



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 29 SEPTEMBER 2021

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

Wednesday, 29 September 2021 at 8:30 AM
The Council Chambers, Roper Gulf Regional Council Support Centre
2 Crawford Street, Katherine, NT

Your attendance at the meeting will be appreciated.

A handwritten signature in blue ink, appearing to be 'Marc Gardner', is positioned above the name and title.

Marc GARDNER
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.”

TABLE OF CONTENTS

N.b. The Order of Business for the Inaugural Meeting of the Fourth (4th) sitting Council is prescribed by the Local Government Act 2019 and its statutory instruments and differs to the Order of Business of Ordinary Meetings as certain formalities, i.e. the Executive Reports must be tabled first. The sequencing of the Agenda Items as presented is correct for the Inaugural Meeting.

ITEM (Classification not Order of Business)	PAGE NO
1 PRESENT MEMBERS/STAFF/GUESTS	
2 MEETING OPENED	
3 WELCOME TO COUNCIL	
4 APOLOGIES AND LEAVE OF ABSENCE	
5 QUESTIONS FROM THE PUBLIC	
6 CONFIRMATION OF PREVIOUS MINUTES	
6.1 Ordinary Meeting of Council - 28 July 2021	53
7 BUSINESS ARISING FROM PREVIOUS MINUTES	
7.1 Resolution List	63
8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS	
9 DISCLOSURE OF INTEREST	
10 EXECUTIVE REPORTS	
10.1 Formal Swearing In and Oath of Office	5
10.2 Election of Mayor and Deputy Mayor	6
10.3 Mayoral Casting Vote	8
10.4 Formal Declaration of Interests	31
10.5 Council Meetings	35
10.6 Council Committees	36
10.7 Council Policies	49
11 CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES	
11.1 Confirmation of Previous Committee Meeting Minutes	62
12 INCOMING CORRESPONDENCE	
12.1 Incoming Correspondence	65
13 OUTGOING CORRESPONDENCE	
13.1 Outgoing Correspondence	67
14 WARD REPORTS	
14.1 Never Never Ward Report	69
14.2 Nyiranggulung Ward Report	80

14.3	Numbulwar Numbirindi Ward Report.....	94
14.4	Yugul Mangi Ward Report	95
14.5	South West Gulf Ward Report	96
15	GENERAL BUSINESS	
	Nil.	
16	DEPUTATIONS AND PETITIONS	
	Nil.	
17	COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT	
	Nil.	
18	CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT	
18.1	Nominations for Casual Vacancies LGANT Executive	102
18.2	Delegations Manuals	104
18.3	Community Grants Committee	132
18.4	Authorised Officer Management of Appointments.....	134
18.5	Variation to 2021-2023 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs Grant Agreement	135
18.6	LGANT - Elected Member Induction Symposium.....	136
18.7	Council's Financial Report as at 31.08.2021	141
19	INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT	
	Nil.	
20	CLOSED SESSION	
20.1	Confirmation of previous Confidential Session Minutes- 28 July 2021 <i>The report will be conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(d).</i>	
20.2	Recruitment of a Chief Executive Officer <i>The report will be conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(a) (d).</i>	
	RESUMPTION OF MEETING	
21	CLOSE OF MEETING	

EXECUTIVE REPORTS



ITEM NUMBER	10.1
TITLE	Formal Swearing In and Oath of Office
REFERENCE	1205409
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That each newly Elected Member is formally sworn-in by reciting the Oath or Affirmation of Office.

(a) Oath:

I, Name SURNAME, swear by Almighty God that I will well and truly serve the people of the Roper Gulf region as a Councillor on the Roper Gulf Regional Council without fear or favour, affection or ill-will, and that while I continue to be a Councillor, I will to the best of my skill and knowledge perform the functions of the Office of Councillor lawfully, impartially and in good faith. So help me God.

(b) Affirmation:

I, Name SURNAME, promise that I will well and truly serve the people of the Roper Gulf region as a Councillor on the Roper Gulf Regional Council without fear or favour, affection or ill-will, and that while I continue to be a Councillor I will to the best of my skill and knowledge perform the functions of the Office of Councillor lawfully, impartially and in good faith.

BACKGROUND

The new Council is the fourth sitting Roper Gulf Regional Council since it commenced operations in 2008.

The Elected Members of the previous three (3) Councils were formally sworn-in by the Chief Executive Officer at the commencement of their terms.

ISSUES/OPTIONS/SWOT

The newly elected Members of the fourth sitting Roper Gulf Regional Council presented with an Oath or Affirmation of Office so as to be formally sworn-in at the commencement of their terms.

The Oath and Affirmation options are compliant with the *Oaths, Affidavits and Declarations Act 2010*.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

There are no attachments for this report.

EXECUTIVE REPORTS

ITEM NUMBER	10.2
TITLE	Election of Mayor and Deputy Mayor
REFERENCE	1205437
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

- (a) That Council approve the principal member to continue to bear the title of Mayor;
- (b) That Council approve the deputy principal member to continue to bear the title of Deputy Mayor and appoint for the term of Council Office;
- (c) That Council undertake a secret ballot for the appointment of its Mayor and Deputy Mayor in accordance with Section 61 of the *Local Government Act 2019*;
- (d) That Council appointsas Mayor of Roper Gulf Regional Council; and
- (e) That Council appointsas Deputy Mayor of Roper Gulf Regional Council.

BACKGROUND

In 2015, the Council reviewed the Constitutional Arrangements of the Roper Gulf Regional Council pursuant of Section 9 and Section 23 (1) (c) of the-then *Local Government Act 2008*. The Minister approved the following:

- The name of the Council be retained.
- The principal member of Council continue to bear the title of Mayor and be appointed by the Council.
- The elected members (excluding the Mayor) continue to have the title of Councillor.
- The future Council of the Roper Gulf Regional Council comprise thirteen (13) elected members.
- The existing ward structure and ward names be retained.
- The Never Never, Nyirranggulong and South West Gulf Wards each be represented by three (3) elected members; and the Numbulwar Numburindi and Yugul Mangi Wards each be represented by two (2) elected members.
- The existing external boundaries of the council area be unchanged.

Under Section 61 of the *Local Government Act 2019* Council must appoint one of its members, on the basis of filling the office of the principal member, at the first meeting held after the general election. Council must elect whether the Principal Member is to have the title of President or Mayor. The Principal Member is appointed for the whole term of Council (i.e. next four (4) years).

Council *may* appoint a Deputy Principal Member (Deputy Mayor) for the term of Council, or for a lesser term e.g. 12 months, 2 years etc.

Council can elect the Principal and Deputy Principal Members by an open vote, or, by way of a secret ballot. *If* Council choses to elect its Principal Member and Deputy Principal Member it must:

1. Council move to a closed session to elect by vote.
2. Council call for nominations for the positions of principle and deputy principle members.
3. Council elect by secret ballot that is voting using a ballot paper with the names of the candidates marked in which each vote is anonymous.
4. The members are elected by majority vote of the Elected Members.

ISSUES/OPTIONS/SWOT

Council is required to elect the Principal Member and Deputy Principal Member. Council is to call for nominations for the positions of principal and deputy principle members.

Council may decide the matter openly by a show of hands, or, by way of a secret ballot that must be done in confidential session.

Previous term of Council resolved and it is recommended that Council continue:

- The Principal Member to bear the title of Mayor and be appointed by the Council.
- The Deputy Principal Member to bear the title of Deputy Mayor and be appointed by the Council.
- The Deputy Mayor be appointed for the term of office (until next general election).

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

EXECUTIVE REPORTS



ITEM NUMBER	10.3
TITLE	Mayoral Casting Vote
REFERENCE	1200703
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council decides whether or not the Mayor has a Casting Vote for the duration of its Term by adopting the CL005 Meetings Procedure Policy:

- (a) Option A – The Mayor has a Casting Vote;**
- (b) Option B – The Mayor does not have a Casting Vote**

BACKGROUND

The *Local Government Act 2019* requires all Elected Members to vote when Resolutions are considered. Elected Members may not abstain from voting.

In the event of a tie, so as to avoid indecision, the Mayor *may* have a casting vote that will determine the matter. Council should note that this provision *may not* be changed during a term of Council, and the policy will be presented at the first Meeting of the new Council for consideration.

ISSUES/OPTIONS/SWOT

Council must decide whether or not the Mayor shall, for the Term of Council, have a casting vote that, in the event of an equality of votes, decides a matter put to it.

Two (2) versions of Council's Meetings Administration Policy are put to it for consideration:

Option A provides for the Mayor to have a Casting Vote;

Option B provides for the Mayor not to have a Casting Vote.

Council *must* decide on the Casting Vote issue on this meeting, and it is to remain in-force for the remainder of its four (4) year term.

FINANCIAL CONSIDERATIONS

Not Applicable

ATTACHMENTS

- [1](#)  Meetings Administration Policy.doc
- [2](#)  CL005 - Council Meeting Administration Policy - Non Casting.doc

1. POLICY CERTIFICATION

Policy title:	Meetings Administration Policy
Policy number:	CL005
Category:	Policy
Classification:	Council
Status:	Approved (OMC 28 July 2021)

2. PURPOSE

The Meetings Administration Policy outlines the administrative dispositions pertaining to the Meetings of Council and its Committees.

3. ORGANISATIONAL SCOPE

This policy applies to all Meetings of Council and its Committees.

4. POLICY STATEMENT

Roper Gulf Regional Council (Council) is a prescribed Local Government body in accordance with the provisions of the *Local Government Act 2019*, and as such, has several core obligations set out by that Act.

Council is a representative, decision-making body, that acts in the interests of its constituents and discharges its duties, without fear or favour, affection or ill-will, as prescribed by the *Local Government Act 2019* and its statutory instruments.

This policy outlines the administrative provisions applicable to the meetings of Council, and that of its Committees.

5. DEFINITIONS

Agenda	means a list of items for consideration at the meeting together with reports and other attachments relating to those items
Amendment	means a motion moved as an alternative to the original motion
CEO	Chief Executive Officer of Roper Gulf Regional Council
Council	means the Council of Roper Gulf Regional Council
Committee	means a Committee established by the Council in accordance with Chapter 5 of the <i>Local Government Act 2019</i> .
Confidential session	is a session of a meeting of Council or a Committee, from which the media and the public has been excluded by a resolution carried in accordance with Section 99 of the <i>Local Government Act 2019</i> .
Councillor	means an Elected Member of Roper Gulf Regional Council.
Deputation	Individuals and groups may request presentation time on the agenda of a Council meeting to make a formal address to the Council. Deputations provide an opportunity for members of the public to address Council on a specific issue. A deputation that subsequently requires a decision shall be considered to be an item of General Business and dealt with as such.
Deputy Mayor	means the Deputy Principal Member of the Roper Gulf Regional Council
Mayor	means the Principal Member of Roper Gulf Regional Council
Meeting Room	means any location inside the doors of the room being used for the meeting, but does not include any area set aside for the public, media representatives or guests.
Minutes	means the formal record of the proceedings and resolutions of any meeting of Council and as well as those of its Committees.
Motion	is a proposal to be considered by Council at a meeting. It is a request to do

	something or to express an opinion about something. A motion formally puts the subject of the motion an item of business for formal consideration for Council or its Committees.
Petition	A petition is a formal request used to lobby a law-making body such as local government. It may request an amendment to general law or the review of an administrative decision. The petition is placed before the law-making body with the object of implementing the particular action or amendment. Petitioning is one of the traditional forms by which people can make requests direct to Council.
Quorum	means the minimum number of members needing to be present to constitute a valid meeting (i.e. 50% of attendees plus one).
Record	means a document including in any written, printed, or electronic medium that is or has been made or received in the course of official duties by a Councillor or an employee of the Council that captures an activity, transaction or undertaking, and, in particular, this includes the minutes of meetings of Council or Committee of Council.
Resolution	is a formal decision of a decision making body (i.e. Council or Committee) that has been passed by a majority of its sitting members. E.g. a motion that has been decided and passed by a majority of councillors at the meeting.

6. Principles

6.1 Setting time and dates for the meetings

The Council will by resolution, set the time date and place of Ordinary Meetings of the Council, Finance Committee and Audit Committee meetings for a period of twelve (12) months at least one (1) month prior to every new calendar year.

6.2 Convening a Meeting

A meeting of Council or a Committee is convened by the Chief Executive Officer and cannot be held unless due notice has been given to all members and a quorum is present.

6.3 Notice of Meetings

A notice of meeting of Council or Committee must be published on Council website and in a newspaper circulating in the area before meeting takes place. The notice must specify the time and place of the meeting.

6.4 Notice to be given of agenda items for an ordinary meeting

Councillors shall give important agenda items to the CEO at least fourteen (14) days before the next meeting. This will allow adequate time for researching the matter. The notice must be in writing and signed by the Councillor who wishes the matter to be considered and may include a petition.

6.5 Order of Business

The Roper Gulf Regional Council Agenda is run electronically.

The order in which the agenda is to be prepared shall include:

- a) Present/Staff/Guest
- b) Formal opening of the meeting by Mayor

- c) A formal reading of the Council pledge to be read by Councillors and staff.
- d) **Apologies and leave of absence** – this section considers the submissions of Councillors who are not in attendance however they have formally informed the Mayor, or Chief Executive Officer, or delegate thereof, of their absence, and have given reasons why they cannot attend the meeting. Council shall decide whether the notification and reasons are acceptable. A motion will be made to either accept the absence, or to have it refused if Council deems the provided notice and reason(s) to be unacceptable.
- Council will **NOT** accept the apologies, and therefore absence of Councillors who have not provided notice of absence noting that it cannot accept that which it has not received. Councillors who provide reasons of an absence after it occurs will have their submissions considered by Council at its next meeting.
- e) **Confirmation of previous minutes** - a motion will be given that the previous minutes are a true and correct record of that meeting and its decisions (resolutions).
- f) **Notification of previous Committee meeting minutes** – a motion will be given that tables previous minutes Committee minutes for Council's notification and reference. The Minutes themselves will be confirmed by the respective Committee's themselves. If the Committees are, for whatever reason, unable to confirm the minutes, they will be tabled separately to Council for its review and confirmation.
- g) **Call for items of General Business** – this item provides meeting participants an opportunity to put forward new items to Council or its Committee for formal consideration.
- h) **Questions from the Public** – with or without notice.
- i) **Disclosure of interest** - a declaration of conflict of interest with any one agenda item at the meeting must as soon as practicable after a member becomes aware of the conflict of interest must disclose the personal or financial interest that gives rise to the conflict.
- j) **Business arising from previous minutes** - any business arising out of the last minutes/action list. Business arising will not be discussed until the previous minutes have been confirmed.
- k) **Incoming and Outgoing correspondence** - the correspondence received for, or written on behalf of Council since the last Council meeting. If action is required as a result of the correspondence, a motion should be taken on each separate item otherwise a motion is recorded as receiving and noting the incoming and outgoing correspondence for the period specified.
- l) **Ward Reports** – a report is presented for each ward within the Regional Council area to Council with a motion to receive and note the report. Separate motions in relation to the ward are also put forward as part of this report.
- m) **Executive Directorate Reports:** Report from the Mayor and Chief Executive Officer (CEO).
- n) **Divisional Reports – Corporate Services and Sustainability**
- o) **Divisional Reports – Community Services and Engagement.**
- p) **Divisional Reports – Infrastructure, Services, and Planning.**
- q) **Deputations/Petitions** – The CEO must determine whether the deputation may be presented, and the Mayor must determine whether a petition may be presented to the Council meeting by a Councillor.
- r) **General Business** – any matter not otherwise dealt with can be raised in general business, subject to any rules requiring notice. Presentations and question time will be maintained by the Mayor. A presentation should not exceed 30 minutes, followed by a 15 minute question period.

- s) **Confidential Session** – the confidential session of a Meeting of Council or its Committees excludes members of the public and media as it deals confidential matters in accordance with Chapter 6 of the *Local Government Act 2019* and Part 3 of the *Local Government (General) Regulations 2021*.
- t) **Close of Meeting** - confirmation of date and time of the next meeting; and the Mayor will formally declare the meeting closed.

Copies of the agenda must be made available to the public at the Council website, Council offices and other determined places, as soon as practicable before each meeting.

The order of business is the ordinary process of holding a Council or Committee meeting. This process may be altered for exceptional cases, with the agreement of Council or the applicable Committee, affirmed via resolution.

6.6 Deciding Business Items

Council and its Committees decide individual business items by means of a vote from individual members. Members **must** vote in favour of, or against, or for an amendment of a business item once a mover and seconder have called a motion.

Members **cannot** abstain from voting.

The Mayor or Committee Chair shall, in the event of an equality of votes, have a casting vote that decides the matter.

Matters are decided by way of a majority of votes, and a decision on a matter is a formal Resolution.

6.7 Procedures for general business at an Ordinary Meeting of Council

When the Mayor calls for General Business items, the CEO or a Councillor may make a request for items to be discussed during general business.

Before requesting for General Business, Councillors or the CEO must have regard to the nature of the matter and whether it requires a decision or is for information only.

If a General Business item requires reasonable consideration or analysis, Council shall consider deferring it to the next meeting.

6.8 Petitions

A petition may be presented to a Council meeting by a Councillor. Before presenting the petition the Councillor must, as far as practicable, become acquainted with the subject matter of the petition.

The Councillor must state the nature of the petition and then read the petition. The petition must be worded in respectful language. Each page of the petition must restate the whole of the petition.

A person must not attach to a petition:

- a) a signature purporting to be that of another person; or
- b) the name of another person

If a petition is presented at an ordinary meeting and was not included in the agenda for the meeting:

- a) a person present at the meeting and associated with the petition, may make a statement, explanation, submission, or comment regarding the petition only if first invited to do so by the Mayor; and

- b) no debate on, or in relation to the petition must be allowed and the only motion that may be moved is that:
- (i) the petition be received and noted; and
 - (ii) be referred to a committee or specific Council staff member through the CEO for consideration and a report be given to the Council at the following Council meeting.

6.9 Deputations / Presentations

A deputation wishing to attend and be heard at a meeting must apply in writing to the CEO no less than ten (10) working days before the next scheduled Council meeting.

The application must state why the deputation wishes to attend and be heard, and how much time is required for the total presentation.

The CEO decides whether or not the deputation / presentation will be put to Council based on the nature of the matter, and administrative practicalities. Deputations / Presentations authorised by the CEO will be referred to the Mayor. The Mayor must determine whether the deputation may be heard and notify the CEO accordingly.

N.b Deputations and Presentations before Council are ultimately at the Mayor's discretion, and Council reserves the right of cancellation on administrative grounds.

Only two (2) people in the deputation may address the meeting unless the Councillors determine otherwise by resolution.

A person in the deputation who is addressing the meeting must be temperate in speech and manner, and must not use insulting or offensive language.

The deputation must be given adequate opportunity and facility to explain the purpose of the matter.

The Mayor may halt an address by a person in a deputation if:

- a) the Mayor is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors; or
- b) the person is severe in speech or manner or uses insulting or offensive language

6.10 Motions to be dealt with in the order they appear in the agenda unless otherwise determined

The motions shall be dealt in the order they appear in the agenda. If, for any reason, the sequence of agenda items are to be altered, Council will pass resolution to move the motion and then will make a separate resolution to resolve the motion.

6.11 Motions to have a mover and a seconder

The Mayor will read out the agenda item and will ask the relevant member to speak on the agenda item. The member will not take more than five (5) minutes to explain the report and after that Councillor may have question and answer time on the agenda item and report. The Mayor will then read the motion and will invite Councillors to move a motion. If Councillors are happy with the motion, Councillor will first show their hand and then move a motion. If any councillor deems to have amendment in motion, then the amendment will be discussed and the Mayor will invite Councillors to move the amended motion. Once Councillor moves the motion, the Mayor will invite Councillors to second the motion. Councillor will first show their hand and second the motion.

The Mayor shall only allow debate on a motion if it is seconded, requesting initially for a Councillor that may wish to speak against the motion to speak for a maximum of five (5) minutes for, or against the motion.

A motion that is not seconded must be recorded in the minutes as having lapsed.

A Councillor speaking about a motion must confine his or her remarks to the matter being considered.

6.12 Motions not to be withdrawn without consent

When a motion has been moved and seconded, it becomes subject to the control of the Ordinary Meeting and may not be withdrawn without the consent of Councillors.

6.13 A Councillor may move an amendment to a motion so long as it still relates to that motion

When a motion has been moved and seconded, a Councillor may move an amendment to it.

A Councillor who moves or seconds a motion must not move or second an amendment to a motion.

Any amendment so moved, must not negate the intent of the original motion.

The Mayor shall rule that any proposed amendment that attempts to negate a motion, or replace an amended motion with the original motion, is rejected.

6.14 Council may only deal with one (1) amendment to a motion at a time

Once an amendment has been moved, no further amendment can be considered until that amendment is disposed of, either because it lapses, or is seconded and put to the vote.

6.15 The amendment, if voted on and carried, becomes a motion

Once an amendment is put to the vote and carried, the motion, as amended, then becomes the motion before the ordinary meeting. Following the carriage of an amended motion to the vote from Councillors present at the meeting.

6.16 Dealing with further amendments to motions

If an amendment to a motion is lost, then further amendments may be considered until a motion is carried (be it the original motion or some variation of it) or all motions are exhausted.

6.17 Limitation as to the number and duration of speeches

The mover of an original motion, in his or her opening speech, must not speak for more than five (5) minutes.

Except with the consent of the Mayor, a Councillor, other than the mover of the original motion, must not speak for more than five minutes at any one time. The Mayor is responsible to keep the Councillors on time.

A Councillor, who is the mover of an original motion, has a right of general reply (and may speak for up to five (5) minutes once all debate is completed) to all observations which have been made in reference to the motion and every amendment involved in respect of it.

A Councillor, other than the mover of an original motion, has the right to speak once to the motion and any amendment proposed to it. The Mayor has the right to close the debate at anytime he or she deems that there has been ample debate.

6.18 Mayor to maintain order, to decide who can speak first and to have priority when speaking

The Mayor must maintain order, and may, without the intervention of any other Councillors, call any Councillor to order whenever, in his or her opinion, it is necessary to do so.

If two (2) or more Councillors attempt to speak at the same time, the Mayor must decide which of the Councillors may speak first.

The Mayor may, at any time during the debate on the matter, indicate an intention to speak.

If the Mayor indicates an intention to speak, a Councillor speaking or proposing to speak to the debate must be silent until the Mayor has been heard.

6.19 Addressing Council

Councillors may insist that other Councillors address them by their official designation, as Mayor or Councillor, as the case may be.

Councillors shall refrain from the use of offensive or inappropriate language, especially in reference to other Councillor.

Councillors shall not make imputations of improper motives or personal reflections on Councillors or staff.

A Councillor who considers that another Councillor is out of order may call upon the Mayor to maintain order.

The call for order must be dealt with immediately, without further discussion, in accordance with the Elected Members' Code of Conduct (Schedule 1 – *Local Government Act 2019*).

Nothing in this clause affects questions being asked relevant to matters under discussion at the meeting.

6.20 How the Mayor shall deal with calls for order from Councillors

Where a Councillor calls for order, the Mayor must rule on the call by determining whether the comments made by a Councillor are out of order.

Where the Mayor rules that a Councillor is out of order on more than three occasions at a meeting he or she may request the Councillor to leave the meeting.

If the Mayor decides that any motion, amendment or other matter (including a matter he or she considers is objectionable) is out of order, it must be rejected and not be considered further.

6.21 Rescinding or altering resolutions

A resolution of the Council may be altered or rescinded if a notice of motion is carried at a meeting to have the matter dealt with at another meeting. Resolutions that bind Council by law or by contract may not be altered or rescinded.

The CEO shall ensure that any notices of motion, once carried, are included in the register of resolutions and are available for future meetings of the Council.

6.22 Motions to improve the handling of matters at a meeting

A Councillor may move a motion to have a matter put on the vote only after the Mayor has:

- a) first queried whether Councillors wish to speak for, or against, the particular motion to do with the matter; and

b) at least two (2) Councillors have had the opportunity to do so

If the motion to put a matter to the vote is lost, debate on the matter must be allowed to continue for at least ten minutes before the Mayor can allow a similar motion for the matter to be put to the vote.

If the motion to put a matter to the vote is carried, the Mayor must immediately put the motion to do with the matter to the vote.

A Councillor may move a motion to have debate on a matter postponed to the next Council meeting and have the meeting move to the next agenda item of business:

a) if the motion is carried, the CEO must ensure the matter is included in the agenda for the next meeting; or

b) if the motion is lost, the Mayor must continue to allow debate on the matter until it is put to the vote.

A Councillor may move a motion to have a meeting adjourned for a short period:

a) if the motion is carried, the meeting must continue with the matter before the meeting at the point where it was delayed; and

b) if the motion is lost, the Mayor must not accept a similar motion within 30 minutes after the motion was lost.

6.23 Councillor absences from, and attendances at, ordinary and special meetings

If a quorum of Councillors is not present within 30 minutes at a meeting in accordance with Chapter 6 of the *Local Government Act 2019*, the CEO must postpone the meeting to a date, time and place as he or she thinks fit and notify members.

Councillors may attend ordinary, special or committee meetings by technological means (teleconference etc) so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over Councillors by members of the public during the meeting.

6.24 Public attendance and participation at meetings

Members of the public, including journalists, shall be allowed to attend ordinary, special or committee meetings unless Council chooses to close them for confidential reasons.

A member of the public must not take part, or attempt to take part, in the proceedings of a meeting of the Council unless invited to do so by the Mayor.

A member of the public who wishes to ask a question or make a submission or comment must do so in writing to the CEO.

A person other than a member, who interrupts the conduct of a meeting shall, on being requested to do so by the Mayor immediately leave the place where the meeting is being held.

Members of the public may, at Council's discretion attend ordinary, special or committee meetings by technological means (teleconference etc) if Council has the technical provision to do so, so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over Councillors by members of the public during the meeting.

6.25 Grounds for closure to public

Public will be asked to leave the meeting when Council is dealing on the matters and information following:

- a) prescribed by Part 3 of the *Local Government (General) Regulations 2021* as confidential;
- b) personnel matters concerning particular individuals;
- c) the personal information, or hardship of any resident or ratepayer, or any other person (Information Privacy Principle 4, *Information Act 2002* – Schedule 2, or any Australian Privacy Principle (Cth));
- d) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
- e) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it;
 - (ii) confer a commercial advantage on a competitor of the Council; and;
 - (iii) reveal a trade secret;
- f) Information that would, if disclosed, prejudice the maintenance of law;
- g) Matters affecting the security of the Council, Councillors, Regional Council staff members, or Council property; and
- h) advice concerning litigation, or advice that would otherwise be privilege from production in legal proceedings on the ground of legal professional privilege (LPP).

6.26 Resolution to Close the meeting to the public

The Council, or a Committee of the Council of which all the members are Councillors or a appointee by Council, may exclude the public from the meeting while business of a classified kind is being considered as deemed by regulations as confidential business, a motion to close part of the meeting to the public should be moved and seconded.

Once confidential business is completed, a motion to move back to the public meeting should be moved and seconded, and the resolutions of the confidential meeting be made available to the public.

6.27 Public rights to make representation

The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

6.28 Grounds for closing part of meeting to be specified

The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

The grounds must specify the following:

- a) the subject title of the matter that is to be discussed during the closed part of the meeting; and
- b) the reason why the part of the meeting is being closed, stated in clause 6.25.

6.29 Public access to decisions made in closed sessions

Resolutions or recommendations made at a closed part of a Council meeting must be made public by the Mayor as soon as practical after the closed part of the meeting has ended.

While discussions in the closed part of the meeting remain confidential, the separate nature of a resolution or recommendation allows it to be made public immediately after the closed part of the meeting has ended, whilst ensuring that confidential information are not revealed.

Any person is entitled to inspect minutes containing resolutions or recommendation from the closed parts of the meeting. The resolutions or recommendations from the closed session of Council or Committee of Council meeting shall be available to the public upon request.

6.30 The Mayor is to maintain order when the public is participating in ordinary, special or committee meetings

The Mayor may invite questions, submissions or comments from members of the public at a meeting of the Council but is not obliged to do so.

