



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 24 JUNE 2015

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

- Wednesday, 24 June 2015 at
- The Katherine
- Commencing at 8:30

Your attendance at the meeting will be appreciated.

Tony Jack
MAYOR

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PRESENT/STAFF/GUESTS	
2	MEETING OPENED	
3	WELCOME TO COUNTRY	
4	APOLOGIES AND LEAVE OF ABSENCE	
4.1	Apologies and Leave of Absences	5
5	CONFIRMATION OF PREVIOUS MINUTES	
5.1	Confirmation of Previous Ordinary Meeting of Council Minutes	6
6	CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES	
6.1	Confirmation of Previous Finance Committee Meeting Minutes	22
7	CALL FOR ITEMS OF GENERAL BUSINESS	
8	QUESTIONS FROM THE PUBLIC	
9	DISCLOSURE OF INTEREST	
10	SWEARING IN CEREMONY - NEW COUNCILLOR	
	<i>Nil</i>	
11	BUSINESS ARISING FROM PREVIOUS MINUTES	
11.1	Action List	28
12	INCOMING CORRESPONDENCE	
12.1	Incoming Correspondence	30
13	OUTGOING CORRESPONDENCE	
13.1	Outgoing Correspondence	32
14	WARD REPORTS	
14.1	South West Gulf Ward Report	34
14.2	Never Never Ward	42
14.3	Nyirranggulong Ward Report	52
14.4	Numbulwar Numbirindi Ward	64
14.5	Yugul Mangi Ward	74
15	EXECUTIVE DIRECTORATE REPORTS	
15.1	Mayor's Report	81
15.2	CEO Report	82
16	CORPORATE GOVERNANCE DIRECTORATE REPORTS	
16.1	Amendment to Audit Committee Terms of Reference	84
16.2	Grants - RGRC Community Grants Program 2015-16	91
16.3	Grants - Disability in Home Support 2015-2016 - Department of Health	92
16.4	Grants - Centrelink Agent and Access Point Services 2015-16 - Department of Human Services	93
16.5	Grants - Special Purpose Grants and Closing the Gap Funding Acquittals 2014-15 - Department of Local Government and Community Services	94

16.6	FINANCE - RGRC FINANCIAL REPORT AS AT 31 MAY 2015.....	96
16.7	FINANCE - RGRC REGISTER OF FEES & CHARGES 2015-16	134
16.8	FINANCE - RGRC RATES DECLARATION 2015-16	139
16.9	FINANCE - RGRC ANNUAL BUDGET 2015-16	150
16.10	Elected Member's Allowance 2015-2016	151
16.11	Draft Regional Plan 2015-2016	153
17	COUNCIL SERVICES AND INFRASTRUCTURE REPORTS	
17.1	Variation of Conditions of Permit - DP11/0806A Lot 768 Town Off Borroloola	154
18	COMMUNITY SERVICES DIRECTORATE REPORTS	
18.1	Report on the financial viability of Council's sport and recreation facilities	163
19	CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORTS	
19.1	EMPLOYEE PROVIDED ACCOMODATION POLICY	167
20	DEPUTATIONS & PETITIONS	
	<i>Nil</i>	
21	GENERAL BUSINESS	
	<i>Nil</i>	
22	CLOSED SESSION	
22.1	Power and Water Corporation - Deed of Variation to Contract <i>The report will be dealt with under Section 65(2) (ci) (cii) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be keep confidential.</i>	
23	CLOSED SESSION	
24	CLOSE OF MEETING	

APOLOGIES AND LEAVE OF ABSENCE REPORT



ITEM NUMBER 4.1
TITLE Apologies and Leave of Absences
REFERENCE 533315
AUTHOR Hilary Sinfield, Governance Officer

RECOMMENDATION

(a) **That Council accept the apologies of Councillor Anne Marie Lee.**

BACKGROUND

Councillor Anne Marie Lee is unable to attend the Ordinary Meeting of Council on Wednesday 24th June 2015 due to scheduled surgery on 23rd or 24th June 2015.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

There are no attachments for this report.

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	5.1
TITLE	Confirmation of Previous Ordinary Meeting of Council Minutes
REFERENCE	533284
AUTHOR	Hilary Sinfield, Governance Officer

RECOMMENDATION

- (a) **That Council approve the minutes to be a true and accurate record of the Ordinary Meeting of Council held on 30th April 2015.**

BACKGROUND

The Roper Gulf Regional Council met in Barunga on Thursday 30th April 2015 for an Ordinary Meeting. Attached are the minutes from this meeting.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

- 1 2015.04.30_OCM_Unconfirmed Minutes.pdf



MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL
COUNCIL MEETING HELD AT THE BARUNGA SDC, BARUNGA ON THURSDAY,
30 APRIL 2015 AT 8:32AM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor, Tony Jack
Deputy Mayor, Judy MacFarlane
Councillor, Annabelle Daylight
Councillor, Timothy Baker Jnr.
Councillor, Selina Ashley
Councillor, John Dalywater
Councillor, Anne Marie Lee
Councillor, Don Garner
Councillor, Eric Roberts
Councillor, Kathy-Anne Numamurdiridi
Councillor, Daniel Mulholland

1.2 Staff

Michael Berto, Chief Executive Officer (CEO)
Catherine Proctor, Director Community Services (DCS)
Greg Arnott, Director Corporate Governance (DCG)
Sharon Hillen, Director Council Services and Infrastructure (DCSI)
Jyoti Pudasaini, Manager Governance
Stephen Roper, Governance Communications Officer
Hilary Sinfield, Governance Officer (minute-taker)
Brian Beverage, RJCP Regional Manager
Bala Donepudi, Management Accountant
Geanie Massey, Work Health and Safety Advisor

1.3 Guests

Anita Painter, Barunga Local Authority Member
Samuel Bush Blanas, Chairperson NLC
Jodie Locke, Electoral Officer for Bess Price MLA
Amanda Ngalmi, Indigenous Engagement Officer

2. MEETING OPENED

Mayor Tony Jack opened the Ordinary Meeting of Council, the time being at 8.32am

Cr Anne-Marie Lee left the meeting, the time being 08.32 AM

3. WELCOME TO COUNTRY

Cr. John Dalywater welcomed all Elected Members, staff and guests on behalf of the custodians to the meeting.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 ELECTED MEMBERS APOLOGIES

48/2015 **RESOLVED** (Donald Garner/Selina Ashley) **Carried**

- (a) That Council accept the apology from Councillor Daphne Daniels for non attendance at the Ordinary Meeting of Council held on 30th April 2015.

DCTS was also noted as an employee apology.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF AMENDMENT ON MINUTES FROM ORDINARY COUNCIL MEETING

49/2015 **RESOLVED** (Timothy Baker Jr./Donald Garner) **Carried**

- (a) That Council approve the amendments in the minutes from ordinary meeting of Council held on 28 January 2015.

5.2 CONFIRMATION OF PREVIOUS ORDINARY MEETING OF COUNCIL MINUTES

50/2015 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

- (a) That Council approve the minutes to be a true and accurate record of the Ordinary Meeting of Council held on Wednesday 25th February 2015.

6. CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MINUTES

6.1 CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES

51/2015 **RESOLVED** (Kathy-Anne Numamurdirdi/Annabelle Daylight) **Carried**

- (a) That Council approve the minutes to be a true and accurate record of the Finance Committee Meeting held on Wednesday 25th March 2015.

7. CALL FOR GENERAL BUSINESS

- Northern Territory Government Budget Announcement Update – DCSI
- Numbulwar Numbirindi Ward boundary review – Mayor Tony Jack
- JCAC Leases (CONFIDENTIAL) – DCTS
- Beswick and Barunga Sport and Rec Bus: Incoming Correspondence – Mayor Tony Jack
- Barunga Festival: Incoming Correspondence – Mayor Tony Jack
- Letter to NLC regarding assistance with advocacy – Mayor Tony Jack

- Cave Creek Station– Variation to sub-division permit – DCSI
- Nominations for Mataranka Local Authority – Manager, Governance
- Resignation from Borroloola Local Authority Meeting – Mayor Tony Jack

8. QUESTIONS FROM THE PUBLIC

Question – fencing program in Barunga.

A house in Barunga has recently undergone a change in Lot Number resulting in confusion as to whether the house will be provided with a fence through the Fencing Program. The member of the public requested clarification.

ACTION: DCSI to address the issue and contact resident with a response in a timely matter.

9. DISCLOSURES OF INTEREST

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

10. SWEARING IN CEREMONY - NEW COUNCILLOR

10.1 SWEARING IN CEREMONY - NEW COUNCILLOR

52/2015 **RESOLVED** (Judy MacFarlane/Selina Ashley) **Carried**

- (a) That the newly Elected Member Daniel Mulholland recites the oath.

"I swear I will undertake the duties of the office of Councillor in the best interests of the people in the region of Roper Gulf Regional Council and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act or any other Act to the best of my skill and judgement."

CHANGE TO THE ORDER OF AGENDA ITEM

10.2 FORWARD MOVEMENT OF AGENDA ITEM 21.4

53/2015 **RESOLVED** (Judy MacFarlane/Donald Garner) **Carried**

- (a) That Council move forward agenda item 21.4.

NLC Chairperson discussed the upcoming NLC Full Council Meeting to be held in Barunga and extended an invitation to RGRC Elected Members. NLC Chairperson discussed the current NLC and RGRC working relationship and status on various current projects in the Region.

NLC Chairperson and RGRC Elected Members discussed issues around the AMPs.

Cr Kathy-Anne Numamurdirdi left the meeting, the time being 09:13 am

Cr Anne-Marie Lee returned to the meeting, the time being 09:23 am
 Cr Anne-Marie Lee left the meeting, the time being 09:25 am
 Deputy Mayor Judy MacFarlane left the meeting, the time being 09:25 am
 Cr Anne-Marie Lee returned to the meeting, the time being 09:28 am
 Deputy Mayor Judy MacFarlane returned to the meeting, the time being 09:28 am
 Deputy Mayor Judy MacFarlane left the meeting, the time being 09:33 am
 Deputy Mayor Judy MacFarlane returned to the meeting, the time being 09:36 am
 Cr Anne-Marie Lee left the meeting, the time being 09:52 am

Break for Morning Tea, the time being 09.51 am
 Resume from Morning Tea, the time being 10.16 am

21.4 INCOMING CORRESPONDENCE FROM BAGALA CORPORATION: THE BESWICK AND BARUNGA SPORT AND RECREATION BUS

54/2015 **RESOLVED** (Judy MacFarlane/Annabelle Daylight) **Carried**

- (a) **That Council receive and note the letter from Bagala Corporation.**
- (b) **That Council, due to operational need, defer advising Bagala Corporation of their decision until the result of the ABA Funding Application for new Sport and Recreation buses and troopcarrier is known.**

Council was presented a letter from the Bagala Corporation that expressed Bagala would like to take ownership of the Beswick and Barunga Sport and Recreation Bus.

CEO provided a verbal report on the process of asset transfer and select tender in Local Government as guided by the Local Government Act.

Spokesperson for Bagala Corporation provided a verbal report on the way in which the bus will be utilised in Community.

DCS provided a verbal update on the ABA funding application for RGRC to obtain new buses and vehicles. CEO provided a verbal report on the level of support RGRC provides for Sport and Recreation programs.

11. BUSINESS ARISING FROM PREVIOUS MINUTES

11.1 ACTION LIST

55/2015 **RESOLVED** (Donald Garner/John Dalywater) **Carried**

- (a) **That Council receive and note the status of actions listed on the Action List.**

12. INCOMING CORRESPONDENCE

12.1 INCOMING CORRESPONDENCE

56/2015 **RESOLVED** (Judy MacFarlane/Annabelle Daylight) **Carried**

- (a) **That Council accept the Incoming correspondence.**

13. OUTGOING CORRESPONDENCE

13.1 OUTGOING CORRESPONDENCE

57/2015 **RESOLVED** (Eric Roberts/Daniel Mulholland) **Carried**

- (a) That Council accept the correspondence.
- (b) That Council receive and note the media release from 20 January 2015 to 20 April 2015.

AMENDMENT TO AGENDA**13.2 ADDITIONAL AGENDA ITEM – WORK HEALTH AND SAFETY PRESENTATION**

58/2015 **RESOLVED** (Tony Jack/Eric Roberts)

- (a) That Council accept the addition of a Work Health and Safety Presentation to the agenda.
- (b) That Council receive and note the work health and safety presentation.

WHS Advisor presented a visual and verbal presentation on the current WHS efforts of RGRC.

*Cr Selina Ashley left the meeting, the time being 11:05 am
Cr Selina Ashley returned to the meeting, the time being 11:11 am*

14. WARD REPORTS**14.1 NEVER NEVER WARD**

59/2015 **RESOLVED** (Eric Roberts/Timothy Baker Jr.) **Carried**

- (a) That Council receive and note the Never Never Ward Report.
- (b) That Council accept the resignation of Steven Rory's from the Jilkminggan Local Authority.
- (c) That Council accept the resignation of Veronica Russo from the Mataranka Local Authority.

Deputy Mayor Judy MacFarlane thanked the Council on behalf of the residents of Mataranka for the grant funding support that was used for a successful day and evening of ANZAC Day celebrations.

14.2 NYIRRANGGULUNG WARD REPORT

60/2015 **RESOLVED** (Selina Ashley/Eric Roberts) **Carried**

- (a) That Council receive and note the Nyirranggulung Ward Report.
- (b) That Council accepts the recommendation that Sam Ashley and Adam Bostock are removed from the Beswick Local Authority.
- (c) That Council accept the Local Authority Membership Nomination of Raelene Bulumbara to the Beswick Local Authority.
- (d) That Council accepts the recommendation that Sally Anne Sherman is removed from the Bulman Local Authority.

14.3 NUMBULWAR NUMBIRINDI WARD61/2015 **RESOLVED** (Eric Roberts/Donald Garner) **Carried**

- (a) That Council receive and Note the Numbulwar Numburindi Ward Report.

14.4 SOUTH WEST GULF WARD REPORT62/2015 **RESOLVED** (Donald Garner/Daniel Mulholland) **Carried**

- (a) That Council receive and note South West Gulf Ward report.
 (b) That Council accept the recommendation to remove Annie Roberts and Shaun Cairns from the Borroloola Local Authority.

14.5 YUGUL MANGI WARD63/2015 **RESOLVED** (Eric Roberts/Annabelle Daylight) **Carried**

- (a) That Council receive and note the Yugul Mangi Ward Report.

15. Executive DIRECTORATE REPORTS

Cr Annabelle Daylight left the meeting, the time being 11:40 am
 Cr Annabelle Daylight returned to the meeting, the time being 11:58 am
 Cr John Dalywater left the meeting, the time being 12:04 pm
 Cr John Dalywater returned to the meeting, the time being 12:07 pm
 Cr Daniel Mulholland left the meeting, the time being 12:10 pm
 Deputy Mayor Judy MacFarlane left the meeting, the time being 12:10 pm
 Deputy Mayor Judy MacFarlane returned to the meeting, the time being 12:12 pm
 Cr Daniel Mulholland returned to the meeting, the time being 12:13 pm
 Cr Timothy Baker Jr. left the meeting, the time being 12:13 pm
 Cr Timothy Baker Jr. returned to the meeting, the time being 12:15 PM

15.1 MAYOR'S REPORT64/2015 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

- (a) That Council receive and note the Mayor's Report.

15.2 ADDITIONAL ITEM: CEO'S REPORT65/2015 **RESOLVED** (Judy MacFarlane/Donald Garner) **Carried**

- (a) That Council receive and note the CEO's report.

CEO presented a report on his activities from March and April 2015.

