such the liability component of the estimated future cost has to be included in the financial statement for a fair representation of Council's financial affairs.

Statement on Australian Tax Office, Payroll and any other obligations.

The reported Payroll Tax obligations were paid by the due date as required by the Tax Office. The Business Activity Statement reporting for 31 July 2024 will be processed prior to month end August. Furthermore all superannuation obligations and insurance premium have been paid by the due date.

Debtors Analysis:

Debtors currently sit at \$159K, current invoices make up 55% of this total with 90 day plus debtors representing an additional 358% of this figure.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Finance Report July 2024 [15.3.1 - 15 pages]



Financial Reports

at 31 July 2024

The Balance Sheet – a snapshot of the organisation’s financial status at a given point in time

\$122,154,919

What we own



Assets

-

\$21,900,368

What we owe



Liabilities

=

\$100,254,552

Council's Wealth

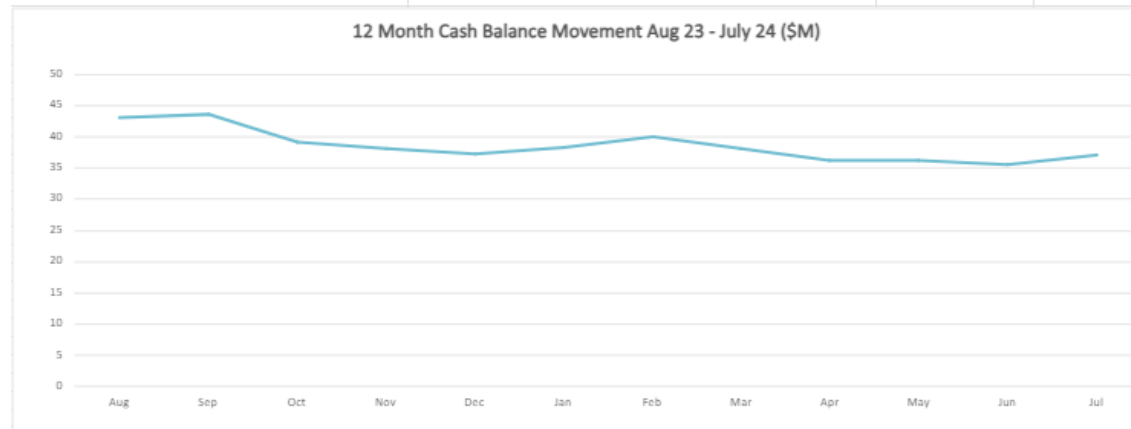


Equity

Roper Gulf Regional Council
Actual Cash at Bank
as at 31 July 2024



Bank:	July 31 2024	July Interest Receipts
Commonwealth - Business - XXXXXXXXXXX3307	\$6,693,856.52	\$25,262.62
Commonwealth - Operating - XXXXXXXXXXX3294	\$180,275.17	\$390.44
Commonwealth - Trust - XXXXXXXXXXX3315	\$4,211.45	\$318.40
Commonwealth - Business online - XXXXXXXXXXX1211	\$3,204,124.37	\$11,701.64
Term Deposits	\$27,000,000.00	\$77,038.36
Total Cash at Bank	\$37,082,467.51	\$114,711.46
Less		
Liabilities	\$21,900,367.71	
Committed Funds to Major Projects in Design and Construction phases and other capital expenditure	\$7,998,411.62	
Total Untied Cash	\$7,183,688.18	
YTD Interest Earned 2024-25		\$114,711.46



Note: Totals represent physical cash balances as per closing bank account statements 31 July 2024.

Liquidity ratio Analysis

Current Ratio:

The Current ratio measures our council's ability to use its assets to generate income.

Current Assets

Current Liabilities

A Current ratio of 2:1 means the council has current untied assets of \$2 for every \$1 of current liabilities and is regarded as desirable.

The higher the current ratio, the better the capacity to meet short term financial Commitments.

Roper Gulf Current Ratio = **3 : 1 (2.58)**

Including all cash and current assets, we have nearly \$3 for every \$1 of Liability

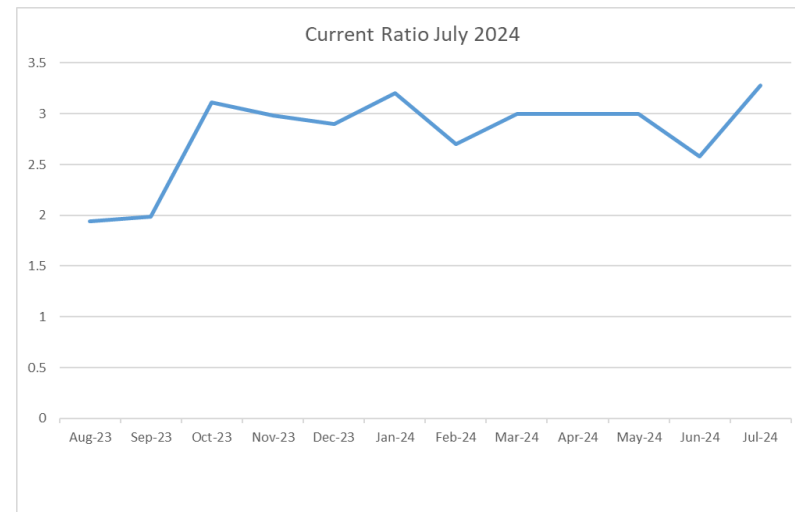
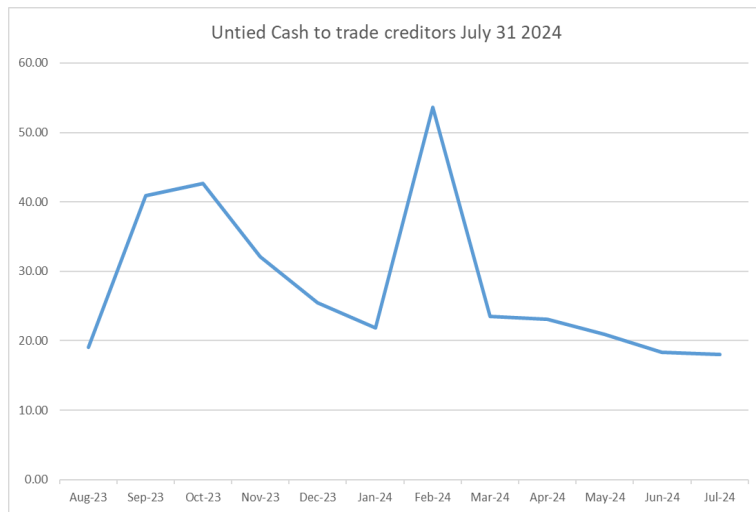
Untied Cash to Creditors Ratio = **18 : 1**

It is desirable to have at least 1:1 ratio and we have \$1.50 untied cash for every dollar outstanding for our suppliers of Goods and Services.



Liquidity Ratio Trend

The below graphs depict the progression of the Current and effective ratio for the financial year and Untied Cash to Creditors ratio for the last twelve months

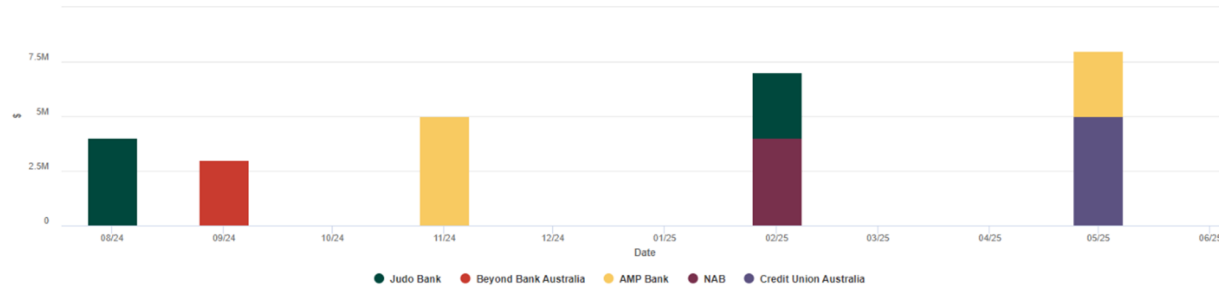


Roper Gulf Regional Council
Investment Report
as at 31 July 2024



Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	Exposure	Rating Short Term	Lodgement Date	Maturity Date	Term Days	Interest on Maturity	Interest rate
Operating Accounts	CTB - Working Capital	\$10,082,468							
Current Term Deposit Investments									
Regional Bank	Judo Bank	\$4,000,000	10.79%	A-2	22/02/2024	22/08/2024	182	\$89,983.56	5.10%
Regional Bank	Beyond Bank Australia	\$3,000,000	8.09%	A-2	19/03/2024	19/09/2024	184	\$56,589.04	5.10%
Major Bank	AMP Bank	\$5,000,000	13.48%	A-2	16/11/2023	15/11/2024	365	\$188,041.10	5.30%
Regional Bank	Judo Bank	\$3,000,000	8.09%	A-2	9/5/2024	4/2/2025	271	\$35,901.37	5.20%
Major Bank	NAB	\$4,000,000	10.79%	A-1+	15/02/2024	14/02/2025	365	\$93,895.89	5.10%
Major Bank	AMP Bank	\$3,000,000	8.09%	A-2	17/07/2024	14/05/2025	301	\$6,410.96	5.20%
Regional Bank	Credit Union Australia	\$5,000,000	13.48%	A-2	23/05/2024	23/05/2025	365	\$50,342.47	5.25%
Total cash and investments held		\$37,082,468	72.81%					\$ 521,164.39	

Current Investment by Maturity Date



Income & Expenditure Statement

A financial statement that summarizes the income and expenses incurred during specific period of time

Income & Reserve	-	Expenditure	=	Net Operating position
\$5,130,013		\$4,066,979		1,063,034



Roper Gulf Regional Council

Income & Expenditure Report as at
31-July-2024



Income

	Year to Date Actual (\$)	Year to Date Budget (\$)	Variance (\$)	Full Year Budget (\$)
11 - Income Rates	10,026	286,068	-276,042	3,432,815
12 - Income Council Fees and Charges	65,273	81,204	-15,932	974,453
13 - Income Operating Grants Subsidies	3,910,861	1,733,559	2,177,302	20,802,706
14 - Income Investments	156,554	129,250	27,304	1,551,000
17 - Income Agency and Commercial Ser	987,244	878,447	108,797	10,541,359
19 - Other Income	55	46,845	-46,790	562,141
Total Operating Income	5,130,013	3,155,373	1,974,640	37,864,474

Operating Expenditure

21 - Employee Expenses	2,092,977	1,856,994	235,983	22,283,922
22 - Contract and Material Expenses	965,761	929,143	36,618	11,149,720
24 - Depreciation, Amortisation & Impairr	490,720	582,434	-91,714	6,989,207
25 - Other Operating Expenses	515,796	403,469	112,328	4,841,627
26 - Other Operating Expenses	201	0	201	0
27 - Finance Expenses	1,524	10,943	-9,419	131,313
Total Expenditure	4,066,979	3,782,982	283,996	45,395,789
Operating Surplus/Deficit	1,063,034	-627,610	1,690,644	-7,531,315

Capital Funding

18 - Income Capital Grants	0	708,333	-708,333	8,500,000
	0	708,333	-708,333	8,500,000

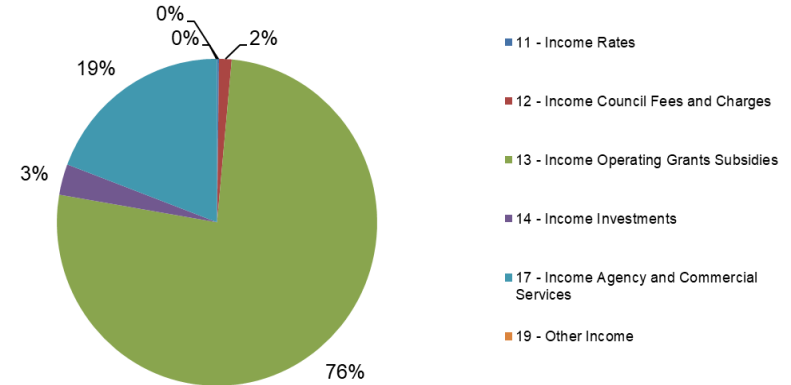
Capital Expenditure

53 - WIP Assets	63,416	1,135,957	-1,072,541	13,631,478
Total Capital Expenditure	63,416	1,135,957	-1,072,541	13,631,478

Net Operating Position

	999,618	-1,055,233	2,054,851	-12,662,793
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Income by Account Category, Year to Date



Variances in Income and Expenditure as at 31 July 2024

Income Rates	-276,042	New system being implemented Rates revenue to be recognised in August.
Income Council Fees and Charges	-15,932	
Income Operating Grants Subsidies	2,177,302	Receipt of untied funding FAA pposted direct to income
Income Investments	27,304	Stronger interest rates that forecast
Income Reimbursements	0	Under review to be cleared for June financials
Income Agency and Commercial Services	108,797	CDP income received.
Other Income	-46,790	Budget asset sales have not occurred to date.
Total Variance	1,974,640	
Expenditure		
Employee Expenses	235,983	June accrual yet to be reversed against this figure balance to swing 235K underspend
Contract and Material Expenses	36,618	The underspend is mostly due to delays affecting projects related expenses.
Depreciation, Amortisation & Impairment	-91,714	Depreciation expense estimate due to audit time constraints
Other Operating Expenses	112,529	Significant legal expenses associated with projects
Finance Expenses	-9,419	Cash balances have remained positive minimising expenses.
Internal Cost Allocations	0	Should be nil
Total Variance	283,996	
Capital Funding		
Income Capital Grants	-708,333	Minimal works performed July, reviewing grant income recognition currently with RGRC
Total Variance	-708,333	
Capital Expenditure		
WIP Assets	-1,072,541	Minimal works performed July
Total Variance	2,054,851	

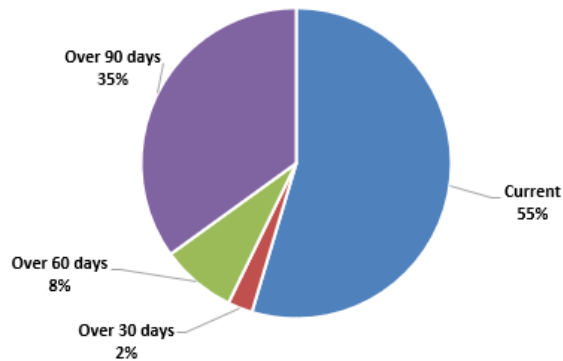
WIP Expenditure as at 30 June 2024

Accounts Receivable

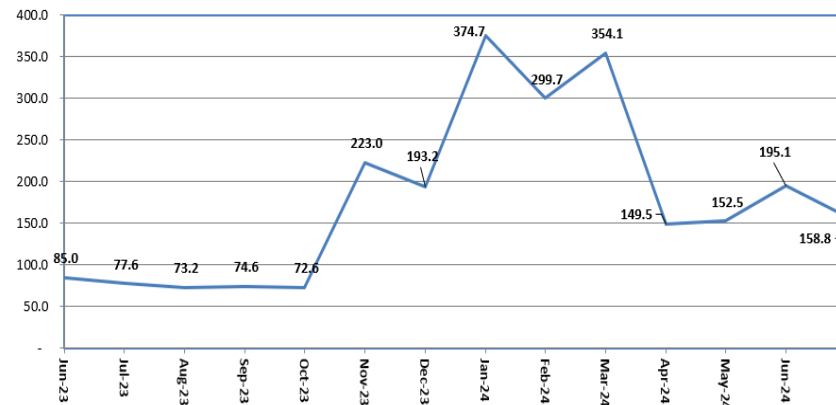
Accounts Receivable represents the money owed by entities to the council on the sale of products or services on credit.