If the Mayor considers a question, comment or statement of a member of the public at a meeting of the Council is offensive, irrelevant, and unduly long or deals with a confidential matter, the Mayor may rule the matter out of order and proceed to deal with it or the next item of business.

A question on notice from a member of the public must be included in the agenda for the next Council meeting.

On receiving a comment or submission from a member of the public, the Council must:

- a) refer it to a committee
- b) request it be included in the agenda for the next Council meeting
- c) deal with it under general business at the meeting of the Council; or
- d) note it and take no further action

6.31 Procedures for Council Committee Meetings

Committees of the Council shall follow the same procedures as provided for Council meetings unless the committee resolves otherwise.

Minutes of committee meetings shall be included in the agenda of the following Council meeting as a recommendation for the Council to adopt in whole, or part, or be simply noted with no further action required.

7. Applicable Law

Cited Acts	<ul style="list-style-type: none"> • <i>Local Government Act 2019;</i> • <i>Local Government (General) Regulations 2021;</i> • <i>Information Act 2002;</i>
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Cited Case Law	<i>Nil</i>
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	CL005
Policy Owner	Chief Executive Officer
Endorsed by	OCM
Date approved	28/07/2021
Revisions	Nil
Amendments	Replaces CL005 Meeting Procedure Policy prior to July 2021
Next revision due	2025

9. CONTACT PERSON

Contact person

Manager Corporate Compliance

Contact number

08 8972 9005

1. POLICY CERTIFICATION

Policy title:	Meetings Administration Policy
Policy number:	CL005
Category:	Policy
Classification:	Council
Status:	Approved (OMC 28 July 2021)

2. PURPOSE

The Meetings Administration Policy outlines the administrative dispositions pertaining to the Meetings of Council and its Committees.

3. ORGANISATIONAL SCOPE

This policy applies to all Meetings of Council and its Committees.

4. POLICY STATEMENT

Roper Gulf Regional Council (Council) is a prescribed Local Government body in accordance with the provisions of the *Local Government Act 2019*, and as such, has several core obligations set out by that Act.

Council is a representative, decision-making body, that acts in the interests of its constituents and discharges its duties, without fear or favour, affection or ill-will, as prescribed by the *Local Government Act 2019* and its statutory instruments.

This policy outlines the administrative provisions applicable to the meetings of Council, and that of its Committees.

5. DEFINITIONS

Agenda	means a list of items for consideration at the meeting together with reports and other attachments relating to those items
Amendment	means a motion moved as an alternative to the original motion
CEO	Chief Executive Officer of Roper Gulf Regional Council
Council	means the Council of Roper Gulf Regional Council
Committee	means a Committee established by the Council in accordance with Chapter 5 of the <i>Local Government Act 2019</i> .
Confidential session	is a session of a meeting of Council or a Committee, from which the media and the public has been excluded by a resolution carried in accordance with Section 99 of the <i>Local Government Act 2019</i> .
Councillor	means an Elected Member of Roper Gulf Regional Council.
Deputation	Individuals and groups may request presentation time on the agenda of a Council meeting to make a formal address to the Council. Deputations provide an opportunity for members of the public to address Council on a specific issue.
Deputy Mayor	means the Deputy Principal Member of the Roper Gulf Regional Council
Mayor	means the Principal Member of Roper Gulf Regional Council
Meeting Room	means any location inside the doors of the room being used for the meeting, but does not include any area set aside for the public, media representatives or guests.
Minutes	means the formal record of the proceedings and resolutions of any meeting of Council and as well as those of its Committees.
Motion	is a proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion an item of business for formal consideration for Council or

	its Committees.
Petition	A petition is a formal request used to lobby a law-making body such as local government. It may request an amendment to general law or the review of an administrative decision. The petition is placed before the law-making body with the object of implementing the particular action or amendment. Petitioning is one of the traditional forms by which people can make requests direct to Council.
Quorum	means the minimum number of members needing to be present to constitute a valid meeting (i.e. 50% of attendees plus one).
Record	means a document including in any written, printed, or electronic medium that is or has been made or received in the course of official duties by a Councillor or an employee of the Council that captures an activity, transaction or undertaking, and, in particular, this includes the minutes of meetings of Council or Committee of Council.
Resolution	is a formal decision of a decision making body (i.e. Council or Committee) that has been passed by a majority of its sitting members. E.g. a motion that has been decided and passed by a majority of councillors at the meeting.

6. Principles

6.1 Setting time and dates for the meetings

The Council will by resolution, set the time date and place of Ordinary Meetings of the Council, Finance Committee and Audit Committee meetings for a period of twelve (12) months at least one (1) month prior to every new calendar year.

6.2 Convening a Meeting

A meeting of Council or a Committee is convened by the Chief Executive Officer and cannot be held unless due notice has been given to all members and a quorum is present.

6.3 Notice of Meetings

A notice of meeting of Council or Committee must be published on Council website and in a newspaper circulating in the area before meeting takes place. The notice must specify the time and place of the meeting.

6.4 Notice to be given of agenda items for an ordinary meeting

Councillors shall give important agenda items to the CEO at least fourteen (14) days before the next meeting. This will allow adequate time for researching the matter. The notice must be in writing and signed by the Councillor who wishes the matter to be considered and may include a petition.

6.5 Order of Business

The Roper Gulf Regional Council Agenda is run electronically.

The order in which the agenda is to be prepared shall include:

- a) Present/Staff/Guest
- b) Formal opening of the meeting by Mayor
- c) A formal reading of the Council pledge to be read by Councillors and staff.

- d) **Apologies and leave of absence** – this section considers the submissions of Councillors who are not in attendance however they have formally informed the Mayor, or Chief Executive Officer, or delegate thereof, of their absence, and have given reasons why they cannot attend the meeting. Council shall decide whether the notification and reasons are acceptable. A motion will be made to either accept the absence, or to have it refused if Council deems the provided notice and reason(s) to be unacceptable.

Council will **NOT** accept the apologies, and therefore absence of Councillors who have not provided notice of absence noting that it cannot accept that which it has not received. Councillors who provide reasons of an absence after it occurs will have their submissions considered by Council at its next meeting.

- e) **Confirmation of previous minutes** - a motion will be given that the previous minutes are a true and correct record of that meeting and its decisions (resolutions).
- f) **Notification of previous Committee meeting minutes** – a motion will be given that tables previous minutes Committee minutes for Council's notification and reference. The Minutes themselves will be confirmed by the respective Committee's themselves. If the Committees are, for whatever reason, unable to confirm the minutes, they will be tabled separately to Council for its review and confirmation.
- g) **Call for items of General Business** – this item provides meeting participants an opportunity to put forward new items to Council or its Committee for formal consideration.
- h) **Questions from the Public** – with or without notice.
- i) **Disclosure of interest** - a declaration of conflict of interest with any one agenda item at the meeting must as soon as practicable after a member becomes aware of the conflict of interest must disclose the personal or financial interest that gives rise to the conflict.
- j) **Business arising from previous minutes** - any business arising out of the last minutes/action list. Business arising will not be discussed until the previous minutes have been confirmed.
- k) **Incoming and Outgoing correspondence** - the correspondence received for, or written on behalf of Council since the last Council meeting. If action is required as a result of the correspondence, a motion should be taken on each separate item otherwise a motion is recorded as receiving and noting the incoming and outgoing correspondence for the period specified.
- l) **Ward Reports** – a report is presented for each ward within the Regional Council area to Council with a motion to receive and note the report. Separate motions in relation to the ward are also put forward as part of this report.
- m) **Executive Directorate Reports:** Report from the Mayor and Chief Executive Officer (CEO).
- n) **Divisional Reports – Corporate Services and Sustainability**
- o) **Divisional Reports – Community Services and Engagement.**
- p) **Divisional Reports – Infrastructure, Services, and Planning.**
- q) **Deputations/Petitions** – The Mayor must determine whether the deputation may be heard and a petition may be presented to the Council meeting by a Councillor.
- r) **General Business** – any matter not otherwise dealt with can be raised in general business, subject to any rules requiring notice. Presentations and question time will be maintained by the Mayor. A presentation should not exceed 30 minutes, followed by a 15 minute question period.
- s) **Confidential Session** – the confidential session of a Meeting of Council or its Committees excludes members of the public and media as it deals confidential matters in accordance with Chapter 6 of the *Local Government Act 2019* and Part 3 of the *Local Government (General) Regulations 2021*.

- t) **Close of Meeting** - confirmation of date and time of the next meeting; and the Mayor will formally declare the meeting closed.

Copies of the agenda must be made available to the public at the Council website, Council offices and other determined places, as soon as practicable before each meeting.

The order of business is the ordinary process of holding a Council or Committee meeting. This process may be altered for exceptional cases, with the agreement of Council or the applicable Committee, affirmed via resolution.

6.6 Deciding Business Items

Council and its Committees decide individual business items by means of a vote from individual members. Members **must** vote in favour of, or against, or for an amendment of a business item once a mover and seconder have called a motion.

Members **cannot** abstain from voting.

Matters are decided by way of a majority of votes, and a decision of on a matter is a formal Resolution.

In the event of an equality of votes, the Mayor or Committee Chair **shall not** have a casting vote that decides the matter, and the matter will not pass due to not having attained a majority of votes.

6.7 Procedures for general business at an Ordinary Meeting of Council

When the Mayor calls for General Business items, the CEO or a Councillor may make a request for items to be discussed during general business.

Before requesting for General Business, Councillors or the CEO must have regard to the nature of the matter and whether it requires a decision or is for information only.

If a General Business item requires reasonable consideration or analysis, Council shall consider deferring it to the next meeting.

6.8 Petitions

A petition may be presented to a Council meeting by a Councillor. Before presenting the petition the Councillor must, as far as practicable, become acquainted with the subject matter of the petition.

The Councillor must state the nature of the petition and then read the petition. The petition must be worded in respectful language. Each page of the petition must restate the whole of the petition.

A person must not attach to a petition:

- a) a signature purporting to be that of another person; or
- b) the name of another person

If a petition is presented at an ordinary meeting and was not included in the agenda for the meeting:

- a) a person present at the meeting and associated with the petition, may make a statement, explanation, submission, or comment regarding the petition only if first invited to do so by the Mayor; and
- b) no debate on, or in relation to the petition must be allowed and the only motion that may be moved is that:
 - (i) the petition be received and noted; and

- (ii) be referred to a committee or specific Council staff member through the CEO for consideration and a report be given to the Council at the following Council meeting.

6.9 Deputations

A deputation wishing to attend and be heard at a meeting must apply in writing to the CEO no less than five (5) working days before the next scheduled Council meeting.

The application must state why the deputation wishes to attend and be heard.

The CEO, upon receiving the application, must inform the Mayor of the contents. The Mayor must determine whether the deputation may be heard and notify the CEO accordingly. If the Mayor has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a Council meeting through the Agenda.

Only two (2) people in the deputation may address the meeting unless the Councillors determine otherwise by resolution.

A person in the deputation who is addressing the meeting must be temperate in speech and manner, and must not use insulting or offensive language.

The deputation must be given adequate opportunity and facility to explain the purpose of the matter.

The Mayor may halt an address by a person in a deputation if:

- a) the Mayor is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors; or
- b) the person is severe in speech or manner or uses insulting or offensive language

6.10 Motions to be dealt with in the order they appear in the agenda unless otherwise determined

The motions shall be dealt in the order they appear in the agenda. If, for any reason, the sequence of agenda items are to be altered, Council will pass resolution to move the motion and then will make a separate resolution to resolve the motion.

6.11 Motions to have a mover and a seconder

The Mayor will read out the agenda item and will ask the relevant member to speak on the agenda item. The member will not take more than five (5) minutes to explain the report and after that Councillor may have question and answer time on the agenda item and report. The Mayor will then read the motion and will invite Councillors to move a motion. If Councillors are happy with the motion, Councillor will first show their hand and then move a motion. If any councillor deems to have amendment in motion, then the amendment will be discussed and the Mayor will invite Councillors to move the amended motion. Once Councillor moves the motion, the Mayor will invite Councillors to second the motion. Councillor will first show their hand and second the motion.

The Mayor shall only allow debate on a motion if it is seconded, requesting initially for a Councillor that may wish to speak against the motion to speak for a maximum of five (5) minutes for, or against the motion.

A motion that is not seconded must be recorded in the minutes as having lapsed.

A Councillor speaking about a motion must confine his or her remarks to the matter being considered.

6.12 Motions not to be withdrawn without consent

When a motion has been moved and seconded, it becomes subject to the control of the Ordinary Meeting and may not be withdrawn without the consent of Councillors.

6.13 A Councillor may move an amendment to a motion so long as it still relates to that motion

When a motion has been moved and seconded, a Councillor may move an amendment to it.

A Councillor who moves or seconds a motion must not move or second an amendment to a motion.

Any amendment so moved, must not negate the intent of the original motion.

The Mayor shall rule that any proposed amendment that attempts to negate a motion, or replace an amended motion with the original motion, is rejected.

6.14 Council may only deal with one (1) amendment to a motion at a time

Once an amendment has been moved, no further amendment can be considered until that amendment is disposed of, either because it lapses, or is seconded and put to the vote.

6.15 The amendment, if voted on and carried, becomes a motion

Once an amendment is put to the vote and carried, the motion, as amended, then becomes the motion before the ordinary meeting. Following the carriage of an amended motion to the vote from Councillors present at the meeting.

6.16 Dealing with further amendments to motions

If an amendment to a motion is lost, then further amendments may be considered until a motion is carried (be it the original motion or some variation of it) or all motions are exhausted.

6.17 Limitation as to the number and duration of speeches

The mover of an original motion, in his or her opening speech, must not speak for more than five (5) minutes.

Except with the consent of the Mayor, a Councillor, other than the mover of the original motion, must not speak for more than five minutes at any one time. The Mayor is responsible to keep the Councillors on time.

A Councillor, who is the mover of an original motion, has a right of general reply (and may speak for up to five (5) minutes once all debate is completed) to all observations which have been made in reference to the motion and every amendment involved in respect of it.

A Councillor, other than the mover of an original motion, has the right to speak once to the motion and any amendment proposed to it. The Mayor has the right to close the debate at anytime he or she deems that there has been ample debate.

6.18 Mayor to maintain order, to decide who can speak first and to have priority when speaking

The Mayor must maintain order, and may, without the intervention of any other Councillors, call any Councillor to order whenever, in his or her opinion, it is necessary to do so.

If two (2) or more Councillors attempt to speak at the same time, the Mayor must decide which of the Councillors may speak first.

The Mayor may, at any time during the debate on the matter, indicate an intention to speak.

If the Mayor indicates an intention to speak, a Councillor speaking or proposing to speak to the debate must be silent until the Mayor has been heard.

6.19 Addressing Council

Councillors may insist that other Councillors address them by their official designation, as Mayor or Councillor, as the case may be.

Councillors shall refrain from the use of offensive or inappropriate language, especially in reference to other Councillor.

Councillors shall not make imputations of improper motives or personal reflections on Councillors or staff.

A Councillor who considers that another Councillor is out of order may call upon the Mayor to maintain order.

The call for order must be dealt with immediately, without further discussion, in accordance with the Elected Members' Code of Conduct (Schedule 1 – *Local Government Act 2019*).

Nothing in this clause affects questions being asked relevant to matters under discussion at the meeting.

6.20 How the Mayor shall deal with calls for order from Councillors

Where a Councillor calls for order, the Mayor must rule on the call by determining whether the comments made by a Councillor are out of order.

Where the Mayor rules that a Councillor is out of order on more than three occasions at a meeting he or she may request the Councillor to leave the meeting.

If the Mayor decides that any motion, amendment or other matter (including a matter he or she considers is objectionable) is out of order, it must be rejected and not be considered further.

6.21 Rescinding or altering resolutions

A resolution of the Council may be altered or rescinded if a notice of motion is carried at a meeting to have the matter dealt with at another meeting. Resolutions that bind Council by law or by contract may not be altered or rescinded.

The CEO shall ensure that any notices of motion, once carried, are included in the register of resolutions and are available for future meetings of the Council.

6.22 Motions to improve the handling of matters at a meeting

A Councillor may move a motion to have a matter put on the vote only after the Mayor has:

- a) first queried whether Councillors wish to speak for, or against, the particular motion to do with the matter; and
- b) at least two (2) Councillors have had the opportunity to do so

If the motion to put a matter to the vote is lost, debate on the matter must be allowed to continue for at least ten minutes before the Mayor can allow a similar motion for the matter to be put to the vote.

If the motion to put a matter to the vote is carried, the Mayor must immediately put the motion to do with the matter to the vote.

A Councillor may move a motion to have debate on a matter postponed to the next Council meeting and have the meeting move to the next agenda item of business:

- a) if the motion is carried, the CEO must ensure the matter is included in the agenda for the next meeting; or
- b) if the motion is lost, the Mayor must continue to allow debate on the matter until it is put to the vote.

A Councillor may move a motion to have a meeting adjourned for a short period:

- a) if the motion is carried, the meeting must continue with the matter before the meeting at the point where it was delayed; and
- b) if the motion is lost, the Mayor must not accept a similar motion within 30 minutes after the motion was lost.

6.23 Councillor absences from, and attendances at, ordinary and special meetings

If a quorum of Councillors is not present within 30 minutes at a meeting in accordance with Chapter 6 of the *Local Government Act 2019*, the CEO must postpone the meeting to a date, time and place as he or she thinks fit and notify members.

Councillors may attend ordinary, special or committee meetings by technological means (teleconference etc) so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over Councillors by members of the public during the meeting.

6.24 Public attendance and participation at meetings

Members of the public, including journalists, shall be allowed to attend ordinary, special or committee meetings unless Council chooses to close them for confidential reasons.

A member of the public must not take part, or attempt to take part, in the proceedings of a meeting of the Council unless invited to do so by the Mayor.

A member of the public who wishes to ask a question or make a submission or comment must do so in writing to the CEO.

A person other than a member, who interrupts the conduct of a meeting shall, on being requested to do so by the Mayor immediately leave the place where the meeting is being held.

Members of the public may, at Council's discretion attend ordinary, special or committee meetings by technological means (teleconference etc) if Council has the technical provision to do so, so long as there are no members of the public in attendance when confidential matters are discussed and undue influence is not exercised over Councillors by members of the public during the meeting.

6.25 Grounds for closure to public

Public will be asked to leave the meeting when Council is dealing on the matters and information following:

- a) prescribed by Part 3 of the *Local Government (General) Regulations 2021* as confidential;
- b) personnel matters concerning particular individuals;

- c) the personal information, or hardship of any resident or ratepayer, or any other person (Information Privacy Principle 4, *Information Act 2002* – Schedule 2, or any Australian Privacy Principle (Cth));
- d) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;
- e) commercial information of a confidential nature that would if disclosed:
 - (i) prejudice the commercial position of the person who supplied it;
 - (ii) confer a commercial advantage on a competitor of the Council; and;
 - (iii) reveal a trade secret;
- f) Information that would, if disclosed, prejudice the maintenance of law;
- g) Matters affecting the security of the Council, Councillors, Regional Council staff members, or Council property; and
- h) advice concerning litigation, or advice that would otherwise be privilege from production in legal proceedings on the ground of legal professional privilege (LPP).

6.26 Resolution to Close the meeting to the public

The Council, or a Committee of the Council of which all the members are Councillors or a appointee by Council, may exclude the public from the meeting while business of a classified kind is being considered as deemed by regulations as confidential business, a motion to close part of the meeting to the public should be moved and seconded.

Once confidential business is completed, a motion to move back to the public meeting should be moved and seconded, and the resolutions of the confidential meeting be made available to the public.

6.27 Public rights to make representation

The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

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The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

The grounds must specify the following:

- a) the subject title of the matter that is to be discussed during the closed part of the meeting; and
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Resolutions or recommendations made at a closed part of a Council meeting must be made public by the Mayor as soon as practical after the closed part of the meeting has ended.

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A question on notice from a member of the public must be included in the agenda for the next Council meeting.

On receiving a comment or submission from a member of the public, the Council must:

- a) refer it to a committee
- b) request it be included in the agenda for the next Council meeting
- c) deal with it under general business at the meeting of the Council; or
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Committees of the Council shall follow the same procedures as provided for Council meetings unless the committee resolves otherwise.

Minutes of committee meetings shall be included in the agenda of the following Council meeting as a recommendation for the Council to adopt in whole, or part, or be simply noted with no further action required.

7. Applicable Law

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Cited Case Law	<i>Nil</i>
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	CL005
Policy Owner	Chief Executive Officer
Endorsed by	OCM
Date approved	28/07/2021

Revisions	Nil
Amendments	Replaces CL005 Meeting Procedure Policy prior to July 2021
Next revision due	2025

9. CONTACT PERSON

Contact person
Contact number

Manager Corporate Compliance
08 8972 9005

EXECUTIVE REPORTS



ITEM NUMBER	10.4
TITLE	Formal Declaration of Interests
REFERENCE	1205766
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That all Elected Members formally declare interests according to law.

BACKGROUND

Elected Members must ensure that they act fairly and impartially in their capacity as Councillors, and that they act in the interest of their constituents instead of their own.

For the purposes of transparency, Elected Members are required by Section 110 of the *Local Government Act 2019* and Regulation 106 (2) of the *Local Government (General) Regulations 2021* to formally declare their interests, and to confirm this annually, or as any change in circumstances occur.

It is an offence for Elected Members to interfere, or otherwise be present when Council considers a matter that individual Members have an interest in, unless prior ministerial approval is granted.

ISSUES/OPTIONS/SWOT

Attached is Schedule 5 of the *Local Government (General) Regulations 2021* that is the prescribed form for Elected Members’ Interests Declaration.

All Elected Members are legally required to complete this form and submit it to the Chief Executive Officer.

Interests must legally be publicly available on Council’s website.

FINANCIAL CONSIDERATIONS

Not Applicable

ATTACHMENTS

- 1 Declaration of Interest - Members.pdf

Schedule 5 Annual return of interests for council members

Schedule 5 Annual return of interests for council members

regulation 108

Name: _____

Council: _____

Initials: _____

A council member must give the details required for each type of interest that the council member holds.

If extra pages are needed, each extra page must be numbered and identified as part of this form and must include the name of the council member, the name of the council and initials of the council member.

(a) Shareholding in a public or private company (including a holding company)		
Name of the company		
(b) Interest as trustee or beneficiary in a family or business trust (excluding: an interest as a trustee in a trust where neither the member or any associate of the member is a beneficiary; or an interest in a land trust under the <i>Aboriginal Land Rights (Northern Territory) Act 1976 (Cth)</i>)		
Name of the trust	Nature of the trust's operation	Nature of the interest
(c) Interest as owner of real estate		
Location (suburb or area only)	Purpose for which it is owned	

Schedule 5 Annual return of interests for council members

(d) Registered company directorship		
Name of the company		
(e) Interest in partnership		
Name of the partnership	Activities of the partnership	Nature of the interest
(f) Political membership		
Name of the political party or body		
(g) Membership in an organisation where a conflict of interest with the member's public duties could foreseeably arise or be seen to arise		
Name of the organisation		
(h) Any other interest where a conflict of interest with a member's public duties could foreseeably arise or be seen to arise		
Nature of the interest		
(i) Any other substantial source of income		
<i>Note: The general rule is income of over \$1 000 per annum might be notifiable.</i>		
Nature of the income		

Schedule 5 Annual return of interests for council members

I confirm that the information provided in this form reflects all the interests I should declare under section 110 of the *Local Government Act 2019* and regulation 106(2) of the *Local Government (General) Regulations 2021*.

Council member signature: _____ Date: _____

Full name of witness: _____

Witness signature: _____ Date: _____

EXECUTIVE REPORTS



ITEM NUMBER	10.5
TITLE	Council Meetings
REFERENCE	1205915
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council decides its Meeting dates for its coming Term.

BACKGROUND

Chapter 6 of the *Local Government Act 2019* states that Council must have an Ordinary Meeting at least once in each successive period of two (2) months.

ISSUES/OPTIONS/SWOT

Council is requested to ascertain and resolve its Meeting pattern for its coming term, particularly if it meets monthly or bi monthly.

The Manager Corporate Compliance advises Council that in its previous terms, it held an Ordinary Meeting every two (2) months due to logistical considerations.

For the purposes of consistency and clarity, the Manager Corporate Compliance advises Council for it to nominate the fourth (4th) Wednesday of its Meeting months to be the prescribed date for its Ordinary Meetings.

Council had previously tasked the Finance Committee to meet during the months that no Ordinary Meetings were held, and delegated to that Committee its decision-making functions for urgent matters.

FINANCIAL CONSIDERATIONS

The cost of holding a Ordinary Meeting of Council is about \$ 15,000. The budget for Council and Finance Committee meetings for 2021/22 is \$ 187,000.

ATTACHMENTS

There are no attachments for this report.

EXECUTIVE REPORTS



ITEM NUMBER	10.6
TITLE	Council Committees
REFERENCE	1205934
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION**That Council:**

- (a) Receives and notes this report;**
- (b) Appoints Elected Members to the Audit Committee;**
- (c) Appoints subsequent Committees and their Members**
- (d) Confirms the continuation of the independent members on Council Committees**

BACKGROUND

Part 5.2 of the *Local Government Act 2019* states that Council may, by resolution, establish one or more Committees.

Council has inherited from its previous term:

- (1) Finance Committee;
- (2) Audit Committee;
- (3) Roads Committee;
- (4) Community Grants Committee.

ISSUES/OPTIONS/SWOT

Council is required by Part 5.3 of the *Local Government Act 2019* to have an Audit Committee. The Terms of Reference for the Audit Committee are attached for Council's review.

Council may establish further Committees if it so chooses.

Regulation 17 of the *Local Government (General) Regulations 2021* requires the Chief Executive Officer (CEO) to give monthly financial reports to Council. In the event that Council chooses not to meet on a monthly basis, it may delegate this function to a Committee.

Council has a Finance Committee that was established in accordance with the previous *Local Government Act 2008* requirements for this purpose.

If Council chooses to meet bi-monthly, it must then delegate the financial reporting obligation to a Committee.

Council has the following options:

- (1) Meet monthly and have no committees other than the legally prescribed Audit Committee;
- (2) Meet bi-monthly, continue with the Finance Committee in its current form and function;
- (3) Continue with the Roads Committee as a separate entity as established;
- (4) Expand the role of the Finance Committee to include Roads and Infrastructure review;
- (5) Establish additional committees.

The Manager Corporate Compliance suggests that Council continues with the Finance Committee for this financial reporting purpose noting that it has an independent member that adds an impartial oversight to Council's financial affairs.

Furthermore, the Manager Corporate Compliance advises Council that the role and function of the Finance Committee be expanded so as to include the previous functions of the Roads Committee, and to accommodate projects monitoring function as well. The Terms of Reference for the Finance Committee and the Roads Committee are attached for Council's review and consideration.

FINANCIAL CONSIDERATIONS

Yet to be ascertained

ATTACHMENTS

- 1 [!\[\]\(223f1a84e0bc2cacb9c165f716817dcc_img.jpg\) !\[\]\(c437123967ec19fa50ef7951237304ba_img.jpg\)](#) Terms of Reference for Audit Committee.pdf
- 2 [!\[\]\(5325e9c836a444f145b8307dfcd1cfab_img.jpg\) !\[\]\(9f5d0764377e51ece5908130fb65996e_img.jpg\)](#) Terms of Reference Finance Committee.pdf
- 3 [!\[\]\(8159f91629c88c355cf8b4f4c9ab7085_img.jpg\) !\[\]\(93a937c38232525cdd9fbb803af5ab74_img.jpg\)](#) Terms of Reference Roads Committee.pdf

Roper Gulf Regional Council Terms of Reference - Audit Committee



Roper Gulf Regional Council Audit Committee Terms of Reference

Roper Gulf Regional Council has established the Audit Committee pursuant to the Regulation 10 (3) of the *Local Government (Accounting) Regulations 2008* to assist the Council in monitoring its compliance with proper standards of financial management, and its compliance with the *Local Government (Accounting) Regulations 2008* and Accounting Standards.