Break for lunch, the time being 12.30pm
 Resume from lunch break, the time being 1.02pm

16. CORPORATE GOVERNANCE DIRECTORATE REPORTS

16.1 WS007 ALCOHOL AND OTHER DRUGS POLICY66/2015 **RESOLVED** (Judy MacFarlane/Donald Garner) **Carried**

- (a) That Council approve the reviewed policy on Alcohol and Other Drugs.

Council was advised that the Alcohol and Other Drugs Policy has been reviewed relative to current standard and practices and that the Council's ability to perform alcohol and other drugs tests with Council staffs and contractors has been included in the amended policy.

16.2 FINANCE - RGRC FINANCIAL REPORT AS AT 31 MARCH 201567/2015 **RESOLVED** (Donald Garner/Annabelle Daylight) **Carried**

- (a) That Council receive and note financial reports as at 31st March 2015.

16.3 GRANTS - HEA 2014-15 ROUND 5 AGREEMENT - DLGCS68/2015 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

- (a) That Council accept the funding offer for Homelands Extra Allowance Round 5 2014-15 by CEO & Councilor signing, dating and affixing the Common Seal on both copies of the agreement.

16.4 GRANTS - INDIGENOUS WOMEN'S CONFERENCE AGREEMENT - DLGCS69/2015 **RESOLVED** (Timothy Baker Jr./Eric Roberts) **Carried**

- (a) That Council accept the funding agreement from the Department of Local Government and Community Services for the funded project "Travel and accommodation for Indigenous Women's Conference 2015" by CEO and Councilor signatures, dating and affixing the Common Seal on both copies of the agreement.

16.5 2015 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT70/2015 **RESOLVED** (Judy MacFarlane/Selina Ashley) **Carried**

- (a) That Council receive and note update on 2015 National General Assembly of Local Government.
- (b) That Council nominate Cr. Eric Roberts, Cr. John Dalywater, Cr. Daniel Mulholland and DCG to attend the 2015 National General Assembly of Local Government.

17. COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**17.1 THIRD QUARTERLY REPORT- DIRECTORATE OF COUNCIL SERVICE AND INFRASTRUCTURE**71/2015 **RESOLVED** (Donald Garner/Daniel Mulholland) **Carried**

- (a) That Council receive and note the Third Quarterly Report from Directorate of Council Service and Infrastructure.

17.2 BESWICK LIQUOR LICENCE VARIATION REQUEST

72/2015 RESOLVED (Timothy Baker Jr./Donald Garner) Carried

- (a) That Council receive and note report on Beswick Liquor License variation request.
- (b) That Council make a submission to the Liquor Commission that they and the Beswick Local Authority support the variation of the current license to limit quantities on Friday night from unlimited quantities to six (6) 375ml cans per male and four (4) 375ml cans per female.

17.3 UPDATE ON PROPOSED LOCAL AUTHORITY PROJECT PROPOSALS 2014/15

73/2015 RESOLVED (Selina Ashley/Annabelle Daylight) Carried

- (a) That Council receive and note the report detailing the Local Authority Grants Projects proposals to date.

18. COMMUNITY SERVICES DIRECTORATE REPORTS

18.1 COMMUNITY SERVICES DIRECTORATE 2014-2015 3RD QUARTER REPORT

74/2015 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council receive and note the third quarter report for the Community Services Directorate.

19. CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORTS

19.1 CONTRACTS AND TECHNICAL SERVICES - 3RD QUARTER REPORT

75/2015 RESOLVED (Timothy Baker Jr./Donald Garner) Carried

- (a) That Council receive and note the report in relation to the Contracts and Technical Services 3rd Quarter Performance and Activities.

19.2 UPDATE OF CIVIL WORKS PROJECTS - 3RD QUARTER 2014/15

76/2015 RESOLVED (Judy MacFarlane/Eric Roberts) Carried

- (a) That Council receive and note the report on update of Civil Works Projects.

19.3 TECHNICAL SERVICES (OUTSTATIONS) REPORT - 3RD QUARTER ACTIVITY REPORT

77/2015 RESOLVED (Annabelle Daylight/John Dalywater) Carried

- (a) That Council receive and note the report in relation to Technical Services (outstations) 3rd Quarter activities.

19.4 CONTRACTS ACTIVITY UPDATE INCLUDING TERRITORY HOUSING - 3RD QUARTER 2014/15

78/2015 **RESOLVED** (Donald Garner/Daniel Mulholland) **Carried**

- (a) That Council receive and note the report on contracts updates.

20. DEPUTATIONS & PETITIONS

Nil

21. GENERAL BUSINESS

21.1 NORTHERN TERRITORY GOVERNMENT BUDGET ANNOUNCEMENT UPDATE

79/2015 **RESOLVED** (Eric Roberts/Donald Garner) **Carried**

- (a) That Council receive and note the verbal update on the Northern Territory Government Budget.

DCSI provided a verbal update on the latest Northern Territory Budget.

DCSI provided a brief overview on the elements of the budget that related to the Roper Gulf region and advised that further detail is yet to be released.

21.2 NUMBULWAR NUMBIRINDI WARD BOUNDARY REVIEW

80/2015 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

- (a) That Council receive and note the verbal update regarding the Numbulwar Numbirindi Ward Boundary Review.

Mayor Tony Jack advised that East Arnhem Regional Council, in their recent Electoral Boundary Review requested that Numbulwar Numbirindi Ward is returned to the East Arnhem boundary.

Mayor Tony Jack advised that he will be meeting the Mayor of East Arnhem Regional Council on 1st of May to discuss further.

DCSI advised that this issue has been raised previously and advised that previously, the Numbulwar people advised they would prefer to remain with Roper Gulf Regional Council.

ACTION: The Numbulwar Numbirindi Ward Boundary Review Report to be tabled at the next Numbulwar Local Authority Meeting.

21.5 INCOMING CORRESPONDENCE: BARUNGA FESTIVAL SUPPORT

81/2015 **RESOLVED** (Donald Garner/Timothy Baker Jr.) **Carried**

- (a) That Council receive and note the letter from the Barunga Festival Committee seeking support for the construction of Bough Shelters in Culture Park and use of Lot 266.
- (b) That Council support the construction of Bough Shelters in Culture Park however Lot 266 is not available.

Mayor Tony Jack read a letter from the Barunga Festival Committee addressed to Council that is requesting Council to build more Bough Sheds in Barunga to assist with providing shade during the Barunga Festival.

Further, the letter requests that Council allow the Barunga Festival organisers use of Lot 266 during the Barunga Festival.

ACTION: CEO to respond to Barunga Festival Committee letter.

21.6 REQUEST FOR NLC'S SUPPORT – ADVOCACY ASSISTANCE

82/2015 **RESOLVED** (Judy MacFarlane/Annabelle Daylight) **Carried**

- (a) That Council receive and note the verbal report regarding requesting assistance from NLC.

Mayor Tony Jack and Council discussed the current issues with AMPs, drinking areas and alcohol restrictions.

Cr. Daniel Mulholland advised NLC may be able to provide assistance and a partnership in tackling these and related issues.

ACTION: Letters sent to each of the NLC Regional Councils in the Roper Gulf region including Katherine.

21.7 VARIATION TO SUB-DIVISION PERMIT - CAVE CREEK STATION

83/2015 **RESOLVED** (Donald Garner/Judy MacFarlane) **Carried**

- (a) That Council receive and note the verbal report regarding the variation to sub-division permit at Cave Creek Station.

DCSI advised that Council have received a request from DoI to comment on a sub-division application at Cave Creek Station.

DCSI advised that there is no implications on Council and DCSI has written to DoI advising Council did not object to this variation to subdivision permit at Cave Creek Station.

21.8 NEW NOMINATIONS FOR MATARANKA LOCAL AUTHORITY

84/2015 **RESOLVED** (Daniel Mulholland/Timothy Baker Jr.)

- (a) That Council approve the nominations of Michael Somers and Alan Chapman to the Mataranka Local Authority.

Manager Governance advised the Council that two new nominations have been received to join the Mataranka Local Authority. Those nominations are Michael Somers and Alan Chapman.

21.9 RESIGNATION FROM BORROLOOLA LOCAL AUTHORITY MEETING

85/2015 **RESOLVED** (Donald Garner/Daniel Mulholland) Carried

- (a) That Council receive and note the resignation of Crissy Joll from the Borroloola Local Authority Meeting.

Manager Governance advised that we have received a resignation letter from Crissy Joll from the Borroloola Local Authority.

*Break for afternoon tea, the time being 2.31pm
Resume from afternoon tea, the time being 2.45pm*

22. CLOSED SESSION

DECISION TO MOVE TO CLOSED SESSION

86/2015 **RESOLVED** (Timothy Baker Jr./Donald Garner) 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:-

- 22.1 Previous Audit Committee Meeting Minutes** - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*
- 22.2 South West Gulf Ward By-election** - *The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.*
- 22.3 Commercial in Confidence - Commercial Enterprise Development** - *The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

- 22.4 Update of Numbulwar Airport Road project** - *The report will be dealt with under Section 65(2) (ci) (cii) (ciii) (d) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity; AND information provided to the council on condition that it be keep confidential.*
- 22.5 Update of Council Depot Project - Chardon Street, Katherine** - *The report will be dealt with under Section 65(2) (ci) (d) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information subject to an obligation of confidentiality at law, or in equity; AND information provided to the council on condition that it be keep confidential.*
- 22.6 Update on Proposed Central Administration Centre Project** - *The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*
- 22.7 CEO Performance Review** - *The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.*
- 22.8 Appointment of Auditors** - *The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*
- 22.9 Proposed Roads and Other Major Strategic Infrastructure Projects for 2015/16** - *The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

RESUMPTION OF MEETING

87/2015 RESOLVED (Judy MacFarlane/Donald Garner) Carried

That the decisions of Closed Session be noted as follows:-

CLOSED SESSION

22.1 PREVIOUS AUDIT COMMITTEE MEETING MINUTES

88/2015 RESOLVED (Donald Garner/Eric Roberts)

Carried

- (a) That Council receive and note the minutes of the Audit Committee Meeting held on Friday 10th April 2015.

22.2 SOUTH WEST GULF WARD BY-ELECTION

89/2015 RESOLVED (Donald Garner/Judy MacFarlane) Carried

- (a) That Council receive and note report on South West Gulf Ward By-election.
- (b) That Council agree to not impose infringement notices on the non-voters in the recently held South West Gulf By-election.

ACTION: CEO to investigate Roper Gulf Regional Council's capability and the feasibility to operate their own by-elections.

ACTION: The South West Gulf Ward By-election Report to be tabled at the next Borroloola Local Authority Meeting.

ACTION: The CEO to write to the Electoral Commission regarding the poor advertising and appropriateness of the ballot papers.

22.3 COMMERCIAL IN CONFIDENCE - COMMERCIAL ENTERPRISE DEVELOPMENT

90/2015 RESOLVED (Judy MacFarlane/Annabelle Daylight) Carried

- (a) That Council receive and note report on Commercial in Confidence – Commercial Enterprise Development.

22.4 UPDATE OF NUMBULWAR AIRPORT ROAD PROJECT

91/2015 RESOLVED (Donald Garner/Daniel Mulholland) Carried

That the Council

- (a) Note the report in relation to the Numbulwar Airport Road Project;
- (b) Delegate authority to the Chief Executive Officer, Director Contracts and Technical Services, Director Council Services and Infrastructure and Director Corporate Governance to form a tender assessment panel and award the project contract in consultation with the Mayor and Deputy Mayor.

22.5 UPDATE OF COUNCIL DEPOT PROJECT - CHARDON STREET, KATHERINE

92/2015 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council receive and note the report in relation the Council Depot Project.

22.6 UPDATE ON PROPOSED CENTRAL ADMINISTRATION CENTRE PROJECT

93/2015 RESOLVED (Judy MacFarlane/Donald Garner) Carried

- (a) That Council receive and note the update on the Central Administration Centre Project.
- (b) That Council instruct the CEO to meet with the CEO's of Katherine Town Council (KTC) and Victoria Daly Regional Council (VDRC) to have further discussions about the viability of co-location for some or all Councils in the Big Rivers Region.

22.7 CEO PERFORMANCE REVIEW

94/2015 RESOLVED (Eric Roberts/Donald Garner) Carried

- (a) That Council receive and note the report on CEO Performance review.
- (b) That Council approve the Committee's recommendation to increase the CEO's Total Remuneration Package.

22.8 APPOINTMENT OF AUDITORS

95/2015 RESOLVED (Donald Garner/Annabelle Daylight) Carried

- (a) That Council appoint Deloitte Darwin as Councils Auditor for a term of 5 years and remunerate them in accordance with their proposal for the provision of audit services dated 5th of March 2015 and signed by Hendri Mentz.

22.9 PROPOSED ROADS AND OTHER MAJOR STRATEGIC INFRASTRUCTURE PROJECTS FOR 2015/16

96/2015 RESOLVED (Donald Garner/Judy MacFarlane) Carried

- (a) That Council receive and note the report on the proposed 2015-16 infrastructure projects.

CLOSED SESSION GENERAL BUSINESS**23.1 JCAC LEASE UPDATE**

97/2015 RESOLVED (Donald Garner/Selina Ashley) Carried

- (a) That Council receive and note the verbal update on the JCAC lease.

23.2 TENDER RESPONSES FOR CHARDON STREET ADMINISTRATION BLOCK

98/2015 RESOLVED (Judy MacFarlane/Annabelle Daylight) Carried

- (a) That Council receive and note the report in relation to the Katherine Depot Project tender process update.
- (b) That council do not award contracts to the companies that submitted tenders.
- (c) That Council re-advertise the tender process with the view to a longer tender period and a project completion date by December 2015.

CLOSE OF MEETING

The meeting terminated at 3.51pm.

THIS PAGE AND THE PRECEDING 13 PAGES ARE THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON THURSDAY, 30 APRIL 2015 AND CONFIRMED WEDNESDAY, 24 JUNE 2015.

Mayor Tony Jack

UNCONFIRMED

**CONFIRMATION OF PREVIOUS FINANCE COMMITTEE
MEETING MINUTES**



ITEM NUMBER 6.1
TITLE Confirmation of Previous Finance
Committee Meeting Minutes
REFERENCE 533286
AUTHOR Hilary Sinfield, Governance Officer

RECOMMENDATION

- (a) **That Council approve the minutes to be a true and accurate record of the Finance Committee Meeting held on Wednesday 27th May 2015.**

BACKGROUND

The Finance Committee of Roper Gulf Regional Council met in Katherine on Wednesday 27th May 2015 for a meeting. Attached are the minutes from this meeting.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

- 1 2015.05.27_FCM_Minutes_Unconfirmed.pdf



MINUTES OF THE FINANCE COMMITTEE MEETING OF
THE ROPER GULF REGIONAL COUNCIL.
MEETING HELD AT THE CONFERENCE ROOM
ROPER GULF REGIONAL COUNCIL HEADQUARTERS
29 CRAWFORD STREET, KATHERINE ON WEDNESDAY, 27 MAY 2015 AT
8:30AM

PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor, Tony Jack
Deputy Mayor, Judy MacFarlane
Councillor, Kathy Anne Numamurdirdi
Councillor, Eric Roberts
Councillor, John Dalywater
Independent Member, Geoff Bishop

1.2 Staff

Michael Berto, Chief Executive Officer (CEO)
Greg Arnott, Director Corporate Governance (DCG)
Sharon Hillen, Director Council Services and Infrastructure (DCSI)
Marc Garner, Director Contracts and Technical Services (DCTS)
Lokesh Anand, Manager Finance
Hilary Sinfield, Governance Officer

1.3 Guests

Nil

MEETING OPENED

Meeting opened at 8.59am

WELCOME TO COUNTRY

Deputy Mayor Judy MacFarlane welcomed all to the meeting.