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$86,751.13	\$4,110.40	\$12,459.38	\$55,514.37	\$158,835.28
Balance after accounting for Unapplied Credits (\$0.00)				\$158,835.28

Accounts Receivable Aged Analysis - July 2024



Accounts Receivable Overview - August 2023 - July 2024



The difference in balance as compared to the balance sheet is mainly due to a timing difference in the posting of some transactions.

Rates Outstanding as at 30 June 2024

Financial Year	Total Balance (\$)	Percentage of Total Outstanding
2012-13	183.97	0.02%
2013-14	1,243.58	0.15%
2014-15	7,906.98	0.93%
2015-16	5,905.60	0.69%
2016-17	6,274.34	0.73%
2017-18	7,722.84	0.90%
2018-19	20,957.63	2.45%
2019-20	36,052.95	4.22%
2020-21	55,030.68	6.45%
2021-22	102,695.17	12.03%
2022-23	240,818.06	28.21%
2023-24	368,952.40	43.22%
Total	\$853,744.20	100.00%

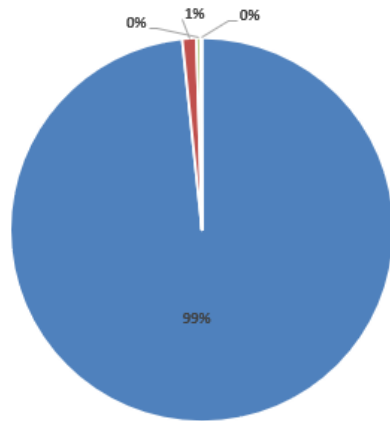
The rates outstanding from the financial year 2014-15 and before are related to properties where we have statutory declarations from the court house. Please also note that the rates run for the year has been processed.

Accounts Payable

Accounts Payable represents the money owed by the Council to entities for the purchase of goods and services on credit.

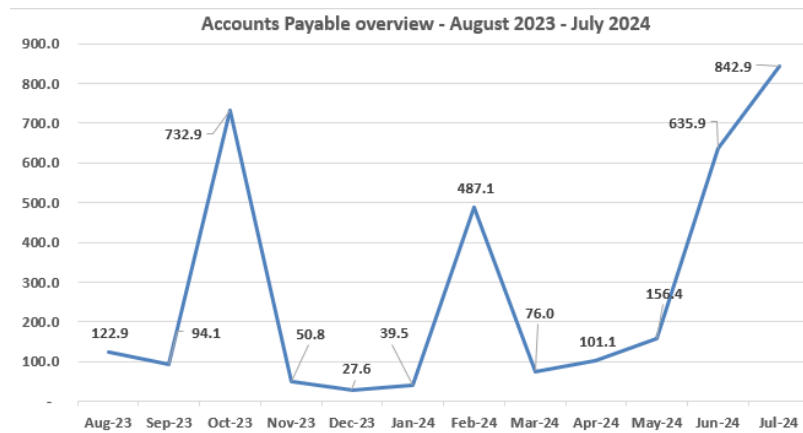
Current	Over 30 days	Over 60 days	Over 90 days	Total
\$830,503.23	\$9,985.75	\$2,876.48	\$1,116.53	\$844,481.99
Balance after accounting for Unapplied Credits \$1,631.35				\$842,850.64

Accounts Payable Aged Analysis - July 2024



■ Current ■ Over 30 days ■ Over 60 days ■ Over 90 days

Accounts Payable overview - August 2023 - July 2024



The following table lists the top ten suppliers from whom invoices were received and processed during the month of July 2024 and all amounts have been paid.

Creditors	Amount \$	Transaction Description
Power Water Corporation	28,080.89	Water and Sewerage charges for Lot 381 Ngukurr Road, Ngukurr
Alawa Aboriginal Corporation	140,779.55	CP Service Payment - May 2024
Councilbiz	39,124.72	Telstra Migration Charges - July 2024
LGANT Ltd	73,940.39	Annual Member Subscriptions 2024-25
WEX Australia Pty Ltd	39,741.51	Fuel Cards – June 2024
Dream Impact Inspire Youth	29,150.01	Boxing Workshop in Beswick, Barunga and Jilkminggan
Better Cities Group	28,215.00	Engaging for Impact Workshop Series
Mogas Regional Pty Ltd - Ausfuel	76,729.23	Numbulwar Fuel Stock
YMCA of Northern Territory Community Services	205,497.05	Remote Pools Project - Management Agreement for Ngukurr& Borroloola
iHR Australia	27,289.32	Respect in the Workplace - Community Roadshow – 50% Deposit
Total	688,547.70	

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER	16.1
TITLE	Council Services Update
AUTHOR	Liam Farrell, Operational Manager

RECOMMENDATION

That Council receives and notes the Council Services Update Report.

KEY OUTCOME AREA

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

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.

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

BACKGROUND

The Community Services and Engagement division is responsible for the delivery of a range of core agency and municipal services across the region. These services are critical to the life cycle and function of community.

ISSUES/OPTIONS/SWOT

Municipal services are currently been delivered to meet community needs and expectations.

Various fleet plant and equipment has been reallocated to maximize use of resources across the region. For example:

- The grader has been brought in from Numbulwar for refurbishment to be ready for next dry season to assist with installing the fire breaks in communities.
- The front end loader from Mataranka and the excavator from Borroloola are currently been used to assist the refurbishment of the waste management facilities regionally.

Waste management facilities in Wugularr, Barunga and Manyallaluk have been redeveloped over the course of the last few months. These facilities are now at a standard to support the projected community usage to maximize their future lifespan. The Waste Management facilities at Larrimah, Daly Waters and Ngukurr will be next to be redeveloped; it is anticipated they will be completed in the coming months before the wet season begins.

Recycling has continued in Borroloola and Mataranka. A crusher has been hired to crush the recycling at Borroloola to make transportation more efficient and productive.

The installation and upkeep of fire breaks have been carried out by the Municipal teams across the region to ensure community safety.

Training has been delivered across all communities to upskill staff in their relevant roles.

Recruitment recently took place to fill vacant Council Service Managers. Interviews have been completed with appointments soon to take place.

Agency services including Centrelink and Australia Post are been delivered in line with contract terms across communities

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

ITEM NUMBER	16.2
TITLE	Programs Update
AUTHOR	Cristie Geer, Acting Programs Manager

RECOMMENDATION

That Council receive and note the Programs Update 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.

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

BACKGROUND

The Program business unit includes the delivery areas of Aged Care & Disability Services, Children Services, and Community Safety. All of these programs are externally funded by bodies such as the National Indigenous Australians Agency, Northern Territory Government, the Community Child Care Restricted Fund, and the Department of Health & Aged Care. These services are critical to the life cycle and function of community.

ISSUES/OPTIONS/SWOT

All of the funded programs are currently being successfully delivered as per funding agreements and guidelines. All progress reporting is currently up to date, however financial reports for financial year 2024 remained outstanding at the time this report was prepared.

Creche

In March, the Creche participated in the second stage of the Community Child Care Fund Restricted (CCCFR) review. Project Officers visited all three Creches to observe the implementation of recommendations from the first stage and to provide further support and guidance for enhancing the quality of care and practice. The department recognised the positive impact of these changes and has chosen to highlight the Roper Gulf Regional Council Creche centres as an example at the upcoming National Early Childhood Australia conference in September. A video has been produced, which will be presented by the Department of Education.

The creches are making significant progress, with each of the three centres now having a dedicated coordinator on-site. These coordinators are actively involved in modelling and guiding the staff, which has contributed to an increase in enrolments. Currently, Jilkminggan has 17 children enrolled, Wugularr has 18, and Manyallaluk has 4.

School Nutrition Program

The reporting period from 1 January to 30 June 2024 for the SNP program has been challenging, with a noticeable decline in parental contributions. As a result, Council have needed to draw on underspent funds from previous years, significantly reducing SNP financial reserves.

The sustainability of this program is heavily dependent on consistent parental payments, as the funding received from NIAA is only able to be spent on staff wages and not on food. Therefore without parental contributions, there are no funds available to purchase the food items. For this reason, it is crucial that families maintain their Centrepay arrangements once they have signed up. If parents continue not to pay their contributions, SNP is not viable. There is already the expectation in community that Council will fund any gap left by no parental contributions, which is proving difficult to manage.

Staff in Katherine will be conducting additional payment collections in the coming months, but the continued support of families and communities is urgently needed to ensure the long-term viability of this program.

The following provides a brief overview of how the program operated for the period 1 January to 30 June 2024:

	Bulman	Manyallaluk
Staff	2	2
Clients	36	5
Food Costs	\$18,006.79	\$1,600
Parental Contributions	\$9,467.86	\$1,033.91

Outside School Hours Care

For the period 1 January to 30 June 2024, 70 individuals participated in the OSHC program. During the reporting period, 100% of serviced students were attending school and 46 parents/carers participated in program delivery. To ensure retention in the education system, RGRC enacts a “yes school, yes play” policy with school-aged OSHC participants. Additional incentive activities are also offered to those who have high participation and performance in both OSHC and school activities. Since moving across from Community Safety to the Children Services unit, the OSHC program has seen increased relevance of activities against the ‘My Time, Our Place’ – Out of School Hours National Framework.

This Framework aims to achieve the following outcomes:

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved

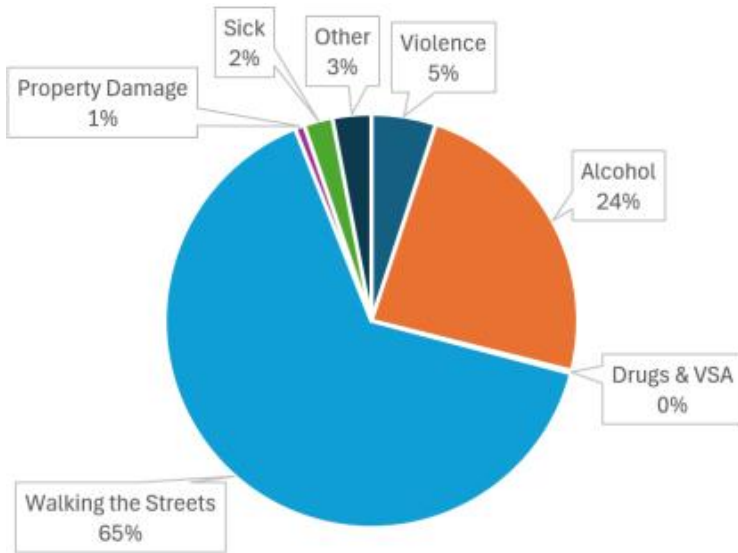
Outcome 5: Children are effective communicators

Community Night Patrol

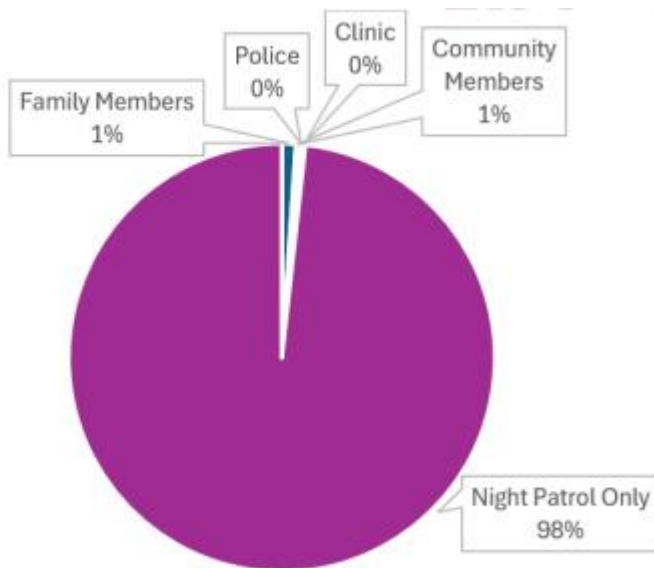
During the period 1 January 2024 to 30 June 2024, Night Patrol teams across the region assisted a total of 5,531 individuals; this is an increase of 58% on the previous six months (June-December 2023). This was in response to 4,978 separate incidents. Incident types recorded include those involving either alcohol or other drugs, property damage, fighting, violence, gambling, and disturbances.

The number of staff employed in the delivery of Night Patrol increased, which is attributed to a shift from predominantly full-time to part-time roles. This staffing model supports increased redundancy across the teams and also allows flexibility for staff around family and cultural commitments. Currently, there are 52 Night Patrol staff regionally, including 29 males and 23 females. Approximately 21,663.5 hours of active patrol and community engagement were delivered across the region; this is an increase of approximately 14% on the previous six months.

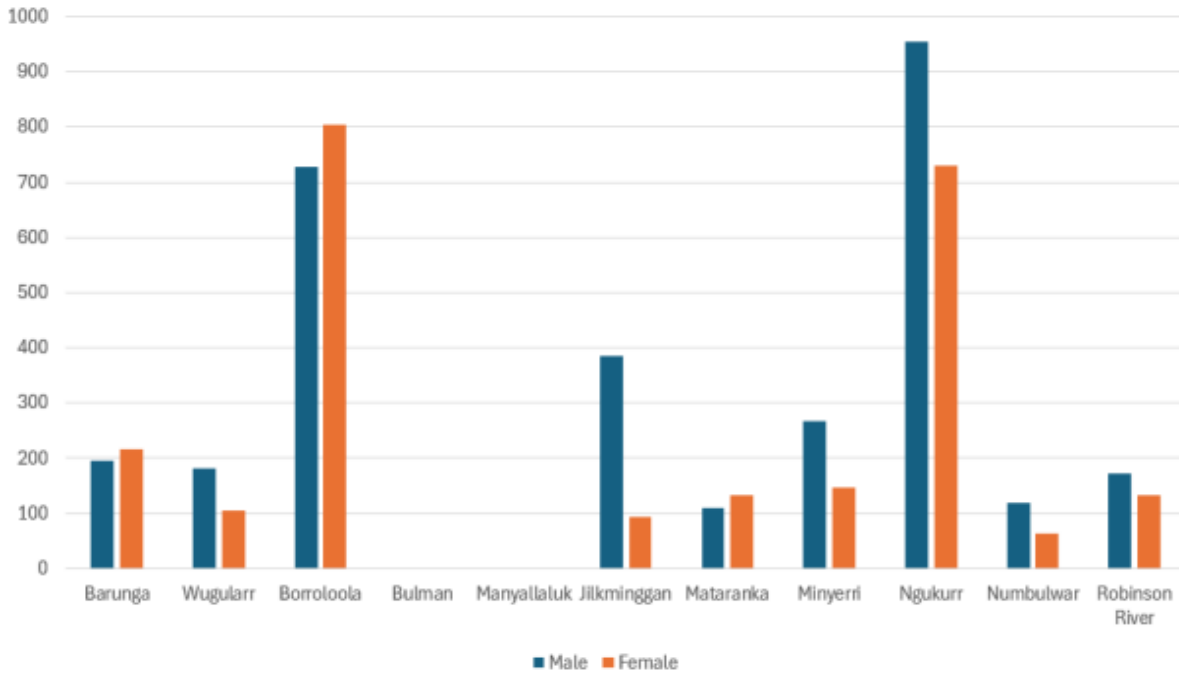
The following pie-chart shows the types of incidents that CNP teams responded to across the region throughout the reporting period. The majority of interactions continue to be with children and youth walking the streets. Alcohol related incidents are the second-ranking interaction type; this is concerning as all of the communities where CNP is delivered have some form of alcohol restrictions in place. Incidents that were recorded as “Violent” include fighting, arguments, disturbances, and domestic or family violence. Incidents classified as “Other” include cultural law/practice, gambling, and arson.