The Audit Committee is an Advisory Committee and does not have executive powers or authority to implement actions in areas which management has responsibility and does not have any delegated financial responsibility. The Audit Committee does not have any management functions and is therefore independent from management.

1. Objectives

The objective of the Audit Committee is to advise Council on, and where delegated, determine upon matters outlined in the roles and responsibilities of the Audit Committee. This includes the provision of independent review and assistance to the Council, Chief Executive Officer and executive management on Council's risk, control and compliance framework, and its financial statement pertaining to its financial management responsibilities.

2. Membership

Members of the Audit Committee are appointed by the Council. The Audit Committee shall consist of five (5) members:

- one (1) Independent Member (Chair)
- one (1) Independent Member
- three (3) Councillors

Appointments of Council Members shall be for a term of two (2) years. Appointees may be reappointed by the Council for a maximum of six (6) consecutive years.

Independent Members of the Audit Committee shall have senior business or financial management/reporting knowledge and expertise, and be conversant with the financial, risk management and governance issues, and have extensive accounting, auditing or legal skills, and other reporting requirement of Local Government.

Appointments of external Independent Members shall be for a term of four (4) years at the commencement of each Council term. Appointees may serve as an Independent Member for the maximum period of two (2) terms.

3. Chairperson

The Council shall appoint any one of the Independent Members as the Chairperson of the Audit Committee for a period of 12 months.

The Chairperson's performance shall be reviewed by the CEO on an annual basis, before the expiry of their term.

The Council shall appoint the Chairperson on a yearly basis via resolution.

The Chairperson of the Audit Committee must be an Independent Member. Elected Members of RGRC are not eligible to Chair the Audit Committee.

Roper Gulf Regional Council Terms of Reference - Audit Committee



4. Authority

The Council authorises the Audit Committee, within the scope of its role and responsibilities, through the Chairperson, to:

- seek any information it requires, subject to their legal obligation to protect information, from any of the Directors and Managers in consultation with the Chief Executive Officer;
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any of the Directors and Managers, including the Chief Executive Officer, at Audit Committee meetings; and
- obtain external legal or other independent professional advice with the agreement of the Chief Executive Officer.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Chief Executive Officer.

The Committee can perform or instigate investigations on Council's request or through its 'own motion' if it believes on reasonable grounds that a significant legislative or contractual breach has, is, or is about to occur.

5. Roles and Responsibilities

5.1 Financial Reporting

The Audit Committee shall monitor the integrity of the financial statements of the Council, including its annual report, reviewing significant financial reporting issues and judgments which they contain.

The Audit Committee shall review and challenge where necessary:

- (a) the adequacy of processes to ensure integrity of reported financial information and appropriate review and management sign-off, prior to the CEO's and Council's approval of the draft financial statements;
- (b) the consistency of, and any changes to, accounting policies both on a year on year basis;
- (c) the methods used to account for significant or unusual transactions where different approaches are possible;
- (d) whether the Council has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;
- (e) the clarity of disclosure in the Council's financial reports and the context in which statements are made;
- (f) all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement; and
- (g) the processes in place to ensure that the financial information included in the Council's annual report is consistent with the signed financial statements.

5.2 Compliance

The Audit Committee shall:

- review the effectiveness of the system for monitoring the Council's compliance with all applicable laws, regulations and associated government policies pertaining to proper standards of financial management which the Council must comply with;
- review the process for building the capacity of Council to manage financial misconduct risk and its management strategies to enhance resistance to financial misconduct whilst improving Council's financial performance and integrity;
- monitor compliance of Program Funding Agreements, Service Level Agreements, Funding Agreements or any other agreements with any funding bodies or agencies to ensure proper standards of financial management;

Roper Gulf Regional Council Terms of Reference - Audit Committee



- keep informed on the findings of any examinations of financial matters by regulatory agencies, and any auditor (internal or external) observations and monitor management's response to these findings;
- obtain regular updates from management on compliance matters pertaining to financial management and Accounting Standards.

5.3 Internal Control and Risk Management

The Audit Committee may address issues pertaining to the approach, strategies, and activities undertaken by Council to address business, corporate, and financial risk, governance responsibilities and legislative compliance as assigned to it by the Chief Executive Officer or Council.

The Audit Committee may also review issues of a strategic nature as required by the Chief Executive Officer or Council.

5.4 Internal Audit

Review the adequacy of the Council's internal audit function for ensuring compliance with the *Local Government (Accounting) Regulations 2008*, the Australian Accounting Standards, and the proper standards of financial management.

The Committee provide advice on the adequacy of internal audit resources relevant to the Council's identified financial risks and management strategies.

The Committee may initiate internal audits or investigations via resolution if it believes on reasonable grounds that it is necessary or in the interests of Council to do so.

The Committee shall review Council's unaudited financial statements at the end of the financial year; set the audit agenda and Committee's work plan, including meeting dates, for the coming financial year.

5.5 External Audit

The Audit Committee shall assist Council meet its financial management, Accounting Standards, and regulatory obligations by meeting with the External Auditors as required, and discussing findings, review the draft audited financial statements and provide necessary feedback to Council.

The Audit Committee shall also review the effectiveness of the external audit and monitor the implementations of any recommendations authorised by Council or the Chief Executive Officer.

The Audit Committee shall review the Report to the Chief Executive Officer and management's response to the external auditor's findings and recommendations.

5.6 Provision of Information

The CEO will advise the committee members in the event of following:

- loss of significant programs
- material theft
- adverse financial event

5.7 Administrative Review

The Audit Committee shall have an administrative review function (s229 *Local Government Act 2008*) if required, so as to review a Council decision which is designated as reviewable by the *Local Government Act 2008*. Administrative review matters shall be assigned to the Committee as required by the Chief Executive Officer or Council.

6. Meetings

Roper Gulf Regional Council Terms of Reference - Audit Committee



A meeting of the Audit Committee can be call at the request of any two (2) members of the Committee or by the Chair.

The Audit Committee Meetings may be considered confidential subject to the Section 65 (2) of the *Local Government Act 2008* and Regulation 8 of *Local Government (Administration) Regulations 2008*.

Confidentiality of matters deliberated by the Audit Committee is determined by their sensitivity and nature. Confidentiality of matters deliberated by the Committee shall be determined through assessment against the Part 4, Division 2 *Information Act 2008* public interest provisions, together with their probative value and presumption in favour of disclosure not prejudicing the interests of Council (Regulation 8(c)(iv) *Local Government (Administration) Regulations 2008*).

The Audit Committee will hold meetings at least four (4) times in a year. The internal or external auditors may request a meeting if they consider that one is necessary.

Meetings can be held in person, by telephone, or by video conference.

Only members of Audit Committee are entitled to vote in Audit Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

The Chief Executive Officer, Directors and Finance Manager shall be invited to attend each meeting, unless specifically requested not to do so by the chairperson of the Committee.

7. Quorum

A quorum for the Audit Committee is three (3) members and must include the Chair.

8. Proxies

In order to ensure continuity and a useful level of knowledge and experience, Audit Committee members are not permitted to send proxies to the meeting.

9. Administrative Support

The Chief Executive Officer will appoint a Secretary to provide administrative support to the Audit Committee.

10. Reporting

Following each meeting of the Audit Committee, the meeting minutes will be presented to the Council providing information on the meeting and its outcomes and recommendations.

Audit Committee minutes may be designated confidential.

The Chairperson of the Audit Committee shall prepare and provide an annual report on its operations to the Council.

11. Conflict of Interest

In accordance with Section 74(1) of the *Local Government Act 2008*, Committee members will be required to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

12. Meeting Sitting Fee

Roper Gulf Regional Council Terms of Reference - Audit Committee



Independent Members of the Audit Committee will be remunerated at a rate of \$900 per meeting by agreement with the CEO. This payment rate covers preparation for the meeting, meeting attendance, and travel expenses.

On attendance, each Councillor who is an Audit Committee Member will be paid extra meeting allowance for that meeting.

13. Committee Performance and Review

The Committee will review its performance on an annual basis and report to Council.

The review may be conducted as a self-assessment, and will be coordinated by the Chairperson. The assessment may also seek input from other parties.

The review will also include a review of the Terms of Reference for Audit Committee. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

14. Legislation referenced in the Terms of Reference

Local Government Act 2008

Local Government (Accounting) Regulations 2008

Local Government (Administration) Regulations 2008

Information Act 2002

15. Document Review

Dates of amendments made by Council resolution:

28 January 2015 OCM	Council endorsed the document
24 June 2015 OCM	Council approved the amendment to the document
14 September 2017 OCM	Council approved the amendment to the document
18 April 2018 OCM	Council approved the amendment to the document
11 December 2020 OMC	Council approved the amendment to the document

**Roper Gulf Regional Council
Terms of Reference - Finance Committee**



**Roper Gulf Regional Council Finance Committee
Terms of Reference**

Roper Gulf Regional Council (RGRC) has established the Finance Committee pursuant to Regulation 11 of the *Local Government (Accounting) Regulations*. According to Regulation 11 of the *Local Government (Accounting) Regulations*, if a Council is not required to hold an ordinary meeting at least once in each month, the council must appoint a committee and delegate to the Committee the necessary powers to carry out, on behalf of the council, financial functions of the Council in the months the council does not hold an ordinary meeting.

1. Objective

RGRC holds an Ordinary Meeting of Council every second month and has set up a Finance Committee to carry out financial functions in the alternate month, thus meeting its obligations under *Local Government Act* (the Act).

2. Functions of Finance Committee

Under the control and direction of the Council, the Finance Committee will:

- Ensure the annual budget is aligned with the Business (Regional) Plan.
- Monitor and report on financial performance against the annual budget and the Business Plan.
- Receive and review the monthly financial reports.
- Formulate strategies to improve Roper Gulf Regional Council's financial position.
- Make decisions on behalf of Council when the matter cannot be held over until the next Ordinary Meeting of Council.
- Review proposed and current RGRC investments and investment strategies, and approve commencement or amendment as necessary.
- Review administrative decisions which are prescribed by the *Local Government Act* as reviewable.

3. Membership

Members of this Committee include the Mayor and Deputy Mayor, three (3) other Councillors appointed by Council and an Independent Member appointed by Council. The CEO and Finance Manager are *ex officio* members and have no voting rights.

4. Chairperson

The Mayor or the Deputy Mayor will chair the Finance Committee.

5. Roles and Responsibilities

The roles and responsibilities of the Finance Committee will be as follows:

- a. Review the monthly income and expenditure reports, monitor progress against the budget and provide advice to Council in respect to these.
- b. Approve amendments to budget and re-allocation of resources.
- c. Review and accept or reject Program Funding Agreements or any other offers of funding.
- d. Consider and make appropriate recommendations to Council on any matters having a significant financial impact on Roper Gulf Regional Council.
- e. At least annually, report to Council on adequacy of Roper Gulf Regional Council's insurance coverage.
- f. On a regular basis, review the financial investments of Roper Gulf Regional Council.

Roper Gulf Regional Council Terms of Reference - Finance Committee



- g. At least annually, review Roper Gulf Regional Council's borrowing program.
- h. Review financial delegations at least annually.
- i. To advise Council on the level of allowances to be paid to Councillors.
- j. Review and determine action for any other financial documents that need to be dealt with prior to the next Ordinary Meeting of Council.
- k. Work with CEO and Finance Manager to develop the annual budget, ensure it aligns with the Business Plan and present it to Council for adoption.
- l. Approve the awarding of any tenders or major contracts.
- m. Recommend fees and charges to be made by Roper Gulf Regional Council.
- n. Review applications for financial aid made to Roper Gulf Regional Council and provide recommendations to Council.
- o. Contribute to the preparation of the annual financial statements.
- p. Review the annual audited financial statement and auditor's report and recommend any necessary follow-up.
- q. Exercise any general authority delegated by Council.
- r. Deal with any tasks that have been delegated from a previous Council meeting.
- s. Consider any matters referred by the CEO or the Council.
- t. Deal with urgent matters that cannot wait until the next Council meeting by making a decision.
- u. Review appeals against decisions of Council or council staff members which are prescribed by the *Local Government Act* as reviewable.
- v. Assess/consider/develop proposed and current investments and investment strategies of Council, and approve commencement and amendments as required.

6. Limitations

If an issue involves expenditure of \$500,000 or more that is in variance to the budget the Finance Committee must make a recommendation to the next Ordinary Meeting of Council.

If an issue involves expenditure of \$500,000 or more, but is urgent and cannot be held over until the next Ordinary Meeting of Council, the Finance Committee will make a recommendation, record how each member of the Committee votes on the recommendation and direct the Mayor/Deputy Mayor or CEO as appropriate to contact other Council members out of session for their vote on the issue.

A decision by the majority of Elected Members for or against the resolution shall be taken as a decision of Council regardless of whether or not all Elected Members were contacted.

7. Quorum

A quorum for the Finance Committee is three (3) members and must include the Mayor or Deputy Mayor.

8. Proxies

In order to ensure continuity and a useful level of knowledge and experience, Finance Committee members are not permitted to send proxies to the meeting.

9. Term of office

The term of office is for the Local Government electoral term. A newly elected Council will appoint a new Finance Committee. Should a Councillor be re-elected, he/she may serve multiple terms on the Finance Committee if appointed by Council. A newly elected Council may choose to re-appoint a former Independent Member if they wish.

**Roper Gulf Regional Council
Terms of Reference - Finance Committee**



10. Self-review

At least once a year, the Finance Committee will devote part of the meeting to reviewing its own processes and outcomes of the preceding year.

11. Timing and mode of meetings

The Finance Committee will meet in the months between Ordinary Meetings of Council. Meetings can be held face-to-face, by teleconference, by videoconference or by a mixture of any of these.

12. Minutes

Minutes must be kept of the decisions and actions of the Finance Committee. Minutes will be taken by the Governance delegated staff member.

13. Reporting

The minutes of the Finance Committee will be tabled at the next Council Meeting for confirmation.

14. Conflict of Interest

In accordance with Section 74(1) of the *Local Government Act*, Committee members will be required to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at the Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

15. Remuneration and Allowances

Councillors who are Committee members shall be paid the Extra Meeting Allowance payment for each Committee meeting they attend.

The Mayor and Deputy Mayor are not eligible for the Extra Meeting payment as it is provided for and included in their base allowance (Clause 2(2) *Local Government Guideline 2 – Member Allowances*).

Independent Members are eligible for remuneration at a rate of \$900 per meeting which shall be inclusive of meeting preparation, attendance, and necessary travel.

16. Legislation referenced in the Terms of Reference

Local Government Act

Local Government (Accounting) Regulations

17. Document Control

Document	Terms of Reference for Finance Committee
Endorsed by	Council
Date approved	24 February 2010
Amendments Approved	26 September 2012 28 May 2014 26 August 2015 14 September 2017

Roper Gulf Regional Council
Terms of Reference – Roads Committee



**Roper Gulf Regional Council Roads Committee
Terms of Reference**

Roper Gulf Regional Council has established the Roads Committee to facilitate roads project advancement and to report back to Council. The Committee was established at the Ordinary Meeting of Council on 18 April 2018 (Resolution 76/2018).

1. Objectives

The objective of the Roads Committee is to facilitate roads project advancement by reviewing current and proposed roads projects, nominating priorities, raising concerns.

2. Membership

Members of the Roads Committee are appointed by the Council. The Roads Committee shall consist of five (5) members:

- five (5) Elected Members

Appointments of Council Members shall be for a term of two (2) years. Appointees may be reappointed by the Council for a maximum of six (6) consecutive years.

3. Chairperson

The Council shall appoint any one of the Members as chair of the Committee for the period of 12 months. On the anniversary of the Chairperson's appointment, the Council shall appoint any one of the Members for the forthcoming 12 months.

4. Authority

The Council authorises the Roads Committee, within the scope of its role and responsibilities, through the Chairperson, to:

- seek any information pertaining to roads projects it requires, subject to their legal obligation to protect information, from any of the Directors and Managers in consultation with the Chief Executive Officer;
- request the attendance of any of the Directors and Managers, including the Chief Executive Officer, at Roads Committee meetings; and
- obtain external independent professional advice with the agreement of the Chief Executive Officer.

The Committee is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Chief Executive Officer.

The Committee can perform or instigate investigations on Council's request.

5. Roles and Responsibilities

5.1 Financial Considerations

The Roads Committee shall review current and proposed roads projects against actual and potential funding sources.

The Roads Committee shall review and challenge where necessary:

- (a) the funding allocation for current and proposed roads projects within the Roper Gulf Region;
- (b) the consistency of, and any changes to, roads projects funding in line with Council and Community concerns;
- (c) the methods used to account for significant or unusual transactions where different approaches are possible;

Roper Gulf Regional Council
Terms of Reference – Roads Committee



- (d) all material information presented with the financial statements, such as the operating and financial review and the corporate governance statement; and

5.2 Roads Projects:

The Roads Committee shall:

- (a) review whether current and proposed roads projects and timeframes are consistent with Council and Community expectations;
- (b) review current and proposed roads projects and provide Council with a comprehensive breakdown of operational details including challenges so as to place Council in a position where it is informed of implementation challenges;
- (c) nominate priority projects whether current or proposed;

5.3 Administrative Review

The Roads Committee shall have an administrative review function (s229 *Local Government Act*) if required, so as to review a Council decision which is designated as reviewable by the *Local Government Act*.

6. Meetings

A meeting of the Roads Committee can be called at the request of any two (2) members of the Committee or by the Chair.

The Roads Committee Meetings may be considered confidential subject to the Section 65 (2) of *Local Government Act* and Regulation 8 (c) of *Local Government (Administration) Regulations*.

The Roads Committee will hold meetings twice each year, in March and September. The internal or external auditors may request a meeting if they consider that one is necessary.

Meetings can be held in person, by telephone, or by video conference.

Only members of Roads Committee are entitled to vote in Roads Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.

The Chief Executive Officer, Directors and Finance Manager shall be invited to attend each meeting, unless specifically requested not to do so by the chairperson of the Committee.

7. Quorum

A quorum for the Roads Committee is three (3) Members.

8. Proxies

In order to ensure continuity and a useful level of knowledge and experience, Roads Committee members are not permitted to send proxies to the meeting.

9. Administrative Support

The Chief Executive Officer will appoint a Secretary to provide administrative support to the Roads Committee.

10. Reporting

Following each meeting of the Roads Committee, the meeting minutes will be presented to the Council providing information on the meeting and its outcomes.

Roads Committee minutes may be designated confidential.

Roper Gulf Regional Council
Terms of Reference – Roads Committee



The Chairperson of the Roads Committee shall prepare and provide an annual report on its operations to the Council.

11. Conflict of Interest

In accordance with Section 74(1) of the *Local Government Act*, Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

12. Meeting Sitting Fee

The Elected Members with the exception of the Mayor or Deputy Mayor are eligible for an Extra Meeting Allowance to be paid for attending the Roads Committee meetings.

13. Committee Performance and Review

The Committee will review its performance on an annual basis and report to Council.

The review may be conducted as a self-assessment, and will be coordinated by the Chairperson. The assessment may also seek input from other parties.

The review will also include a review of the Terms of Reference for Roads Committee.

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

14. Legislation referenced in the Terms of Reference

Local Government Act
Information Act

15. Document Review

Date of Adoption	Adopted by Council on 27 June 2018
Amendments	Nil
Revision	Nil

EXECUTIVE REPORTS



ITEM NUMBER	10.7
TITLE	Council Policies
REFERENCE	1206119
AUTHOR	Chloe IRLAM, Governance Engagement Coordinator

RECOMMENDATION

That Council receives and notes the Council Policies Report.

BACKGROUND

Council is required by law to have certain policies in place. A policy is Council’s formal position on a strategic concept or proposition.

ISSUES/OPTIONS/SWOT

Below is a table of all Councils Policies as currently in force. The below policies were adopted by previous terms of Council by way of formal resolution and continue to remain in force until amended or otherwise rescinded.

Office of Chief Executive Officer	Policy Code
Organisational Delegations Manual (non-financial)	OCEO001
Financial Delegations Manual	OCEO002
Breach of Code of Conduct (Members)	OCEO003
Corporate Services and Sustainability	Policy Code
Policy Framework	COR001
Rating Policy	COR002
Work Health and Safety Policy	COR003
Waste Collection Charges Policy	COR004
Corporate Processes Policy	COR005
Code of Conduct (Staff and Contractor)	COR006
Governance Policies	Policy Code
Cultural Business Policy	GOV004
Communication Policy	GOV005
Computer, Telephones, Internet and Email Usage Policy	ADM006
Travel Policy for Councillors and Employees	GOV008
Vehicle Use Policy	GOV009
Media Policy	ADM010

Social Media Policy	ADM013
Risk Management Policy	ADM023
Mandatory Reporting Policy	GOV026
Records Management Policy	GOV029
Shared Services Policy	GOV030
Procurement Policy	GOV031
Council Policies	Policy Code
Members' Code of Conduct	SCH1-LGA2019
Elected Member and Employee Gift Policy	CL003
Meetings Administration Policy	CL005
Elected Member Allowance Policy	CL006
Caretaker Policy	CL007
Council Vacancy Policy	CL008
Elected Member Development and Support Policy	CL009
Register of Interest Policy	CL010
Conflict of Interest (Elected Member) Policy	CL011
Councillor and Staff Internal Communications Policy	CL012
Assets Policies	Policy Code
Fleet Procurement and Allocation Policy	ASS001
Asset Management Policy	ASS002
Abandoned Vehicle Policy	DIT004
Contract Policies	Policy Code
Employee Accommodation Policy	CTS001
Commercial Commitments Policy	CTS002
Finance Policies	Policy Code
Debt Collection Policy	FIN002
Purchasing and Payments Policy	FIN003
Corporate Credit Card Policy	FIN005
Accounting and Policy Manual	FIN006
Fraud Protection Policy	FIN007

Asset Disposal Policy	FIN009
Borrowing Policy	FIN010
Investment Policy	FIN011
Revenue Growth and Financial Sustainability Policy	FIN012
Petty Cash Policy	FIN013
Use of External Auditors and Non-Audit Services Policy	FIN015
Reserves Policy	FIN016
Public Benefit Concessions Policy for Commercial Ratepayers	FIN019
Human Resources Policies	Policy Code
Bullying, Harassment and Discrimination Policy	HR002
Employee Discipline Policy	HR003
Recruitment and Selection Policy	HR004
Working with Children Certificate Policy	HR006
Study Leave Policy	HR007
Offsite Workers Policy	HR008
Volunteer Policy	HR009
Visa Policy	HR010
Leave Policy	HR011
Employee Training and Development Policy	HR014
Uniform Policy	HR015
Higher Duties Policy	HR016
Employee Leaving Gift Policy	HR017
Criminal History Check Policy	HR023
Special Measures Recruitment Policy	HR024
Staff Criminal Offences Policy	HR027
Redundancy Policy	HR029
Performance Management Policy	HR031
Relocation Assistance Policy	HR035
Appointment of a Acting CEO Policy	HR036
Local Authorities Policies	Policy Code

Local Authority Policy	LA001
Local Authority Meeting Procedure Policy	LA002
Work Safe Policies	Policy Code
Smoke Free Policy	WS002
Council Pool Policy	WS004
Personal Protective Equipment Policy	WS005
Firearm and Tranquiliser Policy	WS006
Alcohol and other Drugs Policy	WS007
Emergency Evacuation Policy	WS008
Fatigue Management Policy	WS009

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	6.1
TITLE	Ordinary Meeting of Council - 28 July 2021
REFERENCE	1204711
AUTHOR	Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council confirms the minutes from the meeting held on 28 July 2021 and affirms them to be a true and accurate record of that meetings decisions and proceedings

BACKGROUND

The Council met on 28 July 2021 for its Ordinary Meeting that was held in Katherine.

ISSUES/OPTIONS/SWOT

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

The next Ordinary Meeting is scheduled on 27 October 2021 at 8:30am in Katherine.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1   Ordinary Meeting of Council 2021-07-28 [1872] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, ORDINARY MEETING
HELD AT THE COUNCIL CHAMBERS ROPER GULF REGIONAL COUNCIL
SUPPORT CENTRE
2 CRAWFORD STREET, KATHERINE, NT
ON WEDNESDAY, 28 JULY 2021 AT 8:30AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Judy MacFARLANE (Chairperson)
- Deputy Mayor Helen LEE;
- Councillor Clifford DUNCAN;
- Councillor Don GARNER;
- Councillor Deanna KENNEDY;
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Owen TURNER;
- Councillor Annabelle DAYLIGHT;
- Councillor Selina ASHLEY;
- Councillor Marlene KARKADOO (teleconference); and
- Councillor Samuel EVANS;

1.2 Staff

- Marc GARDNER, Acting Chief Executive Officer;
- Cristian COMAN, Manager Corporate Compliance;
- Chloe IRLAM, Governance Engagement Coordinator (Minute Taker);
- Bhumika ADHIKARI, Executive Administration Support Officer;
- Andreea CADDY, General Manager Infrastructure Service & Planning;
- Clare CUPITT, Community Safety Manager; and
- Joshua CHEVALIER-BRINE, Grants Coordinator

1.3 Guests

- Amanda HAIGH, Department of Chief Minister and Cabinet

2 MEETING OPENED

The Ordinary Meeting of Council Meeting opened at 8:35am. 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**

74/2021 RESOLVED (Donald GARNER/Annabelle DAYLIGHT)

CARRIED

That Council accepts the apologies tendered by Councillor Ossie DAYLIGHT and Councillor David MURRUNGUN.

5 QUESTIONS FROM THE PUBLIC

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES**6.1 ORDINARY MEETING OF COUNCIL - 16 JUNE 2021**

75/2021 RESOLVED (Selina ASHLEY/Deanna KENNEDY)

CARRIED

That Council confirms the minutes from the meeting held on 16 June 2021 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**

76/2021 RESOLVED (Samuel EVANS/Edwin NUNGGUMAJBARR)

CARRIED

That Council:

- (a) Receives and notes the Action List;
- (b) Requests for an invitation to be sent to NLC to attend the 18 August Numbulwar Local Authority Meeting in relation to a new waste management facility and cemetery;
- (c) Requests for medical equipment from NT Health at Ngukurr to be sent to Mataranka (item 7.1); and
- (b) Approves the removal of completed items.

7.2 BULMAN LOCAL AUTHORITY NOMINATIONS

77/2021 RESOLVED (Deanna KENNEDY/Selina ASHLEY)

CARRIED

That Council;

- a) Receives and notes the nine (9) nominations received for the Bulman Local Authority,
- b) Prescribes the composition of the Bulman Local Authority to consist of nine (9) appointed members and the elected members for the ward; and
- c) Appoints the following persons to be the appointed members of the Bulman Local Authority:
 1. John DALYWATER;
 2. Anthony KENNEDY;
 3. Aaron RICKSON;
 4. Charmain BRINJEN;
 5. Chantelle MILLER;
 6. Peter MILLER;
 7. Annette MILLER;
 8. Loretta LINDSAY; and
 9. Spencer MARTIN.

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

- Change of Ordinary Meeting of Council location and dates
- Change of Finance Committee Meeting location and dates

9 DISCLOSURES OF INTEREST

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

10 CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES

Nil.

11 INCOMING CORRESPONDENCE**11.1 INCOMING CORRESPONDENCE**

78/2021 RESOLVED (Helen LEE/Clifford DUNCAN)

CARRIED

That Council accepts the incoming correspondence report.

12 OUTGOING CORRESPONDENCE**12.1 OUTGOING CORRESPONDENCE**

79/2021 RESOLVED (Donald GARNER/Edwin NUNGGUMAJBARR)

CARRIED

That Council notes the outgoing correspondence.

13 WARD REPORTS**13.1 NEVER NEVER WARD REPORT**

80/2021 RESOLVED (Annabelle DAYLIGHT/Deanna KENNEDY)

CARRIED

That Council:

- Receives and notes the Never Never Ward Report;
- Approves the recommendations from the Mataranka Local Authority meeting held on 01 June 2021;
- Approves the recommendations from the Jilkmिंगgan Local Authority meeting held on 01 June 2021;
- Approves the recommendations from the Minyerri Local Authority meeting held on 21 June 2021; and
- Requests for the Minyerri/Hodgson Downs to nominate the preferred name at the 16 August Local Authority Meeting.