APOLOGIES AND LEAVE OF ABSENCE

Advised Mayor Jack will be arriving late to the meeting.

CALL FOR ITEMS OF GENERAL BUSINESS

Nil

QUESTIONS FROM THE PUBLIC

Nil

DISCLOSURES OF INTEREST

There were no declarations of interest at this Finance Committee.

BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 PREVIOUS FINANCE COMMITTEE MEETING MINUTES

16/2015 RESOLVED (Eric Roberts/John Dalywater) Carried

- (a) That Finance Committee receive and note the minutes of the Finance Committee Meeting held on 25th March 2015.

INCOMING CORRESPONDENCE

10.1 INCOMING CORRESPONDENCE

17/2015 RESOLVED (Kathy-Anne Numamurdirdi/John Dalywater) Carried

- (a) That Finance Committee accept the Incoming correspondence.

OUTGOING CORRESPONDENCE

11.1 OUTGOING CORRESPONDENCE

18/2015 RESOLVED (Eric Roberts/Kathy-Anne Numamurdirdi) Carried

- (a) That Finance Committee accept that there is no Outgoing correspondence.

EXECUTIVE DIRECTORATE REPORTS

Nil

CORPORATE GOVERNANCE DIRECTORATE REPORTS

13.1 GRANTS - MANYALLALUK CRECHE OPERATIONAL FUNDING VARIATION 2014-15 - DSS

19/2015 RESOLVED (John Dalywater/Kathy-Anne Numamurdirdi) Carried

- (a) That Finance Committee accept the variation to the funding agreement for Manyallaluk Creche Operational from Department of Social Services by 2 signatures and a witness on both copies of the agreement.

13.2 GRANTS - HACC VARIATION NO.2 - DSS

20/2015 RESOLVED (John Dalywater/Eric Roberts) Carried

- (a) That Finance Committee accept the variation to extend the HACC program for 4 months by 2 signatures, dating and affixing the Common Seal to both copies of the funding agreement.

13.3 FINANCE - RGRC FINANCIAL REPORT AS AT 30 APRIL 201521/2015 **RESOLVED** (Eric Roberts/Geoff Bishop)**Carried**

- (a) That Finance Committee receive and note financial reports as at 30th April 2015.

Manager Finance presented the financial report as at 30th April 2015 with a verbal report. DCG and Manager Finance answered questions and clarified various aspects of the report.

ACTION: Manager Finance to present at next FCM a financial report outlining the council's financial position considering the probable carry forward or return of unexpended grants.

Mayor Tony Jack returned to the meeting, the time being 09:52 am

13.4 RATES - WASTE MANAGEMENT POLICY22/2015 **RESOLVED** (Judy MacFarlane/Geoff Bishop)**Carried**

- (a) That Finance Committee adopts the Waste Management Policy with minor amendments as follows:

- Name change to 'Waste Collection Charges Policy'.

DCG and Manager Finance presented a verbal report explaining the need and operation of this policy.

Manager Finance answered questions and clarified various aspects of the policy.

DCG advised that this policy's scope is for household and small business rubbish collection and that commercial rubbish collection may be considered on a case by case basis.

DCSI provided a verbal update on the revenue made from the waste management facilities and explained the community engagement process that will be implemented to educate community members of Council's new waste management practices.

COUNCIL SERVICES AND INFRASTRUCTURE REPORTS**14.1 PROPOSED GOLD MEMBERSHIP OF THE SAVANNAH WAY**23/2015 **RESOLVED** (Eric Roberts/Kathy-Anne Numamurdirdi)**Carried**

- (a) That Council apply for gold membership of the Savannah Way.

DCSI provided a verbal report on the how this membership may assist Council while seeking funding opportunities. DCSI also advised the Committee that tourism development is occurring in the Region.

Deputy Mayor Judy MacFarlane left the meeting, the time being 10:19 am

Deputy Mayor Judy MacFarlane returned to the meeting, the time being 10:21 am

14.2 PROPOSED SUBDIVISION DEVELOPMENT APPLICATIONS - BARUNGA AND ROBINSON RIVER

24/2015 RESOLVED (Judy MacFarlane/Geoff Bishop) Carried

- (a) That Finance Committee receive and note report on proposed development applications for subdivision of Barunga (part of NT Portion 3629 and NT Portion 1636) to create 156 lots and subdivision of Robinson River (part of NT Portion 3975) to create 82 allotments.

DCSI provided a verbal report on the implications of these subdivisions.

Break for morning tea, the time being 10.22 am
Resume from morning tea, the time being 10.35 am

COMMUNITY SERVICES DIRECTORATE REPORTS

Nil

CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORTS

Nil

DEPUTATIONS & PETITIONS

Nil

GENERAL BUSINESS

Nil

DECISION TO MOVE TO CLOSED SESSION

25/2015 RESOLVED (Geoff Bishop/Kathy-Anne Numamurdirdi) 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:-

18.1 Proposed Roads Budget 2015-16 - The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

18.2 BUDGET 2015-16 - RGRC FIRST DRAFT BUDGET 2015-16 - The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

18.3 Waiver of Fees - The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.

RESUMPTION OF MEETING

26/2015 **RESOLVED** (Kathy-Anne Numamurdirdi/Geoff Bishop) **Carried**

That the decisions of Closed Session be noted as follows:-

DECLARATION OF INTEREST

Mayor Tony Jack declared an interest in 18.1.

CLOSED SESSION

Mayor Tony Jack left the meeting, the time being 10:39 AM

18.1 PROPOSED ROADS BUDGET 2015-16

27/2015 **RESOLVED** (Eric Roberts/Geoff Bishop) **Carried**

- (a) That Finance Committee receive and note proposed Roads Budget 2015-16.

Mayor Tony Jack returned to the meeting, the time being 10:51 am

18.2 BUDGET 2015-16 - RGRC FIRST DRAFT BUDGET 2015-16

28/2015 **RESOLVED** (Geoff Bishop/Kathy-Anne Numamurdirdi) **Carried**

- (a) That Finance Committee receive and note first draft budget 2015-16.

ACTION: DCG to provide a report to Council at the next OCM that details the programs that Council deliver that are not core services and the cost of operating those programs.

18.3 WAIVER OF FEES

29/2015 **RESOLVED** (Eric Roberts/Geoff Bishop) **Carried**

- (a) That Finance Committee waive fees as detailed in this report.

CLOSE OF MEETING

The meeting terminated at 11.30am.

This page and the preceding 4 pages are the minutes of the Finance Committee held on Wednesday, 27 May 2015 and confirmed at the Ordinary Meeting of Council on Wednesday 24th June 2015.

Mayor Tony Jack

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	11.1
TITLE	Action List
REFERENCE	533314
AUTHOR	Hilary Sinfield, Governance Officer

RECOMMENDATION

- (a) That Council receive and note the Action List.

BACKGROUND

The action list consists of Actions gathered from previous Ordinary and Finance Committee meetings.

ISSUES/OPTIONS/SWOT

Date	Item	Responsible Person	Details	Status
12-Nov-14	Ngukurr business proposals for takeaway and restaurants	CEO - Michael Berto	CEO to seek advise from the NLC regarding land sub-leases in Ngukurr.	LA Meeting no quorum to table report Report is to be presented in February OCM CEO to meet with Joe Morrison
27-Feb-15	Nyirrangulung Ward Report	DSCI - Sharon	DSCI to request for flood gate on Central Arnhem Highway in Beswick to be moved closer to the community.	Awaiting formal response from DoI RJCP advised they would like to participate in this project
30-Apr-15	Question from the Public	DCSI - Sharon	DCSI to determine if resident's house in Barunga will have a new fence constructed and respond to resident's question	
30-Apr-15	Incoming Correspondence from Bagala Corporation: The Beswick and Barunga Sport and Recreation Bus Request for NLC's support - advocacy assistance	DCS - Catherine Proctor	DCS to advise Council the result of the ABA Funding Application for new sport and recreation buses.	
30-Apr-15	Request for NLC's support - advocacy assistance	CEO - Michael	Letters sent to each of the NLC Regional Councils in the Roper Gulf Region including Katherine requesting assistance to tackle AMP, drinking areas and alcohol restriction issues in partnership	
30-Apr-15	South West Gulf Ward By-election	CEO - Michael	CEO to investigate Roper Gulf Regional Council's capability and the feasibility to operate their own by-elections.	

30-Apr-15	South West Gulf Ward By-Election	CEO - Michael	The South West Gulf Ward By-election Report to be tabled at the next Borroloola Local Authority Meeting.	CEO will be meeting with Rob Jennings
30-Apr-15	South West Gulf Ward By-election	CEO - Michael	The CEO to write to the Electoral Commission regarding the poor advertising and appropriateness of the ballot papers.	
30-Apr-15	Update on proposed central administration centre project	CEO - Michael	CEO to meet with the CEO's of Katherine Town Council (KTC) and Victoria Daly Regional Council (VDRC) to have further discussions about the viability of co-location for some or all Councils in the Big Rivers Region.	

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

There are no attachments for this report.

INCOMING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Incoming Correspondence
REFERENCE 533186
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That Council accept the Incoming Correspondence.

Date Received	Received By	Sender	Correspondence Details	InfoXpert ID
28 April 2015	CEO	Robert Somerville Batchelor Institute	Support Letter Ngukurr Multipurpose	528917
28 April 2015	CEO	Robert Somerville Batchelor Institute	Support Letter Road & Stormwater Audit & Ngukurr Rainbow Streetscape Project	528918
29 April 2015	CEO	Reece Kershaw NT Police	Community Engagement Opportunities in RG Region	527411
30 April 2015	CEO	Selena Uibo Numbulwar school	Support Letter combined Government centre	529558
08 May 2015	CEO	Eddie Webber	National Trust (NT) Gulf Branch Agenda	529103
11 May 2015	Sharon Hillen	Darrin Hepworth MAWA	Borrooloola Roadside Information Bay	529105
12 May 2015	CEO	Numerous Support Letters	Regional Economic Infrastructure Fund Type 1 Project Application	Numerous
12 May 2015	CEO	Numerous Support Letters	Regional Economic Infrastructure Fund Type 2 Project Application	Numerous
12 May 2015	CEO	Numerous Support Letters	ISLRI Application	Numerous
14 May 2015	CEO	Numerous Support Letters	Youth Diversion Application	Numerous
14 May 2015	CEO	Numerous Support Letters	Special Purpose Grant Application	Numerous

11 June 2015	CEO	Dale Goldsworthy Northline	RG Growth Centre Transport and freight Hub	533057
12 June 2015	CEO	Graham Castine Sunrise health	Changing CEO	533128

ATTACHMENTS:

There are no attachments for this report.

OUTGOING CORRESPONDENCE

ITEM NUMBER 13.1
TITLE Outgoing Correspondence
REFERENCE 533144
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That Council accept the Outgoing correspondence.

OUTGOING CORRESPONDENCE

Date Sent	Sent By	Addressed To	Correspondence Details	InfoXpert ID
08 May 2015	CEO	Reece Kershaw	June OCM acceptance	528919
08 May 2015	CEO	Natasha Hamilton	Housing Maintenance Contracts	528920
12 May 2015	CEO	Konrad Bettison	Air Transport Operations	529591
18 May 2015	CEO	Narelle Gosstray	Request to utilize surplus funds	531044
19 May 2015	CEO	Regional Director – Dept of Infrastructure	Bulman Airstrip	529964
20 May 2015	CEO	Adrian Leach	Air Transport Operations	530188
21 May 2015	CEO & Council	Robin Collins	Letter of thanks & encouragement	530545
21 May 2015	CEO & Council	Jerry Andersen	Letter of thanks & encouragement	530456
25 May 2015	CEO	Clare	Failed NSRF	530248
26 May 2015	Council	Chairman NLC	Alcohol restriction	530345
26 May 2015	CEO	Adam Giles MLA	Champion's policy	530333
05 June 2015	Email Sharon	Philbert Mukundi / Robert Gosford	Payment plan for back rent	531892
05 June 2015	Marc Gardner	Natasha Hamilton	Weemol Septic issues	531841
15 June 2015	CEO	Hon Bess Price MLA	Town Camps – Mulgga Electricity costs	533312
15 June 2015	Email Sharon	Michael Tennant	RG Growth Centre Transport & Freight Hub project	533297

MEDIA RELEASES

Date Released	Release Title
20 May 2015	Stronger Regions funding too focused on Darwin
25 May 2015	The Community Energy Efficiency Program nears completion in Roper Gulf Offices

ATTACHMENTS:

There are no attachments for this report.

WARD REPORTS

ITEM NUMBER	14.1
TITLE	South West Gulf Ward Report
REFERENCE	530468
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- (a) **That Council receive and note South West Gulf Ward report.**

BACKGROUND

The Borroloola Local Authority Meeting was held on Thursday 28th May 2015.

The Borroloola Local Authority includes; Mayor Tony Jack, Cr Don Garner, Cr Daniel Mulholland, Lizzie Hogan, Trish Elmy, Mike Longton, Geoff Hulm, Maria Pyro, Marleen Karkadoo, Bernard Redfern, Annie Roberts and Beatty Retchford.

The next Borroloola Local Authority Meeting is scheduled for Thursday 6th August 2015.

Community Visitors:

William Rosas – Department of Local Government
Nathaniel Knapp- Department Local Government.

Community Update:

Town is looking very clean and tidy, the Municipal Services Crew are continuing with a program of slashing roadside verges, rubbish pickup and keeping the Cemetery and parks mowed and neat.

Youth Voice

Nil

ISSUES/OPTIONS/SWOT**Ward Action List**

Date	Item Description	Responsible Person	Status	Status Comments – Completion Date
30.01.2014	Update on Art Work on Council Buildings	Mike Longton	Ongoing	3.04.2014-\$19,000 for the upgrade of Artwork 04.09.2014 apply for grant in November 2014
3.04.2014	Update on Tamarind Park Dump Point relocation	CSM	Ongoing	04.09.2014-ongoing
5.06.2014	LA recommend to Council that further consultation take place with townspeople re: drainage and traffic management in Borroloola and this Engineers Report not be accepted	Council/DITS	Ongoing	04.09.2014-Sharon to distribute Plans when completed

Date	Item Description	Responsible Person	Status	Status Comments – Completion Date
5.06.2014	Write to P & W requesting they maintain lighting in all camps in Borroloola.	Council	Ongoing	Update- P& W own assets, Town Camps not Councils responsibility. 04.09.2014 Ongoing
5.06.2014	Get permission in writing from Daniel Mulholland(NLC)to be able to cordon off unmarked grave areas as soon as possible to prevent vehicles driving over plots. Councillor to liaise with Sharon Hillen first.	Cr Allen	Ongoing	
5.06.2014	To help get family down to cemetery to identify unmarked graves and to keep LA informed	Cr Allen/Maria Pyro	Ongoing	
5.06.2014	LA recommends that an engineer be engaged to draw up Traffic Management Plan, which is also to include pedestrian needs, lighting and drainage and to include planned /future works such as the Trade training Centre and Multi-Purpose Facility	Council/DCSI	Ongoing	30.07.2014 Update-Quote for TMP is \$37,000, LA moved motion to engage Engineer. 04.09.2014 Chrissy Jolls email read Sharon to continue getting 3 quotes and proceed as per LA Motion
5.06.2014	LA recommends a Waste Management Strategy is drawn up for the Borroloola region, including recycling capability and planning for future	DCSI	Ongoing	
5.06.2014	LA request RGRC lobby for wider area of mobile phones and internet access	Council	Ongoing	30.07.14 Update-Beatty to provide dot points to Sharon to follow up. 04.09.2014 Bob to send Sharon Beattys info
04.09.2014	Write Letter giving conditional support to Terry Fisher's proposal of block realigning.	DCSI/CSM		
04.09.2014	Give LA Members prices on electronic score boards for the Show grounds.	DCSI/Council	Ongoing	Proposal has been sent to LA Members
04.09.2014	Circulate Town Priorities to Chair and LA Members	DCSI	Ongoing	
04.09.2014	Write a letter in regards to LA Members concerns at MRM Mine	Council	Check with Sharon	
04.09.2014	Send NLC email re: Road & House issues	DCSI	Check with Sharon	
09.10.2014	Identify unmarked graves	CSM, Councillor Allen and Maria Pyro	Ongoing	DCSI discussed this at last LA meeting, awaiting the new legislation in regard to cemetery's
04.12.2014	DCSI send a letter to Julie Bennett requesting the Power Station buffer zone be remove completely and that government consider a suggest future relocation of the Power House to a more desirable destination, taking into consideration the	DCSI	Ongoing,	

Date	Item Description	Responsible Person	Status	Status Comments – Completion Date
	growth of the township and the failings of government to provide adequate town planning and urban design.			