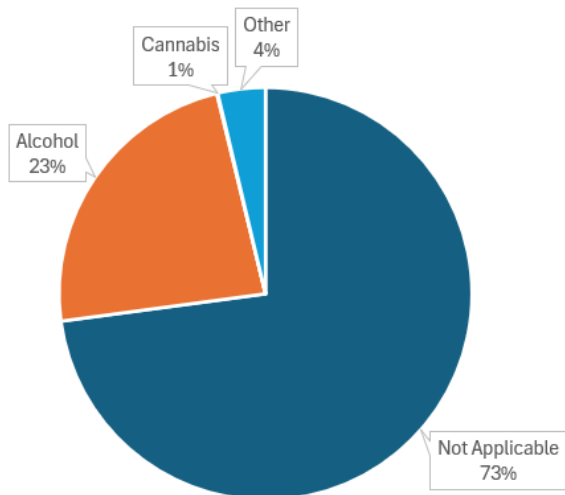
The following pie-chart shows what parties or organisations responded to each incident or provided support in some way. In 98% of cases, CNP responded without any support from other parties. Family Members assisted on 1% of occasions (53 incidents), Community Members on 1% of occasions (17) incidents, and the Clinic (11 incidents) and Police (7 incidents) on less than 1% of occasions.



The following table shows the number of individuals (by gender) assisted by CNP in each community for the reporting period. In the majority of communities the number of males and females assisted is comparable. However, there are some communities where there is a significantly higher interaction rate with one gender over the other. In Ngukurr and Minyerri, this occurs due to high levels of disengaged male youth. In Jilkmiggan this occurs due to CNP assisting with sport and recreation activities and high participation from male children there (it is important to note that although the Jilkmiggan CNP team have recorded their assistance of youth at sport and recreation activities, these numbers have not been recorded as “Kids/Youth on Streets” incidents). During the period, no recorded data was received from either Bulman or Manyallaluk.



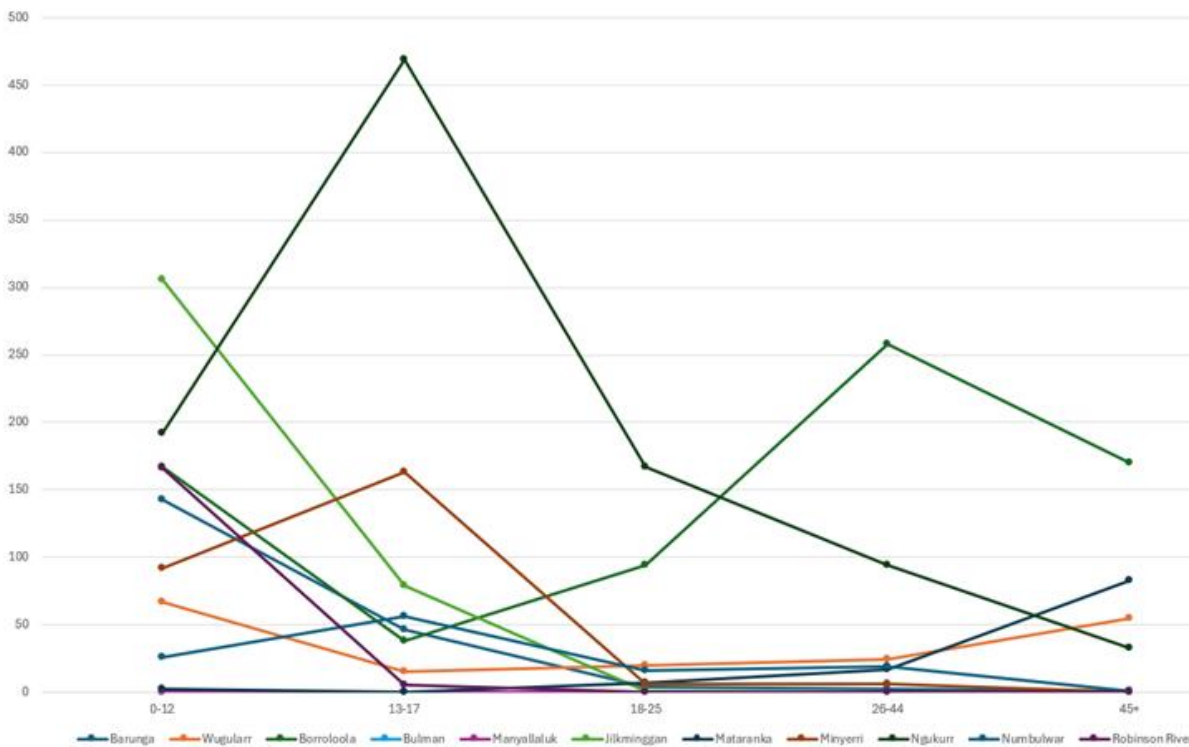
The following pie-chart shows when an individual assisted by CNP was under the influence at the time assistance was provided. In the majority of cases, this has been recorded as “not applicable” and is mainly in relation to assisting children. There were 23% of incidents of being under the influence of alcohol (1,235 interactions) less than 1% incidents of petrol sniffing (10 interactions) and less than 1% incidents of cannabis (4 interactions). Incidents recorded as “Other” include where the individual was under the influence of drugs other than cannabis.



The following graph shows the number of CNP interactions with males by age group across the region. The following observations are of note:

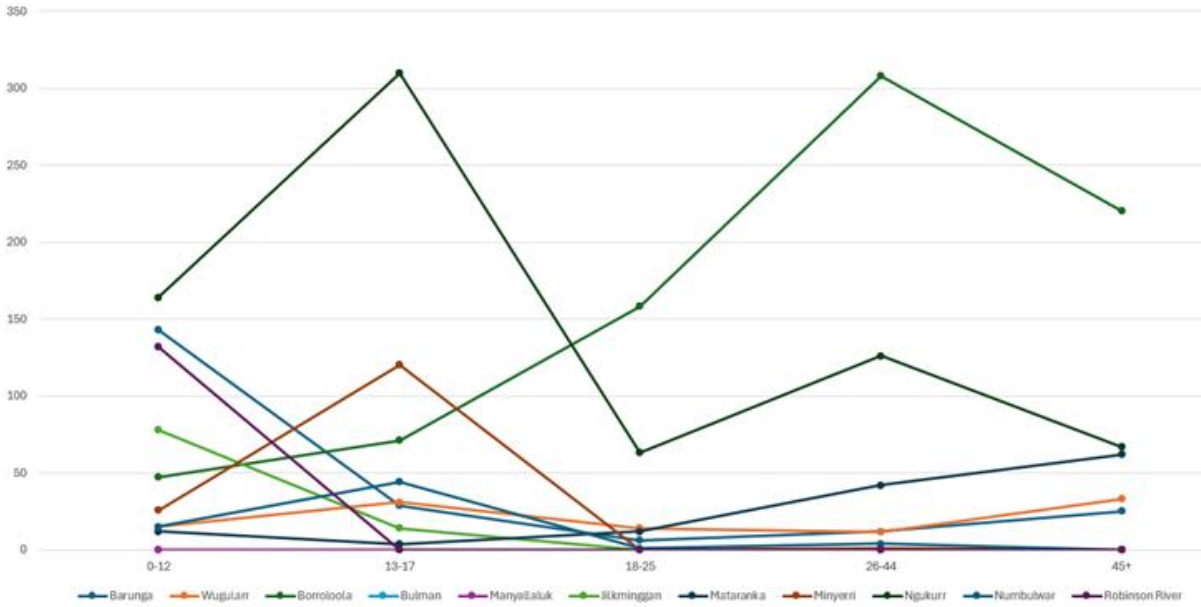
- The majority of interactions with 0-12 year olds is through participation in sport and recreation activities, and includes taking children home after sessions finish.
- In Borroloola there is a spike in the 26-44 age group which tapers off slightly in the 45+ age group; these are most often recorded as alcohol-related incidents. Borroloola sees a higher alcohol-related incident rate than other communities due to the accessibility of alcohol through sale by the local stores as the township is not a restricted area like other community locations.

- In Jilkminggan, all interactions are with children, this is through participation in sport and recreation activities, including taking children home after sessions finish.
- In Ngukurr there is a spike in the 13-17 age group; these are youth that are disengaged and do not participate in community activities like sport and recreation.
- In Ngukurr the 18-25 and 26-44 age groups are recorded as being involved in community fighting and disturbances.

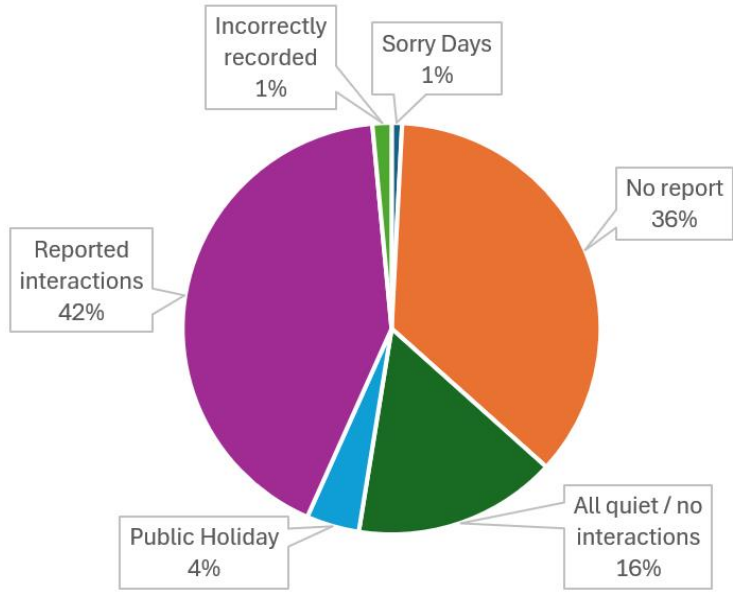


The following graph shows the number of CNP interactions with females by age group across the region. The following observations are of note:

- The majority of interactions with 0-12 year olds is through participation in sport and recreation activities, and includes taking children home after sessions finish.
- In Borroloola there is an increase in the 18-25 age group which then spikes in the 26-44 age group and carries through to the 45+ age group; these are most often recorded as alcohol related incidents. Borroloola sees a higher alcohol-related incident rate than other communities due to the accessibility of alcohol through sale by the local stores as the township is not a restricted area like other community locations.
- In Jilkminggan, all interactions are with children, this is through participation in sport and recreation activities, including taking children home after sessions finish.
- In Ngukurr there is a spike in the 13-17 age group; this is a combination of disengaged youth and taking youth home from sport and recreation sessions. Unfortunately, the current constraints in reporting make it impossible to separate the two groups.
- In Mataranka there is a spike in the 45+ age group; these are most often recorded as alcohol related incidents. Like Borroloola, Mataranka sees a higher alcohol-related incident rate than other communities due to the accessibility of alcohol through sale by the local stores as the township is not a restricted area like other community locations.



During the reporting period, there was a total of 128 days were Night Patrol should have operated, details of consistency in reporting is provided in the below pie chart. It is recognised that accurate data is difficult to collect and that there are barriers for local staff in its collection. It is recommended that a digital reporting platform is implemented to improve accuracy and allow data to be reviewed in real-time. Council has submitted an expression of interest to NIAA requesting that they fund a pilot program for this project; an outcome is not expected until approximately November 2024. Council is also working with community staff to improve the consistency of reporting and educate around the importance of accurate data collection.



Regionally, only 62% of the data that should have been submitted/captured was actually received. This includes 43% correctly recorded incidents, 2% incorrectly recorded so data could not be used, and 16% recorded as “all quiet / no interactions”. This is the first time this data has been captured. Going forward, this data will continue to be recorded as it shows how Night Patrol delivery is performing much more accurately than the number of interactions or total staff hours are able to.

On 12 August 2024, the Ngukurr Police Officer-In-Charge provided positive feedback about the Night Patrol Team in relation to an incident on 6 August 2024. The Officer advised that the Men’s Night Patrol Team provided quick-thinking assistance to a young adult male who had been seriously injured which ultimately saved the man’s life. The Office stated that “their actions and quick thinking saved the life of a young man who was injured that night. I have been informed if it was not for Garry, Owen and Anton, he may not have survived. If you could send a massive thank you to them from the Ngukurr Police for their help. I hope they know it didn’t go unnoticed and that we appreciate the work they do and all their assistance.”

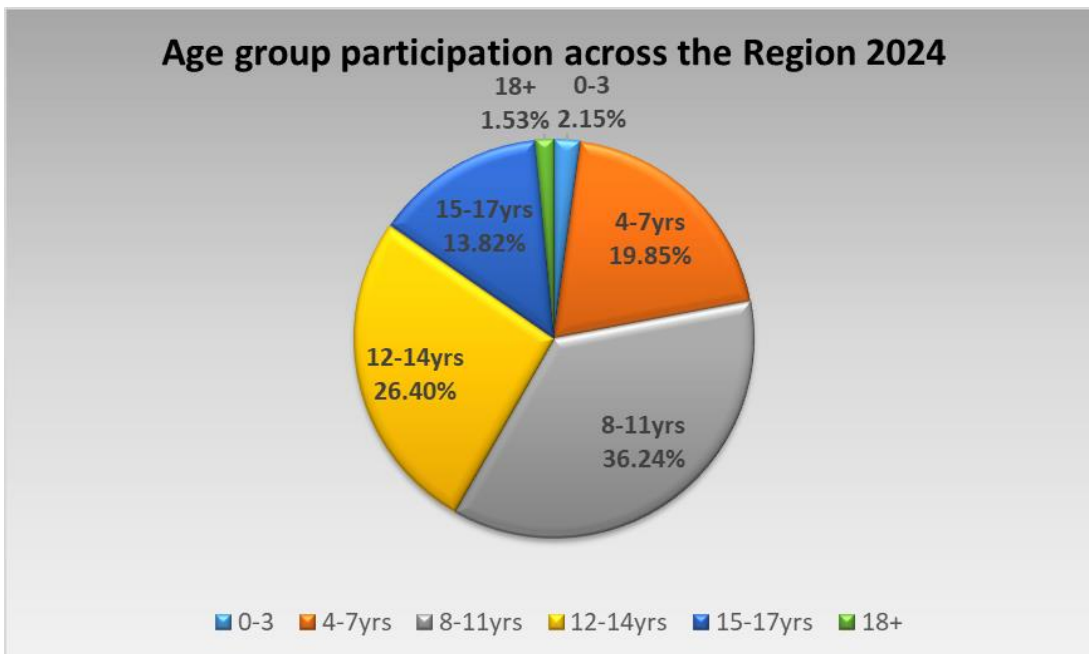
Sport & Recreation

(including Indigenous Sport & Recreation Program and the Remote Sport Program)

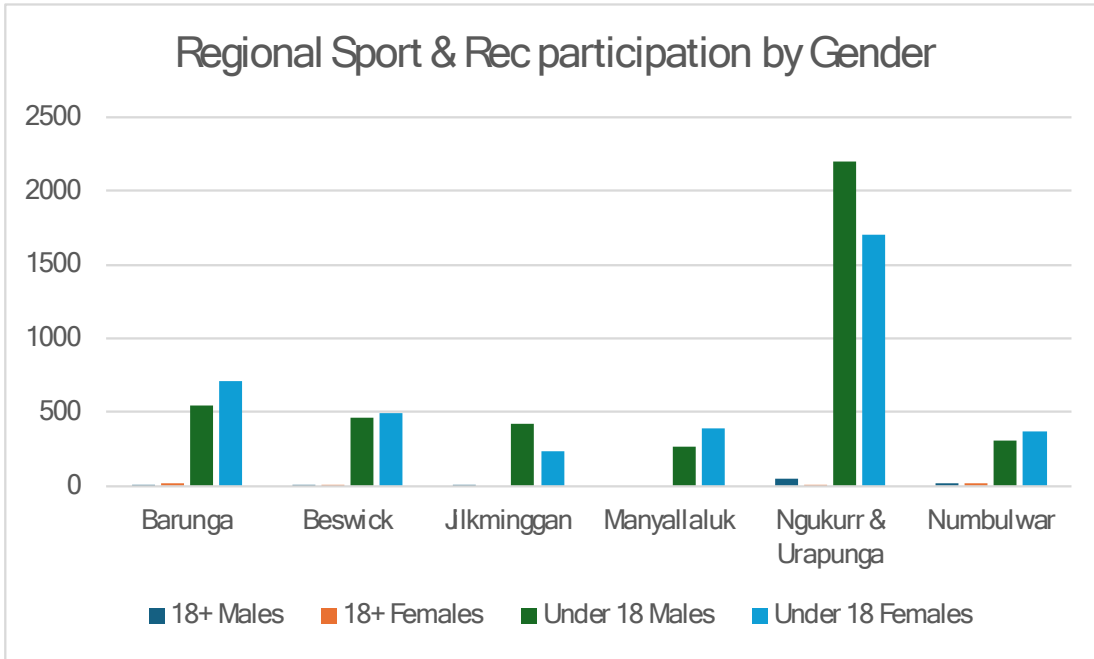
For the period 1 July to 31 December 2023, 8,117 individuals participated in 335 separate activity sessions. This is an increase in participation by community members of 43.2% from the July to December 2023 reporting period. 33 different activity types were offered, the most popular included basketball, AFL, soccer, and dodgeball. Delivery of activities was impacted by 21 Sorry Days across the region.