13.2 NYIRANGGULUNG WARD REPORT

81/2021 RESOLVED (Helen LEE/Selina ASHLEY)

CARRIED

That Council:

- Receives and notes the Nyirranggulung Ward Report;
- Approves the recommendations from the Beswick Local Authority meeting held on 07 June 2021;
- Approves the recommendations from the Manyallaluk Local Authority meeting held on 07 June 2021;
- Approves the recommendations from the Barunga Local Authority meeting held on 08 June 2021; and
- Notes the correct spelling of Member Eileen AVELUM to be Eileen LAWRENCE and the spelling of Selina MUMBUIN to be Selina MUMBIN

13.3 NUMBULWAR NUMBIRINDI WARD REPORT

82/2021 RESOLVED (Owen TURNER/Clifford DUNCAN)

CARRIED

That Council;

- (a) Receives and notes the Numbulwar Numbirindi Ward Report; and
- (b) Approves the recommendations from the Numbulwar Local Authority meeting held on 23 June 2021.

13.4 YUGUL MANGI WARD REPORT

83/2021 RESOLVED (Selina ASHLEY/Deanna KENNEDY)

CARRIED

That Council;

- (a) Receives and notes the Yugul Mangi Ward Report; and
- (b) Approves the recommendations from the Ngukurr Local Authority meeting held on 24 June 2021.

13.5 SOUTH WEST GULF WARD REPORT

84/2021 RESOLVED (Marlene KARKADOO/Donald GARNER)

CARRIED

That Council;

- (a) Receives and notes the South West Gulf Ward Report;
- (b) Approves the recommendations from the Borroloola Local Authority meeting held on 03 June 2021; and
- (c) Approves the recommendations from the Robinson Local Authority meeting held on 03 June 2021.
- (d) Amends the minutes to reflect Councilor KARKADOO'S attendance at the 03 June 2021 Borroloola Local Authority meeting.

14 GENERAL BUSINESS

14.1 CHANGE OF MEETING LOCATION

85/2021 RESOLVED (Annabelle DAYLIGHT/Marlene KARKADOO)

CARRIED

That Council prescribes Ordinary Meeting of Council dates and locations to be as follows:

- 29 September 2021 in Katherine Support Centre
- 27 October 2021 in Katherine Support Centre

14.2 CHANGE OF MEETING DATES

86/2021 RESOLVED (Samuel EVANS/Owen TURNER)

CARRIED

That Council prescribes Finance Committee Meeting dates and locations to be as follows:

- 25 August 2021 in Katherine Support Centre
- 24 November 2021 in Katherine Support Centre

Cr Deanna KENNEDY returned to the meeting, the time being 11:38 AM

15 EXECUTIVE REPORTS

15.1 MAYOR'S UPDATE

87/2021 RESOLVED (Deanna KENNEDY/Selina ASHLEY)

CARRIED

That Council notes and accepts the Mayor's update report.

15.2 CHIEF EXECUTIVE OFFICER'S REPORT

88/2021 RESOLVED (Donald GARNER/Annabelle DAYLIGHT)

CARRIED

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

15.3 ACQUITTAL OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING

89/2021 RESOLVED (Samuel EVANS/Donald GARNER)

CARRIED

That Council;

- (a) Receives and notes the Local Authority Funding Project Certification Statements for Borroloola, Bulman, Jilkminggan, Ngukurr, Numbulwar, and Beswick;
- (b) Authorises a budget amendment for purposes of meeting Local Authority Project funding shortfall caused by Local Authority Project Funding (LAPF) being returned to the Department of Chief Minister and Cabinet for financial year 17/18;
- (c) Requests the Acting Chief Executive Officer to prepare a report in relation to this matter for the Audit Committee due to the financial risks involved; and
- (d) Requests Acting Chief Executive Officer to prepare a report to Council in relation to Local Authority Project Funding and its management.

Cr Annabelle DAYLIGHT left the meeting, the time being 11:10 AM

Cr Annabelle DAYLIGHT returned to the meeting, the time being 11:14 AM

15.4 LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY - CALL FOR MOTIONS - OCTOBER 2021 GENERAL MEETING

90/2021 RESOLVED (Clifford DUNCAN/Donald GARNER)

CARRIED

That Council Submit motions to LGANT on issues of strategic importance, namely:

- (a) Demand for contracted services (roads and construction, assets and Service Coordination);
- (b) Lack of coordinated information provided to Councils and Communities regarding housing maintenance; and
- (c) Community social analysis and funding coordination.

Mayor Judy MacFARLANE left the meeting, the time being 09:17 AM

Mayor Judy MacFARLANE returned to the meeting, the time being 09:18 AM

15.5 WASTE AND RESOURCE MANAGEMENT GRANT (WARM) PROJECTS

91/2021 RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR)

CARRIED

That Council:

- (a) allocates \$80,000 of the Waste and Resource Management Grant towards the Bulman Waste Management Facility fencing project;
- (b) allocates \$128,700 of the Waste and Resource Management Grant towards the development of a Council-wide Waste Management Strategy; and
- (c) approves an amendment to the budget to reflect the above allocations.

16 DEPUTATIONS AND PETITIONS

PRESENTATION FROM NORTHERN TERRITORY GOVERNMENT (DEPARTMENT OF CHIEF MINISTER AND CABINET) PERTAINING TO COUNCIL – GOVERNMENT CONTACT PROCESSES AND ROLES

**no resolution*

17 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

18 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

18.1 COUNCIL'S FINANCIAL REPORT AS AT 30.06.2021**92/2021 RESOLVED (Selina ASHLEY/Marlene KARKADOO)****CARRIED****That the Council receives and notes the financial reports as at 30 June 2021.***Cr Deanna KENNEDY left the meeting, the time being 09:38 AM**Cr Edwin NUNGGUMAJBARR left the meeting, the time being 09:39 AM***18.2 COUNCIL POLICY - MEETINGS ADMINISTRATION****93/2021 RESOLVED (Donald GARNER/Clifford DUNCAN)****CARRIED****That Council:**

- (a) Receives and notes this Report;**
- (b) Rescinds the CL005 Meetings Procedure Policy;**
- (c) Adopts the Meetings Administration Policy.**

*Cr Edwin NUNGGUMAJBARR returned to the meeting, the time being 09:42 AM**Cr Clifford DUNCAN left the meeting, the time being 09:42 AM***19 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT****19.1 LOCAL AUTHORITY PROJECT FUNDING UPDATE****94/2021 RESOLVED (Selina ASHLEY/Edwin NUNGGUMAJBARR)****CARRIED****That Council receives and notes the Local Authority Projects Update.****19.2 VERANDA FOR BARUNGA LIBRARY****95/2021 RESOLVED (Helen LEE/Deanna KENNEDY)****CARRIED****That Council allocates a budget of \$ 60,000 for the construction of a veranda area in front of the Barunga library.***Cr Samuel EVANS left the meeting, the time being 09:43 AM**Cr Deanna KENNEDY returned to the meeting, the time being 09:43 AM***19.3 MANYALALLUK PLAYGROUND SOFT FALL****96/2021 RESOLVED (Donald GARNER/Deanna KENNEDY)****CARRIED****That Council approved the allocation of an additional \$ 25,000 to the Manyalalluk Playground project utilising Local Authority Project Funding (LAPF).***Cr Samuel EVANS returned to the meeting, the time being 09:46 AM***19.4 COUNCIL PROJECTS STATUS****97/2021 RESOLVED (Helen LEE/Selina ASHLEY)****CARRIED****That the Council;**

- (a) Notes the Council Projects Status report;**
- (b) Requests the Acting Chief Executive Officer to compile a report in relation to budget and costs to upgrade the Bulman sports hall; and**
- (c) Approves an amendment to the budget for the allocation of \$200,000.00 towards the costs associated with upgrading the Bulman sports hall.**

*Note: Barunga Night Patrol Office location to be amended in next report.**Cr Clifford DUNCAN returned to the meeting, the time being 09:52 AM**The Council broke for morning tea, the time being 10:03 AM.**The Council resumed the meeting, the time being 10:29 AM**Cr Marlene KARKADOO re-joined the meeting, the time being 10:43 AM***20 CLOSED SESSION**

DECISION TO MOVE TO CLOSED SESSION98/2021 **RESOLVED** (Clifford DUNCAN/Marlene KARKADOO)

CARRIED

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items lists come within the following provisions:-

- 20.1 Confirmation of previous Confidential Session Minutes** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(d).*
- 20.2 Aged Care Strategy** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(e).*
- 20.3 Borroloola Sports Courts - Project Update and procurement issues** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(i) (c)(iv) (d) (e).*
- 20.4 Government Request Processes** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(iii) (c)(iv) (e).*
- 20.5 Borroloola Showground Power & Water Upgrades** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(i).*
- 20.6 Numbulwar - Local road upgrades tender update** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(i).*
- 20.7 Urapunga internal road resealing project - Tender assessemnt and award** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(i) (c)(iii) (c)(iv) (e).*
- 20.8 Community Development Program (CDP)** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(c)(iv) (d).*
- 20.9 Council Property Land Tenure (Section 19) Agreement Report** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2) and Local Government (Administration) Regulations 2008 reg 8(d) (e).*
- 20.10 Workplace Report** - *The report will conducted in accordance with the Local Government Act 2008 s 65(2)*

RESUMPTION OF MEETING99/2021 **RESOLVED** (Samuel EVANS/Edwin NUNGGUMAJBARR)

CARRIED

That Council moved to return to the open session of the Ordinary Meeting of Council and declared the resolutions made in the confidential session not be available to the public in accordance with the *Local Government Act 2008*, section 201.

21 CLOSE OF MEETING

The meeting terminated at 12:41 PM.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Wednesday, 28 July 2021 and will be confirmed at the next meeting.

Mayor

Confirmed on Wednesday, 29 September 2021.

CONFIRMATION OF PREVIOUS COMMITTEE MEETING MINUTES



ITEM NUMBER	11.1
TITLE	Confirmation of Previous Committee Meeting Minutes
REFERENCE	1205519
AUTHOR	Chloe IRLAM, Governance Engagement Coordinator

RECOMMENDATION

That Council;

- (a) Receives and notes the Roads Committee Meeting; and**
- (b) Receives and notes the Finance Committee Meeting Previous Minutes report**

BACKGROUND

The Roads Committee Meeting, which was scheduled for 25 August 2021, was cancelled due to a lack of members to create a Quorum or Provisional meeting.

The Finance Committee Meeting, which was scheduled for 01 September 2021, was cancelled due to a lack of members to create a Quorum or Provisional meeting.

ISSUES/OPTIONS/SWOT

UPCOMING MEETINGS

The below table was decided by the previous Council.

<i>27 October 2021 at 9:30am</i>	Finance Committee Meeting Council Chambers, Support Centre, Katherine
<i>24 November 2021 at 8:30am</i>	Roads Committee Meeting Council Chambers, Support Centre, Katherine

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

BUSINESS ARISING FROM PREVIOUS MINUTES



ITEM NUMBER 7.1
TITLE Resolution List
REFERENCE 1205292
AUTHOR Chloe IRLAM, Governance Engagement Coordinator

RECOMMENDATION

That Council receive and note the Action List

BACKGROUND

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.

7.1 ACTION LIST

REPORT IN AGENDA?

76/2021 RESOLVED (Samuel EVANS/Edwin NUNGGUMAJBARR) CARRIED

That Council:

- (a) **Receives and notes the Action List;**
- (b) **Requests for an invitation to be sent to NLC to attend the 18 August Numbulwar Local Authority Meeting in relation to a new waste management facility and cemetery;**
- (c) **Requests for medical equipment from NT Health at Ngukurr to be sent to Mataranka (item 7.1); and**
- (b) **Approves the removal of completed items.**

To be tabled at October OMC

15.3 ACQUITTAL OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING

REPORT IN AGENDA?

89/2021 RESOLVED (Samuel EVANS/Donald GARNER)

CARRIED

That Council;

- (a) Receives and notes the Local Authority Funding Project Certification Statements for Borroloola, Bulman, Jilkminggan, Ngukurr, Numbulwar, and Beswick;
- (b) Authorises a budget amendment for purposes of meeting Local Authority Project funding shortfall caused by Local Authority Project Funding (LAPF) being returned to the Department of Chief Minister and Cabinet for financial year 17/18;
- (c) Requests the Acting Chief Executive Officer to prepare a report in relation to this matter for the Audit Committee due to the financial risks involved; and
- (d) Requests Acting Chief Executive Officer to prepare a report to Council in relation to Local Authority Project Funding and its management.

To be tabled at October OMC

19.4 COUNCIL PROJECTS STATUS

REPORT IN AGENDA?

97/2021 RESOLVED (Helen LEE/Selina ASHLEY)

CARRIED

That the Council;

- (a) Notes the Council Projects Status report;
- (b) Requests the Acting Chief Executive Officer to compile a report in relation to budget and costs to upgrade the Bulman sports hall; and
- (c) Approves an amendment to the budget for the allocation of \$200,000.00 towards the costs associated with upgrading the Bulman sports hall.

To be tabled at October OMC

ATTACHMENTS

There are no attachments for this report.

INCOMING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Incoming Correspondence
REFERENCE 1200897
AUTHOR Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council accepts the incoming correspondence report.

Item No.	Date Received	Sender	Sent To	Correspondence Details	InfoXpert Number
01	08/07/2021	Daniel FINDLEY, Chief Executive Officer, West Arnhem Regional Council	Marc GARDNER, Acting Chief Executive Officer	West Arnhem Regional Council Reconciliation Action Plan	1192481
02	16/07/2021	Lord Mayor Adrian SCHRINNER, Office of the LORD MAYOR Brisbane	Her Worship The Mayor	Invitation to attend 2021 Asia Pacific Cities Summit and Mayors' Forum Special Edition (2021 APCS Special Edition)	1197225
03	12/08/2021	Moira LANZARIN, Mataranka School Council Secretary	Her Worship The Mayor	Hire of Mataranka Catering Shed – waiver of fees	1197279
04	27/08/2021	Nathan EVANS, Director, Homelands Services Group, Department of Territory Families, Housing and Communities	Marc GARDNER, Acting Chief Executive Officer	Deed of Variation (no.6) Municipal and Essential Services, Housing Maintenance Services and Homelands jobs Funding 2021- 2022 and 2022- 2023	1199127
05	31/08/2021	Jake QUINLIVAN, Regional Executive Director Big Rivers Region Territory Regional Growth	Marc GARDNER, Acting Chief Executive Officer	Letter to Council- First Council Meeting and Elected Member Induction	1200214
06	13/09/2021	Daniel FINDLEY, Chief Executive Officer, West Arnhem Regional Council	Her Worship The Mayor	Congratulations to Newly Elected and Re- Elected Members	1204965
07	14/09/2021	Sean G HOLDEN, Chief Executive Officer, Local Government Association of Northern Territory	Marc GARDNER, Acting Chief Executive Officer	Nomination of LGANT Office Bearers	1205657

08	14/09/2021	Sean G HOLDEN, Chief Executive Officer, Local Government Association of Northern Territory	Marc GARDNER, Acting Chief Executive Officer	LGANT Executive Casual Vacancy Nomination and Elections	1205656
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ATTACHMENTS

There are no attachments for this report.

OUTGOING CORRESPONDENCE

ITEM NUMBER 13.1
TITLE Outgoing Correspondence
REFERENCE 1200959
AUTHOR Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council notes the outgoing correspondence.

Item No.	Date Received	Sender	Sent To	Correspondence Details	InfoXpert Number
01	23/07/2021	Marc GARDNER, Acting Chief Executive Officer	Mr. Daniel FINDLEY, Chief Executive Officer, West Arnhem Regional Council	West Arnhem Regional Council Reconciliation Action Plan	1192527
02	10/08/2021	Marc GARDNER, Acting Chief Executive Officer	Angela BRANNELLY, Regional Executive Director; Big Rivers Region; Northern Territory Health	Housing at Manyallaluk	1196850
03	10/08/2021	Marc GARDNER, Acting Chief Executive Officer	The Hon. Selina UIBO, Member for Arnhem; Member of the Legislative Assembly	Public Housing Maintenance in Arnhem Region	1196922
04	24/08/2021	Marc GARDNER, Acting Chief Executive Officer	Ms Stephanie RAYNER, Conveyancing Paralegal HWL Ebsworth	Lot 644 and 940, Township of Borroloola –Land Title Documentation	1198445
05	26/08/2021	Marc GARDNER, Acting Chief Executive Officer	Mr Richard COATES Chairperson, Northern Territory Liquor Commission	Police Submission for Amendments to Take-Away Licence Conditions	1198629
06	31/08/2021	Cristian COMAN, Manager Corporate Compliance	Local Government Compliance Unit, Local Government and Regional Development, Department of Chief Minister and Cabinet	Local Authority Desktop Review	1199315
07				RGRC Submission to the Department Of Chief Minister and Cabinet's Local Authority Desktop Review	1199365
08	03/09/2021	Marc GARDNER, Acting Chief Executive	Jake QUINLIVAN, Regional Executive Director, Big Rivers Region Territory	Inaugural Meeting of the Fourth sitting Roper Gulf Regional Council	1200193

		Officer	Regional Growth, Department of Chief Minister and Cabinet		
09	03/09/2021	Marc GARDNER, Acting Chief Executive Officer	The Hon. Selena UIBO, Member for Arnhem, Member of the Legislative Assembly	Inaugural Meeting of the Fourth sitting Roper Gulf Regional Council	1200195
10	03/09/2021	Marc GARDNER, Acting Chief Executive Officer	Mr Steven EDINGTON MLA, Member for Barkly	Inaugural Meeting of the Fourth sitting Roper Gulf Regional Council	1200557
11	17/09/2021	Marc GARDNER, Acting Chief Executive Officer	Mr. Iain LOGANATHAN, Electoral Commissioner, Northern	Serious Misconduct of Northern Territory Electoral Commission During the 2021 Local Government Elections	1205534

ATTACHMENTS

WARD REPORT

ITEM NUMBER	14.1
TITLE	Never Never Ward Report
REFERENCE	1201264
AUTHOR	Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION**That Council:**

- (a) **Receives and notes the Never Never Ward Report;**
- (b) **Approves the recommendations from the Mataranka Local Authority meeting held on 03 August 2021;**
- (c) **Approves the recommendations from the Jilkminggan Local Authority meeting held on 03 August 2021;**
- (d) **Appoints one (1) Elected Member to the following Local Authorities in accordance with Section 77 of the *Local Government Act 2019*:**
 - **Mataranka Local Authority ;**
 - **Jilkminggan Local Authority;**
 - **Minyerri Local Authority; and**
- (e) **Nominates future dates for the Mataranka, Jilkminggan, and Minyerri Local Authority meetings for the remainder of the calendar year**

BACKGROUND

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

The Jilkminggan Local Authority met with **QUORUM** on 03 August 2021 at 10:00am, attached are the recorded minutes for that meeting for council to review.

The Mataranka Local Authority held a provisional meeting on 03 August 2021 at 5:30pm, attached are the recorded minutes from that meeting for the Council to review.

The Minyerri Local Authority Meeting was scheduled on 16 August 2021 at 11:00am was cancelled due to no quorum or provisional.

UPCOMING MEETINGS

The below table was decided by the previous Council.

DATE	MEETING
<i>04 November 2021 at 10:00am</i>	Larrimah Community Meeting (Pink Panther Hotel)
<i>04 November 2021 at 1:00pm</i>	Daly Waters Community Meeting (Daly Waters Pub)
<i>05 October 2021 at 10:00am</i>	Jilkminggan Local Authority Meeting Service Delivery Centre, Jilkminggan
<i>05 October 2021 at 5:30pm</i>	Mataranka Local Authority Meeting Mataranka Community Hall
<i>18 October 2021 at 11:00am</i>	Minyerri Local Authority Meeting Alawa Building Conference Room

ISSUES/OPTIONS/SWOT

Section 77 of the *Local Government Act 2019* requires each Local Authority to have in its membership at least one of Council's Elected Members. This can be the Mayor.

As this is the inaugural Meeting of this Council, Council is hereby requested to appoint an Elected Member to each of the Ward's Local Authorities as prescribed by applicable law.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1   Jilkmिंगgan Local Authority 2021-08-03 [1877] Minutes.DOCX
- 2   Mataranka Local Authority 2021-08-03 [1878] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, JILKMINGGAN LOCAL
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE
DELIVERY CENTRE, JILKMINGGAN
ON TUESDAY, 3 AUGUST 2021 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE (Chairperson);
- Councillor Annabelle DAYLIGHT;
- Shirley ROBERTS;
- Wayne ROY;
- Lisa McDONALD;
- Anne-Marie WOODS;

1.2 Staff

- Marc GARDNER, Acting Chief Executive Officer;
- Chloe IRLAM, Governance Engagement Coordinator; (minute taker)
- Michael MacFARLANE, Council Services Coordinator;
- Samantha WRIGHT, Senior Administrative Support Officer;
- Janette HAMILTON, CDP Regional Manager; and
- Andreea CADDY, General Manager Infrastructure & Planning

1.3 Guests

- Melina DAVIDSON, Electorate Officer of Selena Uiyo Office (via teleconference);
- Joanne NICOL, Electorate Adviser (via teleconference);
- Rodney HOFFMAN, Regional Project Officer Northern Territory Government; and
- Jim BITOMSKY, Strategic Plan Advisor

2 MEETING OPENED

The Jilkmिंगgan Local Authority Meeting opened at 10.20am 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 APOLOGY AND LEAVE OF ABSENCE**

37/2021 RESOLVED (Anne-Marie WOODS/Lisa McDONALD)

CARRIED

That the Jilkmिंगgan Local Authority;

- a) Accept the tendered apology from Councillor Ossie DAYLIGHT; and
- b) Notes the absence with no tendered apologies from Local Authority Members Phyllis CONWAY and Timothy BAKER.

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 CONFIRMATION OF PREVIOUS JILKMINGGAN LOCAL AUTHORITY MEETING MINUTES**

38/2021 RESOLVED (Lisa McDONALD/Shirley ROBERTS)

CARRIED

That The Jilkmिंगgan Local Authority confirms the minutes from the meeting held on, 1 June 2021 and affirms them to be a true and accurate record of that meetings decision and proceedings.

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

39/2021 RESOLVED (Annabelle DAYLIGHT/Lisa McDONALD)

CARRIED

That the Jilkmिंगgan Local Authority:

- (a) Receives and notes the Action List;
- (b) Approves the removal of completed items; and
- (c) Requests for the Acting Chief Executive Officer to send another letter/email to JCAC regarding dead over hanging tree

9 CALL FOR ITEMS OF GENERAL BUSINESS

- Water Allocation

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT**

40/2021 RESOLVED (Wayne ROY/Anne-Marie WOODS)

CARRIED

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

13 GENERAL BUSINESS

13.1 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2020 - 30.06.2021

41/2021 RESOLVED (Lisa McDONALD/Shirley ROBERTS) CARRIED

That the Jilkmिंगgan Local Authority receives and notes the Financial (Expenditure) Report for the period July 2020 to June 2021

13.2 LOCAL AUTHORITY PROJECTS UPDATE

42/2021 RESOLVED (Lisa McDONALD/Annabelle DAYLIGHT) CARRIED

That the Jilkmिंगgan Local Authority;

- a) Receives and notes the Local Authority Projects Update; and
- b) Allocates \$28,000.00 from the Jilkmिंगgan Local Authority Projects Funds towards the development of a family area at the sports and recreational grounds

13.3 COMMUNITY DEVELOPMENT PROGRAMME

43/2021 RESOLVED (Wayne ROY/Shirley ROBERTS) CARRIED

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

13.4 ELECTED MEMBER REPORT

44/2021 RESOLVED (Anne-Marie WOODS/Annabelle DAYLIGHT) CARRIED

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

13.5 COUNCIL SERVICES REPORT

45/2021 RESOLVED (Lisa McDONALD/Anne-Marie WOODS) CARRIED

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

13.6 ROPER GULF REGIONAL COUNCIL STRATEGIC PLAN 2022-2027 CONSULTANCY

RECOMMENDATION

That The Jilkmिंगgan Local Authority provides feedback to the consultant to assist the development of the Roper Gulf Regional Council Strategic Plan 2022-2027.

Member Lisa McDONALD left the meeting, the time being 11:09 AM

Member Lisa McDONALD returned to the meeting, the time being 11:12 AM

14 OTHER BUSINESS

14.1 WATER ALLOCATION

46/2021 RESOLVED (Shirley ROBERTS/Annabelle DAYLIGHT)

CARRIED

The Jilkmिंगgan Local Authority requests the Acting Chief Executive Officer writes a letter to DIPL regarding Jilkmिंगgan and Mataranka water allocations.

14.2 NEW LEGISLATION FOR LOCAL GOVERNMENT ACT. 2019

Department of Chief Minister and Cabinet to presented to Local Authority summary of legislated changes arising from the *Local Government Act 2019* and Statutory Instruments.

Member Shirley ROBERTS left the meeting, the time being 11:31 AM

Member Shirley ROBERTS returned to the meeting, the time being 11:33 AM

Member Anne-Marie WOODS left the meeting, the time being 11:33 AM

Member Annabelle DAYLIGHT left the meeting, the time being 11:35 AM

Member Annabelle DAYLIGHT returned to the meeting, the time being 11:37 AM

Member Anne-Marie WOODS returned to the meeting, the time being 11:39 AM

15 CLOSE OF MEETING

The meeting closed at 11:41 am.

This page and the proceeding pages are the Minutes of the Jilkmिंगgan Local Authority Meeting held on Tuesday, 3 August 2021 and confirmed Tuesday, 5 October 2021.

Chairperson Mayor Judy MacFARLANE
Confirmed on Tuesday, 5 October 2021.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, MATARANKA LOCAL
AUTHORITY MEETING HELD AT THE MATARANKA COMMUNITY HALL,
MATARANKA
ON TUESDAY, 3 AUGUST 2021 AT 5:30PM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE (Chairperson);
- Rachel WALTERS;
- Alan CHAPMAN; and
- Margaret MINNETT

1.2 Staff

- Marc GARDNER, Acting Chief Executive Officer;
- Mark O'BRYAN, Council Services Coordinator;
- Andreea CADDY, General Manager Infrastructure Services & Planning;
- Janette HAMILTON, CDP Regional Manager;
- Joseph Smith, Resource Recovery Coordinator;
- Sarka HIEKOVA, Senior Administrative Support Officer; and
- Chloe IRLAM, Governance Engagement Coordinator

1.3 Guests

- Amanda HAIGH, Regional Manager Big Rivers Region, Department of the Chief Minister and Cabinet
- Tracey ANN , Mataranka Resident;
- Dani KELLETT, Parks and Wildlife; and
- Natasha SUTHERLAND, Mataranka Resident

2 MEETING OPENED

The Mataranka Local Authority Meeting opened at 5:50 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

42/2021 RESOLVED (Rachael WALTERS/Alan CHAPMAN)

CARRIED

That The Mataranka Local Authority;

- a) Accepts the tendered apologies from Local Authority Members Sue EDWARDS and Michael SOMMERS;
- b) Notes and requests the resignations submitted from Local Authority Members Diane ANGEL and Jillian EMERSON-SMITH; and
- c) Notes the absence of Councillors Annabelle DAYLIGHT and Ossie DAYLIGHT with no tendered apologies

5 QUESTIONS FROM THE PUBLIC

Nil.

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MATARANKA LOCAL AUTHORITY MEETING MINUTES

DUE TO LACK OF QUORUM NO RECOMMENDATION WAS MADE

That the Mataranka Local Authority confirms the minutes from the meeting held 1 June, 2021 and affirms them to be a true and accurate record of that meetings decision and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

43/2021 RESOLVED (Rachael WALTERS/Margaret MINNETT)

CARRIED

That the Mataranka Local Authority:

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

9 CALL FOR ITEMS OF GENERAL BUSINESS

- New Legislation for Local Government Act. 2019.
- Cemetery
- Dump

10 INCOMING CORRESPONDENCE

10.1 INCOMING CORRESPONDENCE

44/2021 RESOLVED (Margaret MINNETT/Rachael WALTERS)

CARRIED

That the Mataranka Local Authority accepts the Incoming Correspondence

11 OUTGOING CORRESPONDENCE

11.1 OUTGOING CORRESPONDENCE

45/2021 RESOLVED (Alan CHAPMAN/Rachael WALTERS)

CARRIED

That the Mataranka Local Authority accepts the Outgoing Correspondence.