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 LOCAL AUTHORITY_2015.05.28_Borrooloola_Minutes.pdf



Borrooloola
**Local Authority Meeting
Minutes**

Held in **Mabunji Board Room**

28 May 2015

This Meeting opened at 10:00am by Chair Maria Pyro and the Roper Gulf Regional Council Pledge was read.

1. Present:

Elected Members:

Mayor Tony Jack
Councillor Don Garner
Councillor Daniel Mulholland

Local Authority Members:

Bernie Redfern
Elizabeth Hogan
Marlene Karkadoo,
Maria Pyro (Chair)
Mike Longton
Beatty Retchford

RGRC Staff:

Nathan McIvor – Council Services Manager
Sharon Hillen – Director of Council Services and Infrastructure
Chantelle Johns – Customer Services Officer (Minute Taker),
Robbie Collin – Municipal Staff
Jerry Anderson – Municipal Coordinator

Visitors/Guests:

Shonada Anderson – Indigenous Liaison Officer
Rebecca Gentle – McArthur River Mine
Nic Sarah – Department of Local Government
Nat Knapp – Department Local Government & Community Services.

2. Apologies:

Geoff Hulm, Trish Elmy, Patrick Fleming

3. Conflict of Interest:

NIL

4. Guest Speakers:

Peter Sheppard, Peter Johnston – Multi Purpose Centre- Project Group

5. Confirmation of Minutes of Previous Meeting:

Moved: Beatty Retchford
Seconded: Mike Longton
All Agreed -Carried

6. Business Arising from Previous Minutes**7. Previous Minutes Action List**

Action List listed on Agenda was discussed, no updates

8. Correspondence**Incoming Correspondence:**

- *Roadside Information Bay:* Members received information for their records.
- *Email Chrissy Joll:* Resignation from Borrooloola Local Authority tendered. Sharon advised members of the resignation of Chrissy Joll, and nominations for a new chairperson resulted in Maria Pyro being elected as the new chairperson for the Borrooloola Local Authority.
- *Acknowledgement of passing:* The recent passing of a loved Roper Gulf Regional Council employee was acknowledged.
- *AGENDA- Ordinary Council Meeting April 30th 2015 Ward Reports.* Information given and brief overview of the South West Ward report, Governance to look at first page and add Beatty Retchford as her name is not on there.

9. General Business:**9.1. *Elected Member's Report:**

- Councillor Mulholland introduced himself and gave Local Authority Members a brief background on himself, Members congratulated him on his outstanding work in the community and Welcomed him as the new Councillor for the South West Ward.
- Mayor Jack briefed the Meeting on the recent Ordinary Council Meeting at Barunga, the swearing in of Councillor Mulholland and a new policy approved – Alcohol and Other Drugs Policy. A reminder that no confidential information is to go into the Local Authority Agenda and be recorded, Elected Members also had a Finance meeting on the 27th May in Katherine. The next two Ordinary Council Meetings will be held in Katherine where the new Council Budget will be presented.
- Councillor Garner–Attended the Kimberley Zone of Western Australia Local Government Association, Western Australia & Northern Territory Forum in Darwin with Councillor Eric Roberts. It was a great two days the food and accommodation was amazing, Forum was run very efficiently with great technology to assist people attending, it was unfortunate that there were not more Northern Territory representatives.
- Mayor Jack, Councillor Garner and Councillor Mulholland will be attending the National General Assembly in Canberra for 4 days in June.

9.2. *Council Service Manager's Report:

- Municipal services are running smoothly, the crew is working to progress services to the town, despite being short staffed jobs are being completed. Dawn Baker and Rodwell Walden have been commended on their hard work in the team.
- Sport & Recreation are struggling due to staffing issues. There have been no activities run however the Youth Centre has been open each day for children to use. The Sports Ground gate is locked; CSM advised that the gate needs to be locked. Lizzie and family have cleaned the toilet block.

ACTION: CSM to put sign on left side walk way gate to tell people to use that gate.

9.3. *Council Financial Report:

- The 3rd Quarter Financial Report was tabled and discussed. Local Authority members were advised to check Reports carefully.
- Another round of Financial Training for Borrooloola will be held on Thursday 2nd July, emails reminders will be sent out.

9.4. *Governance Updates:

- Town Priorities:
Local Authority Members were given updated Town Priorities, the Annual Plan will be out in July, with a period of 21 days to give feedback, Local Authority can hold a Special Meeting to discuss if needed.
Engineer is scheduled to be in Borrooloola next week for CBD area; Local Authority members were reminded that the Local Authority Grant expenditure was currently-\$37,000 for Engineer and \$94,000 remained.

Motion : That \$20,000 or how much it takes be spent on getting the Electronic Score board for the sports ground.

Moved: Beatty Retchford Seconded: Councillor Garner

- Complaints Register:
One dog complaint received for March- resolved
- Policy Updates
New Alcohol and Other Drugs Policy, approved by council at last OCM meeting
- Upcoming Professional Development Opportunities for Local Authority Members;
Ordinary Women/Extra Ordinary Lives Conference in Katherine-Wednesday 17th and Thursday 18th June.
Leadership Forum in Katherine on 19th-21st July, Local Authority members were given details/contact information and encouraged to attend.

9.5. *RJCP – Remote Jobs and Communities Program:

Motion: Send Invitation to Bruce Gibson to give an RJCP update at the next Local Authority meeting. Moved: Mike Longton Seconded: Beatty Retchford

9.6. *Alcohol Management Plan:

- The Alcohol Management Plan Minutes state 8,000 people are presenting to the clinic.
Motion: Local Authority Members invite an AMP Member attend next Local Authority meeting to discuss. Moved: Mayor Jack Seconded: Mike Longton

9.7. *Cemetery:

- A Draftsman is currently mapping the Cemetery Plan, when completed Director Council Services & Infrastructure will give all Local Authority Members a copy for comment.

9.8. *Youth, Sport & Rec Report:

- Wednesday 27th May Council was advised that Sport & Rec has received funding for two more years; this does not include Youth Diversion Program which will now be done by YMCA. LA would like to invite the CEO of YMCA to a future meeting to discuss the plans for Youth Diversion in Borrooloola.

9.9. *Swimming Pool:

- Pool is running well; numbers have dropped due to cooler weather. CSM is trying to organise State Wide Pool Service to come out and service the pumps, the new automatic computer system will be in Borrooloola soon.
- Life Guard training was delivered in April resulting in 23 people trained including 11 Roper Gulf employees, 2 RJCP participants and 10 volunteers.

9.10. *Clinic:

- Complaints from community members about issues at the Health Clinic – Sharon Hillen gave online Health Complaints address, this will be sent to all stakeholders to make official complaints.

ACTION: LA members request Council writes a letter to the Department of Health addressing the Community's issues.

10. Other Business

10.1. Solar lights – One solar light has been positioned near the river at the park, LA Members commented the light and position is great, Cairns Industries are having trouble locating some of the cables under ground. Three lights are still to be installed 1) Tamarind Park, 2) Sports ground gate – left hand side and 3) Across the river either the car park or family tree depending on land tender.

10.2. LA members were given draft RGRC Reconciliation Plan 2014-2015 for their comments.

10.3. Multi Purpose Centre Group: Peter Sheppard and Peter Johnston spoke to LA members regarding the MPC plans, members agreed scaling down design would be beneficial and put more money back for operational costs as well as a user pay for entry system. YMCA are still considering the possibility of managing the facility, Peter Johnston also suggested getting PCYC (Police and Citizen Youth Club) in to help introduce the user pay system as it has worked in various other places. Both Peter's are doing four consultations over two days to ensure that the next building plans will be more suitable.

10.4. Information given to members present regarding round four Heavy Vehicle Safety and Productivity Program grants.

10.5. LA members would like more plaques to be put on the stone at Tamarind Park.

Motion: To use a portion of Local Authority LA funding on Plaques for the stone in Tamarind Park. Moved: Beatty Retchford Seconded: Mike Longton

MRM have donated their information sign to Council, which is currently out the front of council office at the park for displaying history photos etc.

10.6. Bernie Redfern has been looking into the switchover to 4G Telstra, the Telstra tower is in the wrong spot to receive full reception of 4G.

Motion: Request Council write a support letter to move the Telstra tower up the hill to receive full coverage. Moved: Bernie Redfern Seconded: Councillor Mulholland

10.7. Update on the SIHIP Funding of 14.6 million for Borrooloola, originally Borrooloola was to receive 56 million in 2008 and then in 2009 it dropped to 14.6 million, Local Authority would like Bernie Redfern to continue looking into this matter and give him support by way of endorsement letter.

Motion: LA members would like a letter written to support Bernie as a member of the Housing Action Group in his investigation into the SIHIP Funding.

Moved: Mike Longton Seconded: Beatty Retchford

11. Meeting Closed at 2:33pm

Next Meeting: Thursday 6th August 2015

As the Chair at the Borrooloola Local Authority Meeting held on the 28th of May 2015 I certify these minutes to be a true and correct record of this meeting.

Chairperson Maria Pyro

WARD REPORTS

ITEM NUMBER	14.2
TITLE	Never Never Ward
REFERENCE	530534
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- (a) **That Council receives and note the Never Never Ward Report.**
- (b) **That Council accepts the recommendation that Aaron Holtze be removed from the Jilkminggan Local Authority.**

BACKGROUND

Local Authority Meetings were held in Mataranka on Tuesday 5th May 2015 and in Hodgson Downs on Thursday 14th May 2015. The Jilkminggan Local Authority meeting was rescheduled to Tuesday 9th June and was cancelled due to no quorum.

Community Visitors

Mayor Tony Jack
 Michael Berto - Chief Executive Officer
 William Rosas – Department Local Government
 Moira McCreesh – Department Alcohol Policy
 Nicholas Sharrah- Department Local Government

Jilkminggan**Local Authority Update**

Current Membership includes; Deputy Mayor Judy MacFarlane, Cr Annabelle Daylight, Cr Timothy Baker, Wayne Roy, Wendy Daylight, Maxie Millar, Aaron Holtze, Adrian Doctor, Cheryl Lardy, Lisa McDonald, Patrisha Baker.

The next Local Authority Meeting is scheduled for Tuesday 4th August 2015 at 10:00am.

Community Update:

Jilkminggan Community is looking great, the Municipal Crew have been doing a fantastic job keeping up with slashing, mowing and rubbish pick up.

Mataranka**Local Authority Update:**

Current Membership; Deputy Mayor Judy MacFarlane, Cr. Annabelle Daylight, Cr. Timothy Baker, Diane Angel, Michael Cowen, Janette Hamilton, Tracey-Anne Wilson, Sue Edwards, Leah Niehus, Di Jones, Alan Chapman and Michael Somers.

Deputy Mayor Judy MacFarlane is the permanent Chair of the Mataranka Local Authority.

A Special Meeting to discuss three outstanding Agenda items was scheduled for Tuesday 30th June 2015.

The next Mataranka Local Authority meeting is scheduled for Tuesday 4th August 2015 at 5:30pm.

Community Update:

Mataranka is looking neat and tidy with slashing and mowing being undertaken regularly.

Hodgson Downs

Local Authority Update

Current Membership; Deputy Mayor Judy MacFarlane, Cr. Annabelle Daylight, Cr. Timothy Baker, Johnathon Walla, James Nuggett, Samuel Swanson, Caroline Vincent, Maryanne Vincent, Ken Muggeridge.

The Hodgson Downs Local Authority meeting was attended by Mayor Tony Jack, Deputy Mayor Judy MacFarlane, Councilor Annabelle Daylight and Michael Berto Chief Executive Officer.

The next Hodgson Downs Local Authority will be held Thursday 13th August 2015 at 10:00am.

ISSUES/OPTIONS/SWOT

Ward Action List

Date	Item Description	Responsible Person	Status	Status Comments - Completion Date
Jilkminggan				
02.04.2012	The Cemetery needs a draft plan	DITS, CSM & Conway and Jessie Roberts	Ongoing	Ongoing
04.09.2014	Security Screens at Toilets	CSM		2.09.14 CSM will do
Mataranka				
04.12.2012	Recycling / Container Deposit Scheme. Continue investigation in setting up a depot/transfer station.	CSM	Ongoing	18.04.13: -CDS will be reinstated following State cooperation. 04.02.14: -ongoing. 4.06.2014: ongoing 20.06.14: \$15000 Grant to be spent Email to DITS. 04.09.2014: CSM and Sharon will get started on whole of Council Waste Management 05.05.2015: New bore pump installed at recycling centre, fencing ordered.
02.12.2014	Skate Park	CSM		02.12.14 correspondence received regarding specs of skate park & timeframes of construction and delivery. 09.03.2015: Insurance status can be obtained from Catherine Proctor, Director of Community Services on request. Council will ensure that the correct signage is in place. 09.03.2015: Mataranka LA funding for 14/15 is used to purchase the skate park module and the 15/16 LA funding is used to pay for the slab it sits on.

Date	Item Description	Responsible Person	Status	Status Comments - Completion Date
				05.05.2015: Construction to begin in next fortnight (8-10weeks construction)
09.03.2015	Continue to seek funding for a Mataranka AMP (Alcohol Management Plan)	CSM		
09.03.2015	Mataranka Local Authority asks Council to demand that the NLC make land available for a Drinking Area	CSM		05.05.15: issue was raised with Northern Land Council; Mayor Tony Jack and Deputy Mayor Judy MacFarlane have been invited to the next full board meeting of NLC to discuss the matter.
09.03.2015	Op Shop - Started as RJCP project to be reported on	Director Community Services	Ongoing	Will operate initially on a Volunteer basis. RJCP may come on board later. 05.05.15: CSM to provide status, and set up with volunteers initially
09.03.2015	Obtain more Post Boxes	CSM	Ongoing	05.05.15: Post Office boxes have been requested as part of an office upgrade under the 15/16 budget for the Service Delivery Centre
Hodgson Downs				
20.08.2014	Ask RGRC WH&S Officer to attend next LA meeting to give talk	Jo Nicol	Ongoing	WH&S Coordinator to attend Local Authority meeting in March 2015 14.05.15: Roper Gulf Regional Council's Work, Health and Safety to attend Local Authority Meeting in August if schedule permits
14.05.2015	Cemetery at Kewulyi Outstation needs to be fenced to protect the integrity of the Grave sites and markers erected.	RJCP Regional Manager	Ongoing	
14.05.2015	Investigate Solar Light Funding possibilities for Kewulyi Outstation at Telephone site.	Director Marc Gardiner	Ongoing	
14.05.2015	Dump needs of attention, push up by June 2015.	Ken Muggeridge	Ongoing	

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 LOCAL AUTHORITY_2015.05.05_Mataranka_Minutes.pdf
- 2 LOCAL AUTHORITY_2015.05.15_Hodgson Downs_Minutes.pdf



MATARANKA

Local Authority Meeting Minutes

Held in Mataranka Community Hall

5th May 2015

1. Present:

1.1 Elected Members:

Deputy Mayor Judy MacFarlane

1.2 Local Authority Members:

Sue Edwards
Leah Niehus
Alan Chapman
Michael Somers
Biddy Hamilton
Di Jones

1.3 Staff:

Michael Soler (CSM)
Catherine Proctor (Director Community Services)
Brian Beveridge (Regional Manager RJCP)
Jo Nicol (Local Authority Coordination Officer)
Marg Minnett

1.4 Visitors/Guests:

Moira McCreesh (Alcohol Management Programs)
Nick (Department of Local Government and Communities Services)

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".