Participation across the region:

- 52% of participants were male.
- 48% of participants were female.
- 2.15% of participants were aged 0 to 3 years.
- 19.85% of participants were aged 4 to 7 years.
- 36.24% of participants were aged 8 to 11 years.
- 26.4% of participants were aged 12 to 14 years.
- 13.82% of participants were aged 15 to 17 years.
- 1.53% of participants were aged 18+ years.



It is important to note that this reporting period has been made more successful by increases in recruitment of local staff, community engagement and activities. This can be seen in the employment hours which have increased across the region from 2,591.6 hours in December 2023 to 4,748.4 hours in June 2024. There was also a 45% increase in staff engagement in activities across the region. Attendance of youth aged 12-14yrs has slowly but consistently increased by 6.4% when compared to 2022 data and youth aged between 15-17yrs has increased by 7.82%. This can be attributed to young people aging with the program and suggests that consistent delivery these programs encourages ongoing engagement as participants mature.



Youth Reconnect

For the period 1 January to 30 June 2024, 887 youth participated in the program across Borroloola, Ngukurr, and Numbulwar. This is a slight decrease in participation when compared to the previous period. Unfortunately participation in Borroloola has continued to decrease, which can be attributed to the ongoing disruption caused by the cyclone shelter build. The following table shows the recorded attendance at activities for the period:

Activity	Male	Female
Borroloola		
JMF / AFLNT	62	41
MRM Trade Centre	121	83
SR	58	36
	241	160
Ngukurr		
NP / S&R Activities	142	90
	142	90
Numbulwar		
Drop in Centre	48	30
AusKick	12	38
NP / S&R Activities	56	70
	116	138
Total		
	499	388

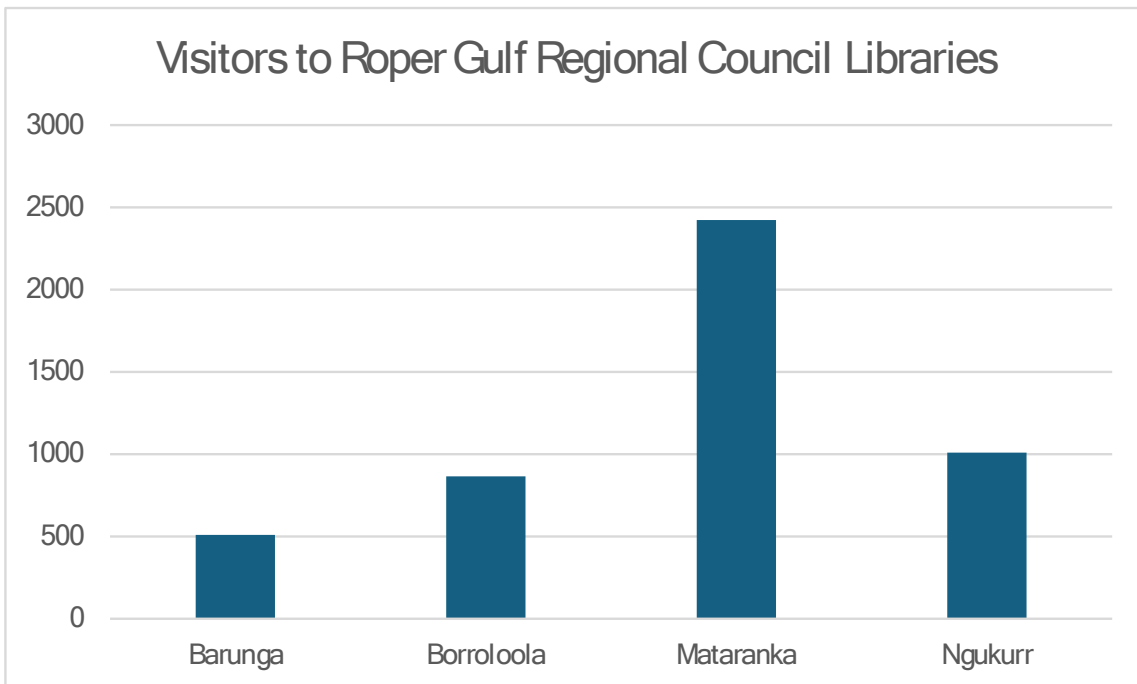
Of the 887 youth who participated in the IYR program during the period, approximately 70% returned for regular engagement. “Regular engagement” is defined in this context as participation by an individual in more than ten (10) separate activities conducted throughout the period. A slight increase in regular engagement is expected during the wet season, as the typical transience of the dry season is hindered by travel limitations and road conditions.

Indigenous Broadcasting

The Indigenous Broadcasting program continues to be delivered successfully in line with the funding agreement in the communities of Barunga and Ngukurr. There are ongoing challenges in delivery in Bulman, Numbulwar and Wugularr. For the period 1 January to 30 June 2024, 600 hours of local broadcasting were delivered, along with ongoing formal training with one Broadcaster going on to complete the Cert IV in Media through Batchelor.

Libraries

For the period 1 January to 30 June 2024, a total of 4,826 individuals visited Library facilities across the region. In Mataranka, clientele are largely tourists. However in all other Library locations, visitation is from local community residents. Borroloola has been consistently offering activities to support digital literacy for visitors. Ngukurr and Barunga consistently offer art and Lego activities.



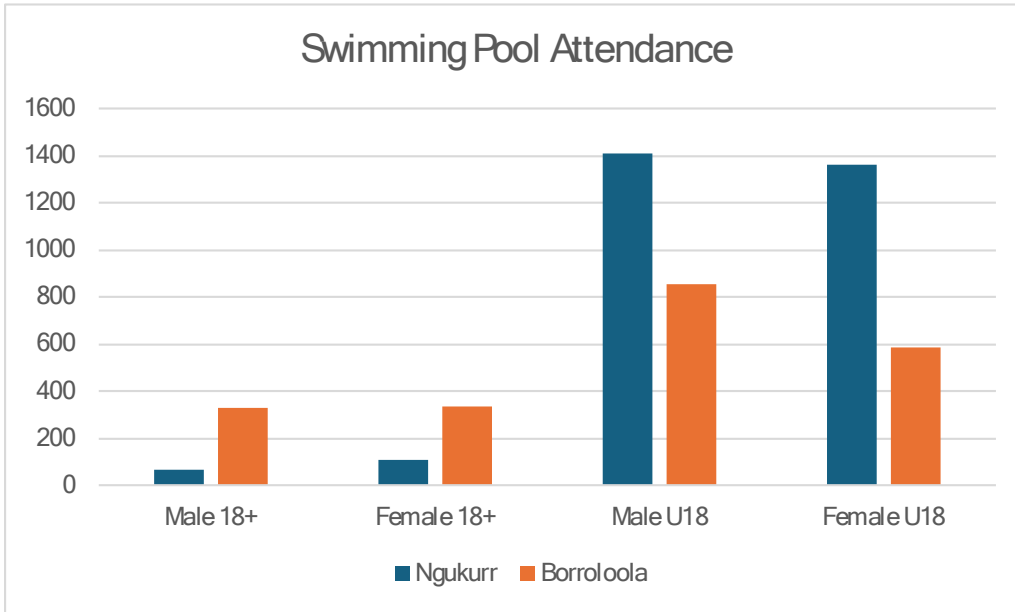
AOD Education

This program continues to be delivered in line with the funding agreement, focusing on supporting programs such as Night Patrol and Sport & Rec, which are aimed at mitigating antisocial behaviours.

Swimming Pools

The swimming pools in both Borroloola and Ngukurr have been well utilised by local residents. A total of 5,100 individuals utilised the pool between 1 January to 30 June 2024.

- 6% of participants were aged 0 to 3 years.
- 18% of participants were aged 4 to 7 years.
- 31% of participants were aged 8 to 11 years.
- 17% of participants were aged 12 to 14 years.
- 3% of participants were aged 15 to 17 years.
- 25% of participants were aged 18+ years.



There were two minor safety incidents recorded during the period:

- In Ngukurr on 25 June, a young person stepped in some metal wire piercing her foot. The wire was exposed from a broken concrete lid. This was reporting and fixed by contractors. First aid was applied to ensure there was no damage to the young person.
- In Borroloola on 3 May during a school swim program a student slipped and fell down the steps at the shallow end of the pool. A YNT Lifeguard was able to assist the student to stand to exit the pool. There was not serious injury.

YNT continues to experience the same challenges in recruiting local staff as were experienced by Council. As YNT use local staff to support volunteers and locally-based coordinators, this challenge has not resulted in pool closures. YNT are continuing to work on developing their local staffing base, including offering training and support.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

ITEM NUMBER	16.3
TITLE	Community Engagement Training
AUTHOR	Clare Cupitt, Acting Council Services and Community Engagement

RECOMMENDATION

That Council receives and notes the Community Engagement Training 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.

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

BACKGROUND

At the Ordinary Meeting of Council on 21 June 2023, Council requested that community engagement training be delivered to staff and Councilors.

ISSUES/OPTIONS/SWOT

Better Cities Group and Eva Communications were engaged to deliver the community engagement training on site in Katherine in mid-July 2024. The training covered the seven steps of community engagement and guided participants in developing a tailored engagement strategy template. This template was specifically customised to meet Council's unique operating landscape and needs.

Teams who participated in the training include Council Services (with a focus on Council Services Managers), Programs, Waste Management, Assets, Projects, Grants, and CDP. All staff who completed the training had the opportunity to apply the template in a practice trial, planning community engagement for a project directly related to their role.

The training was broken into three parts:

1. The Basics of Community Engagement, based on the IAP2 Spectrum of Public Participation.
2. The 7 Stages of Engagement
 - a. Purpose of engagement
 - b. Principles of the engagement's target audience
 - c. Engagement objectives
 - d. Stakeholder analysis
 - e. Level of engagement
 - f. Engagement methods
 - g. Schedule
3. Practical participation, where staff developed their own community engagement plan based on a current project relevant to their role.

The Communications and Senior Leadership Teams also undertook a workshop to map the needs of Council's communication strategy; the development of this strategy is a Strategic Plan KPI. From this work, the Roper Gulf Community Engagement and Communications Strategy is currently being developed.

FINANCIAL CONSIDERATIONS

The training was paid for through the Human Resources training budget and cost approximately \$38,000 including disbursements.

ATTACHMENTS

Nil

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

ITEM NUMBER	16.4
TITLE	Fees and Charges CHSP, HCP, NDIS
AUTHOR	Spandana Mikkilineni, Aged Care and Disability Se Manager

**RECOMMENDATION**

That Council amends its Fees and Charges for CHSP, HCP, and NDIS services in accordance with those prescribed by Commonwealth Department of Health and Aged Care, and National Disability Insurance Scheme.

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 provides CHSP (Common Home Support Program), HCP (Home Care Program), and NDIS (National Disability Insurance Scheme) services on behalf of the Australian Government Department of Health and Aged Care and National Disability Insurance Scheme for the benefit of its constituents. These fees are charged to clients' packages.

ISSUES/OPTIONS/SWOT

The Commonwealth has amended its prescribed fees and charges for CHSP, HCP, and NDIS services which are attached. As a provider, Council charges the fees prescribed by the Department.

FINANCIAL CONSIDERATIONS

Does not affect clients, Council charges the Commonwealth directly (as per attachments)

ATTACHMENTS

1. Prices Aged Care NDIS [16.4.1 - 5 pages]

NDIS PRICES 2024-2025

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
01_049_0104_1_1	Establishment Fee for Personal Care/Participation	Each	\$675.60	\$945.84	\$1,013.40
01_049_0107_1_1	Establishment Fee for Personal Care/Participation	Each	\$675.60	\$945.84	\$1,013.40
04_049_0104_1_1	Establishment Fee for Personal Care/Participation	Each	\$675.60	\$945.84	\$1,013.40
04_049_0125_1_1	Establishment Fee for Personal Care/Participation	Each	\$675.60	\$945.84	\$1,013.40
04_049_0136_1_1	Establishment Fee for Personal Care/Participation	Each	\$675.60	\$945.84	\$1,013.40
04_049_0133_5_1	Establishment Fee for Personal Care/Participation	Each	\$675.60	\$945.84	\$1,013.40

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
01_011_0107_1_1	Assistance With Self-Care Activities - Standard - Weekday Daytime	Hour	\$67.56	\$94.58	\$101.34
01_015_0107_1_1	Assistance With Self-Care Activities - Standard - Weekday Evening	Hour	\$74.44	\$104.22	\$111.66
01_002_0107_1_1	Assistance With Self-Care Activities - Standard - Weekday Night	Hour	\$75.82	\$106.15	\$113.73
01_013_0107_1_1	Assistance With Self-Care Activities - Standard - Saturday	Hour	\$95.07	\$133.10	\$142.61
01_014_0107_1_1	Assistance With Self-Care Activities - Standard - Sunday	Hour	\$122.59	\$171.63	\$183.89
01_012_0107_1_1	Assistance With Self-Care Activities - Standard - Public Holiday	Hour	\$150.10	\$210.14	\$225.15

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
01_004_0107_1_1	Assistance with Personal Domestic Activities	Hour	\$57.23	\$80.12	\$85.85

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
01_400_0104_1_1	Assistance With Self-Care Activities - High Intensity - Weekday Daytime	Hour	\$73.09	\$102.33	\$109.64
01_401_0104_1_1	Assistance With Self-Care Activities - High Intensity - Weekday Evening	Hour	\$80.53	\$112.74	\$120.80
01_405_0104_1_1	Assistance With Self-Care Activities - High Intensity - Weekday Night	Hour	\$82.02	\$114.83	\$123.03
01_402_0104_1_1	Assistance With Self-Care Activities - High Intensity - Saturday	Hour	\$102.86	\$144.00	\$154.29
01_403_0104_1_1	Assistance With Self-Care Activities - High Intensity - Sunday	Hour	\$132.62	\$185.67	\$198.93
01_404_0104_1_1	Assistance With Self-Care Activities - High Intensity - Public Holiday	Hour	\$162.38	\$227.33	\$243.57

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
01_019_0120_1_1	House or Yard Maintenance <ul style="list-style-type: none"> Performing essential house and/or yard activities that the participant is not able to undertake. 	Hour	\$55.21	\$77.29	\$82.82
01_020_0120_1_1	House Cleaning And Other Household Activities <ul style="list-style-type: none"> Performing essential house cleaning activities that the participant is not able to undertake. 	Hour	\$56.23	\$78.72	\$84.35