12 OPERATIONAL REPORTS

12.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

46/2021 RESOLVED (Margaret MINNETT/Alan CHAPMAN) CARRIED

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

13 GENERAL BUSINESS

13.1 MATARANKA TOWN ENTRANCE INFORMATION BAYS

47/2021 RESOLVED (Rachael WALTERS/Alan CHAPMAN) CARRIED

That the Mataranka Local Authority provides feedback in relation to the Mataranka Town Entrance Information Bays and requests the Town Entrance Information Bays be as drive-in and drive-out points

13.2 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2020 - 30.06.2021

48/2021 RESOLVED (Margaret MINNETT/Rachael WALTERS) CARRIED

That the Mataranka Local Authority receives and notes the Financial (Expenditure) Report for the period July 2020 to June 2021

13.3 COUNCIL SERVICES REPORT

49/2021 RESOLVED (Margaret MINNETT/Alan CHAPMAN) CARRIED

That the Mataranka Local Authority;

- a) Receives and notes the Council Services report for Mataranka; and
- b) Requests for the Acting Chief Executive Officer to prepare a report to be submitted to the October Local Authority Meeting regarding the relocation and additional purchasing of a dump point.

13.4 MAJOR PROJECTS UPDATE

50/2021 RESOLVED (Rachael WALTERS/Margaret MINNETT) CARRIED

That the Mataranka Local Authority receives and notes this report.

13.5 COMMUNITY DEVELOPMENT PROGRAMME

51/2021 RESOLVED (Alan CHAPMAN/Margaret MINNETT) CARRIED

That the Mataranka Local Authority receives and notes the Community Development Program (CDP) report.

13.6 ELECTED MEMBER REPORT

52/2021 RESOLVED (Rachael WALTERS/Alan CHAPMAN) CARRIED

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

13.7 ROPER GULF REGIONAL COUNCIL STRATEGIC PLAN 2022-2027 CONSULTANCY

53/2021 RESOLVED (Rachael WALTERS/Margaret MINNETT) CARRIED

That The Mataranka Local Authority provides feedback to the consultant to assist the development of the Roper Gulf Regional Council Strategic Plan 2022-2027.

14 OTHER BUSINESS

14.1 NEW LEGISLATION FOR LOCAL GOVERNMENT ACT. 2019

Department of Chief Minister and Cabinet to presented to Local Authority summary of legislated changes arising from the *Local Government Act 2019* and Statutory Instruments.

14.2 DUMP

54/2021 RESOLVED (Rachael WALTERS/Alan CHAPMAN)

CARRIED

The Mataranka Local Authority, and Mataranka residents, expressed concerns about fires at the Mataranka Waste Facility.

14.3 CEMETERY

The Mataranka Local Authority deliberated on the issue of un-named grave sites and discussed the potential design of future foot paths and plot logistics throughout the cemetery to accommodate for the inevitable event more plots become required.

14.4 TOURISM SIGNS

The Mataranka Local Authority expressed concerns pertaining to the deterioration of old tourism signs and options for remedial action including engagement of a Graphics Designer. No resolution passed.

14.5 CDMA TOWER

The Code-division multiple access (CDMA - channel access method used by various radio communication technologies.) tower was discussed with the question raised if it is still a necessity. Currently the CDMA tower is too old however the base of the tower is still required due to the power that runs from the base to a structure nearby.

14.6 WATER ALLOCATION

55/2021 RESOLVED (Rachael WALTERS/Alan CHAPMAN)

CARRIED

The Mataranka Local Authority requested the Acting Chief Executive Officer to write to DIPL regarding the combined water allocation of Mataranka and Jilkminggan and why the allocation is combined.

15 CLOSE OF MEETING

The meeting closed at 7:34 pm.

This page and the proceeding pages are the Minutes of the Mataranka Local Authority Meeting held on Tuesday, 3 August 2021 and confirmed Tuesday, 5 October 2021.

Chairperson Mayor Judy MacFARLANE

Confirmed on Tuesday, 5 October 2021.

WARD REPORTS

ITEM NUMBER	14.2
TITLE	Nyiranggulung Ward Report
REFERENCE	1201304
AUTHOR	Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council:

- (a) **Receives and notes the Nyiranggulung Ward Report;**
- (b) **Approves the recommendations from the Beswick Local Authority meeting held on 09 August 2021;**
- (c) **Approves the recommendations from the Barunga Local Authority meeting held on 10 August 2021;**
- (d) **Approves the recommendations from the Bulman Local Authority meeting held on 10 August 2021;**
- (e) **Appoints one (1) Elected Member to the following:**
 - **Barunga Local Authority;**
 - **Beswick Local Authority;**
 - **Manyallaluk Local Authority;**
 - **Bulman Local Authority; and**
- (f) **Nominates future dates for the Barunga, Beswick, Manyallaluk, and Bulman Local Authority meetings for the remainder of the calendar year.**

BACKGROUND

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

The Beswick Local Authority met with **PROVISIONAL** on 09 August 2021, attached are the recorded minutes from that meeting for the Council to review.

The Manyallaluk Local Authority, which was scheduled on 09 August 2021, was cancelled due to a lack of members to create a Quorum or Provisional meeting. Attempts to reschedule the following week also were unsuccessful.

The Barunga Local Authority met with **QUORUM** on 10 August 2021, attached are the recorded minutes for that meeting for Council to review.

The Bulman Local Authority met with **QUORUM** on 12 August 2021, attached are the recorded minutes for that meeting for Council to review.

UPCOMING MEETINGS

The below table was decided by the previous Council.

11 October 2021 at 10:00am	Beswick Local Authority RGRC Service Delivery Centre, Beswick
11 October 2021 at 2:30pm	Manyallaluk Local Authority RGRC Service Delivery Centre, Manyallaluk
12 October 2021 at 10:00am	Barunga Local Authority RGRC Service Delivery Centre, Barunga
14 October 2021 at 10:00am	Bulman Local Authority RGRC Service Delivery Centre, Bulman






ISSUES/OPINIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1   Beswick Local Authority 2021-08-09 [1887] Minutes.DOCX
- 2   Barunga Local Authority 2021-08-10 [1889] Minutes.DOCX
- 3   Bulman Local Authority 2021-08-12 [1886] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BESWICK LOCAL
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE
DELIVERY CENTRE, BESWICK
ON MONDAY, 9 AUGUST 2021 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE
- Deputy Mayor Helen LEE (teleconference);
- Councillor Selina ASHLEY;
- Anne-Marie RYAN (Chairperson);
- Trepina BUSH; and
- Anne-Marie THOMPSON-KENNY

1.2 Staff

- Steven SANDERSON, General Manager Community Services & Engagement;
- Paul BERTHON, Council Services Coordinator;
- Lachlan THOMAS, Regional Community Safety Coordinator;
- Andreea CADDY, General Manager Infrastructure Services & Planning;
- Michelle PERNER, Regional Contracts Coordinator;
- Sarka HIEKOVA, Senior Administrative Support Officer; and
- Chloe IRLAM, Governance Engagement Coordinator (minute taker)

1.3 Guests

- William BRIDGEMAN, Chief Minister & Cabinet; and
- Alfred FARRELL, Chief Minister & Cabinet

2 MEETING OPENED

The Beswick Local Authority Meeting opened at 10:20am 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

25/2021 RESOLVED (Selina ASHLEY/Trepina BUSH)

CARRIED

That the Beswick Local Authority;

- a) Accepts the tendered apologies from Councillor Deanna KENNEDY and Local Authority Member Raelene BULUMBARA; and
- b) Notes the absence with no tendered apology from Local Authority Member Eddie KENNEDY

5 QUESTIONS FROM THE PUBLIC

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 BESWICK LOCAL AUTHORITY MEETING PREVIOUS MINUTES

DUE TO LACK OF QUORUM NO RECOMMENDATION WAS MADE

That the Beswick Local Authority confirms the minutes from the meeting held on 07 June 2021 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

26/2021 RESOLVED (Trepina BUSH/Selina ASHLEY)

CARRIED

That the Beswick Local Authority:

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

9 CALL FOR ITEMS OF GENERAL BUSINESS

- New Legislation for Local Government Act. 2019

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

Nil.

13 GENERAL BUSINESS

13.1 ELECTED MEMBER REPORT

27/2021 RESOLVED (Trepina BUSH/Selina ASHLEY)

CARRIED

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

13.2 COUNCIL SERVICES REPORT

28/2021 RESOLVED (Selina ASHLEY/Trephina BUSH)

CARRIED

That the Beswick Local Authority receives and notes the Council Services Report

13.3 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2020 - 30.06.2021

29/2021 RESOLVED (Anne-Marie THOMPSON-KENNY/Selina ASHLEY)

CARRIED

That the Beswick Local Authority receives and notes the Financial (Expenditure) Report for the period July 2020 to June 2021

13.4 LOCAL AUTHORITY PROJECTS UPDATE

30/2021 RESOLVED (Trephina BUSH/Selina ASHLEY)

CARRIED

That the Beswick Local Authority;

- a) Receives and notes the Local Authority Project Fund Update Report;
- b) Allocates \$3,000.00 towards food and refreshments for community events and meetings; and
- c) Allocated the remaining \$14,000.00 towards seating and lighting at playground

13.5 LOCAL AUTHORITY MEMBER ATTENDENCE REPORT

31/2021 RESOLVED (Judy MacFARLANE/Trephina BUSH)

CARRIED

That the Beswick Local Authority receives and notes the Local Authority Member Attendance.

13.6 ROPER GULF REGIONAL COUNCIL STRATEGIC PLAN 2022-2027 CONSULTANCY

32/2021 RESOLVED (Selina ASHLEY/Anne-Marie THOMPSON-KENNY)

CARRIED

That The Beswick Local Authority provides feedback to the consultant to assist the development of the Roper Gulf Regional Council Strategic Plan 2022-2027.

Mayor Judy MacFARLANE left the meeting, the time being 11:04 AM

Mayor Judy MacFARLANE returned to the meeting, the time being 11:08 AM

14 OTHER BUSINESS

14.1 NEW LEGISLATION FOR LOCAL GOVERNMENT ACT. 2019

Department of Chief Minister and Cabinet to presented to Local Authority summary of legislated changes arising from the *Local Government Act 2019* and Statutory Instruments.

15 CLOSE OF MEETING

The meeting closed at 11:15 am.

This page and the proceeding pages are the Minutes of the Beswick Local Authority Meeting held on Monday, 9 August 2021 and confirmed Monday, 11 October 2021.

Chairperson Anne-Maire RYAN
Confirmed on Monday, 11 October 2021.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BARUNGA LOCAL
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE
DELIVERY CENTRE, BARUNGA
ON TUESDAY, 10 AUGUST 2021 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE;
- Deputy Mayor Helen LEE;
- Councillor Deanna KENNEDY;
- Frederick SCRUBBY (Chairperson);
- Danielle BUSH;
- Charlane BULUMBARA;
- Braun BUSH; AND
- Anne-Marie LEE

1.2 Staff

- Allan HAWK, Council Service Coordinator (Barunga);
- Steven SANDERSON, General Manager Community Services & Engagement;
- Chloe IRLAM, Governance Engagement Coordinator (minute taker);
- Andreea CADDY, General Manager Infrastructure Services & Planning;
- Paul BERTHON, Council Service Coordinator (Beswick);
- Bethany O'SULLIVAN, Communications Officer
- Bhumika ADHIKARI, Executive Administration Support Officer

1.3 Guests

- Jo NICOL, Electorate Advisor for Warren SNOWDONS office (teleconference);
- Melina, Representative of Selena UIBO office (teleconference);
- William BRIDGEMAN, Chief Minister & Cabinet; and
- Alfred FARRELL, Chief Minister & Cabinet

2 MEETING OPENED

The Barunga Local Authority Meeting opened at 10:25 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**

30/2021 RESOLVED (Helen LEE/Charlene BULUMBARA)

CARRIED

That the Barunga Local Authority accepts the tendered apologies from Councillor Selina ASHLEY and Local Authority Member Vita BRINJEN.

5 QUESTIONS FROM THE PUBLIC

Nil.

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**

31/2021 RESOLVED (Danielle BUSH/Helen LEE)

CARRIED

That the Barunga Local Authority confirms the minutes from the meeting held on 08 June 2021 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**

32/2021 RESOLVED (Braun BUSH/Anne-Marie LEE)

CARRIED

That the Barunga Local Authority:

- (a) Receives and notes the Action List;
- (b) Requests a report for item 19.6 (Playground Upgrades) to be presented to the 25 August, 2021, Finance Committee Meeting;
- (c) Requests the exercise equipment from the soft ball oval to be moved to the central community oval; and
- (b) Approves the removal of completed items.

Mayor Judy MacFARLANE left the meeting, the time being 10:42 AM

Mayor Judy MacFARLANE returned to the meeting, the time being 10:44 AM

Local Authority Member Charlene BULUMBARA left the meeting, the time being 10:51 AM

Local Authority Member Charlene BULUMBARA returned to the meeting, the time being 10:52 AM

Local Authority Member Charlene BULUMBARA left the meeting, the time being 11:01 AM

Local Authority Member Charlene BULUMBARA returned to the meeting, the time being 11:02 AM

Local Authority Member Freddy SCRUBBY left the meeting, the time being 11:08 AM

Local Authority Member Freddy SCRUBBY returned to the meeting, the time being 11:10 AM

Local Authority Member Anne-Marie LEE left the meeting, the time being 11:12 AM

Local Authority Member Anne-Marie LEE returned to the meeting, the time being 11:23 AM

9 CALL FOR ITEMS OF GENERAL BUSINESS

- New Legislation for Local Government Act. 2019
- Basketball Court
- Sports & Recreation School Holiday Program

- Community Sports & Recreation Hall

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

Nil.

13 GENERAL BUSINESS

13.1 ELECTED MEMBER REPORT

33/2021 RESOLVED (Judy MacFARLANE/Charlene BULUMBARA) CARRIED

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

13.2 COUNCIL SERVICES REPORT

34/2021 RESOLVED (Helen LEE/Danielle BUSH) CARRIED

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

Mayor Judy MacFARLANE left the meeting, the time being 11:47 AM

Mayor Judy MacFARLANE returned to the meeting, the time being 11:49 AM

Local Authority Member Anne-Marie LEE left the meeting, the time being 11:54 AM

Local Authority Member Anne-Marie LEE returned to the meeting, the time being 11:55 AM

13.3 LOCAL AUTHORITY PROJECTS UPDATE

35/2021 RESOLVED (Anne-Marie LEE/Braun BUSH) CARRIED

That the Barunga Local Authority;

- a) Receives and notes the Local Authority Project Update report;
- b) Requests a scope of works be completed and retrieve a quote to refurbish score board and install permanent fixings;
- c) Requests a report regarding the above Score Board information be provided at the October Barunga Local Authority Meeting; and
- d) Allocates \$1,500.00 towards three glass cabinets

13.4 MAJOR PROJECTS UPDATE

36/2021 RESOLVED (Charlene BULUMBARA/Braun BUSH) CARRIED

That the Barunga Local Authority Committee receives and notes the Major Projects Update report.

13.5 ROPER GULF REGIONAL COUNCIL STRATEGIC PLAN 2022-2027 CONSULTANCY

RECOMMENDATION

That the Barunga Local Authority provides feedback to the consultant to assist the development of the Roper Gulf Regional Council Strategic Plan 2022-2027.

14 OTHER BUSINESS**14.1 NEW LEGISLATION FOR LOCAL GOVERNMENT ACT. 2019**

Department of Chief Minister and Cabinet to presented to Local Authority summary of legislated changes arising from the *Local Government Act 2019* and Statutory Instruments.

14.2 BASKETBALL COURT

That the Barunga Local Authority requests the Council Service Coordinator to contact and discuss with Night Patrol having the Basketball court watched at/around 8:00PM for children

14.3 SPORTS & RECREATION SCHOOL HOLIDAY PROGRAM

That the Barunga Local Authority;

- a) Raised concern for children having a lack of activity in the Sports & Recreation School Holiday Program; and
- b) Requests the Council Service Coordinator investigate activities that are feasible to occur during the School Holiday Program

14.4 COMMUNITY SPORTS & RECREATION HALL

37/2021 RESOLVED (Freddy SCRUBBY/Helen LEE)

CARRIED

That the Barunga Local Authority;

- a) Raised concern regarding the Sports & Recreation Hall current condition; and
- b) Requests the General Manager Infrastructure Services & Planning to get a scope of works to upgrade the Sports & Recreation Hall

15 CLOSE OF MEETING

The meeting closed at 12:44 pm.

This page and the proceeding pages are the Minutes of the Barunga Local Authority Meeting held on Tuesday, 10 August 2021 and confirmed Tuesday, 12 October 2021.

Chairperson Frederick SCRUBBY
Confirmed on Tuesday, 12 October 2021.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BULMAN LOCAL
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE
DELIVERY CENTRE, BULMAN
ON THURSDAY, 12 AUGUST 2021 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE;
- Deputy Mayor Helen LEE;
- Councillor Selina ASHLEY; (teleconference)
- John DALYWATER;
- Annette MILLER;
- Peter MILLER; (chairperson)
- Anthony KENNEDY;
- Aaron RICKSON;
- Charmain BRINJEN;
- Chantelle MILLER;
- Loretta LINDSAY; and
- Martin SPENCER.

1.2 Staff

- Dave HERON, Finance Manager;
- Michael Roe, Council Services Coordinator;
- Marc GARDNER, Acting Chief Executive Officer (teleconference); and
- Chloe IRLAM, Governance Engagement Coordinator (teleconference / minute taker)

1.3 Guests

- Melinda DAVIDSON, Electorate Officer, Office of Selena UBIO; and
- Jesse HILLEN, Electorate Liaison Officer, Office of Selena UBIO

2 MEETING OPENED

The Bulman Local Authority Meeting opened at 10:17am 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

1/2021 RESOLVED (CHARMAIN BRINJEN/LORETTA LINDSAY) CARRIED

That the Bulman Local Authority;

- a) Accepts the tendered apologies from Deputy Mayor Helen LEE, Local Authority Members John DALYWATER, Anthony KENNEDY, Aaron RICKSON, and Chantelle MILLER; and
- b) Notes the absence with no tendered apology from Councillor Deanna KENNEDY

5 QUESTIONS FROM THE PUBLIC

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 BULMAN LOCAL AUTHORITY MEETING - PREVIOUS MINUTES

2/2021 RESOLVED (Peter MILLER/Judy MacFARLANE) CARRIED

That the Bulman Local Authority confirms the minutes from the meeting held on 22 October 2020 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

3/2021 RESOLVED (Selina ASHLEY/CHARMAIN BRINJEN) CARRIED

That the Bulman Local Authority:

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

9 CALL FOR ITEMS OF GENERAL BUSINESS

- Appointment of Chairperson, Peter MILLER, for the period of 12 months

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

Nil.

13 GENERAL BUSINESS

13.1 ELECTED MEMBER REPORT

4/2021 RESOLVED (Annette MILLER/SPENCER MARTIN) CARRIED

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

13.2 LOCAL AUTHORITY PROJECTS UPDATE

5/2021 RESOLVED (SPENCER MARTIN/Judy MacFARLANE) CARRIED

That the Bulman Local Authority;

- a) Receive and note the Local Authority Project Update report; and
- b) Request Council to allocate additional funding towards the Toilet Block project.

13.3 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2020 - 30.06.2021

6/2021 RESOLVED (SPENCER MARTIN/LORETTA LINDSAY) CARRIED

That the Bulman Local Authority receives and notes the Financial (Expenditure) Report for the period July 2020 to June 2021

13.4 COUNCIL SERVICES REPORT

7/2021 RESOLVED (LORETTA LINDSAY/SPENCER MARTIN) CARRIED

That the Bulman Local Authority receives and notes the Council services report.

**13.5 ROPER GULF REGIONAL COUNCIL STRATEGIC PLAN 2022-2027
CONSULTANCY****RECOMMENDATION**

That the Bulman Local Authority provides feedback to the consultant to assist the development of the Roper Gulf Regional Council Strategic Plan 2022-2027.

14 OTHER BUSINESS**4.1 ELECTION OF CHAIRPERSON - PETER MILLER**

8/2021 RESOLVED (Judy MacFARLANE/ Selina ASHLEY) CARRIED

That the Bulman Local Authority appoints Peter MILLER as the Chairperson for the Bulman Local Authority for the period of 12 months.

15 CLOSE OF MEETING

The meeting closed at 1:07 pm.

This page and the proceeding pages are the Minutes of the Bulman Local Authority Meeting held on Thursday, 12 August 2021 and confirmed Thursday, 14 October 2021.

Chairperson Peter MILLER
Confirmed on Thursday, 14 October 2021.

WARD REPORTS



ITEM NUMBER	14.3
TITLE	Numbulwar Numbirindi Ward Report
REFERENCE	1201312
AUTHOR	Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council;

- (a) Receives and notes the Numbulwar Numbirindi Ward Report;**
- (b) Appoints one (1) Elected Member to the Numbulwar Local Authority; and**
- (c) Nominates future dates for the Numbulwar Local Authority meetings for the remainder of the calendar year**

BACKGROUND

The Numbulwar Numburindi Ward includes one Local Authority, the Numbulwar Local Authority.

The Numbulwar Local Authority was scheduled on 18 August 2021 at 10:30am was cancelled due to no quorum or provisional

As decided by the previous Council, the next scheduled Numbulwar Local Authority Meeting is on 20 October 2021 at 10:30am.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

WARD REPORT



ITEM NUMBER	14.4
TITLE	Yugul Mangi Ward Report
REFERENCE	1201635
AUTHOR	Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council;

- (a) **Receives and notes the Yugul Mangi Ward Report;**
- (b) **Appoints one (1) Elected Member to the following:**
 - **Ngukurr Local Authority;**
 - **Urapunga Local Authority; and**
- (c) **Nominates future dates for the Ngukurr and Urapunga Local Authority meetings for the remainder of the calendar year**

BACKGROUND

The Yugul Mangi Ward includes the Ngukurr Local Authority and Urapunga Local Authority.

The Ngukurr Local Authority, which was scheduled on 17 August 2021 at 10:30am, was cancelled due to a lack of members to create a Quorum or provisional meeting. Attempts to reschedule following week also were unsuccessful.

The Urapunga Local Authority, which was scheduled on 17 August 2021 at 3:00pm was cancelled due to a lack of members to create a Quorum or provisional meeting. Attempts to reschedule following week also were unsuccessful.

UPCOMING MEETINGS

The below table was decided by the previous Council.

19 October 2021 at 10:30am	Ngukurr Local Authority RGRS Service Delivery Centre, Ngukurr
19 October 2021 at 3:00pm	Urapunga Local Authority Urapunga School Resource Room

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

WARD REPORT

ITEM NUMBER	14.5
TITLE	South West Gulf Ward Report
REFERENCE	1202780
AUTHOR	Bhumika ADHIKARI, Executive Administration Support Officer

RECOMMENDATION

That Council;

- (a) **Receives and notes the South West Gulf Ward Report;**
- (b) **Approves the recommendations from the Borroloola Local Authority meeting held on 05 August 2021;**
- (c) **Appoints one (1) Elected Member to the following:**
 - **Borroloola Local Authority;**
 - **Robinson River Local Authority; and**
- (d) **Nominates future dates for the Borroloola and Robinson River Local Authority meetings for the remainder of the calendar year**

BACKGROUND

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

The Borroloola Local Authority met and held a Provisional meeting on 05 August 2021, however moving to a **QUORUM** at 9:25am due to the late arrival of an elected member.

The Robinson River Local Authority was scheduled on 05 August 2021 at 3:00pm was cancelled due to no quorum or provisional.

UPCOMING MEETINGS

The below table was decided by the previous Council.

<i>07 October 2021 at 10:00am</i>	Robinson River Local Authority TBC
<i>07 October 2021 at 5:30pm</i>	Borroloola Local Authority RGRC Service Delivery Centre, Borroloola

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

1 Borroloola Local Authority 2021-08-05 [1882] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BORROLOOLA LOCAL
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE
DELIVERY CENTRE, BORROLOOLA
ON THURSDAY, 5 AUGUST 2021 AT 9:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Mayor Judy MacFARLANE (teleconference);
- Councillor Samuel EVANS (Chairperson);
- Councillor Donald GARNER (teleconference);
- Councillor Marlene KARKADOO;
- Stan ALLEN;
- Trish ELMY; and
- Mike LONGTON

1.2 Staff

- Steven SANDERSON, General Manager Community Services & Engagement;
- Janette HAMILTON, CDP Regional Manager;
- Andreea CADDY, General Manager Infrastructure & Planning;
- Chloe IRLAM, Governance Engagement Coordinator (minute taker);
- Joseph SMITH, Resource Recovery Coordinator; and
- Virginya BOON, Borrooloola Manager Community Projects and Engagement

1.3 Guests

- Steve EDGINTON, Member for Barkley;
- Ronald PLUMMER, Visitor;
- Amanda HAIGH, Department of Chief Minister and Cabinet (teleconference); and
- Autumn MUNSON, Borrooloola Resident

2 MEETING OPENED

The Borrooloola Local Authority Meeting opened at 9:22am as a **PROVISIONAL** meeting, however moving to a **QUORUM** at 9:25am due to the late arrival of an elected member. 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

35/2021 RESOLVED (Trish ELMY/Mike LONGTON)

CARRIED

That the Borroloola Local Authority accept the tendered apologies from Local Authority Members Rebecca GENTLE, Johnathon SAUER, Maria PYRO, and Raymond ANDERSON.

5 QUESTIONS FROM THE PUBLIC

Recycling Centre – Autumn MUNSON

5.1 RECYCLING CENTRE

36/2021 RESOLVED (Trish ELMY/Mike LONGTON)

CARRIED

The Borroloola Local Authority;

- a) Discussed the development of the Borroloola Recycling Centre with the Resource Recovery Coordinator; and
- b) Approves the purchasing of 200 recycling bags (\$13.50 each) utilising the Local Authority Funding for the distribution within the community.

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF BORROLOOLA LOCAL AUTHORITY MEETING PREVIOUS MINUTES

37/2021 RESOLVED (Mike LONGTON/Trish ELMY)

CARRIED

That the Borroloola Local Authority confirms the minutes from the meeting held 3 June 2021 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

38/2021 RESOLVED (Mike LONGTON/Stan ALLEN)

CARRIED

That the Borroloola Local Authority:

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

9 CALL FOR ITEMS OF GENERAL BUSINESS

- New Legislation for Local Government Act. 2019
- Reception in Borroloola
- Garrawa rubbish collection
- Solar Lighting

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT**

39/2021 RESOLVED (Mike LONGTON/Marlene KARKADOO)

CARRIED

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

12.2 COUNCIL SERVICES REPORT

40/2021 RESOLVED (Mike LONGTON/Stan ALLEN)

CARRIED

That the Borroloola Local Authority;

- a) Receives and notes the Council Services Report;
- b) Requests for the General Manager Infrastructure & Planning to investigate potential locations for safe pedestrian crossings (Yanyala st, Robinson Rd, Entrance into Rocky Creek, and paths); and
- c) Requests for a report regarding the investigated locations to be provided to the 7 October 2021 Borroloola Local Authority Meeting.