2. Apologies:

Di Angel, Tracey Anne Wilson, Willy Rosas (NTG DLGCS)

Apologies Accepted,

Moved: Biddy

Seconded: Sue

3. Conflict of Interest-Members & Staff:

Nil declared

4. Minutes of Previous Meeting:

Minutes from previous meeting was included in Agenda paper.

Previous Minutes Accepted,

Moved: Biddy

Seconded: Sue

5. Business Arising/Action List;

5.1. Previous minutes action List

The Action list from previous meeting minutes were accepted as updated.

5.2 Current Action List

- New town priorities to be available by end of May.
- Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC.
- Skate Park construction to begin in next fortnight (8-10week construction)
- Reconciliation Action Plan updated to reflect Australia Day celebrations included.
- Scoping now undertaken for extension of toilet block.
- New Bore pump installed at recycling centre, fencing ordered.

6. Correspondence

6.1. Outgoing Correspondence: Nil

6.2. Incoming Correspondence: Letter received from Mataranka Better Half Club.

7. General Business

7.1 *Elected Member Report:

Deputy Mayor Judy MacFarlane advised members as follows:

- Land release subdivision for Mataranka has been included in NT 2015/2016 budget.
- Chairman of local NLC Sub-Division presented at recent OCM and was questioned about this process still awaiting outcome.
- Elsey Street drainage – NTG Engineers have admitted that there is a design fault with the drainage. RGRC have now applied to NTG for \$200K grant to rectify this problem.
- Cave Creek sub-division is about to be signed off.
- Full Council finance reports available via council agenda.
- Cricket pitch to be installed in to the oval as part of oval upgrade.
- Issue regarding drinking areas was raised with NLC at recent OCM. Mayor Jack and Deputy Mayor were invited to next full board meeting of NLC to discuss the matter.

7.2 *Council Services Managers Report:

• *Council Services Update

Council Service Manager Michael Solar advised the member that all CSM's have now completed Cert IV Government Investigations which now enables investigations to be undertaken at the local level and also allows for compliance orders and infringement notices to be issued.

On Anzac Day, Dawn service was well attended with approx. 200 people in attendance. Breakfast was again a success and Rusty Bugles finished the day on a really good note.

Roads – Email has been received from DoI regarding road upgrades to the Roper Highway. In particular road widening in 8 sections of the highway and also 3 rest areas/truck bays being upgraded.

- ***Work Health and Safety Update**

- Mataranka Municipal team has been singled out by WHS manager to be the standard that all other communities should aspire to.
- NT Worksafe attended to do a snap audit without notice. I am pleased to advise that we passed and they were rather impressed with our set up and our methods.
- Last Monday all staff in RGRC underwent a session on Dry Season Travel preparation to ensure that everyone is aware of key safety and prestart procedures for light fleet vehicles.

ACTION: CSM to have email sent out to ask for a volunteer/s to put the Mataranka Newsletter.

7.3 ***Council Financial Reports:**

Local Authority Members were presented with third quarter financial report.

Members were advised that remainder of Anzac Day Grant from RGRC is to be put towards upgrading of the store room at the end of the museum to display military memorabilia.

7.4 ***Governance Updates:**

- ***Town Priorities** – Meeting held last week, report to be completed by end of May
- ***Complaints Register** – 2 Dog Complaints
- ***Policy Updates** – Council approved updated policy on Alcohol and other drugs. The updated policy is available on website;

Daniel Mulholland, new Councillor for South-West Ward was sworn in at the Council Meeting on 30 April 2015.

Upcoming Training opportunities:

- Financial training on Tuesday 30 June 2015 (Mataranka)
- Indigenous women's conference in June 17-20 June 2015 (Katherine)
- Leadership Training 20 July 2015 (Katherine)

7.5 ***RJCP- Remote Jobs and Communities Program:**

Director Community Services, Catherine Proctor gave an update on planned RJCP activities including the OP Shop. Members were advised that at this stage it was still unclear as to what would be happening with the OP Shop and whether there were any identified people who would be able to operate the shop.

Upcoming projects for RJCP in Mataranka include:

- the upgrade to oval irrigation
- roof over the museum
- Skate Park slab* (This was discussed at the meeting but needs further investigation)

ACTION: Report to be forwarded to Local Authority by start of Markets to whether Op Shop will be run by RJCP or by community volunteers.

7.6 *Alcohol Management Plan:

Moira McCreesh from Alcohol Management Projects discussed the Jilkmिंगgan Alcohol Management Plan and asked for advocacy and support for the AMP and would like the Mataranka LA to have relevant input as the AMP will affect the Mataranka area directly.

It was decided that the LA will hold a Special Meeting in June to work out what they want to put towards the AMP and what advocacy, if any, they may wish to provide.

The Special meeting is set for Tuesday 9th June at 5:30PM at Hall.

7.7 Catering shed

LA Member Biddy Hamilton raised concerns about state of the Catering Shed at S&R grounds when it was being set up for Anzac Day. Ongoing maintenance and repairs were identified as areas of concern as well.

ACTION: Cleaner from SDC to clean catering shed on a monthly basis.

ACTION: LA to seek to fund equipment upgrade for catering shed facilities.

7.8 Skate Park

Discussion about possibility to get RJCP to complete concrete slab for skate park as a training program.

ACTION: CSM to work with RJCP to determine if possible for slab to be completed through RJCP

Moved: Michael Somers

Seconded: Leah Niehus

8. Other Business

Nil

9. Meeting Closed

8:08PM

As the Chair at the Mataranka Local Authority Meeting held on the 5th May 2015 I certify these minutes to be a true and correct record of this meeting.

Chair Deputy Mayor Judy MacFarlane



Hodgson Downs
**Local Authority Meeting
Minutes**

Held in the Alawa Conference Room

14 May 2015

This Meeting opened at 2:15pm by Chair Mayor Tony Jack and the Roper Gulf Regional Council Pledge was read.

1. Present:

Elected Members:

Tony Jack – Mayor (Chair)
Judy MacFarlane - Deputy Mayor
Annabelle Daylight - Councillor

Local Authority Members:

Ken Muggeridge
Samuel Swanson
Johnathan Walla

RGRC Staff:

Michael Berto - Chief Executive Officer
Marc Gardner - Director of Contracts and Technical Services
Brian Beveridge - Regional Manager RJCP
Jo Nicol - Local Authority Coordination Officer

Visitors/Guests:

Nic Sarah - Department of Local Government

2. Apologies:

Councillor Timothy Baker, James Nuggett, Maryanne Vincent
Apologies Accepted,
Moved: Deputy Mayor Judy MacFarlane
Seconded: Samuel Swanson

3. Conflict of Interest-Members & Staff:

Nil

4. Minutes of Previous Meeting:

Previous Minutes Accepted,
Moved: Ken Muggeridge
Seconded: Councillor Annabelle Daylight

5. Business Arising/Action List:

5.1. Previous minutes action List:

5.1.2 Roper Gulf Regional Council's Work Healthy and Safety has been notified and will attend August Local Authority Meeting schedule permitting.

6. Correspondence

6.1. Outgoing Correspondence:

Letter to Department of Local Government re: Subdivision Application-Town of Minyerri

6.2. Incoming Correspondence:

Nil

ACTION: Actions will appear under each point like this

7. General Business

7.1 ***Elected Member Report:** Mayor Tony Jack gave a verbal report, the CEO and Mayor are currently visiting all Local Authorities in the Roper Gulf Council Region.

7.2 ***Council Services Managers Report:**

- Council Services Update: Nil
- ***Work Health and Safety Update:** Nil

7.3 ***Council Financial Reports:**

The CEO discussed the third quarter Minyerri Financial Reports. Ken noted that Alawa Invoices have just been sent and that is reflected in the Financial Report

7.4 ***Governance Updates:**

- ***Town Priorities-** NIL
- ***Complaints Register-**NIL
- ***Policy Updates-** *Reviewed- Alcohol & Other Drugs Policy-Policy to promote prevention, reduction and elimination in the workplace. This policy is to ensure a safe workplace. All policies available on the Roper Gulf Regional Council website.*
- **'Ordinary Women/Extra Ordinary Lives'** – Conference to be held in Katherine Wednesday 17th- Thursday 18th June. Women Local Authority Members are encouraged to attend and will be supported by Governance to do so contact Hilary Sinfield 89729004.
- Local Authority Financial Training in Minyerri Thursday 25th June
- Leadership Forum in Katherine for any Local Authority Members interested in attending support will be given 19th-21st July.

7.5 *RJCP- Remote Jobs and Communities Program: Brian Beverage discussed the program was going, more work to do and the new changes that will be effective 1st July. There are a range of opportunities that will be available to participants including an opportunity to collect car parts as a way of resolving the dumped car issue.

7.6 *Alcohol Management Plan: Nil

7.7 Cemetery at Kewulyi Outstation: Deputy Mayor Judy MacFarlane had discussions with residents at Kewulyi Outstation. The Cemetery needs to be fenced to protect the integrity of the Grave sites and markers erected. This is a possible RJCP Project.

Action-Brian to follow up on RJCP fencing Project for the Cemetery.

7.8 Solar Lighting at Kewulyi Outstation: Currently there is no lighting in the common area of the outstation where the Telephone sits. Deputy Mayor asked if RGRC could investigate an application for a Solar Light to be placed near the Telephone at Kewulyi.

Action: Marc to follow up on Solar Light.

7.9 Traffic Management: Councillor Daylight discussed the need for traffic management especially around the Water Park area where children frequent. Traffic management including speed bumps, signage, zebra crossings will be part of the road upgrades when enough Local Authority Funding has been quarantined. It may be possible to do the edges as an RJCP Project.

7.10 The Minyerri Dump: The Dump is in need of attention, CEO Michael Berto asked if this could be prioritised before it became a Health and Safety Issue.

Action: Ken to ensure Dump is pushed up by end of June

8. Other Business

9. Meeting Closed 3.20pm

Next meeting: Thursday 13 August 2015

As the Chair at the Hodgson Downs Local Authority Meeting held on the 14th of May 2015 I certify these minutes to be a true and correct record of this meeting.

Chair Mayor Tony Jack

WARD REPORTS



ITEM NUMBER	14.3
TITLE	Nyirranggulung Ward Report
REFERENCE	530738
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- (a) **That Council receive and note the Nyirranggulung Ward Report.**

BACKGROUND

Local Authority Meetings were held in Beswick on Monday 18th May and Barunga Tuesday 19th May. Local Authority meetings in Manyallaluk and Bulman were rescheduled to be held Wednesday 10th and Thursday 11th June respectively, due to Sorry Business neither meetings went ahead.

Community Visitors

William Rosas- Department Local Government
Douglas Kelly – Alcohol & Other Drugs, Katherine
Moira McCreesh – Alcohol Strategy Unit, Katherine

Other Meetings in Community

Nil

Beswick**Local Authority Update**

The Beswick Local Authority includes; Cr Selina Ashley, Richard Kennedy, Sasha Ashley, Trephina Bush, Deanna Kennedy, Lorraine Bennett, Raelene Bulumbara and Joseph Brown.

The next Beswick Local Authority meeting is scheduled for Monday 17th August 2015.

Community Update:

The community looks neat and tidy, the gardens at the Council Service Centre have received a face-lift.

The new stage built by RJCP Participants is almost completed and looks excellent.

Barunga**Local Authority Update**

The Barunga Local Authority includes; Cr Anne-Marie Lee, Ruth Kelly, Anita Painter, Scott Lee, Helen Lee, David Oenpelli and Jamie Ah Fat.

The next Barunga Local Authority meeting is scheduled for Tuesday 18th August 2015

Community Update:

Barunga is looking neat and tidy. Council Services Manager Robert Campbell and the Municipal Crew did a fantastic job preparing the Community for the Barunga Festival which was a resounding success.

Manyallaluk

Local Authority Update

The Manyallaluk Local Authority Members are; Cr Anne-Marie Lee, Cr Selina Ashley, Cr. John Dalywater, Eileen Lawrence, Rosemary Sullivan, Shaunette Mumbin, Andrew Hood, Robert Williri, Issac Dai and Cynthia Williri.

The next Manyallaluk Local Authority meeting is scheduled for Monday 17th August 2015 meetings start at 2.30pm.

Community Update

The Municipal Team is working well with slashing and mowing a priority. Manyallaluk is looking very neat and tidy, Parks are looking great.

A new fence around the Basketball Court is being erected ensuring a safer area to play.

Bulman

Local Authority Update

Local Authority Membership includes; Cr John Dalywater, Easu Martin, Garret Lofty, Darilyn Martin, Margaret Lindsay, Maggie Chikappa, Jerry Martin and Christopher Gordon.

Margaret Lindsay is the Chairperson of the Bulman Local Authority.

The next Bulman Local Authority Meeting is scheduled for Wednesday 19th August 2015, the meeting starts at 2:00pm.

Community Update:

The Bulman Community is looking neat and tidy, work continues in the park as part of a beautification project to make open spaces more user friendly.

ISSUES/OPTIONS/SWOT

Ward Action List

Date	Issue	Responsible Person	Status	Status Comment-Completion Date
Barunga				
16-04-2013	Signs and Identify graves at Cemetery	CSM & Community	Ongoing	Waiting on external funding. Update 18.2.14 Funding available Sharon working with CSM. LA needs to think about the sign they want. Also waiting for NT Govt to pass legislation. 14.1.2015: We are still waiting on LA to decide on what they would like us to do. NT legislation has been passed I will be putting to the LA members at the next LA meeting.

Date	Issue	Responsible Person	Status	Status Comment-Completion Date
15-04-2014	Contact Stephen and arrange a training VSA program for Barunga	CSM	Ongoing	15.07.14: Just organising date 14.1.2015: LA needs to confirm dates that they would like him out he is happy to attend any meetings.
Beswick				
17-02-2014	Talk to small groups of Community members about taking ownership of AMP	Cr Selina Ashley/S. Alcohol Management Project Officer		Maybe use BRACS 16.02.14: -Ongoing LA asked to bring ideas to next LA meeting. 14.04.15: Ongoing
20.10.2014	Municipal team to gather up as many dead cars on the outskirts of the Community and stack them in one place for when a solution is found.	CSM		16.02.15: - Ongoing 14.04.15: - Ongoing
20.10.2014	Have a discussion about use of compactor so use of the unsealed road to the tip can be used during the wet season	CSM and DCSI		14.04.15: Ongoing
20.10.2014	Contact RGRC and try and get the cherry picker to Beswick with experienced staff from Mataranka to repair the lights and put protective covers over globes.	CSM		14.04.15: – Lights Audit currently being done 18.05.15: Seeking contractors to do a street light run twice a year only as that is all that the budget permits
20.10.2014	Discuss with Director of DCSI the feasibility of having a bore drilled for public use.	CSM	Ongoing	14.04.15: -Ongoing
Bulman				
18.09.2014	Invite AOD staff to Bulman also brief new CSC on issue.	CSM	Ongoing	
18.09.2014	Invite Territory Housing to next LA Meeting	CSM	ongoing	
19-11-2014	Cars to be removed from the yards as soon as possible as there are safety issues	CSM	Ongoing	<i>Ongoing till we get approval from the owners and organise for the front end loader to remove safely</i>
19-11-2014	Sunrise Clinic Manager to be invited to next LA meeting	CSM	Ongoing	<i>Happening on next LA meeting</i>

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 LOCAL AUTHORITY_2015.05.19_Barunga_Minutes.pdf
- 2 LOCAL AUTHORITY_2015.05.18_Beswick_Minutes.pdf



Barunga Local Authority Meeting Agenda

Held in Roper Gulf Council Conference Room

19/05/2015 at 10:00am

This Meeting was opened at 10.15am by designated Chair Mayor Tony Jack and the Roper Regional Council Pledge was read.