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
04_104_0125_6_1	Access Community Social and Rec Activ - Standard - Weekday Daytime	Hour	\$67.56	\$94.58	\$101.34
04_103_0125_6_1	Access Community Social and Rec Activ - Standard - Weekday Evening	Hour	\$74.44	\$104.22	\$111.66
04_105_0125_6_1	Access Community Social and Rec Activ - Standard - Saturday	Hour	\$95.07	\$133.10	\$142.61
04_106_0125_6_1	Access Community Social and Rec Activ - Standard - Sunday	Hour	\$122.59	\$171.63	\$183.89
04_102_0125_6_1	Access Community Social and Rec Activ - Standard - Public Holiday	Hour	\$150.10	\$210.14	\$225.15

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
04_400_0104_1_1	Access Community Social and Rec Activ - High Intensity - Weekday Daytime	Hour	\$73.09	\$102.33	\$109.64
04_401_0104_1_1	Access Community Social and Rec Activ - High Intensity - Weekday Evening	Hour	\$80.53	\$112.74	\$120.80
04_402_0104_1_1	Access Community Social and Rec Activ - High Intensity - Saturday	Hour	\$102.86	\$144.00	\$154.29
04_403_0104_1_1	Access Community Social and Rec Activ - High Intensity - Sunday	Hour	\$132.62	\$185.67	\$198.93
04_404_0104_1_1	Access Community Social and Rec Activ - High Intensity - Public Holiday	Hour	\$162.38	\$227.33	\$243.57

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
04_102_0136_6_1	Group Activities - Standard - Weekday Daytime	Hour	\$67.56	\$94.58	\$101.34
04_103_0136_6_1	Group Activities - Standard - Weekday Evening	Hour	\$74.44	\$104.22	\$111.66
04_104_0136_6_1	Group Activities - Standard - Saturday	Hour	\$95.07	\$133.10	\$142.61
04_105_0136_6_1	Group Activities - Standard - Sunday	Hour	\$122.59	\$171.63	\$183.89
04_106_0136_6_1	Group Activities - Standard - Public Holiday	Hour	\$150.10	\$210.14	\$225.15

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
04_600_0104_6_1	Group Activities - High Intensity - Weekday Daytime	Hour	\$73.09	\$102.33	\$109.64
04_601_0104_6_1	Group Activities - High Intensity - Weekday Evening	Hour	\$80.53	\$112.74	\$120.80
04_602_0104_6_1	Group Activities - High Intensity - Saturday	Hour	\$102.86	\$144.00	\$154.29
04_603_0104_6_1	Group Activities - High Intensity - Sunday	Hour	\$132.62	\$185.67	\$198.93
04_604_0104_6_1	Group Activities - High Intensity - Public Holiday	Hour	\$162.38	\$227.33	\$243.57

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
07_001_0106_8_3	Support Coordination Level 1: Support Connection	Hour	\$77.00	\$107.80	\$115.50

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
07_002_0106_8_3	Support Coordination Level 2: Coordination of Supports	Hour	\$100.14	\$140.19	\$150.21

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
07_004_0132_8_3	Support Coordination Level 3: Specialist Support Coordination	Hour	\$190.54	\$266.75	\$285.80

Item Number	Item Name and Notes	Unit	National	Remote	Very Remote
07_101_0106_6_3	Psychosocial Recovery Coaching - Weekday Daytime	Hour	\$101.42	\$141.99	\$152.13
07_102_0106_6_3	Psychosocial Recovery Coaching - Weekday Evening	Hour	\$111.74	\$156.44	\$167.61
07_103_0106_6_3	Psychosocial Recovery Coaching - Weekday Night	Hour	\$113.81	\$159.33	\$170.72
07_104_0106_6_3	Psychosocial Recovery Coaching - Saturday	Hour	\$142.71	\$199.79	\$214.07
07_105_0106_6_3	Psychosocial Recovery Coaching - Sunday	Hour	\$184.01	\$257.61	\$276.02
07_106_0106_6_3	Psychosocial Recovery Coaching - Public Holiday	Hour	\$225.31	\$315.43	\$337.97

CHSP RATES 2024-2025:

CHSP National Unit Price Ranges 2024-25

Table 2 below indicates the 2023-24 and 2024-25 CHSP National Unit Price Ranges, noting these price ranges exclude client contributions, MMM loadings and the FWC CHSP Base Funding Grant amounts to be applied from 1 July 2024.

Table 2: 2023-24 and 2024-25 CHSP National Unit Price Ranges

CHSP Service Type	Output	2023-24 Unit Prices		2024-25 Unit Prices	
		Minimum	Maximum	Minimum	Maximum
Allied Health and Therapy Services	Hour	\$104.50	\$131.25	\$108.16	\$135.84
Assistance with Care and Housing (Hoarding and Squalor)	Time	N/A	N/A	N/A	N/A
Centre-based Respite	Hour	\$29.70	\$53.55	\$30.74	\$55.42
Cottage Respite	Hour	\$30.80	\$55.65	\$31.88	\$57.60
Domestic Assistance	Hour	\$52.80	\$64.05	\$54.65	\$66.29
Flexible Respite	Hour	\$56.10	\$70.35	\$58.06	\$72.81
Goods, Equipment and Assistive Technology	Dollars	N/A	N/A	N/A	N/A
Home Maintenance	Hour	\$58.30	\$78.75	\$60.34	\$81.51
Home Modifications	Dollars	\$1.00	\$1.00	\$1.00	\$1.00
Meals	Meal	\$8.25	\$13.65	\$8.54	\$14.13
Nursing	Hour	\$114.40	\$135.45	\$118.40	\$140.19
Other Food Services	Hour	\$27.50	\$43.05	\$28.46	\$44.56
Personal Care	Hour	\$56.10	\$71.40	\$58.06	\$73.90
Sector Support and Development	-	N/A	N/A	N/A	N/A
Social Support Group	Hour	\$18.70	\$28.35	\$19.35	\$29.34
Social Support Individual	Hour	\$42.90	\$63.00	\$44.40	\$65.21
Specialised Support Services	Hour	\$83.60	\$123.90	\$86.53	\$128.24
Transport	One way trip	\$19.98	\$38.16	\$20.68	\$39.50

HCP RATES:



National summary of Home Care Package prices – 31 December 2023

To improve the transparency of Home Care Package pricing, the Department of Health and Aged Care publishes national median prices for common care services, care management and package management. This data is updated quarterly.

PRICING TYPES	National Median Prices	Median Prices across MMMs							Median Prices across one Metro ACPR per State								
		MMM 1	MMM 2	MMM 3	MMM 4	MMM 5	MMM 6	MMM 7	NSW	VIC	QLD	WA	SA	TAS	ACT	NT	
									South East Sydney	Northern Metro	Brisbane South	Metro East	Metro North	Southern	ACT	Darwin	
Care Management (cost per fortnight)																	
Fully Managed By Provider	Level 1	\$67	\$66	\$67	\$67	\$67	\$69	\$69	\$64	\$67	\$64	\$64	\$64	\$64	\$68	\$69	
	Level 2	\$120	\$119	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$118	\$116	\$120	\$125	\$122	\$122	
	Level 3	\$253	\$253	\$253	\$253	\$253	\$253	\$253	\$253	\$253	\$240	\$231	\$231	\$235	\$253	\$253	
	Level 4	\$385	\$385	\$389	\$389	\$389	\$389	\$394	\$395	\$389	\$389	\$358	\$342	\$343	\$343	\$389	\$409
Self Managed By You*	Level 1	\$39	\$39	\$39	\$39	\$35	\$37	\$39	\$47	\$34	\$47	\$39	\$39	\$34	\$40	\$49	\$62
	Level 2	\$62	\$62	\$62	\$62	\$62	\$68	\$83	\$50	\$78	\$62	\$62	\$60	\$62	\$89	\$108	
	Level 3	\$135	\$135	\$136	\$136	\$136	\$135	\$136	\$180	\$113	\$157	\$135	\$130	\$135	\$185	\$236	
	Level 4	\$201	\$201	\$201	\$206	\$197	\$197	\$206	\$223	\$160	\$224	\$204	\$216	\$200	\$137	\$274	\$358
Package Management (cost per fortnight)																	
Package Management	Level 1	\$46	\$46	\$47	\$48	\$47	\$47	\$47	\$47	\$47	\$47	\$44	\$43	\$44	\$44	\$46	\$57
	Level 2	\$84	\$84	\$85	\$85	\$85	\$85	\$87	\$85	\$85	\$87	\$85	\$78	\$82	\$85	\$85	\$101
	Level 3	\$181	\$181	\$181	\$183	\$181	\$182	\$188	\$181	\$180	\$188	\$180	\$170	\$178	\$180	\$180	\$219
	Level 4	\$269	\$269	\$274	\$276	\$275	\$275	\$286	\$274	\$266	\$283	\$265	\$261	\$265	\$265	\$265	\$333
Common Services (per standard hour)																	
Nursing	\$120	\$120	\$121	\$125	\$121	\$121	\$125	\$130	\$125	\$125	\$121	\$125	\$125	\$125	\$125	\$130	
Light Gardening	\$75	\$75	\$76	\$77	\$76	\$76	\$78	\$80	\$77	\$75	\$77	\$77	\$75	\$77	\$77	\$83	
In-Home Respite	\$72	\$72	\$73	\$73	\$73	\$73	\$76	\$76	\$75	\$73	\$73	\$76	\$73	\$73	\$77	\$77	
Personal Care	\$71	\$72	\$73	\$73	\$73	\$73	\$75	\$77	\$76	\$73	\$73	\$76	\$73	\$73	\$77	\$77	
Cleaning & Household Tasks	\$71	\$72	\$73	\$73	\$73	\$73	\$75	\$75	\$75	\$73	\$73	\$75	\$73	\$73	\$75	\$75	
Staff Travel Costs to visit recipient (per km)																	
% of services that publish an amount greater than \$0	47%	45%	42%	43%	43%	43%	44%	41%	46%	46%	34%	35%	26%	40%	45%	34%	
Median cost per km for services that publish an amount greater than \$0	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30	\$1.40	\$1.30	\$1.30	\$1.10	\$1.50	\$1.50	\$1.30	
Exiting Home Care/Changing Provider**																	

* A small proportion of providers publish self managed care management costs, therefore the median value is subject to volatility from changes made by a few providers.
 ** Since 1 January 2023, providers have not been able to charge an exit amount to care recipients who leave their care. As such, this metric will no longer be tracked in future publications.
 1. To provide comparability of listed prices across states and territories, median prices for metropolitan Aged Care Planning Regions (ACPR) are shown, providing a representative ACPR for each state and territory.
 2. Figures reflect what providers list in the My Aged Care Service Finder for prices charged per service type. The provider may not actually currently deliver services to a care recipient in the location but are included if in My Aged Care they advertise as being able to deliver services in the location.
 Read more about the Modified Monash Model (MMM) and Aged Care Planning Regions (ACPR).

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

ITEM NUMBER	16.5
TITLE	Aged Care and Disability Services Report
AUTHOR	Spandana Mikkilineni, Aged Care and Disability Services Manager

RECOMMENDATION

That Council receives and notes the Aged Care & Disability 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.

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

BACKGROUND

Council is an approved Aged Care provider and delivers the Home Care Package (HCP) and Commonwealth Home Support Program (CHSP) across the region. Council also deliver National Disability Insurance Scheme (NDIS) services across the region under brokerage-arrangements from registered providers. As a service provider, there are reporting requirements to the governing body (ie. Council) under the *Aged Care Act 1997* (Cth). This report provides an update to Council in regard to the operations of Aged Care & Disability Services.

ISSUES/OPTIONS/SWOT**Overview:**

Services are currently being delivered in accordance with aged care standards, legislative requirements and funding agreements. Current client numbers are:

- CHSP 63
- HCP 23
- NDIS 9

Service Targets / Deliverables:

Staff are aware that Council is committed to growing its Aged Care service delivery and are actively seeking and on-boarding new clients where appropriate.

Following the resolution made at the June OMC, Council has signed a consultancy agreement with iAge Health to provide allied health services to aged care clients. Although just in the initial phases, the program is being well received by clients.

Council has signed agreement with Australian Quality Certification Pty Ltd to undertake an audit for NDIS registration purposes. Dates for the audit have not yet been set and the Aged Care management team are working to ensure all of the necessary controls are in place for successful completion of the audit.

Incidents:

Nil incidents were recorded.

Feedback, Compliments, Complaints:

Council has received compliments from clients and family members from Ngukurr and Numbulwar for all the work the aged care team are doing in those communities. Positive feedback has also been received from clients in Wugularr and Barunga, who are happy to receive healthy and nutritious meals from Wugularr Aged Care who are now cooking all meals on site.

Workforce, Infrastructure and Equipment:

The community-based workforce has remained steady with minimal turn-over of staff. Casual staff are utilised as needed if permanent staff are absent or on leave. Casual staff are also used to support the permanent team as client numbers grow and are transferred to permanent positions as they become available. Some staff from Ngukurr, Numbulwar, Mataranka and Wugularr received recognition for their strong work ethic and dedication to their aged care clients.

An application for \$15,000 to the Community Benefit Fund (Minor) to purchase new kitchen equipment for the Wugularr Aged Care Centre was successful. The Aged Care and Assets teams will work closely together to ensure that suitable and appropriate equipment is sourced.

Financial Status:

No update can be given on Councils financial position at this time, pending a report from the Finance team.

Provider Compliance Reporting:

Council is currently compliant with all reporting requirements. Council is required to submit a Providers Operations report for FY24 by 30 October 2024. A draft of this report is attached for reference.

FINANCIAL CONSIDERATIONS

Council was unsuccessful in its application to secure CHSP ad hoc funding; the Department of Health & Aged Care have advised that the funding that was available under this opportunity has been fully committed.

On 26 June 2024, the Department of Health & Aged Care (Cth) directed the return of unspent FY23 CHSP funding to the value of \$244,298.53. Although the service was delivered fully during this period, the reporting was insufficient to claim all of the available funding which has resulted in the underspend. The Aged Care management team contacted the Department requesting approval to retain these unspent funds to offset increased expenditure in FY24. This request was declined.

If Council does not want to incur direct costs for CHSP delivery, it could investigate the option of potentially declining to take on more CHSP clients. This approach is not advised, as it puts an already highly-vulnerable group at increased risk

ATTACHMENTS

1. For Action e- Signature Request _ _ Governing B [16.5.1 - 4 pages]
2. Provider Operations Report [16.5.2 - 7 pages]

DocuSign Envelope ID: 790B618F-ACBE-41E7-A9BB-B2158EB61148



Australian Government
Department of Health and Aged Care

Governing Body Statement

Information for the governing body member signing the statement

Declaration by a member of the governing body of an approved provider

Section 53G of the [Accountability Principles 2014](#), requires approved providers of aged care that deliver home care services or residential care services to submit a statement about the provider's compliance with its responsibilities and requirements.

The Governing Body Statement MUST be accompanied by a declaration signed by a member of the approved provider's governing body on behalf of all members of the governing body for each approved provider that delivers a residential care service or a home care service.

- The Governing Body Statement is completed as part of the Provider Operations Collection Form on the Government Provider Management System (GPMS).
- The Declaration is on page 3 of this document. The signed Declaration is to be uploaded to the Provider Operations Collection Form for submission through GPMS.