13 GENERAL BUSINESS**13.1 ELECTED MEMBER REPORT**

41/2021 RESOLVED (Mike LONGTON/Trish ELMY)

CARRIED

That the Borroloola Local Authority;

- a) Receives and notes the Elected Member Report; and
- b) Requests the Acting Chief Executive Officer to investigate and contact DIPL regarding the installation of lighting at the show grounds / main turn off

Local Authority Member Mike LONGTON left the meeting, the time being 10:46 AM

Local Authority Member Mike LONGTON returned to the meeting, the time being 10:50 AM

13.2 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2020 - 30.06.2021

42/2021 RESOLVED (Marlene KARKADOO/Stan ALLEN)

CARRIED

That the Borroloola Local Authority receives and notes the Financial (Expenditure) Report for the period July 2020 to June 2021

13.3 BORROLOOLA LOCAL AUTHORITY PROJECT FUND REPORT

43/2021 RESOLVED (Mike LONGTON/Stan ALLEN)

CARRIED

That the Borroloola Local Authority;

- a) Receives and notes the Local Authority Project Funding Update report;
- b) Requests the Acting Chief Executive Officer to contact NLC regarding an agreement or occupational license for Council to maintain and provide upgrades

to the Borroloola Cemetery**13.4 MAJOR PROJECTS UPDATE****44/2021 RESOLVED (Mike LONGTON/Stan ALLEN)****CARRIED****That the Members note the report & provide feedback for the relocation of the Youth Centre***Cr Marlene KARKADOO left the meeting, the time being 11:12 AM**Cr Marlene KARKADOO returned to the meeting, the time being 11:14 AM***13.5 COMMUNITY DEVELOPMENT PROGRAMME****45/2021 RESOLVED (Mike LONGTON/Stan ALLEN)****CARRIED****That the Borroloola Local Authority receive and note the Community Development Program (CDP) report.****13.6 ROPER GULF REGIONAL COUNCIL STRATEGIC PLAN 2022-2027
CONSULTANCY****RECOMMENDATION****That The Borroloola Local Authority provides feedback to the consultant to assist the development of the Roper Gulf Regional Council Strategic Plan 2022-2027.****14 OTHER BUSINESS****14.1 NEW LEGISLATION FOR LOCAL GOVERNMENT ACT. 2019**

Department of Chief Minister and Cabinet to presented to Local Authority summary of legislated changes arising from the *Local Government Act 2019* and Statutory Instruments.

14.2 MOBILE RECEPTION**46/2021 RESOLVED (Trish ELMY/Mike LONGTON)****CARRIED****That the Borroloola Local Authority;**

- a) Requests that council advocate for the upgrade of reception in Borroloola;**
- b) Requests the Borroloola Manager Community Projects and Engagement to contact RGRC IT Service Coordinator; and**
- c) Requests for a representative from ACTIVATE meet and discuss the issue with the community before the October Local Authority Meeting**

14.3 RUBBISH COLLECTION GARRAWA**The Borroloola Local Authority;**

- a) Discussed the issue raised by members of the Garraw Community regarding the rubbish collection days in Garrawa, the community has raised the issue of only having two (2) collection days in comparison to other communities that have three (3); and**
- b) Requests that the Borroloola Manager Community Projects and Engagement follow up the issue and invite representatives of Garrawa to the October Local Authority Meeting.**

15 CLOSE OF MEETING

The meeting closed at 12:58 pm.

This page and the proceeding pages are the Minutes of the Borroloola Local Authority Meeting held on Thursday, 5 August 2021 and confirmed Thursday, 7 October 2021.

Chairperson Samuel EVANS

Confirmed on Thursday, 7 October 2021.

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	18.1
TITLE	Nominations for Casual Vacancies LGANT Executive
REFERENCE	1199803
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council nominates two (2) elected members to act as its representatives to the Local Government Association of the Northern Territory (LGANT).

BACKGROUND

The Local Government Association of the Northern Territory (LGANT) is an association of the local government bodies across the Northern Territory.

It acts as a representative and advisory group for local government as a whole.

The previous Council, the Mayor and Deputy Mayor were the nominated representatives of Council for LGANT. The Mayor (Judy MacFARLANE) also serves on the Executive Committee of LGANT as well.

ISSUES/OPTIONS/SWOT

Section 7 of LGANT's Constitution states that each member Council shall appoint two (2) of its elected members as representatives to LGANT.

Council is requested to nominate two (2) elected members as its representatives to LGANT.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

1   Council Delegates to LGANT.pdf

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY



COUNCIL DELEGATES TO LGANT

Councils shall be represented at meetings of the Association by nominated Delegates as per Section 7 of the Association constitution.

The Association's Constitution states:

7. REPRESENTATION OF MEMBERS

- 7.1 Each member Council shall appoint two Delegates as their representatives at meetings of the Association and may at any time revoke such appointments and appoint other Delegates in their place, in accordance with their own policies or procedures.
- 7.2 Each member Council shall give notice in writing to the Chief Executive Officer of the Association of the persons appointed to act as its Delegates.
- 7.3 In the event that a Delegate is unable to attend a meeting of the Association, the member Council may, by giving written notice to the Chief Executive Officer prior to the commencement of the meeting, appoint another Delegate to act as a substitute at the meeting. The appointment will only be valid for the meeting specified in the notice.

Please fill in the form below with two designated LGANT representatives as per your council resolution.

Council:	
Representative Name	Type of Representative
	Delegated Representative
	Delegated Representative

Council resolution confirming the appointment of the representatives attached. **YES / NO**

Please forward completed form by **Monday, 4 October 2021** to:

Elaine McLeod
Executive Assistant to the CEO
Email: elaine.mcleod@lgant.asn.au

Sean G Holden
Chief Executive Officer

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	18.2
TITLE	Delegations Manuals
REFERENCE	1205158
AUTHOR	Dave HERON, Acting General Manager Corporate Services & Sustainability

RECOMMENDATION

That the Council approves the Organisational Delegations Manual and the Financial Delegation Manual

BACKGROUND

The Council maintains two documents that allocates and controls the delegations of authority, both financial and non-financial to appropriate council officers.

The Organisational Delegations Manual identifies and delegates authority in relation to:

- Human Resource Management
- Contract Management
- Engagement of legal services
- Public Relations
- Policies and Procedures, and
- Complaints and Corporate Processes'

The Financial Delegation Manual sets values of authority to appropriate officers in relations to

- Procurement
- Operating and Capital Expenditure
- Salaries and wages expenditure
- Use of Petty Cash and Bank accounts
- Use of Corporate Credit Cards
- Process for writing off of bad debts and issuing of credit notes

ISSUES/OPTIONS/SWOT

With the new Council it is an opportunity to review and revise the manuals to reflect the new Local Government Act and Regulations and changes in technology and operating procedures. The main changes reflected in these manuals are

- Controls and delegations reflecting the greater use of credit cards in purchasing
- Measures to control implementation of bank imprest accounts to accommodate container deposit schemes on communities
- Delegation of Human Resource tasks with the operational divisions to the appropriate General Managers
- Delegation of quotation exemptions to the CEO or General Managers within financial delegations and in accordance with the Local Government Regulations

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

- 1   Organisational Delegations Manual (non financial).docx
- 2   Financial Delegations Manual.docx



ORGANISATIONAL DELEGATIONS MANUAL (non Financial)

Dates of amendments made by Council resolution:

29 July 2020	Ordinary Meeting of Council
31 May 2019	Finance Committee Meeting
27 February 2019	Ordinary Council Meeting
27 June 2018	Ordinary Council Meeting
15 December 2017	Ordinary Council Meeting
23 August 2017	Finance Committee Meeting
12 July 2017	Ordinary Council Meeting
12 November 2014	Ordinary Council Meeting
29 January 2014	Ordinary Council Meeting
26 June 2013	Ordinary Council Meeting replaces the Organisational Delegations Manual prior 26/06/2013.

Contents

Delegation of Authority	4
Purpose of this document.....	4
Principles	4
Definitions	5
Human Resource Delegations	6
Salary, Conditions, Packages and Contracts.....	6
Position Descriptions.....	6
New Positions, Selection, Appointment and Probation	7
Dismissal and Redundancy	8
Leave, Overtime, Training, Conference Attendance, Travel, External Consultancies	8
Performance Management.....	10
Industrial Relations.....	11
Contracts	12
Contracts: Contracts, Agreements and Submissions.....	12
Legal	14
Legal: Legal Matters.....	14
Regulatory Compliance	14
Policies and Procedures	16
Policies and Procedures: Policies and Procedures.....	16
Public Relations	17
Public Relations: Public Statements and Media Contact	17
Complaints	18
Complaints: Complaints	18

DELEGATION OF AUTHORITY

Council is committed to service delivery across the organisation within, the parameters of a formalised delegation of authority framework.

Purpose of this document

The purpose of this Manual is to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is possible for a person in a less senior position to be appointed to “act” in the capacity of a more senior position e.g. during periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document for that position.
- It is permissible for a person to transfer their financial delegation to a person in a less senior position during periods of absence. However, responsibility for the delegation remains with the person who normally exercises the delegation.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained and a copy sent to their senior line manager.
- The delegations are hierarchical in the sense that a delegate’s formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff, with the exception of any delegations made by council.
- The Chief Executive Officer (CEO) has authority to exercise any staff delegation outlined in this document,
- In exercising delegations staff are required to comply with legislation, industrial awards, contracts or agreements, and council approved policies, procedures and code of conduct.
- These delegations listed in this document should be understood in the context of the relevant staff position descriptions.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation
- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists

- This document anticipates open and regular communication and information flow, between the various levels of delegation, and consultation where necessary with council's community development and human resource staff.

This delegation document will be reviewed each year with a view to improving its utility and relevance to the organisational structure of Council.

Definitions

POSITIONS

The **Council**: (referred to as 'Council') Those persons elected to serve the community in accordance with the Local Government Act and Regulations (as amended).

The **Mayor** the Principal Member of Council as defined by s58 of the *Local Government Act 2019*.

Chief Executive Officer (referred to as 'CEO') The person appointed by, and responsible to, council for the day to day management of the affairs of council.

General Manager: Unless specifically limited, General Manager refers to those positions that have divisional responsibility.

Manager: (referred to as 'Managers') A person appointed as a manager is responsible to the appropriate General Manager for the services delivered within their area.

Human Resources Manager (referred to as 'HRM') The person appointed to the most senior HR position.

Finance Manager (referred to as 'FM') The person appointed to the most senior finance position.

Other positions named within the delegation in accordance with their position titles.

HUMAN RESOURCE DELEGATIONS

Salary, Conditions, Packages and Contracts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Set and approve salaries	For all staff	CEO
	For CEO	Council
Set and approve annual salary increments.	For all staff	CEO
	For CEO	Council
Approve salary packaging content	For all staff	General Managers
	For CEO	Council
Approve the issue and withdrawal of council credit cards and credit limits	For staff	CEO
	For CEO	Council
Approve/sign staff contracts	For all staff	CEO
	For CEO	Council
Approve conditions of employment	For all staff	General Managers

Position Descriptions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve changes to existing position descriptions	For staff positions	General Managers
	For General Manager positions	CEO
	For CEO position	Council
Approve changes to existing position titles	For staff positions	General Managers
	For General Manager positions	CEO
Approve deletion of positions	For all positions	CEO
Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within council.	For staff positions	CEO
	For General Managers & Manager positions	CEO

New Positions, Selection, Appointment and Probation

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appointment of an Acting Chief Executive Officer	Less than 5 days	CEO
	More than 5 days but less than 6 weeks	Mayor
	More than 6 weeks	Council
Identify existing staff position vacancies	For staff positions	CSC, Managers, General Managers
	For General Manager positions	CEO
	For CEO position	Council
Identify new staff positions (including availability of funding)	For all staff positions	General Managers
	For General Manager	CEO
Approve new staff positions	For all staff positions	CEO
Develop new staff position descriptions	For staff positions	CSC, Managers, General Managers
	For General Manager positions	CEO
Approve new staff position descriptions	For staff positions	General Managers
	For General Managers	CEO
Recommend appointment to staff positions	For all staff positions	Selection panel
Appoint staff to positions	Temporary/ Casual Staff	General Managers
	For staff positions	General Managers
	For Manager and General Manager positions	CEO
	For CEO position	Council
Confirm successful completion or otherwise of new staff probationary periods	For staff positions	General Managers
	For Managers	General Managers
	For General Managers	CEO
	For CEO position	Council

Dismissal and Redundancy

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Recommend redundancy of a staff member	For all staff	General Managers
Recommend dismissal of a staff member	For all staff	General Managers
Decision to make a staff member redundant	For all staff	CEO
	For CEO	Council
Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
Decision to dismiss a staff member	Temporary/ Casual Staff	General Managers
	For staff positions	CEO
	For General Manager positions	CEO
	For CEO	Council

Leave, Overtime, Training, Conference Attendance, Travel, External Consultancies

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff overtime (within budget)	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
Approve staff time in lieu	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
Approve staff paid personal leave (in accordance with accrued entitlements)	For staff	Manager, Senior/Council Service Coordinator, Regional Coordinator
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Ratified by Mayor
Approve staff long service leave	For all staff	General Manager
	For General Managers	CEO
	For CEO	Council
Approve staff special leave (inc. Jury Service /	For all staff	HRM

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
NORFORCE, summons as witness)	For Managers	General Managers
	For General Managers	CEO
	For CEO	Ratified by Mayor
Approve staff leave without pay	For all staff up to 2 weeks	HRM
	Up to 6 weeks	General Manager
	Above 6 weeks	CEO
	For Managers up to 6 weeks	GM
	Managers above 6 weeks	CEO
	General Managers	CEO
Approve staff leave without pay for study purposes	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Approve fee assistance for staff study leave (within budget)	For staff	General Managers
	For Managers	General Managers
	For General Managers	CEO
	For CEO	Council
Approve skill development plans for staff	For staff	Manager
	For Managers	General Manager
	For General Manager	CEO
	For CEO	Council
Approval of attendance at external training courses/conferences (within budget)	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Approve travel within NT	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Ratified by Mayor
Approve travel outside NT	For staff	GM
	For GM	CEO
	For CEO	Ratified by Mayor
Approve travel outside of Australia	For staff	CEO

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
	For General Managers and Managers	CEO
	For CEO	Council
Approve travel costs for attendance at training courses/conferences (within budget)	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Mayor

Performance Management

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Appraise performance of staff	For staff	Supervisor at Coordinator level and above
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Management of unsatisfactory staff performance	For staff	Manager
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Intervene in management of any unsatisfactory staff performance where divisional concerns are identified.	For all staff	General Manager with HRM support
Intervene in management of any unsatisfactory staff performance where organisational concerns are identified.	For General Managers	CEO with HRM support

Industrial Relations

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on industrial relations/human resources matters.	For all staff	CEO, HRM, General Managers
Authority to purchase industrial relations/human resources advice and/or expertise.	For all staff	CEO, HRM, General Managers

CONTRACTS

Contracts: Contracts, Agreements and Submissions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the lease of land and/or new premises and sub leases of existing premises (within budget)	For organisation	CEO
Approve renewal of existing leases within financial delegations	For organisation	General Managers, CEO
Cancel existing leases	For organisation	CEO
Authorise appointment of external consultants (within budget)	For division	General Manager
	For organisation	CEO
Approve appointment of insurers, details of contract and payment of premiums	For organisation	General Manager Corporate Services and Sustainability, CEO
Approve commercial agreements for the staff and services of council	For organisation	CEO
Approve the sale, purchase and development of land.	For organisation	Council
Approve contracts with suppliers of goods and services (non legal)	For organisation	General Manager
Authority to invite formal tenders for supply of goods or services	For organisation	General Manager
Authority to award tenders for supply of goods or services (in accordance with LG General Regulations)	For organisation	Council, Finance Committee
Authority to appoint, manage, and revoke persons to Tender Assessment Panel	For organisation	Council, Finance Committee
Authority to investigate funding opportunities, make recommendations and prepare submissions and tenders	For community based initiatives	Managers
	For division	General Manager
	For organisation	CEO
Approve draft submissions and tenders to be forwarded to the CEO.	For division	General Manager
Approve funding submissions or tendering activity to be undertaken.	For organisation	CEO
Authority to restrict or prevent submissions or tenders being made.	For organisation	Council

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to negotiate contracts, leases, rentals, agreements / memorandae	For division	General Manager
	For organisation	CEO
Authority to sign/seal agreements, contracts or tenders obtained <ul style="list-style-type: none"> - within financial delegation - outside financial delegation 	For organisation	CEO Council
Authority to prepare and submit performance reports to funding departments/organisations.	For service/s	Managers
	For division	General Manager
	For organisation	CEO
Authority to enter into contractual agreements within financial delegated limits	For organisation	CEO Reported to Council
Authority to amend, vary existing contracts / funding or other agreements within financial delegated limits	For organisation	CEO Reported to Council
Approve and submit financial reports to funding departments/organisations.	For division	General Manager
	For organisation	CEO
Authority to make daily operational decisions for direct service delivery in line with relevant contracts.	For service/s	Managers

LEGAL

Legal: Legal Matters

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to consult with council's external advisors, on legal matters.	For organisation	CEO, General Managers
Authority to purchase legal advice and/or expertise.	For organisation	CEO, General Manager Corporate Services and Sustainability
Approve engagement of lawyers.	For organisation	CEO, General Manager Corporate Services and Sustainability
Authority to settle court, legal or any other formal proceedings and bind the council.	For organisation	CEO Must be reported to Council Council, if outside delegated financial limits
Authority to approve expenditure on legal matters, which are outside approved budget.	For organisation	Council

Regulatory Compliance

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Make Regulatory Order (Part 13.2 <i>Local Government Act 2019</i>).	For organisation	General Manager
Commence enforcement action including prosecutions.	For organisation	CEO
Exercise regulatory powers – including issue of infringement notices (Part 9.7 <i>Local Government Act 2019</i>).	For organisation	Authorised Persons
Appointment of Authorised Persons (s183 <i>Local Government Act 2019</i>), and management, amendments, and revocation of appointments or Authorities.	For organisation	CEO

POLICIES AND PROCEDURES

Policies and Procedures: Policies and Procedures

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approval of policies	For Organisation	Council
Approval of Organisational Directives	For Organisation	CEO
Approval of Divisional Directives	For Divisions	General Managers
Approval of Standard Operating Procedures (SOPs), Safe Work Method Statements (SWMS) or similar documents.	For Organisation	CEO
	For Divisions	General Managers, Managers
Work Instructions and Forms	For Organisation	Managers

PUBLIC RELATIONS

Public Relations: Public Statements and Media Contact

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve the use of councils name or logo by parties external to council.	For organisation	CEO
Authorised to release public or media statements. Incl. social media	For organisation (on strategic issues and positions held)	CEO
Authority to delegate specific media responses.	For all staff	CEO
Authority to request public statements, media contact and comments on strategic issues	For organisation	Council
Authority to respond to operational letters (including electronic correspondence) of non-contentious nature	For organisation	Managers
Authority to respond to ministerial and contentious issues.	For organisation	CEO

COMPLAINTS & CORPORATE PROCESSES

Complaints: Complaints & Corporate Processes

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to ensure appropriate and timely resolution of a complaint	For all staff	Managers
	For Managers	General Manager
	For General Managers	CEO
	For CEO	Council
Authority to consult with council's external advisors, on complaint matters.	For organisation	General Managers
Authority to purchase mediation advice and/or expertise.	For organisation	General Managers

N.B. *All complaints against Council staff members are to be assigned to the General Manager Corporate Services and Sustainability.*

Roper Gulf Regional Council Financial Delegation Manual

Roper Gulf Regional Council Financial Delegation Manual

Dates of amendments made by Council resolution:

- 23 February 2011 Ordinary Council Meeting
- 29 June 2011 Ordinary Council Meeting
- 20 July 2011 Ordinary Council Meeting
- 21 September 2011 Ordinary Council Meeting
- 26 October 2011 Finance & Audit Committee Meeting
- 9 November 2011 Ordinary Council Meeting
- 16 December 2011 Ordinary Council Meeting
- 18 January 2012 Finance & Audit Committee Meeting
- 14 March 2012 Finance & Audit Committee Meeting
- 30 May 2012 Finance & Audit Committee Meeting
- 03 September 2012 Finance & Audit Committee Meeting
- 01 May 2013 Ordinary Council Meeting
- 26 June 2013 Ordinary Council Meeting
- 24 July 2013 Ordinary Council Meeting
- 23 July 2014 Finance Committee Meeting
- 12 November 2014 Ordinary Council Meeting
- 27 July 2016 Ordinary Council Meeting
- 29 August 2018 Finance Committee Meeting
- 29 July 2020 Ordinary Council Meeting

Table of Contents

Financial Delegations	3
Financial: Budgets	3
Financial: Operational Expenditure.....	3
Financial: Capital Expenditure and Asset Control	4
Financial: Purchase Orders and Invoices	5
Financial: Salaries and Deductions	5
Financial: Investment	6
Financial: ATM, Receipts and Banking	6
Financial: Petty Cash and Bank Imprest Accounts	6
Financial: Cheques	6
Financial: Banking Institutions	7
Financial: Corporate Credit Cards.....	8
Financial: Bad Debts	8
Financial: Credit Notes.....	8
Financial: Fees & Charges	8
Financial: Segregation of Duties	9
Financial: Manager Resignation.....	9

Financial Delegations

Financial: Budgets

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve draft budgets to be forwarded to the council	<i>For organisation</i>	CEO
Approve budget	<i>For organisation</i>	Council
Authority to override all delegations and make expenditure decisions to ensure approved budgets can be achieved.	<i>For organisation</i>	CEO
Authority to recommend to council unbudgeted expenditure.	<i>For organisation</i>	CEO
Authorise variations to the annual operational and capital budgets.	<i>For organisation</i>	Council
Authorise variations to Activity budgets within approved operational budgets	<i>For activities within the Division</i>	CEO, General Manager

Financial: Operational Expenditure

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve Expenditure <i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i>	<i>For services and business units \$2,500 (Up to)</i>	Coordinators (other than Workshop)
	<i>For services and business units \$5,000 (Up to)</i>	Workshop Coordinator, Assistant Managers
	<i>For services and business units \$10,000 (Up to)</i>	Managers
	<i>For division \$50,000 (Up to)</i>	General Managers
	<i>For organisation No limit Within approved budget and subject to compliance with legislation.</i>	CEO

Financial: Capital Expenditure and Asset Control

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve alterations/renovations to buildings within budget	<i>For organisation - no limit within approved budget and subject to compliance with legislation.</i>	CEO
Authority to replace essential items of equipment included in approved capital budget/funding agreement	<i>For division \$50,000 (Up to) for any one item under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	General Managers
	<i>For organisation - no limit within approved budget and subject to compliance with legislation</i>	CEO
Approve hire of plant equipment or facilities (<i>hired under terms and conditions deemed appropriate in the circumstances and with minimal risk to council</i>).	<i>For service/s & business units \$10,000 (Up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Managers
	<i>For division \$50,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	General Managers
	<i>For organisation No limit within approved budget and subject to compliance with legislation</i>	CEO
Approve the transfer/disposal of any assets (in accordance with legislation/guidelines)	For organisation	Council
	\$100,000 (Up to)	CEO
Approval of sale or purchase of land or buildings	For organisation	Council
Approval of development of new buildings	For organisation	Council

Note: Small assets ranging from \$1,000 to \$10,000 must be recorded into the small assets register at purchase.

Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders <i>(Within approved budget and subject to any restrictions outlined elsewhere in this document)</i>	<i>For service/s \$1,000 (Up to)</i>	Executive Assistants to CEO or General Managers,
	<i>For service/s \$2,500 (Up to)</i>	Coordinators
	<i>For services & business units \$5,000 (Up to)</i>	Assistant Managers, Financial Accountant, Management Accountant,
	<i>For services & business units \$10,000 (Up to)</i>	Managers
	<i>For division \$50,000 (Up to)</i>	General Managers
	<i>For organisation No limit Within approved budget and subject to compliance with legislation</i>	CEO
Approve Quotation Exemption	<i>For division up to \$ 50,000</i>	General Manager
	<i>For organisation over \$ 50,000</i>	CEO

Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council	<i>\$1,000 (Up to) For all staff</i>	Manager
<i>Within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	<i>\$10,000 (Up to) For all staff</i>	General Managers
	<i>\$50,000 (Up to) For all staff</i>	CEO
Compile and approve staff time sheets	<i>For all staff</i>	Managers
Approve for payment all payroll related transactions	<i>For all staff Comprising group tax remittal, payroll tax settlement, superannuation contribution payments, and transfers of employee payroll deductions to authorised entities and payment of GST and PAYG payments.</i>	Management Accountant, Finance Manager, General Manager Corporate Services and Sustainability, CEO

Financial: Investment

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve investment of funds	For organisation	CEO
Approve draw down of investment funds for deposit into operational accounts	For organisation	CEO
Approve banking and investment account arrangements, including authorising the opening of new accounts.	For organisation	General Manager Corporate Services & Sustainability, Finance Manager

Financial: ATM, Receipts and Banking

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to invoice, receive, code and bank income and approve issue of receipts.	<i>For all services (provided suitable facilities are in place to enable the secure lodgement of payments, and subject to staff receiving adequate training)</i>	Customer Service Officers, Finance Officers

Financial: Petty Cash & Bank Imprest Accounts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to operate, control and reimburse petty cash.	<i>\$5000 (Up to) In accordance with approved budget</i>	Senior Finance Officer, Council Service Coordinators, Senior Admin Support Officers

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to issue cheque requisitions <i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i>	<i>For service/s & business units \$10,000 (Up to)</i>	Managers
	<i>For division \$50,000 (Up to)</i>	General Managers
	<i>For organisation</i>	CEO

	<i>No limit</i>	
Approve and sign cheques	<i>For organisation (Any two) No Limit</i>	CEO, General Managers, Finance Manager
Approve EFT bank File	<i>For organisation No Limit</i>	Group A: CEO General Managers, HR Manager Compliance Manager Group B: Finance Manager Financial Accountant, Management Accountant (Any two from Group A or Combination of Group A and B)
Approval to stop payment on cheques	<i>For organisation</i>	Management Accountant
Approve change and/or add cheque signatories	<i>For all signatories</i>	General Manager Corporate Services and Sustainability, Finance Manager

Financial: Banking Institutions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to act as verifying officer		CEO, General Managers, Finance Manager
Authority to approve requests for additional electronic banking users	<i>For organisation</i>	CEO, General Managers, Finance Manager, Management Accountant
Authorised contact for Council's bank accounts	<i>For all enquiries</i>	CEO, General Managers, Finance Manager, Management Accountant, Financial Accountant

Financial: Corporate Credit Cards

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Credit limits on corporate charge cards (subject to terms and conditions in the Corporate Credit Card Policy)	<i>Maximum limits Monthly limit \$20,000 Single transaction \$10,000</i>	CEO, General Managers
Exception : Business Case Considered	<i>Maximum limits Monthly limit \$10,000 Single transaction \$5,000</i>	Managers
	<i>Maximum limits Monthly limit \$5,000 Single transaction \$1,000</i>	Mayor, EA to CEO, Coordinators, HR Officer, Workshop Admin Officer
	<i>Maximum limits Monthly limit \$2,000 Single transaction \$1,000</i>	Administration support officers

Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-off of bad debts	<i>In accordance with Clause 32 of LG General Regulations</i>	Council
Approve write-off of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	<i>In accordance with Clause 32 of LG General Regulations</i>	Council
Approve debt recovery payment terms	<i>\$5,000 (May not exceed)</i>	General Manager
	<i>\$50,000 (May not exceed)</i>	CEO
	<i>\$50,000 (In excess of)</i>	Council
Correct administrative errors	<i>\$50,000 (May not exceed)</i>	Finance Manager
	<i>\$50,000 (In excess of)</i>	CEO

Financial: Credit Notes

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve credit notes	<i>\$5,000 (In excess of)</i>	CEO
	<i>\$5,000 (May not exceed)</i>	General Manager
	<i>\$2,500 (May not exceed)</i>	Manager

Financial: Fee and Charges

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Negotiation with fee and charges	<i>\$5,000 (in excess of)</i>	Council
	<i>\$5,000 (May not exceed)</i>	CEO

\$1,000 (May not exceed)	General Manger
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Financial: Segregation of Duties

There must be a minimum of one degree of separation of financial duties between family members in which any reasonable person may perceive a conflict of interest between decision making parties. In situations where there is any possibility that a conflict of interest may be perceived, the family member may not be the sole signatory approving purchases, timesheets, leave entitlements or any other decision that may be seen to be biased or in which the family member may be seen to have a financial gain.