1. Present:

1.1 Elected Members:

Mayor Tony Jack
Cr Anne-Marie Lee

1.2 Local Authority Members:

Ruth Kelly
David Oenpelli
Anita Painter
Jamie AhFat

1.3 Staff:

Sharon Hillen Director Council Services and Infrastructure
Robert Campbell Council Services Manager
Jo Nicol Local Authority Coordination Officer
Leanne Gablonski Community Services Coordinator

1.4 Visitors/Guests:

William Rosas Department Local Government
Joyce Torres Government Engagement Coordinator
Moira McCreesh Alcohol Management Strategy Unit

2. Apologies:

Helen Lee, Michael Berto- Chief Executive Officer.
Apologies Accepted, Moved: Cr Lee Seconded: Ruth Kelly

3. Conflict of Interest-Members & Staff:

NIL

4. Minutes of Previous Meeting:

Previous Minutes

DEFERRED

5. Business Arising/Action List:

5.1. Previous minutes action List:

New cemetery Act to be introduced with consultation from the community

6. Correspondence

6.1. Outgoing Correspondence:

NIL

6.2. Incoming Correspondence:

NIL

7. General Business

7.1 *Elected Member Report:

NIL

7.2 *Council Services Managers Report:

Council Services Update:

Municipal Staff have been working well in preparation for the Barunga Festival in June. Staff have also been working on ensuring pot holes around the community have been filled and the roads are in good condition.

Municipal Staff have been engaging with Barunga RJCP participants and this relationship is working well.

Municipal Staff have been lopping and pruning trees in Barunga's parks and gardens. Street signs will be up in the next two weeks.

- *Work Health and Safety Update

NIL

7.3 *Council Financial Reports:

The Third Quarter Barunga Financial Reports were tabled and discussed.

7.4 *Governance Updates:

- *Town Priorities: NIL
- *Complaints Register: NIL
- *Policy Updates: *Reviewed- Alcohol & Other Drugs Policy*-Policy to promote prevention, reduction and elimination in the workplace. All policies available on the Roper Gulf Regional Council website.
- Council Welcomes new Councillor Daniel Mulholland for the South West Gulf Ward.
- Indigenous Women's Conference- Wednesday 17th- Thursday 18th June 2015 held in Katherine.
- Local Authority Financial Training-Monday 22th June @ 1.30pm
- Leadership Forum –Monday 20th- Tuesday 21st July- Katherine

7.5 *RJCP- Remote Jobs and Communities Program:

New RJCP Supervisor Chris Friday, currently recruiting for two positions and expanding Project portfolio. The RJCP programme is working well and we have a few projects going for them.

A range of training courses including; Welding have been undertaken to help Skinny Fish with stage upgrades and speaker brackets.

7.6 *Alcohol Management Plan:

A Women's Meeting is to be held Wednesday 27th May at 10am this is to discuss the Alcohol Management Plan. The Men's meeting has already taken place. There is still a decision to be made about who will manage the Plan.

Changes to the Northern Territory Government's Community Benefit Fund has increased the amount of Funding money now available for Community Grants.

Action: Bring feedback from Store Committee Meeting to next Local Authority Meeting.

8. Other Business

8.1 Government Engagement Coordinator Joyce Torres advised Local Authority members that there will be new changes to RJCP implemented after 30th June 2015. The details are still being worked on.

8.2 Northern Territory Housing issues were discussed, Housing Reference Group is not meeting regularly and issues are not getting resolved.

Action: Letter to the Minister for Housing re: Housing in Barunga

9. Meeting Closed 12 Mid Day

* Denotes permanent Agenda items



Beswick Local Authority Meeting Minutes

Held in Beswick Conference Room

18 May 2015

Meeting opened at 10.55am by Richard Kennedy who has been designated Chair at this Beswick Local Authority Meeting

1. Present:

Elected Members:

Mayor Tony Jack

Local Authority Members:

Richard Kennedy
Trepina Bush
Raelene Bulumbarra
Joseph Brown
Lorraine Bennett

Staff:

Michael Berto CEO
Sharon Hillen – Director of Council Services and Infrastructure
Jo Nicol – Local Authority Coordination Officer
Helen Hawkins Beswick Council Services Manager
Vicki New, Community Services Coordinator

Visitors:

Moira McCreesh, Alcohol Management Strategy Unit
Rowena Withers, Coordinator Djilpin Arts
Stephen Charles and Doug Kelly Alcohol & Other Drugs
William Rosas, Department Local Government and Community Services
Joyce Torres, Government Engagement Coordinator.

2. Apologies:

Councillor Selina Ashley, Samuel Blansi

3. Conflict of Interest:

Nil

4. Minutes of Previous Meeting:

Moved: Joseph Brown **Seconded:** Raelene Bulumbarra.
All agreed by way of consensus

5. Business Arising/Action List:

Previous minute's action List was presented to Local Authority. The meeting noted as follows:

- Government is upgrading the Central Arnhem Road to Bulman at a cost of \$900K
- Seeking contractors to do a street light run, two runs per year budgeted.
- Mayor Jack has spoken to Mr Blanas re: Buffalo controls, there will be a meeting on Wednesday to discuss.
- Approval has been granted to move the gates to the end of the football oval past Butterfly Creek. This is a potential RJCP project.

6. Correspondence

6.1 Outgoing Correspondence –
Nil

6.2 Incoming Correspondence –
Nil

7. General Business**7.1 Elected Members Report:**

Mayor Tony Jack gave a verbal report. Mayor Jack advised the members that the most recent Council meeting was held at Barunga and new Councillor Daniel Mulholland was sworn in. Cr Mulholland comes with a wealth of experience and will be a great asset to Roper Gulf Regional Council.

The new Drug and Alcohol Policy was passed by Council and will be implemented throughout Roper Gulf Regional Council.

The Mayor and CEO are currently visiting all Local Authority meetings in every community.

7.2 Council Service Managers Report:

Council Services Manager Helen Hawkins presented her report and advised that:

- The playground in New Sub-division has been moved to its new place behind the Basketball Court.
- All new Roper Gulf signs have been put up, more are coming.
- New garden has been made around the Office and it is looking good.
- A Garden competition has been started with the Major prize yet to be decided.
- All fire breaks have been slashed and back burning finished.
- The Blue toilet block and surrounding area upgrades are soon to start.
- Work has started on lot 120
- Peter Amarant is to start as the new SASO as soon as work on his accommodation is finished.

7.3 *Council Financial Reports:

Director Council Services and Infrastructure Sharon Hillen discussed the RGRC Beswick community third quarter financial report that were tabled.

7.4 *Governance Updates:

- **Town Priorities:**

Nil.

- **Complaint register:**

Nil

- **Policy updates:**

Council approved updated policy on Alcohol and other drugs. The updated policy is available on website.

- **LA Training Opportunities**

There are three professional Development opportunities for Local Authority members; The Indigenous women's Conference to be held in Katherine 17-18th June, Local Authority Finance Training will be held in Beswick Monday 22nd June and a Leadership Forum in Katherine to be held 19th- 21st July, information to follow. Local Authority members are encouraged to attend, travel and accommodation arrangements will be made by Governance.

7.4 RJCP- Remote Jobs and Community Program

Brian Beverage the new RJCP Manager, was welcomed to Roper Gulf Regional Council. Brian comes with a lot of experience. There will be changes to RJCP starting July 1st these changes will be confirmed soon

7.5 Alcohol Management Plan:

Moira McCreesh from Alcohol Management Strategy Unit advised members that she talked to 39 community members during the month about the AMP. Ideas came up about new and better ID system. An example was given re: Kybrook agreement based on an ID that showed where you lived.

Local Authority Members were advised that Night Patrol is not a taxi service and Night Patrol workers are restricted on what they can do.

Local Authority members raised their concern as people are still asking for a drinking area although TO's have said no. Members requested Council to raise issue with Land Council and Regional Council.

While having discussion on AMP Moira McCreesh advised members to also think on Who will manage the AMP? In order to manage AMP there needs to be a group to meet on a regular basis. It was advised if the Wuduluk Progress Association(Store) have a sub committee. Moira McCressh advised that she will discuss with Sunrise Health about ownership.

It was stressed that if there are issues Police are to be called and PROMIS number is to be recorded, with no record of phone call it reflects that Beswick has no issues.

Moira McCressh also advised members that the Community Benefit fund has a new round of Funding opportunities from July 1st. Beswick Community is encouraged to apply.

ACTON: CSM to ask for a Night Patrol representative to attend the next LA meeting.

7.6 Name – Beswick or Wugularr

A discussion was held about giving some uniformity to the signage that is on the Stuart Highway and at Beswick Community. It was sometimes misleading for visitors. Director Council Services and Infrastructure discussed that new signage was coming in the near future and would reflect both Wugularr and Beswick names.

7.7 Community Service Report

Local Authority Members were advised that:

- Contact names and phone numbers for after hours has been posted at the office, store and residents rooms.
- Visitors are asked to keep their dogs out of the Aged Care grounds.
- Crèche is picking up and returning children home, numbers are now at 18.
- BRAC's is going really well, please contact Ronald Weetra with any notices that need to be broadcasted also he has a portable system to do workplace interviews.
- Centrelink Hours are 8am – 4pm

8. Other Business

8.1 Menzies School of Health will be in Beswick next Tues – Thursday, to talk about measuring alcohol harm in the community. Researchers will be interviewing 8 community members and will employ one casual research assistant, this may be an opportunity for an RJCP participant to be in a paid position. It was suggested that they contact the RJCP Coordinator when they arrive in Beswick.

8.2 **Agencies report:** Steven Charles from Alcohol and other Drugs unit, discussed the *“Volatile Substance Abuse Prevention Act (2005)- Management Plan for the Beswick (Wugularr) Locality Community Area”*. Local Authority members were consulted on making some small changes to the document these included; the wording “Opal” changed to Low Aromatic Fuel or LAF, (as Opal is a brand name). Also to include “premium fuel” which some vehicles need to use. An amendment form will be left for all members to sign and he will collect at next meeting.

Motion: That the Beswick Local Authority accepts the changes to the “*Volatile Substance Abuse Prevention Act (2005) - Management Plan for the Beswick (Wugularr) Locality Community Area*” document as outlined by Steven Charles.

Moved: Joseph Brown
Seconded: Lorraine Bennett
All in favour by general consensus.

9. Meeting Closed 1:05pm

Next meeting: Monday 17 August 2015

As the Chair at the Beswick Local Authority Meeting held on the 18th May 2015 I certify these minutes to be a true and correct record of this meeting.

Chair Richard Kennedy

WARD REPORTS

ITEM NUMBER	14.4
TITLE	Numbulwar Numburindi Ward
REFERENCE	530747
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- (a) **That Council receive and Note the Numbulwar Numburindi Ward Report.**

BACKGROUND

The Numbulwar Local Authority meeting was held on Thursday 19th March 2015.

Local Authority Update

The Numbulwar Local Authority includes: Councillor Kathy-Anne Numamurdirdi, Cheryl Nundhirribala, David Murrungun, Christopher Spicer, Ella Geia, Felicity Kym Rami, Douglas Wunungmurra and Selena Uibo.

The Numbulwar Local Authority held a Special Meeting on Tuesday 2nd June 2015 to discuss the Northern Territory Electoral Boundary Review. The East Arnhem regional Council had a small number of submissions that proposed Numbulwar Numburindi's inclusion into the East Arnhem Regional Council Boundary.

The next Numbulwar Local Authority meeting is scheduled for Tuesday 11th August 2015 at 3:00pm.

Community Visitors

Mayor Tony Jack
 Michael Berto Chief Executive Office Roper Gulf Regional Council
 Shane Marshall Director Technical Services (East Arnhem Regional Council)
 Deputy President Gawura Wanambi (East Arnhem Regional Council)
 Councillor Wesley Wunungmurra (East Arnhem Regional Council)
 Nicolas Sharrah - Department of Local Government

Community Update

Numbulwar community is looking very neat and tidy. There has been a lot of work carried out landscaping the Workshop and Boat Landing areas.

ISSUES/OPTIONS/SWOT**Action list**

Date	Meeting	Item Description	Responsible Person	Status	Status Comments - Completion Date
19.03.2015	LA	Replace tap at Council Service Centre with spring-loaded tap.	CSM	ongoing	12.05.15: Council Services Manager; Roger McIvor to replace identified tap

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 LOCAL AUTHORITY_2015.05.12_Numbulwar_Minutes.pdf
- 2 LOCAL AUTHORITY_2015.06.04_Numbulwar_Minutes Special Meeting.pdf



Numbulwar Local Authority Meeting Minutes

Held in Council Conference Room

12th May 2015

This Meeting was opened at 3.15pm by Chair Selena Uibo and the Roper Gulf Regional Council Pledge was read.

Present:

1.2 Elected Members:

Mayor Tony Jack
Councillor Kathy-Anne Numamurdirdi.

Local Authority Members:

Selena Uibo
Felicity Rami
Douglas Wunnungmurra
Ella Geia

Staff:

Michael Berto – Chief Executive Office
Sharon Hillen – Director of Council Services and Infrastructure
Catherine Proctor – Director Community Services
Roger McIvor – Council Services Manager
Kim Freeman – Aged and Disability Coordinator
Jo Nicol – Local Authority Coordination Officer
May Brazil – Senior Administration Support Officer
Chris Cookson – Regional Manager Night Patrol
Lara Brennan – Regional Manager Community Services
Brian Beverage – Regional Manager RJCP
Tristan Mirniyowan – Sport and Recreation Officer
Julie Kartinyeri - Youth Services Case Management Coordinator
John Terepo – Municipal Supervisor

Visitors/Guests:

Nick Sharah – Department of Local Government
Shane Marshall – Director Technical Services (East Arnhem Regional Council)
Gawura Wanambi – Deputy President (East Arnhem Regional Council)
Councillor Wesley Wunungmurra (East Arnhem Regional Council)

2. Apologies:

John Ryan (CEO - East Arnhem Regional Council), Banambi Wunungmurra (President - East Arnhem Regional Council), Councillor Jabarni (East Arnhem Regional Council)

3. Conflict of Interest-Members & Staff:

NIL

4. Minutes of Previous Meeting:**4.1 Previous Minutes Accepted**

Moved: Ella Geia, Seconded: Felicity Rami

All Agreed by way of consensus

5. Business Arising/Action List:**5.1 Previous minutes Action List:**

Council Services Manager, Roger to replace identified tap.

Result: In-hand with plumber.