The Governing Body Statement

The Governing Body Statement details:

- Whether or not the governing body of the approved provider believes the approved provider has complied with its responsibilities under the *Aged Care Act 1997* and the requirements under the *Aged Care Quality and Safety Commission Act 2018* between 01 July 2023 and 30 June 2024 (the reporting period)

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- If the governing body believes the approved provider failed to comply with one or more responsibilities under the *Aged Care Act 1997* or requirements under the *Aged Care Quality and Safety Commission Act 2018*, details of:
 - each responsibility or requirement that the approved provider failed to comply with
 - the reasons why the approved provider failed to comply
 - actions that the provider has taken or will take to rectify the non-compliance

In all cases of compliance and failed compliance, the statement must be signed by a member of the approved provider's governing body on behalf of all members of the governing body.

With the exception of the governing body member's details, no personal information is to be included in the statement.

The statement is intended to support the governing body to examine the approved provider's compliance with its responsibilities and requirements. The signed statement allows governing bodies to demonstrate their understanding of, and accountability for, issues affecting the quality of care of care recipients.

The process of completing a statement can assist approved providers to proactively look to identify and improve any areas of non-compliance. A provider's demonstrated and transparent commitment to addressing non-compliance can give confidence to care recipients about an approved provider's commitment to quality and safety.

The reporting of this information aims to increase approved provider transparency and accountability and help drive continuous improvement across the sector.

How Will the Statement and the Declaration be Submitted?

The Governing Body Statement and the declaration signed by a member of the approved provider's governing body are to be electronically submitted to the department as part of the Provider Operations Collection Form through the GPMS **by 31 October each year.**

Further information on the Provider Operations Collection Form, including the Governing Body Statement is available on the Department's [website](#).

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Australian Government
Department of Health and Aged Care

Declaration by a member of the governing body of the approved provider

This page must be uploaded to the Provider Operations Collection Form once signed by a member of the governing body of the provider.

I certify that:

- I am a member of the governing body of the below approved provider:
Roper Gulf Regional Council
- This Governing Body Statement detailed in the Provider Operations Collection Form on the Government Provider Management System is true and correct to the best of my knowledge and belief.
- This statement does not include any personal information other than my own name, role and signature.
- I understand that my name and role may be published by the Department as part of this statement.

Name David Hurst	Position Acting Chief Executive Officer
Email Address spandana.mikkilineni@ropergulf.nt.gov.au	Signature / Date

Note to the governing body member signing this form:

Giving false or misleading information or documents is an offence under Division 137 of the *Criminal Code Act 1995* (Cth) with a maximum penalty of 12 months imprisonment.

Approved providers have a responsibility to:

- comply with section 63-1G of the *Aged Care Act 1997* in relation to the giving of information relating to a reporting period to the Secretary of the Department of Health and Aged Care; and
- comply with other such responsibilities as are specified in the *Accountability Principles 2014* under paragraph 63-1(m) of the *Aged Care Act 1997*, including reporting responsibilities detailed in section 53G of the *Accountability Principles*.

Submission due date

DocuSign Envelope ID: 790B618F-ACBE-41E7-A9BB-B2158EB61148

You must submit the completed Governing Body Statement, including this signed declaration, by **5:00pm on 31 Oct 2024** online via the Provider Operations Collection Form on the Government Provider Management System.

Provider operations - 1 July 2023 to 30 June 2024

Reporting - Draft

Key personnel

About this section

Please provide the name of **at least one key personnel** within your organisation who is responsible for executive decisions. This person needs to be available to be contacted by care recipients and their representatives should they wish to escalate an issue concerning your organisation.

You may enter up to a maximum of three person's names and roles. Each person should be a senior executive of the organisation, such as a Chief Executive Officer (CEO) or similar.

You must have consent of the person to report their name and role. Their name and role will be published on the My Aged Care website.

All fields marked with an asterisk (*) are required.

Privacy consent



* Do you have the consent of the named person(s) to report their information in this data collection. This person(s) is aware that their name and role is being reported to the Department for the purpose of being published on My Aged Care website under each service of the provider.


Yes



No


Key personnel



You must have consent of the person to report their name and role. Provide **at least one key personnel within your organisation**. Their name and role will be published on the My Aged Care website


* 1. Executive name  Role 

If other, what role is executive? 

2. Executive name  Role 

If other, what role is executive? 

3. Executive name  Role 

If other, what role is executive? 

[< Back](#)

[Next >](#)

Provider operations - 1 July 2023 to 30 June 2024

Reporting - Draft

Governing body membership

About this section

Certain providers must meet the requirement that their governing body must have a majority of independent non-executive members and at least one member with experience in providing clinical care.

The following approved providers are not required to meet the governing body membership requirements:

- state or territory approved providers (including a state or territory authority), or a local government authority
- providers with a governing body with fewer than 5 members and who provide care to fewer than 40 care recipients
- providers that are an approved Aboriginal Community Controlled Organisation (ACCO)

If you are required to meet the governing body membership requirements but are unable to do so, you can apply to the Aged Care Quality and Safety Commission for a determination that one or both of the requirements do not apply.

All fields marked with an asterisk (*) are required.

* Is your organisation a state and territory, a state or territory authority, or a local government authority?

Roper Gulf Regional Council ← Return to submissions

Provider operations - 1 July 2023 to 30 June 2024

Reporting - Draft

Governing body statement

About this section

About the Governing Body Statement

Section 53G of the Accountability Principles 2014, requires providers that deliver home care services or residential care services to submit a statement about the provider's compliance with its aged care responsibilities and requirements.

The Governing Body Statement (the Statement) is intended to support the governing body to examine the provider's compliance with its responsibilities and requirements.

A provider's demonstrated and transparent commitment to identifying and addressing compliance matters can give confidence to care recipients about the provider's commitment to quality and safety.

Information from the Statement will be published. The publication of this information aims to increase provider transparency and accountability and help drive continuous improvement across the sector.

How to complete the Statement

The Statement is for the period 1 July 2023 to 30 June 2024.

This Statement is to report compliance matters identified by the provider that include and go beyond those identified by the Aged Care Quality and Safety Commission.

With the exception of the governing body member's details, no personal information is to be included in the Statement.

The Statement MUST be accompanied by a Declaration signed by a member of the provider's governing body on behalf of all members of the governing body. This can be done by either:

- downloading the Declaration for the governing body member to sign. The signed Declaration is to be uploaded to the Provider Operations Collection Form for submission through OPMS.
- requesting an electronic signature from the governing body member through DocuSign. DocuSign will automatically upload the signed Declaration to the Provider Operations Collection Form.

Please see the guidance material for further details about using these options.

Statement

All fields marked with an asterisk (*) are required.

*Name of governing body member making the Statement

*Role / Position / Designation of member

* Does the governing body believe the approved provider has **complied** / has failed to comply with all of its responsibilities under the Aged Care Act 1997 and the requirements under the Aged Care Quality and Safety Commission Act 2018?

Has complied Has failed to comply

* Do you want to send the Governing body statement to be signed electronically?

Yes No

Send Document for e-Signature

A member of the governing body is required to electronically sign the statement on behalf of all members of the governing body. Before you select Send for e-Signature, please ensure the person nominated is available to sign the document.

*Email address of the governing body member electronically signing the Governing Body Statement

Signed statement(s)

Once the statement has been electronically signed by the governing body member, the file will be available for preview.

File Management (0)

Search

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Title	Owner	Created Date	Status

Roper Gulf Regional Council ← Return to submissions

Provider operations - 1 July 2023 to 30 June 2024

Reporting - Draft

Diversity and inclusion - Provider

▼ About this section

This question is about the diversity of your organisation's governing body during the reporting period of 1 July 2023 to 30 June 2024.

The collection of this information is to assist aged care recipients to find the right care for them. The information collected is to be published on My Aged Care.

Before providing any information in response to this question you must note, and agree with, the following:

1. Reported information should not be drawn from assumptions about the diversity of governing body members, but from the way in which individual members of the governing body identify and wish to describe themselves.
2. Each member of the governing body must be asked to provide documented consent for the provider to include their individual information in the response given to the Department for publication on My Aged Care, and must be advised that their response is voluntary. It must be emphasised that individual members of the governing body are not obliged to disclose information about their diversity. Only the diversity of members who have provided consent should be included in your response.
3. To the extent that members of the governing body wish to consent to the information being provided, this information must be reported to the Department.
4. You are not obligated to report on other forms of diversity beyond those specifically listed in the following questions. Other forms of diversity should only be disclosed (in the space provided below) where a member of the governing body has specifically directed that they wish to report a form of diversity concerning themselves which is outside of the listed categories.

All fields marked with an asterix (*) are required.

Consent

* Do you have consent from individual governing body members to disclose the diversity and inclusion information to the Department?

* What forms of diversity and/or lived experience were included on your organisation's governing body during the period 1 July 2023 - 30 June 2024?

- Aboriginal and/or Torres Strait Islander
- Carer
- Cognitive diversity
- Cultural and linguistic diversity
- Dementia
- Disability
- Financially disadvantaged
- LGBTIQ+
- Older member (over 65)
- Religious diversity
- Representation of women
- Rural and remote
- Veterans
- Other diversity

Provider operations - 1 July 2023 to 30 June 2024

Reporting - Draft

Diversity and inclusion - Service

About this section

This page is to collect information about initiatives implemented at each residential care and home care service to support a diverse and inclusive environment between 1 July 2023 to 30 June 2024. The information is being collected to help older Australians to choose a provider that is right for them.

Roper Gulf Home Care Packages (HCP)
Service ID: SRV-17942

All fields marked with an asterix (*) are required.

*Does the service have policies and procedures for culture, diversity and inclusion?

*Does the service have policies and procedures for cultural safety?

*Does the service have social activities to support culture, diversity and inclusion?

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Roper Gulf Regional Council ← Return to submissions

Provider operations - 1 July 2023 to 30 June 2024

Reporting - Draft

Submission of Provider Operations Collection Form

 **About this section**

This page is where you submit your Provider Operations Collection Form to the Department of Health and Aged Care.

You will not be able to submit your Form unless it has been fully completed.

You are encouraged to carefully check the information that you have submitted through the Provider Operations Collection Form. Please ensure the information submitted is suitable for publication on the My Aged Care website.

Declaration

As a person authorised by the approved provider submitting this Provider Operations Collection Form (the Form), I certify that all particulars disclosed in this Form are true and correct.

I confirm that the completed information does not include any personal information, other than where specifically requested in this Form, including:

- the name and role of an executive member of the provider,
- the name and signature of the governing body member signing the Statement by the Governing Body,
- diversity information for members of the governing board.

Spandana Mikkilineni
11-Jul-2024

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Agree and Submit

Feedback, complaints and improvements

About this section

This page is to collect information about the most common kinds of positive feedback and complaints received about each residential care and home care service and information about the key improvements made at each residential care and home care service between 1 July 2023 to 30 June 2024.

For complaints, this includes all complaints made in regard to the service, including those made to the provider, as well as those made to other agencies that the provider is aware of. This information is being collected as one information source to help older Australians, their families or carers to choose a provider that is right for them. A provider's response to feedback or a complaint demonstrates its commitment to improving its quality of care.

Roper Gulf Home Care
Packages (HCP)
Service ID: SRV-17942

All fields marked with an asterix (*) are required.

Feedback

*During the period 01 July 2023 to 30 June 2024 what were the three most common kinds of positive feedback received about the service?

Food and catering

Staff behaviour/conduct

Choice and dignity (including lifestyle and activities)

Complaints

*During the period 01 July 2023 to 30 June 2024 what were the three most common kinds of complaints received about the service?

Communication and consultation

Staff training/skills/qualifications

Social and domestic assistance

Improvements

*During the period 01 July 2023 to 30 June 2024 what were three main kinds of improvements made in relation to the quality of the service?

Communication and consultation

Staff training/skills/qualifications

Social and domestic assistance

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INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

ITEM NUMBER	17.1
TITLE	Request Council approve the sum of \$170,000.C disposal of legacy tyres from Mataranka Waste Management Facility
AUTHOR	Joseph Smith, Council Service Coordinator

RECOMMENDATION

That Council approves the sum of \$170,000.00 for disposal of legacy waste tyres at the Mataranka Waste Management Facility.

KEY OUTCOME AREA

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

BACKGROUND

Mataranka and all our other communities have for years have had tyres dumped illegally without receiving payment from commercial enterprises and community members. We are now faced with a Health and Safety issue with the accumulation of 148 tonnes of tyres, which if not disposed of correctly, could result in a catastrophe if it caught fire.

Currently there is no funds allocated for proper disposal, of legacy waste tyres, for any of our communities.

ISSUES/OPTIONS/SWOT

Not disposing of legacy waste tyres properly can have several environmental impacts;

Fire Hazard - Waste tyres are highly inflammable and can lead to uncontrollable fires that release toxic smoke and gases into the air.

Habitat Destruction – Dumped tyres can collect water, creating disease carrying mosquitoes. They also provide shelter for pests that can harm local eco systems.

Soil Contamination – Chemicals from deteriorating tyres can leach into the soil, contaminating it and potentially harming plant life

Air Pollution – Burning tyres or tyre piles can release harmful pollutants, including Sulphur dioxide into the air, contributing to air pollution and respiratory issues.

FINANCIAL CONSIDERATIONS

Penalties – Penalties of up to \$3 million or five (5) years in gaol are considerations to be taken into account, when deciding on this proposal.

ATTACHMENTS

Nil

INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

ITEM NUMBER	17.2
TITLE	Major Projects Report
AUTHOR	Luke Haddow, Acting General Manager Infrastructure, Services, and Planning

RECOMMENDATION

That Council:

- (a) receives and notes the Major Projects Report
- (b) Approves a budget amendment of \$500,000 to support a new project – Design, Scoping and Construction of Basketball/Netball Court in Weemol community.
- (c) Approves a budget amendment of \$20,000 for a new project – Barunga Oval - Engaging a consultant to conduct a gap analysis to bring the whole facility up to professional competition standard.

KEY OUTCOME AREA

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

BACKGROUND

This Major Project Report provides the status of projects – at the stages of pre-design, design and construction stages through the use of Council's Project Gate System. The system relies on an approach, where project status is assessed in a way that relates to Council's strategic goals. Each new project is assessed by the Project Steering Committees, consisting of the Acting Chief Executive Officer (CEO) and General Managers, as to its viability, and is reported back to Council when it is ready to enter its business case and procurement phase.

ISSUES/OPTIONS/SWOT**Urapunga Community Hall**

The tender for this project closed on 29 August 2023. A tender panel has since assessed the submissions and TTs Build are the successful tenderer. Currently, a construction program, with commencement and completion dates, is currently being finalised jointly by the Council team and TTs Build in such a way that risks of stop and start due to wet weather are minimised. Urapunga Aboriginal Corporation have advised that the initial lot is unsuitable and have proposed Lot 7 as an alternative location of the new community hall, formalisation of a lease agreement over this lot are now underway.

Ngukurr New Ablution Block – Sports Court

Grant submission completed. Awaiting final updated quote to proceed with project.

Ngukurr Staff Housing – Lot 231

New 2 x bedroom demountable housing based on similar scope as Bulman Staff Housing project. PM to be outsourced.

Numbulwar Clinic Road

As reported in the last report, the Clinic Road had to be redesigned as Power and Water did not want their infrastructure moved. The engineering Consultant SCP have been commissioned to carry out the redesign. However, the redesign is stalled due to:

- an additional s19 lease over a small portion of land due to realignment of road;

- No Mineral Extraction Agreement in place for the gravel pit, additional gravel will be required to complete the road upgrade. Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) application made for a gravel pit in 2021, however this was unsuccessful due to the Northern Land Council (NLC) being unable to reach an agreement with Traditional Owners pertaining to the same. The next scheduled NLC consultations in Numbulwar are October 2024;
- Aboriginal Areas Protection Authority (AAPA) clearances have been received, designed drainage works cannot move forward due to Restricted Work Areas proximity to identified drainage areas;
- Road works will need to be within existing road footprint with no additional drainage works to be carried out;
- New design/works options are now been considered prior to tender release.