Financial: Manager Resignation

Employees with Financial delegation who are terminated will lose all financial delegation authority at the time of termination. All Corporate Credit Cards must be returned immediately on termination or six weeks prior to the last day of employment.

Delegation of Authority accepted as described in this document

SIGNED

On behalf of Roper Gulf Regional Council

by

print name of Signatory

Sign here

in the presence of:

.....

print name and address of witness

witness signature

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	18.3
TITLE	Community Grants Committee
REFERENCE	1204969
AUTHOR	Josh CHEVALIER-BRINE, Grants Coordinator

RECOMMENDATION

That Council delegate authority to the Chief Executive Officer to administer the Community Grants Program.

BACKGROUND

Roper Gulf Regional Council delivers a Community Grants Program (the Program) to support different projects within the region. These grants are used to strengthen local culture, economy, family or the environment.

The Program has traditionally been administered by the Community Grants Committee (the Committee). The Committee is comprised of five Elected Members of Council who are nominated by the Council at the commencement of each new term.

Up to four grant rounds are conducted each financial year depending on the availability of funding. Individuals can seek a minor grant of up to \$1,000 and incorporated organisations can seek a major grant of up to \$3,000.

The Committee convenes at Ordinary Meetings of Council (OMC) to assess grant applications at the conclusion of each funding round. It then provides recommendations to Council at the same OMC. Funding is approved by resolution of Council.

ISSUES/OPTIONS/SWOT

The current administrative framework is burdensome and results in unfair delays for grantees. The amount of time taken to issue a grant can often be up to six (6) weeks or longer, depending on the amount of time between when a grant round closes and the next OMC.

In addition, there have been occasions in which Committee Members were not present at meetings, causing confusion and delays in the assessment of grant applications. In some instances Elected Members have assessed applications from proponents within their own ward. This exposes the Program to reputational risk.

Furthermore, grant rounds must be aligned with the annual OMC calendar. This creates inconsistency and uncertainty for grant applicants that seek regular funding for civic events.

In order to address these issues it is proposed that the Community Grants Committee be administered by the Chief Executive Officer (CEO). Upon research, other Councils administer their community grants program in a similar way.

This change will overcome the above challenges and simplify administration. Under this arrangement, grant rounds will be conducted at the beginning of each quarter. A Committee appointed by the CEO will convene the week following closure of the round to assess applications and provide recommendations to the Chief Executive Officer. The Committee can include current Councillors e.g. Mayor and Deputy Mayor or consist solely of staff. Grant application outcomes can then reported to Council. Grant agreements can also be issued to grantees the same week they are assessed.

The Community Grant Program Guidelines will be modified to reflect these changes, should Council accept the above recommendation.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	18.4
TITLE	Authorised Officer Management of Appointments
REFERENCE	1204767
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council, in accordance with Section 167 (l) of the *Local Government Act 2019* (the Act), delegates to the Chief Executive Officer the management and appointment of Authorised Persons as prescribed at Part 9.7 of the Act.

BACKGROUND

Chapter 9.7 of the *Local Government Act 2019* (the Act) makes provisions for the appointment of Authorised Persons for the purposes of ensuring compliance with Act and its statutory instruments e.g. by-laws. These may also include regulatory instruments covering the number of dogs on a property, disposal of commercial waste or orders to clean up properties.

ISSUES/OPTIONS/SWOT

The management of appointments of persons as Authorised Persons is a function of Council as prescribed at Section 183. This would require Council to appoint, amend, or rescind the appointment of Authorised Persons by way of Resolution.

Council is advised to delegate this function to the Chief Executive Officer in accordance with Section 167 (l) so as to enable accurate and timely management.

The previous Council has delegated this function to the CEO in 2017 in accordance with the then *Local Government Act 2008*. This Council is requested to continue this delegation in accordance with the *Local Government Act 2019*.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

There are no attachments for this report.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER	18.5
TITLE	Variation to 2021-2023 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs Grant Agreement
REFERENCE	1201284
AUTHOR	Josh CHEVALIER-BRINE, Grants Coordinator

RECOMMENDATION

That Council:

- a) Approve the variation to its Municipal and Essential Services, Housing Maintenance Services, and Homelands Jobs 2021-24 Deed of Agreement, by signing, dating, and affixing the Common Seal to one copy of the Deed of Variation; and
- b) Acknowledge the Territory Government in respect of the funding provided.

BACKGROUND

The Department of Territory Families, Housing, and Communities wrote to Council on 27 August 2021 advising that funds have been allocated for the remaining two years of Council's funding arrangement under the Municipal and Essential Services, Housing Maintenance Services, and Homelands Jobs 2021-24 Deed of Agreement.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Under the variation Council will be provided with additional funding of \$1,422,111 (GST Exclusive) over two years. The offer includes Homelands Jobs funding for 3.75 Full Time Equivalent positions at a rate of \$40,408 (GST Exclusive) per position.

Homelands Program	2021-22 (GST Exclusive)	2022-23 (GST Exclusive)
Municipal and Essential Services	\$314,790	\$424,646
Towns Camps Municipal and Essential Services	\$43,930	\$44,400
Housing Maintenance Services	\$196,228	\$196,408
Homelands Jobs	\$150,799	\$150,910
Total	\$705,747	\$716,364

ATTACHMENTS

There are no attachments for this report.

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	18.6
TITLE	LGANT - Elected Member Induction Symposium
REFERENCE	1205859
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council receives and notes this report pertaining to the Local Government Association of the Northern Territory's Elected Member Induction Symposium.

BACKGROUND

The Local Government Association of the Northern Territory (LGANT) is holding an Induction Symposium for all newly Elected Members on the 5th and 6th November in Darwin.

ISSUES/OPTIONS/SWOT

The Symposium is for all Councillors and covers essential training and induction so as to provide them with a greater insight and skill-set to carry out their function over the coming term.

Accommodation has been booked for all Councillors to attend. Logistical arrangements including travel for Councillors will be arranged at the Council meeting.



A draft Symposium schedule is attached for Councillors information.

Elected Members shall be provided with a draft itinerary at the Meeting itself.

FINANCIAL CONSIDERATIONS

Yet to be ascertained.

ATTACHMENTS

1   2021-09-01 CEO Briefing.docx

**BRIEFING PAPER – CHIEF EXECUTIVE OFFICERS
LOCAL GOVERNMENT ELECTED MEMBERS INDUCTION SYMPOSIUM**

Subject:	Local Government Elected Member Induction Symposium 5 & 6 October 2021 in Darwin	
Action Officer:	Peter McLinden	Date: 9 September 2021

LGANT Strategic Priorities

SP1	<i>Strengthen financial sustainability and governance, and develop the workforce</i>
SP2	<i>Build the profile and reputation of the local government sector</i>

Introduction

We are aware that councils are preparing “Induction” and/or “Welcome Packs” for their new and returned elected members in readiness for their first Ordinary Meetings following the Declaration of the Polls. This brief and the attachment may assist you.

What is the recent history on this issue?

- Letters to the Department of Local Government, Housing and Community Development requesting the repurposing of training grants monies to a Local Government Elected Member Induction Symposium 28/7/2020 & 1/10/2020
- General Meeting 22/04/21
- Executive meeting 18/05/2021
- Letter and agreement for the repurposing of training grants monies 7/06/2021
- Agreement signed and forwarded to the Department of the Chief Minister and Cabinet 7/06/2021

At the LGANT General Meeting 22 April 2021 members requested LGANT advocate for and look at funding an “Elected Member Induction Symposium” after the August local government elections.

Members supported holding an Elected Member Symposium eight weeks after the Local Government Elections in August 2021.

At the Executive meeting 18 May 2021, the LGANT Secretariat was asked to explore external funding opportunities for a two-day elected member induction program.

What is the aim of the Symposium?

The symposium will be an “induction” for newly elected members and a refresher for returning members. It will;

- serve as a familiarisation of the local government sector and its role,
- hear from some of our key stakeholders, and
- support members to gain a working knowledge of how a good council meeting should be run and how to contribute.

This event is not considered as mandatory training under the *Local Government Act 2019*.

The NT government has approved the repurposing of \$37,888 from a previous grant to support the Symposium and we have several sponsors contributing.

When is the Symposium and what will be in the program?

The symposium is being held over two days on 5 and 6 October 2021 at the *Double Tree by Hilton Esplanade, Darwin*. A formal dinner will be held at the conclusion of Day 1.

The two days will be a mixture of open forums, presentations, interactive sessions, and discussions designed to facilitate an understanding and appreciation of the skills and knowledge needed to be effective and inclusive elected members.

The program is currently being finalised. **An extract of the current draft program is attached.** We do have notional speakers and panel members however as they can't be confirmed until 13 September when the Declaration of the Polls is expected to be made.

Attachment: LGANT 2021 Elected Member Symposium

Introduction to Local Government	Presenter
Housekeeping	MC – Ms Catie Kirke
Welcome to Country	Larrakia Nation representative
LGANT President	The Hon Kon Vatskalis
Minister for Local Government	The Hon Chansey Paech MLA
Department of Chief Minister and Cabinet. . Role of the department . NT Local Government Act 2019	DCM&C (TBC)
Sponsored - Morning Tea	
Independent Commission Against Corruption	Commissioner, Mr. Michael Riches
Governance: what is it and why is it important?	(TBC)
Responsible use of public monies	DCM&C (TBC) Audit Committee Chairs x 2 (TBC)
Sponsor to speak	
Sponsored - Luncheon	
Elected Member Building Blocks	
Financial and Business Planning	DCM&C (TBC) Two councils (TBC)
Introduction to Mandatory Training	DCM&C (TBC)
Sponsored - Afternoon Tea	
Council meetings - Introduction to meeting procedures and good governance supporting the conduct of council meetings	Moderator / Presenter Allan McGill AM
Interactive Session Council Meeting with key messages and subject matter being: - Roles and Responsibilities - Code of Conduct - Meeting Procedures - Conflict of Interest	Moderator Allan McGill AM Panel Councillors x 5 (TBC) CEO - (TBC)
Reflections on meeting best practice	Moderator Allan McGill Participants All attendees
Close of proceedings - Day 1	MC
Sponsored - Networking Event	
Sponsored – Dinner at Symposium venue	

Elected Member Fundamentals

Welcome - housekeeping and days agenda LGANT Services and Strategic Plan	MC Sean Holden, CEO LGANT
Australian Local Government Association	Matt Pinnegar, CEO ALGA
Regional collaboration: councils and community	Moderator - MC Josh Sattler GM Innovation City of Darwin Three speakers from Councils (TBC)

Sponsored - Morning Tea

Q & A Session: Elected members and their relationship with council staff	Moderator Allan McGill AM Panel Elected members and CEO mix (TBC)
Sponsor presentation	

Sponsored - Luncheon

Diversity in local government	Moderator - MC Catie Kirke Panel (TBC)
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Sponsored Afternoon Tea

Interactive Session / Case Studies Engaging with your communities	Moderator - MC Catie Kirke Panel (TBC)
Managing the media	Andrew Bruyn AM
Closing remarks	LGANT President
Close of proceedings	MC

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	18.7
TITLE	Council's Financial Report as at 31.08.2021
REFERENCE	1205918
AUTHOR	Elvisen SOUNDRON, Management Accountant

RECOMMENDATION

That the Council receives and notes the financial reports as at 31 August 2021.

BACKGROUND

Attached are the Council's financial reports as at 31 August 2021, 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
- Expenditure illustrations for all communities.

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 surplus of \$3.41M. This can be attributed to the fact that it is the start of the financial year and Council has already in most cases received Grant payments for the first six months of the year.

The bank balance as at 31 August is \$40.54M. Of this total bank balance, \$17M is invested in various interest earning term deposits. The total balance of untied cash after liabilities and commitments towards major projects is \$16.16M.

ISSUES/OPTIONS/SWOT**Interim End of Financial Year Figures**

As Council is yet to finalise the financial ledgers for last financial year, the figures for opening balances for the current year are still considered interim. As a result, all figures mentioned in this report are subject to possible changes after the audit process. However, every effort has been made to ensure accurate figures are reported to represent the Council's financial affairs as at date.

Statement on Australian Tax Office, Payroll and any other obligations.

The reported Payroll Tax obligations of \$341,017 were paid by the due date as required by the Tax Office. The Business Activity Statement reporting for August 2021 has been processed by the due date as set by the Tax Office. Furthermore all superannuation obligations and insurance premium have been paid by the due date.

Debtors Analysis:

The below summarises the amounts owing to Council for a period over 90 days after any unapplied credits.

Comments	Amount \$
Fax charges	57.50
Staff Housing Bond	1,600.00
Workshop services	3,571.87
Overpayment of wages	20.00
Mataranka PO Box	980.00
Vet Vaccination charges	560.00
Accommodation	300.00
NDIS Assistance	662.70
Medivac Ngukurr	528.17
TOTAL	8,280.24

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

1   Financial Reports - August 2021.pdf



Financial Reports

at 31 August 2021

The Balance Sheet – a snapshot of the organisation’s financial status at a given point in time

\$127,868,704

What we own



Assets

\$19,209,128

What we owe



Liabilities

=

\$108,659,575

Council’s Wealth



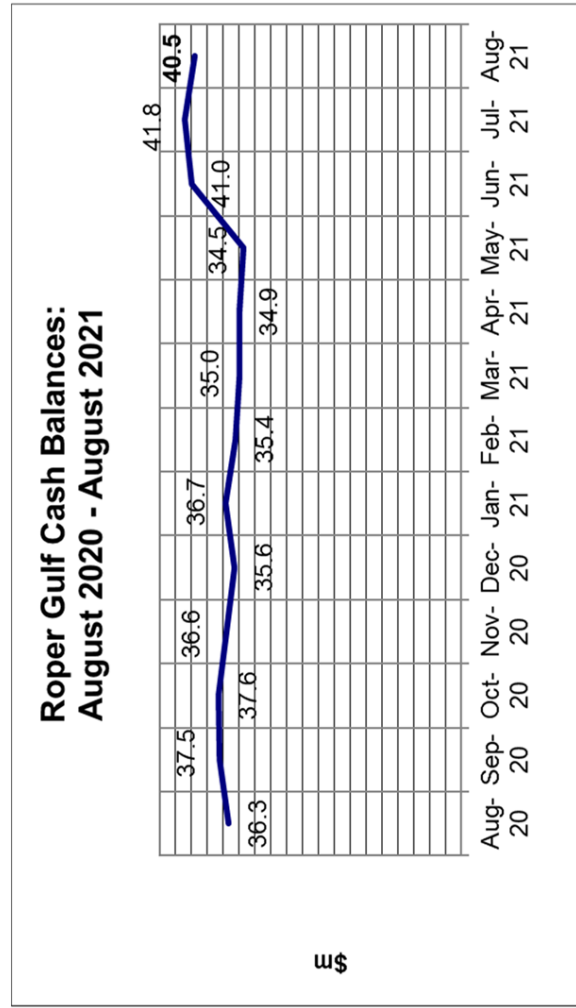
Equity

Balance Sheet as at 31 August 2021

ASSETS (What we own)		LIABILITIES (What we owe)	
Current Assets		Current Liabilities	
Cash	23,146,055	Accounts payable	276,274
Accounts receivable	701,862	Taxes payable	428,902
(less doubtful accounts)	-53,810	Accrued Expenses	-154,035
Rates & Waste Charges Receivable	2,893,558	Provisions (Annual Leave)	1,450,360
Inventory	254,468	Contractors Retention and Deposit Bonds	316,377
Investments	17,000,000	Operating Lease	52,203
Other current assets	332,588	Unspent Grant and Client Funds	10,715,548
Total Current Assets	44,274,721	Total Current Liabilities	13,085,629
Non-current Assets		Long-term Liabilities	
Land	4,223,000	Non Current Provision Employee General	649,195
Right of Use - Land	5,415,489	Operating Lease Expense Property	5,474,304
Buildings	47,969,040	Total Long-term Liabilities	6,123,499
(less accumulated depreciation and impairment)	-7,547,962		
Fleet, Plant, Infrastructure and Equipment	37,755,038	Total Liabilities	19,209,128
(less accumulated depreciation)	-18,652,416		
Furniture and fixtures	350,759		
(less accumulated depreciation)	-186,439	EQUITY (Council's Wealth)	
Work in Progress assets	14,267,473	Retained earnings	51,556,616
Other non-current assets	0	Asset Revaluation Reserves	54,910,530
Total Non-current Assets	83,593,983	Roads Future Fund	2,192,429
		Total Equity	108,659,575
TOTAL ASSETS	127,868,704	TOTAL LIABILITIES & EQUITY	127,868,704

Actual Cash at Bank as at 31 August 2021

BANK:	Closing balance as at 31 August 2021
Commonwealth - Business 10313307	\$20,528,479.23
Monthly interest earned	\$3,600.72
Commonwealth - Operating 10313294	\$86,934.87
Monthly interest earned	\$0.00
Commonwealth - Trust 103133315	\$8,226.77
Monthly interest earned	\$0.00
Commonwealth - Business online - 10381211	\$2,922,047.09
Monthly interest earned	\$492.26
Term Deposits in Various Banks	\$17,000,000.00
Monthly interest earned	\$0.00
Total Cash at Bank	\$40,545,687.96
LESS:	
Liabilities	\$19,209,128.00
Committed Funds to Major Projects in Design and Construction Phases	\$5,167,530.00
Total Untied Cash	\$16,169,029.96
Total Interest Earned for 2020-21 financial year	\$8,079.85



Note: The "Total Cash at Bank" is the actual Money in the Bank at 31 August 2021.

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 (3.38)**

Including all cash and current assets, we have \$3 for every \$1 of Liability

Untied Cash to Creditors Ratio = **78 : 1 (78.23)**

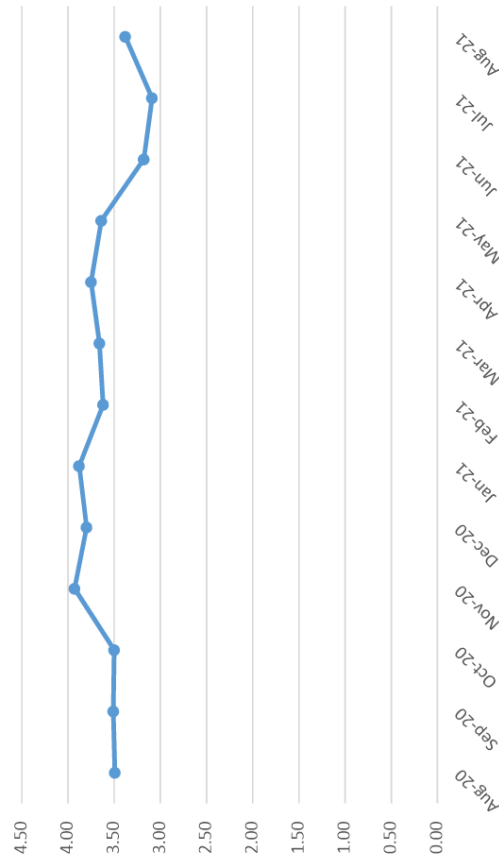
It is desirable to have at least 1:1 ratio and we have \$78 untied cash for every dollar outstanding for our suppliers of Goods and Services.



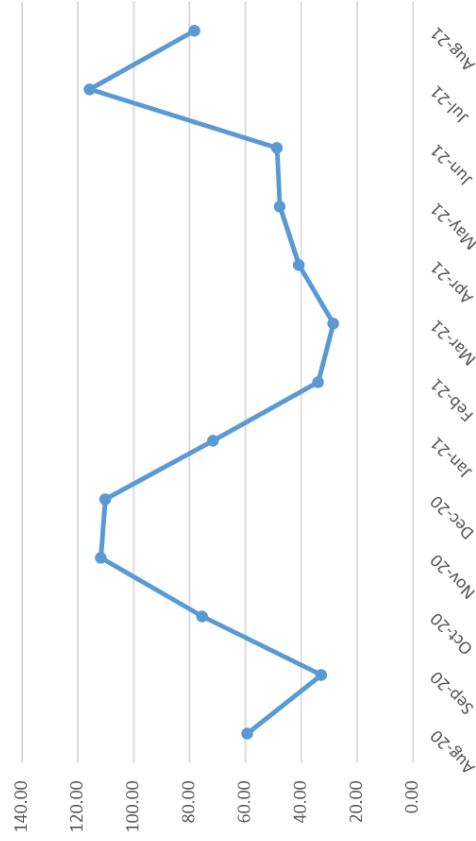
Liquidity Ratio Trend

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

Current Ratio Analysis
August 2020 - August 2021



Untied Cash to Creditors
August 2020 - August 2021



Investment Report as at 31 August 2021

Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	% of Exposure	Rating	Lodgement Date	Maturity Date	Interest on Maturity	Interest rate	Within Diversification Limits
Major Bank	Commonwealth Bank - Working capital	\$23,545,688	58.07%	A1+/AA-					
	Investments (Deposits)								
Regional Bank	ME Bank	\$3,000,000	7.40%	A2/BBB+	25/06/2021	27/06/2022	\$ 15,082.19	0.50%	✓
Regional Bank	AMP Bank	\$3,000,000	7.40%	A2/BBB+	14/05/2021	8/02/2022	\$ 12,205.48	0.55%	✓
Regional Bank	AMP Bank	\$6,000,000	14.80%	A2/BBB+	9/02/2021	N/A		0.80%	✓
Regional Bank	Bank of QLD	\$3,000,000	7.40%	A2/BBB+	10/06/2021	6/12/2021	\$ 5,884.93	0.40%	✓
Regional Bank	Bank of QLD	\$2,000,000	4.93%	A2/BBB+	17/05/2021	17/11/2021	\$ 3,528.77	0.35%	✓
Total cash and investments held		\$40,545,688	100.00%					\$ 36,701.37	

Investment per ADI Category	
Regional Bank	42%
Major Bank	58%

Investment Per institution	
Bank of QLD	12%
AMP Bank	22%
ME Bank	8%
CBA	58%

Income & Expenditure Statement :





















A financial statement that summarizes the income and expenses incurred during a specific period of time

$$\text{Income \& Reserve} - \text{Expenditure} = \text{Net Operating position}$$

\$8,969,052 **\$5,550,373** **\$3,418,679**



Income & Expenditure Report as at 31 August 2021

	Year to Date Actual (\$)	Year to Date Budget (\$)	Variance (\$)	Full Year Budget (\$)
Operating Income				
Income Rates	2,693,523	2,739,997		2,739,997
Income Council Fees and Charges	211,760	187,312		1,123,872
Income Operating Grants Subsidies	3,806,396	5,976,484		23,639,402
Income Investments	8,080	30,000		180,000
Income Reimbursements	18,257	1,667		10,000
Income Agency and Commercial Services	1,377,335	1,540,544		12,849,263
Other Income	456,809	128,000		518,000
Total Operating Income	8,572,160	10,604,003		41,060,534
Operating Expenditure				
Employee Expenses	2,675,221	3,509,313		21,067,876
Contract and Material Expenses	646,240	2,116,239		12,115,434
Fleet, Plant & Equipment	226,748	175,064		1,050,382
Asset Expense	0	892,667		5,356,000
Other Operating Expenses	1,068,588	1,512,097		4,432,762
Finance Expenses	2,066	2,112		12,145
Total Operating Expenditure	4,618,863	8,158,249		44,034,599
Operating Surplus	3,953,296	2,445,755		-2,974,064
Capital Funding				
Income Capital Grants	0	932,904		1,826,276
Council Reserve	396,892	1,018,081		4,891,545
Total Capital Funding	396,892	1,950,985		6,717,822
Capital Expenditure				
WIP Assets	931,510	6,175,951		9,900,779
Total Capital Expenditure	931,510	6,175,951		9,900,779
Net Operating Position	3,418,679	-1,779,211		-6,157,021

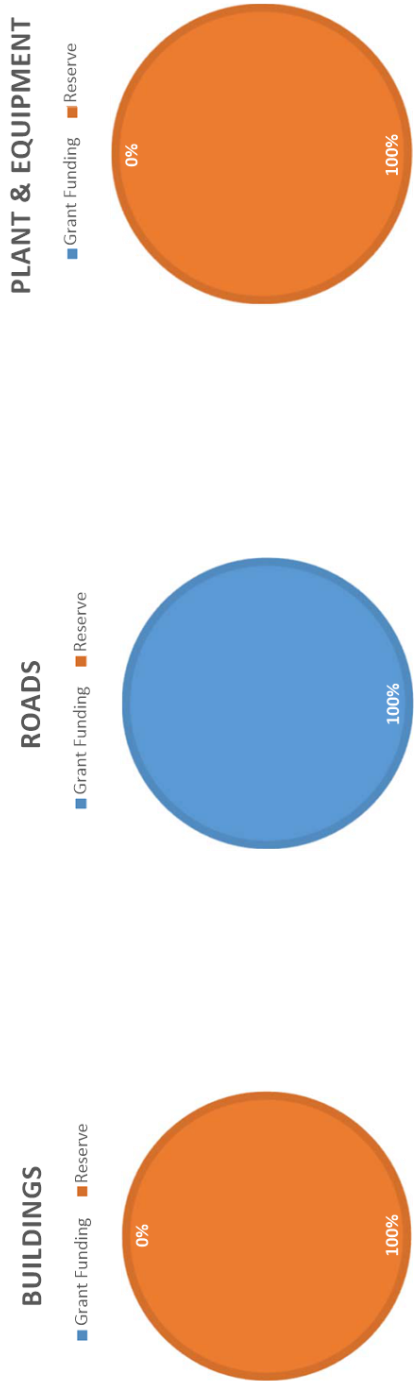
Variances in Income and Expenditure as at 31 August 2021

Income	Variance (\$)	Comments
Income Rates	-46,474	
Income Council Fees and Charges	24,448	
Income Operating Grants Subsidies		The first federal assistance Grant instalment payment for the year and the Local Authority funding were received in advance at the end of last financial year
	-2,170,088	
Income Investments	-21,920	
Income Reimbursements	16,590	
Income Agency and Commercial Services	-163,209	The fees for the Territory Housing and Power Water contract has yet to be received
Other Income	328,809	The major cause in variance is from proceeds in fleet disposal.
Total Variance	-2,031,844	
Expenditure		
Employee Expenses	-834,091	The underspend is mainly due to vacancies and staff absences across several departments
Contract and Material Expenses	-1,469,999	The underspend is mostly from Local Authority Projects. Furthermore the invoice from Alawa for the CDP contract has yet to be received and expenses for the election have yet to be incurred.
Fleet, Plant & Equipment	51,684	The overspend is mainly since the fleet insurance fee has already been settled for the year
Depreciation, Amortisation & Impairment	-892,667	The depreciation for the first quarter has yet to be processed
Other Operating Expenses	-443,509	The underspend is mostly since the invoices from NLC have yet to be paid
Finance Expenses	-45	
Total Variance	-3,588,627	
Capital Funding		
Income Capital Grants	-932,904	As per recent Accounting standard, tied funds can only be recognised after project completion. The grant for the Cyclone Shelter will be recognised as income once the project reach further stages of progression
Total Variance	-932,904	
Capital Expenditure		
WIP Assets	-5,244,441	Please refer to next slide for further detail
Total Variance	-5,244,441	