6. Correspondence**6.1 Outgoing Correspondence: NIL****6.2 Incoming Correspondence:****6.2.1 – Successful Road Project – NT**

Council Services Manager reported on the proposed road upgrade between Roper and Stuart Highway; 12.6km in eight separate locations, two lanes, road eight meters wide and a truck bay planned.

6.2.2 – Community Safety Issues Numbulwar – Senator Nigel Scullion

Letter from Senator Nigel Scullion re: Numbulwar Community Safety Resources, asking Council to contact his Office regarding funding.

7. General Business**7.1 *Elected Member Report:**

Nil

7.2 *Council Services Managers Report:

4WD training was successful with everyone passing the course. If there is enough interest is it possible to hold 4WD training with broader participation not just for Roper Gulf employees but also the school? Anyone interested emailed Council Services Manager.

Council Services Manager advised that the new sport and rec schedule has been sent to the Sport and Rec Trainee Development Officer for approval and that Night Patrol times are from Monday – Friday 6pm til 2.30am, however some communities operate Sunday to Thursday.

Council Services Manager advised that Philip Huddleston and offsider Trevor would be continuing in the Numbulwar workshop without further changes. Sharon Hillen advised that Councils Mechanic Workshops were under review. Councils Fleet Management in Katherine is actively seeking other businesses to increase business.

Council Services Manager explained the process for reporting maintenance requirements with Territory Housing and encouraged all to continue to report faults in Territory Housing homes.

Aged Care Report-Kim Freeman reported there are a number of RJCP projects being actioned towards refurbishment of the Aged Care Facility. The Department of Health, including Psychiatrists will be visiting soon.

A new Police Officer will be replacing the current Police Officer.

A Rescue Training course will be offered by Police, Local Authority was asked to identify suitable candidates, at this stage MUNS Supervisor, John Terepo, will undertake the course. Sharon Hillen advised Council's role in emergency situations.

Motion: Accept Council Services Managers Report
 Moved: Selena Uibo, Seconded: Douglas Wunnungmurra .

7.3 *Council Financial Reports:

The Numbulwar Financial Reports for the third quarter were tabled and discussed.

7.5 *Town Priorities: Local Authority Priority Funding

- Local Authority has \$143,000 for Airport building/ toilet, building will not start until road project is finished potentially rolling over to next financial year. Approval from the Local Authority was sought for the remaining \$43,000 to go towards the roof at the Basketball court which will include 2015/2016 Local Authority funding of \$143,000. Council is looking at other funding sources to augment the project.
- A Public Toilet was discussed, many areas including Waterfront, Church public parks unsuitable due to the storm surge zone. Also NLC approval is need in some areas. One option may be to locate it on the concrete slab area behind the Council workshop away from flood zone.
- The Town Priority List was updated.

7.6 *Governance Updates: (Schedule attached next page.)

- The new Councillor Daniel Mulholland: South West Gulf Ward, was sworn in at the recent OCM. Ella Geia asked for the Mayor to pass on congratulations from the committee.
- 'Ordinary Women/Extra Ordinary Lives' – Conference to be held in Katherine Wednesday 17th- Thursday 18th June. Women Local Authority Members are encouraged to attend and will be supported by Governance to do so contact Hilary Sinfield 89729004.
- Local Authority Financial Training in Numbulwar Wednesday 24th June
- Leadership Forum in Katherine for any Local Authority Members interested in attending support will be given Support 19th-21st July.

At 5pm Sharon Hillen, Jo Nicol, Julie Kartinyeri, Catherine Proctor, Lara Brennan, Kim Freeman, Councillor Kathy-Anne Numamurdirdi and Nick Sharah left the meeting.

7.7 *Complaints Register:

Nil complaints registered.

An incident where two dogs were attacked by a resident, initiated a report being sent to the Animal Welfare branch in Darwin. The same day another resident reported his dog had been stabbed with a machete, this incident was also reported to animal welfare branch. Still waiting on outcome from Animal Welfare Branch.

7.8 *Policy Updates: Alcohol and Other Drugs Policy:

Drug and Alcohol Policy has been updated to include the testing of all Council Staff when required. Work Health and Safety Officers will perform the testing of staff and visits will be random.

7.9 *Alcohol Management Plan:

NIL – Local Authority members were concerned this item has been on the Agenda for a number of years and has not been progressed, this was to be driven by the Government Engagement Coordinator.

7.1.0 *RJCP- Remote Jobs and Communities Program:

RJCP Regional Manager Brian Beverage thanked Local Authority Members for the invitation to the meeting. He acknowledged that the Numbulwar RJCP Program is one of the best in the Roper contract.

Delays in setting up the new office are being addressed; IT Department will install necessary cabling as soon as possible. A staff recall for Professional Development was held in Katherine last week, all staff from Numbulwar RJCP attended.

As of April 30th there were 255 job seekers on Numbulwar's caseload and of those people 236 had been officially commenced into the program and put in roles. 218 of the commenced participants are assigned to a structured activity. Over the financial year to date 42 participants have been placed in employment and 30 of them have stayed in employment for 13 weeks and some of them are well on their way to a 26 weeks attendance.

RJCP Coordinator, Brian Beverage credits all of the good work to the Numbulwar team. CSM Roger McIvor also acknowledged a job well done to his RJCP team. Mayor Tony Jack passed on his congratulations.

7.1.1 *Work Health and Safety:

A 4WD course was done a week ago. All who attended the course passed.

Also First Aid Training will be done next week, 22nd April.

Every Monday pre starts for all vehicles are filled out, uploaded on the system and saved all Numbulwar Council vehicles. If Council is audited paperwork is available.

All hazards should be immediately reported, currently this month 20 hazards have been identified. A recent hazard issue involving the Fuel Pump was quickly resolved when reported by Selena Uiobo. Selena noted that the feedback from Roger was highly appreciated.

Other Business**8.1 East Arnhem Regional Council Boundary Review:**

Shane Marshall, on behalf of East Arnhem CEO John Ryan, discussed the submissions put forward to the Electoral Boundary Review in November 2014 and East Arnhem

Regional Council's duty to hold community consultations with Roper Gulf Regional Council and Numbulwar Community. A total of 73 submissions were made to EARC and 5 were with regards to Numbulwar Numburindi Ward Boundary. East Arnhem Regional Council respectfully asked for The Local Authority's views and required feedback before June 30th.

Some questions asked by Local Authority members included; would the current Roper Gulf Regional Council's staff keep their employment positions, would services be unchanged, what would the Community gain or lose by the change in terms of community, culturally and development wise. Shane was unable to answer these questions but said he would be happy to return with more information to discuss.

Local Authority members asked for more time to discuss with the rest of the Community and more facts to be able to make a decision. At this stage investigation with the NT Electoral Commission was needed to see if time frames for reporting back could be extended. Nic Sharrah from Department of Local Government had not heard about the submissions but would investigate an extension for Numbulwar Local Authority.

The Local Authority discussed the opportunity to have a Special Meeting once more information had be obtained from EARC and then a Community Meeting.

The Roper Gulf Regional Council's Operational Figures were in The Plan and Shane from EARC said he could provide Operational Figures requested.

Action –Local Authority Members to hold a Special Meeting before June to discuss The Electoral Boundary Review. Advise Roger of date so Council support can be given.

8.2 Request of Attendance from Numbulwar School.

Selena Uibo asked if Numbulwar School could attend the next Local Authority Meeting to discuss the "Educational Coalition" that has been formed to support the School's Literacy Program.

Action: Selena Uibo to write and invite Nicky Charlesworth Kenny to attend the August Local Authority Meeting and have a place on the Agenda. Copy to be sent to Council Service Manager.

8.3 Pop Up Art in Numbulwar.

Selena Uibo gave a report on the Pop Up Art Centre, the shipping container has arrived and is in place.

The Store currently does Retail Training .

Action: Selena Uibo to talk with RJCP Coordinator Michaela and Store Management about participants for retail training.

8.4 First Circle Program

Selena Uibo discussed the upcoming meeting for "First Circles Program", as a member she advised the first meeting will be held 19th May with all 15 participants and all NT Government Ministers in attendance. If you would like any issues raised please discuss with Selena Uibo. This Forum is the first of its kind in Australia. Three priorities have been chosen by Top End group; Education, Employment and Health.

Meeting Closed at 5.40pm Next Meeting Tuesday 11th August 2015

* Denotes permanent Agenda items



Numbulwar
**Local Authority Meeting
Minutes**

Held in Council Chamber Room

4th June 2015

This Meeting opened at 7:30 by Chair Selena Uibo and the Roper Gulf Regional Council Pledge was read.

1. Present:

Elected Members:

Local Authority Members:

Selena Uibo (Chair)
David Murrungun
Ella Geia
Cheryl Nundhirribala
Douglas Wunnungmurra
Felicity Rami

Roper Gulf Regional Council Staff Members:

Roger McIvor - Council Services Manager
May Brazil – Senior Administration Officer

2. Apologies:

Apologies – Kenny Spicer
Moved - David, Seconded - Felicity.

3. Conflict of Interest-Members & Staff:

Nil

4. Minutes of Previous Meeting:

N/A

5. General Business

5.1 East Arnhem Regional Council Review:

Roger recapped the previous Local Authority meeting with representatives from East Arnhem Regional Council, for those Local Authority members that did not attend. Main discussion points were;

- Continuous Employment for current Roper Gulf Regional Council Staff

1

- The extent of Service Delivery to the Community
- Communities gains and losses in regards to services depending on which Council Numbulwar Numburindi Ward came under.

As neither East Arnhem Regional Council or Roper Gulf have presented any information on services to be delivered, a community meeting should be postponed until all Local Authority members questions have been answered. All members agreed.

It was suggested when all the information needed is compiled, a Community meeting will be organised for a Thursday morning at the open area in front of the office.

Action Lists –

1. Roger McIvor to talk to CEO or Sharon Hillen re: information needed to present to Local Authority members on gains and losses from both East Arnhem Regional Council and Roper Gulf Regional council.
2. Roger McIvor to followup on information from Nic Sharrah re: extension to submission.

6. Other Business

6.1 Painting the Office Block next to Council Office

Roger McIvor asked Local Authority members advice for a painting to be done on the office block on the side of the council building. It's proposed that the colour be a light ochre colour and done by the RJCP participants, an artwork will also be painted and RJCP Coordinator has indicated for Ivan Ngalmi is to design the artwork.

Also suggested including Sport and Rec children to participate in artworks on the building as a project for the kids to be proud of showcasing their designs.

All members agreed on the idea.

6.2 Lights at the School Grounds.

There are a few children walking around the school area jumping on the gates to play around the school grounds, lights proposed on the outside preventing any accidents and help people walking through the school to get home quickly. LED floodlights may work in this area.

ACTION: Selena Uiibo will take the issue of Lighting to the Numbulwar School Principal at the next staff meeting.

6.3 Uniforms for Local Authority

Local Authority Members requested an official shirt to wear for Meetings

Action: Uniforms for Local Authority Members to be added on the agenda for the meeting on August 11th.

7. Meeting Closed 3.56pm

Next meeting: Tuesday 11 August 2015

As the Chair at the Numbulwar 'Special' Local Authority Meeting held on the 4th of June 2015 I certify these minutes to be a true and correct record of this meeting.

Chairperson

WARD REPORTS

ITEM NUMBER	14.5
TITLE	Yugul Mangi Ward
REFERENCE	530748
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- (a) **That Council receive and note the Yugul Mangi Ward Report.**

BACKGROUND

The Ngukurr Local Authority meeting was held Wednesday 13th May 2015.

Authority Update

Councillor Daphne Daniels Chairs the Ngukurr Local Authority Meetings.

The Local Authority Membership includes; Cr Daphne Daniels, Cr Eric Roberts, Walter Rogers, Jerry Ashley, Robin Rogers, Andrew Robertson, Ian Gumbula, Bobby Nungumajbarr, Carol Robertson, Olga Daniels, Keith Rogers, Grant Thompson, Peter Daniels, Gwen Rami and Tanya Joshua.

The next Local Authority Meeting will be held Wednesday 12th August 2015 at 10:00am.

Community Update:

Ngukurr is looking excellent and is currently continuously slashing and mowing. Parks, Sports Fields and open spaces are looking especially beautiful and are a credit to Council Services Manager, Paul Amarant and the Municipal team. Preparations are well underway for the Ngukurr Festival.

Community Visitors:

Mayor Tony Jack
Michael Berto Chief Executive Officer
Nicholas Sharrah-Department of Local Government

Youth Voice

NIL

ISSUES/OPTIONS/SWOT**Ward Action List**

Date	Item Description	Responsible Person	Status	Other Comments
05.03.2014	Carol will photocopy the Church Register and give to Paul	Carol Robertson	No Action	
07.05.2014	Investigate re-opening Canteen facilities at the Pool	CSM/CSO	In Hand	Offers received from private business
15.10.2014	Write letter to Carol Mason regarding the proposal to use Lot 297C	CSM	Ongoing	
15.10.2014	RJCP to look at Yellow Water regarding rubbish removal and some landscaping	CSM	In-hand	February: Too wet at present

Date	Item Description	Responsible Person	Status	Other Comments
11.03.2015	Police to crack down on the flow of alcohol into the Community now that the River is open			
11.03.2015	Sport and Rec facilities such as pool, basketball courts only to open Friday Saturday and Sunday as the programs are being run too late on school nights	CSM		
11.03.2015	Look for other sources of funding for the Youth Services Program	Local Authority Members and Ian Gumbula		
<i>Youth Voice Committee</i>				
29.10.2014	Youth Voice members want Community Elders to hold regular meetings to rally a response to late night troublemaking and hooliganism. Elders should also be delegated to counsel the parents or family members of these youth and motivate them to take more responsibility for their children.	Local Authority	In-hand	Action will be included in upcoming LA meeting on 11 March 2015
11.03.2015	Counsel those caught damaging signage and report to CSM if they continue	Youth Voice Members		
11.03.2015	Ask if local Radio Station can broadcast anti vandalism messages.	Youth Voice Members		
11.03.2015	Invite Police to join YV meetings to provide information and engage with youth on Community Issues	Coordinator Youth Services/Sport and Rec		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 LOCAL AUTHORITY_2015.05.13_Ngukurr_Minutes.pdf



Ngukurr
**Local Authority Meeting
 Minutes**

Held in Ngukurr Conference Room

13 May 2015

This Meeting was opened at 10:45am by Chair Councillor Daphne Daniels and the Roper Gulf Regional Council Pledge was read.

1. Present:

Elected Members:

Mayor Tony Jack
 Cr Daphne Daniels

Local Authority Members:

Tanya Joshua
 Robin Rogers
 Olga Daniels
 Jerry Ashley
 Walter Rogers
 Grant Thompson
 Andrew Robertson

Staff:

Michael Berto – Chief Executive Officer
 Sharon Hillen – Director of Council Services & Infrastructure
 Jo Nicol – Local Authority Support Officer
 Lara Brennan – Regional Manager Community Services
 Brian Beveridge – Regional Manager of RJCP
 Paul Amarant – Council Services Manager
 Amanda Fowke – Senior Administration Support Officer
 Chris Cookson – Regional Manager Night Patrol

Visitors/Guests,

Darryl Fowler – Ngukurr School Principal
 Nick Bewg – Director of Guluman CFC
 Jo Darby – NT Police
 Garry Willmet – NT Police
 Nic Sarah – Department Local Government
 Rien Van der Kooij – Sunrise Health Clinic

2. Apologies:

Gwen Rami, Peter Daniels, Ian Gumbula, Councillor Roberts, Nathan Rosas, Ammereta Wesan, and Keith Rogers

Apologies Accepted, Moved: Robin Rogers

Seconded: Jerry Ashley

3. Conflict of Interest-Members & Staff:

Nil

4. Minutes of Previous Meeting:

Previous Minutes Accepted.
Moved: Robin Rogers, Seconded: Jerry Ashley.
All Agreed by the way of consensus.