****Estimated costs associated with transporting suitable gravel material from Katherine are \$100,000 for transport alone.**

Numbulwar Office Redesign

As advised previously, Troppo Architects have been engaged to do the design work on this project. They visited the community on 15 September to conduct consultations and present to the Local Authority. They have since provided to us two documents setting out:

- their understanding of our requirements;
- their design options.

Numbulwar Cemetery Design Improvements

Purchase Order raised to Bennett Design to undertake design works for cemetery improvements and ground penetrating radar.

Numbulwar Aged Care Building Works

Grant funding received to carry out refurbishment and upgrades to the existing facility. Planning application is ready to be lodged with PM to be outsourced to proceed to next stage. Anticipate completion by end of 2025.

Barunga Statement Memorial Project

This project is progressing in its design phase. Jensen Plus, the architects, have presented three (3) options on 16 Nov 2023. Our team members have reviewed these options and provided feedback to the architects. On site survey works and investigation of site servicing and site layout of nodes are now underway by Jensen Plus, once these are finalised draft plans will be created and reviewed by team members. 70% design has been reached with final amendments sent back to Jensen Plus for incorporation into the final design. The target is to complete the project by the Barunga Festival 2025.

Barunga Night Patrol Building Installation

Upside Planning have been engaged to process Development Consent Application for the new lot situated between Lots 215 and 218. Project staff are progressing Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) application for the same proposed lot. Awaiting outcome from NLC re Section 19 Lease

Barunga Oval upgrade to AFLNT standards

Engage a consultant to conduct a gap analysis to bring the whole facility (playing surface, lights, PA system, irrigation, etc.) up to professional competition standard. This will provide us with a scope of works to then seek funding for the project. It is estimated that this consultancy will cost \$20,000. Please see budget amendment proposal.

Mataranka Aged Care Kitchen

Building permit has been approved for kitchen installation and roof replacement, roof replacement and additional flooring joists have been installed. New scope and tender documentation have been created for approval and release once roofing works have been completed. Compliance Team and GMs are currently reviewing these documents. Anticipated Tender Release June 2024.

Mataranka Septic – Council Office

TTs Build, the contractor, completed the work on Stage 1 in December 2023.

Stage 2 tender documentation is complete and release will be on 22 August 2024, closing on 12 September 2024.

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.

Borrooloola Cyclone Shelter

This project is being project managed by the Department of Infrastructure, Planning, and Logistics (DIPL). The project includes the variation of sport court resurfacing requested by Council. DIPL provided a project progress report for the month of January 2024. The current projected completion date is February 2024, which seems to be affected by wet weather. As per Status Report from DIPL, amended completion date is now the end of September 2024.

Borrooloola Recycling Centre

Further to the contractor withdrawing from the project due to their issues with the concreting subcontractor, we now need to re-tender the work. Utilising this opportunity, our project team has fine-tuned the requirements based on improved clarity on the equipment in the facility and finalised the scope of works. As additional engineering services have been required to ensure compliance with fire and electrical standards and legislation, revised documentation along with design will be released to tender early next financial year. Site Survey will be carried out between the 25 and 28 June 2024.

Final design changes are currently being implemented, prior to tender documentation been created.

Borrooloola Tamarind Park Power Supply

All materials are now onsite awaiting installation.

Borrooloola Airport Toilets – Stage 2

New design drawings were tabled at the Local Authority meeting in November 2023. Despite a lack of quorum, the members present were supportive of the new design documents. The consultants AWS are preparing the tender documents. Anticipate Tender Release Early July 2024.

Tender was released 14th August 2024, closing on 05 September 2024.

Borrooloola Drainage Works

AAPA Application has been submitted for road corridors, awaiting approval and confirmation of NLC meeting dates.

Borrooloola Office Modifications

Review of previous design documentation underway, council staff currently re-scoping the project to meet current council needs.

Borrooloola Showgrounds Female Changerooms

Initial grant submission submitted, invitation to formalise proposal with a detailed design and budget estimates. Work in progress to submit detailed grant application.

Bulman Community Ablution Block

The flat pack materials have arrived in Katherine. The s19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) application has been approved. We have also received an AAPA clearance certificate around 17 Jan 2024. Tender is being coordinated by AWS.

Weemol Playground and Basketball Court

Scope and quote the construction of a full-sized undercover basketball court in Weemol. AAPA and S19 approvals have been secured. The estimated cost of the project would be \$500,000. Please refer to the budget amendment that supports the progression of this project.

Bulman Staff Housing

The Bulman Staff housing project was identified for engagement of Project Managers to progress in order to meet the deadlines for the Grant Funding agreement that is partially funding this project. Turner and Townsend have provided a project management plan that is inclusive of the procurement of the building and installation. Turner and Townsend will be undertaking the procurement in accordance with Council's legislated procurement obligations. The project is fully budgeted for in 2023/24 and 2024/25.

Design is currently at 50% with tender documentation created, anticipate release August 2024.

The project plan is attached for Council's information and consideration.

Bulman Dump Road

Original project was postponed due to no AAPA and MEA Agreement in place, Council have now received these approvals, and draft tender documentation will be reviewed on 26 August for final amendments with the aim to release early September 2024.

Larrimah

Condition assessment and recommendations for the repair of the old Telstra House. Initial investigations have identified asbestos onsite. Further investigations to be undertaken to present options to Council for future use of the building.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1. Major Projects Master Report 10 07 24 1 [17.2.1 - 7 pages]

MAJOR PROJECT GATEWAY STATUS REPORT

Date Project ID	Project Name	Officer	Gates				Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	Notes?Next Step
			1	2	3	4								
Katherine														
1/01/2023 PR61	29 Crawford Street Development					100,000		100,000	RGRC				ON HOLD C/F \$100,000 into 2024/25 Budget	
4/4/2024	Head Office - Internal Fit Out Modifications					200,000							Design underway by Troppo Design 2024/25 Budget to include \$200,000 allocation - Mick contacted Troppo, no acceptance of design fees received. - ON HOLD TILL 2024/25	
4/4/2024	Head Office Carpark Modifications					100,000							Modifications to allow access between front and back carparks to allow truck turn around. 2024/25 Budget to include \$100,000 for this project	
Barunga														
CSM's	Minor projects - roads & maintenance					100,000							To be identified & carried out by CSM's. Same allocation in 2024/25 budget	
	Potential new project - Upgrades to Sport and Rec Hall					188,000		188,000	Community places for people				Grant received	
PR12 30/04/2019	Barunga Statement Memorial - Design	Mick				49,200	70,800	100,000 100,000 20,000	GRANT RGRC LA		PO107366	Jensen Plus	Jensen+ working with Marc & Mick re:design, weekly discussions in place so that design is complete by Barunga Festival. Jensen+ engaging Cross Solutions to attend site next week to carry out measurements & survey. Variations 3 & 4 for additional engineering services approved. Design at 100%. Approached DIPL regarding Central Arnhem road corridor. S19 application for Cultural Park awaiting NLC meeting 15/08/24. DIPL advised new intersection design underway for entry to Barunga may impact on node 1. 29/07/2024. Quote for Road Safety Audit received 14/08/24	
PR086	Barunga Night Patrol Building Installation	Belinda				10,000					PO 111659	Upside Planning	Seek S19 for lot between lots 218 & 215, seek advice re: lot numbering for connection of power and water. \$10,000 budget amendment being sought April OMC - Approved. Received quote from Upside Planning fro DCA approval. Submitted S19 application to NLC, meeting to be held on 15/08/24.	
PR16	River Pump Relocation & water extraction license	Belinda										Surface Water & Erosion Solutions	Hydrological study currently been undertaken on river pump access for water extraction licence. Ecological study completed. Water Use Application submitted 29/07/24.	
PR0103 Beswick	Oval upgrade to AFLNT Specifications												Engaging consultants to conduct gap analysis to determine costings to upgrade Barunga oval to AFLNT standards.	
Borrooloola														
	Minor projects - roads & maintenance	CSM				100,000					PO 111659		To be identified & carried out by CSM's. Same allocation in 2024/25 budget	
PR79	Cameron / Maddigan Intersection & Road Upgrade					771,521	39,450	771,521	LRCI Grant		PO109063	TPM	ON HOLD - NEEDS ANALYSIS TO BE CARRIED OUT. Grant funding been sourced for project. LRCI - APPROVED. NEED	
Borrooloola														
	Minor projects - roads & maintenance	CSM											To be identified & carried out by CSM's. Same allocation in 2024/25 budget	
PR21	Sports Courts	DIPL				292,999	685,548	978,547	Grant RGRC				Quote for resurfacing received. Works to be done by DCT alongside Cyclone Shelter. Another \$100,000 required - check if budget amendment completed as part of cyclone shelter.	

MAJOR PROJECT GATEWAY STATUS REPORT

Date Project ID	Project Name	Officer	Gates				Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	Notes?Next Step
			1	2	3	4								
PR01	Cyclone Shelter	DIPL					4,322,955	6,500,000	10,822,955	Grant				Works started by DCT- need to recoup \$ from CBT - Shelter completion date July 2024 - Civil works est. Aug 2024.Jacana forms sent to Education for TTC.
PR09 6/2/2020 1313822	Airport Toilet - Stage 2	Belinda					386,646	8,856	395,502	LA		PO104785	AWS	New drawings received and approved - AWS to project manage project. Quote received for PM Fees, PO raised to AWS, tender documentation released through Tenderlink & Local Buy 14/8/24.
PR04	Recycling Shed	Joseph /Belinda						187,246	207,800 207,800 200,000	Grant ntg Grant RGRC		PO103230 PO105535 PO101705	Widespan Upside Planning MECNT ASU Certifiers	DCA Approval received. BCA currently undertaking water, sewer & electrical requirements. Building permit application underway. New tender documentation underway. 25.03.24 Carry forward unspent into 2024/25 WIP - Amended cost estimate for project provided. Total \$962,019 - Shortfall -\$346,419 24.04.24.Survey complete, results sent to BCA for finalisation of design. 09.07.24
PR0091	Borroloola Office Modifications Borroloola Drainage Upgrades	Luke												Approximate cost \$2.5 million for consideration for 2024/25 budget and funding partners. Review of previous documentation to be completed and rescoping of the project to meet the current needs of council to be completed AAPA Application submitted for road corridors.
PR38 9/2/2023	Tamarind Park Power Supply	CSM					46,071	83,760.00	129,831	LA		PO108046 PO108074 PO108247	ORCA HY-TEC Mansells	All products delivered to Borroloola for installation.
PR092	Female Changerooms for Borroloola Showgrounds	Luke												Initial grant submission submitted, invitation to formalise proposal with a detailed design and budget estimations received. Work in progress to submit detailed application.
PR093	Streetlights along Robinson Rd Scoping													Concerns raised over the complete darknes along the lower sections of Robinson Rd. Investigate and quote the possibility of installing new streetlights.
Robinson River Bulman														
	Minor projects - roads & maintenance	CSM												To be identified & carried out by CSM's. Same allocation in 2024/25 budget
PR0104	Weemol - Construct undercover basketball court						500,000							Scope and quote construction of a full sized undercover basketball court in Weemol
PR06 5/12/2018 1413806	Community Ablution Block	Belinda					199,323	144,400	199361 144361.59	Grant LA RGRC		PO107114 PO107474 PO104240 PO103787 PO103789	AWS AWS Modus ITSConsult ITSConsult	Modus Toilet delivered. PWC approvals need to be sought. AWS is preparing services designs AAPA Certificate required, Section 19 obtained . AAPA Certificate received. AWS has submitted quotation for PM Fees. PO Raised to ASW. Tender documentation complete and with RGRC for review. Awaiting SSP's prior to tender readiness 31/08/24, Tender documents should be through today 14/08/24.
PR39	Dump Fencing	Joseph					-		-	Grant				S19 obtained . Quotes being sought for 360 m of fencing awaiting AAPA Clearance Approximately 70,000 more required - Joseph scoping fence requirements.NO GRANT FUNDING
1/12/2022 PR80	Bulman Staff Accomodation	Belinda						8,560	250,000	Grant		PO109182	AWS	Project is part funded by IPG \$ 250,000. Council decision required for budget allocation. Part of Regional staff housing plan Obtain Costings.AAPA Cewrtification required Quotes been obtained.AWS Engaged for Hydraulic services P/W Approval needed Quotation sought for PM by Turner and Townsend, SCP & BTO. C/F Funding into 2024/25 - need grant extension and budget amendment for full amount required for project. Turner Townsend undertaking project management services. Design at 90% complete, geotech works completed & site deemed suitable for design 22/07/24. Draft tender documents reviewed & returned to TT for completion.

MAJOR PROJECT GATEWAY STATUS REPORT

Date Project ID	Project Name	Officer	Gates				Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	Notes?Next Step
			1	2	3	4								
	Dump road upgrade	Belinda					300,000	300,000	RGRC				AAPA & MEA Approvals received. New tender documentation created, awaiting approval. C/F funding into 2024/25 budget. Tender documentation created with RGRC for review.	
Manyallaluk														
PR57 3/4/2023	Cemetery fencing	Liam					28,265	28,265	LA				Quotations sort are over budget needs to go back to LA	
Jilkmिंगgan Mataranka														
	Minor projects - roads & maintenance	CSM											To be identified & carried out by CSM's. Same allocation in 2024/25 budget	
	Minor projects - roads & maintenance	CSM											To be identified & carried out by CSM's. Same allocation in 2024/25 budget	
	Carew Heights Development						1,063,120	36,880	1,100,000	RGRC		PO10836	AWS	ON HOLD - Designs and planning will be part of Regional Staff Housing Strategy - site survey requirements
PR34	Aged Care Kitchen	Belinda					150,000	84,900	81,000	RGRC		PO107827	Northern Build	PO Raised to NBPS for roof replacement & joist supports. New building certificate application underway to include kitchen use amendments. New design approved, tender documents underway. amendment to OMC April \$150,000 - approved 24.04.24 - New tender documentation created, awaiting approval by RGRC.
PR10 PROPOSED	Showgrounds sewerage system													Initial design works has been carried out for these works due to major issues with septic systems during public events.AWS has carried out initial design. Seeking grant funding.
PR34	Sewerage Works	Belinda					300,000.00	145,359.90	940,000	RGRC		PO107597 PO107906 PO109338	AWS RRT TTS Built	Stage 2 Sewerage works tender documentation complete - awaiting CEO approval for release to tender.
Minyerri / Hodgson Downs														
Ngukurr														
	Minor projects - roads & maintenance	CSM												To be identified & carried out by CSM's. Same allocation in 2024/25 budget
PR099	Boat Ramp Solar Light - Scope and quote													
PR096	New Ablution Block - Sports Court	Luke					250,000			Grant				Grant submission completed. Quotation received for Pureblue system. \$250,000 - 24/25 Financial Year- Awaiting final updated quote to proceed with project
PR42 20/9/2022	Sports Hall Renovation (Indoor play area)	Mick					169,200		169,200	LA				ON HOLD - site to potentially become new cyclone shelter.
PR0098	Ngukurr Staff Housing - Lot 231						400,000							New 2 x bedroom demountable housing - PM to be outsourced. Scope and quote project be the same as the Bulman staff house project.
PR43 24/6/2021	Beatification Project	Cameron					165,156		165,156	LA				New park area has been identified. S19 lease lodged, Block spots established awaiting street light report from CSM To proceed
Numbulwar														
	Minor projects - roads & maintenance	CSM												To be identified & carried out by CSM's. Same allocation in 2024/25 budget
PR088	Numbulwar Cemetery - design improvements & ground penetrating radar								70,000	NTG Grant			Bennett Design	CofE completed for both Numbulwar submitted, PO to be raised to Bennett Design for design & ground penetration radar.
PR60	Council Office Redevelopment	Mick					88,410	31,590	120,000	RGRC		PO108370	Tropo	Design and Documentation only