Capital Expenditure as at 31 August 2021

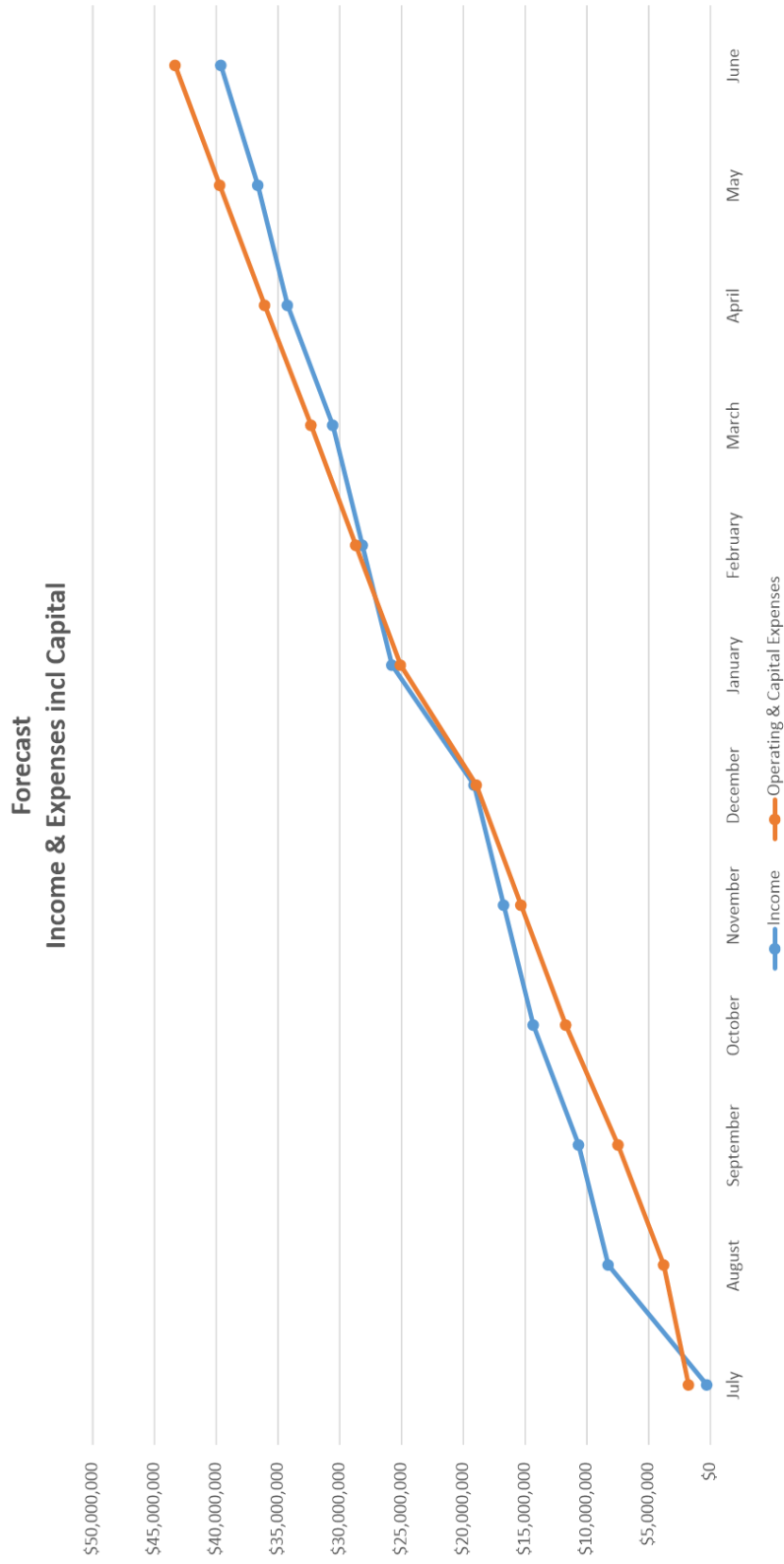
Capital Expenditure	Year to Date Actual (\$)	Year to Date Budget (\$)	Variance (\$)	Full Year Budget (\$)
Buildings	396,892	1,741,787	1,344,895	2,219,218
Infrastructure	(29,905)	1,067,575	1,097,480	2,080,383
Plant and Equipment	11,300	960,000	948,700	960,000
Furniture	0	12,000	12,000	12,000
Motor Vehicles	0	1,122,500	1,122,500	2,085,000
Roads	553,223	1,272,089	718,866	2,544,177
Total Capital Expenditure	931,510	6,175,951	5,244,441	9,900,779

The below graphs depicts the categories of capital expenditure and the percentage used from Council's reserve and Grant Funding



Forecast Income & Expenditure as at 31 August 2021

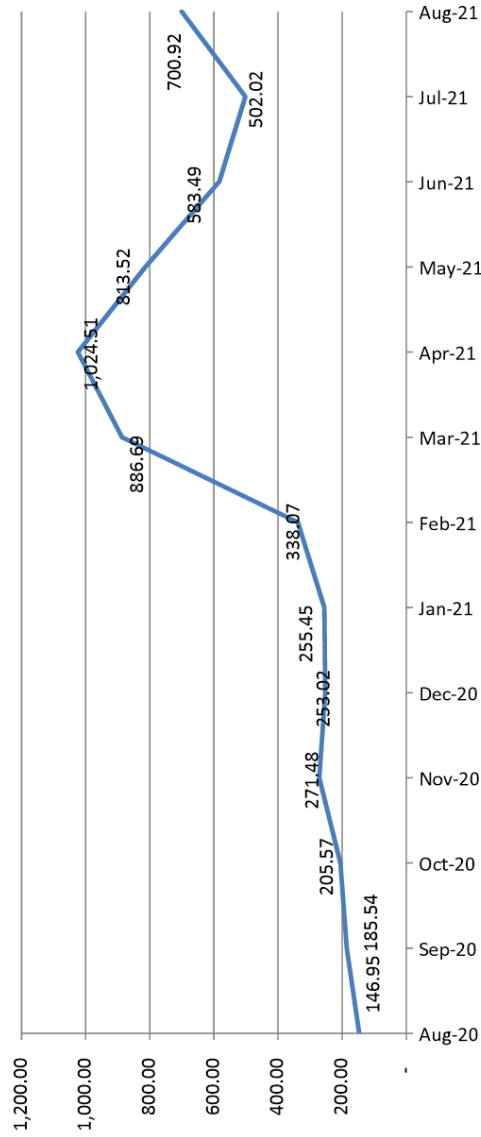
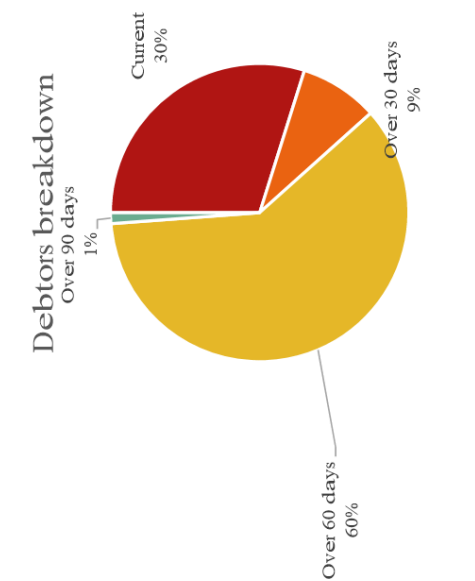
The below graph depicts the cumulative trend of Forecasted Income, Operating Expenditure and Capital Expenditure from July 2021 till June 2022.



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
\$209,420.45	\$59,866.30	\$424,042.43	\$8,280.24	\$701,609.42
Balance after accounting for Unapplied Credits (\$685.00)				\$700,924.42



Please note that the outstanding balance is not matching with the balance sheet since we have yet to finalise the books for last financial year

Rates Outstanding as at 31 August 2021

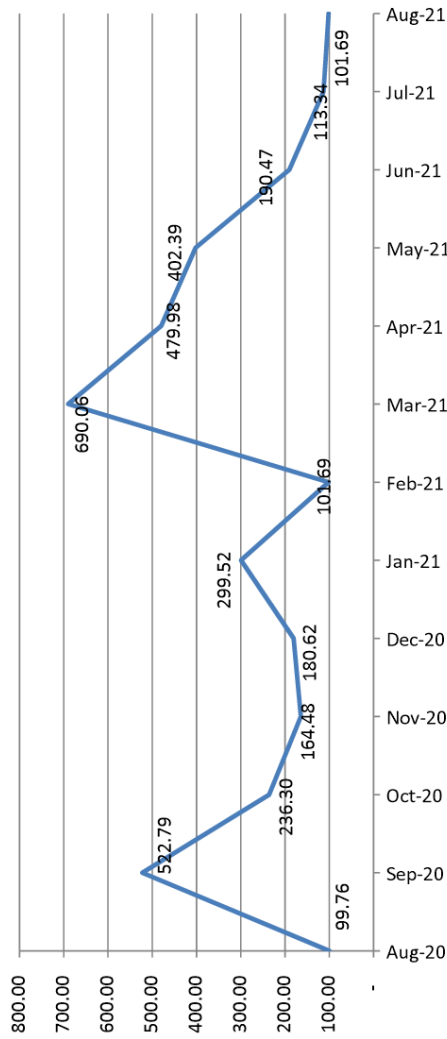
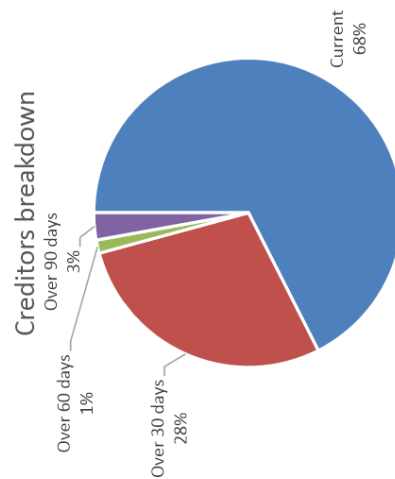
Financial Year	Total Balance (\$)	Percentage of Total Owning
2008-09	69.90	0.00%
2009-10	338.60	0.01%
2010-11	447.70	0.02%
2011-12	338.35	0.01%
2012-13	1,064.42	0.04%
2013-14	2,669.50	0.09%
2014-15	14,915.65	0.52%
2015-16	7,177.70	0.25%
2016-17	7,801.98	0.27%
2017-18	9,369.21	0.32%
2018-19	26,585.16	0.92%
2019-20	49,975.30	1.73%
2020-21	74,339.43	2.57%
2021-22	2,698,514.78	93.26%
Total	2,893,557.68	

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 yet to be 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
\$122,396.85	\$51,184.97	\$2,500.00	\$5,149.76	\$181,231.58
Balance after accounting for Unapplied Credits (\$79,545.34)				\$101,686.24



Please note that the outstanding balance is not matching with the balance sheet due to timing difference in transaction posting. The major cause is due to the entry done for the BAS for June 2021. Once the Audit for last financial year is finalised, the discrepancy will be fixed.

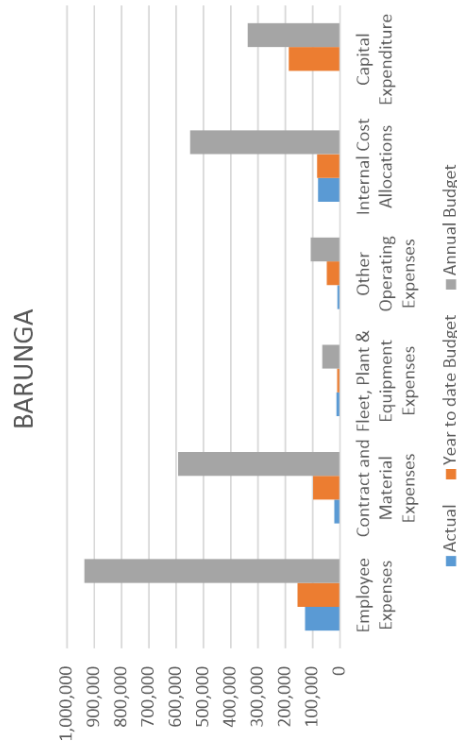
The following table lists the top ten suppliers from whom invoices were received and processed during the month of August 2021. All amounts have been paid.

Creditor	Amount \$	Transaction Description
Chevron Australia	61,090.24	Fuel Browsers Rental and Bulk Diesel for Numbulwar
CouncilBiz	89,407.57	Business System Support Service Fees July – September 2021
Telstra	58,396.89	Consolidated Account, Service & Equipment Rental
JLT Risk Solutions Pty Ltd	865,209.43	Insurance charges for Councillors and Officers Liability, Public Liability and Property
Cairns Industries	228,893.28	Anyula Street Upgrades - Borroloola
Minter Ellison	62,920.00	Professional Fees for Workplace Investigation
BM Constructions NT	25,138.00	Repairs and maintenance for several properties at Mulgagan Camp
Northern Building and Property Services	33,197.37	Staff accommodation renovation at Numbulwar and repairs and maintenance at Beswick Aged Care
RSG Sandblasting Pty Ltd	63,800.00	Installation of Bollards at Ngukurr Park
Country Roads Pty Ltd	268,833.21	Pavement and Drainage rehabilitation works in Numbulwar

Expenditure Report by Community as at 31 August 2021

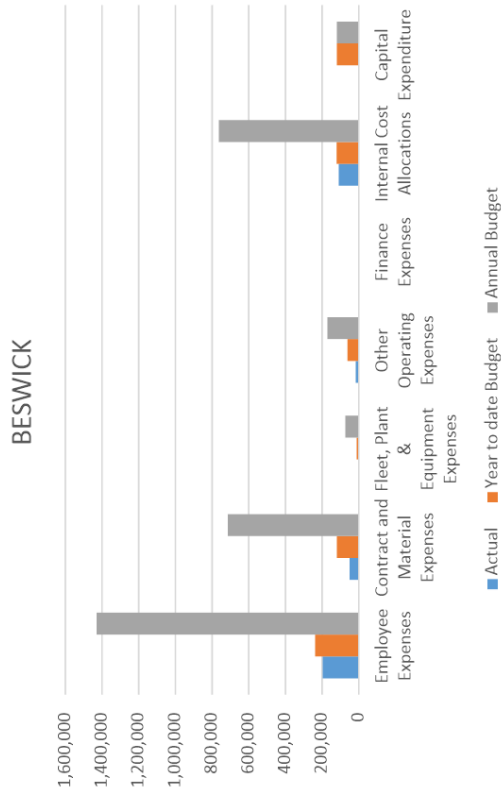
Barunga

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	128,177	156,046	936,273
Contract and Material Expenses	21,162	98,779	592,674
Fleet, Plant & Equipment Expenses	13,097	10,833	65,000
Other Operating Expenses	9,538	48,667	107,290
Internal Cost Allocations	80,002	84,597	549,221
Capital Expenditure	0	188,000	338,000
Total Expenditure	2,189,294	2,723,488	2,588,458



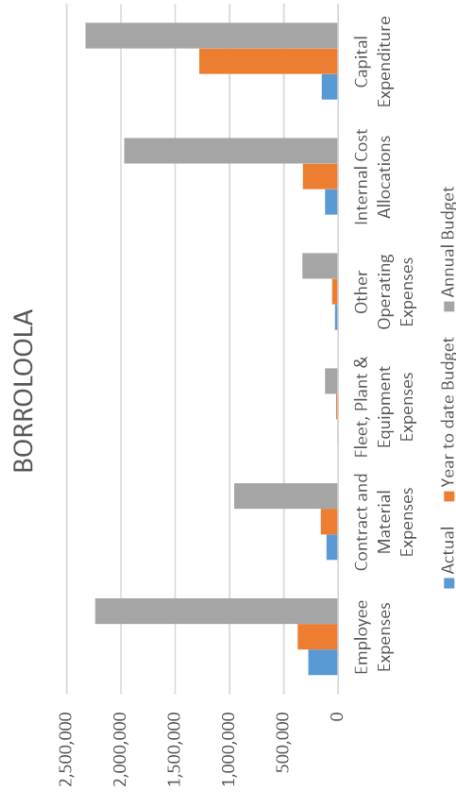
Beswick

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	196,387	238,286	1,429,717
Contract and Material Expenses	50,751	119,019	714,114
Fleet, Plant & Equipment Expenses	2,184	12,205	73,230
Other Operating Expenses	17,223	62,392	171,388
Finance Expenses	40	0	0
Internal Cost Allocations	110,175	120,760	763,770
Capital Expenditure	0	120,000	120,000
Total Expenditure	376,761	672,663	3,272,219



Borroloola

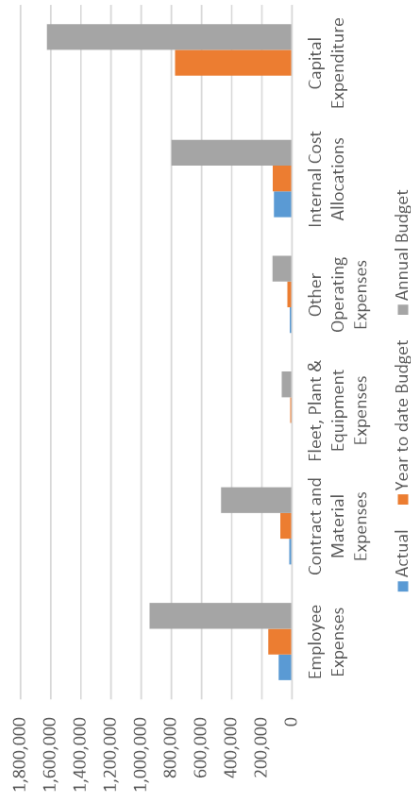
Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	275,220	373,140	2,238,842
Contract and Material Expenses	106,900	159,713	958,278
Fleet, Plant & Equipment Expenses	7,094	20,200	121,200
Other Operating Expenses	29,348	54,891	329,348
Internal Cost Allocations	119,780	325,113	1,969,941
Capital Expenditure	151,351	1,278,645	2,327,933
Total Expenditure	689,693	2,211,703	7,945,543



Bulman

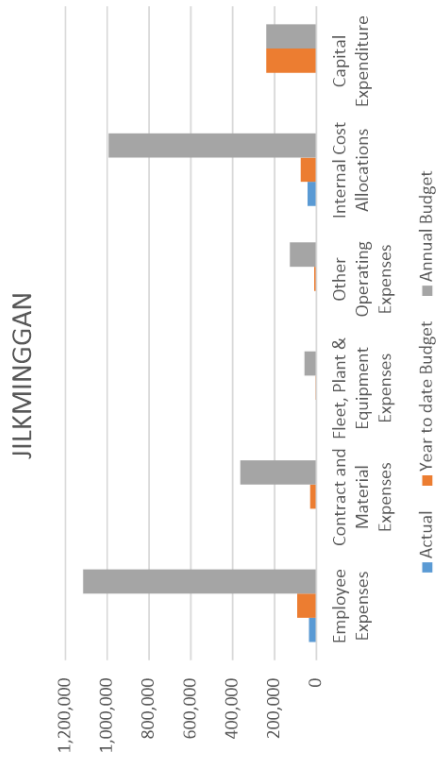
Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	89,467	157,432	944,590
Contract and Material Expenses	18,375	78,576	471,457
Fleet, Plant & Equipment Expenses	3,299	11,608	69,650
Other Operating Expenses	15,158	31,584	129,188
Internal Cost Allocations	120,875	127,852	800,464
Capital Expenditure	0	775,300	1,625,600
Total Expenditure	247,174	1,182,352	4,040,949

BULMAN



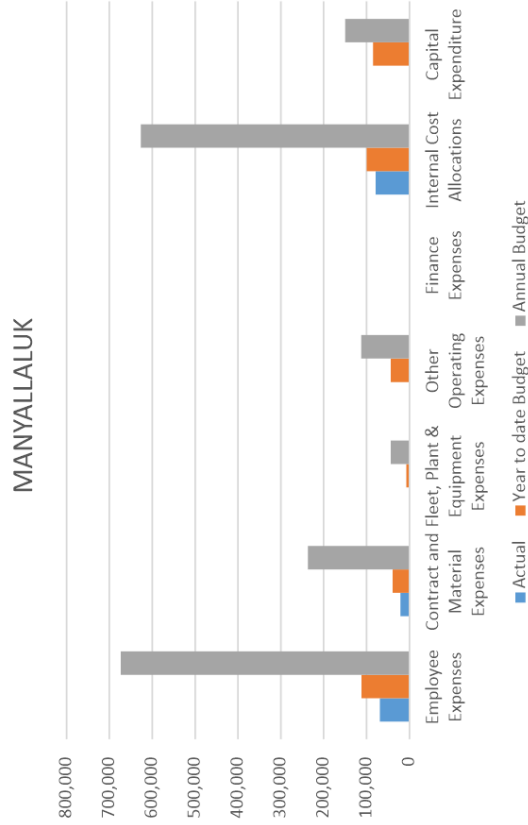
Jilkmिंगगन

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	146,842	185,868	1,115,210
Contract and Material Expenses	7,450	60,612	363,670
Fleet, Plant & Equipment Expenses	4,347	9,458	56,750
Other Operating Expenses	15,259	21,258	127,548
Internal Cost Allocations	86,326	159,386	993,272
Capital Expenditure	0	240,000	240,000
Total Expenditure	260,225	676,582	2,896,451



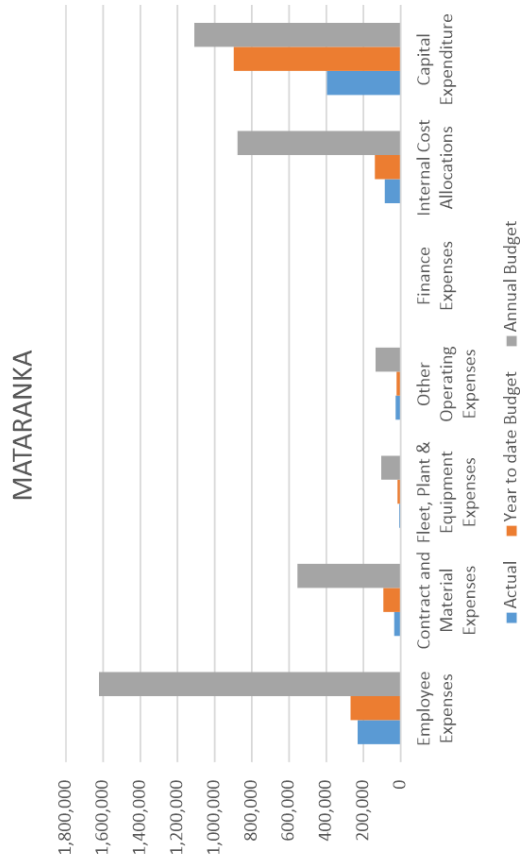
Manyallaluk

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	69,280	112,248	673,487
Contract and Material Expenses	21,070	39,471	236,825
Fleet, Plant & Equipment Expenses	1,895	7,317	43,900
Other Operating Expenses	1,954	43,636	112,553
Finance Expenses	40	0	0
Internal Cost Allocations	78,689	99,855	626,865
Capital Expenditure	0	85,000	150,000
Total Expenditure	172,927	387,526	1,843,630



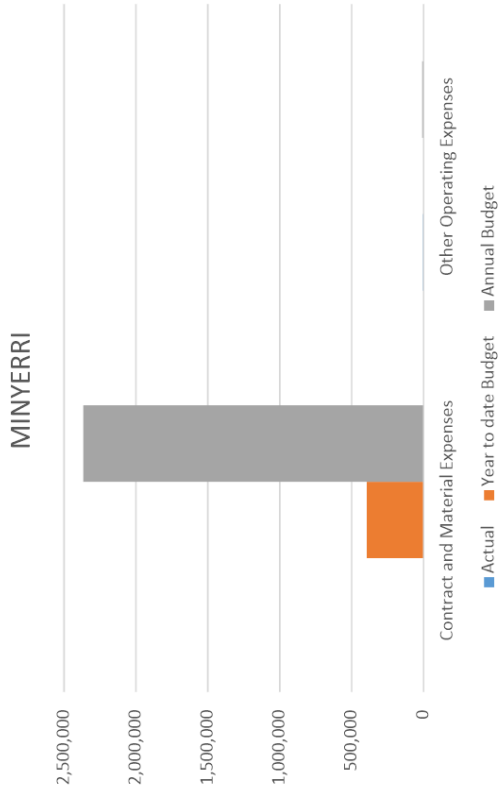
Mataranka

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	231,116	270,508	1,623,050
Contract and Material Expenses	34,531	92,480	554,880
Fleet, Plant & Equipment Expenses	7,887	17,435	104,610
Other Operating Expenses	28,292	22,442	134,655
Finance Expenses	80	33	200
Internal Cost Allocations	85,417	139,193	877,125
Capital Expenditure	396,892	897,431	1,109,862
Total Expenditure	784,215	1,439,524	4,404,382



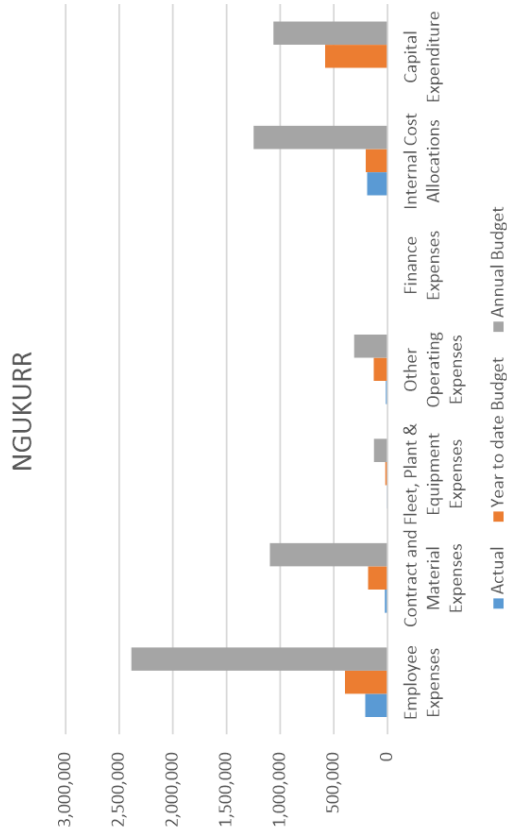
Minyerri

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Contract and Material Expenses	0	394,415	2,366,488
Other Operating Expenses	4,690	1,507	9,044
Total Expenditure	4,690	395,922	2,375,532



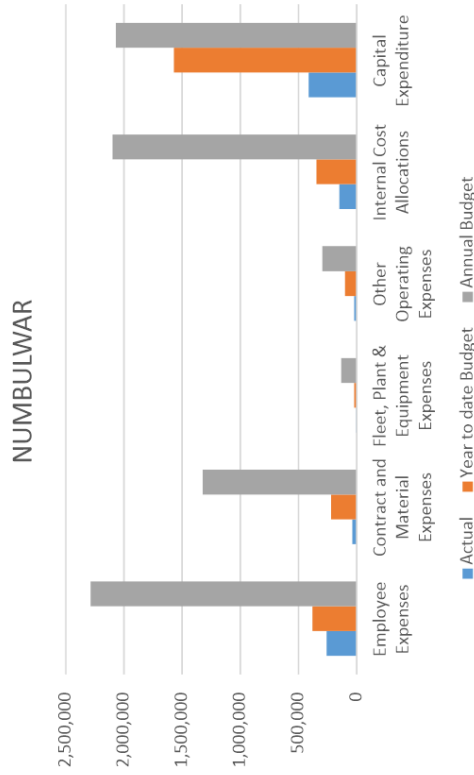
Ngukur

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	208,454	398,023	2,388,139
Contract and Material Expenses	25,538	182,648	1,095,889
Fleet, Plant & Equipment Expenses	5,616	21,233	127,400
Other Operating Expenses	16,144	130,258	311,547
Finance Expenses	40	33	200
Internal Cost Allocations	191,045	203,317	1,249,096
Capital Expenditure	0	581,270	1,064,078
Total Expenditure	446,837	1,516,783	6,236,349



Numbulwar

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	260,108	381,256	2,287,539
Contract and Material Expenses	38,154	220,603	1,323,616
Fleet, Plant & Equipment Expenses	6,249	22,283	133,700
Other Operating Expenses	22,826	100,384	297,306
Internal Cost Allocations	150,529	346,703	2,099,785
Capital Expenditure	413,171	1,571,305	2,071,305
Total Expenditure	891,037	2,642,535	8,213,250



Urapunga

Expenditure by Account Category	August 2021 Actual \$	August 2021 Budget \$	Annual Budget \$
Employee Expenses	5,696	7,163	42,980
Contract and Material Expenses	0	24,333	146,000
Fleet, Plant & Equipment Expenses	362	1,950	11,700
Other Operating Expenses	4,927	4,216	25,293
Internal Cost Allocations	6,500	8,252	56,085
Capital Expenditure	5,095	50,000	50,000
Total Expenditure	22,579	95,914	332,058