5. Business Arising/Action List;**5.1 Previous minutes action List**

Actions from previous meeting minutes were tabled and discussed.

6. Correspondence**6.1. Outgoing Correspondence:**

- Email from Nic Sarah
- Email From Thomas Girdler
- Email from Jodie Locke

6.2. Incoming Correspondence:

Nil

7. General Business**7.1 *Elected Member Report:**

Nil

7.2 *Council Services Managers Report:

- **Council Services Report**

Council Services Manager advised that Ngukurr Festival is coming up on June 12th 13th 14th. 6 new solar lights have been installed in both parks near the Pool, also tree planting on the Oval has begun.

A new scoreboard, park benches and grandstands are on order and will hopefully be installed before the Ngukurr Festival.

The Whitehouse is soon to be relocated.

Rubbish bins are continually being damaged and it is the residents of Ngukurr Community who must be responsible for reporting vandals.

- ***Work Health and Safety:**

Reporting of all hazards and incidents was encouraged.

It was advised that drug testing has begun, and the procedure is still to be written regarding consequences of positive tests.

7.3 *Council Financial Reports:

The Ngukurr Financial Reports for the third quarter were tabled and discussed.

The Ngukurr Local Authority Project Funding Report was tabled and discussed. Local Authority members agreed that remaining funding is to be spent on seating for the Oval and Pool as outlined in the below table.

**Local Authority Project Funding
Ngukurr**

		Budget Estimated	Budget Quotes	Actual
Income		2014-15	2014-15	2014-15
DLGCS	2014-15	\$ 148,005	\$ 148,005	\$ 148,005
Expenditure				
Electronic AFL Scoreboard	Ordered by AFL NT & Yugul Mangi will be there 1st week of March	\$ 25,000	\$ -	\$ -
Outdoor stage area (Oval)	maybe happening through RJCP CDF - TBC	\$ 20,000		
Playground Equipment	Jo looking into quotes	\$ 18,000		
David Daniels Agreement sign upgrades	Jo will seek more information about this at meeting 11 March 2015	\$ 5,000		
Community Graffiti board	Where will this go; how big do they want it	\$ 5,000		
Community information board	awaiting quote from Advance Display Systems 1800 111 477	\$ 2,500		
Plants for beautification	Is this extra to money from Chief Minister, Jo to find out at meeting 11 March 2015	\$ 2,500		
Park Furniture throughout town parks and facilities	<p>NOT CONFIRMED BY LA</p> <p>Remaining Balance yet to be determined - Possibly park furniture Seating</p> <ul style="list-style-type: none"> • 2 x Jumbo Park Settings – CODE FELIPS - @ \$1,800 each – YOUTH PARK • 4 x In ground Bench Seating – CODE FELIG4 - @ \$454 each – SPORTS OVAL • 4 x Setting Shelter – CODE FELRPT - @ \$3,800 each – YOUTH PARK/POOL PARK/SPORTS OVAL • 2 x Select Grandstand - - CODE SELG4T4 - \$6,800 each – SPORTS OVAL • 3 x 5 Bay Bike Stand – CODE BS125 - @ \$369 each – SWIMMING POOL • 4 x Double Plank Seating – CODE FELGCR14 – SWIMMING POOL TOILETS <p>Irrigation</p> <ul style="list-style-type: none"> • TRAILCO POLYREEL TP40 - @ \$7,800 PLUS gst and freight • Assorted hoses and fittings - \$3,500 	\$ 46,623		
CONTINGENCY	TO BE APPROVED BY LA	\$ 5,000		
Total Expenditure		\$ 129,623	\$ -	\$ -
Surplus/(deficit)		\$ 18,382	\$ 148,005	\$ 148,005

7.5 *Governance Updates:

- ***Town Priorities:**

Town priorities list was discussed and adjustments made to the List.

Director Contracts and Technical Services Marc Gardner reported back to Local Authority that street light repairs will take place within 2 months and there will be a trail of LED Lights

- ***Complaints Register:**

One new Complaint which is still to be resolved.

- ***Policy Updates:**

Drug and Alcohol Policy has been updated to include the testing of all Council Staff when required.

- **Upcoming trainings for Local Authority**

- 'Ordinary Women/Extra Ordinary Lives" – Conference to be held in Katherine Wednesday 17th- Thursday 18th June. Women Local Authority Members are encouraged to attend and will be supported by Governance to do so contact Hilary Sinfield 89729004.
- Local Authority Financial Training in Ngukurr Thursday 25th June
- Leadership Forum in Katherine for any Local Authority Members interested in attending support will be given 19th-21st July.

7.7 *RJCP- Remote Jobs and Communities Program:

Local Authority members were advised that a new Coordinator is to be appointed within the next two weeks. New changes to the RJCP program will commence from 1 July 2015.

It was advised that Community members not participating in an activity may have their Centrelink payments ceased. The more people participating in activities the more paid Supervisor positions will become available.

Drink Driving course will be held at the end of May.

7.8 *Alcohol Management Plan:

Nil

7.11 *Police Report:

Police have been very busy dealing with general disturbances including families fighting. It has been so bad that they have had to bring in more officers from Katherine to deal with it.

There will be an increased Police presence over the Ngukurr Festival weekend. Corrections will be running an Early Violence program soon for all of those interested in attending.

2 x APLO (Aboriginal Police Liaison Officer) positions available unfortunately no house provided but there is rental assistance.

7.12 Sport and Recreation: Night Patrol

Night Patrol currently has 7 male officers and hope to have 1 female officer soon. Due to Staff shortages, as staff are away for training, Night Patrol will only be running one vehicle.

Night patrol will be moving into the Night Patrol Office in the near future.

8. Other Business

8.1 The Ngukurr School Principal gave a brief report; Students are currently undertaking NAPLAN testing and they are progressing well. Attendance has improved dramatically thanks to the RSAS and Police. Some funding has been approved for the nutrition program which will cover the cost of staff wages, families will have to pay for school children's meals.

Unfortunately the horse program has lost their funding.

Childcare will be now be operated by the Education Department at the Guluman Centre.

8.2 Outstations Budget: The Outstations Financial Report was tabled and members discussed. It was noted that Ngukurr is responsible for outstations this side of the Phelps River.

8.3 Community Services – Aged Care: This program will soon have a new Coordinator starting within the next couple of weeks.

8.4 Funeral for Colleague Leanne Moore: A funeral will be held on Friday 22nd May and all staff and Community Members are welcome to attend.

9. Meeting Closed 2:30pm

As the Chair at the Ngukurr Local Authority Meeting held on the 13th May 2015, I certify these minutes to be a true and correct record of this meeting.

Cr Daphne Daniels - Chairperson

EXECUTIVE DIRECTORATE REPORT



ITEM NUMBER	15.1
TITLE	Mayor's Report
REFERENCE	533278
AUTHOR	Hilary Sinfield, Governance Officer

RECOMMENDATION

- (a) **That Council receive and note the Mayor's Report**

BACKGROUND

As outlined by RGRC's Code of Conduct, the Mayor attends meetings and appointments to speak and represent the Council publicly on the policies, decisions, actions and interests of the Council.

ISSUES/OPTIONS/SWOT

The Mayor has attended the following meeting and appointments on behalf of Council:

- 1st May 2015: LGANT Executive Meeting (Darwin)
12th – 20th May 2015: Local Authority and Community visits accompanied by the CEO (Numbulwar, Ngukurr, Minyerri, Beswick, Barunga and Manyallaluk)
25th – 26th May 2015: NT Aboriginal Housing Forum and Workshops (Darwin)
27th May 2015: Finance Committee Meeting (Katherine)
14th – 18th June 2015: Local Government National General Assembly (Canberra)

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

There are no attachments for this report.

EXECUTIVE DIRECTORATE REPORT



ITEM NUMBER 15.2
TITLE CEO Report
REFERENCE 533410
AUTHOR Hilary Sinfield, Governance Officer

RECOMMENDATION

(a) **That Council receive and note the CEO’s Report.**

BACKGROUND

Period: 1st May 2015 to 17 June 2015

Key Meetings and Visits Attended

Meeting: GTNT
 Date: 1 May 2015
 Venue: CEO office
 Key issues: Training Opportunities

Meeting/visit: SLT
 Date: 11 May 2015
 Venue: HQ
 Key issues: Per Agenda.

Meeting/visit: Mayor and CEO Visit
 Date: 12 May 2015
 Venue: Numbulwar
 Key Issues: Local Authority Meeting & Agenda

Meeting/visit: Mayor and CEO Visit
 Date: 13 May 2015
 Venue: Ngukurr
 Key Issues: Local Authority Meeting & Agenda

Meeting/visit: Mayor and CEO Visit
 Date: 14 May 2015
 Venue: Minyerri
 Key Issues: Local Authority Meeting and Agenda

Meeting/visit: Mayor and CEO Visit
 Date: 18 May 2015
 Venue: Beswick
 Key Issues: Local Authority Meeting and Agenda

Meeting/visit: Diploma of Community Services Course
 Date: 19 & 20 May 2015
 Venue: Training Centre Katherine
 Key Issues: 2 Day workshop

Meeting/visit: Tender Assessment Panel Meeting
 Date: 21 May 2015
 Venue: HQ
 Key Issues: Numbulwar Airstrip Road upgrade

Meeting/visit: Attend funeral
Date: 22 May 2015
Venue: Barunga
Key Issues: Staff member

Meeting/visit: Tender Assessment Panel Meeting
Date: 26 May 2015
Venue: HQ
Key Issues: Numbulwar Airstrip Road upgrade

Meeting/Visit: Finance Committee Meeting
Date: 27 May 2015
Venue: HQ
Key Issues: Per FCM Agenda

Meeting/Visit: SLT Meeting
Date: 9 & 10 June 2015
Venue: HQ
Key Issues: Per Agenda (mainly on Budget 2015/16)

Meeting/Visit: Audit Committee Meeting
Date: 12 June 2015
Venue: HQ
Key Issues: per Agenda

Meeting/Visit: Diploma Community Services
Date: 16 & 17 May 2015
Venue: Training Centre Katherine
Key Issues: 2 Day Workshop

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER	16.1
TITLE	Amendment to Audit Committee Terms of Reference
REFERENCE	533207
AUTHOR	Hilary Sinfield, Governance Officer

RECOMMENDATION

- (a) **That Council approve the amendment to the Audit Committee Terms of Reference**

BACKGROUND

The Audit Committee Terms of Reference provides guidelines for the operation of the Audit Committee.

It was identified that clarification was required in the Terms of Reference as to how the next Chairperson of the Committee is appointed once the current Chair’s appointment of 12 months is completed.

An addition to section ‘3 Chairperson’ has been included stating ‘On the anniversary of the Chairperson’s appointment, the Council shall appoint any one of the Independent Members for the forthcoming 12 months’. This statement clarifies how the next Chairperson of the Committee is appointed.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Terms of Reference for Audit 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 Section 10 (2) of the Local Government (Accounting) Regulations to assist the Council in fulfilling its oversight responsibilities for financial reporting process, the system of internal control, the audit process and the process for monitoring compliance with laws and regulations, funding agreements and code of conduct.

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 assurance and assistance to the Council, Chief Executive Officer and executive management on Council's risk, control and compliance framework, and its financial statement responsibilities.

2. Membership

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

- three (3) Councillors
- two (2) external Independent Members

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 to the Audit Committee shall be for a term of four years at the commencement of the each Council term. Appointees may serve as an Independent Member for maximum period of two terms.

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

3. Chairperson

The Council shall appoint any one of the Independent 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 Independent Members for the forthcoming 12 month.

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.

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 Internal Control and Risk Management Systems:

The Audit Committee shall:

Roper Gulf Regional Council
Terms of Reference - Audit Committee



- (a) review whether Council has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's business and financial risks, including fraud, business continuity and disaster recovery;
- (b) review whether the Council's risk management framework is being followed in managing key risks associated with current projects, programs or activities;
- (c) review whether Council maintains an effective internal control framework supported by relevant policies, procedures and actions and that these are periodically reviewed and updated;
- (d) review whether appropriate processes are in place to assess, at least once per year, whether key policies and procedures are complied with;
- (e) review, and where appropriate, provide advice in relation to statements to be included in the annual report concerning internal controls and risk management; and
- (f) receive reports on the activities of the Chief Executive Officer's Strategic Risk Management Plan.

5.3 Whistle Blowing

The Audit Committee shall review the Council's arrangement for its employees to raise concerns, in confidence, about possible wrongdoings in financial reporting, resource management and other matters.

The Audit Committee shall review that these arrangements allow independent investigations of such matters and appropriate follow-up action.

5.4 Strategic Management Plans and Annual Business Plans

The Audit Committee shall propose and provide information relevant to, a review of the Council's Strategic Management Plans or Annual Business Plan.

5.5 Compliance

The Audit Committee shall:

- review the effectiveness of the system for monitoring the Council's compliance with those laws, regulations and associated government policies that the Council must comply with;
- review the process for building the capacity of Council to manage misconduct risk and its management strategies to enhance resistance to misconduct while at the same time improving Council performance and integrity;
- monitor compliance of Program Funding Agreements, Service Level Agreements, Funding Agreements or any other agreements with any funding bodies or agencies;
- keep informed on the findings of any examinations 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.

5.6 Internal Audit

Review the adequacy of the Council's internal audit function, including:

- (a) the development of a forward audit program and audit coverage with reference to the Council's risk assessments;
- (b) the conduct of internal audits by appropriately qualified personnel; and
- (c) the monitoring of audit outcomes and the implementation of recommendations.

Roper Gulf Regional Council
Terms of Reference - Audit Committee



Provide advice on the adequacy of internal audit resources relevant to the Council's identified risks and management strategies.

5.7 External Audit

The Audit Committee shall consider and make recommendations to the Council, in relation to the appointment, reappointment, and removal of the Council's External Auditor. The Committee shall oversee the selection process for new External Auditor and if the External Auditor resigns, the Audit Committee shall investigate the issues leading to the resignation and decide whether any action is required.

The Audit Committee shall monitor the relationship with the External Auditor, including, but not limited to:

- (a) assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirement and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
- (b) satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
- (c) reviewing the external auditor's audit plans and assessments of the adequacy of internal control systems to encourage high quality and reliable external audit outcomes; and provide feedback to Council on the audit services provided.

The Audit Committee shall meet as needed with the external auditor to discuss their proposed work program and issues arising during audit activities. The Audit Committee shall meet the External Auditor at least once a year, without management being present; to discuss any issues relating to the conduct of and any matters arising from the external audit.

The Audit Committee shall review and make recommendations to the annual external audit plan and ensure that it is consistent with the scope of the external audit engagement and relevant legislation and standards,

The Audit Committee shall review the finding of the external audit with the external auditor. This shall include, but not be limited to, the following:

- a discussion of any major issues which arose during the audit,
- any accounting and audit judgments, and
- levels of errors identified during the audit.

The Audit Committee shall also review the effectiveness of the external audit.

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

5.8 Provision of Information

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

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

Roper Gulf Regional Council
Terms of Reference - Audit Committee



6. Meetings

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

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

The Audit Committee will hold meetings at least two 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 members and must include both Independent Members.

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.

Audit Committee minutes will 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, Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.

Roper Gulf Regional Council
Terms of Reference - Audit Committee



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 Independent Members of the Audit Committee will be remunerated by agreement with the CEO.

Travel allowance and mileage allowance to the Independent Members will be as per Roper Gulf Regional Council Travel Policy.

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

Local Government (Accounting) Regulation