MAJOR PROJECT GATEWAY STATUS REPORT

Date Project ID	Project Name	Officer	Gates				Project Budget	Project Expenditure EX GST	Approved Budget	Funding	Amendments	PO Number	Contractor	Notes?Next Step
			1	2	3	4								
PR45	Numbulwar Ablution Block - Festival	Mick					261,145	261,145	Arts & Culture Grant				S19 lease applied for. Designs for Ablution block needed. AAPA Clearance received, Designs been sort - Awaiting S19's, NLC consultation to occur. NLC discussions booked for October 2024.	
PR47	Ablution Block at Airport	Mick					210,000	113000 97000	Grant LA				Public Quotation needed for toilet module. Tender documents for construction being prepared. AAPA clearances received - awaiting S19's	
PR46	Sports Precinct Upgrades						349,146	349,146	LA				ON HOLD	
PR0101	Staff Housing - Lot 156						1,100,000						Duplex building - project & pm services to be outsourced. Scope and quote to proceed	
PR0100	Numbulwar Aged Care Building Works	Luke					1,056,000		Grant				Refurbishment and upgrade of the Aged care facility. Initial concept completed. Planning application is ready to be lodged with PM to be outsourced to proceed to next stage. Completion by end of 2025	
PR48	Clinic Road Design Phase	Belinda					2,418,395	81,605.00 2,500,000	Grant RGRC		PO105012 PO102933	SCP SCP	Drawings and tender documents being prepared by SCP. Pos Raised for design fees \$81605 exc GST - SCP reworking design to inside road corridor & require MEA for gravel pit, NLC not meeting until October - POTENTIAL ISSUE AS PREVIOUSLY T/O NOT AGREEABLE TO GRAVEL USE. Seeking quotes for basecourse costs ex. Katherine 01/08/24.	
Robinson River														
Larrimah														
PR0095	Telstra House												Condition assesment and recomendations for the repair of the old Telstra House. Initial investigations have identified asbestos onsite.	
Urapunga														
PR49 18/8/2020	Community Hall Shed	Mick					425,000.00	10000, 415,000	LA Grant			TTS Built - Construction CAT Contracting - Certification	Construction contract currently been reviewed by NLC. Building permit and PwS approvals with CAT Contracting expected 12/04/24. Not to proceed until land tenure secured by direct lease with UAC . Lot number incorrectly identified as Lot 4 - needs to be developed on Lot 31. CEO to discuss with UAC re: options as hall design will not fit on lot 31 alongside MUNNS area. Lot 7 now identified as preferred site, in negotiations with UAC, new lease sent for approval 31/07/24. CAT Contracting to submit new approvals for new site.	
Project Management Fees														
							250,000						To be utilised for Bulman & Borroloola Toilet projects & staff housing projects.	
Homelands														

Road Project Report

31-Mar-23

Community	Project	Status	Budget/Actual	Source
Barunga				
	Bagala Road	Territory Housing to repair the drainaige and driveways as part of subdivision works.		
Beswick				
	Madigan Road	Plans are being redesigned. Scheduling will be dependent on Territry Housing works being completed to avoid damage.		
Borrooloola				
	Broad Street	Designs be prepared		
	Anyula Street Stage 2	Designs completed. Tender documents being prepared		
	Jose Street	Designs completed. Tender documents being prepared		
	Garawa Stret E&W & Foster Court	Designs completed		
Bulman				
	Internal Roads	Works started january 2023. Completion due 30 May 2023	710,600.00	RGRC Reserves
	Weemol Access Road	Works started january 2023. Completion due 30 April 2023	805,508.00	RLCIP \$ 498k & RGRC
	Dump Access Road	Tender request issued	300,000.00	RGRC Reserves
Manyallaluk				
	Internal Roads	COMPLETED	550,000.00	Council Reserves
	Access Road	New maintenance being ordered	25,000.00	FAA Roads Grant
Jilkminggan	Nil			
Minyerri				
	Road to Store Sealing	Designs being peer reviewed an updated		

	Internal Roads	Peliminary investigations being conducted		
Mataranka				
	Dump Point Access	Dump Point closed		
Ngukurr				
	Boat Ramp Road	Preliminary evaluation being undertaken		
Numbulwar				
	Clinic Road	Designs completed. Tender documents have been prepared	2,500,000.00	LRCIP \$ 946k and RGRC
Urapunga				
	Road to Store	Designs being prepared however significant land tenure issues have been identified		
Larrimah	Nil			
Daly Waters	Nil			
Homelands				

Gate Progress 31 March 2023			
Gate 4	Budget	Actual	Comments/Due Date
In Construction/Delivery			
Barunga Football Oval Scoreboard	0	13,000	30/04/2023 completed
Barunga Oval Irrigation	150,000	101,633	Waiting on end of wet to complete
Barunga Night Patrol relocation	20,000	0	Waiting on NLC Approval for site location
Barunga Norforce Park - Water Connection	0	0	Waiting on dry season
Barunga Statement Memorial	120,000	0	Consultant engaged and has met with LA
Beswick Lot 57 Solar Lights	0	0	Lights being installed by MUNS team
Borroloola Mulit Purpose Courts	978,547	685,548	Court Resurfacing Outstanding
Borroloola Cyclone Shelter	6,500,000	6,500,000	Tender awarded. Works have started
Borroloola Recycling Shed	600,000	70,087	Contract for construction awarded
Bulman Community Ablution Block	330,945	75,783	8/31/2023
Bulman Local Roads & Drainage	710,600	93,692	4/30/2023
Weemol Access Road Upgrades	805,508	301,638	4/30/2023
Jilkminggan Creche Shade and Soft Fall	130,000	127,240	Completed
Manyallaluk Internal Roads	550,000	490,000	COMPLETED
Mataranka Rodeo Ground Shade Structure	100,000	0	Project by Better Halves Club completed
Mataranka Aged Care Kitchen	60,000	0	30/6/2023. Scoping for additional works required.
Numbulwar Recreation Hall Upgrades	400,000	0	31/05/2023. Delayed due to weather
Homelands Solar Power and Water Tanks	1,000,000	0	Contract for solar awarded
Gate 3			
In Procurement			
Barunga Heritage Park - Water Connection	0	0	Waiting on PWC approval
Barunga Playground Shade Shelter	135,000	0	Contract awarded
Barunga Playground softfall	115,000	0	In Procurement
Borroloola Airport Toilet Stage 2	338,000	0	Tender documents being prepared
Bulman Dump Fencing	80,000	0	S19 lease applied for
Bulman Dump Road	300,000	0	In Procurement
Mataranka Stan Marting Park Irrigation	60,500	0	Contractor selected work to commence August 2023
Ngukurr Beautification Works	165,156	0	New park GPS registered and S19 applied for
Numbulwar Staff Housing	1,100,000	137,425	Site cleared
Numbulwar Festival Ablution Block	261,145	0	Waiting on Section 19 approval
Numbulwar Clinic Road	2,500,000	20,640	Designs completed. Tender documents being prepared.
Numbulwar Airport Ablution Block	210,000	0	LA approval received. Tender documents being prepared

INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

ITEM NUMBER	17.3
TITLE	Crown Land Licence - Lot 19, Town of Larrimah
AUTHOR	Luke Haddow, Acting General Manager Infrastructure, Services, and Planning

RECOMMENDATION

That Council enters into a licence agreement with the Northern Territory Government (CLL24/120) and authorises the use of its Common Seal for this purpose.

KEY OUTCOME AREA

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

BACKGROUND

Council has historically maintained an Occupational Licence over Lot 19, Town of Larrimah for the purpose of a water bore. A renewal for this licence was due on the 05 July 2024, with the Assets Manager applying for the renewal. The Crown Land Act 1992 has been amended and all licences are now "Crown Land Licences"

Council's application was successful, with the Crown Land Licence (CLL24/120) being granted with an expiry date of the 05 July 2028.

This licence requires the common seal of Council to be attached.

ISSUES/OPTIONS/SWOT

Licence is required to provide Council access to the water bore to maintain the area.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS

1. Crown Land Licence 24 120, Lot 19 Town of Katherine- Katherine [17.3.1 - 6 pages]

LICENCE OVER CROWN LAND NO. CLL24/120

Crown Lands Act 1992

Crown Lands Regulations 1992

LICENCE DETAILS

Item	Condition	Details	
1.	Licensee Details	David Hurst Roper Gulf Regional Council ABN 94 746 956 090 2 Crawford Street Katherine, NT 0850 PO BOX 1321 Katherine, NT 0851 david.hurst@ropergulf.nt.gov.au 08 89729 011	
2.	Licence Area (condition 1)	Part Lot 19, Town of Larrimah 'as marked on the plan at Attachment A'	
3.	Purpose (condition 2)	For the purpose of a Bore	
4.	Term (condition 3)	Commencement Date: 6 July 2024	End Date: 5 July 2028
5.	Licence Classes (condition 4)	Licence Class 4 - Licence granted on land that has natural bushland or other vegetation	
6.	Licence Fee (condition 6)	'Nil'	
7.	Licence Fee Adjustment (condition 9(c))	'Not applicable'	
8.	Royalties (condition 7)	'Nil'	
9.	Public Liability Insurance Amount (condition 8)	'No variation to the Insurance amount set out at condition 8'	

10.	Additional Insurances (condition 9(b))	Type	Amount
		'Nil'	
11.	Special Conditions	<ul style="list-style-type: none"> The Licensee to be made aware Lot 19 Town of Larrimah is within the Daly Roper Bunaloo water Control district and any proposed activities must comply with all licence and permit requirements Noting under the licence any future developments must be firstly approved by Department of Infrastructure Planning and Logistics 	
12.	Territory Contact Details	Crown Land Estate Department of Infrastructure, Planning and Logistics Level 1 Big Rivers Government Centre, 5 First Street, Katherine NT 0850 PO Box 2390 Katherine NT 0851 landsandplanning.katherine@nt.gov.au 08-8973 8926	

LICENCE CONDITIONS

- Pursuant to s 90 of the *Crown Lands Act 1992 (the Act)*, the Licensee named at Item 1 has made an application for the grant of a licence over the Licence Area described in Item 2.
- Under s 91 of the Act, the Minister grants to the Licensee a licence on the following conditions (**this Licence**) for the purpose described in Item 3 (**the Purpose**).
- For the purpose of s 93 of the Act, the Term of this Licence will commence on the Commencement Date and expire on the End Date set out at Item 4, unless varied, extended or renewed by the Minister (**the Term**).
- The following prescribed conditions apply to this Licence:
 - s 92(1) of the Act (at <https://legislation.nt.gov.au/en/Legislation/CROWN-LANDS-ACT-1992>); and
 - Schedule 1 of the *Crown Lands Regulations 1992* (at <https://legislation.nt.gov.au/Legislation/CROWN-LANDS-REGULATIONS-1992>) (**the Regulations**).
- If a Licence Class is, or Licence Classes are specified at Item 5, the prescribed conditions for the applicable Licence Class set out in Schedule 2 of the Regulations (at <https://legislation.nt.gov.au/Legislation/CROWN-LANDS-REGULATIONS-1992>) also apply to this Licence.
- For the purpose of s 94 of the Act the Licence Fee (if any) payable on this Licence is set out at Item 6.
- For the purpose of s 94A of the Act the Minister may determine that Royalties will be payable on this Licence as set out at Item 8.
- For the purposes of condition 10(1) of Schedule 1 of the Regulations the Licensee must hold a policy of public risk insurance per occurrence of no less than TWENTY MILLION DOLLARS (\$20,000,000.00) unless otherwise specified at Item 9.
- Pursuant to s 92(3)(d) of the Act, it is a further condition of this Licence that:

- (a) the Licensee's right to surrender under s 94B(2) of the Act is on condition that the Licensee gives 3 months' prior written notice, unless otherwise notified in writing by the Territory;
 - (b) the Minister may determine that the Licensee must hold for the Term the Additional Insurances (if any) of the types and amounts set out at Item 10;
 - (c) the Minister may determine that the Licence Fee is to be adjusted in the manner set out at Item 7; and
 - (d) without limiting condition 12 of Schedule 1 of the Regulations, the Licensee must sign and deliver the Deed Poll in favour of the Minister and the Northern Territory on the terms set out at the end of this Licence.
 - (e) despite condition 3, the grant of this Licence does not commence until the duly executed Deed Poll is delivered and this Licence is signed.
10. Without limiting the conditions of this Licence, if included at Item 11 the Licensee must comply with the Special Conditions set out in Attachment B, which to the extent of any inconsistency will take precedence over the Licence conditions.
 11. The Minister may, pursuant to:
 - (a) s 92(3) of the Act, vary a prescribed condition, impose any other conditions that the Minister considers appropriate, and vary those conditions during the Term; and
 - (b) s 94B(1) of the Act, cancel this Licence at any time during the Term with immediate effect.
 12. Pursuant to s 94B(2) of the Act, the Licensee may surrender this Licence at any time during the Term, subject to condition 9(a) of this Licence.
 13. The Licensee must during the Term comply with all applicable laws of the Northern Territory and the Commonwealth, as in force from time to time.
 14. For the purpose of this Licence, the contact details for the Territory are set out at Item 12.

SIGNED [FOR AND ON BEHALF OF THE MINISTER FOR INFRASTRUCTURE PLANNING AND LOGISTICS by Jessica Powterin accordance with a delegation under the *Crown Lands Act 1992*:

Signature

Executive Director Northern Region
Position

Date

LICENSEE DEED POLL

This Deed Poll is made in favour of the Northern Territory of Australia (the Territory)

By: Roper Gold Regional Council and ABN 94 746 956 090

Of: 2 Crawford Street Katherine, NT 0850

.....
(Full name of authorised person)

.....
(Full name of authorised person)

- 1) I/we warrant that I am/we are duly authorised and have legal authority to sign this Deed Poll for and on behalf of the Licensee;
- 2) For and on behalf of the Licensee, I/we acknowledge:
 - a. the Licensee has received and agrees to comply with the conditions of the Licence, including:
 - i. the prescribed conditions referred to in condition 4 of the Licence;
 - ii. the additional prescribed conditions referred to in condition 5 of the Licence; and
 - iii. the Special Conditions (if any) set out in Attachment B;
 - b. for the purpose of condition 1 of Schedule 1 of the Regulations, it is the responsibility of the Licensee to obtain all approvals, permits or other licences (for example sacred sites clearance certificates, development approvals, environmental approvals etc); and
 - c. the Licence Area may be subject to existing native title rights as defined in the *Native Title Act 1993* (Cth) and nothing in the Licence takes away from the exercise of those rights by the holders of those rights.
- 3) Without limiting any condition of the Licence, the Act or the Regulations, the Licensee releases from and indemnifies the Northern Territory of Australia and the Minister for Infrastructure, Planning and Logistics against all actions, suits, proceedings, claims, damages, demands, costs, third party actions, reasonable expenses or other liabilities of any nature whatsoever and howsoever arising, in connection with the Licence, including any claim for and compensation arising out of the grant of this Licence pursuant to the *Native Title Act 1993* (Cth).

Executed as a Deed

The **COMMON SEAL** of the **Roper Gulf**)
Regional Council was affixed in accordance)
with section 38 of the *Local Government Act*)
2019) *(place the common seal here)*
on the day of 2024)
in the presence of:

.....
Signature of Chief Executive Officer

.....
Signature of Council member

.....
Print name of Chief Executive Officer

.....
Print name of Council member

ATTACHMENT A - PLAN OF LICENCE AREA

Part Lot 19, Town of Larrimah



20 CLOSED SESSION

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 Audit and Risk Committee Work Plan

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.

20.5 CouncilBIZ Resolution

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

20.6 Special Event Application New Liquor Licence

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.

20.7 NTG Aboriginal Grants Policy Proposal

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 CDP SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

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.

20.10 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.